

BUCC LEADERSHIP COUNCIL
July 22, 2021 4:30 pm -6:00pm

Present: Ron Dechert, President; Jim Rowan, Vice President; Peter Hendershot, Treasurer; Rachel Hemp, Secretary; Pat Huibregtse, Pam Rutledge, Dindy Haab, Members at Large; John Kennedy, Pastor and *ex-officio* Member

Absent: None

Special Note: None

- 1) Opening prayer- Pastor Kennedy
Pastor John shared a reading from Matthew
- 2) Review / approval of June minutes
Motion to approve June minutes as submitted by Rachel passed with no objections or abstentions

Old business

- 3) Leadership Council work conducted via email
Review, deliberation, approval of re-opening recommendations (see attachment 1 below)
The reopening recommendations were approved with no objections or abstentions
- 4) Liaison volunteers for ministry teams
Ron: Facilities, Outreach
Pete: Finance
Pastor John: Worship, Welcome
Pat: Fellowship
Jim: Education
Rachel: Youth and Young Adult
Dindy: Member Care
- 5) Pastor evaluation form and process review (see attachment 2 and 3)
Leadership Council has responsibility to do this annually
Form A is what we have used in the past
In September, Ron & Jim will review Form B (Pastor's self reflection) with Pastor John
Ron will send Form A to Leadership Council members; each member should fill out the Form by our next meeting in August. At our next meeting, Leadership Council will excuse Pastor John for discussion of their evaluation.

New business

- 6) Request to reconsider continuation of zoom meetings for LC
Tentatively plan to return in person for the September meeting; the August meeting will be held via Zoom
- 7) Signatory recognition and approval by LC for BOAA
The following individuals are to be removed as authorized signers: Jim Rowan & John Samford
The following individuals are to be added as authorized signers: Ron Dechert & Pete Hendershot
Rachel will need to sign off with the bank on these changes
- 8) Update on building rentals
: Update on UM-SON rental for current fiscal year
~\$33,000 expected in rental income through December 2021
: Update on 4th avenue parsonage house rental

City has inspected and required repairs; most of which have already been completed by Facilities. Work still remaining includes fixing a trip hazard in the concrete leading to the front porch and reinspection of the furnace and hot water heater once CMR has gotten a permit

City will not approve 3rd bedroom, and approved no more than three person occupancy
Estimated monthly rent is \$2100-2200 per month

Facilities will discuss whether BUCC or Reinhart should manage maintenance

: Presentation of talks for additional Sunday rental

Ron & Pastor John will meet with a small church group tomorrow for a walkthrough & preliminary meeting. This group would use the Chapel and Schmale lounge. The rental rate would be \$1400-1600 per month

Request from band group to rent the gym and a few other room Monday through Saturday from 5-8pm

: Parking lot rental request for August 15th

An individual would like to rent four parking spaces and place a canopy in the grassy area for a small gathering of friends to throw a surprise bday party; no LC members raised objections

9) Art fair parking update

Generated \$1600 this year

\$600 will go to Youth and Young Adult Ministry; \$1000 will go to BUCC Operating fund; motion passed with no objections or abstentions

10) Organ malfunction update

Electrical surge due to thunderstorms damaged some circuitry

Current repair estimate is \$700 but may increase as the damage is investigated further

LC does not need to approve the expenditure since it's under \$5000

Our insurance has a \$2500 deductible; a claim will be filed if the repair costs exceed the deductible

We will use the piano for worship services until organ is repaired

11) Future agenda items

: Pastoral evaluation

Each Leadership Council member should fill out Form A before next meeting (in August)

: Congregation survey

We typically do this every three years; the survey is due this year

: Football parking

There are six home games

Ron will coordinate football parking

: CROP Walk

BUCC will host

12) Pastor's report

In person worship has been back for two Sundays

A company to get streaming up and running has been approved

Pastor is working on the search for a Director of Spiritual Growth & Faith Formation

13) Ministry Team reports

Facilities - Facilities has approved and begun moving forward with the following repairs: bell tower, foundation, and steam pipes in Fellowship Hall floor

14) Open topics

Pastor wanted to recognize Julie's hard work during a personally difficult time

15) Closing prayer

We closed with the Lord's Prayer

Attachment 1: BUCC Re-opening mitigation recommendations (approved by LC via email communication and vote)

Dear BUCC Ministry Chairs,

Listed below are the recommended restrictions from Leadership Council for re-opening indoor services at BUCC on July 11. I know that we will not have 100% agreement for some or all of these recommendations. Please be aware that the Council considered these with a goal of two things; 1) open as unrestricted as possible, while 2) providing a safe environment for all including those who are not completely vaccinated or who are uneasy with returning to service at this time. We (Council) will re-assess these recommendations in the next couple of weeks following our re-opening.

: Re-open with restrictions (as identified below).

: Mask are strongly recommended for unvaccinated persons and any person who is at risk or uneasy with in-person services at this time.

: Social distancing is also strongly recommended for unvaccinated persons or persons at risk

: Singing- No singing from congregation.

: Singing- From single or small group performers with social distancing from congregation.

: Instrumental performers, including brass and woodwind with social distancing from congregation.

: Communion using individual disposable cups.

: Passing of peace: No physical contact or violation of social distancing expectations.

: Offertory: no passing of offertory plates during service.

: Pew articles. Removal of all pew articles.

: Hand sanitizer. Adequate availability which includes dispensers at entrance and scattered between open pews.

: Open pews. Three out of every four pews are closed. Balcony will remain closed for seating at this time.

: Fellowship coffee hour. Coffee hour is allowed with restrictions of mask and social distancing maintained. Suggest having coffee hour following service outside if weather permits.

: Sanctuary disinfection. All used church spaces are disinfected after each use.

: Youth programs. Can resume, when staffing allows, provided all activities meet the same restrictions specified above.

: Ushers will make available service programs and will not escort individuals to their seats.

A few additional questions were brought up during this survey. I have listed those below with answers. Please review the questions and answers.

Q1: Who will pick up offering envelopes? A1: The envelopes will be dropped in the offering plates upon entry or departure. Ushers can collect the plates at the end of the service.

Q2: Who collects the communion trash? A2: We will place trash baskets at end entrance and ask our congregation to deposit the communion disposables and the programs in those basket on the way out.

Q3: Will the ushers and the attendees know which pews are available to sit in? A3: Yes, the pews will be identified either by signs placed throughout the sanctuary or colored streamers closing off each pew entrance.

Q4: Can fellowship hour occur without beverage? A4: That is possible if we agree that it should be a restriction for now. We will leave this decision to our worship and fellowship team.

Q5: Can fellowship hour move outside? A5: Yes, if the worship ministry team and fellowship team make that decision.

Q6: Can unvaccinated members/attendees remove their mask to drink if beverages are being served at Fellowship or during communion? A6: Yes, provided they are not walking around during those times.

We look forward to re-opening our indoor services. Please contact any member of the Leadership Council if you have questions or want to provide additional feedback. Your thoughts and concerns are greatly appreciated.

God Bless You for all you have done to support our church family and to arrive safely at this exciting point in time.

Ron

Attachment 2: Pastoral evaluation form A

Pastor Evaluation (Form A)

Name of person completing Form A (required): _____

N= Needs improvement, S= Satisfactory performance, meets expectations, E= Exemplary performance

Pastoral Performance Categories	Performance Score			
	N	S	E	Not able to assess performance
<p>Worship development and leadership:</p> <p>1) Develops liturgy that is appropriate to the congregation and community.</p> <p>2) Conducts meaningful prayers of the people.</p> <p>3) Leads worship committee and program staff to consider service changes and innovations, such as changes in music programs or establishing “contemporary” programs.</p>	_____	_____	_____	_____
Comments/Feedback:				
<p>Preaching:</p> <p>1) Solid theologically and biblically, which are applied to issues and experiences worshippers are concerned about.</p>	_____	_____	_____	_____

<p>2) Gives worshippers a sense of what they need to take with them to live God’s message.</p>	_____	_____	_____	_____
<p>3) Effective and interesting delivery and organization, varied approaches, well focused.</p>				

Comments/Feedback:

<p>Administrative leadership:</p> <p>1) Demonstrates effective organizational skills (teamwork, communication, planning, follow-through, etc).</p> <p>2) Supervises and works with church staff (paid and unpaid) as appropriate including annual performance evaluations and recommended compensation within guidelines established by BUCC by-laws and employee/employment policies.</p> <p>3) Helps lay leadership and ministry teams develop a vision, make plans and implement those plans as needed.</p>	_____	_____	_____	_____
	_____	_____	_____	_____

Comments/Feedback:

<p>Pastoral Care:</p> <p>1) Provides appropriate pastoral care to members of the congregation, especially in crisis situations.</p>	_____	_____	_____	_____

2) Refers to other professionals as necessary.	_____	_____	_____	_____
3) Helps develop climate of lay pastoral care.	_____	_____	_____	_____
Comments/Feedback:				

Pastoral Performance Categories	Performance Score			
	N	S	E	Not able to assess performance
Education and Teaching: 1) Teaches or leads classes or groups as appropriate. 2) Encourages all ages and groups to learn and grow spiritually. 3) Helps strengthen and support the Christian Education program at BUCC.	_____ _____	_____ _____	_____ _____	_____ _____
Comments/Feedback:				

<p>Mission Leadership and Involvement:</p> <p>1) Helps lay leadership, across all teams/groups, clarify understanding of our mission as a church and their own mission as a Christian in today's world.</p> <p>2) Provides suggestions on how they potentially can contribute to help meet the priorities and focus identified in our BUCC mission statement.</p>	<hr/>	<hr/>	<hr/>	<hr/>
<p>Comments/Feedback:</p>				
<p>Evangelism and New Member Outreach:</p> <p>1) Organizes and participates in effective outreach to new members and visitors.</p> <p>2) Works with ministry teams and church lay leadership to publicize church activities.</p> <p>3) Helps new members explore their faith and leads them to renewed commitment to Christ. Oversees assimilation of new members. Develops ways to encourage members to grow spiritually.</p>	<hr/>	<hr/>	<hr/>	<hr/>
<p>Comments/Feedback:</p>				

<p>Congregational Fellowship and Care:</p> <p>1) Promotes opportunities for friendship and mutual support among members.</p>				
<p>Comments/Feedback:</p>				
<p>Ecumenical and Religious Group Relations:</p> <p>1) Involved with ecumenical associations, locally and nationally.</p> <p>2) Promotes understanding and engagement with other religious organizations.</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>	<p>_____</p>
<p>Comments/Feedback:</p>				
<p>Professional and Spiritual Development:</p> <p>1) Attends to his/her own spiritual development.</p> <p>2) Participates in activities that promote professional effectiveness and knowledge.</p> <p>3) Has a growing edge and maintains current with new ideas and approaches.</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>
<p>Comments/Feedback:</p>				

FINANCE MINISTRY TEAM
July 15, 2021

Present: Karen Samford-Chair, Edgar Vasquez, Jim Rowan-Leadership Council Liaison and Pete Hendershot-New Leadership Council Treasurer

Monthly Reports – We reviewed the June Monthly reports to help Pete understand the purpose and function of each.

Some issues were discussed during the review, which need insight from Betty. Karen will speak with Betty on the following issues:

Can a new section be created in the Revenues and Expenses-Detail report for Rental Expenses to show expenses associated with renting the 437 house, including taxes and repairs. This would allow easy review of the income vs expenses in renting the house.

\$45,000 gift received in June should be moved from Miscellaneous Income to Current Offerings - Non-Pledges.

Outreach has income and expenses in several places. How can we best show the pieces and the total?

Could Memorials & Gifts' Capital Campaign – Fellowship Hall be moved to Property Improvement?

Retail rewards are from Kroger and Busch's. The team would like to look into what the issues were in participating in the Amazon program.

Envelope packets have weekly Current Fund envelopes and periodic envelopes for several other funds. Is there a way we can split the weekly from others so people who give online will still be able to donate to other funds? Karen will look into this.

Investments Withdrawn in July – \$76,880

Three withdrawals were part of the up to \$75,000 approved for building repair at the Congregational Meeting, June 13th.

\$32,657 from Building Endowment Fund - Temporarily Restricted to go into Memorials & Gifts' Facilities - Roof and Mortar Repair

\$1,363 from Undesignated/Unrestricted to go into Memorials & Gifts' Facilities - Roof and Mortar Repair

These two withdrawals total the amounts for the additional work needed to complete the current roof repair and the flat roof work.

\$12,112 from Undesignated/Unrestricted to go into Memorials & Gifts' Facilities for Wall Repair

\$2,000 from the Hutzel Fund to go into the operating budget under the new Revenue account, Outreach Support

\$28,748 from Undesignated/Unrestricted to cover 2020-2021 the Operating Budget shortfall

Loan to Bethlehem Cemetery – On Thursday, July 15, the Cemetery was having the roads repaved. They needed to have a check written for \$25,000 but did not have enough cash and selling stocks takes a day or two. Betty called Karen to ask the church to loan the \$25,000 to the cemetery for a couple days. Betty will put the money back into the church account as soon as it appears in the cemetery account. (Note – The money was returned on Monday, July 19.)

Next meeting, Thursday, August 12, 2021 at 7:00

Submitted by Karen Samford

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 07/13/2021

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

Absent: Pastor John Kennedy,

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

Minutes of June 8, 2021 were approved as printed.

FINANCIAL REPORTS:

- a. The \$134.00 charge to M&R for the food service license for the kitchen will be moved to Certifications. The other budget line items are in line for the first month of the year.
- b. The bill for repairs to the porches at the 4th Avenue parsonage, \$6,864.00, was charged to the Property Improvement Fund.

OLD BUSINESS:

- a. Jeff Bates of Allstar Alarm met with team members to discuss installing a buzzer system at the 5th Avenue entrance and to move one camera. As of today, no bid has been received.
- b. Town Locksmith Inc. estimated the cost to repair locking mechanism on the first and second floor hallways—inside the 5th Avenue entrance on the first floor and at the top of the 5th Avenue stairs on the second floor. They also included the doors leading from the foyer in the basement that accesses the FH from the elevator hallway. The current hardware is no longer manufactured. The cost to install new hardware on the current doors was \$6,853.00. Steve will look for another hardware company for an estimate.
- c. Our request for funding was approved in its entirety at the June 13, 2021 Annual Meeting.
 1. Tremco will advise us of a start date to repair the flat roof leak.
 2. B&B will begin work on the slate roof repair July 19th; Vedder has been advised of this deadline in order to remove the electrical heat tape outlet. Noel will provide an estimate; we are guessing that it will be approximately \$3,000.00.
 3. After the meeting we received one more bid to repair the foundation leak on the SWs corner of the building. HomeSpec BasementFix's bid was \$12,112.27 which is between the other two bids. When the low bidder advised that they are unable to pull the necessary permits, we chose to eliminate their bid. We approved the HomeSpec bid with the understanding that the additional expenditures will have to come from the \$75,000.00 approved. Finance will be notified of the change.
 4. Clare Racine at CMR will start work on the leaking heat pipe in the FH by digging at the site and then trace the leak. They will probably start in September.
- d. John I. accompanied Certasite as they did the annual inspection of our 28 fire extinguishers. He thought one may have required replacement; we do not have an invoice yet.
- e. The exterior of the 4th Avenue parsonage was power washed and a new mail box installed. The city inspection found several instances of non-compliance with code; corrections are underway.
- f. Steve has someone looking at how to build a "roof" over the heat pump in the courtyard. This is necessary to shield it from ice falling off the roof.

NEW BUSINESS:

- a. Schindler Elevator did the semi-annual inspection June 30th. They found water in the bottom of the shaft which they pumped out. They suggested a water detection alarm to alert us when the sump pump is not working. We can purchase that and they will install at their next inspection.
- b. During a recent building walkthrough, water was found in the foyer between the elevator and the FH and on the landing inside the south door. No source could be determined for either one.
- c. Randy Schneider was contacted regarding the gutters on the Hewett parsonage. He will look at them when he returns to Ann Arbor. Our action on this issue will be based on his findings.
- d. The daily walkthroughs will be reduced to Saturday and Monday when no staff members are in the building and Sunday following the service.
- e. We need to identify two more people to close the building after Sunday services on the first and second Sundays. Current volunteers: Edgar Vasquez 3rd week, Steve Darr 4th week and Tom Ziesemer 5th Sunday.

ESSENTIAL MAINTENANCE TASK LIST

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E
- b. Floor buffing: 1st & 2nd floor halls, choir and youth room, FH
- c. Carpet cleaning

The meeting adjourned at 5:10 pm.

NEXT MEETING: Tuesday, August 10th at 3:30pm.

Respectively submitted,

Michelle Loukotka

EDUCATION MINISTRY TEAM

July 7, 2021

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

Celebration for Kelsey -

Jan will get donuts, plates and napkins. Eileen will get juice boxes and water.

Eileen will recognize Kelsey's work with the children during Children's Time. Following that, the children and their parents will either go outside, depending on the weather, or to the Fellowship Hall.

We will have some planned activities for being outside or inside, including sidewalk chalk and bubbles

Eileen talked about getting a \$100 Target gift card for Kelsey. She will check with Pastor John to see if he has a budget for this.

Nursery –

Christina suggested we mention the nursery in the preservice announcements and have something on the refrigerator page. When she first came to Bethlehem she didn't realize she didn't have to stay in the nursery with Logan.

Getting ready for opening Sunday School -

Eileen and Jane will be putting up new pictures on the boards

We will put out the job posting for the Pre-School Teacher in August and will talk about it at the August Meeting.

Next meeting will be August 4th.

Submitted by Karen Samford

Bethlehem United Church of Christ

CROP Walk 2021 - October 3

TO MEMBERS OF BUCC LEADERSHIP:

THE OUTREACH MINISTRY TEAM DID NOT MEET IN JULY. HOWEVER, THROUGH EMAILS, WE HAVE BEEN WORKING ON THE PLANNING PROCESS FOR THIS YEAR'S CROP WALK. THE FOLLOWING IS A MEMO I SENT OUT ON AUGUST 8, WHICH RECAPS A LOT ABOUT THE WALK THIS YEAR.

Katie, Sue and Tom meet on August 18, so some of this information has been updated since the original memo was sent.

THANK YOU, SUE MUIR.

Memo to:

Pastor John Kennedy, Ron Dechert, Tom Ziesemer, Katie Rowan

Details known so far for BUCC hosting this year's CROP Walk:

As of August 8, 2021

1. This year's Walk is being advertised as a choice of meeting at Bethlehem to begin the Walk or persons can choose to walk on their own wherever they want.
2. The Walk officially begins at 2:00 pm. We are inviting walkers to meet in front of the church on 4th Avenue. There will be short introductions made before sending off the Walkers; Mary Pratt from Church of the Good Shepherd will give the basic walk information (maps will be passed out too), Andrew Gifford from Church World Service (based in Columbus, OH) will give a message from CWS; and we would like to have Pastor John Kennedy welcome the walkers on behalf of our church.

3. For the welcoming time in front of the church, we will need to provide a sound system. Tom Ziesemer is taking care of those arrangements. Andrew also is wondering about streaming from BUCC. Katie is checking with Noah Bailey about this possibility.
4. We need to provide a parking lot greeter who can provide other parking options besides our lot. Katie Rowan is checking to see if some youth might do it. Tom Ziesemer has already said that we will be able to park on both 4th and 5th Avenues and Muehlig's (if it is available that day).
5. Nothing will take part in the building that day, except for the use of restrooms. Sue, Katie, and Tom will secure volunteers to be at both the 4th and 5th entrances to monitor the number entering the building to use the restrooms and to show where they are located.
6. We will have the bells rung at the time the Walk starts (after the speakers talk) to "send them off."
7. Persons bringing dogs to the Walk will be asked to keep their dogs (with a family member) in the backyard of the church until the Walk begins.
8. **RECRUITERS DRIVE-THROUGH: SEPTEMBER 1 - 4-6:00PM** Recruiters from other churches and organizations, who need to pick up CROP Walk materials, will drive through our parking lot on September 1 to pick up their materials from their cars. No one needs to enter our building. Church of the Good Shepherd will provide 4 volunteers to sit under the canopy at the 5th Avenue entrance and meet each car it drives through. We need to provide one long table and 4 chairs for this event. Katie Rowan (or someone from facilities) will be present in case they need to use the restroom or have questions.

Other Information

- The youth recently decided to keep our Team name - The Pllamas. They also set a goal of \$3,600 to raise from our congregation.
- Beginning mid-September, we would like to have Outreach Moments (September 12, 19. 26) in the service to promote the Walk. Katie is hoping to secure some youth/adults to do those outreach moments.

- Publicity within our congregation: Sue has prepared fliers to be used in the September Visitor, the Group Emails, the Refrigerator Pages, and the Facebook Communications Page. She also set up our church page on the Ann Arbor CROP Walk website: (<https://events.crophungerwalk.org/2021/team/bethlehem-united-church-of-christ>).
- A line-item for the CROP Walk has been set up on the Donation Page for our church website.
- Sue checked with David Hahn about putting the CROP Walk on our church website, but he suggested we wait until a website designer has been hired.

ACTION ITEMS

- 1. Pastor John - Would you be available to give a short welcome on October 3, prior to the Walk?**
- 2. We need to secure volunteers for greeters in the parking lot. (Our committee is working on this.)**
- 3. Ron Dechert and Pastor John: Will the restrooms be available for walkers? If so, will we limit the number of people at a time entering the building to use them? (We will be able to use the restrooms, as per Ron Dechert, as long as protocols are put in place.)**

Submitted by Sue Muir

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
July 29, 2021

Present: Katie Rowan, Jesse Wilcox

Youth Group

July Events:

- Art Fair Parking - YYA volunteers included 1 youth and 2 adults
- Four youth attended Zoom youth group on July 18
- No youth came to in person youth group in the church yard on July 29

Fall Planning:

- A possible Fall Kick Off Event could include a gathering after church with a take out meal for youth and families. We'll try to schedule for Sept. 12.
- Scheduling for Youth Group will be a challenge due to the constraints of Katie's schedule and CJ's unavailability due to his new job. Safe Church Policy requires that we have 2 adults present for youth activities. Katie will compile a survey to send out to families to explore times/days that will work the best for everyone.

Submitted by Katie Rowan, Chair