

## **LEADERSHIP COUNCIL MEETING MINUTES: May 27, 2021 4:45 PM**

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

**Guests:** Karen Samford-representative of Finance Ministry Team & Kathy from the Nominating Committee

- **Opening Prayer** - Pastor John provided a reading from Isaiah and a prayer.

- **New Business**

- 1. Slate recommendation from Nominating Committee to approve passing on to Governing Body**

Kathy read the names of those to be part of the Governing Body

In response to a question Kathy provided the information for how the nominees were gathered.

Motion to take the recommendation to the Governing Body was passed by all.

- 2. Budget recommendation from Finance Ministry Team to approve passing on to Governing Body**

Karen Samford provided an update on the pledge campaign and the current budget. She reviewed the amount of money, updated with grants and information relative to what was donated and she reviewed the allocations for expenditures.

Discussion regarding the budget ensued. It has come in with a much improved budget and expenditures. Leadership Council expressed how pleased it was with the work of the Finance committee. Further discussion regarding investments and dividends and how we grew in our funds took place.

Motion to take the budget as presented put forth. All voted in approval.

- 3. Michigan Department of Health and Human Services May 15, 2021 Gatherings and Face Mask Order**

- 4. Reopening BUCC for worship (See Notes)**

Discussion of #3 & #4 combined -

Noted that the changes from governing medical bodies have created a moving target.

Struggle with how to keep up and stay ahead. How to re-enter and what will be the regulations for the church were brought up.

Considerations:

- Motion to move forward with a recommendation to reopen for in person worship on or after 7/4/21 put forth. Motion passed with all voting yes.
- Motion to permit fully vaccinated persons are not required to social distance or wear a mask while in the building while those who are not vaccinated will be required to wear a mask. Included in this motion is the appropriate signage will be posted to reflect this policy. Motion passed with all voting yes.
- Motion to allow Ground Cover to bring their volunteers inside to their own space for

meetings. They will continue to maintain their mitigation processes and cleaning. Their volunteers and staff will be required to follow the same procedures as BUCC - fully vaccinated may be allowed to not wear a mask, anyone not vaccinated must wear a mask. Motion passed with everyone voting yes.

**Approval of [minutes from 4/22/21 Leadership Council meeting](#)**

Minutes approved.

● **Old Business**

**1. Items from [timeline](#)**

**Congregation Annual Meeting**

- **Announcement letter has gone out to congregation**
- **Sunday June 13 after worship (still [Zoom](#))**
  - **Election to fill vacancies**
  - **Brief Annual Reports**
  - **Vote on budget**
  - **Matters arising, esp. approval of up to \$20,000-ish for roof repair<<--New!**

Question about the potential of distributing information to ministry teams in advance. Email blast on the Friday before - here are the slate of officers recommended.

**2. Rental of 437 S. Division (included in budget)--shall we move forward?**

- **Filling out city rental form**
- **Filling out city appraisal form**

John S. explained the rental process and information required to move forward.

Question regarding the posting for the vacated position was raised. Pastor John updated the council. The next question was to explore if taking the house away as rental property would limit Pastor John's ability to hire somebody. Pastor John said that it would not. The idea of an ordained minister or someone similarly qualified came up and leadership Motion to have John take the necessary steps to move forward to rent the house was made. Everyone voted yes.

● **Reports**

**1. Stewardship pledge drive**

Jim provided an update regarding the pledge drive. Shout out to the entire Stewardship campaign.

**2. Ministry Teams liaisons**

Ron shared an update from the Facilities committee - noting that there's a part of the roof that needs repair. He also noted that there's a leak in the fellowship floor to be tended to.

**3. Pastor John**

John shared his desire to schedule a decommissioning of old officers and a commissioning of new officers.

Thank you to the council as this is the last meeting of this council.

- **Notes**

1. A memo from Washtenaw County regarding updated Michigan Department of Health and Human Services orders is [in a file next to this agenda](#). The Covid Task Force asked this be on the agenda.
2. Motion: proposed step 1 opening for in-person, indoor services will be set as July 4, 2021 pending allowance of restrictions established by CDC and state and agreement by Pastor Kennedy, Leadership Council, and worship ministry team.  
Ron Dechert

- Future items:

1. Summer Leadership picnic?
2. Moving items in personal Google Drive accounts to be under BUCC ownership  
Editing rights to all of the Team to allow access and work if need arises; Suggest that the President or Leader of the Team makes an agenda, copies it and rename it as minutes. Then the secretary uses the minutes but it's "Owned" by the President?
3. Survey Task Force--Worship Ministry Team wants to do radio (& more); Member Care, others?  
This is the year of the congregational survey as part of the pastoral evaluation process.
4. Installation of officers--back in the sanctuary?

**FINANCE MINISTRY TEAM**  
**May 13 & 20, 2021**

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

**Invited:** Ron Dechert - Leadership Council Vice-President

**May 13, 2021 Meeting**

McKay income for the next year will be \$18,720 for each of the three categories. This is more than we had expected. We decided to put \$12,000 in the operations budget from the Building and Congregational Benevolence, saving some for next year. Pastor Kennedy agreed to this.

We began work to revise the Fiscal 2022 budget but decided to meet again on the 20<sup>th</sup> after more pledges had been received.

**May 20, 2021 Meeting**

**Memorials and Gifts** – We have received donations for Video Ministry and Stephen Ministry. We agreed new accounts would be created for these gifts: Video Ministry under Worship and Stephen Ministry under Finance.

**Expected 2021 Year End** - The shortfall for 2021 will be closer to \$24,000 than the projected \$56,319.

**2022 Budget –**

A gift of \$45,000 will help the non-pledged offerings.

We spent the remainder of the meeting revising the Budget to present to Leadership Council May 27.

**Miscellaneous** - Further roof repairs are needed. The current cost estimate is \$20,000 but further investigation is needed.

**Next meeting**, Thursday, June 10, 2021 at 7:00

Submitted by Karen Samford

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 05/11/2021**

Present: Tom Ziesemer, John Irwin, Michelle Loukotka, Ron Dechert, Steve Darr, Mike Haab, Julie Rhodes

Absent: Pastor John Kennedy,

The meeting was called to order at 3:35 pm.

Minutes of the 03/16/2021 and 04/06/2021 were approved as printed.

**FINANCIAL REPORTS:**

- a. Once again, our overall budget continues to be in good shape with just M&R, Emergency Repairs, and the parsonage utilities over budget.
- b. The standard charges were made to the McKay funds this month. Julie reported that she expects to get an invoice for lawn care soon.

**OLD BUSINESS:**

- a. CMR repaired the broken coil on AC at 4<sup>th</sup> Avenue parsonage that was broken when they installed the furnace. We are to advise them if we have any issues this summer.
- b. Butcher and Butcher started roof work April 26<sup>th</sup>. While repairing the scuppers and gutters they found an area behind one of the scuppers where wood was rotted and foam insulation was wet. A meeting is scheduled with them tomorrow [May 12<sup>th</sup>] to get the costs they anticipate to repair this heretofore unknown damage. With this knowledge Facilities will consult with Finance to identify funding and set a date for completion as soon as possible.
- c. Kris Kraft was awarded the job of replacing porch decking at 4<sup>th</sup> Avenue house. He will start this month.
- d. Facilities changed filters in Heating/AC units in sanctuary.
- e. Steve Darr will seek a third bid for repair and waterproofing of the foundation wall on the south side of the building in order to proceed with that project.
- f. CMR is to add additional heat element in FH [in the room where chairs are stored].
- g. This week or next week, CMR manager Andy Bobo will bring in a team to cut out floor in front of FH serving area to determine where the leak is and how extensive the leak is.

**NEW BUSINESS:**

- a. The kitchen drain leak in the Hewett parsonage was repaired. It required removal of the sink, disposal, one cupboard and countertop. Jim Stadel assisted Facilities in this work. Jim also cleaned the water line to the washer which was not filling properly.
- b. Pastor John reported that Pat Walters believes that hard water is clogging the water line to the humidifier. The valve has been replaced four times since 2017. Walters advised that water softener would solve this problem. We declined to replace the nonfunctional softener; water in Ann Arbor is considered moderately hard. No one on the team is aware of anyone who uses a softener if they are on city water.
- c. Food Gatherers picked up their barrel from the Library at our request.

- d. Following the damage to the heating pump fan in the courtyard when ice from the building fell on it, CMR has recommended a canopy be placed over the equipment to avoid further damage. This was done as warranty work. Jim Stadel is researching.
- e. Plans were finalized for the Foster family wedding on May 22<sup>nd</sup>.

**COVID UPDATE:**

- a. Ron said following the LC May meeting there will be more information about plans to reopen the building for in-person worship.
- b. Groundcover requested they be allowed to have 1-2 people in their office at a time.
- c. Tom will choose a date for an exterior clean-up day in the near future—weed, possibly plant flowers, and clean moats.

**ESSENTIAL MAINTENANCE TASK LIST:**

- a. Clean AC filters in lounge, chapel, cinema room, and classroom E
- b. Buff floors 1<sup>st</sup> and 2<sup>nd</sup> floor halls, choir, youth room and FH
- c. Clean carpet in all areas
- d. Schedule work day to clean boiler room

**RECOMMENDED PROJECTS:**

- a. Replace some portion of steam pipes
- b. Replace doors leading from FH to hallway to elevator; consider fire door and/or handicap opening option
- c. Repair and upgrade men's restroom across from the Art Room

**ESSENTIAL MAINTENANCE TASK LISTE**

- a. Change filters in heating/air conditioning units in the sanctuary
- b. Clean air conditioning filters in lounge, chapel, cinema room, and classroom E
- c. Floor buffing: 1<sup>st</sup> & 2<sup>nd</sup> floor halls, choir and youth room, FH
- d. Carpet cleaning
- e. In April/May schedule roof inspection by B&B for September 2021.

The meeting adjourned at 5:10 pm.

**NEXT MEETING:** Tuesday, June 8<sup>th</sup> at 3:30pm.

Respectively submitted,

Michelle Loukotka

**EDUCATION MINISTRY TEAM**  
**May 5, 2021**

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

Eileen asked for ideas for a Stewardship video for this coming Sunday. Suggestions included: Zoom Sunday School, care packages, art projects, Easy water for all, Ozone House, Vacation Bible School and thanks for past support.

Thank you to Nancy for getting Mother's Day crafts out to the kids.

We want to celebrate Kelsey in July as she is graduating and moving away. We will talk about this at our June meeting.

We need to find a replacement pre-school teacher. We may wait until we are back in church for Sunday School and the position of Family Ministries and Faith Formation is filled, prior to posting this position.

Worship is asking what our part will be in the Graduation Recognition service. We will ask for photos and read the names. Karen will check in the office for copies of "*Oh, the Places You'll Go!*" and send a copy of the bulletin from last year to Eileen. Eileen will get quarters and Starbucks gift cards. Eileen will get with Worship Team and will reach out to Adrienne Paton to see if she is willing to contribute a musical piece. We questioned if this should be under Youth and Young Adult rather than Education.

**Next meeting will be June 2<sup>nd</sup>.**

Submitted by Karen Samford

**WORSHIP MINISTRY TEAM**  
**Minutes**  
**May 18, 2021**

1. Opening Prayer Pastor John
  
2. Old Business
  - a. Review April Minutes
  - b. Narrative Lectionary (June meeting)
  - c. Review of Recent Services Pastor John, David
    - i. Nothing discussed
  
3. New Business
  - a. Leadership Council Update John Samford
    - i. Annual Mtg Sun June 13: full slate of nominees except chair of Member Care
    - ii. Budget Process & Stewardship Campaign: “dream” budget proposed to Stewardship Team to be used as our “goal” for the Stewardship Campaign. Finance team working on revised budget based on pledges returned.
    - iii. Survey: is Leadership Council planning a survey? New task force being formed to coordinate across ministry teams.
    - iv. Update on job postings: we will be re-posting or re-sponsoring on Indeed
    - v. COVID Task Force recommendation: preparing for return to in-person worship; Facilities team has cleared items from pews; cushions remain; now, we need to decide when to implement plan for re-opening
    - vi. New Liaison from Leadership Council to WMT for FY22 (save for June)
  
  - b. Return to Church Digital Worship Committee A/V Club
    - i. Members: Caroline Ashenfelter, David Hahn, Gary Rogers, Kurt Schmerberg, Julie Seitz, Pastor John
    - ii. Scope: Technology needs for streaming/recording, radio access, creative content, layperson involvement
    - iii. Decision Process: return to in-person worship whether our technology is in place or not?



- iv. Sound Team: making sure we have team members set up to run the board for services or other events
- v. Liturgists: who is willing to be back in the sanctuary
- vi. May 2021 Update:
- vii. Option to consider: return to sanctuary initially even if technology not ready; pre-recorded and live service offered each week; delay return to Sept when we can have all the technology/personnel in place; show the pre-recorded video in the sanctuary with in-person audience
- viii. Multiple quotes:
- ix. Michigan Media Recommendations from Bob Berg: working to set up a meeting in the sanctuary
- x. Cost vs ROI: What volume of viewers would we want to target in order to make the investment worthwhile?
- xi. ASKING THE RIGHT QUESTIONS: Who do we want to reach and then figure out how to reach them. Who we want to attract, how to retain people, how we want to grow. How will we measure the success of this investment?
- xii. Video Fund
- xiii. Radio Fund
- xiv. First Stage: no fellowship (coffee hour could be outside), no passing of peace, no choir, no Sunday School, masks for age 5 and above, social distancing in pews for household groups, disinfection after each event, remove items from pews (motion from COVID Task Force to LC to set first worship service for July 4, maybe July 11)
- xv. Second Stage: add in choir and instruments, congregational singing can resume
- xvi. Third Stage: chapel can resume
- xvii. Fourth Stage: resume coffee hour and Sunday School
- xviii.

c. Creative Worship Planning Update  
Jennifer

Pastor, David,

- i. John Samford's video for the radio campaign: add to last Sunday of the month (5/30)
- ii. Upcoming Services: ONA Anniversary Sunday & Pentecost will be 5/23; Memorial Day 5/30; Graduate Recognition 6/6; Father's Day 6/20
- iii. Mounting video monitors/screens in the sanctuary

- d. Visitor Articles for next few months
  - i. Jennifer for July/August (due June 15)
  - ii. \_\_\_\_\_ for September (due August 15)

4. Closing with Lord's Prayer

Next Meeting: June 15, 2021 5:30pm

## **MEMBER CARE MINISTRY TEAM MEETING**

**5/26/21**

**3:30 pm via Zoom**

### **Old Business:**

#### **Loss Support Group**

An announcement regarding the formation of the loss support group was made during the worship service on 5/16. It will be announced again on Sunday, June 6th. 6 people have indicated interest at this time. There will be an informational meeting after the worship service on 6/6/21 via zoom. MJ will attend on behalf of Member Care. Judy C. will pass on the information to Violet E. since she does not have email or use the internet. This group may be of interest to her once it meets in person.

#### **Care Card Ministry**

Jenny is looking for a volunteer to take on this ministry going forward. Jenny recently sent cards to Luise K, Patti M, Jan B, Steve and Julie B.

**Journeying through Grief books** were sent to Vickie H, Jamie D, Violet E, and Mary Ann F. this month.

#### **Graduation Sunday**

Jenny ordered 4 Tree of Life charms. They are engraved with BUCC 2021 on the back. Katie Rowan will send these along with the Education Ministry Team's gift.

- Adrienne Paton - University of North Texas - May 1st - Double Major in Music Education and Music Performance
- John Schenk - Pioneer HS - June 3rd - MSU in the Fall
- Brian Gotham - Tecumseh HS - June 6th
- Katie Schwartz - Saline H.S.

Judy C. suggested that we budget for this next year.

#### **Worship Team AV Club**

A \$30,000 gift toward equipment has been pledged/received. Cameras, screens and other devices can be purchased with this money. Julie was unable to attend the AV Club's presentation to the Worship Ministry team in May.

#### **Member Updates**

Luise K — no further treatment is needed.

Marj A - fell recently while helping Eugene. She took a knock to her head. She went to the ER and checked out ok.

### **New Business:**

#### **Leadership Updates (Dindy)**

Budget and Elected positions will be discussed at the next meeting tomorrow evening. The Fourth of July or the following Sunday are target dates for in person worship.

Dindy will share the list of names for the upcoming election with our group. MJ suggested that the names should be shared with the congregation in advance of the meeting. There is still no one identified to Chair the Member Care team.

#### **New members**

We need to send the Member Care Welcome letter to Dr. Dolly Bond and Dale Bond.

#### **Other**

Catherine Ferguson emailed our group and is interested in a women's group social or bible study. We discussed groups that are currently active in the church. Auxiliary mother study - is a women's bible study group and Women of Bethlehem is another group. Both have not met during COVID-19. Lily's replacement may be able to get a new group started. Jenny will follow up with Catherine.

## **YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES**

### **May 16, 2021**

Zoom Meeting: Katie Rowan, Jesse Wilcox

#### **Youth Group**

Our next Youth Group Zoom meeting will be on June 6 at 12P. We will try for an in person meeting in late June.

Katie will compile a survey for Youth and parents to assess their comfort level for beginning in person youth group activities this summer. A question about vaccination status will be included.

Medical Release Forms will need to be distributed and filled out as soon as we begin meeting in person regularly.

ONA has offered an opportunity to the Youth to help with repainting the rainbow doors. Cresson plans to do this on a Saturday in June and will let us know when a specific date is scheduled. Katie will see if any Youth are interested in participating.

We identified individuals we might invite to join the YYA team.

YYA will partner with the Education Ministry Team to send a Washtenaw Dairy gift card to all kids and youth to celebrate the end of the program year.

#### **BUCculeles**

Katie will compile a survey to assess continued interest, and preferences for a summer schedule.

#### **Graduate Recognition and Sunday School Teacher/Youth Leader Recognition**

Graduation Recognition Sunday is June 6. Eileen has put an announcement in the Friday group email and Visitor for parents to contact her with graduates' names. Katie will then contact them to request pictures. Eileen will also scour her photo collection for additional pictures of the graduates participating in church activities. Katie will record a video for the June 6 worship service honoring the graduates. We will request that David superimpose pictures over the video.

Katie will deliver a gift to each graduate to include the Dr Seuss book "Oh the Places You'll Go!", a Target gift card, and an item supplied by Member Care.

Sunday School Teachers and Youth Leaders will also be recognized June 6. Katie will ask John Samford to record a video appreciating them. Katie will select pictures from Eileen's collection for David to super impose over this video. Eileen will send each teacher/youth leader a Blank Slate gift card.

Submitted by Katie Rowan, Chair