

LEADERSHIP COUNCIL Meeting Minutes February 25, 2021 4:45 pm

Zoom Link: <https://us02web.zoom.us/j/86712488597>

In Attendance: John Samford, President; Ron Dechert, Vice President; Jim Rowan, Treasurer; Pat Huibregtse, Pam Rutledge; Dindy Haab, Member-at-Large; John Kennedy, Pastor and ex-officio member

Opening Prayer -- Ron Dechert

Approval of [minutes from 1/28/21 Leadership Council meeting](#)

Old Business

1. 437 Rental update—on hold

John S. noted that this is on hold in lieu of potential new hire.

2. Lawsuit update—door deposition

John updated us about the process.

3. Status of Safe Sanctuary Task Force organization

Pastor John noted that it's on hold.

4. Five-year financial plan Task Force—report/recommendations

Jim provided his update of the 5 year outlook of the financial report. Noted some assumptions the committee made to help with the projection. Karen S. joined to share the budgetary sheet. Copy of the projection to be shared with the council.

New Business

1. Resignation of Pastor Lily Tinker Fortel, effective 3/15/2021

Congregational letter recommended by Pastoral Parish Relations Committee (PPRC)-- Kurt Schmerberg; see Note below

- Kurt S. shared a request of the PPRC to have the leadership council be involved in the communications about Lily's departure and the plan moving forward. Tim talked about how important it is for leadership to craft a message to the church. Further discussion ensued about putting out a statement regarding Pastor Lily.
- Proposal to send the letter drafted (see below) out to the Church Community was agreed upon by the council.

Replacement?

- **Job Description**
- **Schedule**
- **Congregational Input**
- **Details**
 - **Job Description**
 - **"Package"**
 - **Budgeting Process**
 - **Posting**
 - **Interviewing**
 - **Winnowing**
- **Farewell**

Sunday March 14

- **Decommissioning**
- **Zoom Celebration following worship**
- **Pastor Lily requested gifts be given to Ozone House**

2. Start FY22 Stewardship Campaign ([See timeline](#))

End of Financial Campaign, mid to late April

Discussion of sharing the 5 year analysis with the congregation and the campaign. John Samford to draft a stewardship letter to share with council. Share names of anyone who would help with the campaign? Jim offered to be part of the committee.

3. Website Task Force

Not materialized as of yet. No one has contacted John S. to help with the committee. John said he'd continue with some governance for now.

4. Rentals: Music Room by Wannabe's & Gym--Ron Dechert

Ron provided information about some rental opportunities. He reviewed the mitigation rules and expectations of each group.

Music Room - still part of the closed space, only Leadership can authorize the opening of the space. Discussion about the request ensued and we agreed to decline and John S. will write a letter to them indicating our decision.

Basketball Rental request - ask that we determine if facilities can disinfect the gym after their use. If not able to coordinate this then should we decline? John S. will write a note to facilities to make the determination if they can disinfect or decline.

5. Reports: Ministry Team Liaisons, Pastor John

Worship Planning Committee - John S. reported out along with Pastor John that there's planning all the way through Easter.

Covid Committee Report - Ron D. reported results of the 3 question survey that was sent out. Ron shared there's work on a process to develop planning.

Note: Draft of congregational letter recommended by PPRC:

Dear Bethlehem Members

Many of you are now aware of Pastor Lily Tinker Fortel's resignation from the church. Since receiving Pastor Lily's letter, many members of Bethlehem have asked for additional information to help understand the reasons that Pastor Lily made her decision to leave. At this time, we do not have significant information to share with you.

Departures from church leadership positions are not uncommon and occur for many different reasons. As you know, recently Pastor Lily was ordained. A central tenet of that process requires new Pastors to listen and discern a calling that is unique to them. Pastor Lily has been engaged for some time in that discernment for her calling.

We all appreciate the immense contributions that Pastor Lily made to our church family and our community throughout her tenure here at Bethlehem. Her talents, compassion, and desire to engage with our youth and our church family will be deeply missed by all of us at Bethlehem. The void left by Pastor Lily's departure will be difficult to fill but we know that Pastor Lily would want us to proceed forward with our mission as a church family. The process is now under way to fill the significant void Pastor Lily leaves at Bethlehem.

We also know that Pastor Lily will continue to grow as she progresses on her spiritual and professional journey. We wish all the best for Pastor Lily and hope that she may find the home she is being called to at this time.

Please join all of us in congratulating Pastor Lily and wishing her all the best. Please attend the virtual church service to acknowledge Pastor Lily's time with us on Sunday March 14. Following that special service, we will also have a zoom Fellowship meeting to allow our members to express your thoughts to Pastor Lily.

Bethlehem Leadership Council

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 02/09/2021

Present: Tom Zieseemer, John Irwin, Michelle Loukotka, Ron Dechert, Julie Rhodes, Steve Darr
Absent: Pastor John Kennedy,

The meeting was called to order at 3:00 pm.

The minutes of the 01/12/2021 meeting were approved as printed.

FINANCIAL REPORTS:

1. Our overall budget continues to be in good shape.
2. The standard charges were made to the McKay funds this month. Approximately \$9,000.00 was used from the Feldkamp Fund to pay Butcher & Butcher for a part of the roof work and to pay CMR for the furnace in the 4th Avenue parsonage. Precision has been paid from the Emergency Repair Fund for repairs to the leaking radiator in the pantry.

OLD BUSINESS:

- a. CMR has decided to install an electric heating system in the F.H. We are hopeful that we will not be charged for this because CMR was tasked with determining the heating/cooling needs of the FH during the remodel. If this additional system is necessary because they made an error in calculating the needs, we feel that it is their responsibility to pay for what is necessary to compensate for that error.
- b. Precision checked the thermostats in the 1966 addition in all the areas we are using currently. It was found that Julie's and Gwen's were definitely not working properly and they were recalibrated. The thermostat in Pastor Lily's office had to be replaced.
- c. Vedder's installed new LED lights in front of the church. This was done to eliminate the need to purchase new bulbs for the previous fixtures; the bulbs are very expensive. The LED lights should also be beneficial in lowering our electric usage.
- d. Tom and John I. scraped the wall in the landing outside the north narthex to remove the material that was blistered and falling. Steve suggested Tom contact Anderson Paint to see if they have a tool that can be used to determine how much moisture is actually present in the wall. This could help us determine when we can repaint safely.
- e. In January we discussed seeking grant money to fund further improvements to our security system. Ron took this to LC; they determined that before applying for a grant we need to assess exactly what things we want to do and do a cost estimate. Pastor John is aware of former FBI employees who will recommend steps that we could consider taking. He will contact that group to assist us.

NEW BUSINESS:

- a. There is a pipe in the cement floor of the F.H. that is leaking and lifting the tile. The floor will have to be opened to repair the problem. Steve will get an idea of the cost to cut out the concrete. We cannot be certain of what the pipe serves until we see it.

- b. Last week Bob Loukotka joined Tom and Lance from Precision to determine why the radiators in the entrances from 4th Avenue to the sanctuary were not working. They found that the radiators in the area immediately inside the main doors do not work. On the south side the radiator adjacent to the emergency door was turned off; that has been turned on. On the north side a radiator adjacent to the door to the Men's room was turned off; that has been turned on. The radiator in the Women's room under the stairs was running constantly at full open. Lance will install a new handle for the existing valve; that door was left open during the intervening time.
- c. Hartford Steam Boiler went through the inspected the boiler and the building for our insurance company. This is done every two years.
- d. One condensation pump in the basement Administration storage room was replaced and Lance will install a new seal on the second pump Friday, February 12th.
- e. A toilet in the Women's restroom on the second floor will be replaced by Jordan from Ken Cook Plumbing. While here he will also provide a quote to repair the faucet in the paint storage/utility room; it is leaking.
- f. Tom and Jim Stadel feel the fan for the 1966 addition is not pulling adequate air for proper ventilation. CMR will be made aware of this.
- g. Julie reported current rentals by U-M Nurses, one family and a Martial Arts group are renting the gym once per week. There are now 3 U-M students renting parking space.
- h. We need to continue to search for a new cleaning service.
- i. Julie is purchasing a new vacuum for the church.

4th Avenue Parsonage

- a. Jim Stadel replaced storm/screen door on the back porch.
- b. Six window shades were replaced.
- c. Jim will disconnect the power to the sauna and a lock will be put on the door.
- d. DTE denied our rebate for the new furnace in the 4th Avenue parsonage because we get our gas from Constellation rather than DTE.
- e. Julie suggests one more cleaning [not by Professional Cleaning] before renting.

ESSENTIAL MAINTENANCE TASK LISTE

- 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 YR, FH; Carpet cleaning in areas TBD

The meeting adjourned at 3:50 pm.

NEXT MEETING: Tuesday, March 16th at 3:00pm.

Respectively submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM
February 2, 2021

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

Keeping in Touch –

Christina did a wonderful job sending out the crafts and a letter last month.

Nancy will get together some kind of craft for Valentine's Day and mail it this week or early next week.

Lenten Mission Projects –

While we had talked about giving to Doctors Without Borders, it is very broad.

Eileen proposed Ozone house might be better as there are tangible things we can donate to. One program is Safe Stay, where \$500 provides shelter, meals, skills training, and counseling for one young person. She suggested a \$2,500 goal to help 5 youth.

Eileen will reach out to Ozone House to see if we can get the stock promotional video from their website to use in our service on Sunday, February 14th. If not, perhaps a representative would be willing to provide a video or the Marketing Director could put together a few sentences for us to use. Eileen may also find that there is bigger need which may then be our focus. She will send out an update once she has spoken with Ozone House.

We noticed on the website, there are several types of kits needed. We will ask our Youth and children and their families to put together kits, while the congregation will be asked for monetary donations.

Lily will talk with the youth on the 7th about doing a video for one or two services during Lent as a children's moment.

We will see if Kelsey may also be willing to do something for the children's moment during Lent.

The Outreach Committee welcomes this being an Education project rather than including Outreach.

The end date will be Easter.

Karen will get a donation line on the website prior the 14th, leaving it up for a few weeks after for late givers.

Lily noted that the March Visitor deadline is February 15th.

Sunday School –

The next Sunday School date is February 14th and Julie will assist. We hope Kelsey can talk to the children about Ozone House. We would like the children to make a poster about Ozone House and parents to submit photos of their children with their posters for the Visitor or for use during the Lenten services.

Next meeting, Tuesday, March 2 at 7:00

Submitted by Karen Samford

WORSHIP MINISTRY TEAM

Minutes

Feb 16, 2021

1. Opening Prayer

Gail Jennings

2. Old Business

a. Ringing of the Bells: Jim Stadel's recording; recording of Tom Z & Julia K ringing the bells and sent to David; seeking youth/family involvement

- i. Matt Perros: Harriette to follow-up with him
- ii. Ashenfelter/Loukotka family--yes
- iii. Authier family--yes
- iv. Samfords--John S. to reach out
- v. Kennedy children--Pastor John to reach out
- vi. Perrins & Charlotte--Jennifer to reach out
- vii. Sharon & Sandy--Pastor John
- viii. Nadia & Emily--Pastor John
- ix. Abby & Joey Bowers--Pastor Lily to reach out to Bowers and to youth group
- x. Schwartz Family--Harriette to reach out
- xi. Create folder for "Bell Ringing" to upload recordings

b. Review of Recent Services

Pastors

- i. Jan 17 MLK Weekend
- ii. Jan 24 Antiracism Theme
- iii. Jan 31, Feb 7, Feb 14
- iv. Small issue with Welcome segment on 2/14 with Pastor John's voice, but David found the source of the problem and we hope that won't happen again.

3. New Business

a. Leadership Council Update

John Samford

- i. House rental on pause
- ii. Gym rentals now allowed, with some limitations
- iii. Starting budget process
- iv. Sat May 8, 9am, for ministry chairs to review budget requests
- v. Annual Mtg Sun June 13
- vi. 5-year Finance Task Force
- vii. Website Review needed; call for volunteers

- viii. Safe Sanctuary Training to be prepared for emergencies is in process (ushers, leaders, education team, possibly others); some funding may be available to “harden” our facility.
 - ix. Pastor Lily’s resignation effective March: meeting with youth, planning a farewell
- b. Return to Church Digital Worship Committee (name change?)
- i. Members: Caroline Ashenfelter, David Hahn, Gary Rogers, Kurt Schmerberg, Julie Seitz, Pastor John
 - ii. Scope: Technology needs for streaming/recording, radio access, creative content, layperson involvement
 - iii. Hybrid model long term
 - iv. This is not related to safety precautions, but rather it is focused on technology and related aspects to having worship in the sanctuary while also providing digital services for those not able to be present
- c. Creative Worship Planning Update Pastors, David, Jennifer
- i. [Liturgists](#)
 - ii. Musical Contributions (contact David)
 - iii. Seeking personal videos of past BUCC services/segments to be used on website or promotional videos
 - iv. Liturgists: recording a single video with multiple pieces working very well, even if they are not consecutive pieces
 - v. John Samford’s video for the radio campaign: add to last Sunday of the month (2/28); add sponsor names to Welcome/Announcements so that it’s heard on the radio (Pastor John to ask Gwen to include that info in Planning Center)
- d. Lent Pastors
- i. February--Ash Wednesday is Feb 17, 7pm via Zoom
 - ii. Ash in a Flash Pick-up & Delivery: Feb 14 12-1:30pm
 - iii. Theme: Looking for Light
 - iv. Scripture Options to cover the 6 Sundays in Lent
 - v. Hymn suggestions (see notes below)
 - vi. Engaging our creativity
- e. Easter
- i. Palm Sunday: order going in so that we can have another palm pick-up with card with Holy Week Services

- ii. Maundy Thursday by Zoom, 7pm: meaning of hospitality, Lord's supper, no bulletin
 - iii. Good Friday by Zoom, 7pm: here the story of betrayal and crucifixion, 6 scriptures, bulletin
 - iv. Easter Service April 4: suggestion for outdoor service at Cemetery with tent rental for sunrise timing, communion with individual communion kits, checking into possibility of live music. Pre-recorded service as well posted for 10am per usual.
- f. Visitor Articles for next few months
- i. Jennifer Vasquez for March (theme from Lent, looking for light, etc)
 - ii. _____ for April (due March 15)
 - iii. _____ for May (due April 15)

4. Closing with Lord's Prayer

Next Meeting: March 16, 2020 5:30pm

Scripture & Hymn Suggestions

Feb 21

Genesis 9: 8-17 God's Covenant with Noah and all creatures on Earth (rainbow)

Opener: #284 Gather us in (here in this place the new light is streaming)

Post-Sermon: #97 Fairest Lord Jesus (..shines brighter than all the angels..)

Closer: #469 I am the Light of the World

This Little Light of Mine (after Children's Moment)

Feb 28

Others

Jesus Walked this Lonesome Valley #211

This Little Light of Mine (after Children's Moment)

Gather Us In

#66 Immortal, Invisible

#179 Forty Days and Forty Nights

Palm Sunday

Good Friday

#202 O Sacred Head, Now Wounded

Easter

Scriptures from The Gospel of Mark Jesus Heals, Forgives, Feeds, Liberates, Raises from the Dead and Restores

Jesus casts out an unclean spirit (Mark 1:23–28). Jesus' power over the forces of evil and to free those held captive. The people of Capernaum were amazed and asked, "What new doctrine is this?"

Healing a paralyzed man (Mark 2:1–12). Jesus' heals and restores the sick and the lame. His authority to forgive. The Pharisees questioned Jesus' authority to forgive, but the people glorified God.

Healing a man with a withered hand (Mark 3:1–6). Jesus' power to heal the sick and does so on the Sabbath. The Pharisees accuse Jesus of breaking the Sabbath plot against Him.

Calming a storm (Mark 4:35–41). Jesus' meets his disciples in their fears and uncertainty. The disciples were afraid and asked, "Who can this be?"

Raising Jairus's daughter (Mark 5:21–24, 35–43). Jesus' power over death. The family of Jairus is overcome with amazement.

Feeding the five thousand (Mark 6:30–44). Jesus' power to feed and nourish.

Walking on the sea (Mark 6:45–52). Jesus' power to calm the storms in our lives. The disciples were greatly amazed.

Healing a deaf-mute (Mark 7:31–37). Jesus' restores hearing & speech to a man separated from his community. Jesus liberates and removes shame and blame.

Restoring Hearing and Speech (Mark 9:14–29). Jesus' power to restore hearing and speech. Restore one back into the community. The power of prayer. The disciples asked Jesus what was the source of His power.

MEMBER CARE MEETING

February 24, 2021

Attendees: Judy Coucouvanis, Jenny Foster, Dindy Haab, Mary Jean Raab, Julie Seitz

Old Business:

Ash Kit Distribution

Jenny thanked everyone for assisting with the ash kit distribution to homebound members. It seemed that a lot of the people on our distribution list did not want the ash kit, but they enjoyed receiving the other items in the kit. Some folks didn't want the devotional because they don't like UCC devotionals. We also received feedback that many people liked the live format of the Ash Wednesday Service.

COVID 19

Dindy followed up with the Leadership Council on the question of using the church building for COVID-19 vaccinations or test. The building is still closed so they are not interested in opening it up for vaccinations. Pastor K indicated he would be open to hosting drive-thru testing. We do not plan to take further action on this idea.

Jenny talked to Gwen about writing a Visitor article with helpful tips for members to obtain the COVID-19 vaccine. The next Visitor will be mailed to everyone so it will be a good issue to present this information.

Devotionals

The Upper Room (pdf), These Days and Still Speaking (UCC version - Advent and Lent) devotionals available to members — who will take this on after Lily departs? Jenny will reach out to Lily to see who will be responsible for ordering and distributing these publications going forward.

Holy Week Kit drive thru

Jenny had an initial conversation with Lily and Jennifer about distributing palm branches or palm crosses. The Worship Ministry team will take the lead on setting up the Holy Week kit and Member Care can help with distribution.

Member updates

Violet E. is doing ok since the loss of Kenyon. Her son is coming in from Texas in April so that will be comforting. Jenny will start sending her the Journeying Through Grief series mid-March. Marj and Eugene A - Marj declined the offer for a Meal train. Gene has clots in his legs and other issues. He is not home yet.

Arlene F is going home this week.

Luise K is at St Joe's hospital and being for evaluated for a stroke. She also has a recent thyroid cancer diagnosis. Jenny will notify Pastor K and Pastor Lily. Jenny will also ask Sue B to send her a card.

New Business

Lily's Resignation

Lily has resigned from her position and her last Sunday is March 14th. We discussed purchasing a gift for Lily from our team. We discussed potential ideas/themes. Jenny will purchase something and have it delivered to Lily by 3/14/21. Dindy offered to assist if needed.

Church Website

John S. is looking for input on the church website. Jenny asked the team to give John S. input on updates needed and making it more user friendly.

Next meeting: March 24, 2021 at 3:30 pm.

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY Team Minutes
February 3, 2021

Phone Meeting: Katie Rowan, Lily Tinker Fortel

Youth Participation in EMT Lenten Project

Ozone House has been identified as the recipient of the funds that will be raised. A goal of \$2500 has been set. Youth will be asked to help promote the project by recording videos for worship.

Virtual Choir for General Synod

Lily will promote Youth participation in the Youth Virtual Choir being organized for General Synod.

Next Youth Group Zoom: Sun. Feb. 21, 12P.

Planning for Listening/Brainstorming Sessions

We will hold 3 zoom sessions:

Sun. Feb. 7, 12P

Wed. Feb. 10, 12P

Th. Feb. 11, 6P

We will focus on ideas in 2 categories: virtual activities, and in person activities.

Format:

Icebreaker and welcome - Katie

Goals and focus - Lily

Update on Youth Group activities since March 2020 - Katie

Discussion (possible break out rooms) - Lily

Wrap-up, next steps - Lily

We will plan to follow up in March with those who attend.

Submitted by Katie Rowan, Chair

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT Additional February Minutes

Feb. 17

Zoom Meeting: Lily Tinker-Fortel, John Kennedy, Jesse Wilcox, Katie Rowan

Planning for Youth Group Listening Session

We will meet on zoom Th. Feb. 18, 6:30P. This will be an opportunity to chat with Youth and hear their questions and concerns now that Lily has resigned her position.

Feb. 18

Zoom Meeting: Lily Tinker-Fortel, Katie Rowan, Jesse Wilcox

Listening/Brainstorming Follow-Up:

We send a thank you email to the attendees, and invite them to the Zoom Games and to remain involved with the YYA Ministry Team. We will also follow up with phone calls.

We will implement the most requested activity ideas.

All Church Zoom Games Event Sun. Feb. 21, 12:15P.

Sledding Event Friday, Fri. Feb. 19, 3:30P at Vets Park.

YYA Leadership Transition

Lily will create a "Continuity" Google doc folder and hard copy binder with contact lists, databases, calendar of yearly events and activities, budgets, medical release forms, Habitat trip documents, safe church policy, and other pertinent information.

Lily recommends Safe Church training be held when we are back in person for EMT and YYA as we recruit new team members.

Youth Group:

We will ask the group if they would like zooms on Feb. 28 and/or March 7. We will consider planning an in person opportunity to say goodbye to Lily the afternoon of Sun. March 14 in the church yard.

Feb. 28

Zoom Meeting: Lily Tinker-Fortel, Katie Rowan

Katie will invite the Habitat group for a Good-Bye to Lily Zoom, Wed. March 10, 6 - 6:30P.

Lily will print the new BUCCulele songbook and hand off to Katie March 14.

All Church Zoom Game was a success and we should repeat! Jesse can lead these.

Katie will submit an article with pictures highlighting the sledding event for the April Visitor.

Easter baskets: Items are ordered. Katie and EMT will assemble and deliver as needed. Families can also pick these up if they come by to get a Holy Week kit on March 27.

Youth Group:

Zoom games March 7, 11:30 - 12:15.

In person goodbye to Lily March 14, 3:00 - 3:30P in the churchyard

YYA Leadership Transition

Reviewed the calendar of Annual Events in detail.

Reviewed ways of maintaining connections with Youth during COVID.

Reviewed administrative procedures.

Submitted by Katie Rowan, Chair