

# Bethlehem United Church of Christ



## Annual Report 2020-21

Bethlehem United Church of Christ  
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Bethlehem United Church of Christ  
Ann Arbor, Michigan

**Mission Statement**

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

**Covenant of Welcome**  
**Approved May 22, 2016**

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

## CHURCH STAFF

### 2020-21

Rev. John L. Kennedy	Senior Pastor
Dr. Orval L. E. Willimann	Pastor Emeritus
Rev. Lily Tinker Fortel	Minister of Spiritual Growth <i>(until 3/15/21)</i>
Julie Rhodes	Parish Administrator
Gwenda Mayes	Administrative Assistant
Betty Clark	Financial Administrator
David Hahn	Music Director
Gail Jennings	Organist
James Rowan	Handbell Choir Director



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

2020-21

## **LEADERSHIP COUNCIL**

John Samford	President
Ron Dechert	Vice-President
Tim Authier	Secretary
Jim Rowan	Treasurer
Dindy Haab	Member at Large
Pat Huibregtse	Member at Large
Pam Rutledge	Member at Large

## **FINANCE MINISTRY TEAM**

Karen Samford	Chair
Tom Krell	Elected Member
Edgar Vasquez	Elected Member

## **FACILITIES MINISTRY TEAM**

Tom Ziesemer	Chair
Steve Darr	Elected Member
Michelle Loukotka	Elected Member

## **OTHER MINISTRY TEAM CHAIRS**

Eileen Koprowski	Education
Jennifer Vasquez	Worship
Jenny Foster	Member Care
Jane Schmerberg	Welcome
Roy & Sue Muir	Outreach
Jan Eadie	Fellowship
Katie Rowan	Youth and Young Adult

## **BETHLEHEM CEMETERY BOARD**

Sue Buday	President
Martin Seyfried	Vice President
Sallie Stadel	Secretary
Jim Lutz	Treasurer
Susan Irwin	Elected Member
Chris Parin	Elected Member

## **NOMINATIONS COMMITTEE**

Cresson Slotten	Chair
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**Ann Arbor BUCC - Congregational Meeting  
Sunday, 14 June, 2020**

**1. Opening Prayer**

**2. Call to Order/Determination of Quorum**

Capturing of names from the Zoom Chat - Pastor Lily

**3. Nominating Committee Report—election of officers**

- Meeting is being conducted within the parameters of the State of Michigan; Also in conjunction with the attorney's advice per John S.
- Thank you to those who served.
- Nominations put forward - See Attachment 1 with names and positions
- Kurt S. moves to accept the nominations; Seconded.
- Vote passed to accept the election of officers.

**4. Budget recommendation from Leadership Council & Financial Ministry Team**

- Finance Team report - Karen Samford
- Review of 2020 - CARES Act Loan helped reduce the deficit; expecting the majority of the loan will be forgiven.
- Financial audit showed a clean audit.
- Investment Fund - 2020 - Reviewed balance @ beginning, expenditures, impact of Covid-19; roof repair (estimated); Totals Reviewed
- Question: Variance from Annual Report and then the Reported Budget - Jeff Wortman. Discussion & decision to look into this.
- Formal Report on Audit? Not quite yet. Needed for records.

**Request for budgets discussed**

- Well over expenditures vs. Pledges
- Parking revenue is uncertain
- Church rentals not happening
- A lot of uncertainty = drastic cuts to the budget;
- All groups notified of cuts
- McKay funding utilized to help cover various costs
- Hutzler funding also being utilized to cover various outreach costs

**Operating Budget - reviewed (See Attachment 2)**

- Income projections
- Expenses Reviewed and explained

**Questions:**

- Suggested plan to review this later in the year due to circumstances - a tentative review? Response: Finance team reviews every month.
- Concern about a negative budget projection.
- Want reassurance about actual permanently designated funds? Please review it after a period of time. Ans: amount disclosed.
- Facilities improvement - we have backup funds; the donation envelopes; we just don't know what's going to happen.
- Question about personnel - was there any discussion about reductions in personnel? Ans: Yes, there was discussion - we really don't want to lose any of our people. Note about adding the video editor taken, partially, from McKay; as well as payment for Sunday School preschool. Noted restrictions from the Cares Act - had to keep people on the payroll for a couple of months upon receipt of CARES money.
- Suggestion to have the finance team make a quarterly report due to the exceptional times. (This comes up several times)
- Applauding the committee for getting the CARES money - thanks to the people for getting this done. (Betty and Julie)
- Noted that the Stewardship campaign just ended today - so getting pledge money into the budget was critical for folding into this report.
- How many pledges have we received thus far? It was noted that 95 were submitted and the amount is not as high as it was last year. However, 40 new pledges came in during the past 2 weeks.
- Perhaps continue a stewardship program to encourage and invite pledges?
- Comment: Something to consider for the future is we are very lucky with Pastor Lily and, given she is now a full pastor, there is a likely pay raise and benefits. Thus salaries are not likely to go down. It was noted that this is what ought to happen. Pastor John noted that they are working on making this a "called" position.
- It was noted that we are within 80% of where we were 2 years ago with pledges - it was noted that kudos to the congregation for its strength and generosity. Pastor John noted how critical a staff is to the changes and empowerment for making the church more open and inclusive to all people, to young people - and how inspirational a congregation moving forward is to others.

Motion to accept this budget as presented. Seconded with a provision that it come back to the congregation for the next quarter for review. September? The provision was accepted.

Vote - Unanimous yes to accept the budget as presented with a provision to review in September.

## **5. Bylaw amendment proposal from Leadership Council & Member Care Ministry Team\***

Jenny Foster and the Member Care Ministry team present the proposal Bylaws reviewed as it relates to membership - slides with proposed changes presented as it pertains to membership, eligibility, participation and the inactive process leading to termination.

### **Questions / Comments**

Noted that there was a tie in to the covenant of welcome that isn't part of the covenant of welcome - that the new language isn't part of the covenant. Difference between believer versus a seeker or sceptic. Suggestion of a change made - "accepting into membership" is the suggested change.

Question about the title of Senior Pastor as there isn't any such title.

Recommendation of the title Senior to be struck from the language.

Who is eligible to serve in elected office? Given the numbers included on the active list are they eligible. Answer: They must be a member for a full year prior to be elected into a leadership position.

Changes reviewed. The 2 items were amended.

Motion to accept the changes as presented and amended? Motion made. Motion seconded.

Changes accepted as voted.

## **6. Reports from Pastors, Leadership, Ministry Teams, Committees and Task Forces**

**Task Force for Re-Opening the Church** report: Draft created and sent to leadership with request to send it out to ministry teams for feedback. Comments to be in by Friday, 19 June so an end of month presentation can be made. If approved it will be sent out to the congregation. Also to be used as a guide for renters.

**Worship Ministry Team** grew from 7 members to 12; report provided. A volunteer group arose from this - thank you given out to all who were involved, engaged, supported.

**Shout Out** to the work of all those making the on-line services become so successful during the pandemic!

**Facilities** - Thank you to all those who've made this committee work so well and be such a success.

Successes of the committee - the clean up day; Archives Committee to develop an archives room.

Update on the roof repairs - in fact right on budget if not under - pending the other 2 places to be inspected. Still some water damage they are still trying to correct.

**Pastor John** - committed to staying downtown and this work is integral in making this happen. Thanking many for their great work to help; the bringing in of groups for income.

**Member Care Team** - Thank you to this group and for their great work! Especially during Covid - the great ways they reached out to so many. Really touching how this team rallied and supported.

**Stephen Ministers** - thank you to this team for their work!

## **7. Closing Prayer**

## FY2021 Proposed Budget - Bethlehem United Church of Christ

	FY 2020 Budget	FY 2020 Actual	Proposed FY 2021 Budget
<b>INCOME</b>			
Offerings	\$342,000	\$302,766	\$309,593
Other Revenue	\$137,406	\$186,831	\$96,865
<b>Other Income</b>			
Emergency Repair Funds - Investment Fund, Undesignate	\$14,000	\$0	\$5,000
Support for Outreach - Hutzel Fund	\$7,000	\$7,000	\$7,000
Pre-School Support - Education Fund	\$2,000	\$0	\$0
Youth and Young Adult - Youth Fund	\$3,000	\$0	\$500
Other Funding - Investment Fund, Undesignated	\$28,730		\$56,019
<b>Total INCOME</b>	<b>\$534,136</b>	<b>\$496,597</b>	<b>\$474,977</b>
<b>EXPENSES</b>			
Education	\$3,900	\$2,584	\$1,425
Personnel	\$290,984	\$297,208	\$315,000
Administration	\$37,829	\$37,860	\$23,000
Fellowship	\$900	\$364	\$500
Outreach	\$7,000	\$7,000	\$7,000
Denominational Giving	\$15,317	\$15,317	\$9,317
Facilities	\$140,350	\$125,829	\$100,000
Worship	\$18,556	\$16,728	\$8,410
Welcome Ministry	\$6,550	\$3,957	\$2,125
Member Care	\$750	\$253	\$500
Finance	\$2,100	\$3,288	\$3,100
Leadership Council	\$500	\$0	\$0
Youth & Young Adult Ministry	\$6,000	\$3,449	\$1,500
Stephen Ministries	\$1,000	\$0	\$1,000
Spiritual Growth and Development	\$2,400	\$2,077	\$2,100
<b>Total EXPENSES</b>	<b>\$534,136</b>	<b>\$515,914</b>	<b>\$474,977</b>
<b>NET</b>		<b>(\$0) (\$19,317)</b>	<b>\$0</b>

Member Care Team Proposed BUCC Bylaws Changes (May 27, 2020)

Additions to the Bylaws are underlined. Deletions are ~~struck through~~.

Article III

Affiliation

The church shall be . . .

In keeping with its mission and vision, and in accordance with the standards and guidelines of the United Church of Christ, BUCC has been designated as an “Open and Affirming” congregation of the United Church of Christ. (May, 2016)

## Article V

### Membership

#### Section 1 Eligibility

BUCC is an open and affirming congregation, accepting into Church membership all who believe in Jesus Christ as our Lord and Savior without regard to age, race, nationality, ethnicity, economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression.

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

Upon the recommendation of the Pastor, Members may be received into BUCC by Baptism, Confirmation, confession of faith, reaffirmation of faith, or presentation of a letter of transfer from another church. All Members shall be welcomed into BUCC during a service of worship.

#### Section 3 Responsibilities

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

Members who are unable to meet these responsibilities due to age, military service, attendance at college, or illness or infirmity shall be exempt from these responsibilities.

#### Section 4 Release

## Section 5 Termination

The Member Care Ministry Team shall every ~~two~~ three years, ~~in odd-numbered years~~, review the membership rolls for the purpose of . . . . .

Members whose addresses are unknown or who have not communicated with the Church or contributed to its support for a period of three years, shall be transferred to an inactive list. From the date of this transfer such persons shall cease to be reported on the active membership roll. Members remaining on the inactive list for a period of three years shall, by a vote of the Leadership Council, be removed from the inactive member roll.

## Section 6 Others Participating in the Bethlehem Community

Individuals who are unable or otherwise not in a position to become members of the Church, or those who are on the inactive list, are welcome to attend worship, request and receive newsletters . . . .

## Article VI Governance

### Section 7 Member Care Ministry Team

#### B. Roles and Responsibilities

5. Shall ~~biannually, during odd-numbered years~~ conduct a review of the membership rolls of the church every three years to determine whether members . . . . .

Changes proposed by Member Care Team:

Jenny Foster, Chair

Sue Buday

Julie Seitz

Mary Jean Raab

Judy Coucouvanis (LC liaison)



# CONGREGATIONAL PRESIDENT'S REPORT

With apologies to Garrison Keillor:

“It’s been a quiet year at Bethlehem United Church of Christ, my home church...”

Much of that quiet has of course been due to the COVID-19 pandemic closing the church for over a year, starting in March of '20 and hopefully ending this summer. By the time this report is in your hands, you'll know more than I now do about how the church year ended. But I can still comment on some trends.

The church building continued to age despite little use. I refer you to the Facilities Ministry Team's section of this document for details, but suffice it to say, it's a good thing they kept an eye on the place! It will be good to return to the building for worship and fellowship! You may recall, we have a refurbished Fellowship Hall we'd just begun to utilize!

As the Leadership Council's liaison to the Worship Ministry Team, I've observed the “weekly miracle” of an on-line worship service each Sunday since the church closed. With a dedicated group of volunteers and staff, I've come to expect a high-quality experience Sunday morning, when I stumble in my pajamas to the couch at 9:59, even on days I'm involved in worship! (It's going to be different when worship goes “live” again and (mostly) originates from the same location in “real time!”) How we go about continuing sharing our worship on social media is under discussion.

As is true of so many groups, BUCC made extensive use of Zoom to meet “face-to-face” during Covid and I suspect some meetings may continue to be so: it saves so much time and travel! Leadership Council met via Zoom, addressing the same issues of a “normal” year, but also some unique challenges.

To assist us in our efforts, we formed two task forces: Covid and 5 Year Financial. The former advised us on what actions to take at what times and frankly may have saved lives, by not allowing us to rush back together too soon. (We had an in-person early morning worship Easter Sunday, outside at the Bethlehem Cemetery, drawing more than such services usually do.) As I write this report, Council has a May agenda item to determine whether we return in a limited way to worship in our sanctuary in July.

One of the many videos we made for worship was for our family (me, Karen and grandson Noah) to ring BUCC's bells, calling us to gather for electronic worship. I was taken by how excited Noah was to set foot in the building again after long absence! (“I remember this place!”)

The other Task Force Council formed was charged with making a five-year financial plan. They fleshed out what everyone knew: BUCC could not continue to dip into financial reserves for very many more years to balance budgets. Council directed a more rigorous financial campaign than in recent years, based on that finding. Firstly, the horse was placed in front of the cart this time: gathering goals from the various Ministry Teams and groups to ascertain what was needed to realize their missions. Then a “working budget” was developed for those visions. The income was tailored to realize those hopes, including the amount required from pledges (along with unpledged giving, rentals, etc.) Congregants received a brochure showing aspects of the goals, pie charts of income and expenses and a pledge card.

By now, we all know how the pledge drive went and what decisions Council reached in the final budget to recommend to the congregation at the June 13 Annual Meeting. As I write this, I just received the 11-month 2021 FY report from the Financial Administrator showing BUCC at nearly 96% of its budgeted income and less than 90% of its budgeted expenses. Keeping snow removal down, we might make it!

This will be my last Annual Report as your President; my term ends around noon Sunday June 13 when new officers are voted in. Because of BUCC’s change from a calendar year to the current June – May fiscal year, I had the privilege of overstaying my welcome an extra half year beyond the three-year maximum our bylaws allow.

It has been a privilege to serve this church in this capacity and I appreciate all those with whom I have worked. I pray the work of this church continues and its congregation thrives.

# PARISH ADMINISTRATOR'S ANNUAL REPORT

## 2020-21

For more than a year, during which Bethlehem church was officially “closed,” the administrative staff and volunteers kept the business operations running as smoothly as humanly possible during a global pandemic. Many thanks to Betty Clark and Gwen Mayes for diligently performing their duties regardless of personal or family health crises and at the risk of COVID-19.

We must also acknowledge the faithful, dedicated and loyal volunteers who support us and the church. I have often said I could not do this job without them, and it’s been an honor to work alongside them.

- Administrative support (and much encouragement) was provided by Karen and John Samford, Dindy and Mike Haab, and Tom Ziesemer.
- Keeping the building safe and stitched together has been the monumental and often overwhelming task for members of the Facilities team and other volunteers. Numerous hours during the past 15 months have been devoted to daily “walk-thru” checks of the building and 437 house by Tom Ziesemer, John Irwin, Mike Haab and Jim Judson. Because of their attention, many issues were identified before they could become emergencies. Tom Ziesemer and John Irwin coordinated contractor’s appointments and worked with me to keep the maintenance on track and get the repairs completed. Jim Stadel is also a valuable member of our team, advising us and performing many, many repairs to save the church money. Bob and Michelle Loukotka and Steve Darr serve as advisors and continue to provide much-needed support to the Facilities team.

I thank Betty and Gwen and these priceless volunteers who work together with me as a team to benefit, to preserve and to protect Bethlehem United Church of Christ. I also thank Pastor John, the leadership council, the other volunteers and members for their prayers, words of encouragement and offers of support.

Best regards and blessings to all,

Julie Rhodes, Parish Administrator



## MUSIC MINISTRIES ANNUAL REPORT | 2020-2021

The 2020-21 musical season at Bethlehem United Church of Christ has enjoyed its challenges due to COVID-19. We haven't been able to have our annual cantata or hire an orchestra for our Christmas Eve or Easter services, as was typical for the past several years. Services continue to remain pre-recorded and I, David Hahn, the director of music ministries have continued in my temporary role as video editor, editing congregationally submitted videos into a final Sunday service video presented on both Facebook and YouTube.

Because of my temporary duties as the Sunday service video editor, the Pastoral staff agreed to postpone choral activities at Bethlehem until in person services resume. Although many church choirs have elected to create "virtual choir videos," these videos require a tremendous amount of time and resources from all involved. In addition to the required click-tracks and access to great recording equipment, the video and audio editors typically spend 40+ hours per video to edit all audio and video tracks and create the final product. In evaluating the amount of work described, we elected to seek others to create special music videos for our services. We look forward to hearing the chancel choir again once in person services resume.

Before Covid-19, our handbell choir had continued to be involved in worship services performing once per month, as well as during our 11:00pm Christmas Eve service. We have continued to enable the handbell choir to perform in our online services, the third Sunday of each month during the special music segment.

While of course we prefer in-person worship, our pre-recorded online services have continued to provide many wonderful opportunities for us to hear our own members of the congregation as well as musical contributions from several community members. Several students at the University of Michigan have submitted videos for our special music segments and it appears that the congregation has enjoyed hearing these wonderful musicians. Now that more folks have become vaccinated, it has allowed more collaborations and we've heard excellent performances from Gail with her husband, Professor Andrew Jennings and others such as Marsha Rinke, Adrienne Payton, Gary Maki, the Rowan family, PJ Lindemann, and many others.

The community at Bethlehem has remained positive and encouraging during my employment. It has been such an honor to serve this community and I look forward to helping transition from virtual services to in-person services soon with incredible, celebratory musical performances.

With gratitude,

David E. Hahn, M.M.  
Director of Music Ministries

# FINANCIAL MINISTRY TEAM

## FISCAL YEAR 2021 (JUNE 2020 – MAY 2021)

Expenses for fiscal year 2021 were budgeted at \$474,477 and revenue at \$418,458 with an anticipated shortfall of \$56,019 to be taken from the Undesignated Investment Fund. The expenses were somewhat lower at \$458,633 and revenue somewhat higher at \$429,885 causing the shortfall to be only \$28,748. Rental Income was much better than anticipated with the UM Nursing COPD program providing the majority and several families and groups renting the gym once we opened it up.

Work continues on the leaking roof. On April 26, 2020, the congregation approved up to \$60,000 for repairs to the mortar areas around the chimneys etc. Grunwell-Cashero completed their portion of the work for a total of \$48,240, but additional work was needed by Butcher and Butcher. In completing their portion of the work they found additional issues which they feel are the reason for the water damage in the sanctuary and 4<sup>th</sup> Ave stairway. Those repairs are yet to take place and, once finished, the plaster and paint will be repaired.

We were very thankful to hear from Bank of Ann Arbor that our loan from the CARES Act Paycheck Protection Program, received in fiscal 2020 had been forgiven with no interest.

The house at 437 S. Fourth Ave. next door to the church is ready to be rented. The furnace and water heater have been replaced as well as the front steps and front and back deck boards.

The Finance Team participated in a 5 Year Financial Task Force created by Leadership Council. As expected, results showed we cannot cover continued yearly shortfalls of \$50,000 to \$70,000 without exhausting our Investments. We will be working to reduce expenses and more importantly increase income.

As of May 31, 2020, investments totaled \$791,487. Withdrawals during the fiscal year included: \$25,000 for the second portion of the mortar/roof repairs, \$18,000 Dividends/Interest as budgeted, \$7,000 from Hutzler for Outreach and \$49,000 to cover the FY2020 shortfall. Fortunately, our investments are well managed by our financial advisers at Bank of Ann Arbor, and even with the expenses mentioned above, the total as of May 31, 2021 was \$841,099. A total of \$543,633 remains in permanently restricted funds.

We continue to appreciate the McKay and Feldkamp trusts, which provided approximately \$52,000 this fiscal year, allowing for good works for the building, congregation and community.

Memorials and Gifts started FY2021 with a balance of \$166,000 which included \$30,000 used for roof repairs. Two donations, one of \$5,000 and the other over \$10,000 as well as several other donations brought the ending balance to \$153,761.

Thank you to the members of the fiscal year 2021 Finance Ministry Team: Tom Krell, Edgar Vasquez and Jim Rowan, Leadership Council Liaison. Thank you as well to Jeff Wortman, Ron Dechert and John Samford for participating in the 5 Year Financial Task Force.

Respectfully submitted,  
Karen Samford, Chair, Finance Ministry Team

# FACILITIES MINISTRY TEAM ANNUAL REPORT

## JUNE 1, 2020 - MAY 31, 2021

Members: Tom Ziesemer—chair, Michelle Loukotka, Steve Darr, Ron Dechert--LC Liaison, Pastor John Kennedy – Ex.Officio, Julie Rhodes, Parish Administrator.

Invited Guests: John Irwin, Mike Haab.

Advisors: Bob Loukotka, Jim Stadel.

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

During the COVID-19 closure of the building from March 2020 through May 2021, Members of the FMT did a daily walk-through and security check of the building. The aim of this was to ensure that the rooms and the building were locked, lights were off, and to collect the mail. In addition, urgent issues such as plumbing leaks and failures were identified. We thank John Irwin, Jim Judson, Tom Ziesemer and Mike Haab for undertaking this task.

### REPAIRS & IMPROVEMENTS

- Precision Climate completed the boiler back-flow report for required by the City of Ann Arbor; repaired a leak in the boiler pipe serving the salad kitchen and pantry, and calibrated thermostats in the office, the chapel and the Schmale Lounge.
- The kitchen vents and fan were power washed in June.
- CertaSite [formerly Spears] inspected 25 fire extinguishers and replaced 7.
- The office air conditioner was repaired by Koch and White.
- Following the power outage on June 10-14 several security alarms occurred. All Star Alarm checked the battery and sensor in F1 and reset the timer.
- The exterior sanctuary doors were treated and stained. Re-evaluation will occur this spring.
- Repainted south entrance door.
- We sought bids for foundation work on the south side of the building—area from end of Payeur's repairs to the front of the building. Two bids have been received.
- The women's restroom off the FH [closed following the renovation] had water leaking from the condensation pipe. Ken Cook Plumbing adjusted the PVC for direct drainage.
- The exhaust fan for the 1966 building was serviced to improve air circulation
- The underground downspout near the 1933 west entrance was cleared by Roto Rooter.
- Both condensation pumps for the boiler were replaced.
- One sanctuary radiator was disconnected due to steam pipe problems.
- The main back-up battery for the alarm system was replaced.
- The south exit door on stairs between sanctuary and FH was sanded and painted.
- Vedder's installed new LED spotlights on 4<sup>th</sup> Avenue. This eliminates use of the older type bulbs which became very expensive. Jim Stadel installed several LEDs where incandescent bulbs had burned out—including security lights on stairs and the hallway outside Groundcover's office. These will also decrease our electric power usage.
- Schindler Elevator replace a cable that snapped.
- A new 100-gallon water heater was installed by Hutzal Plumbing.
- Hartford Steam Boiler Co. completed the annual CSD1 inspection and certification of the boiler as required by Church Mutual, our property insurance company.
- CMR continues working on the heating issues in the FH; one more unit will need to be added.
- Replaced the toilet in the ladies restroom on the second floor.

- After reviewing our heating costs, we locked in 2 years to our gas contract with Constellation.
- Filters on the AC/Heating units in the sanctuary and on the water purification station on the second floor were replaced.
- Drained rusty water from the boiler weekly.
- Run water through the dishwasher monthly and flush toilets/sinks in unused areas weekly.
- Bob L turned off the pilot lights to the kitchen ovens.
- The hymnals, bibles, prayer request forms and other items were removed from the pews and stored in the back of the sanctuary. The sanctuary was cleaned in preparation for a small wedding that took place on May 22nd.

### **ROOF REPAIRS**

- During May-July 2020 Grunwell Cashero repaired or replaced:
  - Defective stones and masonry in 6 locations
  - Tuck pointing on entire building
  - Caulked the 4<sup>th</sup> Avenue windows

This part of the job was completed under the \$60,000.00 authorized by the congregation. The remaining \$11,760.00 will be used to repair related damage to the interior of the building.

- Butcher & Butcher has completed inspection and repair or replacement of all copper flashings and solder seams, resealed areas where scupper boxes on the south and west side of the building concentrating on the areas where water has been leaking through the walls and causing interior damage to the sanctuary ceiling and 4<sup>th</sup> Avenue wall on landing outside the gym.

\*While working on the northwest roof, east side of the bell tower, they discovered extensive water damage to wood and insulation. Areas in around the bell tower roof will need to be replaced. Facilities met with B&B staff that included members of Finance and Leadership Council. This discovery will require additional funds to repair and because of the cost will need approval by the congregation.

### **PARSONAGES**

#### **Hewett**

- The pocket door for the half bath next to the kitchen was repaired.
- Gutters and downspouts at both parsonages were cleaned by Gutter Champ.
- A drain pipe behind the kitchen sink was replaced by Hutzel. Members of the team removed and replaced cabinets, kitchen sink and countertop. Thank you, Jim Stadel, for your leadership.
- Jim Stadel cleaned the water line to the washing machine—it was not filling properly.
- Roto Rooter cleared pipes to the main sewer; in the future, this may need to be replaced.
- Valves on the furnace humidifier were replaced; Pat Walters Co. feels hard water contributed to this problem.
- Valves on the main water line to the parsonage need to be replaced along with washing machine lines.

#### **437 4th Ave**

- A new furnace and water heater was installed by CMR.
- Thank you, Jim Stadel, for replacing the electric outlet behind the refrigerator, caulking the bathtub, installing a new sink/cabinet, and replacing window blinds and the storm door on the back porch.
- Replaced crumbling, concrete front steps to porch with composite steps and risers; refinished handrail.
- The decking on the front porch is scheduled to be replaced with composite material.

Other:

- To comply with COVID-19 restrictions issued by Michigan & Washtenaw County Departments of Health we posted signs explaining our practice of mandatory masking when in the building, social distancing and sanitizing protocols. These rules remain in place. Members of the team and staff have instructed those who are in the building on a regular basis in the use of the foggers. A UV light was purchased and can be programmed on a timer for additional sanitization.
- The majority of rental income came from a UM research group authorized to use areas of the building following strict protocols. The gym was frequently rented by groups and individuals once it was allowed to reopen.
- The building cleaning service was scaled down to 1 day a week due to low building usage.
- We have agreed to a two-year contract with Canopy Landscape for snow removal.
- We have a seasonal contract with Daily Rain to maintain the sprinkler system.

Pending Projects/Recommendations:

- Repair leak in a heating pipe in the fellowship hall floor in front of the serving window. A contractor will open the floor to determine the extent of the leak.
- Repair to foundation on south wall from end of Payeur's work to just beyond the exit door. We have currently 2 of 3 bids.
- Replace the doors from the FH to the hall leading to the elevator. Consider installing fire doors and the option of a handicap door-opening option.
- Repair and upgrade the men's restroom in the basement across from the art room.
- Cover the heat pump in the courtyard with a canopy to avoid ice damage.
- Replace old heating pipes as needed.
- Upgrade security system by adding 5<sup>th</sup> Avenue buzzer system.

## **Thank You**

Tom Ziesemer – Chair

Michelle Loukotka – Secretary

Steve Darr



# EDUCATION MINISTRY TEAM ANNUAL REPORT

While the Education Ministry Team has been a huge presence at Bethlehem for several years, this past year was no exception, despite the challenges of COVID-19 restrictions. With dedicated members of veterans, Sunday school teachers, and volunteers alike; as well as the support of the entire congregation, this ministry team continued to share with its youth a message of empowerment through their involvement in online church services, neighboring community projects, and worldwide missions.

We continued to have a consistent group of children ranging from infants to high school seniors. Due to the Covid-19 restriction, prohibiting in-person gatherings, other innovative approaches were taken to keep the communication between church and youth flowing. Nursery and pre-school-aged children initially met online after services bi-weekly; then weekly after a survey was sent to participating families. This was to insure that the children were not overexposed to computer screens. These sessions were led by Kelsey Postler, our staff Sunday school teacher, accompanied by volunteers from the Education Ministry Team. Kelsey provided wonderful continuity and is loved by the children and parents. Kelsey also welcomed older children when they chose to come; including for online Vacation Bible School (VBS) classes last July and August.

In addition, weekly Children's Moments during online services; activities and bible stories tie-ins during combined online preschool and Sunday school sessions; and participation in local and international mission projects; helped our youth continued to grow as active, passionate, caregivers of their families, church, and local communities. Despite the challenges that kept us apart last year, our dedicated staff of ministers, teachers, and volunteers successfully reached out via mailings of monthly lessons, crafts, inspirational postcards, and even managed a parking lot drive-thru for holiday Easter baskets.

The Education Ministry Team, in collaboration with the Youth and Young Adult, and Outreach Ministry Teams, continued to educate the congregation on the vital need to support our international, 2020 fundraiser, Easy Water for Everyone, and in our local community, the 2021 Youth Lenten Mission Project recipient, Ozone House. During both campaigns, our fundraising expectations were exceeded raising over \$6700, and \$5800, respectively.

Education Ministry Team goals, to communicate and teach our youth to be great shepherds of God's word at home, school, and in their communities, remain steadfast through the upcoming year. We are proud of our youth! EMT is excited to see what challenges and changes this next year will bring for our team and the children at Bethlehem United Church of Christ.

Respectfully submitted by,

Eileen Koprowski  
Chair, Education Ministry Team

On behalf of members:

Jane Schmerberg, Karen Samford, Jan Eadie, Wanda Modica, Julie Feldkamp, Nancy Pieske, Christina Wilk

# WORSHIP MINISTRY TEAM ANNUAL REPORT

## FISCAL YEAR JUNE 2020-MAY 2021

Our Worship Ministry Team, including sub-committees, have been very active this past fiscal year. By the start of FY21 (June 2020), we had converted from livestreaming in an almost-empty sanctuary to preparing a pre-recorded service and releasing the video on Facebook and YouTube platforms, along with continued radio broadcast of the audio file. Our goal has been to continue providing a meaningful worship service despite not being in the sanctuary or chapel together.

Thanks to the time, effort, and creative energy of many, I believe we have accomplished that goal. In order to create the pre-recorded services, we needed a video editor to stitch all the pieces together. Initially, we hired a contractor to perform that service, but when that did not work out, we invited David Hahn, our Music Director, to reinvent his role at Bethlehem during COVID to serve as our video editor. And, thanks to a large team of volunteer liturgists, musicians, congregation members, and of course our pastors, we have not missed a single service since March 2020.

Highlights of our special virtual services include: Back-to-school, Totenfest, Christmas, Ash Wednesday, Good Friday, and Easter. We invited our children and youth to share a view of virtual school with a tour of their workspace and insights as to what it's like to "school from home". Taking advantage of our video format, we were able to incorporate the traditional candle-lighting during Totenfest along with pictures of members and loved ones who had passed in the previous year. During Advent we invited families to conduct the advent wreath lighting, giving us a chance to see multiple family members participate in a cherished Bethlehem tradition. For Christmas Eve we prepared a service that included segments reminiscent of our typical services: a family-friendly message, music, candles, etc. And because Christmas Eve fell on a weekday, we were able to use the audio from that service on the following Sunday morning so that our radio listeners could experience a Christmas worship service. For Ash Wednesday and Good Friday we conducted those services via Zoom video conferencing and multiple readers. We even incorporated photos from a church member of the Mount of Olives and Jerusalem. For Easter, we prepared two kinds of services: our pre-recorded service AND a live service at Bethlehem Cemetery. For the live service, a number of people coordinated logistics so that we had a location, a tent (in case of rain), chairs, printed bulletins, live music (David on guitar and our bell choir), pre-registration, liturgists, and ushers.

To support our special worship services or church seasons, we invited photo submissions and hosted several drive-by pick-ups at the church. For Blessing of the Pets, we solicited photos of your furry, feathered, and reptilian pets and saw a special message from our Pastors with their pets. For Advent we assembled pre-ordered Advent wreath kits so that you could light your own wreath at home each Sunday during the season. We again asked for you to submit photos of your Advent wreath which we then incorporated into our worship videos. For Christmas Eve we hosted a drive-through service for kits that included a printed bulletin, candles, and sticker kits for the manger scene. For Lent we offered Ash Wednesday kits for a DIY dispensation of ashes. For Easter we offered a simple DIY Easter basket with goodies inside and the Education Ministry Team prepared special baskets for our children and youth. For all drive-by/pick-up options we partnered with Member Care to deliver the kits to members unable to come in person. This gave us a chance to talk or see several church members who really needed that connection to their church community.

Many of you have asked “When will we be back in the sanctuary for worship?” While I don’t have the exact answer for you yet, I can say that Worship Ministry Team will be ready to recommend to Leadership Council that we can be ready as soon as we have all the equipment and team members available to deliver the service in-person, online, and through the radio. We formed a special committee with members of our WMT, Welcome, and Member Care to figure out what we need in order to continue the digital and radio services. We are actively seeking out strategies and technologies that are best suited for Bethlehem. We will need to request an increased budget from previous years in order to pay for the equipment and personnel required to offer livestreamed and recorded services. We have discovered how important it is to stay connected with current members, but also new viewers and new listeners. We have heard from people who had not been attending in person previously but discovered us in this last year. That is because of our digital services, which we would like to continue. Our videos available via our website, Facebook, and YouTube help potential visitors “try out” our church to see if our service aligns with their goals for a new church home. Our digital offerings will allow you to watch or listen to a service from home if you are ill, out of town, or unable to attend the service in person.

Our fiscal year 2022 budget will cover familiar expenses to support our Music Staff, our choir, section leaders, soloists, instrumentalists, piano and organ tuning, and our altar guild. We hope to bring back the Live Nativity and musical cantata service during advent season. We look forward to our orchestra returning for Easter 2022. We are exploring ways to bring in new media to our services, such as large screens to share video messages and special music to enhance our in-person worship. These efforts allow Bethlehem to continue to be that light to others, our church on a hill that cannot be hidden. We gratefully acknowledge all the time and

energy from our WMT members, our Musical Staff, our church office staff, and countless volunteers who contribute to our worship, week in and week out. You are God's disciples, embracing the Holy Spirit to serve others. Thank you.

Respectfully submitted by

Jennifer Vasquez

Chair, Worship Ministry Team

On behalf of team members: Pastors John & Lily, Music Director/Video Editor David Hahn, Organist Gail Jennings, Caroline Ashenfelter, Harriette Ehnis, Gary Kade, Gary Rogers, Marsha Rinke, Barb Chaffer Authier, and John Samford.

# MEMBER CARE MINISTRY TEAM

## ANNUAL REPORT

### JUNE 2020 - MAY 2021

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

Member Care continued the care card ministry by sending a variety of notes and cards to our church family and friends throughout the year. We had members who were very isolated due to the COVID-19 pandemic and a caring note let them know we were thinking about them. We reached out to those who were hurting from an illness or the loss of a loved one with cards. We continued our ministry to those members who experienced a loss of a loved one by sending a Christmas card along with the poem "My First Year in Heaven." Finally, we created a welcome letter to send to new members, introducing them to our team and sharing how our team can support them in their transition to membership. We would like to thank Sue Buday who continues to facilitate our care card ministry and we are grateful to her for her time and devotion to our members.

Member Care actively contacted members who might be in need of meal support after the loss of a family member or a medical issue. We have a dedicated group of BUCC volunteers who have answered the call to help provide meals to those in need. Special thanks to Sue Muir, Jane Ziesemer, Sue Wortman, Jane Schmerberg, Julie Seitz, Jacquie Katz, Jan Eadie, Angelika Lewis, Karen Kennedy, and Katie Rowan.

Member Care continued to support those who experienced the loss of a beloved family member by mailing the four book series, *Journeying Through Grief*, written by Kenneth Haugk. The series addresses a variety of emotions and issues that someone might experience in the first year after such a loss. Over the last year, 11 member households received the books and/or continue to receive them. We hope these books continue to provide valuable insight to our members as they learn to live life without their loved ones.

Working with both Pastors, Member Care continued to support our members through phone calls and emails during the COVID-19 pandemic. We also initiated the member care moment in the worship service where member's birthdays are recognized each week. Since COVID-19 prevented many people from celebrating birthdays with friends and family we thought it would be a nice way to celebrate with our members.

As a team, we lent support to other ministry teams with some of their initiatives and activities. We worked closely with the Worship Ministry team to deliver Advent kits, Ash Wednesday kits and Holy Week kits to members who had difficulty leaving their homes. We provided Christmas Chocolate Advent calendars to residents in senior living communities and BUCC members

facing health challenges. It was a pleasure to connect with these members and brighten their holidays! We worked with the Youth Ministry team to send Valentine's cards to senior members.

The Member Care team appreciates Dindy Haab's faithfulness to the prayer chain and providing our team with updates. It is through the prayer chain that we are made aware of many members who are need.

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

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

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

Respectfully Submitted By,

Jenny Foster

## STATISTICAL INFORMATION – 2020

Baptisms	2
Confirmands	6
Weddings	2
Funerals	7

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

### Additions

Births	0
Confirmation	0
Transfer or Affirmation	10

### Losses

Death	6
Transfer/Drop	33

**Membership as of December 31, 2020      422**

### **Fiscal Year 2020-21**

Pledges	111
Giving Units (member & non-member)	177

# WELCOME MINISTRY TEAM ANNUAL REPORT

## 2020 - 2021

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

Your Welcome Ministry team did meet but had a bit of a pause during this pandemic year and many of our welcoming duties were put on hold.

Items of note include:

- 1) In the previous year we purchased a new messaging system and upgraded and added additional monitors to the video messaging system in the church. The Covid-19 pandemic had meant that we have not yet been able to utilize this new system. When back, we will be able to get this running.
- 2) We sponsored a special publication by the noted aerial photographer Dale Fisher which will prominently feature the church and other Ann Arbor notable sites. A special book signing by the artist was to take place at Bethlehem Church but instead Mr. Fisher agreed to autograph the copies for members. Paul Marshall facilitated the signing. Members were able to purchase the book at a reduced price with the proceeds going to the church.
- 3) The Welcome Team funded, in conjunction with the Facilities Team, a renovation project for the hallway leading from the elevator to the sanctuary near the sacristy. The facilities team did paint the area. Our remaining project ideas to make this a welcoming space, were put on hold until we can get back in the church. We look forward to getting started again.
- 4) We continued our print advertising for the Guide. Other advertising was put on hold but will resume once our church doors open again.

The Covid-19 pandemic may have paused much of our Welcome Team activities but we look forward to resume our task of making Bethlehem a welcome place for all. The Welcome Ministry celebrates each new member and delights in the contribution we play in spreading the light, love, spirit and story of Jesus to all.



# OUTREACH MINISTRY TEAM ANNUAL REPORT

During this past year of Covid, the Outreach Ministry Team focused our attention on four local agencies. Not because these particular agencies' focuses had changed, but because of the work they continued to do in our community the needs for their clients skyrocketed as a result of Covid. As a United Church of Christ organization, we share the denomination's vision of a **Just World for All**.

Beginning in June 2020, one of the first things we did was to propose to the Worship Ministry Team that Outreach Moments be implemented for as many worship services as possible. Because we were unable to meet in person as a congregation for over a year, we felt it was important to communicate as much as possible, using every avenue we could, to keep our congregation informed about outreach needs in our community. The online worship services, along with the Group Emails, the Refrigerator Page, the website, and on Facebook were significant ways we used to convey our mission and messages.

Since July 2020, there were five major fund drives organized by OMT, two of which were done in conjunction with the Education Ministry Team: Covid 19 Emergency Fund, Easy Water for Everyone, Holiday Outreach Appeal, the CROP Walk, and the Lenten Ozone House Appeal. Those appeals along with the \$7,000 in the Operating Budget for 2020-21 totaled \$31,450 that was dispersed from Bethlehem.

Mission statements drive an organization's staff and its volunteers:

**Peace Neighborhood Center's** goal is to provide programs for children, families, and individuals who are affected by social and economic problems and to discover options, enhance skills, and make choices that lead to self-sufficiency and positive community involvement. While volunteers were unable to participate at the Center, we encouraged our congregation to take part in online appeals for school supplies and holiday gifts.

**Alpha House's** goal is that 100% of the families we work with become stable. One way our congregation could continue to engage during this past year was to provide meals (no onsite volunteering permitted) on 8 different occasions. The majority of those meals were provided by members of OMT.

**Food Gatherers'** goal is to alleviate hunger and eliminate its causes in our community. Because of volunteer restrictions this past year, we continued to encourage food/monetary contributions to help stock their shelves. When the **Community Kitchen** opened up again for volunteering, Ron and Alice Dechert resumed their faithful commitment there on Sundays.

**Groundcover's** goal is to create opportunity and voice for low-income people while taking action to end homelessness and poverty. There was an appeal for winter coats/hats/mittens

that were needed for their vendors. We promoted this need to our congregation. And our congregation continues to provide office space for Groundcover in our building.

All four of these agencies have been working tirelessly to address the most crucial issues that have arisen since March of 2020. We are proud to be part of the support that they received this year.

The **CROP Walk** on October 11 was virtual this year. Several members and friends of our congregation walked in whatever places they chose to do so....and many of our members contributed to this year's CROP Walk Fund online to support our church team, the Bethlehem Pillamas.

Two other non-profits that we have been promoting are **House by the Side of the Road** and **HouseN2Home**. Both of these agencies directly impact the lives of so many families struggling during and after the pandemic.

We shared the UCC denominational website "**Our Faith-Our Vote 2020**," encouraging our congregation to vote and also provided important voting information.

It is our hope as our lives "open up" post-Covid, that more members will become involved in our nonprofit agencies. Volunteering to prepare meals, stocking and sorting food, passing out fresh produce, tutoring children, and supporting the CROP Walk are all wonderful ways to really understand the work of our nonprofits and to make a difference at the same time.

In preparation for submitting our budget request for 2021-22, we discussed our long-range vision for the Outreach line item in the Bethlehem budget. Instead of determining a dollar amount each year, we will be submitting a percentage of the overall operational budget be designated for Outreach. We recommend that Bethlehem make a strategic commitment to seek to increase the percentage of the budget for Outreach incrementally, perhaps by a quarter percent each year.

The dollars that were raised this past year helped our agencies significantly. But even more importantly is the message that we send to them - that we genuinely care about them in supporting social justice for all.

We are grateful this past year for the dedication of our OMT members: Jane Schmerberg, Eileen Kroprowski, Mary Jean Raab, Jamie Dylenski, Laura Seyfried, Katie Rowen, Sue Wortman, and the guidance and staff support we received from Pastor Lily Tinker Fortel. And of course...the Bethlehem congregation for the generosity of their gifts.

Roy and Sue Muir Co-Chairs OMT

# FELLOWSHIP MINISTRY TEAM ANNUAL REPORT

## 2020 - 2021

The Fellowship Team had a very quiet year. All our planned events were cancelled due to the closing of Bethlehem Church. Fellowship did purchase a new pre-lit Christmas Tree, with LED lights for the Willimann dining room for everyone to enjoy. Hopefully, these lights will shine later this year.

Jane Ziesemer is stepping down as coordinator of the coffee hour. She has provided leadership in organizing this service to the church for many years, and deserves our thanks for the multitude of hours she has spent. Once the building fully opens there will be a need for a new volunteer to take this position.

Fellowship welcomes new people to join us.

Jan Eadie, chair

# YOUTH AND YOUNG ADULT MINISTRY TEAM

## 2020 - 2021 ANNUAL REPORT

The Youth and Young Adult Ministry Team has been active finding creative ways to connect and engage our youth despite COVID restrictions. Our goals are to integrate the Youth into all aspects of church life, to provide a safe space, a sense of community, and to help the Youth develop a vision for life long faith.

**Youth Group:** Youth group continued via zoom, meeting every few weeks in the summer and generally every 2 weeks during the school year. The highlights of the year were two in-person outdoor gatherings: a Halloween party in the church yard, and sledding at Vets Park.

**BUCculeles:** A ukulele band open to all Bethlehem Youth and adults was begun in April 2020. Ukuleles were provided to all youth. Our youth and college age musicians collaborated in the initial planning and leadership, creating weekly instructional videos and zoom sessions. Weekly jam sessions are ongoing.

**Deliveries:** Various deliveries were made to keep our youth connected with the church. These included summer water balloons, Halloween spinyatas, chocolate Advent calendars, BUCculele songbooks, Exploration Curriculum and Faithful Families Advent books, and Christmas Eve kits. YYA partnered with the Education Ministry Team to deliver Easter baskets to the kids and youth. In addition, postcards were sent to each youth twice monthly.

**Worship:** Youth have contributed to our worship videos in many ways. They have been liturgists, and have made musical contributions and announcements for outreach and the Lenten fundraising effort for Ozone House. They have provided leadership in special services and have shared their school experiences during COVID.

**Service:** Youth partnered with the Outreach Ministry Team to send Valentine cards to our elder church members. The College Care Package tradition was continued and expanded, becoming "Care Cards" sent to college age members and recent graduates.

**All Church Zoom Games:** Youth Group hosted two All Church Zoom Game Events, an alternate version of the popular Board Game Night, encouraging intergenerational fellowship.

**Farewell to Pastor Lily:** The Youth gathered in the church parking lot in March for an in person opportunity to say goodbye to Pastor Lily who has been the Minister of Spiritual Growth and Development and primary Youth Group leader.

**Young Adult:** The most consistently engaging project for this age group has been the annual mission trip. The planned June 2020 trip to Cincinnati to volunteer for the Summer Youth Program at Washington UCC was cancelled due to Covid-19. We donated the \$590 raised for the trip to Washington UCC. No trip for 2021 has been planned.

**Looking Forward:** We hope to resume in person programming as soon as conditions allow and to expand our team.

# BETHLEHEM UCC OPEN AND AFFIRMING (ONA) STANDING COMMITTEE 2020-21 ANNUAL REPORT

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

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

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

During the 2020/21 program year, the ONA Committee led Bethlehem's sponsorship of the Ann Arbor Pride event, which along with other events during the pandemic was a virtual, online event that was held in August. This virtual event, and Bethlehem's sponsorship support of the local artists who performed, was seen by over 20,000 viewers in 11 countries.

In addition to the pandemic, another major topic throughout our nation during the 2020/21 program year - - the awareness of historical and continued presence of systemic racism toward Black, Indigenous and people of color (BIPOC) - - inspired some members of Bethlehem into action to the benefit of others in our congregation. Chloe Schmerberg, Tim Authier, Sue Wortman and Lily Tinker-Fortel organized and then led three different educational sessions for Bethlehem members. The topics of these multi-week sessions were White Privilege, Biases, and Mass Incarceration. These sessions were very well attended and were informative, enlightening, and very engaging for the participants. The leadership of these four individuals, and the participation levels and reactions/feedback of the participants was tremendous, and highlighted that there is much more to do as a nation, and here at Bethlehem if we are to truly "*welcome the diverse tapestry of all people, no matter their age, race, nationality, ethnicity,*

*economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression.”*

One way in which the ONA Committee is responding to this need is, as part of the replacement of our worn and deteriorated “Rainbow Doors” outside of the church that displays to our neighbors and community that at Bethlehem we understand that “God’s Doors Are Open To All,” we will be adding a black door and a brown door to the display to more fully demonstrate the broader meaning of our Covenant of Welcome.

Finally, on Sunday, May 23, 2021 we celebrated as part of the Pentecost worship service 5 years as an Open and Affirming Congregation. Though this is noteworthy, our work to grow, live and show everyone that Bethlehem UCC as “radically inclusive” in sharing the message of God’s love to everyone continues, perhaps more so than before. So, if you are interested in, or feel called to help these efforts - - perhaps by assisting with projects or events, or participating on the Committee, please contact the Church office, myself, or other Committee members.

Respectfully submitted,

Cresson Slotten  
ONA Committee Chair

# NOMINATIONS COMMITTEE ANNUAL REPORT 2021

The Nominations Committee, whose members are Cress Slotten and Kathy Warner, is bringing the following nominations to the Congregation at the Annual Meeting on June 13, 2021:

## **Leadership Council**

Ron Dechert	President
Jim Rowan	Vice President (filling 2 years of unexpired term)
Rachel Hemp	Secretary
Pete Hendershot	Treasurer

## **Cemetery Board**

Sue Buday	Elected Member
Jim Lutz	Elected Member
Mary Friend	Elected Member (filling 2 years of unexpired term)

## **Facilities Ministry Team**

Tim Schenk	Elected Member
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## **Finance Ministry Team**

Karen Samford	Elected Member
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## **Youth and Young Adult Ministry Team**

Katie Rowan	Chair
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## **Member Care Ministry Team**

_____	Chair
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## **Nominations Committee**

Cresson Slotten	Chair
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The Nominations Committee itself, and on behalf of the Congregation, would like to express our sincere thanks and gratitude to those who have faithfully served Bethlehem UCC in elected positions and are now leaving those positions: John Samford (President); Ron Dechert (Vice President, moving to President); Tim Authier (Leadership Council Secretary); Jim Rowan (Treasurer, moving to Vice President); Tom Ziesemer (Facilities Ministry Team Elected Member); and, Jenny Foster (Member Care Ministry Team Chair). Thank you all for your dedicated service to Bethlehem UCC.

Respectfully submitted,  
*Cresson Slotten, Chair*

# BIOGRAPHIES FOR NOMINATED INDIVIDUALS

## **Leadership Council**

**Ron Dechert**, candidate for President, and his wife Alice Dechert joined Bethlehem in 1982. They have two married daughters (Brynn, Megan) who were baptized at Bethlehem as well as four grandchildren. Prior to being nominated for President, Ron was involved in many aspects of Bethlehem. Ron was a Sunday School teacher for our kindergarten youth. After several years in that role, Ron and Alice became middle school youth group advisors, working with Pastor Jahnke in that capacity for approximately 10 years. While serving as a youth group advisor, Ron continued to doing Sunday School instruction with Tom Ziesemer supporting our eighth graders for approximately eight years. For the past four years Ron has served on our Leadership Council as Vice President of Bethlehem and leadership council liaison to our Facilities Ministry Team. Professionally, Ron has been an employee of the University of Michigan Health System for 44 years and the UM-School of Nursing for the last 4 years. Ron just started his 49th year of continuous employment and service to the University of Michigan and continues to serve the School of Nursing in a part-time capacity as a Research Specialist and Project Manager. Ron and Alice continue to serve our local community representing Bethlehem each month at the Delonis Community Kitchen helping to feed our local homeless population.

**Jim Rowan**, candidate for Vice President (filling two years of an unexpired term), has attended Bethlehem since 1987, and has been a member since 1996. He has been the director of the handbell choir since 1995. Jim has also sung in the choir, and served on the Christian Education committee. He is currently serving as church Treasurer. Jim is retired from Michigan Medicine, where he worked as a psychologist. He is married to Katie, and has two adult children, Mike and Tina.

**Rachel Hemp**, candidate for Secretary, moved to Ann Arbor in 2017 and joined Bethlehem UCC in 2019. She has sung in Bethlehem's choir since 2019. She previously served as the Financial Secretary at University Lutheran Church in Champaign, IL.

**Pete Hendershot**, candidate for Treasurer, has attended BUCC since 2018 and joined in May of 2020. A resident of Ann Arbor since 1961, Pete graduated from Huron High School in 1980 and then went on to MSU receiving degrees in History and Geography. He currently resides in Chelsea and has been a Real Estate Appraiser for over 30+ years, and with Affinity Valuation Group for the last 18 years. He is in a committed long-term relationship with his partner, and she is also a new member of the church. Between the two of them, they have four great kids who are productively working locally and happy to see how they've helped contribute to the greater Ann Arbor community. For fun, Pete enjoys weekly games of volleyball, pickleball, soccer and biking. He is involved with volunteering at Peace Neighborhood Center, Food Gatherers and Habitat for Humanity.

## **Cemetery Board**

**Sue Buday**, candidate for a second term as Cemetery Board Elected Member, and her husband Brian Buday became members of Bethlehem in the spring of 1982. Their children, Scott and Sydney were baptized and confirmed at Bethlehem. As a family, the Budays took part in the Habitat trips and other church activities. Sue has served on various boards, committees and



has twice served as President of the congregation. She looks forward to continuing her service on the Cemetery Board.

**Jim Lutz**, candidate for a second term as Cemetery Board Elected Member, is a third-generation life member of Bethlehem. This will be Jim's second term on the Cemetery Board, and he was also on the board for six years in the 90's. Jim is looking forward to continue to improve the cemetery as part of the dedicated management of the Board.

**Mary Friend**, candidate for Cemetery Board Elected Member (filling two years of an unexpired term), Mary Friend is a lifelong member of Bethlehem Church. In the recent past she has served on the Member Care Ministry Team, Cemetery Board, Archives Committee and has worked as an office volunteer. In her free time, Mary enjoys outdoor activities and working on genealogy.

#### **Facilities Ministry Team**

**Tim Schenk**, candidate for Facilities Ministry Team Elected Member, joined Bethlehem 22 years ago along with his wife, Barb. Both their children, Rachel and John, were baptized, grew up and were confirmed here. Tim has prior experience coordinating the Men's Rotating Shelter program for a number of years.

#### **Finance Ministry Team**

**Karen Samford**, candidate for a second term as Finance Ministry Team Elected Member, joined Bethlehem in 2007. She served 3 years on the Leadership Council, followed by 3 years on the Finance Ministry Team. In addition, she volunteers 1 day a week in the church office and has been helping with the paperwork for cemetery purchases and burials as well as working to get older typed and handwritten records computerized. Her husband John is finishing the last of three years as President. You will most likely know her as Noah's grandmother.

#### **Youth and Young Adult Ministry Team**

**Katie Rowan**, candidate for a second term as Chair of the Youth and Young Adult Ministry Team, has been a Bethlehem member since 1987. She has been active in the music program, Habitat outreach trips, and has volunteered at Peace Neighborhood Center and Food Gatherers. Katie is a retired AAPS music teacher and enjoys walking, reading, playing the violin (and the ukulele!), and spending time with husband Jim and adult children, Mike and Tina.

#### **Nominating Committee**

**Cresson Slotten**, candidate for a second term as Chair of the Nominating Committee, joined Bethlehem after college with his parents, Gene and Marie, and then fiancée Karen in 1987. He and Karen were married at Bethlehem and raised their children, CJ and Jenna, here. He has been involved in many positions, including serving on the Leadership Council, as well as chairing a pastoral search committee, and the ONA Task Force. A long-time usher, he was on the Nominations Committee for a couple of years prior to his first term as Chair. After working for the City of Ann Arbor for nearly 34 years, he is semi-retired and is currently working part-time for OHM Advisors an engineering/architecture/planning consultant firm in Livonia.

# MEMORIALS AND HONORARIUMS 2020-2021

## MEMORIALS

### **CEMETERY FUND**

Tom Seyfried

### **CEMETERY MAINTENANCE FUND**

Bob Dylenski

Conrad & Norma Foster

Norm & Helen Grob

### **CEMETERY TREE FUND**

Bob Dylenski

### **COVID-19 EMERGENCY FUND**

Tom Seyfried

### **CURRENT FUND**

Earl & Eloise Blaess

Lois Haeussler

### **GENERAL MEMORIAL FUND**

James Goforth

Art French

Marie Slotten

Norm & Helen Grob

Tom Seyfried

Tom Folk

Kennyon Edwards

Carole Katz

### **MUSIC FUND**

Susanne Waltjen

### **PROPERTY IMPROVEMENT FUND**

Sandy Dotson

John Nimz

Bill Fellenberger

Hilda McLaughlin

Bob Dylenski

Betty Diuble

Elsie Lovelace

### **RADIO FUND**

Godfrey Keppler

Margaret K. Deverick

Jim Carpenter

John Schneider

Bill Fellenberger &

Hilda McLaughlin

Robert Livesay

Gladys Schlenker

Betty Marshall

Bob Dylenski

Eleanora Gardner

### **RADIO BROADCAST SPONSORSHIP**

Dr. Wallace D. Moore

Frederick & Lela Keppler

Bill Fellenberger

Carole Katz

Art & Erna Jahnke

Laura & Joseph O'Reilly

Jean Raab

Bertha Harley

Ron Jaworowski

Laura Ann Jaworowski

Wilma Wahl

Wil A. Leonard

Hilda McLaughlin

### **SCHOLARSHIP FUND**

Art French

## HONORARIUMS

### **EASY WATER FOR EVERYONE FUND**

Lily Tinker Fortel Ordination

Pastor Lily & Steve Marriage

### **HOLIDAY OUTREACH APPEAL**

Pastor Lily Ordination

### **OZONE HOUSE FUND**

Pastor Lily Tinker Fortel

### **RADIO BROADCAST SPONSORSHIP**

Pastor Lily Tinker Fortel

**Bethlehem United Church of Christ**  
**Analysis of Revenues & Expenses - Summary**  
**Fund: General Fund**  
**June 2020 to May 2021**

Accounts	MTD Actual (This Year)	YTD Actual (This Year)	YTD Actual (Last Year)	Annual Budget (This Year)	% of Annual Budget Used (This Year)
<b>REVENUES</b>					
Current Offerings	\$22,205.56	\$305,994.52	\$295,597.82	\$299,593.00	102.14 %
Other Revenue	\$12,365.66	\$123,890.35	\$155,943.80	\$118,865.00	104.23 %
In and Out Income - GF	(\$6,134.63)	\$0.00	\$0.00	\$0.00	0.00 %
<b>Total REVENUES</b>	<b>\$28,436.59</b>	<b>\$429,884.87</b>	<b>\$451,541.62</b>	<b>\$418,458.00</b>	<b>102.73 %</b>
<b>EXPENDITURES</b>					
Education	\$206.00	\$1,230.27	\$1,339.57	\$1,425.00	86.33 %
Personnel	\$21,454.64	\$302,981.02	\$295,608.02	\$315,000.00	96.18 %
Administration	\$3,713.65	\$32,240.87	\$37,247.28	\$23,000.00	140.18 %
Fellowship	\$0.00	\$552.68	\$364.59	\$500.00	110.54 %
Outreach	\$0.00	\$0.00	\$7,000.00	\$7,000.00	0.00 %
Denominational Giving	\$0.00	\$9,317.00	\$15,317.00	\$9,317.00	100.00 %
Facilities					
Building Maintenance & Repairs	\$3,124.47	\$53,445.53	\$74,304.84	\$53,000.00	100.84 %
Parsonage	\$453.45	\$10,415.96	\$8,053.14	\$7,000.00	148.80 %
Utilites	\$2,523.14	\$37,256.99	\$43,472.59	\$40,000.00	93.14 %
<b>Total Facilities</b>	<b>\$6,101.06</b>	<b>\$101,118.48</b>	<b>\$125,830.57</b>	<b>\$100,000.00</b>	<b>101.12 %</b>
Worship	\$890.69	\$3,472.31	\$14,152.20	\$8,410.00	41.29 %
Welcome Ministry	\$0.00	\$537.89	\$3,956.74	\$2,125.00	25.31 %
Member Care	\$151.44	\$303.33	\$253.13	\$500.00	60.67 %
Finance	\$412.42	\$4,409.13	\$3,287.68	\$3,100.00	142.23 %
Youth & Young Adult Ministry	(\$23.64)	\$1,005.11	\$3,448.93	\$1,000.00	100.51 %
Spiritual Growth & Development	\$178.77	\$1,465.18	\$2,076.96	\$2,100.00	69.77 %
Stephen Ministries	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00 %
<b>Total EXPENDITURES</b>	<b>\$33,085.03</b>	<b>\$458,633.27</b>	<b>\$509,882.67</b>	<b>\$474,477.00</b>	<b>96.66 %</b>
<b>Net Total</b>	<b>(\$4,648.44)</b>	<b>(\$28,748.40)</b>	<b>(\$58,341.05)</b>	<b>(\$56,019.00)</b>	<b>0.00 %</b>

**Bethlehem United Church of Christ**  
**Memorial & Gifts**  
**Fund: Memorials & Gifts**  
**June 2020 to May 2021**

Accounts	Beginning Balance	Restricted Revenue	Restricted Expenses	Credit Adjustments	Debit Adjustments	Ending Balance
<b>Temporary Restricted</b>						
<b>Memorials &amp; Gifts - Facilities</b>						
00020.114.01 - Property Improvement Fund	\$7,003.06	\$0.00	\$0.00	\$53,905.00	\$51,540.00	\$9,368.06
00020.117.01 - Feldkamp Trust Fund Income	\$11,648.23	\$0.00	\$0.00	\$7,993.67	\$9,055.00	\$10,586.90
00020.120.01 - Heating & A/C Improvement Fund	\$1,114.00	\$0.00	\$0.00	\$0.00	\$652.00	\$462.00
00020.127.01 - Roof & Mortar Repair	\$30,000.00	\$0.00	\$0.00	\$25,000.00	\$48,240.00	\$6,760.00
<b>Total Memorials &amp; Gifts - Facilities</b>	<b>\$49,765.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$86,898.67</b>	<b>\$109,487.00</b>	<b>\$27,176.96</b>
<b>Memorials&amp;Gifts- Music/Worship</b>						
00020.104.01 - Radio Fund	\$7,584.56	\$0.00	\$0.00	\$11,236.00	\$12,000.00	\$6,820.56
00020.105.01 - Music/Choir Fund	\$1,230.56	\$0.00	\$0.00	\$100.00	\$0.00	\$1,330.56
00020.109.01 - Organ Fund	\$7,086.90	\$0.00	\$0.00	\$0.00	\$3,695.60	\$3,391.30
00020.110.01 - Handbell Fund	\$1,035.03	\$0.00	\$0.00	\$0.00	\$0.00	\$1,035.03
00020.112.01 - Alternative Worship Fund	\$144.03	\$0.00	\$0.00	\$0.00	\$0.00	\$144.03
00020.129.01 - Video Ministry	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Memorials&amp;Gifts- Music/Worship</b>	<b>\$17,081.08</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,336.00</b>	<b>\$15,695.60</b>	<b>\$12,721.48</b>
<b>Mem &amp; Gifts - Cemetery Board</b>						
00020.101.01 - Cemetery Maintenance Fund	\$995.00	\$0.00	\$0.00	\$2,968.00	\$3,813.00	\$150.00
<b>Total Mem &amp; Gifts - Cemetery Board</b>	<b>\$995.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,968.00</b>	<b>\$3,813.00</b>	<b>\$150.00</b>
<b>Memorials &amp; Gifts - CEC</b>						
00020.106.01 - Church School Fund	\$6,933.91	\$0.00	\$0.00	\$270.00	\$270.00	\$6,933.91
<b>Total Memorials &amp; Gifts - CEC</b>	<b>\$6,933.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$270.00</b>	<b>\$270.00</b>	<b>\$6,933.91</b>
<b>Memorials &amp; Gifts - Finance</b>						
00020.107.01 - Brewster Estate Fund	\$1,895.69	\$0.00	\$0.00	\$0.00	\$0.00	\$1,895.69
00020.108.01 - Tree of Life Fund	\$18,097.05	\$0.00	\$0.00	\$600.00	\$0.00	\$18,697.05
00020.111.01 - General Memorial Fund	\$19,925.00	\$0.00	\$0.00	\$18,006.73	\$2,048.57	\$35,883.16
00020.115.01 - Kulenkamp Trust Fund	\$4,191.51	\$0.00	\$0.00	\$0.00	\$0.00	\$4,191.51
00020.118.01 - Welcome Special Projects Fund	\$16,760.81	\$0.00	\$0.00	\$0.00	\$1,750.00	\$15,010.81
00020.126.01 - Capital Campaign - Fellowship Hall	\$978.20	\$0.00	\$0.00	\$2,220.00	\$0.00	\$3,198.20
00020.128.01 - Stephen Ministry	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
00020.199.01 - End of Year Close Account	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00
<b>Total Memorials &amp; Gifts - Finance</b>	<b>\$61,848.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$20,946.73</b>	<b>\$3,798.57</b>	<b>\$78,996.42</b>
<b>Memorials &amp; Gifts - Youth</b>						
00020.123.01 - Intergenerational Mission Fund	\$7,496.81	\$0.00	\$0.00	\$0.00	\$590.00	\$6,906.81
00020.124.01 - Youth Fund	\$21,002.90	\$0.00	\$0.00	\$45.00	\$3,820.56	\$17,227.34
<b>Total Memorials &amp; Gifts - Youth</b>	<b>\$28,499.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45.00</b>	<b>\$4,410.56</b>	<b>\$24,134.15</b>
<b>Memorials &amp; Gifts - Outreach</b>						
00020.125.01 - Outreach	\$933.00	\$0.00	\$0.00	\$9,715.00	\$7,000.00	\$3,648.00
<b>Total Memorials &amp; Gifts - Outreach</b>	<b>\$933.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,715.00</b>	<b>\$7,000.00</b>	<b>\$3,648.00</b>
<b>Total Temporary Restricted</b>	<b>\$166,056.25</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$132,179.40</b>	<b>\$144,474.73</b>	<b>\$153,760.92</b>

Bethlehem United Church of Christ  
Balance Sheet  
May 2021

Accounts

ASSETS		
<b>Current Assets</b>		
00000.002.01 - General Checking	\$113,811.11	
<b>McKay Funds</b>		
00000.025.01 - McKay Funds Checking	\$5,287.07	
<b>Total McKay Funds</b>	<u>\$5,287.07</u>	
<b>Total Current Assets</b>		<b>\$119,098.18</b>
<b>Investments</b>		
00000.010.01 - Bank of Ann Arbor Investment	\$841,099.18	
<b>Total Investments</b>		<u><b>\$841,099.18</b></u>
<b>Total ASSETS</b>		<u><u><b>\$960,197.36</b></u></u>
LIABILITIES, FUND BALANCE, & Restricted Funds		
<b>LIABILITIES</b>		
00000.065.01 - State withholding taxes	\$1,107.88	
00000.070.01 - Marshall Flower Fund	\$196.16	
<b>Total LIABILITIES</b>		<u><b>\$1,304.04</b></u>
<b>FUND BALANCE</b>		
00000.040.01 - Fund Balance	\$849,651.46	
Excess Cash Received	<u>(\$44,519.06)</u>	
<b>Total FUND BALANCE and Excess Cash Received</b>		<b>\$805,132.40</b>
<b>Restricted Funds</b>		
Total Temporary Restricted	<u>\$153,760.92</u>	
<b>Total Restricted Funds</b>		<u><b>\$153,760.92</b></u>
<b>Total LIABILITIES, FUND BALANCE, &amp; Restricted Funds</b>		<u><u><b>\$960,197.36</b></u></u>

# BETHLEHEM CEMETERY BOARD

Beginning of the fiscal year for 2020-2021, the Cemetery Board with our finances in good standing, reviewed items that we felt necessary to complete during the year. Brad's Ultimate Service continued to provide excellent care in maintaining the grounds, advising the board on concerns and excellent service in regards to prospective purchasers of grave sites.

One of the items on our list was to provide a cross for the Memorial Gardens, which was completed at the end of the summer of 2020. The cross was designed and built by Robert Shrock. Donations made to the cemetery were used for the purchase and installation of the cross.

We are thankful for the support from church staff and volunteers in help in maintaining our records and directing the cemetery phone calls to the appropriate board members. Special thanks to Susan Irwin, John and Karen Samford for your endless hours of support.

Submitted by,

Susan Buday

**BETHLEHEM CEMETERY ASSOCIATION****December 31, 2020****Checking Account****Balance January 1, 2020** **\$51,488.35****Receipts:**

Sales: Lots	\$64,985.00
Sales: Niches	\$1,900.00
Burials	\$75,850.00
Engraving	\$220.00
Foundations	\$225.00
Deed Transfer	\$300.00
Interest	\$26.67
Other Income	\$280.00
Contributions/Memorials	\$2,670.00
<b>Receipt Total</b>	<b>\$146,456.67</b>

**Disbursements:**

Office Secretary	\$3,600.00
Audit	\$500.00
Grounds Maintenance Contract	\$43,932.00
Openings & Closing Fees	\$22,425.00
Software Maintenance	\$720.00
Cemetery Supplies	\$251.01
Scrolls and Engraving	\$980.04
Telephone & Internet	\$505.49
Water	\$5,624.24
Electric	\$1,683.96
Propane Gas	\$432.42
Office/Building Supplies	\$44.51
Road Maintenance	\$150.00
Trees & Shrubs	\$8,500.00
Grounds Maintenance	\$7,600.00
Miscellaneous	\$162.95
Memorial Garden	\$1,384.64
Topsoil	\$784.00
Commission on Sales	\$6,688.50
Dumpster	\$1,071.00
<b>Disbursement Total</b>	<b>\$107,039.76</b>

**Transfer out to Cemetery Association investment account** **\$22,400.00****Transfer out to Perpetual Care investment account** **\$10,032.75**

Adjustment \$104.64

**BALANCE December 31, 2020** **\$58,577.15****Graves/Niches Sold** **49****Openings/Closings** **68****Perpetual Care Account Balance** **\$812,683.91****Cemetery General Investment Trust Account Balance** **\$331,296.25**

# **Bylaws**

*of*

## **Bethlehem United Church of Christ of Ann Arbor, Michigan**





# **Bethlehem United Church of Christ Bylaws**

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## **Bethlehem United Church of Christ Bylaws**

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

### **Article I     Name**

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

### **Article II     Purpose**

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

### **Article III    Affiliation**

In keeping with its mission and vision, and in accordance with the standards and guidelines of the United Church of Christ, BUCC has been designated as an “Open and Affirming” congregation of the United Church of Christ. (May, 2016)

### **Article IV     Doctrine**

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

### **Article V     Membership**

#### **Section 1   Eligibility**

BUCC is an open and affirming congregation, accepting into Church membership all who believe in Jesus Christ as our Lord and Savior without regard to age, race, nationality, ethnicity, economic circumstance, marital or family status, physical or mental ability, sexual orientation, gender identity, or gender expression.

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

Upon the recommendation of the Pastor, Members may be received into BUCC by Baptism, Confirmation, confession of faith, reaffirmation of faith, or presentation of a letter of transfer from another church. All Members shall be welcomed into BUCC during a service of worship.

## **Section 2 Privileges**

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

## **Section 3 Responsibilities**

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

Members who are unable to meet these responsibilities due to age, military service, attendance at college, or illness or infirmity shall be exempt from these responsibilities.

## **Section 4 Release**

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

## **Section 5 Termination**

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

Members whose addresses are unknown or who have not communicated with the Church or contributed to its support for a period of three years, shall be transferred to an inactive list. From the date of this transfer such persons shall cease to be reported on the active membership roll. Members remaining on the inactive list for a period of three years shall, by a vote of the Leadership Council, be removed from the inactive member roll.

## **Section 6 Others Participating in the Bethlehem Community**

Individuals who are unable or otherwise not in a position to become members of the Church, or those who are on the inactive list, are welcome to attend worship, request and receive newsletters and other similar communications from the Church, participate in programs and other events

offered by the Church, and otherwise participate in the life of the Church. Such individuals are eligible to serve as unelected members of Ministry Teams, and serve as appointed or volunteer members of task forces or other groups, including those created by the Governing Body, Leadership Council or the Pastor. Such individuals shall have the right to attend congregational meetings and, at the discretion of the President, voice their opinions, but shall not be entitled to vote.

## **Article VI     Governance**

### **Section 1   Governing Body**

#### **A.   How Assembled**

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

#### **B.   Roles and Responsibilities**

The Governing Body:

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

### **Section 2   Leadership Council**

#### **A.   Composition**

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

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

## **B. Roles and Responsibilities**

The Leadership Council:

1. Is responsible to the Governing Body.
2. Shall, in consultation with the Pastor, engage in strategic planning for the future of the Church and, in collaboration with the various Ministry Teams, set the overall policy and direction of the Church.
3. Shall work with the Pastor, other staff, the Ministry Teams, and other laypersons to implement that strategic direction.
4. Shall call an Annual Meeting of the Governing Body as set forth in Article VIII of these Bylaws.
5. Shall call special meetings of the Governing Body as set forth in Article VIII of these Bylaws.
6. May call other special meetings of the Governing Body at its discretion.
7. Shall meet within two weeks of the Annual Meeting of the Governing Body and shall meet regularly thereafter.
8. Shall keep a record of its proceedings.
9. Shall receive a recommended annual operating budget from the Finance Ministry Team and, upon approval, recommend the operating budget to the congregation.
10. Shall hire any interim Pastor, establish the terms and conditions of employment of any interim Pastor, and have the authority to terminate a relationship with any interim Pastor.
11. Shall establish the terms and conditions of employment of the Pastor. In establishing the financial terms of the Pastor's relationship with the Church, the Leadership Council shall coordinate with the Finance Ministry Team.
12. Shall establish and provide support to a search committee for a Pastor when there is a vacancy.
13. Shall conduct an annual performance review of the Pastor.
14. Unless otherwise directed by the Governing Body, shall consider and act on recommendations of the Pastor, within the financial parameters established in the budget and the strategic parameters set by the Leadership Council, to call ordained staff or to terminate a relationship with ordained staff.
15. May create committees and task forces to assist in carrying out the Leadership Council's responsibilities or other functions related to the Church.
16. Except as to the office of President, shall, in consultation with Nominations, appoint members to fill vacancies in unexpired terms of elected positions of the Church until the following Annual Meeting.
17. Shall coordinate with Ministry Teams and other groups of the Church considering policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church before any such actions are implemented.

18. Shall establish policies and procedures related to the overall strategic direction of the Church and shall review and revise existing policies and procedures related to the overall strategic direction of the Church. Upon adoption, the Leadership Council shall provide any such policies and procedures to the Secretary.
19. Shall receive, review and act on requests from any Ministry Team or other group of the Church for unbudgeted, extraordinary expenditures greater than \$5,000.00 but less than \$15,000.00. The Leadership Council may approve such requests if in its judgment the request is not an appropriately budgetable expenditure, the financial condition of the Church supports the expenditure, and the request is a valuable expenditure of Church resources. The Leadership Council may request the input of the Finance Ministry Team in making its determination. The Leadership Council shall advise the Governing Body of the request and approval at the next duly called meeting of the Governing Body.
20. Shall receive, review and promptly act on, in accordance with these Bylaws, reports from the Member Care Ministry Team with respect to members not meeting their membership responsibilities.
21. Shall annually, or more often if requested by the Governing Body, provide a summary written report of its activities to the congregation.
22. Shall serve as the Board of Directors of the Church.

### **C. President**

The President:

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

### **D. Vice President**

The Vice President:

1. Shall preside over congregational meetings or Leadership Council meetings upon delegation of the President due to the President's inability to attend.

2. Shall preside over any congregational meeting or portion of such meeting where the business of the meeting pertains to the President.
3. Provides advice and counsel to the Pastor with respect to personnel matters of the Church staff.

#### **E. Secretary**

The Secretary:

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

#### **F. Treasurer**

The Treasurer:

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

### **Section 3 Finance Ministry Team**

#### **A. Composition**

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

#### **B. Roles and Responsibilities**



#### The Finance Ministry Team:

1. Shall secure the funds necessary and appropriate to support the Church.
2. Shall annually prepare, in consultation with the Leadership Council, other Ministry Teams, the Pastor, and other ordained staff, an operating budget for consideration and approval by the Leadership Council.
3. Shall, after approval by the Leadership Council, present the annual budget to the Governing Body for its consideration.
4. Shall coordinate with and support the Treasurer in fulfilling the Treasurer's roles and responsibilities.
5. Shall encourage giving toward and oversee the Church's monetary funds, including Memorials and Gifts, investments, and any endowment funds.
6. Shall ensure that the monetary funds of the Church are prudently invested.
7. Shall coordinate with the Leadership Council to request and provide for appropriate funds to carry out the Finance Ministry Team's roles and responsibilities.
8. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Finance Ministry Team shall provide any such policies and procedures to the Secretary.
9. Shall coordinate with the Leadership Council any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
10. Shall cooperate with Bethlehem Cemetery Board with respect to the investment of funds overseen by the Bethlehem Cemetery Board.
11. Shall receive and review requests for unbudgeted, extraordinary expenditures not to exceed \$5,000.00. The Finance Ministry Team may approve such requests if in its judgment the request is not an appropriately budgetable expenditure, the financial condition of the Church supports the expenditure, and the request is a valuable expenditure of Church resources. The Finance Ministry Team shall promptly advise the Leadership Council of the request and the Finance Ministry Team's approval of the request.
12. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.
13. Shall work in conjunction with an external auditor for audits to be performed at least every three years to verify the proper handling of Church funds and the accuracy of the financial records of the Church.
14. Shall promptly report audit findings and recommendations to the Leadership Council and the Governing Body.

### **Section 4 Facilities Ministry Team**

#### **A. Composition**

The Facilities Ministry Team shall be composed of three members elected by the Governing Body and such other individuals as the Facilities Ministry Team may include to assist in carrying

out its roles and responsibilities. The Facilities Ministry Team shall elect a Chair from its elected members.

## **B. Roles and Responsibilities**

The Facilities Ministry Team:

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

## **Section 5 Education Ministry Team**

### **A. Composition**

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

### **B. Roles and Responsibilities**

The Education Ministry Team:

1. Shall work with designated staff to support children's Christian education programs, including confirmation programs.
2. Shall work with designated staff to support adult Christian education programs.
3. Shall be responsible for granting educational scholarships from designated funds, if any.
4. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
5. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Education Ministry Team shall provide any such policies and procedures to the Secretary.

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

## **Section 6 Worship Ministry Team**

### **A. Composition**

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

### **B. Roles and Responsibilities**

The Worship Ministry Team:

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

## **Section 7 Member Care Ministry Team**

### **A. Composition**

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

## **B. Roles and Responsibilities**

The Member Care Ministry Team:

1. Shall encourage the involvement of new and continuing members in the life of the Church.
2. Shall regularly review member attendance and take action to connect with members becoming less active.
3. Shall engage in and coordinate activities to support members in need due to health and other reasons.
4. Shall ensure records of members, transfers, terminations of membership, marriages, deaths and baptisms are maintained.
5. Shall conduct a review of the membership rolls of the Church every three years to determine whether members are meeting their membership responsibilities; if it appears they are not, encourage their renewed commitment; in the absence of a demonstrated commitment advise the Leadership Council for its consideration and action according to these Bylaws.
6. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles and responsibilities.
7. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Member Care Ministry Team shall provide any such policies and procedures to the Secretary.
8. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
9. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

## **Section 8 Welcome Ministry Team**

### **A. Composition**

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

### **B. Roles and Responsibilities**

The Welcome Ministry Team:

1. Shall encourage a welcoming environment to prospective members in the community and within the Church building.
2. Shall foster a positive impression for visitors.
3. Shall develop and implement plans for membership growth and assimilation.
4. Shall coordinate activities of the ushers.

5. Shall coordinate with the Finance Ministry Team to request and provide for appropriate funds to carry out its roles.
6. Shall establish, review and revise policies and procedures related to its function. Upon adoption, the Welcome Ministry Team shall provide any such policies and procedures to the Secretary.
7. Shall coordinate with the Leadership Council with respect to any proposed policies or actions that would affect the strategic planning of the Church or the overall policy and direction of the Church.
8. Shall regularly report on its activities to the Leadership Council and shall annually provide a summary written report of its activities to the congregation.

## **Section 9 Outreach Ministry Team**

### **A. Composition**

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

### **B. Roles and Responsibilities**

The Outreach Ministry Team:

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

## **Section 10 Fellowship Ministry Team**

### **A. Composition**

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

## **B. Roles and Responsibilities**

The Fellowship Ministry Team:

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

## **Section 11 Youth and Young Adult Ministry Team**

### **A. Composition**

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

### **B. Roles and Responsibilities**

The Youth and Young Adult Ministry Team:

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

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

## **Section 12 Bethlehem Cemetery Board**

### **A. Composition**

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

### **B. Roles and Responsibilities**

The Bethlehem Cemetery Board:

1. Shall be responsible for the administration and maintenance of Bethlehem Cemetery and the funding of those activities.
2. Shall designate a member to serve as a liaison to the Finance Ministry Team with respect to the investment of funds overseen by the Bethlehem Cemetery Board.
3. Shall be responsible for developing, reviewing, revising and maintaining its own policies and procedures related to the administration and maintenance of Bethlehem Cemetery.
4. Shall annually provide a summary written report of its activities to the congregation.

## **Section 13 Nominations Committee**

### **A. Composition**

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

### **B. Roles and Responsibilities**

The Nominations Committee:

1. Shall be responsible to the congregation to identify and present at least two weeks in advance of the Annual Meeting one or more eligible candidates to fill all open elected positions identified in the Bylaws.
2. Shall advise the Pastor and Leadership Council of the candidates for the open elected offices prior to the Leadership Council's call of the Annual Meeting.

3. Shall, upon request, assist the various Ministry Teams and the Auditing Committee in identifying individuals with the aptitude for and interest in serving as unelected members.

## **Article VII    Terms of Elected Office and Term Limits**

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

### **Section 1   Leadership Council**

#### **A.   President**

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

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

#### **B.   Other Leadership Council Positions**

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

### **Section 2   Finance Ministry Team and Facilities Ministry Team**

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

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

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



### **Section 3 Bethlehem Cemetery Board**

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

### **Section 4 Other Elected Offices**

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

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

### **Article VIII Meetings of the Governing Body**

There shall be an Annual Meeting of the Governing Body, held no earlier than May 1 and no later than June 15 of each year. The Leadership Council shall select the date, time and place for this meeting. At the Annual Meeting, the Governing Body shall (1) elect, by majority vote of those members present and voting, eligible members to fill all open elected positions of the Church for the following fiscal year beginning June 1; (2) receive and act on an annual budget for the June 1 to May 31 fiscal year as recommended by the Finance Ministry Team and Leadership Council; (3) receive annual reports from each ministry team and committee; and (4) conduct any other business that may come before it.

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

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

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

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

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

## **Article IX     Administration**

### **Section 1   Pastor**

#### **A.   Qualifications and Selection**

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

#### **B.   Responsibilities**

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

1. Shall care for the general welfare of the congregation.
2. Shall preach the Gospel, administer the sacraments and rites of the Church, and oversee all worship services.
3. Shall minister to the sick and those otherwise in need.
4. Shall administer the activities of the Church in cooperation with the Leadership Council, the Ministry Teams, and the ordained and other staff.
5. Shall support the Leadership Council in its role of strategic planning for the future of the Church and setting the overall policy and direction of the Church.
6. Shall serve as a member ex officio of the Leadership Council and attend Leadership Council meetings except to the extent the Leadership Council is discussing the performance and evaluation of the Pastor. The Pastor shall have a voice on matters coming before the Leadership Council, but shall not be entitled to vote. If the Pastor is unable to attend a Leadership Council meeting, he or she is entitled to delegate such responsibility to an Associate Pastor or other ordained staff.
7. Shall recommend to the Leadership Council the call or termination of ordained staff within the parameters established in the budget and the strategic direction established by the Leadership Council. The Pastor shall be responsible for directing, developing, and evaluating ordained staff.
8. Unless otherwise specified by the Governing Body, shall, within the parameters of the budget, be responsible for hiring, directing, developing, evaluating and, as the Pastor determines appropriate, terminating the employment of non-ordained staff.
9. Shall receive advice and counsel from the Vice President with respect to personnel matters.
10. Shall, in consultation with the Vice President, annually recommend to the Finance Ministry Team and the Leadership Council a budget for the compensation and benefits of all staff.

11. May, in consultation with the Leadership Council, establish committees or task forces to assist in fulfilling the Pastor's role or otherwise support the Church.
12. Shall have the right to grant or deny requests for other clergy to perform any religious ceremony in the Church, none of which shall be performed without the Pastor's consent. The Pastor shall have the right to delegate the responsibility of leading a worship service to an ordained guest minister during the temporary absence of the Pastor or for a particular special occasion.
13. Shall annually provide a summary written report of his or her activities to the congregation.

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

## **Section 2 Associate Pastor(s) and Other Ordained Staff**

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

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

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

## **Section 3 Non-Ordained Staff**

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

## **Article X Property**

The Church may in its corporate name acquire real and personal property by purchase, gift, devise, bequest or other lawful means. The Church may utilize its real and personal property for any lawful purpose, and may transfer, rent, lease, mortgage or otherwise encumber, sell, assign, or convey such property. The Church may receive and hold in trust both real and personal

property. The real property, personal property, and all monies of the Church shall be under the care of the Board of Directors, which is the Leadership Council.

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

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

#### **Article XI    Conflicts of Interest**

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

#### **Article XII    Rules of Order**

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

#### **Article XIII    Amendment**

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

#### **Article XIV    Dissolution**

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

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

Effective Date: January 25, 2015

Amended by vote of the Governing Body on June 14, 2020