

## BUCC LEADERSHIP COUNCIL MINUTES

October 28, 2021 4:30-6:30pm

Present: Ron Dechert, President; Jim Rowan, Vice President; Pete Hendershot, Treasurer; Rachel Hemp, Secretary; Dindy Haab, Pat Huibregtse, Pam Rutledge (joined at 5:20), Members at Large; John Kennedy, Pastor and *ex officio* Member

1) Opening Prayer- Pastor John

2) Approval of August minutes- no meeting held in September

August minutes were approved with no objections and one abstention

3) Acknowledge work endorsed since previous meeting

: Approval to distribute Congregational self-reflection survey to congregation members

Surveys were distributed via e-mail and hard copies via snail mail and in the office

: Approval to distribute Pastor evaluation survey to congregation members

: Review of congregational self-reflection survey summary analysis to ministry teams and Pastor

Parish Relations Committee during a Zoom meeting scheduled for November 6, 9:00-10:30

4) New business

: Steve Darr's request to allow Wannabee's to rehearse in BUCC (basement music room)

tentatively starting in November or early December

Musical entertainment in BUCC services and events in lieu of rent

Motion to allow rehearsal to begin with no objections and one abstention

: Request to relax COVID restrictions for the following:

a) Allow members to choose their seats as they will with recommendation

to maintain social distancing between groups

b) Singing during service provided mask are continued to be used

c) LC does not support resuming fellowship hour, but will reassess at future meetings. LC supports encouraging socialization in the sanctuary after the service (without food or drink)

d) Open Sunday School with mask required/recommended

Vaccination for children 5-11 is anticipated to become available next week

LC supports giving Education Ministry Team the go ahead to plan a start date in December or January

e) LC supports passing of the Peace remaining socially distant

f) Ushers will resume passing of collection plates and collection of requests for prayers

g) Return pew articles (hymnals, etc)

Motion to approve points A-G passed with no objections or abstentions

Ron Dechert will announce changes to the congregation on Sunday

: Request from Outreach Team to provide volunteers to staff rotating shelter program in Feb or March 2022

LC does not support our participation this year due to COVID safety concerns

5) Updates from ministry team liaisons

: Pastor John

Many member visits and a prospective new member

Associate Pastor search is still ongoing. A promising candidate (Sam) has visited BUCC and Ann Arbor. Pastor John will make a call document for LC to review.

: Others

Finance: Internet upgrade to support video streaming and enhanced WiFi service throughout the church. LC approved \$5000 (\$2500 from Worship and \$2500 from Facilities). An additional \$801.40 from Facilities was spent without approval, and there is concern that Finance Team should be involved in approving spending before it happens. Ron will speak with Facilities.

6) Review of summary analysis from Congregational Self-Reflection surveys (Pastor John present)

71 respondents. LC supports inviting all Ministry Team and standing committee members to a Zoom meeting on November 6 to discuss the survey results (in aggregate form, not individual comments)

7) Request from PPRC (Pastor John was dismissed from the meeting at approximately 6:05pm and was not present for this discussion)

Additional meeting without Pastor John to discuss this further on November 4 at 4:30-6pm.

8) Review of summary analysis from congregational Pastor evaluation survey (Pastor John not present)

Additional meeting without Pastor John to discuss this further on November 4 at 4:30-6pm.

9) Meeting adjourned

## **FINANCE MINISTRY TEAM**

**October 21, 2021**

**Present:** Karen Samford-Chair, Tom Krell, Edgar Vasquez, and Pete Hendershot-Leadership Council Representative

On September 30<sup>th</sup>, via email, a \$3,301.40 Unbudgeted Funding Request from the Facilities Ministry Team for internet system improvements was approved. The funds for this are to be taken from the Feldkamp Trust funds in Memorials and Gifts under Facilities.

This upgrade was initiated by the Worship Ministry Team as part of the video streaming and they are paying 1/2 of the total of \$6,602.80. Part of the upgrade is for the video streaming project and part is to give better internet and WIFI service to other areas of the church.

**Monthly Reports** – No problems were found in the financial reports.

**Verification of Bank Reconciliation** – Tom reported no issues with the bank reconciliation and no longtime outstanding checks.

### **Financial Ministry Team Calendar –**

Karen updated the calendar created in 2017 by changing January to June, February to March etc. to match BUCC's new fiscal year. The team reviewed the calendar and suggested a few changes. Karen will ask Betty a couple of questions to finish the calendar.

### **BUCC Accounting Policies and Procedures –**

It was decided Karen would make changes to the Policies and Procedures for review at our next meeting.

**Bank of Ann Arbor Investments** – Karen will invite Mike Davidoff and Jena Agler from Bank of Ann Arbor to attend either our November or December meeting to go over our investments.

**Next meeting**, Thursday, November 18, 2021 at 7:00 on Zoom

Submitted by Karen Samford

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 10/12/2021**

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

The meeting was called to order at 3:34 pm.

Minutes of September 09, 2021 were accepted as printed.

**FINANCIAL REPORTS:**

- a. Our budget continues to be in line for this time of the budget year.

**OLD BUSINESS:**

- a. Steve contacted Boone and Darr to repair the gas leak in the boiler room. Their bid proposal with a price of \$3,700.00 was approved.
- b. Lance from Precision will conduct the annual DSD1 inspection of the boilers as soon as he has time available.
- c. HomeSpec completed the waterproofing work on the foundation at the SW corner of the building and will replace the sidewalk outside the door October 11<sup>th</sup>. They will also contact the city for a final inspection.
- d. B&B did not respond to our request to evaluate the leak into the foyer between the elevator and the FH. Tremco recommended we contact Duke Roofing of Ypsilanti. They looked at the area on October 8<sup>th</sup> and placed a temporary cover over two areas where the flashing was not attached properly. They will send an estimate for permanent repair.
- e. B&B repaired a downspout and cleaned the connection in the courtyard from the bell tower on October 8<sup>th</sup>. They are finished and returned the key.
- f. The additional heating unit for the FH has still not been installed. Steve will contact Clare Racine at CMR again.
- g. The new equipment to live-stream Sunday services was installed the week of October 4<sup>th</sup> and a training session took place October 8<sup>th</sup>. Jim Stadel removed two pews from the balcony as requested by Worship. He removed the sound board and reinstalled it on the new counter. Worship has requested that the north balcony doors be re-keyed for security reasons. We will evaluate other options before making a decision.
- h. The new Wi-Fi project was completed September 24<sup>th</sup>. The increased cost for Facilities contribution from \$2,500.00 to \$3,301.40 was approved by email vote.  
The floor around the leak in the FH was removed. CMR will fire the boiler in an effort to find the leak.
- i. The 4<sup>th</sup> Avenue wall near the gym needs to be scraped and primed; paint is peeling.

**NEW BUSINESS:**

- a. The gutters at the Hewett parsonage are expected to be replaced in January 2022. Julie will check with Glass Doctor about replacing the window in the kitchen eating area.
- b. Water was found in the basement of the 437 4<sup>th</sup> Avenue house. Home Spec provided an estimate of \$11,536.96. It is unclear exactly where the water entered—puddles were located in four separate areas. We will not recommend this to LC until we determine where and why the water entered. This occurred while Home Spec was working on waterproofing the SW corner of the building.
- c. The city is scheduled to do a final inspection [for possible rental] of the 437 4<sup>th</sup> Avenue house October 29<sup>th</sup>. Mike Haab and/or Ron Dechert will be there.

**ESSENTIAL MAINTENANCE TASK LIST**

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E—Tom will contact Jim Stadel to establish a date for this to be done
- b. Floor buffing: 1<sup>st</sup> & 2<sup>nd</sup> floor halls, choir and youth room, FH—we may ask or a volunteer at the service Sunday, October 17<sup>th</sup>
- c. Carpet cleaning—Steve will contact Mark Hizer at Phoenix for recommendations

The meeting adjourned at 4:55 pm.

**NEXT MEETING:** Tuesday, November 9<sup>th</sup> at 3:30pm.

Respectively submitted,  
Michelle Loukotka

## WORSHIP MINISTRY TEAM

October 19, 2021

1. Opening Prayer Pastor John
  
2. Old Business
  - a. Review of Recent Services Pastor John
    - i. Liturgists
    - ii. Video Streaming--first time with video and audio on 10/17
    - iii. Radio
    - iv. Add link to refrigerator page and Friday email
    - v. Demo to congregation how to find our YouTube channel (in person demo, and record a short video)
  
  - b. Search for Associate Pastor position
    - i. Moving through the process to make an offer to Sam Kinsman
    - ii. Proposal to Leadership Council next week
    - iii. Reviewing our financials
    - iv. Title: Director of Spiritual Growth, Families, & Justice
    - v. Job description: will add communication/outreach responsibilities through social media, website, university and high school outreach. Preaching 1x/month. Exploration of alternative service. Leading classes, bible studies, faith formation activities.
  
3. New Business
  - a. Leadership Council Update Pastor John
    - i. Council mtg did not occur last month
    - ii. Survey for congregation recently distributed; deadline was 10/17
    - iii. Survey results to ministry team leaders in early November
    - iv. Vision-setting needed so expect retreats or other opportunities to develop/refine our vision. Implemented through ministry teams with strategic activities. How to measure our success in moving towards those goals.
  
  - b. New Member recognition
    - i. Number of people who joined while we had video services (Wenners, Hendershots, Katowski, Bonds, Nan) Having trouble with the dates. Nov 14 or Nov 21

- ii. Confirmands (some require baptism), **Pastor John to reach out to individuals/families. Not likely to happen.**
  - iii. **Need photos/bios for the new members**
  - iv. **Coordinate with Welcome and Member Care teams**
  - v. **Cake reception after**
- c. Volunteers still needed for Liturgists, ushers, bell-ringers, sound techs, and office support
  - i. Leadership Council involvement
- d. Music David/Gail
  - i. Organ problems continue
- e. Livestream/Recording Technology Update Jennifer/David
  - i. Update
  - ii. Video Fund: envelopes, website, account with finance team
  - iii. Need help on sound board for 10/31--ask Jesse Wilcox?
- f. BUCC Website: page for the Worship Ministry Team Jennifer
  - i. **Harriette to make a draft**
- g. Totenfest-1st Sunday in November 11/7
  - i. **Invite Michelle to Oct meeting**
  - ii. **Ask Gwen to gather names and dates (done)**
  - iii. Photos: if funeral was at church then we did the bulletin and would have the photos, if not then we need to invite submissions
  - iv. **JV to send ad for refrigerator page, possibly the Visitor (done)**
  - v. Need another voice, someone to ring the bell, attendants at the candle tables
  - vi. Bell ringer: someone from the bell choir to ring a hand bell and the church bell
  - vii. JV to ask Brian Paton
- h. Holiday Planning Pastor John
  - i. Halloween: add seasonal decorations
  - ii. Thanksgiving 11/21
  - iii. May need to divert from Narrative Lectionary for Advent, to focus on different people involved in the story week to week
  - iv. Live Nativity: **Decision not to host this activity in 2021 but to try again in 2022**
  - v. Pageant/Youth Play: **JV to follow-up with Education team to see what interest/availability to lead something for youth**
  - vi. Special Choir service "Cantata": still planned depending on size of choir
  - vii. Christmas Eve: 5:00 and 7:30 services only. Live stream them both. The first service will be more family/youth oriented

- viii. Plan B if we have to close down to the public: livestreaming equipment with small number of people, Gail, musicians, sound and video team, pastor, candle light

4. Closing with Lord's Prayer

Next Meeting: Nov 16, 2021 5:30pm

## MEMBER CARE MINUTES

October 20, 2021

Meeting began at 4:00 pm

Members Present: Beth Wenner, Dindy Haab, Judy Coucouvanis, Julie Seitz, Mary Jean Raab, and Karen Kennedy.

Discussed old Business:

**Time & Talent** – Discussed sending out during Lent (begins March 2, 2022). Karen will get a copy and email it out to team members. Discuss at next meeting.

**Card ministry** – Karen spoke with Angie Lewis. She is thinking about it and will let us know her decision. Mail Paul and Barb Marshall a card.

**Greif booklet series** – Check with Pastor John to get the process of sending them out. Beth will check with Jenny Foster. Potentially Barb Marshall and Donna Whitney (check with John)

**Greif Support Group** – Jim Rowan sent an email with decision made by the group to leave it as an open ended group. Karen will check to see if he wants Member Care to put something into the Visitor or if he will handle all articles.

**Member Spreadsheet** – Dindy spoke with Gwen. She isn't able to help right now as she is helping Julie R. Discussed expanding the categories, attendance sheets in the bulletin, self-reporting for those watching/listening at home. Mary Jean and Julie will meet with Karen Samford and work out the details. Ask about ACS access for Member Care. Look to start getting this all set up for starting January 2022.

**Leadership Council** – Dindy had no report since there was not a September meeting due to waiting for results of church survey. Meeting again in October. Dindy will take a recommendation to council to extending the Member Roll reporting for a few years due to COVID.

**New Members** – Dindy will ask Gwen for names and contact information.

Discussed New Business:

**Team Goal/New Ideas** – Moved to next meeting due to time.

**Advent Calendars to Homebound** – Did this last year and decided to continue this year. Karen will be in touch with Diana Slaughter to see how to order, get a list of homebound members and contact Katie Rowan to see if youth group would make cards to accompany the calendars.

Next meeting is scheduled at 4:00 pm on November 17<sup>th</sup> via Zoom call.

Meeting ended at 5:30 pm

## OUTREACH MINISTRY TEAM

### Meeting Notes

October 18, 2021

Roy Muir convened the Zoom meeting at 7:30pm.

Present: Co-Chairs Sue & Roy Muir, Mary Jean Raab, Laura Seyfried, KatieRowan, Jamie Dylenski, Ron Dechert (Leadership Council Liaison).

#### **August 9, 2021 Meeting Minutes**

Approved as presented.

#### **Agency Updates**

##### **Alpha House: Laura Seyfried**

- Zach Crutchfield is the new Volunteer Coordinator.
- Thank you again to Mary Jean Raab and Jamie Dylenski for providing the dinner meal on August 29.
- Our next scheduled date for BUCC to provide a meal is **January 30**. There is now the option to cook in their kitchen and serve the meal. The option to deliver meals is still available.
- They have two meal dates that have suddenly come up: **October 29 and 30**. If someone would like to volunteer, please contact Laura Seyfried.
- Alpha House is also looking for volunteers to sort and deliver recycling items to a recycling site on the 3rd Saturday of each month. We feel we need more information about this volunteer opportunity. The next Alpha House Board meeting is November 16. Laura can provide more information for us at our November meeting.

##### **Peace Neighborhood Center: Sue/Roy Muir**

- After-School Tutoring and Meals have started up. Sue is assessing the safest way for us to recruit volunteers to help with the meal prep/serving.
- Friday Food Distribution is every Friday from 8:30-11:30am. Volunteers can sign up on Peace's website.

##### **Ground Cover**

- There was discussion about the 10-year lease that was initiated by Pastor Brunell. That lease period has elapsed, and we feel it would be a good idea to discuss the terms at this time. Ron Dechert and Roy Muir will pursue this conversation.

### **Community Kitchen: Ron Dechert/Jamie Dylenski**

- As a follow up from our discussion about a way our church could help support Scott (Kitchen Coordinator) with some needs the Kitchen has, we decided that we would like to make a contribution from the Outreach Memorial Fund to do so. Sue will check the balance in that fund and will be in touch with OMT for a suggested gift amount.

### **Food Gatherers: Katie Rowan**

- Ron feels that we are probably at a point where the Food Barrels can be put back out in the church building. Once we know for sure, we can then start promoting canned good contributions and possibly coordinate again with Mike Haab to make the deliveries.
- We have scheduled a BUCC Work Day at the Warehouse for Saturday, **November 13** from 9:30-11:30. At this time, only 5 persons can volunteer at a time. We have been advertising it on the Refrigerator Page and in Group Emails and Visitors with an easy way to sign-up online. We also feel it would be a good idea for it to be part of the announcements on Sundays.
- The next BUCC work day will be **February 13**.

### **CROP Walk 2021: Sue Muir/Katie Rowan**

- The day of the walk went very well with the rain holding off. We had about 12 walkers from BUCC. Approximately a crowd of 50 gathered on the front lawn of our church. Several other organizations and groups that were walking met at their own sites to walk. Final contribution figures for our church (and the entire walk itself) are not in yet. When that information is available, Sue will share it with our team and the congregation.

### **McKay Community Outreach Fund**

- Ron Dechert has obtained copies of the McKay Trust Funds and did confirm that the Community Outreach Fund agreement indicates that distributions from it should be made by the Senior Pastor in consultation with the Outreach Ministry Team.
- As a follow up to our discussion in August about our church making a significant gift to Peace Neighborhood Center's 50th Anniversary Campaign Fund, we will be in communication with Pastor Kennedy about utilizing the Community Outreach Fund as a source to do so.
- We feel that our 50 year relationship with Peace, as one of the principal churches that has helped to support their many contributions to our community, is right in line with our mission for outreach at BUCC. And in light of the fact that Pastor Willmann played the key role in both developing Bethlehem's role at Peace and he was also the primary relationship with the McKays in establishing their endowment, we feel a significant gift pledged from the McKay fund could be made in honor of him. A motion was made and unanimously supported for OMT to pursue this request.
- Roy will compose a request letter from OMT and share it with our team before sending it to Pastor John and setting up a meeting with him.

## Ministry Team Updates

### **Youth & Young Families Ministry Team: Katie Rowan**

- As a follow-up to the BUCC Habitat Work Day on July 31, Katie is making plans for the Welcome Basket, from our congregation to be presented to the family when they move into the house. The closing is now scheduled for after the first of the year. But we agreed with Katie that sometime in November to appeal to the congregation for items for this basket should be done at that time prior to the Holiday Appeals.
- Katie reported that the “meet the Associate Pastor candidate” with the youth went very well.

## New Business

### **Upcoming Holiday Appeals: Sue Muir**

- While we don't have Holiday Appeal information from our agencies at this point, we do anticipate receiving them soon and plan to let the congregation know how they can help out.
- Eileen Koprowski has confirmed that EMT will do the Mitten Tree again this year. She also said that they are happy to coordinate with our team for the Holiday Appeals and may also reach out to Ozone House.

### **Leadership Council Updates: Ron Dechert**

Ron presented three items from Leadership Council:

- Rotating Shelter Program - Does OMT have an interest in hosting another week of sheltering homeless men in our building? We discussed this request and feel that there is not enough time for us to be able to host as soon as this coming winter. Lack of volunteers and someone to head this up are the biggest issues at this point. Mary Jean suggested that we possibly pursue a way to partner with another group (outside of BUCC) who might like to help make this happen. For example, Grace Point Church, who currently rent our fellowship hall, might be an option. Or another group like them could be pursued. Also, we could consider paying a stipend to someone to coordinate the project. We think that a year from now would be a more reasonable time for our church to take this on. Our congregation has a long history with this program since its inception over 20 years ago.
- Pentecostal International Ministry - This group is renting our Chapel on Sundays. Ron urges us to introduce ourselves to them when we see them at church. They are delighted to be in our building and would like at some time to have a joint potluck with our congregation.
- November 6 - 9am-10:30am - Ron is organizing a meeting of all ministry teams to meet on Zoom to share the results of the congregational survey.

This discussion will be shared with the Leadership Council to help in developing a strategic plan for BUCC. Ron will send the Zoom link to Ministry Chairs, who will then share the link with each ministry team member.

**Next Meeting**

We have scheduled our next meeting for November 29 beginning at 7:30 pm onZoom. Two agenda items at this time are:

- Promoting Holiday Appeals
- Discussion of distribution to agencies from the Outreach 21-22 budget lineitem of \$10,474.

Minutes submitted by: Sue Muir

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

Phone Meeting: Katie Rowan, Jesse Wilcox

**Youth Group**

October Events:

- Rev. Sam Kinsman Visit Sunday, Oct 10, 11:30 - 1PM Pizza, Frisbee, Outdoor Games
- Attend PYT production of "Matilda", Sunday Oct 17, 1 - 3:30PM
- All Church Pizza and Boardgames, Sunday Oct. 24, 11:30 - 1PM
- Blast Corn Maze, Sunday Oct. 31, 11:30 - 2:30PM

Second Adult Needs for October:

- Katie will follow up with Rachel about covering Oct. 24
- Katie will ask Ellie if she and Eleanore can help out Oct. 31

Rescheduling Youth Group:

- Jesse is no longer available on Sundays due to new job
- Katie will explore alternate times with the Youth and parents

Submitted by Katie Rowan, Chair