

**FINANCE MINISTRY TEAM**  
**September 16, 2021**

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

**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.

**BUCC Accounting Policies and Procedures** – We are beginning a review and update of the BUCC Accounting Policies and Procedures, starting with the Financial Ministry Team Calendar and creating a flowchart for Unbudgeted Funding Requests.

**Financial Ministry Team Calendar** – Karen will try updating the calendar created in 2017 by changing January to June, February to March etc. to match BUCC's new fiscal year.

**Unbudgeted Funding Requests Flowchart** – With Edgar's computer skills, we created a draft flowchart during our meeting which he forwarded to the team. We will review the document and discuss it at another meeting.

**Change in Meeting Date** – to make it easier for Betty to have the financial reports ready for our meeting, we will be meeting on the third Thursday rather than the second Thursday as it often falls early in the month.

**Next meeting**, Thursday, October 21, 2021 at 7:00 on Zoom

Submitted by Karen Samford

**FACILITIES MINISTRY TEAM - BUCC**  
**Meeting Minutes of 09/14/2021**

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

Absent: Pastor John Kennedy, Tim Schenk

The meeting was called to order at 3:27 pm.

Minutes of August 10, 2021 were accepted as printed.

**FINANCIAL REPORTS:**

- a. Our budget is still in good shape. We do have significant invoices that will be paid in the near future.

**OLD BUSINESS:**

- a. Now that Tremco has repaired the seams where the flat roof meets the sanctuary wall I the 5<sup>th</sup> Avenue stairwell, Steve will contact Jerry about repairing the ceiling damage I that area.
- b. Butcher & Butcher have finished the main roof repairs. Vedder's has restored the power for the heat tape. B&B will replace the heat tape and remove their scaffolding. Their caulking work on the flat roof above the foyer between the elevator and the FH prevented any water collecting in the light fixture during the last heavy rainstorm.
- c. HomeSpec completed the waterproofing work on the foundation at the SW corner of the building September 7<sup>th</sup>-10<sup>th</sup>.
- d. Clare Racine of CMR will have Dexter Block cut the floor in the FH for the pipe repair soon after his return to Ann Arbor September 26<sup>th</sup>. We have no timeline on their work to finish the FH heating upgrade or to construct the protective cover over the electrical unit in the courtyard.
- e. Facilities contributed \$2,500.00 toward the internet upgrade. This was done with money from the Feldkamp Trust.
- f. Allstar moved one camera from the basement to the interior of the 5<sup>th</sup> Avenue entrance. The camera outside the 5<sup>th</sup> Avenue entrance was upgraded. A buzzer was added outside the 5<sup>th</sup> Avenue entrance for use by the office personnel and Groundcover. It is working well for everyone.
- g. The current closers for Sunday mornings are: 1<sup>st</sup> Sunday-Tim Schenk, 2<sup>nd</sup> Tom Ziesemer, 3<sup>rd</sup> Edgar Vasquez, 4<sup>th</sup> Steve Darr, 5<sup>th</sup> Mike Haab. John Irwin will act as substitute.

**NEW BUSINESS:**

- a. Brad sprayed the weeds in the north moat of the church and trimmed or removed bushes on the church grounds and around the 437 house. He said fixing the sandbox area in the back yard would require removing the lumber and adding more dirt.

- b. When Glass Doctor repaired the broken pane in the 437 house, they noted broken panes in basement windows in north moat and south side of FH and provided an estimate. Julie advised we replace the one in the FH, it is visible from the sidewalk.
- c. Video-streaming equipment will be installed the week of October 4<sup>th</sup>. As Worship Team requested, Jim Stadel removed two pews at the front of the balcony. Vedder's installed needed electrical power. JH Custom Countertops will install a counter for the equipment. After their first look at the area there are questions for Worship to answer in regard to making it workable for the operators due to the stepped floor. Jim will re-look the look on the north balcony door for security.
- d. Vedder's will look at the third power unit on the flat roof to determine what it operates. It is not operable at this time.
- e. An all-church work day is scheduled for Saturday, October 2<sup>nd</sup> to clean up the yard and flower beds in anticipation of hosting the Crop Walk Sunday, October 3<sup>rd</sup>.
- f. The church is actively seeking additional rental activity which will require more sextons. Currently a Pentecostal group from Ghana is signing a 1-year contract for the chapel Sundays 10:30-12:30 and pre-school room 11:20-12:30 pm. Gracepoint, a college-based campus ministry aimed at international students and affiliated with the Southern Baptist church has committed to rent the FH from 1:00-4:00 on four Sundays in September and October. Further dates will depend on the success of their recruiting program.
- g. We accepted the bid received to repair/replace the problem gutters/downspouts at the Hewett parsonage. Steve will check the window in the eating area for possible repairs.
- h. John I., Mike and Tom will install the smoke alarms and carbon monoxide detectors in the 437 house. We also need to continue to monitor a possible leak in the basement.
- i. Katie Rowan and Sue Muir have coordinated the Crop Walk. Tom will seek volunteers to direct participants to the restrooms and to parking available in the area. We will also set up two tables on the 4<sup>th</sup> Avenue lawn for registration.

#### **ESSENTIAL MAINTENANCE TASK LIST**

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E—Jim Stadel wishes to do this but has not committed to a date.
- b. Floor buffing: 1<sup>st</sup> & 2<sup>nd</sup> floor halls, choir and youth room, FH
- c. Carpet cleaning—Steve will contact Mark Hizer at Phoenix for recommendations

The meeting adjourned at 5:05 pm.

**NEXT MEETING:** Tuesday, October 12<sup>th</sup> at 3:30pm.

Respectively submitted,

Michelle Loukotka

**EDUCATION MINISTRY TEAM**  
**September 15, 2021**

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

**Sunday School –**

We discussed restarting classes, and decided to wait until we see what happens in Ann Arbor and Michigan with Covid.

Eileen will write a letter letting the children know we are still thinking of them. It will be included in a Fall/Halloween activity mailing that Nancy will send out.

Karen will make sure the “Whole People of God” curriculum is purchased with everyone in the group to have access.

**Posting for preschool teacher–**

Eileen will see if the office can help with getting the Pre-school teacher job posted, adding some indication applicants must be vaccinated. She will also contact Kelsey to see if she has anyone in mind.

**Mission Projects –**

Eileen will take the school supplies that were collected to Peace Neighborhood Center and have a check mailed to Ozone House for any monetary donations.

**Next meeting will be Wednesday, October 13th.**

Submitted by Karen Samford

**WORSHIP MINISTRY TEAM**  
**September 21, 2021**

1. Opening Prayer Pastor John
  
2. Old Business
  - a. Review of Recent Services Pastor John
    - i. Attendance light in August (35-40) per week, picking up in Sept, some new folks
    - ii. Narrative Lectionary
    - iii. Finding other sources for the additional prayers, call to worship, etc.
  
  - b. Search for Minister of Spiritual Growth Formation & Outreach
    - i. Candidate coming in for interview with extensive experience with youth and families as well as communication strategy
    - ii. Will be in the service on Oct 10 to observe
    - iii. Working with Kurt & Ron to organize meet 'n greets, meeting with LC, Education, Worship, Youth & Young Adults
    - iv. Job Descriptions very similar to the roles as filled by Pastor Lily; slight modifications. We can find them on Indeed
  
3. New Business
  - a. Possible Change to WMT monthly meetings
    - i. Move to later Tues eve or 1st or 2nd Thurs
    - ii. **JV to reach out to David to check his availability** (done)
  
  - b. Leadership Council Update Pastor John
    - i. Survey for congregation in the works; **JV to contact Ron and Jim about adding worship-related questions** (done)
    - ii. Questions about the congregation and Questions about the Pastor
    - iii. Building & repair projects
    - iv. Rentals going strong
    - v. When can coffee hour resume? **JV to email Jan Eadie and Ron Dechert** (done)

- c. New Member recognition
  - i. Number of people who joined while we had video services (Wenners, Hendershots, Katowski, Bonds, Nan)
  - ii. Confirmands (some require baptism), **Pastor John to reach out to individuals/families**
  - iii. Oct 17, 24, 31 or Nov 14
  - iv. **Coordinate with Welcome and Member Care teams**
  
- d. Volunteers still needed for Liturgists, ushers, bell-ringers, sound techs, and office support
  
- e. Music David/Gail
  - i. Choir: size, adding content to Planning Center
  - ii. Organ Update: certain parts are not sounding or functioning properly. Problems began around the time of the storms this past summer and certain pieces need to be replaced. We have spent \$700 so far but additional pieces need to be installed. Next installation estimated to be about \$350. How are the costs being covered? Possibly emergency repairs fund.
  - iii. Bells start rehearsing 9/27 and will ring for us on Oct 17
  
- f. Livestream/Recording Technology Update Jennifer/David
  - i. Mercury Sound & Light: for streaming equipment
  - ii. Casatech: for Internet/IT equipment
  - iii. New workstation for the balcony
  - iv. Installation & Training the week of 10/4
  
- g. BUCC Website: page for the Worship Ministry Team Jennifer
  - i. **Harriette to make a draft**
  
- h. 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

- i. 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: **JV to ask Tom Z if we have a reservation for this year, Fri Dec 3** (done)
  - v. Pageant/Youth Play: **JV to ask Eileen and Katie about interest** (done)
  - vi. Special Choir service "Cantata": still planned depending on size of choir
  - vii. Christmas Eve: still have 3 services? Perhaps go down to 2? Suggestion to have 5:00 and 7:30 and not have the 11:00 this year. Perhaps take some of the elements of the 11:00 service and have them during the 7:30 service?
  - viii. Plan B if we have to close down to the public: livestreaming equipment with small number of people

4. Closing with Lord's Prayer

Next Meeting: Oct 19, 2021 5:30pm

**MEMBER CARE MINUTES**  
**September 15, 2021**

Meeting began at 4:00 pm

Members Present: Beth Wenner, Dindy Haab, Judy Coucouvanis, Mary Jean Raab, Julie Seitz (joined at 4:40 pm) and Karen Kennedy.

We discussed the need for a time limit for specific items as to be respectful of others schedules.

Discussed old Business:

Beth contacted Jenny Foster and she says that she has decided to do other things in the church so will not be attending Member Care meeting. She is available for questions.

**Time & Talent** – Need to discuss looking at the old sheets and when to send out new ones.

**By-laws** – Reviewed and discussed

**Card ministry** – need a person or persons to take on this ministry. Karen to contact Angie Lewis

**Grief booklet series** – At this time, Pastor John said that there is no one who needs to receive the series.

**Member care visit check in** – Card for Mary Ann Folk who moved to a new home.

**Grief Support Group** – Jim Rowan will send email to what was discussed about continuing with this group.

**Member Spreadsheet** – Dindy will talk to Gwen. Gwen to talk with Karen Samford about updating with new members, members who have died, etc. Discussed self-reporting for members to see who is attending worship, meetings, etc. remotely.

**Leadership Council** – Dindy gave us a report from Leadership Council. She discussed rentals of our building increasing exponentially. Sunday School and Coffee Fellowship are still works in progress. Discussed survey coming out from Leadership Council. Also, discussed filling of open position for Minister of Spiritual Growth and Formation.

Discussed New Business:

**Team Goals** - Need to think about new ways to care for members current and new. Tabled and will visit this at a later meeting. Julie suggested a brunch for new members. We would work with Welcome on this. Discuss also how we do what we do as a committee. Where we started and where we want to go.



**New Members** – Discussed working with Welcome Team. Beth said that she and Mike both like the letter of welcome that they received. Other ideas mentioned – welcome baskets and/or buddy system for new members.

**Bulletin Board** – Mary Jean said that she would look into update. Pastor John told us that we could have the movable one in the sanctuary for new member photos and biographies.

Next meeting is scheduled at 4:00 pm on October 20<sup>th</sup> via Zoom call.

Meeting ended at 5:30 pm.

**Bethlehem United Church of Christ**  
**YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES**  
**September 9, 2021**

Present: Katie Rowan, Jesse Wilcox

**Youth Group**

Survey Results:

- There were 4 responses to the survey.
- Sundays 11:30 - 1:00 will work for scheduling Youth Group
- We can reassess going forward

September Events:

- Fall Kick Off Sunday Sept. 12, 12 - 3PM at the Schmerberg's cottage
- Movie Night Saturday Sept. 18, 7:30 - 10PM at the Baileys - A Night at the Museum
- All Church Pizza and Boardgames Sunday Sept. 24, 11:30 - 1PM, in the church yard

CROP Walk Sunday Oct 3:

- Bethlehem is hosting and Youth have been asked to help with parking
- We'll meet at 12:30PM for a meal, and help as needed starting at 1
- Youth are invited to stay and walk when things begin at 2

Submitted by Katie Rowan, Chair