

Leadership Council Meeting Minutes: August 27, 2020 3:00 pm

In Attendance: Pastor John Kennedy, Ron Dechert, Jim Rowan, Dindy Haab, Tim Authier, John Samford

Opening Prayer

- I. Approval of minutes from 7/24/20 meeting of Leadership Council

Suggestion: good to have motion stated verbatim.

Minutes approved.

- II. Old Business

- **Quarterly Budget Review Sunday 9/20 after worship—details?**

Description of and review of the budget meeting. Suggested that this be held after the worship Zoom meeting.

Question about whether we decided to have Finance review beyond the Fall.

Clarification - it was to review our funding in the Fall of the year.

It's not a congregational meeting but a review of the finances. An opportunity to allow people to call in, ask questions.

Agreed to have the fall meeting and review the finances, see if we want to have another financial review at that time.

- **Proposal to rent Schmale Lounge to Nurses' COPD study on ad hoc basis** (see attachment 1)

Motion: It was moved that we rent to the Nurses' COPD study group, the Schmale Lounge, for \$15/hour flat rate, for a maximum of 6 hours per day.

Clarifications: this is in addition to the rental in the fellowship hall.

It was noted that the Nurses are wiping down and spraying everything down after every subject. They have very comprehensive mitigation measures in place.

The kitchenette will not be used at all by the nurses group.

Voting: 5 Ayes and 1 Abstention (Ron Dechert)

- III. New Business

- A Statement from Bethlehem's Youth and Young Adults (see note 1)

Do we as a council want to support the young adults' statement as posted on Facebook.

All in favor - none opposed.

- Proposal to rent more parking spaces 24/7 (see attachment 4)

Idea about parking lot rental - Pricing: Currently we charge \$100 a month for M-F day parking, averaging to \$5 a day. Using that, we could charge \$150 a month for 7-day parking. Up to 2 parking spots.

Question of how to monitor the parking space. Explained about past practice - license plate photos, letters/communications. Potential of facilities walk through to patrol the lot. Someone who represents the church can call a towing company. Discussion about daily rentals as well.

Motion: It is moved that we designate 2 parking spots for rental purposes, to be used 24 hours a day and for 7 days a week at a cost of \$150 per month, administered by the Parish Administrator. We can review the process and revisit it later if we see fit.
Vote was passed unanimously.

- Proposed Call Agreement for Pastor Lily Tinker Fortel (see attachments Pastor John supplied:
Associate Pastor Job Description and Call Agreement for Pastor Lily).

Pastor John, per our Bylaws, recommended the Leadership Council hire an Associate Pastor, with the Job Description he provided: ***"Pastor for Faith Formation, Outreach and Growth."*** The Leadership Council passed a motion establishing that position.

Vice President Ron Dechert walked through the specifics of the Call Agreement for Pastor Lily Tinker Fortel to fill that 0.8 Full Time position. The Agreement was crafted by a group composed of UCC Michigan Conference Associate Minister Cheryl Burke, Leadership Council Vice President Ron Dechert, Judy Coucouvanis, Sue Muir, and Kurt Schmerberg. While there was no salary increase from her current position, the various additions (pension, health and dental care through the UCC Pension Boards, professional expenses, etc.) would require an increase to the personnel budget.

The Leadership Council passed a motion to extend the Call to Pastor Lily Tinker Fortel. Pastor John and Vice President Ron Dechert will arrange a time with her to go over it.

- Review the current Pastoral survey/evaluation tools (see attachment 3)
Process for evaluation and self-evaluation discussed.
President Samford will build a schedule for the process.
Review put on the agenda for next time.

IV. Reports from Ministry Teams liaisons

Worship Team: Money for music was taken out of McKay Funds not the music budget.

Talked about outdoor worship - but Sunday mornings, it doesn't seem feasible.

Ann Arbor Youth Chorale has not ruled out using BUCC for rental. When Covid restriction permits they are interested in the rental.

Guidance from the City of Ann Arbor has limited congregating to even smaller numbers (currently limited to no more than 10 people congregating indoors and 25 outdoors).

V. Reports from Task Forces

VI. Report from Pastor John

Holidays, times when we are brought together, things might be tough if we are still under quarantine. Explore ideas for a Christmas Eve outdoor service? Thinking of ways to safely gather in ways to support everyone.

Closing Prayer

Notes:

1. "As the Youth and Young Adults of Bethlehem United Church of Christ, we stand in solidarity with the Movement for Black Lives and all Black, Indigenous, People of Color. We condemn all forms of racism. We are committed to being better allies. We will listen. We will learn. We will act."

Signed: Allan, Jenny, Xander, Noah, Larisa, Sarah, Katie, Abby, Ellie, Alton, Kelly, Sarah, John, Camille, Lily, Chloe.

We invite individual members, Ministry Teams, and the Leadership Council to sign on to this statement by commenting below.

facebook.com/bethlehemuccA2

Attachments:

1. Proposal to rent Schmale Lounge on ad hoc basis to U of M Nurses' COPD study
2. Proposed LTF Associate Pastor job Description & Call Agreement
3. Pastoral Evaluation documentation
4. Proposal to rent more parking spaces from Parish Administrator/Facilities MT (Julie Rhodes)

Finance Ministry Team

August 20, 2020

Finance Ministry Team: Karen Samford-Chair, Tom Krell, Edgar Vasquez, Jim Rowan-Leadership Council Representative and Pastor John Kennedy

On June 29, the Finance Team approved, by email, an Unbudgeted Funding Request from the Facilities Team to use \$3,300 from M&G Property Improvement Fund to replace the front steps on the 4th Ave house. The current cement steps are tipping and cracking. This includes removing the current steps and replacing with composite material which would not need upkeep. Treated wood steps would cost \$2,771 and need staining or painting next year and again every two to three years.

There was no Finance Meeting in July.

On July 29, 2020 the Finance Team approved applying for two grants which may be available to the church. They are the "Michigan Small Business Restart Program" and "COVID-19 Workplace Safety Grant." It's our understanding these are grants and no repayment is expected.

Budget Information – The line for Miscellaneous Income now shows \$12,000, representing \$7,000 to be moved from the Hutzel Fund for Outreach and \$5,000 from Undesignated/Unrestricted Funds to help provide for emergency building repairs. The \$500 shown as Youth expenses to be covered by M&G Youth Fund, was removed as it was both an income and expense, neither from the general operating budget.

Income and Expense Details – The \$175 expense in Miscellaneous Worship Expenses in June has been corrected. The July report has \$1,757 for equipment to produce videos in Music in the Worship line item. Pastor John agreed this item should be moved to McKay Community, as the online services benefit the community.

Rental Income – As the Ann Arbor Youth Chorale will not be using the building this year and John Roche is not able to rent the Gym this summer, we are \$9,570 short for those two items. Some of those regularly renting parking spaces may be working from home. Karen will talk with Julie to determine if we can rent to others, including students who may want overnight parking.

Current Pledges – Now just over \$245,000

Donation – There is a donation in process from the estate of one of our deceased members for just over \$10,000. The intent is that it be used where ever it is needed. This will go in Memorials and Gifts under Finance. We will decide at a later date where this generous donation can best be used.

McKay Funds – The monthly amount received from the McKay Trust will be cut nearly in half beginning with September. The new yearly calculation determined we should receive just over \$38,800 and we have already received more than \$30,000. Each of the three areas (Property Maintenance, Community Benevolence and Church Benevolence) has been receiving \$1,273.25 per month and will now receive \$689.84. This will be recalculated again next July.

The next meeting will be September 10, 2020 at 7:00 pm

Submitted by Karen Samford

Facilities Ministry Team - BUCC Meeting Minutes of 08/11/2020

Present: Tom Ziesemer, John Irwin, Michelle Loukotka, Ron Dechert, Julie Rhodes

Absent: Pastor John Kennedy

The meeting was called to order at 3:06 pm.

The minutes of the 07/13/2020 meeting were approved as printed.

FINANCIAL REPORTS:

- a. Only the M&R budget has had significant expenditures to date.
- b. The standard charges were made to the McKay funds this month. Property Improvement was charged \$3,085.00 for the repair to the 4th Avenue house porch stairs.

OLD BUSINESS:

- a. The bids received from Payeur and Davis were extremely different, primarily because the scope of work was not the same in each bid. We will ask Payeur to rebid to do the same work that Davis proposed. Julie and Steve will also look for a third bid.
- b. Tom will ask Lily to meet him at the 4th Avenue house or get her permission to enter to remove the insulation hanging from the ceiling. Julie will schedule with Koch & White or CMR to do a maintenance inspection on the furnace.
- c. Brooks Painting is still working on the 4th Avenue doors to the sanctuary and to the 1933 addition. There are questions about the disparity in the color of the doors themselves and the surrounds—the sun has bleached the doors to a very light color. Brooks asked permission to use a darker stain on the doors to lessen the contrast; this would increase the cost by approximately \$600.00. We will ask them to finish the contract as written so that we can pay them and deal with the color in the spring.
- d. Kayla has left Corporate Cleaning; one new candidate has cleaned one time and a second will probably be here this week. Tom will contact a couple of local churches to see who they use and if they are happy with the service provided.
- e. The U of M nurses are using the building again. They are here four days a week through about 12/15/2020 and hope to continue January 2021 through April or May 2021. It is possible the AA Public Schools may still want to rent space. There have been additional requests to rent the gym and the sanctuary; these cannot be honored at this time because of the COVID situation but Julie has agreed to contact them when the situation changes to see if they are still interested.
- f. A water leak was discovered by John I. in the storage room under the porch on the 4th Avenue entrance to the 1933 addition. An aluminum square was installed on that porch probably 10-15 years ago to address the same problem. The caulk has worn away; the caulk will be replaced.
- g. The lock on the double doors from the elevator hallway into the FH is not working well.

NEW BUSINESS:

- a. Tom, John I. and Jim Judson have been working to remove the weeds in the landscaping around the church. They will continue tomorrow, Wednesday August 12.
- b. The building walk-through and security team schedule is:
Monday, Tuesday, Saturday—Jim Judson
Wednesday, Friday—Tom Ziesemer
Thursday, Sunday—John Irwin

ESSENTIAL MAINTENANCE TASKS FOR JUNE

- a. Change filters in heating/air conditioning units in the sanctuary
- b. Clean air conditioning filters in lounge, chapel, cinema room, and classroom E
- c. Floor buffing: 1st & 2nd floor halls, choir and youth room, FH
- d. Carpet cleaning
- e. Schedule roof inspection by B&B for September 2020—Move this to the January or February list to schedule in April/May 2021.

The meeting adjourned at 4:00 pm.

NEXT MEETING: Tuesday, September 8th at 3:00pm.

Respectively submitted,
Michelle Loukotka

Education Ministry Team August 13, 2020

Team Members: Eileen Koprowski-Chair, Jan Eadie, Julie Feldkamp, Nancy Pieske, Karen Samford, Jane Schmerberg, Christina Wilk and Pastor Lily Tinker Fortel

The team was unable to meet in August so Eileen sent out an email update containing the following information:

Scholarships –

The bank plans on sending checks out to the schools by August 14th. They are mailing Caroline's directly to her. Julie will send notices out to the recipients, as she did last year. We don't have the exact amount; but, we do know it's slightly more than the 2019-2020 awards.

VBS: Vacation Bible School –

We've had two really great sessions, with three more to go. This week, August 16th, Julie has volunteered to help Kelsey with Session #3. If you can be a volunteer for Session #4 (August 23rd) or Session #5 (August 30th), please "reply all" to this email.

By volunteering, teachers will get a sneak peek on how things may run for "Fall VBS," Virtual Bible School. Even jumping on to join in the fun is great too!

Virtual Sunday School –

With no indication as to when we will all meet in person again, we are looking at different curriculum to enhance virtual Sunday School this Fall. Below is a link for a 12 week course on the Beatitudes that looks promising.

<https://store.illustratedministry.com/products/the-beatitudes-an-illustrated-curriculum>

We will discuss this at our next meeting.

Eileen thanked everyone for all their help, hard work, and dedication. As always, please "reply all" to submit any comments, ideas, or questions.

Next meeting is 6:30, September 2nd.

Submitted by Karen Samford

**Worship Ministry Team
Minutes
Aug 25, 2020**

1. Opening Prayer Jennifer

2. Old Business

a. Review/Acceptance of 7/21 Minutes Jennifer

b. Feedback on services, usage stats All, John Samford

End product appears to be so smooth; easy to get online with link right on the website. Appreciation for Lily's specific call to action in her sermon. Radio listeners continue to appreciate having this service. Love the ukulele and youth contributions. Thank you to Harriette and Mike for delivering print bulletins to those who have requested them.

Usage stats: John Samford gathers these numbers on a regular basis for Gwen to include in the weekly bulletin. What to pay attention to in these usage stats as there is quite a bit of data available? Our definition of complete view=our calculation of length minus 5-6 minutes to account for people being late or leaving early. **We have decided to also report on the largest number at any one time during the service. Suggestion to have multiple data points to give a fuller understanding of our reach.**

c. Planning Center Jennifer

We are now committed to using this online tool for planning worship content and contributors. Gwen and pastoral staff are still working out the kinks to produce the printed and electronic bulletin.

Jennifer to Add: Gary Rogers & Harriette; Gary Kade

Recent example of how PC helped us in an unexpected way: Pastor Lily and David were reviewing the various elements planned for the 8/23 service and allowed them to see how to move things around in the service in an order that makes sense. For example, moving the birthday wishes earlier in the service, close to our announcements.

d. Update on Video/Editor Position David, Pastor John
(via prior conversation with Jennifer)

Starting 9/1 the video/editor role will be absorbed by Music Director role (David). The Music Director role is a 9-month position from September through May. Since we are not able to have worship in the sanctuary with a choir, David and Pastor John are revising the job description to be a hybrid role related to both music and video editing for our digital worship services. David will be able to coordinate special music for services as part of this role.

3. New Business

a. Leadership Council Update

John Samford

Upcoming meeting to cover: quarterly review of budget in September, rental income, potential sale of parking spaces on a monthly or quarterly basis, support of youth statement on BLM movement, call for Pastor Lily, annual pastoral evaluation and related tools/surveys.

Expense for video equipment to be covered by McKay fund and will not hit WMT budget.

b. Re-opening Task Force

Pastors John & Lily

Less rental income that we had planned/hoped for because of the very limited use of indoor spaces. Nursing school rental would like to expand their usage to include the Schmale Lounge (this task force, facilities, and LC must approve). Only spaces open are Fellowship Hall and Sanctuary, church offices, and Groundcover (provided usage requirements related to sanitization and social distancing). Our re-opening plans are limited by Governor's rules which limit us to 10 people in indoor spaces. Masks are required. **Request to clarify the most recent governor's order on whether that is still 10 people indoors or if it has expanded to a larger number.**

Suggestion that rites of Baptism and Confirmation could be offered to individual families if they wish to pursue that option to put a wrap on their Confirmation year. (Pastor John to follow-up; WMT to help determine how to do it)

c. Suggestion for outdoor services

Jennifer

- i. Live Nativity: ask if we can cancel our reservation, or if deposit can be moved to 2021
- ii. Member Care discussion: could there be small groups meeting outdoors?
- iii. WMT discussed various possibilities but are not ready to plan for any type of outdoor worship service or watch party. If small groups wish to request use of the yard space, we suggest the following:
- iv. Working through the current process to consult with re-opening task force, facilities, and leadership council for their approvals.
- v. Physical distancing between people/chairs, limit to a very small number of people initially
- vi. Limit the number of people by registration process
- vii. Spacing required, masks required, no physical contact, health screening
- viii. Suggestion not to change current format of digital worship, but could there be a watch party on a Sunday morning?
- ix. Limits of radio broadcasting for Sunday worship
- x. Limits of weather
- xi. **Liability: consultation with the church's general counsel and insurance company on any legal liabilities related to contracting COVID-19 while using church facilities/property**

d. Creative Worship Planning Update

Jennifer

- i. Finishing the VBS themes for Compassion Camp; very successful
- ii. Moving to September planning: Book of Acts, living out church
- iii. Need another person to join us weekly to support the pastoral team
- iv. Looking for contributors for birthday videos (contact Jenny Foster)
- v. Music for Fall: limited in terms of COVID restrictions, limited budget for soloists/special music, David is seeking musical contributors from the congregation. Bells can be planned for every 3rd Sun of the month, but are flexible if different timing is needed. Adrienne Paton, Gary Maki, Marsha Rinke, Tina & Katie Rowan on violin, PJ Lindemen, Alan Authier, Sarah Kennedy, Abby Bowers, Carrie Schwartz (flute).
- vi. Suggestion for creating a video about the books available from Welcome MT

e. Radio Fund

John Samford

Currently we are charged \$250/month to air our service on the radio. In the past we have had radio sponsorships but we have had very few new sign-ups. We have about 6 months budget left. Suggestion to record a video appeal for the radio fund (supported). John will also add this to his article in the Visitor.

Request to revisit this topic in future WMT meeting: how to reach our people who rely on the radio service. Any other way to help them access the service?

4. Closing with Lord's Prayer

Next Meeting: September 15, 2020

Bethlehem UCC Welcome Ministry Minutes
August 19, 2020

Attendance: Jane Schmerberg, Paul & Barb Marshall, Gary Kade, Kurt Schmerberg.
Meeting was called to order at 6:30 PM on Zoom

- 1.) Dale Fisher Books – The books have been delivered to the church. We have 60 books. MOTION made and properly supported to sell our books to the church membership for \$55 each. MOTION CARRIED. Retail cost of the books are \$65 in stores. Gary will speak with Worship Ministry about allowing a short announcement during the online worship to raise awareness of the book sale. Kurt agreed to put together a video announcement and to write a Visitor article about the book sale. Kurt will also reach out to Dale Fisher about signing our books.

Having no further business, the meeting adjourned at 7:00 PM.

Respectfully submitted,
Jane Schmerberg,
Welcome Ministry Chairperson

Outreach Ministry Team Notes August 2020

All Team communications for the month of August were done via e-mail. We continue to have reduced volunteer opportunities at the four non-profits we support: Peace Neighborhood Center, Food Gatherers (Community Kitchen and Warehouse), GroundCover, and Alpha House. But Peace recently advertised that a limited number of volunteers can help on Fridays with the Food Distribution Program from 8:30-11:30am. They have set up a [SignUp Genius](#) for volunteers at [Friday Volunteers](#).

With the help of Laura S., we are working on a meal for [Alpha House](#) on October 4. Because of Covid restrictions, they are asking that meal contributions continue to be purchased meals and delivered to them.

Our focus for the month of August was the [Covid-19 Emergency Fund](#). There was a tremendous response to our appeal of \$10,000 with a total of \$13,511 contributed as of August 31. Checks in the amount of \$3,250 for each agency have been cut and will be hand delivered early in September. The balance of \$511, and any other contributions that might come in, will be left in the Covid Fund for emergency requests. With permission from the staff, we were able to obtain a list of the 37 giving units who gave to this fund. A thank you card will be sent to each giving unit early in September.

We have launched [CROP Walk 2020 \(October 11\)](#) online and during Outreach Moments in our worship services. We are urging participants to walk with family groups, alone, or whatever way they feel the safest. Opportunities to sign up online to walk will be publicized. We are urging our membership to join the [Bethlehem Pillamas](#) group to make a donation at [Crop Walk Sign Up](#). Also a gift can be given on our church website, or a check can be mailed to the church office. All checks must be made payable to **“Church World Service.”**

The UCC website has a [link](#) to [“Our Faith-Our Vote 2020”](#) with many excellent resources for congregations. We are beginning to share the website with our congregation and other important voting information. Several members of our team are signed up for the 6-Week [“White Privilege. Let’s Talk”](#) series on Wednesdays (beginning September 16) organized by Chloe Schmerberg, Tim Authier, Sue Wortman, and Pastor Lily Tinker Fortel.

Submitted by Sue Muir, OMT Co-Chair