

## **BUCC LEADERSHIP COUNCIL MINUTES**

### **June 17, 2021 4:30 pm -7:15pm**

Attending: Ron Dechert, President; Jim Rowan, Vice President; Pete Hendershot, Treasurer; Rachel Hemp, secretary; Dindy Haab, Pam Rutledge, Members-at-Large; Jennifer Vasquez, Worship Ministry Team Chair (invited guest); John Kennedy, Pastor and ex-officio member  
Absent: Pat Huibregtse, Member-at-Large

- 1) Opening prayer- Pastor Kennedy  
Pastor John offered a reading from Isaiah and a prayer of thanks
  
- 2) Welcome and introduction of new members  
Ron introduced new members (Rachel and Pete)
  
- 3) Meeting dates/ times/ format approval  
We will continue to meet on the 4th Thursday of the month at 4:30pm via Zoom
  
- 4) Re-opening mitigation plans from BUCC Task Force  
Individual communion packets would be used.  
No passing of the peace.  
Pew articles, such as hymnals, etc, will be removed; cushions will remain.  
Only every fourth pew would be open with alternating seating on the left and right sides of open pews. The balcony will remain closed until Fall. With this reduced seating scheme, we could seat about 100 people.  
Masks for singers/instrumentalists and congregants will be optional for vaccinated individuals.  
Offering plates will be stationed near the doors and will not be passed.  
Ushers would hand out bulletins, but will not usher congregants to seats nor check the vaccination status of anyone attending.  
Hand sanitizer would be available at entrances and possibly in each pew.  
The sanctuary would be disinfected between use by different groups with “foggers” that dispense aerosolized hypochlorous acid, an EPA-approved, non-toxic disinfectant.  
Fellowship Hour, youth programs, and possibly Sunday School would resume with the above mitigation guidelines.  
A motion to table the vote for one week to hear from Jennifer on a timeline on video capabilities and to allow the Leadership Council to review Governor Whitmer’s guidance announced on June 17, 2021 passed with no objections or abstentions.
  
- 5) Re-opening plans for July 11<sup>th</sup> – Overview presentation by Jennifer Vasquez  
If we begin in person worship before video capabilities are ready, no video, either live or prerecorded, will be available. It would be infeasible to offer both an in-person and prerecorded service on the same Sunday. The radio broadcast will remain available.

Equipment to prepare for a livestream of our in-person Sunday service, including video equipment and increased broadband, will need to be installed. Jennifer estimates that video would be ready to go in September 2021. This could lead to an open-ended start date in the event that installation gets delayed.

The Worship Ministry Team feels the start date should be delayed until September, when we could live-stream the in-person service. Jennifer shared the Worship Ministry Team's concerns, including the following:

We might be cutting off people who have been watching online, including nonlocal viewers and those not comfortable attending in person.

Children under 12 remain ineligible for vaccination, so families with children may not feel comfortable attending in-person worship.

If we return to live services and stop doing prerecorded services, David (music director/video editor) would be able to devote more time to the effort to aid in preparation for video capabilities, so live-streaming could potentially be ready sooner. Jennifer will try to firm up the timeline for video equipment installation and work with the Worship Ministry Team to gather additional feedback from the congregation. A decision on whether to start on July 11 or delay until September needs to be made by next week.

A motion to delay the vote by one week passed with one abstention and no objections.

#### 6) Update on building rentals

: Ann Arbor Symphony interviews

AAS wants to rent the sanctuary all day on three Saturdays. In the past, they have also used the lounge, chapel and gallery for warming up.

Two volunteers have been identified to secure the building, so we will not charge a custodial fee

A motion to offer a rate of \$800 per day with a 25% multi-event discount (final rate of \$600 per day) for rental of the sanctuary with access to lounge, chapel and gallery passed without any objections or abstentions.

: Update on UM-SON rental for current fiscal year

Because of delays due to Covid, rental will continue through December 2021 and possibly into 2022.

Rental fees will be about \$20,000 to \$25,000

During warmer months, the research team has used the Fellowship Hall, since study participants need access to an air-conditioned space. During repair work to the Fellowship Hall, they will move to the sanctuary. Once the weather cools, they will return to using the gym.

: Update on 4<sup>th</sup> avenue parsonage house rental

The exterior has been powerwashed and the interior cleaned as recommended by Reinhardt in preparation to rent it out in September or earlier.

Reinhardt recommends a rental fee of \$1950- \$2,000/month; Ron will follow up with Reinhardt about a potential increase. Pete and Kurt S will offer an opinion on whether the rental rate is reasonable.

One parking space is included in the rental fee with the option to rent additional spaces.

Reinhardt's commission is one month's rent plus 8% of the monthly rental rate.

: Presentation of talks for additional Sunday rental

Two churches who are without their own building have expressed interest in renting space in our building on Sundays.

One group would like to rent from 11:30-2. They have scheduled a walkthrough with Pastor John. Pastor John will use this opportunity to make sure their ideology does not conflict with our values. We would charge \$2000 - \$2200 per month, which reflects a "prime time" Sunday rate. Ideally, we would negotiate a later start time.

Another group wants to rent from 3-5pm

: Request for additional venues for renters

Better utilization (more rentals) of our large building is essential to our ability to remain a financially viable downtown church community. Many downtown churches face a similar problem.

#### 7) Art fair parking plans and volunteer needs

Art fair will take place from July 15-17.

Ron will send out volunteer sign ups to the congregation using signup genius.

Two years ago we charged \$10 per vehicle, with another \$10 to reenter after exiting, and had more demand than parking spaces.

We will consider selling bottled water.

A motion to raise the rate to \$20 per vehicle this year and use signup genius for volunteers passed with no objections but 1 abstention.

#### 8) Ministry team liaison assignments

Next month we will ask Leadership Council members to volunteer as representatives to other teams. There may not be enough Leadership Council members to cover all teams. Treasurer already liaises with the Finance Ministry Team per our bylaws, so Pete will be liaison for finance.

Pastor John will liaise with the Worship Ministry Team.

Ron can liaise with the Facilities Team.

Dindy can liaise with the Member Care Team

We will finalize assignments at next month's meeting - July

#### 9) Future agenda items

: Pastoral evaluation

Leadership does this annually. Our By-laws do not provide direction pertaining to how to conduct this evaluation. Several years ago, Leadership created an evaluation tool and procedure. The current evaluation tool is not well suited for

evaluation during a pandemic. We will review next month and develop or agree upon a new format for this year's evaluation

We intend to complete and submit the evaluation before the September meeting.

: Congregation survey

We do this every third year. Feedback from the previous distribution and over the past two years from our congregation suggest we need to expand the current congregational survey. We will review the recommendations for expansion of survey questions at upcoming meetings.

: Football parking

We will be doing football parking this year. More information to come.

: CROP Walk

BUCC will host this year. Specific details are not yet available.

10) Pastor's report

Pastor John asked us to pray, search and converse about our community's needs and each team's role in meeting those needs in order to define a mission.

Pastor John asked the Leadership Council to check into some aspects of his compensation package. Ron Dechert and Jim Rowan will be involved in looking into the specific issues and will report back to Leadership with their findings and recommendations.

11) Ministry Team reports-none

12) Open topics-none

13) Closing prayer

Pastor led us in the Lord's Prayer

**FINANCE MINISTRY TEAM**  
**June 10, 2021**

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

**Investments to be moved to Operating funds** - \$28,748 to cover the shortfall for fiscal year 2021.

**Congregational presentation of Budget** - We spent the remainder of the meeting working on the presentation for the June 13<sup>th</sup> Congregational meeting, including a review of fiscal 2021 review and fiscal 2022 budget for approval.

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

Submitted by Karen Samford

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 06/08/2021**

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

Absent: Pastor John Kennedy

The meeting was called to order at 3:30 pm.

Minutes of 05/11/2021 were accepted as printed.

**FINANCIAL REPORTS:**

- a. Our budget came in on target. Emergency repairs were almost three times the budgeted amount but that was offset by other areas that came in under the budgeted amount—primarily Custodial and Lawn Care Services . We considered these differences when we put together our budget for the 2021-2022fiscal year. The Hewett parsonage utilities were almost 50% over budget; this was also anticipated in our next budget.
- b. Our unbudgeted funds were used judiciously and have money remaining.

**OLD BUSINESS:**

- a. We are still seeking a third bid to repair the foundation leak on the SW corner of the building.
- b. Mike submitted the B&B written bid for repair of the north roof at the base of the bell tower. This is one element of the funding proposal to be presented to the congregation at the Annual Meeting June 13<sup>th</sup>.
- c. Jeff Bates of All-Star Alarm will meet with us June 10<sup>th</sup> to discuss a plan to increase security by adding a buzzer at the 5<sup>th</sup> Avenue door.
- d. CMR will install the additional heating unit for the FH in June.
- e. Tom requested a date from Andy Bobo (CMR) to begin work on the FH floor leak.
- f. Several members came to the exterior clean-up day Saturday, June 5<sup>th</sup>. The moat was cleaned and weeds were pulled and mulch added to the flower beds.
- g. Kris Kraft replaced the decking on the 4<sup>th</sup> Avenue parsonage front porch and was able to do the same on the side porch [at a favorable fee] because he had extra planks.

**NEW BUSINESS:**

- a. Several valves at the Hewett parsonage—the main water shutoff, the washing machine lines, and the water softener bypass—need to be replaced. The city needs to replace the valve from the street before this work can be done.
- b. The seam where the flat roof of the 1966 building meets the sanctuary wall is leaking and has caused plaster damage inside. Tremco inspected this and submitted a bid of \$1,140.00 to repair. We will proceed with this repair. Steve will investigate a plasterer to repair that damage.

- c. A funding request will be presented to the congregation at the Annual Meeting Sunday, June 13<sup>th</sup>. We are requesting up to \$75,000.00 to:
- Repair and seal the slate roof at the base of the wall on the north side of the bell tower--\$32,850.00 [bid]
  - Waterproof about 16 feet of the stone foundation wall on SW corner of the building--\$6,500.00 [bid]
  - Reseal the flat roof of 1966 addition at juncture with original exterior wall near stairwell--\$1,170.00 [bid]
  - The remaining funds will be used to:
  - Find and repair leaking heat pipe in the cement floor of the Fellowship Hall
  - Complete the interior repairs made necessary by these problems

### **ESSENTIAL MAINTENANCE TASK LIST**

- a. Change filters in heating/air conditioning units in the sanctuary
- b. Clean air conditioning filters in lounge and the chapel [2 are located in the cinema room and one is in classroom E]
- c. Floor buffing: 1<sup>st</sup> & 2<sup>nd</sup> floor halls, choir and youth room, FH
- d. Carpet cleaning—this will be pursued now with our return to in-person services beginning July 11<sup>th</sup>

### Recommended projects

- Continue repairs to steam pipes as necessary
- Replace doors leading from FH to the elevator; possibly installing fire doors and a handicap opening option
- Repair and refurbish men's restroom across from Art Room in basement
- Tree trimming

The meeting adjourned at 4:55 pm.

**NEXT MEETING:** Tuesday, July 13<sup>th</sup> at 3:30pm.

Respectively submitted,

Michelle Loukotka

**EDUCATION MINISTRY TEAM**  
**June 2, 2021**

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

**Graduation Recognition** - Katie Rowan will be taking on the Graduation recognition as Youth and Young Adult Chair. She will have photos during the service of those who are graduating.

**Teacher Thank You** - John Samford as President, will be recording a Thank You to the teachers so we aren't thanking ourselves.

**Kelsey** - Eileen spoke with Kelsey and found she is officially moving the week of July 24<sup>th</sup>. She will have children's moments for all Sundays in June. The last online Sunday School with Kelsey will be June 13<sup>th</sup>. July 18<sup>th</sup> will be her official last day. We decided to have a gathering for Kelsey during the service. Eileen will send invitations to youth of all ages. We will do something during the service, as a children's moment and then go to the classroom or outside depending on Covid regulations.

**Ozone House** - Eileen will do a video for June 13<sup>th</sup> talking about the Thank You letter the church received from Ozone house. Scott Ellis would like to come thank the church once we are having coffee hours. Eileen is getting notifications of things going on at Ozone house. We suggested she add their link in her notice in the visitor.

**Scholarships** - We don't know that we have received any scholarship applications yet. We will review the applications at our next meeting.

**Next meeting will be July 7th.**

Submitted by Karen Samford



**WORSHIP MINISTRY TEAM**  
**Minutes**  
**June 15, 2021**

1. Opening Prayer Pastor John
  
2. Old Business
  - a. Review May Minutes
  - b. Review of Recent Services Pastor John, David
    - i. Positive feedback continues for video and radio
    - ii. Positive comments about the sermon
    - iii. What styles seem to be more effective?
    - iv. What do we want to continue from digital services? Announcements before service starts, concise sermons, offering (in-person collection and electronic giving, creative music or video), continued video integration (from subscription services or other relevant content), children's moment with SS teacher at least occasionally
  
3. New Business
  - a. Leadership Council Update Pastor John
    - i. Annual Mtg Sun June 13: all leaders elected, our request to use the designated donation of \$30,000 approved by the congregation to use for acquiring, installing, and operating the video equipment
    - ii. New Liaison from Leadership Council to WMT for FY22 needed
    - iii. Position for Minister of Spiritual Growth & Development has been re-posted on Indeed
    - iv. Jennifer to present to LC on 6/17 about implications of returning to in-person service without video technology and personnel in place
  
  - b. Livestream/Recording Technology Update
  
  - c. Return to in-person worship & technology impact Full team  
discussion
    - i. Decision Process: return to in-person worship whether our technology is in place or not?
    - ii. Updated Guidelines from LC after 6/17

- iii. Sound Team: making sure we have team members set up to run the board for services or other events; Jamie D? Dennis H?
  - iv. Liturgists: who is willing to be back in the sanctuary?
  - v. Altar Guild & Communion: disposable units, Concordia Lutheran church supply, have some GF options. Let's invite Michelle Loukotka to this conversation.
  - vi. Ushers & Welcome Team: Hans is ready to retire as Head Usher, need new leader, need to schedule team, renewed CPR and emergency response, how to greet worshippers? How many do we need? Adding age and gender diversity to the team.
  - vii. Video Fund
  - viii. Radio Fund
  - ix. Opening: Bells, Prelude, Announcements
  - x. Sermons: concise, consistent theme through service
  - xi. Background music: enhancing certain segments such as Children's Moments or tail end of sermon
  - xii. Announcement about being on camera during services; acknowledge use for live streaming and recording
  - xiii. Bulletin
- d. Other ideas
- i. Sunday School & Faith Formation activities before the 10am service, then encouraging children to stay in the worship service

#### 4. Closing with Lord's Prayer

Next Meeting: July 20, 2021 5:30pm

**Bethlehem United Church of Christ**  
**YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES**  
**June 6, 2021**

Zoom Meeting: Katie Rowan, Jesse Wilcox

**Youth Group**

We received 4 responses to the survey. Based on these, we will plan to alternate zoom and in person Youth Group every two weeks for July and August. We will zoom on June 27 and meet in person for games in the church yard on July 1, 6:30 - 8PM. No dinners will be served at the in person meetings.

**June 27, 2021**

Zoom Meeting: Katie Rowan, Jesse Wilcox

**Youth Group**

We will meet at 6PM July 1 to set up for youth group, with a canopy if it's rainy.

Four Youth partnered with ONA to help paint the rainbow doors.

A BUCCuleles youth member presented the Member Care Moment by singing Happy Birthday with ukulele accompaniment.

CJ Slotten will join as a member of the YYA Ministry Team.

**UCC General Synod**

Chloe Schmerberg will represent the Covenant Association as an adult voting delegate at the UCC virtual General Synod July 11 - 18. Katie will ask Pastor John to recognize Chloe in worship July 11 and offer a prayer. We will ask Member Care to help us support Chloe by joining our team in sending cards. Katie will send a care package with items/snacks/encouraging words for each day of the synod.

**Habitat Outreach**

**June 2**

Zoom Meeting: Larisa Jaskiewicz, Jamie Raab, Crystal Wilcox, Katie Rowan

- Katie presented information from the Habitat for Humanity of Huron Valley virtual presentation.
- Katie will submit 3 dates for consideration for Bethlehem's volunteer day: July 31, Aug. 7, and Aug 14.

- We will plan to implement some easy fundraising ideas such as a “stud signing” event in order to be able to give a donation as well. Katie will arrange with the office to add a Habitat line item on the church website’s donation page.

### **June 21**

Present: Larisa Jaskiewicz, Jamie Raab, Katie Rowan

- Habitat Huron Valley has agreed to our July 31st date for a dedicated Bethlehem volunteer day.
- We can have a maximum of 6 volunteers.
- We will publicize this with the congregation via informational segments on the worship video and announcements if we go to in person services. We can include video content from Habitat about their home building program and information about the family who will receive the home.
- Our announcements will solicit volunteers and prayers, give sign up information, and details about how to donate.  
June 27 - Larisa  
July 4 - Jamie  
July 11 - Katie  
July 18 - Crystal  
July 25 -
- We set a fundraising goal of \$1000. If we do not meet the goal with donations, we can use some of our existing funds in the Intergenerational Mission Trip account. We will plan a stud signing event if we begin in person services. We will consider additional fundraising after our volunteer day to provide a welcome basket for the family.

Submitted by Katie Rowan, Chair