

LEADERSHIP COUNCIL MEETING MINUTES: April 14, 2021 @ 5:00 pm

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

House Repair Bid Approval Request

FMT has approved a bid from Kris Kraft, contractor, to replace the front porch decking on the 4th Ave house. The estimate is \$5,489.00.

This estimate would not include any unforeseen repairs, if any, found under the porch. This estimate is lower than the other 2 bids/estimates.

We are asking for the approval, allowing up to \$6500.00 in the event of any unseen damage. contractor info

<https://www.kraftworksco.com/testimonials>

<https://www.homeadvisor.com/rated.KristophKraft.42376976.html>

Discussion Question:

Was the finance team consulted? John S. confirmed Karen was involved with Tom Z. in discussion.

Motion passed unanimously.

BUCC ReOpening Process

Covid Task Force Review & Explanation

- Dates are not set as definite, more of a suggestion
- Options for Leadership Council to explore and decide
- Discussion about the options for church attendance
- The restrictions were discussed. Focusing on singing and music with masks on were primarily the focus. Clarification between music (instrumental) and singing. Discussion regarding how we can have music instead of singing.
- Discussion about removing dates and using this as a template though to help with planning.
- Discussion of what parameters might be developed to determine what we think would permit us to reopen. By sharing the template we can acquire feedback to help inform this process.

John Samford will publish the adjusted (no dates) schedule in the Visitor; share with ministry teams for feedback and planning.

Recommended Schedule For BUCC Re-opening:

The BUCC task force (Pastor John, Parish Administrator Julie Rhodes, Vice President Ron Dechert) is very aware of the sensitivity that individuals have towards re-opening of church services, especially with the current environment in the state. The outline listed below is a recommended template for scheduling of activities when a decision is made to move forward with resumed indoor, in-person worship. The dates listed in this document are subject to any changes that Leadership and the various ministry teams or groups may have. This template is not inclusive of all tasks or group interactions that will be needed to prepare and coordinate for in-person worship services in the future. It is intended for high-level planning and coordination if approved by the Leadership Council.

Step 1: Resume 10am church services with sound and radio broadcast

~~Target Date: Sunday May 2, 2021~~

Restrictions: No Fellowship or congregating inside the building. Could hold outdoor coffee hour.

: No passing of the peace

: No choir or congregational singing

: No Sunday School activities

- : Mask must be worn by everyone above the age of 5 for entire time in the building or while in groups outdoors
- : Maintain social spacing for non-family units throughout service
- : Disinfect entire sanctuary and passageways after each event
- : Remove items that can be shared (bibles, hymnals, papers, pads, envelopes) from each pew

Step 2: Allow addition of choir and instruments (with mask) for 10am services

~~Target Date: Sunday June 6, 2021~~

Restrictions: Same as above except for choir / instruments. Choir can resume practice 2 weeks prior to first Sunday singing is allowed. Choir practice should involve use of approved spaces that provide for proper social distancing. All practice activities must comply with proper mitigation steps. Congregational singing can resume with the start of the choir.

Step 3: Resume 8:30 service in Chapel

~~Target Date: August 1, 2021~~

Restrictions: Same as above

Step 4: Resume indoor coffee/fellowship hours

Resume Sunday School activities

Restrictions: Final mitigation practices will be sent to the congregation before this step. We anticipate on-going need for face mask, social distancing, hand hygiene and disinfecting to continue.

~~Target Date: September 12, 2021~~

Mapping out a tentative plan for re-opening is important at this juncture to allow for feedback from our ministry teams and church staff that would have to be engaged in these activities. In addition, adequate time needs to be allowed for communication with our congregation to set appropriate expectations for those who might choose to attend these services and activities.

We (Covid task force) acknowledge that the starting target date (May 2) is ambitious and can be adjusted to set a more distant start date. However, if there is agreement on the May 2nd start date, then we need to send out information and communicate with the various support staff as soon as possible.

This information could be included in the next Visitor which has a deadline of April 15th.

The role of this task force is to make recommendations, Leadership has the authority to finalize the recommendations or reject them.

Thank you for your thoughtful consideration.

LEADERSHIP COUNCIL MEETING: April 22, 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; Karen Samford- Finance

- **Opening Prayer-- Pam Rutledge**

Approval of minutes from [3/25/21](#) & [4/14/21](#) Leadership Council meetings

Approval of minutes was passed as is by unanimous vote.

- **New Business**

Proposed budget from Finance Ministry Team—Karen Samford & Jim Rowan

Karen and Jim provided an overview of the team budget expenses. Options were explained with regards to each ministry team and how the amount of expenditures were determined.

Ron provided a reminder with regard that the budget has not been approved, as of yet, and that determinations of what to approve needs to be looked at via the bylaws.

Idea raised to identify the total amount, additional, that was raised for special projects to share with the church.

Karen and Jim share their projections with regard to the income. There's an intentional element of not taking any money from our savings.

This budget emphasizes our need to stick to spending only what we can raise.

This draft budget is looked at as a basis for how we plan to budget - it is not the budget we plan to put forward as a goal or vision.

Approval of using this budget as the basis of our vision/goal was put forward and there were no objections to this plan.

- **Old Business**

Stewardship Campaign status report—Jim Rowan, Karen & John Samford, Pastor John

Jim provided an overview of progress toward the campaign: a letter, a pledge card and are ready to go pending approval. He further explained the plan for the campaign overall.

The idea of looking at other options for raising revenue was raised for future exploration.

Replacement for Minister of Spiritual Growth & Development—Pastor John & John Samford

John Samford updated the council regarding communications about the departure of Lily.

Question of another letter was broached, especially in light of the Pastoral Relations Committee recommendation. Discussion ensued and we decided to hold off on any further letters and let healing continue.

Replacement for Minister - Pastor John provided an update for the job search. Pastor John noted that the posting went out and was adjusted with regards to the salary and contents of the job.

Revisit Covid Task Force's template: dates, "look fors," etc.—Ron Dechert

Ron shared that things are still unclear from the various agencies so we're working through all of this.

- **Reports**

Ministry Teams liaisons

- **Worship -- John Samford**

- **Exploring video alternatives**

- **Want warning when 1st step of Template is to be taken (with possible feedback)**

John Samford provided an update from the Worship Ministry Team. Talked about their appreciation of the reopening template.

Pastor John

Shared appreciation about the personnel committee with regard to the budgeting process. Talked about an upcoming meeting regarding video equipment, streaming, etc. to determine costs for such endeavors. Updated his engagement with different boards. Shared that Ann Arbor Police asked him to apply for Chaplain position & shared what such roles mean. Updated that there are some people wanting to join the church.

FINANCE MINISTRY TEAM
April 15, 2021

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

Invited: John Samford and Ron Dechert - Leadership Council President and Vice-President

2022 Budget – We spent the entire meeting drafting a Budget to be presented to the Leadership Council on April 22.

Next meeting, Thursday, May 13, 2021 at 7:00

Submitted by Karen Samford

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 4/6/2021

Present: Tom Zieseemer, John Irwin, Michelle Loukotka, Ron Dechert, Julie Rhodes, Mike Haab

Absent: Pastor John Kennedy, Steve Darr

The meeting was called to order at 3:28 pm.

The minutes of the 03/16/2021 meeting were not reviewed.

FINANCIAL REPORTS:

- a. Our overall budget remains within expected expenditures YTD. The Emergency Repairs annual budget amount will be in a deficit when current invoices have been paid. The M&R budget has approximately \$700.00 remaining for April and May.

OLD BUSINESS:

- a. CMR has been reminded of the repair they need to make on the cable for the 4th Avenue air conditioning unit; it was damaged during installation of the new furnace.
- b. Butcher and Butcher has been asked for a time line on completing the repairs on the 1897 roof. They think scaffolding may need to be erected in the courtyard.
- c. Steve is working to arrange investigation of the leak in the FH floor.
- d. Two bids have been received for replacement of the decking on the front porch of the 4th Avenue parsonage. A third bid has been requested.

NEW BUSINESS:

- a. The invoice for the elevator service/repair on 03/23/2021 totaled \$1,963.01. Tom contacted them to question the amount considering the time spent and the simplicity of the repair. We may receive a reduction.
- b. LC approved the expense of \$6,400.00 to replace the hot water heater. Hutzel installed it on 03/22/2021.
- c. Tom proposed a Work Day to clean HVAC filters in the sanctuary, the chapel, and the Schmale Lounge. We may rent a dumpster to get rid of unnecessary items in the boiler room; the kitchens may be cleaned as well. It is possible a staged reopening of the building can start in the near future; if that occurs, this work day may be used to prepare the building.
- d. The remainder of the meeting was devoted to reviewing and adjusting the proposed 06/2021-05/2022 Facility's budget that John Irwin drafted. This will be submitted to Finance tomorrow. The budget meeting for all Teams will be Saturday, May 10.

The meeting adjourned at 4:57 pm.

NEXT MEETING: Tuesday, May 11th at 3:00pm.

Respectively submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM

April 14, 2021

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

Lenten Mission Project – Ozone House’s Safe Stay Program

Current Total is \$5,885 which will help 12 youth. We talked about how to get the check to Ozone House. Eileen will take care of this.

Graduates – Eileen will get something in the Visitor and weekly email asking for names of those graduating this year. We will honor them on June 13th.

Scholarship Request – Karen will make changes to the request form and get it on the web site. Eileen will get information in the Visitor and Weekly group email as well as the refrigerator page.

Kelsey – Kelsey is graduating this year and will be leaving the area. We want to do a graduation congratulations and farewell in July. Eileen will get a Farewell note in June Visitor. We want to figure out some way to include the kids. Ideas included: a drive by, something in the church yard, or something at the Schmerberg’s cottage.

Pre-School Teacher Replacement – Eileen will ask for a resignation letter from Kelsey. Lily left a folder with the original job description. We decided to post the position with a range from Kelsey’s starting rate to mid-range. Ideas for places to post include: UofM, UCC, Concordia and EMU. There may be other places listed in the folder Lily created.

Budget Meeting – Eileen attended the meeting on Saturday where our budget request was upped to \$1,500. We talked about the possibility of using an Unbudgeted Funding Request to use funds in Memorials and Gifts dedicated for Church School. Eileen will be doing the annual report.

Keeping in Touch –

Crafts and post cards are at the office. We currently have enough mailing labels and stamps. Nancy Pieske agreed to create a craft for May. There are some new things in Sunday School room that Lily had purchased. We agreed Nancy can spend whatever is needed.

Sunday School –

April Sunday School is this Sunday, April 18, Julie will help.
Mother’s Day is on the second weekend of May so Sunday School will be on the third Sunday.
In June we will go back to the second Sunday.

Miscellaneous – Eileen has a folder from Lily which has a timeline for EMT events.

Next meeting will be May 5th at 7:00

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
Minutes
April 20, 2021

Present: Pastor John, Jennifer, Gary, Gail, Caroline, Barb, David, Marsha, John S.

1. Opening Prayer Pastor John

2. Old Business
 - a. Review March Minutes

 - b. Ringing of the Bells:
 - i. Completed: Jim Stadel, Tom Z & Matt Perros, Parins
 - ii. Ashenfelter/Loukotka family--yes but need to request a new recording
 - iii. Authier family--willing
 - iv. Samfords--John S. to reach out to Noah
 - v. Kennedy children--willing to do it
 - vi. Sharon & Sandy--Pastor John
 - vii. Nadia & Emily--Pastor John
 - viii. Abby & Joey Bowers--Pastor John
 - ix. Schwartz Family--Harriette to reach out, but on hold due to recent illness
 - x. New folder for "Bell Ringing" to upload recordings (David to pull in past videos)

 - c. Review of Recent Services Pastor John, David
 - i. Updated: photos used for opening and closing
 - ii. We don't have to say "follow the words on the screen"
 - iii. Let's use Planning Center to guide our content to list birthdays, Introduce Hymns, etc.
 - iv. Reminder that microphones on our smartphones pick up all sounds such as rustling paper, footsteps, chewing, etc. Outdoor videos are beautiful but the microphone will pick up all sound surrounding the phone including birds, bugs, frogs, lawn cutting, wind, etc.
 - v. Late March, Palm Sunday & Holy Week, Easter
 - vi. Easter Cemetery service had about 64 attendees, included community members; meeting attendees with a welcoming tone and guiding parking politely; tent may not be necessary in future years
 - vii. Cards with information about Holy Week services printed too small to be legible

3. New Business
 - a. Leadership Council Update John Samford
 - i. Annual Mtg Sun June 13
 - ii. Budget process & Stewardship Campaign: "dream" budget proposed to Stewardship Team to be used as our "goal" for the Stewardship Campaign.
 - iii. Survey: compiling survey questions from WMT and requesting LC add our questions to those submitted by other MTs

- iv. Update on job postings: have been posted for the last 2 weeks, posted as 2 separate roles as well as possibility
 - v. COVID Task Force recommendation: Leadership Council has approved the staged process and we'll add dates once we get past the latest surge. We will be notified when we can target bringing worship back to the sanctuary.
- b. Return to Church Digital Worship Committee A/V Club
- 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. April 2021 Update: livestream vs pre-recorded services, researched other church services to compare, vendors to offer livestream services operated remotely
 - iv. Option to consider: company that operates cameras remotely to produce a livestream service and post the recording afterwards; turning and zooming of cameras possible; presentation on 4/23 at 12N to address questions and explore pricing
 - v. Livestream: would need more than 1 camera to provide a better experience
 - vi. Other options to consider to have multiple quotes? 2020 quote for videography service for livestream/recording would be about \$300 per service (Penny Stamps Lecture)
 - vii. David has a contact from UofM willing to consult with us to explore options for us to consider and connect us with resources in the community (can meet with us after April 28)
 - viii. What volume of viewers would we want to target in order to make the investment worthwhile?
 - ix. ASKING THE RIGHT QUESTIONS: Who do we want to reach and then figure out how to reach them. We need strategic visioning to help us figure out who we want to be, who we want to attract and how to retain people, how we want to grow. Then figure out what type of programming and media would be needed?
 - x. Funding/Budget Allocation: Council would have to approve large purchases but weekly billing for a service is likely okay
 - xi. Radio Service: Consider "why the radio" first before thinking about "how to radio". What are the options to consider? How many people have only the radio option to listen to the service? Any other radio station to use? Community access cable channel? What about different cable systems?
 - xii. Need to quantify: what are the needs of our members and what are the barriers to their access to radio alternatives?
 - xiii. Member Survey: do we need one and if so, what questions to cover? Phone calls from Member Care team to make a personal touchpoint. Vaccination status, what technologies do you have access to, would you come back to sanctuary when masks are still required? What other questions to add to represent other ministry team needs?
 - xiv. Bulletin & Announcements via QR code
 - xv. NEXT STEPS: mtg on 4/23 and mtg with David's contact to explore those options

c. Creative Worship Planning Update
Jennifer

Pastor, David,

- i. [Liturgists](#)
- ii. Musical Contributions (contact David)
- iii. Liturgists: Reminder to encourage recording a single video with all segments including pauses in between
- iv. John Samford's video for the radio campaign: add to last Sunday of the month (4/25)
- v. Adding more photos/videos/creative elements to services
- vi. Upcoming Services: we'll have Stewardship Moments for the next several weeks; ONA Sunday will be Sun May 23; anything special for Mother's Day or Father's Day?
- vii. Return to Sanctuary: bringing our creative energy to our in-person services to address sensory experiences with visuals, artwork, sound/music, demonstrations, acting out scripture, props, incorporating youth

d. WMT Finance & Budget for FY22

- i. Coordinating budget requests with Stewardship Campaign
- ii. April 10: MT Chairs presented budget requests to Finance team
- iii. Stewardship Moments

e. Visitor Articles for next few months

- i. _____ for June (due May 15)
- ii. _____ for July (due June 15)

4. Closing with Lord's Prayer

Next Meeting: May 18, 2021 5:30pm

MEMBER CARE MEETING
April 28 at 3:30 pm via conference call

Attendees: Judy C, Dindy H, Jenny F, Mary Jean R, Julie S

Old Business

1. Worship Sub-committee Update (AV group).

- Looking at vendors to facilitate live streaming of the service without us having to find volunteers to help with filming. We would still have to purchase equipment for the vendor to use.
- Julie recommended that the subcommittee should do a phone call church survey to gather member feedback. She asked our team to provide feedback for what should be addressed on the survey.
- We discussed the survey that was sent out regarding the radio ministry. MJ will share radio survey with results to our team.
- Ideas we gathered from other churches:
 - Julie recommended viewing Shepherd of the Lakes 5 week series on ChaZown.
 - Facebook Live has been used effectively at other churches.
 - Churches are using a sign up for live worship.
 - Dexter United Methodist has been hosting services in some format since last summer.
 - Westside Methodist is hosting outdoor services. Members can bring their own lawn chair.

2. Grief/transitions group update - Actual name of the group will be Loss Support group.

- Jenny had a conversation with Jim last week and then met via Zoom with Jim and John today.
- Jim would like the group to be geared toward support for those members who are grieving the loss of a loved one. It doesn't matter how long ago you may have suffered the loss and you can be anywhere in your grief journey.
- Jim is studying various books and materials to prep for the group. Pastor K recommended some books and Jenny will send Jim the 4 book Journeying through Grief series as well.
- Target group size will be no more than 10 people (question came up as to how do we handle requests for more than 10 people - we will start a waitlist)
- Jenny will reach out to members who received Journeying through grief series to let them know about the group. The formation of group will be announced at May 16th and May 30th service.
- Member care will coordinate the sign up and Jim is targeting a mid-June start date.

3. Member updates

- Card ministry - Sue sent cards most recently to Margaret G. and Patsy H. Sue let Jenny know that she wants to step away from this ministry. Jenny is looking for a volunteer to coordinate the card ministry.
- Jenny reached out to Steve S and found out the family is doing better after a recent illness.
- Eugene A doing well. Meal train is completed now.
- Luise K. has a May 19 thyroid surgery date.
- Sally J is having some down days - her sister's minister has been supportive to her.

- Violet E is doing ok. She is driving and getting out.
- Evelyn S. - Jenny tried to call her but has been unable to reach her.

4. Leadership Update

- Plan for reopening the church is being worked on.
- Lily accepted an interim pastor position in the Lansing area.
- Pastor K has received 5 applications for Lily's position.
- Budget presentations were made first weekend in April. Member Care submitted a request for \$1000. We were also asked to record a stewardship moment for the April 26th service. Jenny and Judy worked together to craft the message.

New Business

1. Graduation Sunday is June 6th. We discussed doing something special for the graduates. Jenny will find out how many kids are graduating to see if we have money in our budget to purchase something that would be a reminder of BUCC and their faith. Julie suggested we look at one of the dragon fly items we considered for Lily because it had a meaningful message. Jenny will see what's available on Etsy.

2. The Member Care Ministry Team annual report has been written and is ready to submit to the Leadership Council. Thanks to Judy C. for her help with editing the report!

Next meeting via zoom 3:30 pm May 26, 2021

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
April 11, 2021

Phone Meeting: Katie Rowan, Jesse Wilcox

All Church Zoom Game Event

We plan to hold another All Church Zoom Game Event on Sunday, May 16 at our regular Youth Group time. Youth will gather 15 minutes earlier for a check in. We'll let the youth know that we're hoping for their help with game instructions and any technical issues that arise for others that attend. Katie will publicize this via the Friday group email.

Submitted by Katie Rowan, Chair