

BETHLEHEM

UNITED CHURCH OF CHRIST



ANNUAL REPORT

2019-20

BETHLEHEM UNITED CHURCH OF CHRIST
423 S. FOURTH AVENUE
ANN ARBOR, MI 48104-2301
(734) 665-6149
WWW.BETHLEHEM-UCC.ORG

TABLE OF CONTENTS

Mission Statement/Covenant of Welcome	1
Staff Page	2
Leadership Council, Ministry Teams, Boards and Committees	3
Pastor's Report	4
Spiritual Growth and Development	6
Congregational President's Report	12
Minutes of:	
Annual Meeting of the Congregation, June 9, 2019	13
Congregational Meeting, April 26, 2020	15
Music Director's Report	16
Ministry Team Reports:	
Finance	18
Facilities	20
Education	23
Worship	25
Member Care	27
Bethlehem Church Membership Statistics	29
Welcome	30
Outreach	31
Fellowship	34
Youth & Young Adult	35
Opening and Affirming Standing Committee	37
Nominating Committee Report	39
2019-20 Memorials and Honorariums	40
2019-20 Financial Reports:	
Revenue and Expense Summary	42
Memorial and Gift Accounts	43
Balance Sheet	44
Bethlehem Cemetery Board Report	45
Cemetery Board Financial Report	46
Bethlehem Church Bylaws – amended November 11, 2018	

BETHLEHEM UNITED CHURCH OF CHRIST

ANN ARBOR, MICHIGAN

MISSION STATEMENT

*To worship God;
To learn and live the word of God;
To engage in Christian service and fellowship;
To invite others to join us on our faith journey
in the ministry of Jesus Christ.*

COVENANT OF WELCOME

APPROVED MAY 22, 2016

We, at Bethlehem United Church of Christ, declare ourselves an Open and Affirming congregation where we celebrate Christ's extravagant love. We covenant with God and one another to welcome the diverse tapestry of all people, no matter their age, race, nationality, ethnicity, economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression. We invite everyone—believers and questioners, seekers and skeptics—to share their gifts in the life, leadership, ministry, fellowship, worship, sacraments, responsibilities, and blessings of our congregation.

CHURCH STAFF

MAY 31, 2020

Rev. John L. Kennedy	Senior Pastor
Dr. Orval L. E. Willimann	Pastor Emeritus
Lily Tinker Fortel	Minister of Spiritual Growth
Julie Rhodes	Parish Administrator
Gwenda Mayes	Administrative Assistant
Betty Clark	Financial Administrator
David Hahn	Music Director
Gail Jennings	Organist
James Rowan	Handbell Choir Director

LEADERSHIP COUNCIL AND ELECTED MEMBERS OF MINISTRY TEAMS, BOARDS, AND COMMITTEES

MAY 31, 2020

LEADERSHIP COUNCIL

John Samford	President
Ron Dechert	Vice-President
Sue Wortman	Secretary
Jim Rowan	Treasurer
Judy Coucouvanis	Member at Large
Pat Huibregtse	Member at Large
Pam Rutledge	Member at Large

FINANCE MINISTRY TEAM

Karen Samford	Chair
Tom Krell	Elected Member
Sue Muir	Elected Member

FACILITIES MINISTRY TEAM

Tom Ziesemer	Chair
John Irwin	Elected Member
Michelle Loukotka	Elected Member

OTHER MINISTRY TEAM CHAIRS

Eileen Koprowski	Education
Harriette Ehnis	Worship
Jenny Foster	Member Care
Kurt Schmerberg	Welcome
Laura Seyfried	Outreach
Jan Eadie	Fellowship
Katie Rowan	Youth and Young Adult

BETHLEHEM CEMETERY BOARD

Susan Irwin	President
Martin Seyfried	Vice President
Sallie Stadel	Secretary
Jim Lutz	Treasurer
Sue Buday	Elected Member
Mike Haab	Member at Large

NOMINATIONS COMMITTEE

Cresson Slotten	Chair
-----------------	-------

PASTOR'S REPORT – 2019/2020

Then your light will break forth like the dawn, and your healing will quickly appear; then your righteousness will go before you, and the glory of the LORD will be your rear guard. ⁹ Then you will call, and the LORD will answer; you will cry for help, and he will say: Here am I. "If you do away with the yoke of oppression, with the pointing finger and malicious talk, ¹⁰ and if you spend yourselves in behalf of the hungry and satisfy the needs of the oppressed, then your light will rise in the darkness, and your night will become like the noonday. ¹¹ The LORD will guide you always; he will satisfy your needs in a sun-scorched land and will strengthen your frame. You will be like a well-watered garden, like a spring whose waters never fail. Your people will rebuild the ancient ruins and will raise up the age-old foundations; you will be called Repairer of Broken Walls, Restorer of Streets with Dwellings.

- Isaiah 59:8-12

Sometimes I struggle to express in writing what it is I want to communicate in person. I can speak the words, but writing them can seem like an exhausting wrestling match with God and my own soul. "I am thankful for so many things, but mostly God; without God, I'd have nothing else to be thankful for." If I were speaking with you face to face, I would say, **"Thank God! Thank you, Bethlehem, you're doing great!" Well done, good and faithful disciples! I am so thankful for God's gift of grace upon grace, my family, and for you. God is accomplishing so much in us and through us.**

I watch with a glad heart as we grow spiritually and in relationship with God and one another. In hope and faith, we have plowed the ground, moved stones, tilled the soil, and planted fresh new seeds. The seeds have burst open; the roots have gone down, and now the shoots of green have broken ground and are growing. Rather than comfort and familiarity, we have hoped, taken risks, and ventured into new journeys of faith. Every time we celebrate communion and hear the words "This is my body broken for you, and this is my blood shed for you," we remember and give thanks that Christ risked so much because of God's love for you and the whole world. The same mighty power that raised Christ from the dead is doing wonderful things in you and through you! Thank God! Thank you, Bethlehem UCC! Well done, good and faithful disciples!

It fills my heart to see so many of you providing leadership. You are fellow ministers, and you are leading with your gifts, creativity, energy, and faith. Thank you for the many things that you are living and doing. Thank you, John Samford and our Leadership Council, for providing vision and leadership that has led to so many wonderful outcomes! Thank you, Jennifer Vasquez, for continuing to organize our Supper Groups! Thank you, Tom Z., for your continued leadership with our Bethlehem veterans' group and for the work that helped to see the opening of Fisher House. Thank you, Kurt, Lily, Jane, Liechen, Vicki, and Eileen, for serving as Stephen Ministers. Thank you, ONA Committee, for 4 years of continued service. Thank you, Tom Ziesemer and the Facilities Ministry Team, you have worked so hard in not only maintaining our building but also overseeing multiple improvements throughout our facilities and ground including updated the men's bathroom and the masonry and roof repairs. Thank you, Vice-President, Ron Dechert, for the help with hiring new personnel. Thank you, Jim Stadel, for overseeing the installation of our new sound board in the sanctuary. Thank you to Karen Samford and our Finance Ministry for implementing sound financial practices and finding

creative ways to responsibly fund our many projects with integrity and accountability. Thank you, Cress Sloten and our Nominations Committee, for praying, searching, and working to recruit leaders for our congregation. Thank you, Eileen Koprowski and our Education Ministry Team, for creating safe and healthy spiritual faith formation opportunities for our children and youth. Thank you, Harriette Ehnis for chairing our Worship Team and shifting our focus to Creative Worship Strategies. Thank you to Jennifer Vasquez and our Worship Team for creating meaning and inspirational worship experiences involving our laity, youth, and children in worship and for the many special services during Lent, Easter, Totenfest, and Christmas. Thank you, Tom Ziesemer's, Worship Ministry Team, Welcome Ministry Team, and choir, for the Living Nativity at Bethlehem. Thank you, Michelle Loukotka and the Holy Rollers pretzel group. Thank you, Michelle and Bob Loukotka, for faithfully and continually preparing our altar, chancel, and Holy Communion for our worship together. Thank you, Hans Maier and our Ushers and Greeters, for welcoming and watching over our members and visitors. Thank you to our Sound Team: Kurt, Gary, Jamie, Jesse, and Edgar. Thank you to our many office volunteers during the week and on Sundays. Thank you, Jenny Foster, for lovingly overseeing the Grief Support Ministry and Member Care. Thank you, Jan Eadie, and so many Bethlehem members for arranging, serving, and hosting so many events of fellowship.

Thank you to John Samford and the members of our Leadership Council who have worked, prayed, and provided leadership that guides Bethlehem. Thank you to our ministry team chairs and ministry team members who have finished your terms and for those who will be coming onto new leadership positions. Thank you, Lily Tinker Fortel, for your creative work in leading our entire congregation into new opportunities for faith formation, along with our Education Ministry Team and Outreach Ministry Team.

Thank you to our Bethlehem staff and Lily Tinker Fortel. Thank you to our Parish Administrator, Julie Rhodes and Bookkeeper Betty Clark for all of your hard work. Thank you and welcome, Gwen Fellenberger, for your faithful and wonderful work and for the many hats you have worn. Thank you, David Hahn, Gail Jennings, and Jim Rowan, for providing beauty and inspiration through music in every worship service. Thank you David and Pastor Lily for helping us come into the "video age" with our online worship services and Zoom meetings.

"Thank God! Thank you, Bethlehem, you're doing great!" Well done, good and faithful disciples! I am so thankful for God's gift of grace upon grace, my family, and for you. God is accomplishing so much in us and through us.

God loves us all with no take-backs!

Pastor John

SPIRITUAL GROWTH AND DEVELOPMENT

What a time we are living in. It has been 10 weeks since the COVID-19 pandemic necessitated the closure of area public schools and Bethlehem's temporary suspension of in-person activities, including in-person worship services. Over 300,000 people have died globally, nearly 100,000 in the United States.

For decades, mainline Protestantism in the United States has been in transition. We've known this and talked about it. Some church leaders call it "emerging." The pandemic has expedited the process. We don't yet know what church is becoming; so much is to be determined. Still, COVID-19 is already inviting us into some new ways of doing things that we'll likely continue moving forward. These months have given us a deeper appreciation of the things that have always been about church, which we wish to keep. As always, our understanding of Jesus's life and teachings will be our primary guide. Another common denominator of these two categories (i.e., the new and that which we wish to keep) is community.

Bethlehem is a beautiful community. How we gather as community has changed, but the way you love and care for one another in community has remained steadfast. In these weeks, I continue to be amazed by the resilience and faith of you, the Bethlehem community. I am grateful for the opportunity to walk alongside you in my role.

In April 2020, I marked three years as Bethlehem's Minister of Spiritual Growth and Development. My work is informed by my love for people and a deep abiding faith in our potential to realize "a just world for all." Whatever the activity, I aspire that there is space for nurturing ourselves in the midst of our full lives, building sustaining and beloved community, and engaging the guidance of our faith tradition. Below, you will read specific highlights of my work over the past year.

Youth and Young Adult Ministry Team I remain grateful to Katie Rowan (chair) for the ways in which she supports Bethlehem's youth and young adult ministries. This year, we welcomed Sarah Herwick to the team. *Below, you'll read a summary of primary reflections in the areas of youth and young adult ministry. See the Youth and Young Adult Ministry Report for a detailed reporting on the work.*

Middle- and High-School Youth Group

Youth Group is a supportive, welcoming space where we extend care, respect, and belonging to all. This year, we welcomed one new sixth-grader into active participation in the Youth Group. Jesse Wilcox continues to provide volunteer leadership with, and support of, the Youth Group. We're grateful to Bethlehem members who provided Youth Group and confirmation meals throughout the year. Here are some highlights:

- **Confirmation** This year, six confirmands have gathered four times a month for confirmation. Bethlehem will celebrate their accomplishments in virtual worship on May 31 and formally confirm them when we are able to gather again in person. Pastor John and I are grateful to the six mentors who have accompanied the confirmands on their journey.
- **Integration** An ongoing goal this year has been integrating our youth in the communal life of the broader congregation.
 - **Worship** Throughout the year, I have engaged Youth Group members in worship leadership and planning.

- Service This year, we launched a congregation-wide service day at the Food Gatherers Warehouse on Carrot Way. (The distribution of food bags from the church office became a burden to office volunteers and church staff, so we discontinued that project.) The Youth Group led Bethlehem's Church World Service Kit project and collaborated on other congregation-wide service projects, including the Guatemala Stove Project.
- Fellowship: Board Game Night We began this church-wide event in January 2019. The once-monthly game night hosted by the Youth Group has multigenerational participation.
- The BUCCuleles In the wake of COVID-19, we began a multigenerational ukulele band and invited all members of Bethlehem to join. We presently have over 40 people (members and not) on our mailing list. The BUCCuleles range in age from early elementary to mid-70s. I extend special thanks to Katie, Sarah, Gail, Abby, and Ellie for their leadership with the BUCCuleles.
- Travel The two youth trips we anticipated this year were canceled.
 - February 2020 WinterFest Ski Trip to Big Rapids, Mich. Youth were excited to attend this event, but due to scheduling conflicts, there were not enough who were able to commit.
 - Summer 2020 National Youth Event. We had five youth committed to attend NYE this year. The in-person gathering was canceled due to COVID-19.
- Youth Room Improvements In Summer 2019, informed by the guidance of the Youth Group, we continued improvements to the youth room, including painting. Many thanks to Jesse for his volunteer commitment to this effort! We are grateful to volunteers who helped with a major cleanup of the youth room during the church-wide cleanup day.
- Looking Forward We will continue to engage youth and young adults as we move through the COVID pandemic. Presently, all of our programming has moved online to video conferencing. We will continue building on the success of the BUCCuleles. Confirmation will continue less frequently throughout the summer. As we are able, we will reintroduce in-person gatherings with care for the well-being of all. As circumstances allow, we will build toward a youth-specific trip in fiscal year 2021. I am excited about the possibility of some of this year's confirmands joining the Youth and Young Adult Ministry Team in the coming months.

Young Adult Ministry

- Habitat Service Trip The annual Habitat for Humanity summer service trip and related activities remain the primary mode of engagement for Bethlehem's young adults. The summer 2019 trip took place in Flint, where participants volunteered with Habitat for Humanity and the Food Bank of Eastern Michigan. This year, we planned to volunteer with Ft. Washington UCC in Cincinnati, Ohio, but that trip was canceled due to COVID-19.
- Looking Forward I hope the CROP Hunger Walk will be an opportunity to engage young adults. The service group will reconvene to explore other opportunities for this year. I anticipate some new programming for young adults in the wake of COVID-19.

Education Ministry Team and Young Children and Families *Here, I refer you to the Education Ministry Team Report* with deep gratitude to Eileen Koprowski as she finishes her first year as chair. As ever, I am grateful to the entire Education Ministry Team and Sunday school and nursery volunteers/teachers for their loving commitment to Bethlehem's youngest members.

We all remain grateful to Kelsey Postler, our nursery and Sunday school teacher, for her teaching of, and care for, our youngest members on Sunday mornings.

- Service This year, we continued building on the success of collaboration among the Education Ministry Team, the Outreach Ministry Team, and the Bethlehem community for a variety of service projects. *See more below.*
- New Activities
 - The Youth and Young Adult Ministry Team's service day at Food Gatherers has engaged some of our younger members.
 - COVID-19
 - Several of our youngest members are active in the BUCCuleles, Bethlehem's new multigenerational ukulele band.
 - I send weekly emails to Bethlehem's children and youth (and parents). These emails include a weekly activity bulletin.
 - Each Sunday, children and youth are invited to join Ms. Kelsey for a video "Chat with Kelsey."
- In December 2019, Spiritual Growth and Development distributed Advent calendars from Serrv to Bethlehem's children and youth.

Looking Forward While there are many unknowns about the coming year, Bethlehem remains committed to supporting the spiritual growth and faith formation of our youngest members. An end-of-school mailing (including water balloons!) will go out to children in the coming weeks. We are in the initial phases of exploring the possibility of a virtual Vacation Bible School this summer. I will continue to work creatively to engage children in worship and to provide opportunities for faith education and growth.

Spiritual Growth and Development for Adults A holistic frame recognizing that spiritual development happens within and outside of the church walls continues to inform this work. Here are some highlights:

Classes

- In September and October 2019, I taught two concurrent classes (one daytime, one evening) called "Speeches and Sermons of Synod," in which we watched and discussed speeches and sermons delivered at General Synod 2019. The class had 15 participants.
- After the Global Strike for Climate in September 2019, I convened a book group to discuss *On Fire! The Burning Case for a Green New Deal* by Naomi Klein. The group met four times. We explored the connections between faith and the climate crisis; topics covered in the book; and the UCC's endorsement of the Green New Deal at General Synod 2019. The October/November class had 12 participants.
- In November, I invited members of the congregation to commence an individual gratitude practice. We concluded with a "November Grateful" gathering where we explored topics in Diana Butler Bass's book *Grateful: The Transformative Power of Giving Thanks* and made "My Intent" bracelets.
- In February and March 2020, 15 Bethlehem members participated in "Spirituality and Song," a four-part exploration of the music of Carrie Newcomer, which culminated with a group potluck and attendance at a Carrie Newcomer concert at the Ark. Fourteen members participated.
- I was delighted to be invited to collaborate in the leadership of a small group that meets monthly to explore questions of life, faith, and religion. The group is led by a Bethlehem

member and has been meeting monthly since February 2020. It involves about 15 members and nonmembers.

- Pastor John and I have collaborated on a weekly “Roundtable Pulpit” in which Bethlehem members gather to discuss the coming Sunday’s scripture. This event began with Lent at the end of February and has continued due to its success.
- In December, I coordinated a Bethlehem outing to a Michigan Men’s Basketball game. Twelve members attended.
- The BUCCuleles Many adult members and friends participate in the BUCCuleles. *See more in Youth and Young Adult Ministry above.*
- During the pandemic, I started two weekly fellowship activities: a weekly video cafe/happy hour on Wednesday evenings, and our virtual Sunday morning fellowship hour after the 10 o’clock service.

Recurring Events/Offerings

- Prayer Circle Our Prayer Circle transitioned to meeting virtually once monthly, after meeting twice monthly throughout most of the year. We meet on the first Thursdays at 11:30 a.m. I am grateful to Dindy Haab for her ongoing ministry in sending out Bethlehem’s weekly Prayer Chain and in helping to lead the Prayer Circle.
- Members of Bethlehem’s meditation group continue to participate in the Oprah and Deepak “21-day Meditation Experience” at various times throughout the year.
- Yoga Each Tuesday evening, I teach a gentle meditative yoga class that is suitable for all ages and experience levels. This class is presently taking place virtually.
- Devotionals Using funds from SG&D, I distribute devotionals published by the UCC’s “Stillspeaking Writers’ Group” for Lent and Advent each year.
- *See also Community Engagement and Coordinated Service Efforts below.*

Looking Forward I imagine continuing an option for people to join classes virtually. My doors are always open for discussion and collaboration around adult faith formation activities and classes. I welcome your ideas and feedback!

Community Engagement

- Activism In September 2019, Bethlehem participated in Ann Arbor’s Global Strike for Climate rally and teach-in. Bethlehem closed for the march. We joined with pastors and members from area UCC congregations, who gathered at Bethlehem prior to the rally.
- CROP Hunger Walk Led by the Youth Group, the Bethlehem Pillamas joined Ann Arbor’s Church World Service CROP Walk on Sunday, September 30, 2018. We had about 25 official Pillamas, and 21 who walked! The Bethlehem Pillamas raised over \$2500, far exceeding our fundraising goal of \$1000!
- Bethlehem once again opened its doors to Allies for Change for their 40-hour “Doing Our Own Work” antiracism training in September and October 2019.
- Groups of Bethlehem members attended a variety of events in the community.

Looking Forward We will continue to seek opportunities to open our doors, and go beyond our doors, for broader community and partner events. We will seek greater participation in ongoing and new hands-on volunteer service activities. Led by the Outreach and Youth and Young Adult Ministry teams, Bethlehem will host the Ann Arbor CROP Walk in 2020 and 2021.

Coordinated Service Efforts This year, we continued efforts to engage multiple ministry teams in church-wide service efforts. I often say, “I am never surprised, but ever amazed,” by Bethlehem’s generosity. Bethlehem is a congregation that extends care and love to those in need in our world.

Church World Service

- CWS School and Hygiene Kits This year, the Youth Group led the collaboration among the Outreach Ministry Team, the Education Ministry Team, and the entire congregation. We also donated school supplies to Peace Neighborhood Center. We're grateful to Auxiliary/Mother's Study for carrying on this tradition for so long.
- *See CROP Hunger Walk above.*

Backpacks

- As the 2019-20 school year began, Bethlehem members donated 70 backpacks along with school supplies to area organizations.

Bethlehem Builds, 2020 Lenten Mission Projects Led by the Education Ministry Team, the Outreach Ministry Team, our youth, and SG&D, Bethlehem had two Lenten mission projects this year. Due to COVID-19, the collection for these projects was delayed, so we don't have final counts on money raised.

- Habitat Lent Builds Over 50 Bethlehem households participated in a Lenten devotional that invited people to engage in random acts of kindness and collect donations for Habitat for Humanity of Genesee County.
- Easy Water for Everyone Bethlehem members Fritz and Evelyn Port introduced Bethlehem to Easy Water for Everyone, which installs water filtration systems in Ghana. On Sundays during Lent, Bethlehem's children collected coin, cash, and check donations from the congregation, in addition to a variety of other fundraisers throughout the year. We'll resume the collections and fundraisers once we're back together in person.

December Giving Bethlehem members brought gifts, including board games, books, nonperishable food items, and gift cards "to the manger" during Advent. These gifts were donated to area organizations and distributed to area families.

Habitat *See Youth and Young Adult Ministry above.*

Serrv I am grateful to Diana Slaughter for her leadership in offering the congregation an opportunity to order fair-trade holiday gifts from Serrv in 2019.

Worship

Worship Leadership This year, I led worship one-two times monthly.

Worship Study In the fall of 2019, I led the Worship Ministry Team in an exploration of experiential worship. We discussed ways Bethlehem's worship could be more creative and tactile; and ways worship planning could be more collaborative.

Worship Collaboration It was a joy to work with members of the Worship Ministry Team to plan intentionally participatory worship experiences in December (Christmas Eve 5 pm service), January (To the River), and February (Love).

Together with Worship MT, Pastor John and I convened a group to provide leadership in developing this year's Lenten worship theme and Sunday services. Although we didn't know it at the time, this group process laid a firm foundation for the creativity and outside-the-box thinking that would be required to continue worship via online service offerings during the pandemic. We are grateful for this leadership in ensuring our Sunday worship continues to provide spiritual fulfillment and a sense of community, even as we cannot gather together in person.

Pastoral Care I provide pastoral care via office, home, and hospital visits, as well as (for now, exclusively) phone calls. It is a sacred honor to accompany Bethlehem members and friends in the fullness of life's experiences in my role at Bethlehem.

- **Stephen Ministry** Our cohort of Stephen Ministers remains active. I meet with the group for monthly meetings as I am able.

Professional Development I continue on the path toward ordination. I am grateful to Bethlehem for ongoing support of this process. In the fall of 2019, at Bethlehem's request, I was granted lay ministerial standing (formerly licensure) for my role at Bethlehem. This year, I completed the final requirements of ordination, including my ordination paper and an ordination website. In March, I met with the Michigan Covenant Association's Committee on Ministry, which recommended me for Ecclesiastical Council on May 3. The Ecclesiastical Council was postponed due to COVID and has been scheduled for June 4. I am especially grateful to Jenell Buday, Patti Maki, Sue Muir, and Jane Ziesemer, the members of my Local Church Discernment Committee, who have been a source of constant support in my ordination journey.

In conclusion, it is a joy to learn with and from you as we live this crazy-wonderful journey of life and the emerging church, and as we work to realize the vision of "Heaven on Earth" or, as the UCC calls it, "a just world for all."

Respectfully submitted,

Lily Tinker Fortel, Minister of Spiritual Growth and Development

May 2020

CONGREGATIONAL PRESIDENT'S REPORT

This is the first Annual Report based on the revised church fiscal/program year, June 1 through May 31.

Little did we know what this year held in store when it began! Saturday June 1, 2019 saw the Holy Rollers prepare their pretzels (a dozen sit in our home freezer, to be doled out on special occasions); our gym was rented that afternoon by a basketball group. We were looking forward to the next day's Communion during worship when Church School teachers were honored, followed by an end-of-the year picnic in our backyard. We were muttering about the inconvenience of the Dexter- Ann Arbor run.

"Simpler" times? Well, at least "different!" Things went along mostly unremarkably until March 15, 2020 when the Covid-19 pandemic closed Michigan. Our recent congregational experiences have taken place electronically: Facebook Worship, Zoom meetings, Zoom Happy Hours, Zoom Ukuleles, etc. If we'd only bought Zoom stock June 3 2019! I admit I haven't been completely able to stay away from BUCC; I've pulled some weeds and raked some leaves while wearing a mask. (The anonymous gardener!)

As I write this report, Michigan may be beginning to open back up. But, of course, it will be a long time before we see a schedule like that first weekend of June. We must balance our desire to return to all those things we used to take for granted with the knowledge that the pandemic is not over, that folks, especially those at higher risk, are still threatened, if we proceed with abandon.

Leadership Council has a more significant agenda for this month's meeting than usual. We must examine the Finance Ministry Team's proposed budget and the Stewardship Campaign results to determine what we recommend to the Congregation at our Annual Meeting, June 14: another Zoom meeting. We had our first Congregational Zoom meeting April 26, 2020 approving expenditure of up to \$60,000 to repair leaks in our building's mortar and flashing. That work began in mid-May and will help preserve the church building we love and to which we hope to return. Council's agenda also includes plans to guide our efforts to reopen our building with care.

One positive indication is that the University of Michigan Nurses' COPD study, which rented our building until mid-March when Michigan shut down, is preparing a plan to resume the rental, with appropriate precautions. Council will probably piggy-back off that planning to expand it to a phased re-opening of the church, as conditions allow.

On a more positive note, Pastor Lily Tinker Fortel is scheduled for an Ecclesiastical Council (yet another Zoom event!) to determine whether to authorize her ordination, pending an approved call. (I suspect I know the results!) We congratulate Pastor Lily and wish her well in her called ministry!

I invite you to read the entire Annual Report for other signs of hope. God is good! All the time!

John Samford, President

May 18, 2020

Bethlehem United Church of Christ
Congregational Annual Meeting Minutes
June 9, 2019

Attendance for this meeting was 56 members. According to the by-laws, "A quorum shall consist of 25 members."

President John Samford called the meeting to order and asked Pastor John Kennedy to lead us in prayer. After the prayer we were reminded to consider throughout this meeting, "May the Holy Spirit guide our speaking. May the Holy Spirit guide our listening."

President John Samford outlined the items which would be covered on our agenda. He also thanked elected officers; both those stepping down and new officers.

Agenda

1. Remarks from Vice President, Ron Dechert
 2. Election of officers
 3. Budget recommendations and vote
 4. Brief Annual Reports from groups
 5. Pastor John's report
 6. Minor amendment to the by-laws
 7. Any other business
-
1. Vice-President Remarks – Ron Dechert
 - a. Leadership Council has a responsibility to create the vision and strategic plan for the church. Self-assessment is essential to growth and development so Ron has developed a survey for each member of the church to fill out and submit. Each survey will be anonymous. There are paper copies of the survey available at today's meeting. Please return your completed survey to Ron by the end of June. Results will be shared with the congregation later this year.
 2. Election of Officers – Cresson Slotton, on behalf of the Nominating Committee
 - a. Cress presented the slate which was also handed out in paper
 - b. There were no additional nominations from the floor
 - c. A motion was made and seconded to accept and approve the ballot for this next year as proposed by the Nominating Committee. A vote on this motion was approved by the Governing Body

3. Budget Recommendation for 2020 fiscal year and vote
 - a. Jeff Wortman, past Finance Ministry chair gave an overview of our past fiscal year
 - b. Karen Samford, new Finance Ministry chair presented the 2020 fiscal year
 - c. A motion was made and seconded to approve the budget for fiscal year 2020 as presented. A vote of the Governing Body approved this motion.
4. Each Ministry Team Chair, ONA Standing Committee, Stephen Ministry, and Cemetery Board gave a brief synopsis of their accomplishments as published in the latest Annual Report.
5. Pastoral Report by Pastor John Kennedy
 - a. Included report on Stephen Ministries
 - b. Thanks to those working behind the scenes for the church
 - c. He is looking forward to a new year of working with the members of Bethlehem
6. Amendment to the by-laws
 - a. Because of our new fiscal year and Leadership Council's change in the date of their monthly meetings from the second Tuesday of the month to the fourth Thursday of the month it will not be possible to conform with the current by-laws which state:

[Leadership Council] "Shall meet within two weeks of the Annual Meeting of the Governing Body and shall meet regularly thereafter." - (By-laws: Article VI, Section 2, Leadership Council, Part B, Roles and Responsibilities, number 7)
 - b. A motion was made to change the word "two" to "four", thereby allowing Leadership Council the ability to have their first meeting of the new fiscal year on June 27, 2019. This amendment passed by a vote of the Governing Body.
7. A call was made for any additional business for this meeting. No additions were requested.
8. John Samford adjourned the meeting after the Governing Body joined together in saying the Lord's Prayer

Minutes submitted by Sue Wortman, Church Secretary

Minutes from Bethlehem UCC Congregational Online Meeting, 4/26/2020

- Per our by-laws, a congregational meeting requires a quorum in attendance which consists of 25 members. This meeting held online using Zoom included primarily video connections where members could be seen. A few people could be heard but not seen by using their phones. If more than one member appeared on one screen the total numbers of members seen were counted. The total number of members counted ranged from 55 to 65, depending on the time the counting took place.
- This meeting was held to discuss and take a vote on whether or not to spend up to an estimated \$60,000 in repairs and maintenance to the church building over the next year to 2 years. These repairs to alleviate structural damage, flashing and masonry and interior damage to walls due to leaks have been outlined by the restoration company Grunwell-Cashero. Further maintenance is outlined in the request by Facilities Ministry, attached at the end of these minutes. Grunwell-Cashero was chosen because they are one of very few restoration companies in this area qualified to do this work and because Bethlehem church has used them for other restoration projects and has been satisfied with their work.
- After a presentation providing background information and explaining this project the following motion was made:

BUCC congregation approves the release of undesignated church funds up to a maximum of \$60,000 to address the repairs recommended by Grunwell-Cashero

Following discussion and questions those in attendance voted on the motion. At the time of this vote 56 people were counted. The results of the vote were 55 members in favor, 1 abstention. The vote passed.

- The meeting was adjourned.

2019-20 | ANNUAL REPORT | MUSIC

The 2019-20 season at Bethlehem United Church of Christ has enjoyed an eclectic outpouring of musical experiences. From our zealous cantata to Christmas Eve to our online services during Covid-19, our church has been blessed to experience so much growth and positive contributions from our members and from the community. David Hahn was hired as Director of Music Ministries in August 2019 and throughout this report, he will be referred to as DMM.

For the cantata this year, we elected to use a full orchestra to accompany the choir. This seemed to be a highlight in our singing season, as communicated by several members of the congregation. Although it was not 40 minutes like last year's cantata, this 25-minute cantata "A Manger Suite" seemed sufficient in communicating a message of hope and joy to lead off our Advent season. The success of this endeavor led us to re-evaluate our budget for special service instrumentalists to incorporate the added cost of involving an orchestra in the cantata.

Our Christmas services were a wonderful celebration at Bethlehem. As usual, we hired the Solid Brass in addition to including many Bethlehem members in the other sections of the orchestra, notably Professor Andrew Jennings as concertmaster and Adrienne Paton on Clarinet. We also hired Deborah Gabrion again to play the harp at our 11:00 service. This year, we tried something new at the 7:30pm service where we had the DMM lead the singing of some of the traditional organ-led hymns as they included special orchestral accompaniments. This seemed to receive mixed feedback; many enjoyed the spectacular accompaniments and receiving leadership, others struggled with the change. Leadership was pleased with the service and commented that they would like to repeat. During the 11:00pm service, we were happy to welcome Karla Mansen back to BUCC who sang in a trio with Sarah Herwick and P.J. Lindemann.

Easter had been planned as a major spectacle, having hired the largest orchestra in Bethlehem's history! We had planned to premier a work and include favorites such as Bach's *Christ lag in todesbanden* and Handel's *Hallelujah Chorus*. Unfortunately, due to Covid-19, we were unable to hold in-person services, postponing our plans most likely until 2021.

Before Covid-19, our handbell choir had continued to be involved in worship services performing once per month, as well as during our 11:00pm Christmas Eve service.

During Covid-19, the DMM worked very closely with pastoral staff to help plan music and even liturgical elements for our online services. Eventually, we decided to move to pre-recorded services which required several purchases such as software, computers, microphones, and audio recording equipment. Because of DMM's prior experience in video and technical arts and in lieu of no choir rehearsals or performances, he agreed to be the video editor, helping ensure our services are timely and beautifully representative of our in-person worship.

While of course we prefer in-person worship, our pre-recorded online services have provided many wonderful opportunities. Several members of the congregation have been able to participate in many aspects of the liturgy and we have involved outside members to participate in our special music series.

During our monthly worship team meetings, we discussed our section leader budget and realized that although we moved to pay a higher rate under our previous music director, that going rate continues to rise with inflation. We recognize the significant expense of hiring

section leaders for our choir; yet, we all seem to agree that sustaining section leaders is a vital aspect of our church and helps to maintain the success, longevity, and strength of our choir.

The positive, compassionate, and encouraging community at Bethlehem has made me feel **completely** at home. It has been an incredible joy and honor to serve the community of Bethlehem and I'm so thankful that I've been given this opportunity. I look forward to continuing on the great work that has been done to create even more wonderful services in the future.

With gratitude,

David E. Hahn, MM Director of Music Ministries Bethlehem United Church of Christ

DMA Pre-Candidate, Choral Conducting School of Music, Theatre & Dance University of Michigan

FINANCE MINISTRY TEAM

We are finishing our first fiscal year matching the church program year (June 2019 through May 2020.)

At the very end of the short 2019 fiscal year (Jan 2019 through May 2019), we initiated the approved loan for renovations to the Fellowship Hall, with the last invoice from Phoenix Construction. The loan began on April 18 in the amount of \$76,099. This was much less than the \$120,000 to \$150,000 loan approved by the congregation. Subsequently, Bethlehem received a large donation in late May which allowed the loan to be paid off. Commitments to the capital campaign will be used to replenish the \$200,000 used from the Investment Fund to support the renovations.

In May we began an audit by Altruic Advisors. Several things got in the way of the quick audit we had hoped for, but in November, Julie Seger from Altruic, reported their findings to the Finance Team and Leadership Council including the fact it was a "Clean Audit." Due to the age of our building etc. the audit does not cover property, plant and equipment. They mentioned that at times, the church has had approximately 9 months of cash, with 3-6 months being standard. This was due to Memorials and Gifts being held in the checking account rather than being invested. Also we had at times gone over the FDIC limits in the checking account, this is no longer true.

In early 2019, J.P. Morgan notified Bethlehem they planned to resign as trustee of the McKay Scholarship Trust, as they no longer planned to manage scholarship trusts. Subsequent discussions with J.P. Morgan and Bank of Ann Arbor (BoAA) led to J.P. Morgan resigning from both the McKay Scholarship Trust and the larger McKay Endowment, with BoAA agreeing to take on the role of trustee. Due to our excellent working relationship with BoAA, we see many benefits with them as trustee. Due to a major downsizing of the J.P. Morgan trust department, the funds were finally transferred to BoAA in July.

Renovation of the Men's restroom in the hallway across from the office was completed in late summer for a total of \$11,654. The majority of the cost was covered by a donation of \$10,000.

At the Special Congregational meeting held over Zoom on April, 26th, Facilities presented a request for up to \$60,000 to make repairs to the mortar areas around the chimneys etc. on the roof. The quote from Grunwell-Cashero for the first four of six sections was \$31,670 if done separately with a discount if they did not need to bring the equipment back a second or third time. The other two sections needed further inspection prior to offering a quote. The congregation approved having the work done. The total cost for all six sections, done at the same time, is now expected to be under \$45,000.

When it was announced churches could apply for the CARES Act Paycheck Protection Program loan, Bethlehem almost immediately put in our request. We received \$47,743 in April and expect the loan will be forgiven with very little, if any interest.

Expenses for 2020 were budgeted at \$532,136 and income at \$503,406. The anticipated shortfall of \$28,730 was to be taken from the Undesignated Investment Fund. Through the first

eleven months, expenses were slightly less than budgeted, while income was approximately \$75,000 under budget, due to reduced contributions and rental income during Covid-19. The \$47,743 CARES loan partially offsets the income shortfall.

Investments as of May 19th totaled \$773,311, following the withdrawal of \$30,000 for the first portion of the mortar/roof repairs. A total of \$543,633 remains in permanently restricted funds.

We continue to appreciate the McKay and Feldkamp trusts which provided approximately \$45,000 this fiscal year, allowing for good works for the building, congregation and community.

Thank you to the members of the fiscal year 2020 Finance Ministry Team: Tom Krell, Sue Muir, Edgar Vasquez and Jim Rowan, Leadership Council Liaison. Thank you as well to Jeff Wortman and the members of previous Finance Teams for all the work they did setting up policies, procedures and so much more.

Respectfully submitted,
Karen Samford, Chair, Finance Ministry Team

FACILITIES MINISTRY TEAM

June 1, 2019 - May 31, 2020

Tom Ziesemer, John Irwin, Michelle Loukotka, Ron Dechert—LC Liaison
Pastor John Kennedy, Julie Rhodes—Parish Administrator
Invited advisors—Bob Loukotka, Steve Darr, Jim Stadel

We will continue to develop and implement plans to maintain, preserve and improve the church buildings and properties. We thank the congregation for their support of these endeavors.

REPAIRS & IMPROVEMENTS

- The men's restroom across from the church office was renovated and made a gender-neutral restroom. Thank you for your leadership, John Irwin.
- The threshold on the south exit door on the stairway landing between the Fellowship Hall (FH) and the Sanctuary was repaired.
- The City of Ann Arbor performed repairs they cited as necessary on the 4th and 5th Avenue sidewalks.
- Daily Rain repaired the 4th Avenue sprinkler system, winterized the system in the fall, and reopened it this spring.
- A new lock was purchased for the outside shed.
- The moat was cleaned of trash and weeds were pulled twice during the year.
- LED lights were installed in the Offices, the Choir Room, and the Kitchen Serving area; the Youth Room will be done next. These lights will reduce electric consumption. Our thanks to Jim Stadel for his work.
- One motor operates all the exhaust fans in the 1966 addition; this original equipment failed and was replaced by CMR Mechanical.
- Following heavy use during the FH renovations, it was necessary to repair the door leading from the 5th Avenue entrance into the Salad Kitchen.
- Allstar Alarm installed additional cameras on the second floor and in the basement to improve our ability to monitor the building (later replaced one of the new cameras that was defective; no charge). The system was also improved to allow the remote monitoring of the building. A sign was posted at the doors to advise that the premises are monitored on a 24-hour basis.
- The regulator on the boiler was replaced.
- A leak in one of the Sanctuary radiators was repaired.
- A support on the largest bell failed. This was under warranty and was repaired at no cost. Thanks to Randy Schneider and Jim Stadel for providing safety precautions until the final repair could be made.
- The Education Ministry Team (EMT) moved the elementary-age class from the basement to the former crib room. We assisted in renovating the restroom in that room to make it appropriate for their use.
- We dealt with three water issues in two different bathrooms. The urinal in the old men's room off the FH overflowed twice; it has been removed and the water disconnected. There was an overflow in the new women's room at the 4th Avenue entrance. This water drained into the basement restroom across from the Art Room and into the classroom [ceiling tiles damaged here were replaced]. On each occasion cleanup was done by church members or Corporate Cleaner employees. When necessary Belfor Environmental was used for hazardous waste cleanup. The internal drain was cleared by Roto-Rooter and Hutzler cleared the main pipe from the building to 4th Avenue.
- The garbage disposal solenoid valve in the Main Kitchen was repaired. Women's Fellowship provided the funding for this replacement.

- CMR Mechanical repaired the air conditioner units in the balcony after they caused a water issue because they were not draining properly. This was covered under warranty. John Irwin took care of vacuuming the water from the carpeting and monitoring the drying fans.
- February 22 was an *All-Church Workday*. We had 25 volunteers who helped. Kitchens, classrooms and YR cleaning, removed and recycled old metal chairs, and also took old electronic equipment for recycling. The Classroom E [next to Groundcover] was emptied of extraneous items and repurposed to store church archive files and to house the Archive Committees' displays.
- The odor from drains in the dishwashing room were determined to be due to lack of use. Running the dishwasher and pouring water down the drains resolved the problem. This action will be employed in the future to prevent the problem from recurring.
- Toilets in the women's restroom off the FH, which is no longer in use, were removed due to issues.
- There was water damage to an electrical outlet in Classroom E; it has been permanently disabled.
- A water leak in the ceiling above Music Room was repaired by Tremco under warranty; no charge.
- Brooks Painting repaired, prepped and painted the wall on the 4th Avenue stairway landing to the Gym. Brooks will stain the 4th Avenue exterior Sanctuary doors and paint the single door at the 4th Avenue canopy entrance; will also repair and paint the elevator/sacristy hallway.
- We have obtained bids to calibrate the thermostats in the building and replace those that are not properly working.
- The wall across from the new women's restroom in the fellowship hall had peeling paint/plaster. We contacted Payeur to see if it was a foundation issue. They believe it was water or other damage from an open vent from roof, pipe or exposure from loose bricks. We were not able to locate any evidence of water.
- Jim Stadel has shared his knowledge of the church buildings with the Facilities Team in addition to his skills: repaired doors, repaired/replaced locks, changed light bulbs, replaced the one-way sign on 5th Avenue exit from parking lot, replaced filters in the FH, set thermostats, replaced soap dispensers, and set up the FH for many events. He is a tremendous asset to our church; thank you, Jim.

PARSONAGES

Hewett Road

- The refrigerator compressor went out. Pastor John replaced the refrigerator [the size was dictated by the space available] and also purchased a smaller refrigerator for the basement.
- The floor drain in the basement backed up into the laundry room and bathroom as well as other areas that are carpeted. Roto-Rooter cleared the pipe and found a lead pipe with a 90-degree angle was blocked where it empties into the city system. There was an electrical line running through this area; at our request the city inspected this and removed the electrical line. We hope to have the lead pipe changed to PVC. Thanks to Cresson Slotten for his help investigating the drain.
- A new dehumidifier was purchased to replace the old unit.
- Electrical work was done by Vedder Electric to connect wiring to the attic fan.
- The garage door opener/closer system was replaced due to age and malfunction.

Fourth Avenue

- We inspected the crawl space under the kitchen to verify that the insulation on the pipes is adequate to keep the pipes from freezing as they have in the past.
- Bids are being collected to replace the decking on the porch and to replace the cement steps due to safety and maintenance issues.

ROOF REPAIRS

In the fall, Butcher & Butcher completed roof repairs and provided a comprehensive report with photos on the issues, the repairs, and what work needed to be done by masons. Grunwell Cashero, who has worked on the church for many years, began the masonry work in May.

The last major renovation of the roof was in 2003 at a cost of approximately \$602,000. We have documented that in the last 15 years we have spent \$8,000-\$10,000 annually on the roof and the funds for this work had to come from unbudgeted money. As we undertake another significant repair/renovation of the roof, we plan to build an honest estimate of the annual cost of upkeep into future budgets.

PROCEDURES/BUILDING INFORMATION

- Revised list of tasks for volunteers who Open/Close on Sunday morning and the ushers. These changes are based on building usage and necessary security.
- BUCC was made a smoke-free campus; this includes the entire church property and 4th Ave parsonage.
- The State of Michigan Elevator Division added a new requirement for a Category 1 Test on every hydraulic elevator. This resulted in an increase to our contract with Schindler Elevator Corporation.
- September 3 Julie accompanied the AA Fire Department inspector on a walkthrough of the building. They cited us for burned out emergency lights, items stored too close to heat ducts, paper products stored too close to a breaker box, a door in the balcony that did not open as easily as it must, etc. All of these have been corrected and we passed the re-inspection. Thank you, Julie, for your leadership and for being pro-active with the AAFD.
- Precision Climate did the mandated annual boiler inspection. Copies were made for the state and our insurance company.
- Jason, a certified licensed plumber from Precision will provide the city-mandated Back-flow Certification and the inspection of that back-flow prevention. (This was extended to June 15.)
- The Red Cross is considering BUCC as a community shelter in the event of disaster [flood, power outage]. They have done a walkthrough and wish to do a second walkthrough at a later date when they would include other Emergency Managers.
- Procedures were developed to reduce the congestion in the parking lot during rentals to the Ann Arbor Youth Chorale [AAYC] on Tuesday evenings. This included signs in the parking lot and receiving permission from the city for parking on 4th Avenue on those evenings.
- In addition to Jim Stadel, we thank John Irwin and Julie for their assistance in setting up rooms for rentals and church events.
- A meeting with the office staff to discuss what measures they feel are necessary to provide a safe work space resulted in a list compiled and sent to LC.
- We have an Essential Maintenance Task List to assist us in keeping up with our responsibilities. (If you wish to review this, please contact any team member.)
- Tom Zieseemer and John Irwin are conducting a daily walkthrough of the building during the COVID-19 shutdown to ensure that everything is secure.

Tom Zieseemer – Chair

Michelle Loukotka

John Irwin

A note from Julie Rhodes, Parish Administrator:

It has been my pleasure to work with the Facilities Ministry Team and volunteers, who have shown great commitment and dedication to keeping the Bethlehem church buildings improved, maintained, and safe.

EDUCATION MINISTRY TEAM

While the Education Ministry Team has been a huge presence at Bethlehem for several years, this past year proved to be exceptional. With dedicated members of veteran and relative newcomers alike; as well as the support of the entire congregation, this ministry team continues to share with its youth a message of empowerment through their involvement in church services, neighboring community projects, and worldwide missions.

One of our larger goals of bringing the lower-level Sunday school room upstairs to the room adjoining the preschool, came to fruition by the start of the new school year in September. The nursery was integrated into the preschool; with the former's bathroom upgraded by Facilities to accommodate the older youth. New supply cabinets, white boards, an altar, media equipment, and banners, were added to enhance the room's versatility to be used for all-age projects. Not only did this create a safer space for our church youth; but, it freed up potential rental space downstairs. We welcome everyone to come and see the new classroom.

We continue to have a consistent group of children ranging from an infant to a high school senior. Nursery and pre-school-aged children meet weekly in the pre-school room that is led by Kelsey Postler, our staff Sunday school teacher. Kelsey has provided wonderful continuity and is loved by the children and parents. Each week she is helped by a volunteer parent or EMT member. Kelsey also welcomes older children when they choose to come and provides summer Sunday school for all.

Older children, from second grade through middle school meet in the adjoining classroom during the school year. Each week two teachers provide a lesson. The teachers rotate having one as a lead teacher and the second as the assistant. With the two classes now adjoining, it makes it easier to do combined classes and all-age projects. All age groups practiced together and participated in the BUCC Live Nativity and the Advent play, which was enjoyed by all.

This year, the youth continued to be involved in several activities: selling hanging plants and other fund raising activities for Habitat for Humanity; collections of donated school supplies for Alpha House and Peace Neighborhood Center; raising funds for and walking in the 2019 Crop Walk; and embracing a new mission project. Our member Fritz Port, introduced our congregation to Easy Water for Everyone. Easy Water for Everyone is an innovative water filtration system bringing clean water to African communities. Our youth chose this their mission project for the year. They were activity engaged in fund-raising for this project with multiple activities. Because the year was cut short by the Covid-19 pandemic, we will plan to continue the project into the next year to make sure we hit their goals.

Another milestone for our youth this year is a new Confirmation class, giving six of our youth an opportunity to embrace new faith-based tools. These tools will help our young adults enhance their leadership roles in the church. Pastor John, Pastor Lily, and individual adult mentors, have met weekly, to enlighten our future leaders on how to be great shepherds of Christ's word. They have benefited from the continued support and encouragement from the entire congregation as they completed the year with Zoom meetings. Stay tuned to see when we are able to have an in-person confirmation and celebration as we wait for the Covid-19 restrictions to lift.

We are proud of our youth! EMT is excited to see what challenges and changes this next year will bring for our team and our youth.

Respectfully submitted by,
Eileen Koprowski
Chair, Education Ministry Team

On behalf of members:

Pastor Lily Tinker Fortel	Jane Schmerberg
Karen Samford	Julie Feldkamp
Jan Eadie	Nancy Pieske
Wanda Modica	Christina Wilk

WORSHIP MINISTRY TEAM

2019-2020

The Worship Ministry Team has been very active over the past year. During the summer months, a new sound board was installed in the sanctuary. The new board provides more functional channels and will allow us to provide sound for future recording. Many thanks to our sound board operators for their faithful service.

As we began this fiscal year, our team established a goal of being intent on making worship services more meaningful by appealing to taste, sight, and sound. In order to do this, the team developed a subgroup to create themes relative to the lectionary. We were very fortunate to have Pastor Lily Tinker Fortel and the newly hired music director, David Hahn, join our team. Pastor Lily shared several videos from Union Theological Seminary. These videos assisted us in exploring creative ideas for worship. This led to our Totenfest service which included photos of those to be remembered. This enhancement was very well received.

Planning for the advent season and Christmas Eve. was exciting and rewarding. Many folks eagerly participated in the Living Nativity. This event was well attended not only by the Bethlehem Community but by the Ann Arbor Community as well. We have already started planning for this event in 2020. Also in early December, the Bethlehem choir, under the direction of David Hahn presented a beautiful cantata entitled "A Manger Suite." This event is also being planned for December 2020. The Advent season wouldn't be complete without a tremendous children's pageant. All three Christmas Eve services of scriptures, carols, and candlelight were planned and well attended.

Plans for a meaningful Lenten season began in early January. The team brainstormed several ideas resulting in: "Lent 2020: A Journey with Jesus." Little did we know that in the midst of the journey we would find ourselves in the wilderness of "Shelter in Place." Worshiping in community has always been important to many of us at Bethlehem. Ash Wednesday services were again conducted at the church. The subgroup creatively supported the pastors as they developed the lectionary. Use of water, stones, and fabrics effectively created the backdrop for Sunday worship services. Jeff Wortman also provided very meaningful photos to enhance the story. Subsequently, as we no longer could gather together either for worship or meetings, the team started meeting weekly via Zoom to support the pastors in planning for our traditional Lenten and Easter Services. Palm Sunday, Maundy Thursday, Good Friday, and Easter Sunday services were videoed. Waving palms, participating in communion and passing of the peace had to be creatively carried out. WMT is very grateful to Pastor John and Pastor Lily for their commitment to provide spiritual guidance to our Bethlehem community and the community at large. David Hahn and Gail Jennings also creatively provide music for our pre-recorded services. Music Ministry has been and will continue to be an important part of our worship services.

We will continue our weekly radio broadcast as in the past. Until it is determined safe to return to our sanctuary for worship services, we will continue to pre-record our worship services. This activity takes a lot of coordination and time on behalf of our entire staff. Many thanks to our sound tech team for adapting their set up for creative worship. WMT supported the contractual hire of a video technician. When we return to gather in community, it is our hope to continue using video. In addition, our team purchased 6 headsets for the hearing impaired. These headsets will be available in the sanctuary. Dollars for their purchase came from Memorials

and Gifts. In the meantime, our team will investigate measures to be taken to safely physically bring us all back together.

The Worship Ministry Team believes it is important to see faces and hear voices from our church family. We want to heartily thank all lay liturgists, advent wreath lighters, and readers for their participation throughout the entire year. It's been exceptionally challenging carrying out these activities via video. We also want to recognize our faithful altar guild and communion servers who ministered to us throughout the year.

Again our heartfelt thanks and prayers are rendered daily for Pastor John whose guidance and leadership has sustained us this past year. We give thanks for Pastor Lily, David, and Gail. Their creative energy lifts us up. Kudos to our dedicated office staff who have supported us this past year.

Many thanks to our worship team for their support and dedication: Caroline Ashenfelter, David Hahn, Gail Jennings, Gary Kade, Pastor John Kennedy, Marsha Rinke, Gary Rogers, John Samford, Pastor Lily Tinker Fortel, Jennifer Vasquez, and Tom Ziesemer.

All thanks be to God for the blessings bestowed on Bethlehem Church.

Harriette Ehnis
Chair, Worship Ministry Team

MEMBER CARE MINISTRY TEAM

June 2019 - May 2020

The Member Care Ministry team continued its efforts to build a network of caring within our church community and ensure support and caring for those in need.

Member Care continues to collect the cards during the first hymn and deliver them to Pastor Kennedy. Gary Maki helps with the collection of card during the service and we are grateful for his continued dedication to the congregation in gathering these expressions of concerns and joys!

Member Care continues the care card ministry by sending a variety of notes and cards to our church family and friends throughout the year. We have members who are not able to attend church and a friendly note lets them know we care about them. We were in touch with those hurting from an illness or the loss of a loved one with cards. We sent a Christmas card to all of our members who experienced the loss of a loved one in 2019. We included a poem "My First Christmas in Heaven." Over 100 cards were sent between Jun 2019 - May 2020. Sue Buday heads up the care card ministry and we are grateful to her for her time and devotion to our members.

Member Care actively contacts members who may need a meal after the loss of a family member or medical problem. In lieu of meals, we also created care packages or purchased grocery gift cards for members who were dealing with significant illness. Jenny Foster is the coordinator for the team and has other BUCC members ready to provide a meal when someone is in need.

Member Care provides support to those who have experienced a loss of a beloved family member by mailing a four book series, "Journeying Through Grief," written by Kenneth Haugk, throughout the first year after a loss. The series addresses a variety of emotions and issues that someone might experience in the first year after such a loss. Over the last year, 14 member households have received the books and/or continue to receive them. We hope they are a blessing to them as they learn to live life without their loved ones.

As a team, we try to support other ministry teams with some of their initiatives and activities. A couple members of our team members participated in the Crop Walk sponsored by the Outreach Ministry team. We also participated in Christmas caroling at EVH and Brecon Village along with other members of Bethlehem UCC. We provided Christmas cookie bags to all resident BUCC members. It was a pleasure to connect with these members and brighten their holidays!

Member Care continues to provide a variety publications called Care Notes that deal with different life issues that members may be experiencing. If you have an idea for a topic that would be beneficial to our members, contact Jenny Foster.

The Member Care team appreciates Dindy Haab's faithfulness to the prayer chain and providing our team updates. It is through the prayer chain that we are made aware of many members who are need. In 2019, Dindy reformatted the prayer chain document so that the Member Care team can easily identify members vs. non-members on the list. Funeral luncheons for members of the church continue to be organized by Women of Bethlehem.

Member Care developed an online time and talent survey for members to sign up to contribute their time and talents to the church. Working closely with the office personnel, the online survey (Sign-up Genius) was emailed to all members at the end of the August 2019. Nine members participated in the online survey and 12 members submitted paper copies. The survey was reintroduced during the 2020 stewardship campaign, inviting members to share the gift of their time and talents with our church family.

In June, 2019 we started a bi-annual review of the membership rolls. First, we met with members of the Leadership Council to get clarification on the Bylaws. Our concern was whether members had to meet all of the responsibilities as outlined in Article V, Section 3 or if they satisfied their responsibilities by meeting some of them. We received the following direction from the Leadership Council:

- Any participation/involvement in church life is an indication of active membership.
- Member care has discretion in interpretation of by-laws.
- Membership review should coincide with changed fiscal year: therefore the review would include church participation from June 1, 2017 through May 31, 2019 of members' ages 27-79 years.

We focused on members who, according to church records had not attended or contributed since 6/1/17 - 5/31/19. We exempted members who are 80 years old and older as well as members who are 26 and under.

Using data provided by the church office, we sent a letter to 53 members, identified as not participating in the life of the church. We encouraged them to renew their relationship with the church and gave them the opportunity to communicate their intentions by completing a response form. The letter stated that if we did not receive a response form, a member of our ministry team would contact them. We received 11 response forms. We called many of the members who did not return a response form. We connected with some people, but most of our calls were not returned. In February 2020, according to the our obligations under the Bylaws, we sent a detailed report of our process to the Leadership Council. The letter advised that 33 individuals be removed from the membership rolls because, to the best of our knowledge, they did not participate in the life of the church as outlined in Article V. Section 3 of the Bylaws. The Leadership Council accepted our recommendation.

The church office staff continues to keep records on membership. This includes transfers, termination of membership, marriage, deaths, and baptisms. These statistics appear with this report.

Working with both Pastors, Member Care supported our members through phone calls and emails during the COVID-19 outbreak. We also sent cards to our homebound members during the COVID-19 pandemic letting them know we are thinking about them!

A special thank you to each member of our team: Sue Buday, Jacquie Katz, Mary Jean Raab, Julie Seitz, Judy Coucouvanis (liaison to the Leadership Council), Pastor Lily and Pastor Kennedy.

May God continue to guide the work of the Member Care Team in the coming year.

Respectfully Submitted By, Jenny Foster

STATISTICAL INFORMATION – 2019

Baptisms	4
Confirmands	0
Weddings	2
Funerals	7

Membership as of December 31, 2018	473
------------------------------------	-----

Additions

Births	1
Confirmation	0
Transfer or Affirmation	7

Losses

Death	15
Transfer/Drop	14

Membership as of December 31, 2019	451
------------------------------------	-----

WELCOME MINISTRY TEAM

Members: Kurt Schmerberg, Chair; Paul Marshall, Barb Marshall, Gary Kade, and Jane Schmerberg, members.

Your Welcome Ministry team completed many important projects this past program year. Items of note include:

- 1) Compiling, purchasing and placing the laminated “Welcome to Bethlehem” pew cards into the chapel and sanctuary.
- 2) Hosting the Welcome Table, purchasing Nativity Stickers, pretzels and other hospitality materials along with the rental of the search light for the Living Nativity hosted at the church.
- 3) Purchased a new messaging system and upgraded and added additional monitors to the video messaging system in the church.
- 4) Sponsored a special publication by the noted aerial photographer Dale Fisher which will prominently feature the church and other Ann Arbor notable sites. A special book signing by the artist will take place at Bethlehem Church once the publication is complete.
- 5) The Welcome Team funded, in conjunction with the Facilities Team, a renovation project for the hallway leading from the elevator to the sanctuary near the sacristy.
- 6) Updated the Welcome Center desk in the 4th Avenue entry near the Preschool and Sunday School classrooms.
- 7) We continue to monitor and maintain our print advertising for the special worship seasons of Advent and Lent, fund other recognition advertising in the City Guide, and to fund the new member receptions.

Growing the church is an endless job which requires a dedicated team of tireless and creative individuals. Our job is never done. Our commitment to extravagant hospitality and welcome for all is a 24/7 365 obligation. The Welcome Ministry celebrates each new member and delights in the contribution we play in spreading the light, love, spirit and story of Jesus to all.

OUTREACH MINISTRY TEAM

Bethlehem UCC continued our solid history of charity and hands-on volunteering, both close to home and in our wider world, fulfilling our outreach mission in our church's core values: "Reaching out to our members, community, country, and the world through support and service."

Once again the outreach ministry team (OMT) focused on topics that matched Bethlehem's mission-driven vision including financial support of organizations that served our local community with programs offering access to food, shelter and safety – basic human service needs.

The group was entrusted with \$7,000 of budgeted outreach funds during the 2019-20 fiscal year. We selected three local agencies to receive \$2,500 each in program funding from Bethlehem in support of the work they do in line with the UCC and our own church's mission and vision. They included Food Gatherers (area-wide food and nutrition to alleviate hunger), Alpha House (temporary family shelter in transition to permanent housing in our area), and Peace Neighborhood Center (youth educational and health programming, as well as emergency need assistance to individuals and families in the greater Ann Arbor area). The OMT felt it was important for funded agencies to have options for the giving of time, talent *and* treasure.

Beyond these budgeted funds OMT was able to supplement the annual agency gifts with dollars collected throughout the year from Bethlehem's Outreach donor designations. (Donors can specify a contribution to go directly to the Outreach account and the funds will go to a selected charity of choice – yours or one of the Bethlehem's selected organizations.)

Not only did Bethlehem support the identified organizations financially but teen through adult-aged church members continue to volunteer their time and talent to each of them. One the first Sunday of each month five or more Bethlehem members and friends meet at the Food Gatherers Community Kitchen (housed in the Delonis Center in downtown Ann Arbor) to help prepare, cook and serve the dinner meal for homeless folks in our community. Sign-up sheets are located on the bulletin board outside the church office. Questions may be directed to lead volunteer, Alice Dechert. On the fourth Tuesday each month during the school year, Bethlehem volunteers help prepare and serve healthy after school snacks to students attending Peace Neighborhoods activities. On Friday mornings, another group of volunteers assist with a fresh produce distribution for families and individuals in need of additional nutritious foods. Sue Muir is the lead volunteer for opportunities at PNC. Up to four times each year, four to six volunteers prepare, deliver and serve dinner meals at Alpha House. Additionally, two or three more volunteers sign up to help with the children's after dinner activities. This scheduled time allows the adult family members to attend on-site meetings or workshops to help them with their search for new permanent housing. Sue Muir manages a "Sign-up genius" site for those who would like to be involved in either PNC or Alpha House volunteer opportunities. A new ongoing volunteer opportunity was initiated by Pastor Lily this year - volunteering at the Food Gatherers warehouse on Saturday afternoons. Adults and youth spent time sorting and boxing produce and grocery products for Food Gatherers pantry customers and distributions.

A continuing success for OMT during 2019-2020 has been the ongoing partnerships with other ministry teams to offer new mission activities and fundraising to support those activities. The Education Ministry Team and the Bethlehem youth have been incredibly successful in championing both the Advent and Lenten Mission projects with the support of the entire congregation (these activities will continue into the next fiscal year as the current situation has hampered collections). Families at Alpha House and Peace Neighborhood Center received gift cards for the Christmas holiday in addition to the toys, games and blessing baskets. Easy Water for Everyone was one of the Lenten projects along with the annual mission trip (TBD) and fundraiser for Habitat for Humanity of Genesee County. Last year's Guatemalan stove project was a huge success; project volunteers, Della DiPietro and Gary Kade, shared a wonderful presentation with the congregation showing the stoves being installed and at work in the homes of the families of the village. An introduction to this year's Easy Water for Everyone mission project was presented by Bethlehem member Fritz Port, who has been personally involved in using this sustainable filter system to bring potable water to rural areas without electricity for many years.

Giving to special UCC denominational donations once again made Bethlehem a "5 for 5" congregation. This is a longstanding tradition and one to be especially thankful for. Through these donations, people in the UCC and around the world are being helped. Another faith-based activity that BUCC participated in is the annual CROP Walk. Bethlehem's PLLAMAS returned for a second time to fundraise for the cause, walk the route, and enjoy fellowship with team members and others from the greater Ann Arbor faith community. (We are looking forward to hosting the greater Ann Arbor walk in the fall of 2020.)

Another example of contribution to the community is Bethlehem's commitment to Ground Cover News by continuing to provide them an in-kind donation of space in our facility. Other ways member contribute to outreach is by attending events of our supported organizations like Food Gatherers' Annual Spring Gathering or serving on boards of agencies like Alpha House or Peace Neighborhood Center or visiting residents of the Evangelical Home in Saline or giving prayer shawls to members in the hospital.

Once again members of Bethlehem committed to team up with Knights Steakhouse to hold a second fundraising event for the Fisher House, a home away from home for veterans and their families during treatment at a VA Health System in April. Although the event was not able to proceed because of the "state of emergency stay at home order", the intent and dedication of the volunteers makes it likely to return again at a later date.

In light of the pandemic, Bethlehem was quick to respond to the emerging financial needs of our local human service agencies. Pastor John Kennedy was able to provide funding to Safe House Center, Food Gatherers, and Peace Neighborhood Center on behalf of Outreach. In addition, Pastor Lily Tinker Fortel presented a "COVID 19 Emergency Response" fundraising campaign plan to Leadership Council to help with the inevitable future financial needs of our partner agencies related to the pandemic. It was approved to move forward in April, and members can contribute directly by selecting this option when [donating online](#) at Bethlehem's website.

Another future Outreach opportunity at Bethlehem is rebuilding our partnership with the Shelter Association of Washtenaw County. Leadership Council has committed to bring

Bethlehem back into the Rotating Shelter program in the spring of 2021. More information will be forthcoming from Leadership Council.

Of course there are many other opportunities for members to become involved in Bethlehem's outreach. With the successes of the past year, the OMT is hoping more people will share their outreach activities with the congregation and even be willing to champion their own outreach activity in the year ahead. We invite you to contact any member of our team directly with questions or comments about our current activities and opportunities. We hope that you will join us in continuing to "Reach out to our members, community, country, and the world through support and service."

Laura Seyfried, 2019-2020 Ministry Team Chair

Team members and liaisons: Jamie Dylenski, Eileen Koprowski, Roy & Sue Muir, Nancy Nicholson, Mary Jean Raab, Katie Rowan, Jane Nicholson Schmerberg, Lily Tinker Fortel, and Sue Wortman

FELLOWSHIP MINISTRY TEAM

Octoberfest was held October 4th. Thanks to Jane Ziesemer for chairing this event and to Sue Muir for creating posters. The proceeds from this fundraiser benefited Alpha House \$820.00 and Bethlehem Cemetery Garden \$400.00. Without the support and talents of many volunteers this would not have been possible.

Fellowship partnered with other church groups to hold a reception to celebrate the Commissioning of Pastor Lily. Thanks to all who contributed to make this a success.

A great group of people came out on November 21st to get the Christmas decorations out and put up the Sanctuary Christmas Tree after enjoying a pizza and salad dinner. Hanging of the Greens was held on Saturday. The church was decorated by a dedicated crew who made the church beautiful.

Fellowship provided the funds to purchase pizza and salad for those involved with the Living Nativity on December 6th. Once again Tom Ziesemer produced a memorable evening for everyone.

My gratitude to Jane Ziesemer for coordinating our weekly coffee hours, and to those who host this time of fellowship.

Plans for the Palm Sunday Brunch in April, and the Fiesta Taco Bar in May to raise funds for Habitat had to be cancelled, but will return next year.

Our thanks to everyone in the church office for the help and guidance they give us.

We would welcome anyone who is interested to join us.

Jan Eadie, Chair

YOUTH AND YOUNG ADULT MINISTRY TEAM

YOUTH GROUP

During the school year, Youth Group meets on Thursday evenings from 6:30 to 8:30 PM. Lily Tinker Fortel and Jesse Wilcox lead the group. They strive to provide a safe space, a sense of community, and a culture of love and respect. In addition, a primary goal is to help the youth develop a vision for life long faith. Dinner is shared—sometimes provided by parents of students, sometimes by congregation members. An average of 6 youth attend. In the summertime, there is a more casual dinner gathering/hangout generally every other week.

Confirmation Class: Six youth comprise the confirmation class. Meetings alternate between Thursdays during Youth Group time and Sundays after church. Pastor John leads the class. Each confirmand has a mentor from the congregation. Confirmation Sunday will be May 31.

New Team Member: In January we were happy to welcome Sarah Herwick to the Youth and Young Adult Ministry Team.

Board Game Nights: All church Board Game Nights have become a popular monthly event and give an opportunity to involve the youth in intergenerational fellowship.

Service Projects: The youth have participated in various service opportunities. These have included a school supply drive, the Crop Walk, and assembling care packages for college students. Youth have participated in raising funds for the Lenten project Easy Water for Everyone to support villages in Africa with clean water. Bi-monthly service days at the Food Gatherer's warehouse Carrot Way have become an intergenerational volunteer activity.

Lock-Ins: Lock-ins are a very popular activity. This year there was a Halloween lock-in in October and a Christmas Lock-In in December.

Other Activities: Youth made signs and marched for the Global Climate Strike on September 20, 2019. Five youth and five adults attended a production of Jesus Christ Superstar at the Detroit Opera House on February 9.

Youth Room Clean Up and Improvements: Youth participated in the All Church Clean Up Day and helped to clean and organize the Youth Room. There have been additional painting projects as we continue to refurbish the Youth Room.

Ukulele Band: Youth were invited to join the BUCCuleles, a virtual intergenerational ukulele band including children, youth and adults. Weekly lessons are posted on Youtube and a weekly real time practice session is offered on Zoom.

Covid - 19 Adjustments: Youth programming has continued via Zoom during the Covid-19 stay at home order. Many events have been cancelled including the National Youth Event which was to be held in July.

YOUNG ADULT

The most consistently engaging project for this age group has been the annual Habitat for Humanity mission trip. The opportunity to serve others and to form bonds of fellowship with each other has been particularly meaningful. Eight Bethlehem members traveled to Flint, Michigan for a four-day service trip in June, 2019. We camped 4 nights and volunteered at the Food Bank of Eastern Michigan and Habitat for Humanity of Genesee County. Prior to the trip, we raised \$2700 at our cake auction fundraiser on May 5 held in conjunction with Fellowship's Cinco de Mayo Taco Bar. Plans for our June 2020 trip were cancelled due to Covid-19. We had planned to travel to Cincinnati, Ohio to volunteer for the Summer Youth Program at Washington UCC. We had raised \$590 for the trip by raffling a quilt made of previous years' Habitat t-shirts.

Looking Forward: We're working together to strengthen youth programming and to expand programming for young adults! We also hope to expand our team as we work towards these goals.

Respectfully Submitted,
Katie Rowan, Chair

OPEN AND AFFIRMING STANDING COMMITTEE

2019-20 Annual Report

On May 22, 2016 the congregation of Bethlehem United Church of Christ voted to approve our Covenant of Welcome, and declaring ourselves to be an Open and Affirming Congregation.

We, at Bethlehem United Church of Christ, declare ourselves an Open and Affirming congregation where we celebrate Christ's extravagant love. We covenant with God and one another to welcome the diverse tapestry of all people, no matter their age, race, nationality, ethnicity, economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression. We invite everyone—believers and questioners, seekers and skeptics—to share their gifts in the life, leadership, ministry, fellowship, worship, sacraments, responsibilities, and blessings of our congregation.

In December, 2016 the Leadership Council established the Open and Affirming (ONA) Standing Committee. The Committee is intended to be made up of members of the following ministry teams: Education Ministry; Worship Ministry; Member Care Ministry; Welcome Ministry; Outreach Ministry; Fellowship Ministry; and, Youth and Young Adult Ministry. Members of the Finance Ministry and Facilities Ministry Teams may also be included on the Committee if deemed necessary. The Committee is to meet at least quarterly and is to discuss and assess Bethlehem's progress and programs related to fulfilling Bethlehem's Covenant of Welcome.

During the 2019/20 program year, in addition to assess and observe the congregation's application and fulfillment of our Covenant of Welcome, the ONA Committee maintained and repaired the "Rainbow Doors" display outside of the church, as they provide a strong message and presence to the community regarding Bethlehem's embracing of Jesus' message of the inclusiveness of God's love. Unfortunately, the Rainbow Doors had to be brought in after the New Year as they were becoming weather-worn, and could not be repaired before the pandemic shut everything down. But be assured, they will be back!

On November 1, 2019 members of the ONA Committee helped the church host an event in the Penny Stamps Distinguished Speaker Series, *John Cameron Mitchell: In Conversation*. The sanctuary was filled by people to hear this Tony Award winning playwright, actor, screenwriter and director in conversation with the series host and the audience.

The Committee is beginning to examine and discuss the group's role in the future and consider whether or not there is an "outward facing" aspect for the group to engage with LGBTQ and other marginalized populations in our community. We were looking forward to participating in the Ann Arbor Pride Event this coming August through sponsorship and/or tabling at the event to inform people about Bethlehem, but unfortunately this year's event has been cancelled due to the pandemic.



If you are interested in, or feel called to help Bethlehem UCC in being “radically inclusive” in sharing the message of God’s love, please consider joining the ONA Committee.

Respectfully submitted,

Cresson Slotten

ONA Committee Chair

NOMINATIONS COMMITTEE

The Nominations Committee, whose members are Cress Slotten and Kathy Warner, is bringing the following nominations to the Congregation at the Annual Meeting on June 14, 2020:

Leadership Council

John Samford	President
Ron Dechert	Vice President
Tim Authier	Secretary (filling one year of an expired term)
Dindy Haab	Member-at-Large

Cemetery Board

Sallie Stadel	Elected Member
Chris Parin	Elected Member

Facilities Ministry Team

Steve Darr	Elected Member
Tom Ziesemer	Elected Member

Finance Ministry Team

Edgar Vasquez	Elected Member
---------------	----------------

Outreach Ministry Team

Sue Muir	Co-Chair
Roy Muir	Co-Chair

Welcome Ministry Team

Jane Schmerberg	Chair
-----------------	-------

Worship Ministry Team

Jennifer Vasquez	Chair
------------------	-------

The Nominations Committee itself, and on behalf of the Congregation, would like to express our sincere thanks and gratitude to those who have faithfully served Bethlehem UCC in elected positions and are now leaving those positions: Sue Wortman (Leadership Council Secretary); Judy Coucouvanis (Leadership Council Member-at-Large); Mike Haab (Cemetery Board Elected Member); John Irwin (Facilities Ministry Team Elected Member); Sue Muir (Finance Ministry Team Elected Member); Laura Seyfried (Outreach Ministry Team Chair); Kurt Schmerberg (Welcome Ministry Team Chair); and, Harriette Ehnis (Worship Ministry Team Chair). Thank you all for your dedicated service to Bethlehem UCC.

Respectfully submitted,
Cresson Slotten, Chair

MEMORIALS AND HONORARIUMS 2019-20

MEMORIALS

CEMETERY MAINTENANCE FUND

Jim Goforth
Norm & Helen Grob
Carole Katz
Chuck Raab

CHRISTMAS FUND

Carole Katz

CHRISTMAS SOCK & MITTEN FUND

Jean O'Reilly

CHURCH SCHOOL FUND

Harriet Fortel
Carole Katz

GENERAL MEMORIAL FUND

Barbara Fisher
Art French
Norm & Helen Grob
Beverly Hanselman
Martha Holliday
Sylvia Kalmbach
Carole Katz
Kempfert & Seeger Family
Waldemar & Marianne Pollee
Edith Rose
Marie Slotten

HABITAT FOR HUMANITY OUTREACH PROGRAM

Marie Slotten

HAT & MITTEN TREE

Arlene Schmid
John Schneider

OUTREACH MINISTRY

Carole Katz

PROPERTY IMPROVEMENT FUND

Betty Diuble
Sandy Dotson
Bill Fellenberger
Barbara Fisher
Ron Gentner's 93rd Birthday
Gary Hentz
Carole Katz
Lela & Fred Keppler
Vera & Karl Kleinschmidt
Mary Kay Maichele
Hilda McLaughlin
John Nimz
John O'Reilly
Matilda O'Reilly
Marie Slotten

RADIO FUND

Jim Carpenter
Carolyn Ferri
Lois Haeussler
Sylvia Kalmbach
Carole Katz
Godfrey Keppler
Margaret Keppler
Fritz Kienzle
Hilda McLaughlin
Joseph & Laura O'Reilly
John Schneider

RADIO BROADCAST SPONSORSHIP

Art & Erna Jahnke and Shorty & Mary Jahnke
Erwin & Lucille Scherdt

SCHOLARSHIP FUND

Art French
Sylvia Kalmbach

SPIRITUAL GROWTH & DEVELOPMENT

Harriet Fortel Memorial

TREE OF LIFE

Wil Leonard
Betty J. Marshall

HONORARIUMS

ART FAIR PARKING FUNDRAISER

Laura & Marty Seyfried 20th Anniversary

AUXILIARY/MOTHER'S STUDY CIRCLE

Pat O'Reilly

CHURCH SCHOOL FUND

Pastor Lily Tinker Fortel

GENERAL FUND

Conrad & Norma Foster

HABITAT YOUTH TRIP

Karen Slotten

OUTREACH MINISTRY

Habitat Mission Trip Team

Pastor John Kennedy

Michelle & Bob Loukotka

Pastor Lily Tinker Fortel

Jesse Wilcox

RADIO BROADCAST SPONSORSHIP

Stanley Finkbeiner's 95th Birthday

Bethlehem United Church of Christ
Analysis of Revenues & Expenses - Summary - Finance Committee
Fund: General Fund
June 2019 to May 2020

Accounts	MTD Actual (This Year)	YTD Actual (This Year)	YTD Actual (Last Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
REVENUES					
Current Offerings	28,098	295,598	311,297	332,000	89.04 %
Other Revenue	62,265	200,999	104,787	147,406	136.36 %
In and Out Income - GF	(5,062)	0	(7,406)	0	0.00 %
Total REVENUES	85,301	496,597	408,677	479,406	103.59 %
EXPENDITURES					
Education	196	2,584	839	1,900	136.02 %
Personnel	25,561	297,208	259,552	290,984	102.14 %
Administration	3,238	37,859	35,068	37,829	100.08 %
Fellowship	0	365	904	900	40.51 %
Outreach	0	7,000	10,750	7,000	100.00 %
Denominational Giving	7,280	15,317	15,386	15,317	100.00 %
Facilities					
Building Maintenance & Repairs	7,143	74,305	87,766	86,550	85.85 %
Parsonage	540	8,053	6,788	7,000	115.04 %
Utilites	4,582	43,473	45,012	46,800	92.89 %
Total Facilities	12,265	125,831	139,565	140,350	89.65 %
Worship	1,180	16,727	18,981	18,556	90.14 %
Welcome Ministry	2,200	3,957	5,484	6,550	60.41 %
Member Care	14	253	327	750	33.75 %
Finance	521	3,288	2,097	2,100	156.56 %
Leadership Council	0	0	505	500	0.00 %
Youth & Young Adult Ministry	(500)	3,449	5,034	6,000	57.48 %
Spiritual Growth & Development	0	2,077	2,464	2,400	86.54 %
Stephen Ministries	0	0	337	1,000	0.00 %
Total EXPENDITURES	51,955	515,914	497,293	532,136	96.95 %
Net Total	33,346	(19,317)	(88,616)	(52,730)	0.00 %

Bethlehem United Church of Christ
Memorial & Gifts
Fund: Memorials & Gifts
June 2019 to May 2020

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Credit Adjustments	Debit Adjustments	Ending Balance
Temporary Restricted						
Memorials & Gifts - Facilities						
00020.114.01 - Property Improvement Fund	3,579	0	0	6,961	3,537	7,003
00020.116.01 - Restroom Renovation Fund	12	0	0	11,642	11,654	0
00020.117.01 - Feldkamp Trust Fund Income	7,092	0	0	8,487	3,931	11,648
00020.120.01 - Heating & A/C Improvement Fund	1,114	0	0	0	0	1,114
Total Memorials & Gifts - Facilities	11,797	0	0	27,090	19,122	19,765
Memorials&Gifts- Music/Worship						
00020.104.01 - Radio Fund	12,273	0	0	7,312	12,000	7,585
00020.105.01 - Music/Choir Fund	1,231	0	0	0	0	1,231
00020.109.01 - Organ Fund	7,087	0	0	0	0	7,087
00020.110.01 - Handbell Fund	1,035	0	0	0	0	1,035
00020.112.01 - Alternative Worship Fund	1,989	0	0	0	1,845	144
Total Memorials&Gifts- Music/Worship	23,614	0	0	7,312	13,845	17,081
Mem & Gifts - Cemetery Board						
00020.101.01 - Cemetery Maintenance Fund	2,680	0	0	6,416	8,101	995
Total Mem & Gifts - Cemetery Board	2,680	0	0	6,416	8,101	995
Memorials & Gifts - CEC						
00020.106.01 - Church School Fund	10,729	0	0	85	3,880	6,934
Total Memorials & Gifts - CEC	10,729	0	0	85	3,880	6,934
Memorials & Gifts - Finance						
00020.107.01 - Brewster Estate Fund	1,896	0	0	0	0	1,896
00020.108.01 - Tree of Life Fund	16,897	0	0	1,200	0	18,097
00020.111.01 - General Memorial Fund	14,649	0	0	7,731	2,455	19,925
00020.115.01 - Kulenkamp Trust Fund	4,192	0	0	0	0	4,192
00020.118.01 - Welcome Special Projects Fund	18,761	0	0	0	2,000	16,761
00020.126.01 - Capital Campaign - Fellowship Hall	(3,018)	0	0	3,996	0	978
Total Memorials & Gifts - Finance	53,376	0	0	12,927	4,455	61,848
Memorials & Gifts - Youth						
00020.123.01 - Intergenerational Mission Fund	6,381	0	0	4,114	2,998	7,497
00020.124.01 - Youth Fund	20,036	0	0	3,800	2,834	21,003
Total Memorials & Gifts - Youth	26,417	0	0	7,915	5,832	28,500
Memorials & Gifts - Outreach						
00020.125.01 - Outreach	813	0	0	645	525	933
Total Memorials & Gifts - Outreach	813	0	0	645	525	933
Total Temporary Restricted	129,426	0	0	62,390	55,760	136,056

Bethlehem United Church of Christ
Balance Sheet
May 2020

Accounts

ASSETS		
Current Assets		
00000.002.01 - General Checking	\$106,121.45	
McKay Funds		
00000.025.01 - McKay Funds Checking	\$21,057.73	
Total McKay Funds	<u>\$21,057.73</u>	
Total Current Assets		\$127,179.18
Investments		
00000.010.01 - Bank of Ann Arbor Investment	\$791,487.10	
Total Investments		<u>\$791,487.10</u>
Total ASSETS		<u><u>\$918,666.28</u></u>
LIABILITIES, FUND BALANCE, & Restricted Funds		
LIABILITIES		
00000.065.01 - State withholding taxes	\$1,374.49	
00000.070.01 - Marshall Flower Fund	\$196.16	
Total LIABILITIES		<u>\$1,570.65</u>
FUND BALANCE		
00000.040.01 - Fund Balance	\$797,910.85	
Excess Cash Received	<u>(\$16,871.47)</u>	
Total FUND BALANCE and Excess Cash Received		\$781,039.38
Restricted Funds		
Total Temporary Restricted	<u>\$136,056.25</u>	
Total Restricted Funds		<u>\$136,056.25</u>
Total LIABILITIES, FUND BALANCE, & Restricted Funds		<u><u>\$918,666.28</u></u>

CEMETERY BOARD

In the past year the Cemetery Board again made improvements to the grounds. Road maintenance continued to be emphasized with additional seal coating done and part of the dirt road covered with ground millings. The millings have eliminated the deep ruts in the road. Drainage issues still remain but are being addressed as they arise.

The Memorial Garden has been refreshed. The bushes have been removed and as funds become available additional benches will be installed. New trees have been planted in areas toward the back of the developed property.

The contract with the sexton, Brad Bouchie was renegotiated through 2023. Mr. Bouchie and his grounds crew have trimmed bushes, removed trees and generally made the area more pleasant.

Because of constantly rising burial expenses, prices for lots and niches were raised beginning January 1, 2020. This information is available by calling the Bethlehem Church office.

In the coming year plans have been made to install additional water lines as needed. Mother's Day Flower/Tree donations will again be used to purchase trees and bushes. Road maintenance will continue with additional seal coating of areas.

Thank you for your continued support of our cemetery.

BETHLEHEM CEMETERY ASSOCIATION

December 31, 2019

Checking Account

Balance January 1, 2019	\$39,585.90
--------------------------------	--------------------

Receipts:

Sales: Lots	\$55,270.00
Sales: Niches	\$11,720.00
Burials	\$62,175.94
Engraving	\$0.00
Foundations	\$400.00
Deed Transfer	\$185.00
Interest	\$120.40
Contributions/Memorials	\$5,601.00
Receipt Total	\$135,472.34

Transfer in from Trust Account	\$0.00
Columbariums	

Disbursements:

Office Secretary	\$3,600.00
Audit	\$3,000.00
Grounds Maintenance Contract	\$41,076.00
Openings & Closing Fees	\$21,275.00
Software Maintenance	\$720.00
Columbarium Amortization	
Cemetery Supplies	\$355.76
Scrolls and Engraving	\$1,815.05
Telephone & Internet	\$1,208.73
Utilities	\$6,979.29
Office/Building Supplies	\$115.37
Road Maintenance	\$23,250.00
Trees & Shrubs	\$2,800.00
Grounds Maintenance	\$700.00
Miscellaneous	\$950.00
Website	\$421.45
Insurance	\$0.00
Commission on Sales	\$6,669.00
Dumpster	\$1,103.00
Disbursement Total	\$116,038.65
Trees & Shrubs	\$491.90
Memorial Garden	\$480.36
Road Replacement	\$1,500.00
Perpetual Care Transfers	\$10,003.50

BALANCE December 31, 2019	\$51,488.35
----------------------------------	--------------------

Graves/Niches Sold	
Openings/Closings	69
Perpetual Care Account Balance	\$744,154.45
Cemetery General Investment Trust Account Balanc	\$252,946.36

Bylaws

of

Bethlehem United Church of Christ of Ann Arbor, Michigan



Bethlehem United Church of Christ Bylaws

TABLE OF CONTENTS

Article I	Name	1
Article II	Purpose	1
Article III	Affiliation	1
Article IV	Doctrine	1
Article V	Membership	1
Section 1	Eligibility	1
Section 2	Privileges	1
Section 3	Responsibilities	2
Section 4	Release	2
Section 5	Termination	2
Section 6	Others Participating in the Bethlehem Community	2
Article VI	Governance	2
Section 1	Governing Body	2
A.	How Assembled	2
B.	Roles and Responsibilities	3
Section 2	Leadership Council	3
A.	Composition	3
B.	Roles and Responsibilities	3
C.	President	5
D.	Vice President	5
E.	Secretary	5
F.	Treasurer	6
Section 3	Finance Ministry Team	6
Section 4	Facilities Ministry Team	7
Section 5	Education Ministry Team	8
Section 6	Worship Ministry Team	8
Section 7	Member Care Ministry Team	9
Section 8	Welcome Ministry Team	10

Section 9	Outreach Ministry Team	10
Section 10	Fellowship Ministry Team	11
Section 11	Youth and Young Adult Ministry Team	12
Section 12	Bethlehem Cemetery Board	12
Section 13	Nominations Committee	13
Article VII	Terms of Elected Office and Term Limits	13
Section 1	Leadership Council	13
A.	President	13
B.	Other Leadership Council Positions	14
Section 2	Finance Ministry Team and Facilities Ministry Team	14
Section 3	Bethlehem Cemetery Board	14
Section 4	Other Elected Offices	14
Article VIII	Meetings of the Governing Body	14
Article IX	Administration	15
Section 1	Pastor	15
A.	Qualifications and Selection	15
B.	Responsibilities	15
Section 2	Associate Pastor(s) and Other Ordained Staff	16
Section 3	Non-Ordained Staff	17
Article X	Property	17
Article XI	Conflicts of Interest	17
Article XII	Rules of Order	18
Article XIII	Amendment	18
Article XIV	Dissolution	18

Bethlehem United Church of Christ Bylaws

These Bylaws, along with the Articles of Incorporation, are the foundation for the governance of Bethlehem United Church of Christ.

Article I Name

The name of this organization shall be Bethlehem United Church of Christ of Ann Arbor, Michigan (referred to in these Bylaws as the “Church”).

Article II Purpose

It shall be the purpose of this organization to provide a Christian congregation for worship, to give glory to God, and to promote the teachings of Jesus Christ.

Article III Affiliation

The Church shall be a member of the United Church of Christ and shall be guided by the United Church of Christ’s Constitution and Bylaws.

Article IV Doctrine

The Holy Scriptures of the Bible are the foundation for the Church’s worship and practices.

Article V Membership

Section 1 Eligibility

Membership in the Church shall be open to any person who has been baptized and has either (1) been confirmed into a Christian church or (2) made public confession of faith in Jesus Christ as Lord and Savior.

Section 2 Privileges

1. All members are entitled to share in the fellowship and spiritual blessings of the Church, to the services of the Pastor and any other ordained personnel of the Church, and to the Christian sympathy and support of all other members.
2. All members of the Church in good standing are entitled to voice and vote at meetings of the Governing Body.
3. All members in good standing, who have been members for at least one year, shall be eligible to hold elected office of the Church. No one may simultaneously hold more than one elected office of the Church. Neither the Pastor nor other ordained staff of the Church shall be eligible to hold elected office of the Church.

Section 3 Responsibilities

Members shall participate in the Church's worship and celebration of Holy Communion; share in the life and work of the Church; contribute to the Church's support and benevolence; and support the spiritual welfare of the Church's membership and the community.

Section 4 Release

Any member in good standing shall be granted a letter of transfer upon request.

Section 5 Termination

The Member Care Ministry Team shall every two years, in odd-numbered years, review the membership rolls for the purpose of identifying members who appear to have not met the responsibilities of membership set forth in Section 3. The Member Care Ministry Team shall communicate with the members so identified to encourage their renewed participation in the life of the Church. Should such efforts not result in renewed participation, the Member Care Ministry Team shall recommend to the Leadership Council that the member be removed from the active member rolls. Upon majority vote of the Leadership Council, such member shall be removed from the active member rolls.

Section 6 Others Participating in the Bethlehem Community

Individuals who are unable or otherwise not in a position to become members of the Church are welcome to attend worship, request and receive newsletters and other similar communications from the Church, participate in programs and other events offered by the Church, and otherwise participate in the life of the Church. Such individuals are eligible to serve as unelected members of Ministry Teams, and serve as appointed or volunteer members of task forces or other groups, including those created by the Governing Body, Leadership Council or the Pastor. Such individuals shall have the right to attend congregational meetings and, at the discretion of the President, voice their opinions, but shall not be entitled to vote.

Article VI Governance

Section 1 Governing Body

A. How Assembled

The Governing Body of the Church shall be the members of the Church assembled in a duly called congregational meeting. A quorum shall consist of 25 members. A quorum, once established at a duly called congregational meeting, shall exist until the meeting is adjourned. The Governing Body shall hold an annual meeting and may hold other meetings as set forth in these Bylaws. The vote of a majority of those present and voting at any such congregational meeting shall be the will of the Church.

B. Roles and Responsibilities

The Governing Body:

1. Shall hold an Annual Meeting as set forth in Article VIII of these Bylaws.
2. Shall hold other congregational meetings as set forth in Article VIII of these Bylaws.
3. Shall be responsible for calling a Pastor and shall have the right to terminate the Church's relationship with the Pastor.
4. Shall have sole authority to approve unbudgeted, extraordinary expenditures of \$15,000.00 or more.
5. Shall have sole authority to approve the purchase or sale of real property.
6. May establish committees, task forces or other groups to further the purposes of the Church.
7. Shall have sole authority to merge with or enter into any agreement of formal association with another congregation.

Section 2 Leadership Council

A. Composition

The Leadership Council shall be a seven-member body, consisting of a President, a Vice President, a Secretary, a Treasurer, and three at-large members.

At any duly called meeting of the Leadership Council, a quorum shall consist of a majority of the Leadership Council members. Once established at a particular meeting, a quorum exists until the meeting is adjourned.

B. Roles and Responsibilities

The Leadership Council:

1. Is responsible to the Governing Body.
2. Shall, in consultation with the Pastor, engage in strategic planning for the future of the Church and, in collaboration with the various Ministry Teams, set the overall policy and direction of the Church.
3. Shall work with the Pastor, other staff, the Ministry Teams, and other laypersons to implement that strategic direction.
4. Shall call an Annual Meeting of the Governing Body as set forth in Article VIII of these Bylaws.
5. Shall call special meetings of the Governing Body as set forth in Article VIII of these Bylaws.
6. May call other special meetings of the Governing Body at its discretion.
7. Shall meet within two weeks of the Annual Meeting of the Governing Body and shall meet regularly thereafter.
8. Shall keep a record of its proceedings.

9. Shall receive a recommended annual operating budget from the Finance Ministry Team and, upon approval, recommend the operating budget to the congregation.
10. Shall hire any interim Pastor, establish the terms and conditions of employment of any interim Pastor, and have the authority to terminate a relationship with any interim Pastor.
11. Shall establish the terms and conditions of employment of the Pastor. In establishing the financial terms of the Pastor's relationship with the Church, the Leadership Council shall coordinate with the Finance Ministry Team.
12. Shall establish and provide support to a search committee for a Pastor when there is a vacancy.
13. Shall conduct an annual performance review of the Pastor.
14. Unless otherwise directed by the Governing Body, shall consider and act on recommendations of the Pastor, within the financial parameters established in the budget and the strategic parameters set by the Leadership Council, to call ordained staff or to terminate a relationship with ordained staff.
15. May create committees and task forces to assist in carrying out the Leadership Council's responsibilities or other functions related to the Church.
16. Except as to the office of President, shall, in consultation with Nominations, appoint members to fill vacancies in unexpired terms of elected positions of the Church until the following Annual Meeting.
17. Shall coordinate with Ministry Teams and other groups of the Church considering policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church before any such actions are implemented.
18. Shall establish policies and procedures related to the overall strategic direction of the Church and shall review and revise existing policies and procedures related to the overall strategic direction of the Church. Upon adoption, the Leadership Council shall provide any such policies and procedures to the Secretary.
19. Shall receive, review and act on requests from any Ministry Team or other group of the Church for unbudgeted, extraordinary expenditures greater than \$5,000.00 but less than \$15,000.00. The Leadership Council may approve such requests if in its judgment the request is not an appropriately budgetable expenditure, the financial condition of the Church supports the expenditure, and the request is a valuable expenditure of Church resources. The Leadership Council may request the input of the Finance Ministry Team in making its determination. The Leadership Council shall advise the Governing Body of the request and approval at the next duly called meeting of the Governing Body.
20. Shall receive, review and promptly act on, in accordance with these Bylaws, reports from the Member Care Ministry Team with respect to members not meeting their membership responsibilities.
21. Shall annually, or more often if requested by the Governing Body, provide a summary written report of its activities to the congregation.
22. Shall serve as the Board of Directors of the Church.

C. President

The President:

1. Shall preside over all congregational meetings.
2. Shall preside over all Leadership Council meetings.
3. Shall, in consultation with the Pastor and other members of the Leadership Council, set the agenda for Leadership Council meetings.
4. Shall serve as a member ex officio of all Ministry Teams and may attend meetings of the various Ministry Teams in consultation with the chair of the various Ministry Teams, offering counsel as appropriate.
5. May delegate his or her responsibility to the Vice President to preside over congregational meetings or Leadership Council meetings should the President be unable to attend.
6. To the extent authorized by the Governing Body or these Bylaws, shall, with the Secretary, sign all deeds and all contracts in excess of \$15,000 on behalf of the Church.

D. Vice President

The Vice President:

1. Shall preside over congregational meetings or Leadership Council meetings upon delegation of the President due to the President's inability to attend.
2. Shall preside over any congregational meeting or portion of such meeting where the business of the meeting pertains to the President.
3. Provides advice and counsel to the Pastor with respect to personnel matters of the Church staff.

E. Secretary

The Secretary:

1. Shall keep a record of all meetings of the Governing Body and the Leadership Council.
2. Shall promptly prepare and distribute minutes of meetings of the Governing Body to the congregation.
3. Shall promptly prepare and distribute minutes of meetings of the Leadership Council to the Leadership Council.
4. Shall serve as a repository for and keep and maintain a current set of policies of the Church.
5. Shall receive, review, and process all official correspondence of the Church.
6. To the extent authorized by the Governing Body or these Bylaws, shall, with the President, sign all deeds and all contracts in excess of \$15,000 on behalf of the Church.

F. Treasurer

The Treasurer:

1. Shall be responsible for all monies of the Church.
2. Shall coordinate regularly with the Finance Ministry Team concerning the finances of the Church.
3. Shall make monthly reports to the Leadership Council concerning the finances of the Church.
4. Shall make an annual report to the Governing Body concerning the finances of the Church.
5. May, in consultation with the Pastor, utilize the support of designated office staff in carrying out the Treasurer's responsibilities.

Section 3 Finance Ministry Team

A. Composition

The Finance Ministry Team shall be composed of three members elected by the Governing Body and such other individuals as the Finance Ministry Team may include to assist in carrying out its roles and responsibilities. The Finance Ministry Team shall elect a Chair from its elected members.

B. Roles and Responsibilities

The Finance Ministry Team:

1. Shall secure the funds necessary and appropriate to support the Church.
2. Shall annually prepare, in consultation with the Leadership Council, other Ministry Teams, the Pastor, and other ordained staff, an operating budget for consideration and approval by the Leadership Council.
3. Shall, after approval by the Leadership Council, present the annual budget to the Governing Body for its consideration.
4. Shall coordinate with and support the Treasurer in fulfilling the Treasurer's roles and responsibilities.
5. Shall encourage giving toward and oversee the Church's monetary funds, including Memorials and Gifts, investments, and any endowment funds.
6. Shall ensure that the monetary funds of the Church are prudently invested.
7. Shall coordinate with the Leadership Council to request and provide for appropriate funds to carry out the Finance Ministry Team's roles and responsibilities.
8. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Finance Ministry Team shall provide any such policies and procedures to the Secretary.

9. Shall coordinate with the Leadership Council any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
10. Shall cooperate with Bethlehem Cemetery Board with respect to the investment of funds overseen by the Bethlehem Cemetery Board.
11. Shall receive and review requests for unbudgeted, extraordinary expenditures not to exceed \$5,000.00. The Finance Ministry Team may approve such requests if in its judgment the request is not an appropriately budgetable expenditure, the financial condition of the Church supports the expenditure, and the request is a valuable expenditure of Church resources. The Finance Ministry Team shall promptly advise the Leadership Council of the request and the Finance Ministry Team's approval of the request.
12. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.
13. Shall work in conjunction with an external auditor for audits to be performed at least every three years to verify the proper handling of Church funds and the accuracy of the financial records of the Church.
14. Shall promptly report audit findings and recommendations to the Leadership Council and the Governing Body.

Section 4 Facilities Ministry Team

A. Composition

The Facilities Ministry Team shall be composed of three members elected by the Governing Body and such other individuals as the Facilities Ministry Team may include to assist in carrying out its roles and responsibilities. The Facilities Ministry Team shall elect a Chair from its elected members.

B. Roles and Responsibilities

The Facilities Ministry Team:

1. Shall develop and implement plans to maintain, preserve and improve Church properties, except Bethlehem Cemetery.
2. Shall coordinate the use and management of the facilities.
3. Shall evaluate and procure appropriate insurance for Church properties.
4. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles.
5. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Facilities Ministry Team shall provide any such policies and procedures to the Secretary.
6. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.

7. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 5 Education Ministry Team

A. Composition

The Education Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Education Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Education Ministry Team:

1. Shall work with designated staff to support children's Christian education programs, including confirmation programs.
2. Shall work with designated staff to support adult Christian education programs.
3. Shall be responsible for granting educational scholarships from designated funds, if any.
4. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
5. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Education Ministry Team shall provide any such policies and procedures to the Secretary.
6. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
7. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 6 Worship Ministry Team

A. Composition

The Worship Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Worship Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Worship Ministry Team:

1. Shall work with the Pastor and other ordained staff to support the spiritual life of the congregation through worship.

2. Shall assist the Pastor and other ordained staff with respect to Holy Communion and Baptisms.
3. Shall assist the Pastor and other ordained staff with other aspects of regular and special worship services with the goal of making such worship experiences meaningful and fulfilling.
4. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
5. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Worship Ministry Team shall provide any such policies and procedures to the Secretary.
6. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
7. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 7 Member Care Ministry Team

A. Composition

The Member Care Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Member Care Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Member Care Ministry Team:

1. Shall encourage the involvement of new and continuing members in the life of the Church.
2. Shall regularly review member attendance and take action to connect with members becoming less active.
3. Shall engage in and coordinate activities to support members in need due to health and other reasons.
4. Shall ensure records of members, transfers, terminations of membership, marriages, deaths and baptisms are maintained.
5. Shall biannually, during odd-numbered years, conduct a review of the membership rolls of the Church to determine whether members are meeting their membership responsibilities; if it appears they are not, encourage their renewed commitment; in the absence of a demonstrated commitment advise the Leadership Council for its consideration and action according to these Bylaws.
6. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
7. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Member Care Ministry Team shall provide any such policies and procedures to the Secretary.

8. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
9. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 8 Welcome Ministry Team

A. Composition

The Welcome Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Welcome Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Welcome Ministry Team:

1. Shall encourage a welcoming environment to prospective members in the community and within the Church building.
2. Shall foster a positive impression for visitors.
3. Shall develop and implement plans for membership growth and assimilation.
4. Shall coordinate activities of the ushers.
5. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles.
6. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Welcome Ministry Team shall provide any such policies and procedures to the Secretary.
7. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
8. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 9 Outreach Ministry Team

A. Composition

The Outreach Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Outreach Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Outreach Ministry Team:

1. Shall identify opportunities for and inspire involvement in demonstrating Christian love by supporting our neighbors.
2. Shall coordinate with and support other Church groups with respect to their outreach activities.
3. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
4. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Outreach Ministry Team shall provide any such policies and procedures to the Secretary.
5. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
6. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 10 Fellowship Ministry Team

A. Composition

The Fellowship Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Fellowship Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Fellowship Ministry Team:

1. Shall develop and implement programs and activities to provide fellowship opportunities for the Congregation, including opportunities for youth, adults and families.
2. Shall foster additional fellowship activities by serving as a resource for other individuals and groups interested in planning activities and programs.
3. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
4. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Fellowship Ministry Team shall provide any such policies and procedures to the Secretary.
5. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
6. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 11 Youth and Young Adult Ministry Team

A. Composition

The Youth and Young Adult Ministry Team shall be composed of one member elected by the Governing Body, who shall be the Chair, and such other individuals as the Youth and Young Adult Ministry Team may include to assist in carrying out its roles and responsibilities.

B. Roles and Responsibilities

The Youth and Young Adult Ministry Team:

1. Shall work with designated staff to develop and implement regular programming and activities to empower and encourage fellowship, faith development and leadership opportunities among youth in middle school, high school, and other young adults.
2. Shall coordinate with other ministry teams to involve and integrate younger people into the wider life and ministries of the Church.
3. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
4. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Youth and Young Adult Ministry Team shall provide any such policies and procedures to the Secretary.
5. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
6. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

Section 12 Bethlehem Cemetery Board

A. Composition

The Bethlehem Cemetery Board shall be composed of six members elected by the Governing Body. The Bethlehem Cemetery Board shall elect a President, Vice President, Secretary, and Treasurer from its members.

B. Roles and Responsibilities

The Bethlehem Cemetery Board:

1. Shall be responsible for the administration and maintenance of Bethlehem Cemetery and the funding of those activities.
2. Shall designate a member to serve as a liaison to the Finance Ministry Team with respect to the investment of funds overseen by the Bethlehem Cemetery Board.

3. Shall be responsible for developing, reviewing, revising and maintaining its own policies and procedures related to the administration and maintenance of Bethlehem Cemetery.
4. Shall annually provide a summary written report of its activities to the congregation.

Section 13 Nominations Committee

A. Composition

The Nominations Committee is a standing committee and shall be composed of one member elected by the Governing Body, who shall serve as the Chair, and at least two other members, who shall be members of the Church and shall be identified by the Chair in consultation with the Leadership Council. Members of the Nominations Committee shall not hold any other elected position within the Church while serving on the Nominations Committee.

B. Roles and Responsibilities

The Nominations Committee:

1. Shall be responsible to the congregation to identify and present at least two weeks in advance of the Annual Meeting one or more eligible candidates to fill all open elected positions identified in the Bylaws.
2. Shall advise the Pastor and Leadership Council of the candidates for the open elected offices prior to the Leadership Council's call of the Annual Meeting.
3. Shall, upon request, assist the various Ministry Teams and the Auditing Committee in identifying individuals with the aptitude for and interest in serving as unelected members.

Article VII Terms of Elected Office and Term Limits

All terms of office begin upon adjournment of the Annual Meeting at which the individual is elected and run until the adjournment of the Annual Meeting at which the individual's successor is due to be elected.

Section 1 Leadership Council

A. President

The President's term shall be one year. The President shall be eligible to serve no more than three consecutive elected one-year terms.

If there is a vacancy in the office of President, the Vice President shall fill the responsibilities of President until the next Annual Meeting.

B. Other Leadership Council Positions

The terms of Vice President, Treasurer, Secretary and the three at-large positions on the Leadership Council shall be three years. The terms of the Vice President, Treasurer, and Secretary shall be staggered such that one of each expires each year. The terms of the three at-large positions on the Leadership Council shall be staggered such that one of each expires each year. Individuals elected to these Leadership Council positions shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Leadership Council for more than seven consecutive years, exclusive of any time spent serving as President.

Section 2 Finance Ministry Team and Facilities Ministry Team

The terms of office of the individuals elected to the Finance Ministry Team and the Facilities Ministry Team shall be three years. The terms of the three elected positions on each of these bodies shall be staggered such that one of each expires each year.

Individuals elected to the Finance Ministry Team shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Finance Ministry Team for more than seven consecutive years.

Individuals elected to the Facilities Ministry Team shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Facilities Ministry Team for more than seven consecutive years.

Section 3 Bethlehem Cemetery Board

The terms of office of the individuals elected to the Bethlehem Cemetery Board shall be three years. The terms of the six members of the Bethlehem Cemetery Board shall be staggered such that two of each expire each year. Individuals elected to the Bethlehem Cemetery Board shall be eligible to be elected to no more than two consecutive three-year terms. No individual shall serve on the Bethlehem Cemetery Board for more than seven consecutive years.

Section 4 Other Elected Offices

The terms of all other elected offices shall be three years. Individuals elected to other elected offices shall be eligible to be elected to no more than two consecutive three-year terms.

No individual shall serve in any elected office of the Church for more than seven consecutive years, exclusive of any time spent serving as President.

Article VIII Meetings of the Governing Body

There shall be an Annual Meeting of the Governing Body, held no earlier than May 1 and no later than June 15 of each year. The Leadership Council shall select the date, time and place for this meeting. At the Annual Meeting, the Governing Body shall (1) elect, by majority vote of those members present and voting, eligible members to fill all open elected positions of the

Church for the following fiscal year beginning June 1; (2) receive and act on an annual budget for the June 1 to May 31 fiscal year as recommended by the Finance Ministry Team and Leadership Council; (3) receive annual reports from each ministry team and committee; and (4) conduct any other business that may come before it.

Special meetings of the Governing Body may be called by the Leadership Council at its discretion.

The Leadership Council shall, upon written request of at least 25 members, call a special meeting of the Governing Body to be held no more than 30 days after the written request is received. The written request shall specify the purpose of the requested meeting of the Governing Body.

At special meetings of the Governing Body, only such business as has been specified in the notice of the special meeting may be voted upon.

At least 14 days' advance notice shall be given of the time, place and purpose of all meetings of the Governing Body. Such notice shall include, at a minimum, (1) verbal and/or written notice at, or immediately before or after, worship service(s) and (2) notification through other reliable means, utilizing such technology as may exist at the time, designed to reach members of the congregation.

Unless otherwise specified in these Bylaws, all decisions of the Governing Body shall be made by majority vote of those members present and voting.

Article IX Administration

Section 1 Pastor

A. Qualifications and Selection

The Pastor shall be an ordained minister who has been recommended or approved by the Covenant Association or the Michigan Conference of the United Church of Christ. If there is a vacancy in the position of Pastor, the Leadership Council shall, in consultation with the search committee, nominate a candidate to be voted on by the Governing Body. Only one candidate shall be considered at a time.

B. Responsibilities

The Pastor shall be the spiritual leader of the Church and oversee its day-to-day administrative activities. The Pastor:

1. Shall care for the general welfare of the congregation.
2. Shall preach the Gospel, administer the sacraments and rites of the Church, and oversee all worship services.
3. Shall minister to the sick and those otherwise in need.

4. Shall administer the activities of the Church in cooperation with the Leadership Council, the Ministry Teams, and the ordained and other staff.
5. Shall support the Leadership Council in its role of strategic planning for the future of the Church and setting the overall policy and direction of the Church.
6. Shall serve as a member ex officio of the Leadership Council and attend Leadership Council meetings except to the extent the Leadership Council is discussing the performance and evaluation of the Pastor. The Pastor shall have a voice on matters coming before the Leadership Council, but shall not be entitled to vote. If the Pastor is unable to attend a Leadership Council meeting, he or she is entitled to delegate such responsibility to an Associate Pastor or other ordained staff.
7. Shall recommend to the Leadership Council the call or termination of ordained staff within the parameters established in the budget and the strategic direction established by the Leadership Council. The Pastor shall be responsible for directing, developing, and evaluating ordained staff.
8. Unless otherwise specified by the Governing Body, shall, within the parameters of the budget, be responsible for hiring, directing, developing, evaluating and, as the Pastor determines appropriate, terminating the employment of non-ordained staff.
9. Shall receive advice and counsel from the Vice President with respect to personnel matters.
10. Shall, in consultation with the Vice President, annually recommend to the Finance Ministry Team and the Leadership Council a budget for the compensation and benefits of all staff.
11. May, in consultation with the Leadership Council, establish committees or task forces to assist in fulfilling the Pastor's role or otherwise support the Church.
12. Shall have the right to grant or deny requests for other clergy to perform any religious ceremony in the Church, none of which shall be performed without the Pastor's consent. The Pastor shall have the right to delegate the responsibility of leading a worship service to an ordained guest minister during the temporary absence of the Pastor or for a particular special occasion.
13. Shall annually provide a summary written report of his or her activities to the congregation.

If there is a vacancy in the position of Pastor, any interim Pastor selected under these Bylaws shall carry out these responsibilities.

Section 2 Associate Pastor(s) and Other Ordained Staff

The Church may employ one or more Associate Pastors and/or other ordained staff within the budgetary limits established by the Governing Body. Unless otherwise specified by the Governing Body, it shall be the responsibility of the Leadership Council, acting on a recommendation of the Pastor, if any, to hire Associate Pastor(s) and/or other ordained staff. Unless otherwise specified by the Governing Body, it shall be the right of the Leadership Council, acting on the recommendation of the Pastor, if any, to terminate any relationship with any Associate Pastor or other ordained staff. Any individual employed as an Associate Pastor

shall be recommended or approved by the Covenant Association or the Michigan Conference of the United Church of Christ.

Associate Pastor(s) and other ordained staff shall have such duties and responsibilities as set forth in their terms of employment or as otherwise directed by the Pastor. Such individuals shall perform their responsibilities under the direction of and with the counsel of the Pastor.

Associate Pastor(s) and/or other ordained staff may, from time to time, be delegated or otherwise requested to attend meetings of the Leadership Council, which responsibility they shall fulfill.

Section 3 Non-Ordained Staff

Unless otherwise specified by the Governing Body, it shall be the responsibility of the Pastor to employ support staff personnel to perform administrative and operational duties as needed and within budgetary limits. Such individuals shall perform their responsibilities under the direction of and with the counsel of the Pastor. Unless otherwise specified by the Governing Body, it shall be the right of the Pastor to terminate any relationship with any non-ordained staff.

Article X Property

The Church may in its corporate name acquire real and personal property by purchase, gift, devise, bequest or other lawful means. The Church may utilize its real and personal property for any lawful purpose, and may transfer, rent, lease, mortgage or otherwise encumber, sell, assign, or convey such property. The Church may receive and hold in trust both real and personal property. The real property, personal property, and all monies of the Church shall be under the care of the Board of Directors, which is the Leadership Council.

Church properties shall be held as a sacred trust by the Leadership Council, which shall have the ultimate responsibility for keeping the church edifice and other buildings belonging to the Church in proper repair.

The burial grounds known as Bethlehem Cemetery shall be managed by the Bethlehem Cemetery Board.

Article XI Conflicts of Interest

Whenever a member of the Leadership Council or other individual serving in an elected position has a financial or family interest in any matter coming before them, the affected person shall (1) fully disclose the nature of the interest and (2) withdraw from discussion, lobbying, and voting on the matter. Any vote involving a potential conflict of interest shall be approved only when a majority of disinterested individuals present and voting determine that it is in the best interest of the Church to do so. The minutes of meetings at which such votes are taken shall record the disclosure, abstention and rationale for approval.

Article XII Rules of Order

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Article XIII Amendment

Proposed changes to these Bylaws shall first be referred to the Leadership Council, which shall report its recommendation to the Governing Body at the next duly called congregational meeting. Any change to these Bylaws requires a two-thirds majority affirmative vote of all members present and voting.

Article XIV Dissolution

In the event of the dissolution of the Church, after providing for the debts and obligations of the Church, the remaining assets shall be transferred to the Michigan Conference of the United Church of Christ.

Adopted by vote of the Governing Body on October 19, 2014.

Effective Date: January 25, 2015

Amended by vote of the Governing Body on January 31, 2016