

LEADERSHIP COUNCIL Meeting Minutes November 19, 2020 4:30 pm

- **In Attendance:** John Samford, President; Ron Dechert, Vice President; Jim Rowan, Treasurer; Pat Huibregtse, Pam Rutledge, and Dindy Haab, Members-at-Large; John Kennedy, Pastor and ex-officio member
- **Absent:** Tim Authier, Secretary
- **Secretarial Duties for this meeting in Tim's absence:** Jim Rowan
- **Approval of [minutes from 10/24/20 Leadership Council meeting](#)**
 - Minutes of the 10/24/20 meeting were approved
- **Opening Prayer:** Jim Rowan
- **Old Business**
 - Ordination of Pastor Lily Tinker Fortel Sunday November 11 2 PM by Zoom
 - A link to register to attend the ordination has been placed on the church's website
 - Two gifts on behalf of BUCC/LC have been obtained, and will be presented by John Samford during the ordination service - a Bible and a communion set
 - 5-year spending plan
 - Ron Dechert agreed to participate on the 5-year spending plan task force
 - Karen Samford (Chair), Edgar Vasquez, and Tom Krell from the Finance Ministry team have also agreed to participate on the task force
 - LC was supportive of Jeff Wortman being asked to serve on the task force
 - Jim Rowan will assume an administrative role for the task force, and Karen Samford has agreed to help with administrative tasks. Jim Rowan will organize an initial meeting
 - Council discussed the focus of the group as emphasizing long-term planning, and sharing this information to the congregation at large, in order to address long-term financial sustainability.
 - Status of initial Covid loan
 - John Samford reported that the application for loan forgiveness is on hold, pending resolution of a software issue concerning our bank's software provider, and the Small Business Administration. Once the issue is resolved, the application will proceed. (See Note 3 below)
 - Status of lawsuit
 - There have been no recent developments concerning this lawsuit.
 - Status of investigation of 437 S. Fourth Ave rental
 - John Samford reviewed with Leadership Council his history of recent contacts with several local property management agencies, and communicated what he had learned from these contacts. He described how a management company

would assume responsibility for a broad range of aspects of property rental. He indicated that, once the property is rented, the church would need to have the insurance changed to a “Renters Dwellers” policy. The Church may also be required to obtain a Certificate of Occupancy through our local municipality. (See Note 4 below)

- LC expressed their desire to continue with efforts to rent the property. It was determined that rental would include up to two parking spaces (depending on the renter’s need).

- **Motion:** It was moved that John Samford continue with his efforts to rent the property, and that these efforts occur with Reinhart Property Management. The motion was passed.

- **New Business**

- What new Covid restrictions mean to BUCC—Covid Task Force Report/Recommendation
 - Ron Deckert shared new recommendations from the Covid Task Force, pursuant to new restrictions from the Michigan Department of Health (see Note 5 below).
 - Ron indicated that outside groups using or scheduled to use the church building have been informed that they will need to stop. It was recommended that Groundcover and the Nursing research team be allowed to continue.
 - Leadership Council discussed two revisions to these recommendations. It was recommended that essential activity be allowed to occur in the church sanctuary. It was also recommended that all activity that takes place in the church occur by appointment only.
 - **Motion:** It was moved that the new recommendations for church use from the Covid Task Force (Note 5), with the two revisions above, be adopted. The motion was approved. These new restrictions will be communicated to office staff and ministry teams, and will be placed in the Visitor.
 - Other Covid-related issues were discussed:
 - Anyone in the church building should be wearing a mask at all times. The need for enforcement was discussed.
 - Facility ministry team walk-throughs will continue 5-7 times per week, based on available personnel.
 - Patterns for use of office space, and work schedules, were reviewed for ensuring maximizing safety.
 - Anyone using the building should complete a symptom checklist and record their temperature.
 - If there are questions about whether work is “essential”, this will be determined by Pastor John or Leadership Council.
 - There is a plan for a system of ultraviolet light to be installed, to enhance safety in the church.

- **Reports**
 - **Ministry Teams liaisons**
 - The listing of church office hours on the church website will be updated.
 - **Pastor John**
 - A candle package and Advent kits are being made available to church members. Efforts are being made to make upcoming holiday celebrations “as normal as possible”.
 - Pastor John reviewed his ministry efforts with congregations members, including those who are in facilities and unable to have ministry visits inside their facility.
 - Pastor John reviewed efforts to keep youth involved in church activities.
 - An updated computer has been obtained by the church. The computer allows for remote access of files, greatly enhancing the ability of office staff to work remotely.
 - The dedication of a cross at Bethlehem Cemetery will take place on the 1st Sunday of Lent, 2021.

- **Adjournment**
 - The meeting adjourned with the Lord’s Prayer
 - The next meeting of Leadership Council will be on Thursday, December 17, at 4:30 pm. The meeting will have a Zoom format.

Note 1: From 10/24/202 LC Minutes:

Proposal: Leadership supports moving forward, with finance, a plan to move forward with multi-year budgets. Leadership endorsed this plan to move forward.

Note 2: From 10/24/202 LC Minutes:

Proposal: Explore the viability of renting the property at 437 S. 4th Ave.

Determine the impact, if any, on the tax status on the house.

Learn about hiring a rental property manager to coordinate and tend to the rental process.

If we hire such a company, have them go through and identify any and all other repairs to be done in the house. Set it up as a year-to-year lease.

Note 3: From Bank of Ann Arbor regarding applying for forgiveness of Covid loan (10/12/2020):

...our software provider, Abrigo, is working to modify its application to capture the necessary certifications, and the SBA is working to update its portal to accept these applications. Upon completion of these upgrades by Abrigo and the SBA, we will be in communication with you to get you the necessary link so you can file for forgiveness.

Note 4: Initial investigation of rental of Sexton’s House, 437 S. Fourth Avenue

Spoke with Ron White who gave good pointers and recommended Reinhart Property Management.

On-line referral service for rental property management, AllPropertyManagement.com,

recommended

1. Howard Hannah – sent auto-reply but they never responded to my follow-up questions
2. NCDG Realty & Property Management (see brochures) – had one phone conversation, no subsequent response to follow-up questions, viz setting up visit
3. Reinhart Property Management (see brochures) Two conversations with Judy McDonald, walk through scheduled Wednesday 11/18/2020—cancelled due to her father’s death. She did offer a “professional courtesy” discount to 8% (down from the usual 10%.)

General thoughts & findings:

1. The house is roughly worth \$538,000 (HomeValuation.rate.com)
2. The house is about 1275 sq ft with 3 bedrooms and 1 bath
3. Management companies require an initial fee, typically one month’s rent
4. Management companies handle all manner of details, e.g.
 - a. Recommending any property improvements necessary prior to rental
 - b. Finding and qualifying prospective tenants
 - c. Advertising
 - d. Executing lease with renter
 - e. Collecting monthly rent, including their 8% fee (roughly) “off the top” along with any maintenance costs
 - f. Passing on BUCC’s “cut” and statements detailing expenditures
 - g. Handling tenant relations
 - i. Collecting damage deposit, rent
 - ii. Answering maintenance calls
 - iii. Follow-up on needed repairs, with BUCC approval over certain amount
 - iv. Late rent, eviction, legal proceedings
 - h. Watching for & recommending necessary maintenance (without tenant complaint)
5. BUCC needs to contact our insurance agent and change our policy to a “Renters Dwellers” policy once it is rented.
6. BUCC may be required to obtain a Certificate of Occupancy through our local municipality

Note 5: Recommendation from Covid Task Force:

- 1) Essential church activities are those things which cannot be conducted remotely (i.e., there is a distinct and specific activity which requires being physically present in the church building).
 - 2) All non-essential church activity must be performed remotely for at least the next three weeks
 - 3) The use of the sanctuary, at this time, must be closed for all purposes,
 - 4) Any staff or church member must limit their time inside the physical building to the minimum required to complete the essential task.
- Two current groups, Groundcover and Nursing research team, are recommended to continue as is at this time.

FINANCE MINISTRY TEAM
November 12, 2020

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

Unbudgeted Funding Requests - from the Facilities Ministry Team, needing approval between Finance meetings. These funds will come from the Memorials & Gifts Feldkamp Fund:

Approved via email October 26th – Up to \$6,000 for replacement of the furnace and water heater in 437 S. Fourth Ave. as the heat exchanger is cracked on the current furnace (cost from CMR is \$6,230 less a \$500 rebate from DTE) with the remainder for repair of the electrical outlet behind the refrigerator and to round the request to an even amount.

Approved via email November 5th – Additional roof/gutter repair totaling \$5,250. This work is not associated with the work approved by the congregation in June. Butcher and Butcher provided this estimate and has previously been involved in multiple areas of repair to our roof and roof drainage. The Leadership Council approved this request.

Bank Reconciliation – Tom reported there were very few outstanding checks.

Leadership Council – Jim Rowan reported there is to be a Task Force to prepare a 5 year outlook of the budget, with a plan to reduce the yearly deficit. Tom, Edgar and Karen have agreed to participate.

Unbudgeted Funding Request 427 S. Fourth Ave Furnace Project change to \$6,430 less DTE rebate of \$500 was approved – Facilities originally planned to keep the humidifier but later decided to replace it as the additional cost is only \$200 and the project will still be under \$6,000.

Unbudgeted Funding Request from Facilities to move three expenses from the Facilities operating budget to Memorials and Gifts, Heating and A/C Improvement Fund was approved.

\$148 7/20 Precision Climate Services - replace button/compressor

\$382 8/16 Koch & White – Small A/C repairs

\$122 9/20 KWMM Heating & Cooling charged on Julie's church credit card

Giving Statements – In October, Betty Clark asked Karen if we wanted to send out 3rd quarter contribution statements (for the period ending September 30) as there would be one going out early November. In speaking with Betty, Karen feels the following schedule should be followed:

Period ending November 30, showing only current year giving to encourage end of calendar year giving (no pledge information to avoid confusion).

Period ending December 31, showing only current year giving for tax purposes (no pledge information).

Period ending April 30, showing pledge information to encourage pledge giving.

Vanco - A question had been posed as to the cost of using Vanco for online giving. Karen provided information from Betty: There is a monthly cost of \$25 plus \$.25 per transaction and 2.1 or 2.2% depending on the size of the transaction. It is not possible for a donor to pay the exact cost of the transaction but one could give extra to help cover the costs.

OCWM (Our Church's Wider Mission) – The Covenant Association sent a request in late August asking for the amount Bethlehem would be contributing. Karen contacted the sender, finding the request was for the current calendar year. As we have reduced our budget for this item we agreed to send donations in June and November which will make our budget year and the calendar year amounts match. Karen will ask Betty to send \$1,667, making the total \$7,500.

Rentals – Jim Rowan mentioned the UM Nurses are renting more space.

Next meeting, Thursday, December 10, 2020 at 7:00 pm – this meeting was later changed to be the second 5 Year Task Force Meeting.

Submitted by Karen Samford

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 11/10/2020

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

Absent: Pastor John Kennedy, Steve Darr

The meeting was called to order at 3:25 pm.

The minutes of the 10/13/2020 meeting were approved as printed.

FINANCIAL REPORTS:

- a. Our overall budget is in good shape; currently M&R shows 70% used but only 8% of Emergency Repairs has been used to date.
- b. Currently there are adjustments being made to some of the unbudgeted funds to reflect the correct charges.
- c. The monthly deposit to McKay funds is smaller this year due to market fluctuations.

OLD BUSINESS:

- a. Tom spoke with Mike from B&B after receiving their bid for additional work. He pointed out that previous work had not solved the problems of moisture reaching the inside of the building necessitating more plaster repair and painting of the same areas. The bid was reduced from \$6,590.00 to \$5,250.00; this was approved by LC and Finance. B&B plans to start the work November 24th. Ron reported that our gutters & downspouts are appropriately sized to handle a 100-year rain [9 inches per hour]. Tom and John I. observed the building during a recent heavy rain and noted an area on the south side near the front of the building where water was cascading over the gutters; this impacts the exit door on the south side. Tom will inform B&B about this prior to their work.
- b. Precision Climate has been asked to calibrate thermostats in the 1966 and 1933 buildings; they have not given us a date yet to do that.
- c. The MI Department of Health and the Washtenaw County Health Department have issued new COVID-19 restrictions. Signs have been posted to reflect these. We will continue our current mandatory measures in the building: wearing a mask, social distancing and sanitation. We have recently started screening all employees who come into the building to work for more than a few minutes. We received the battery-operated foggers. Ron proposed that we have one electric fogger each for the FH and the Gym because they produce a fine spray over a larger area. We will also have at least one battery-operated fogger. Ron also suggested we have a UVC light for the office and ask Groundcover if they would like one in their area. These do not replace fogging but offer one more layer of protection.
- d. Corporate Cleaning has not found a suitable person to do our cleaning; a supervisor is doing it currently. We will continue to look for other companies or an individual who would be interested in the job.

- e. Jim Judson will conclude his participation in the volunteer building walk through on November 21, 2020 due to underlying health conditions that make him feel uncomfortable as the building use increases. At this time Tom and John I. will continue their schedules and we will not have anyone doing it on Mondays and Saturdays.

NEW BUSINESS:

- a. Allstar advised that our main backup battery was low; Jim Stadel replaced it.
- b. The exit door on the south side of the building needs sanding and re-staining due to the water damage mentioned in Old Business item a. Tom plans to do that this weekend. A kick plate will also be installed.
- c. We agreed to the 2-year contract offered by Canopy Landscapes for snow removal; their quote did not raise the price from our current contract with them. We will not renew the contract for the Hewett parsonage; Pastor John plans do that.

PARSONAGES:

- a. Hewett—following the City’s advisory about high water usage, Tom discussed it with Pastor John and requested closer monitoring of use and immediate notification when a problem arises [like a running toilet]. A new flapper was installed on the basement toilet. Jim S. will install a filter on the water line to the humidifier. Tom is contacting someone to repair the pocket door on the first-floor bathroom—it is off its track.
- b. 4th Ave—LC and Finance approved the contract by CMR to install the new furnace and water heater. These were installed November 5-6th. Tom was notified by the owner that they damaged the coil on the AC during installation; they will repair at no cost. Jim S. replaced the toilet valve and sealant rings and replaced the caulk in the bathroom. He also replaced the 2-prong receptacle used for the refrigerator.
- c. Julie has one new rental contract for the Gym and is working on two more.

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

The meeting adjourned at 5:00 pm.

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

Respectively submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM

November 10, 2020

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

Mission Projects –

Easy Water for Everyone:

Eileen mentioned target will take up to 250 can returns. You need to bag them and let them know how many you have.

Lily will see if Fritz can get something in for the service this week. It is in the weekly email.

Karen will get the current amount given.

Advent Project:

Outreach will be letting everyone know how and what can be donated. Hats and mittens can be dropped off at Peace Neighborhood Center.

Christmas –

Advent Sundays are Nov 29, Dec 6, 13 and 20.

Children and their families will be asked to send in a video of whatever feels right to them for Christmas. Lily will send an email and Eileen will send a letter within a week.

Jan ordered Turtle Dove ornaments for the gifts. Julie will make tags and get them to Jan who will wrap them.

Lily is ordering the Christmas Robin book which we may do as a Children's Moment.

Miscellaneous:

Kelsey has initiate pen pals. She has about 5 younger kids paired up with 5 members of the youth group.

Next meeting - Tuesday, December 1th 7:00pm

Submitted by Karen Samford

WORSHIP MINISTRY TEAM

Minutes

Nov 17, 2020

1. Opening Prayer Jennifer Vasquez

2. Old Business
 - a. Review/Acceptance of Oct Minutes
 - i. **Include John Samford's video about the Radio service for 11/22 service and again during Advent**

 - b. Dedication of new cross in cemetery-update Cemetery Board
 - i. **Pastor John to connect with Sue Buday and David Hahn** to review content and sound quality to determine a strategy for inclusion in a future service.

 - c. Roundtable Pulpit
 - i. Problems with inconsistent links for Pulpit Roundtable to be updated with

3. New Business
 - a. Leadership Council Update John Samford
 - i. Setting up Task force to develop a 5-year spending plan to reach the goal of a zero-deficit budget
 - ii. Potential to rent out the parsonage on church property
 - iii. Reopening task force update given latest restrictions, church access, etc
 - iv. New outgoing message on our voicemail about worship service, office hours, cemetery, etc

 - b. Holiday celebrations (Thanksgiving & Christmas) Pastors, Jennifer
 - i. November theme of Giving Thanks: traditional hymns, third installment of "Give Thanks", sermon title "The Password is Thank You", add in Radio Fund
 - ii. Advent (themes, [liturgists/wreath lighters](#), "One Candle is Lit", special segments) Caroline and family open any weekend. Pastor John may record a few segments from within the sanctuary during Advent. But also important to show that we're all at home together.
 - iii. Decorating altar/sanctuary for videos (Fellowship, Altar Guild, Tom Z): trees in chancel area, angel on or near the organ, advent wreath and another angel (keep in one spot); manger scene on the altar (**Carolline to discuss with her parents on setting up the candles and maybe a nativity scene; Jennifer to contact Tom Z and Jan Eadie about decorations**)
 - iv. Christmas Eve packets to include bulletins, candle, communion to-go packets, and stickers (drive-thru and delivery); where is the rubbermaid tote with all the candles? **Caroline to check into our supply.**

- v. Christmas Eve service: will be prepared in advance and available by 5pm on Christmas Eve and the audio will be re-played on 12/27; all the videos to be completed by 12/18; **add in Communion**
- vi. Advent Music: limitations of in-person gatherings for instrumentalists, harpist for a couple of pieces; Ann Arbor Youth Chorale recordings; soloists; first verse of Silent Night on violin and verse in German.
- vii. Planning the recordings for Advent/Christmas services (due by Fri 12/18); audio track to go to radio station to be played on Sun 12/27.

c. Creative Worship Planning Update Jennifer Vasquez

- i. Liturgists
- ii. Musical Contributions
- iii. Keeping the congregation engaged

d. WMT Finance Update Jennifer Vasquez

e. Visitor Articles for next few months

- i. John Samford for November
- ii. Jennifer for December (due Nov 30); going out as hard copy
- iii. Gary Kade for January-Feb (due Jan 4)
- iv. Gary Rogers for future article about radio

4. Closing with Lord's Prayer

Next Meeting: December 15, 2020

MEMBER CARE MEETING

11/18/20

3:30 pm

via conference call

Attendees: Judy Coucouvanis, Jenny Foster, Dindy Haab, Mary Jean Raab, Lily Tinker-Fortel, and Julie Seitz

We extended our thanks to Lily for making the birthday announcement changes for the service and bulletin as well as ordering the chocolate advent calendars!

The December Visitor

The December VISITOR will be mailed to all member households. The office does not need our help with this mailing after all.

Advent Wreath Kits

If you would like to have a kit to make your own advent wreath, they will be available for pick-up on Sat 11/21 from 10am-12N (pre-orders only). The Kits include: 18" green wreath, brass ring candle holder, candles, and pinecones. Each person/family can add decorations to personalize it.

Our team will deliver them to people we identified that are homebound or who need some Christmas cheer (name below with person delivering in parentheses):

Kelly W. and Pete H. (Jenny)
Kennyon and Violet E. (Judy)
Jan B. (MJ)
Marj A. (Julie)
Sally J. (Julie)
Nancy T. (Jenny)
Nancy G. (Julie)
Jamie D. (MJ)
Jan L. (MJ)
Luise K. (Julie)
Virginia D. (Julie)
Norma C. (MJ)

Advent Calendar distribution

We have 20 advent calendars we can distribute along with a Christmas card. We reviewed the homebound member list and the prayer chain list and came up with the following names. (name below with person delivering in parentheses).

Brecon

John and Gert F. (Julie)
Ruth K. (Julie)
Margaret M. (Julie)

Mary Lou W. (Julie)
Orval and Ruth W. (Julie)

Silver Maples

Loretta S. (Jenny)
Evelyn S. (Jenny)

Gilbert House

Tom F. - (Judy) (coordinate with Mary Ann)

Shut ins:

Charles and Patricia B. (mail)
Kennyon and Violet E. (Judy)
Virginia S. (Dindy)
Susanne W. (Dindy)
Barbara F.(Dindy)
Gert E. (Dindy)

Other:

Betty and Lewis C.
Evelyn P.(Jenny)
Nicole P. (Dindy)
Dawn V. (mail)
Jane C. (mail)
Larry K. (mail)

Advent devotionals

The devotional has been selected. Hard copies can be mailed or the devotional can be downloaded and printed at home. If copies can be made in time, we will deliver devotionals with advent wreath kits or advent calendars.

Christmas Eve Kits

Kits will be distributed via drive-thru service in the church parking lot on Dec 20th by Jennifer V. and Pastor Lily. Kits will include nativity stickers, bulletins and a candle (battery operated for home bound members (Pastor K ordering them). Our team will deliver kits to members on the home bound list provided by the church office. If other members request a kit through the office, we can help deliver those as well. **After our meeting, it was decided that the Christmas Eve bulletin will be mailed to every household.**

First Christmas in Heaven Poem

Last year, we sent this poem to members who experienced a loss of a loved one during the year. Jenny will mail the poem along with a Christmas card to members who experienced the loss of a loved one this year. Poems will be sent in remembrance of the following people to their loved ones:

Arthur F. - Chandler F. (if we can locate his current address)

Zofia J. - Val and family

Rick R. - Marsha R.

Jerry S. - Doris W.

Gladys S. Janice H.

Robert L. - Vicki H.

Mother - Kendra R.

Gerald V. - Lori P.

Bob D. - Jamie D.

Tom F - Mary Ann F.

Journeying through grief

Members who are currently receiving this series include:

- Marsha R., Val J. and Vicki H.

Next meeting: January 20th at 3:30 pm

OUTREACH MINISTRY TEAM MEETING NOTES

Monday, November 9, 2020

Roy Muir convened the meeting online at 7:00pm. Sue Muir opened with a prayer.

Present: Co-Chairs Sue & Roy Muir, Jane Schmerberg, Eileen Koprowski, Mary Jean Raab, Laura Seyfried, Katie Rowan, Sue Wortman

AGENCY UPDATES

Alpha House: Laura Seyfried

—December dates are available to provide meals. We decided to try and fill a block of dates and chose December 9-12.

- *December 9: Mary Jean Raab
- *December 10: Pending
- *December 11: Jane Schmerberg
- *December 12: Katie Rowan & Sue Muir

Peace Neighborhood Center: Sue Muir

—*Thanks for Giving Dinner and Program* on November 22 from 6-7:30pm will be virtual this year. A ticket will purchase a meal, which can be picked up at the Center or delivered within a 7-mile radius of the Center. Program online from 7-7:30. The Outreach Moment on Sunday, November 15, will be PNC Board Member, Kurt Schmerberg discussing this event.

Groundcover:

—Winter coat appeal for vendors was discussed. Tom Ziesemer initiated this appeal after talking with some vendors. He had arranged for coat donations to be dropped off at the church on certain dates. A couple of questions raised by members were discussed, regarding COVID donation standards and confusion about the fact that our building is still closed. Sue will be checking with Tom regarding these questions.

MINISTRY TEAM UPDATES

Education Ministry Team: Eileen Koprowski

— *Easy Water for Everyone*: The goal is to raise \$3,200. No one knew how much has been raised to date. Lily is working with Fritz Port to have an Outreach Moment with him about this project.

NEW BUSINESS

ADVENT/HOLIDAY ASSISTANCE FOR OUR NON-PROFITS

—Laura presented some “Wish List” ideas for Alpha House, and Sue did the same for Peace Neighborhood Center. We know that Food Gatherers needs donations of food and money (to buy food). And Groundcover is in need of winter apparel for the vendors.

—After discussing all the possibilities, we narrowed it down to this:

- *We want to make our appeal to the congregation to be clear and simple.
- *Given we are still in COVID conditions, we know that many folks do not want to shop a lot nor drive to drop-off places for items purchased.

*We felt that the agencies themselves are going to know best their greatest needs for holiday assistance.

*We decided to set up a fund drive, with a goal of \$8,000, to raise money that can be given to our agencies for them to use specially for Holiday Assistance.

*A line for contributing on Bethlehem's website will be set up.

And checks can also be mailed into the church, designating "Outreach Holiday Appeal."

*We will utilize the Outreach Moments on Sundays November 29 and December 6 and 13 to make our appeal. And we will utilize the Visitor, Refrigerator Pages, and Group Emails. Deadline will be December 14, in order to get checks to the agencies in time.

—Sue will design a flier to be used for publications and online.

NEXT MEETING

—We will have a short meeting on Monday, December 14 at 7:00pm.

Minutes submitted by:

Sue Muir - Co-Chair

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
November 18, 2020

Phone Meeting: Katie Rowan, Lily Tinker Fortel

Advent Delivery to Youth/Young Families

- Will include Faithful Families Advent book, Serrv Advent calendar, Youth Group packets
- BUCCulele members will also receive a hard copy of the Fall Songbook and Christmas/Holiday Songbook
- Deliveries will take place next week: Katie will deliver to BUCCulele members (mail to those out of town.) Lily will do the rest.
- The Education Ministry Team has also sent the Youth postcards, ornaments, and a monthly craft

Christmas Delivery to Youth/Young Families

- Christmas Eve kits will include stickers, candles/glowsticks, bulletin, hot chocolate
- This delivery will happen around Dec. 21
- Lily will also send Christmas cards

Youth Group

- Zoom meetings will be Dec. 6 and Dec. 20 at 3PM
- Meetings will include discussion of the exploration curriculum
- A New Year's Eve (day) zoom meeting might be planned
- The EMT pen pals are up and running. Some nice relationships are developing between Youth Group members and younger kids
- Lily hopes that the Youth will attend her upcoming ordination zoom
- The reopening task force will be meeting soon. The church may have additional restrictions that will affect the Youth.

Our next meeting will be Dec. 9 at 1PM.

Submitted by Katie Rowan, Chair