

BUCC LEADERSHIP COUNCIL MINUTES
November 4, 2021 4:30-6:10pm

Present: Ron Dechert, President; Jim Rowan, Vice President; Rachel Hemp, Secretary; Dindy Haab, Pat Huibregtse, Pam Rutledge, Members at Large
Absent: Pete Hendershot, Treasurer

Leadership Council met to discuss the Pastoral evaluations from the congregation and council and to discuss a request from the Pastor Parish Relations Committee. Since these are personnel matters, detailed notes will not be made available.

Next meeting will be November 18 at 4:30pm

BUCC LEADERSHIP COUNCIL MINUTES
Nov 18, 2021 4:30-6:25pm

Present: Ron Dechert, President; Jim Rowan, Vice President; Pete Hendershot (present until 6:10), Treasurer; Rachel Hemp, secretary; Dindy Haab, Pat Huibregtse, Members at Large; John Kennedy (present until 6), Pastor and *ex-officio* member

Absent: Pam Rutledge; Member at Large

1. Next meeting: December 16 at 4:30pm
2. Opening Prayer- Pastor John
 - a. Pastor John shared the story of the Good Samaritan
3. Rotating Shelter Update- Ron Dechert, Jim Rowan
 - a. Ron, Jim and Mary Jean Raab met with a representative from the shelter via Zoom
 - b. Mary Jean, Roy Muir and Sue Muir have agreed to chair this effort
 - c. Begin March 14. Guests must check in at Delonis Center each night before being transported to BUCC. BUCC would need to provide two volunteers from 10pm-6am. Up to 25 men, who would have to pass a breathalyzer test and test negative for COVID
 - d. Good Shepherd church would partner with us to help provide volunteers
 - e. Motion to support the rotating shelter passed with no objections and one abstention. Ron will coordinate with Mary Jean and will speak with the Pentacostal group and Gracepoint to see if there is volunteer interest
4. Pastor Updates- Pastor John
 - a. Julie Rhodes is resigning as of December 15. Pastor John will post the position after sending a job description to Ron and Jim for review
 - b. Pastor John would like to extend a call to Sam Kinsman (associate pastor candidate)
 - i. Leadership Council discussed some compensation matters related to an imminent offer. Details of this discussion are not included in the minutes
 - ii. Motion to support Pastor John continuing with the hiring process for Sam (pending some discussion with Sam) passed with no objections and two abstentions
5. Ministry team- congregational survey meeting
 - a. : Debriefing
 - b. : Planning for next meeting (Dec 4, 9:00-10:30 am)
 - c. This discussion will be tabled with a future meeting scheduled to discuss
6. Ministry team reports (Pastor John not present)
 - a. Education: EMT does not support restarting Sunday School at this time
 - b. Finance: Finance has concerns about unbudgeted money being spent prior to the Finance Team's approval
7. Request from the Pastor Parish Relations Council (Pastor John not present)
 - a. LC will not reconsider this request at this time

FINANCE MINISTRY TEAM
November 18, 2021

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

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

BUCC Accounting Policies and Procedures –

Karen made several minor changes to the Policies and Procedures for review. Everyone agreed with the changes. Karen is in the process of investigating more updates.

Video Streaming –

Questions have come up concerning solicitating donations for video streaming. We decided the current line for Video Streaming in Memorials and Gifts could be used as this would be similar to the Radio Fund. We will also add a line in the online giving for Video Streaming.

Bank of Ann Arbor Investments – Mike Davidoff and Jena Agler from Bank of Ann Arbor will attend our December meeting to go over our investments.

Next meeting, Thursday, December 16, 2021 at 7:00 on Zoom

Submitted by Karen Samford

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 11/16/2021

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

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

Minutes of October 10, 2021 were not available for review.

FINANCIAL REPORTS:

- a. Our finances continue to be in good shape. We do have significant invoices that will be paid in the near future.
- b. The charges made against the Security budget for the upgrades to the system--installation of the buzzer system and relocating a camera--will be moved to the Feldkamp Trust Fund.

OLD BUSINESS:

- a. The gas pipe repair in the boiler room and the CSD1 test of the boilers have been completed.
- b. Scrape, plaster and prime 4th Avenue wall on the landing outside the gym.
- c. Scrape plaster ceiling on 5h Avenue stairway to the 2nd floor.
- d. Repair floor in FH where steam pipe was repaired.
- e. Repair wall under steps from FH to S exit door.
- f. Replace ceiling light fixture in foyer between FH and hall to elevator; may involve repair to the ceiling around the fixture.
- g. Add extended downspout on the 2nd floor flat roof to the courtyard downspout.
- h. Build a shield over heating fan in the courtyard to prevent damage from falling ice.
- i. Renovate men's restroom across from the Art Room.
- j. Tom will verify with Vedder's that the heat tape is ready for use.

PARSONAGES:

- a. The 437 Fourth Ave. house passed inspection except the windows in 1st floor bedroom SW corner. Michelle will ask Bob to free the windows again and take a picture to demonstrate they are operable. Inspector will accept that as proof without doing another personal inspection.
- b. Replacement of gutters/downspouts on Hewett parsonage is scheduled for January 2022.
- c. Steve will check the bay window in the kitchen eating area; it cannot be locked.

NEW BUSINESS:

- a. LC met with Team leaders/members on November 5th to allow each team to briefly describe how they are fulfilling their responsibilities and to begin discussing results of the September survey of the congregation. These meetings will be scheduled on a regular basis in the future to improve communication between Teams.

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. Tom will ask him to set a date for completion.
- b. Floor buffing: 1st & 2nd floor halls, choir and youth room, FH

- c. Carpet cleaning: Sanctuary, [Lounge?] Steve will contact Mark Hizer at Phoenix for recommendations.
- d. Turn on heat tapes
- e. Drain boiler
- f. Set up roof inspection for spring 2002

The meeting adjourned at 5:05 pm.

NEXT MEETING: Tuesday, December 14th at 3:30 pm.

Respectively submitted,
Michelle Loukotka

EDUCATION MINISTRY TEAM
November 10, 2021

Present: Eileen Koprowski-Chair, Jan Eadie, Julie Feldkamp, Nancy Pieske, Karen Samford, Jane Schmerberg, Christina Welk and Jim Rowan-Leadership Council Liaison

Sunday School –

Council would like to know when we plan to restart Sunday School classes. While we would love to restart classes, we don't feel it's safe right now. We are still waiting until things are farther along and we see a decrease in the Covid numbers. We are communicating with the children by sending out monthly post cards and activities. We have had notices in the Visitor and weekly mailing inviting parents to let us know how they feel about restarting Sunday School and we have had no requests from parents to restart as yet.

Posting for preschool teacher – We will wait for a realistic date when we may need this person prior to posting the position.

Christmas Gifts –

Advent calendars, there are several places to order fair trade chocolate calendars including Amazon. Eileen will work with Katie for older kids and Karen Kennedy for Member Care

We will make two drop offs:

One in late November for the Advent calendars and an ornament and another the week of December 12th with crafts and bags of goodies (e.g. candy canes, hot chocolate).

Mission Projects –

We will coordinate with outreach this year.

The Mitten Tree will be up by December 20th – mittens, gloves, scarves, hats and socks.

Miscellaneous –

There will be no Living Nativity this year.

Next meeting will be Wednesday, December 1st.

Submitted by Karen Samford

WORSHIP MINISTRY TEAM
November 21, 2021

1. Opening Prayer Pastor John

2. Old Business
 - a. Review of Recent Services Pastor John & Jennifer
 - i. Video Streaming: need to hire contractor to take over video director responsibilities
 - ii. Radio: reset soundboard and performed skype test to correct earlier problems
 - iii. Suggestion: Demo to congregation how to find our YouTube channel (in person demo, and record a short video), Visitor Article
 - iv. Totenfest Nov 7
 - v. Need Communications Director: part-time role, need to propose to LC to create this position and find the funding, suggest reporting to the associate pastor position

 - b. Search for Associate Pastor position
 - i. Update on status: call document prepared, approved by LC, working on housing negotiations
 - ii. Parsonage could be rented b/c our candidate prefers not to use it
 - iii. Sam could join us as early as Jan 15 if we can finalize these things

 - c. New Member Recognition
 - i. Status: new members want to do it, but need to set it up in Jan-Feb, before Lent
 - ii. List of New Members: about 11-12 people
 - iii. Date: Jan-Feb TBD, before Lent
 - iv. Coordination with Welcome and Member Care teams
 - v. Fellowship afterwards: what can we do?

 - b. BUCC website
 - i. Redesign of our website
 - ii. Need content for each ministry team
 - iii. Need a regular website manager to keep our content updated

3. New Business
 - a. Leadership Council Update Pastor John
 - i. Discussion of survey results
 - ii. Survey results to ministry team leaders in early November; follow-up mtg Dec 4
 - iii. Contract negotiations for associate pastor position
 - iv. Julie Rhodes has resigned effective Dec 12; new posting coming, revised job description

- b. Volunteers still needed for Liturgists, ushers, bell-ringers, sound techs, and office support, advent wreath lighting
 - i. Leadership Council involvement
 - ii. Advent Wreath Lighting
 - iii. Authiers, Ashenfelters, Ron & Alice, Jim & Sallie, Norm & Sally, Mike & Harriette, Kurt & Jane
 - iv. Back-up for 7:30 Christmas Eve will be Kennedy Family

- c. Music David/Gail
 - i. Organ problems continue
 - ii. Cantata Planned for Dec 12: 5 strings, 2 oboes, renting a portable organ; 17 continuous minutes of music; Vivaldi's Magnificat, Mary's story
 - iii. All bulletin content loaded by 11/23 for the 11/28, 12/5, and 12/12 services
 - iv. Dec 19 and Dec 24 and Dec 26 services: bulletin info by 12/14

- d. Livestream/Recording Technology Update Jennifer/David
 - i. Update
 - ii. Video Fund: envelopes, website, account with finance team
 - iii.

- e. Holiday Planning Pastor John
 - i. Lectionary planned: custom selections from Matthew & Luke, plenty of Christmas carols
 - ii. Advent Devotionals: Pilgrim Press, order now
 - iii. Special Choir service "Cantata": Call to Worship, Lighting of Advent candles, Invocation, Lord's Prayer, Offering; Pastor John to fill other content
 - iv. Christmas Eve: 5:00 and 7:30 services only. Live stream them both? The first service will be more family/youth oriented
 - v. 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: Plan for new meeting day/time

MEMBER CARE MINUTES
November 17, 2021

Meeting began at 4:00 pm

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

Discussed Old Business:

Time and Talent Sheet – Tentatively scheduled to go out during lent (Giving Something Back) Karen will type letter to other ministry teams and send a copy via email to MC Members for input and then to other teams with the sheet for their input. Talk to John about adding Stewardship.

Card ministry – Angie Lewis will be our new card person. We supply her with cards and postage. Karen will ask her to join our meetings. We also will ask her to keep a monthly total and to forward to the group.

Advent Calendars to Homebound - 20 calendars were ordered and will be delivered before December 1st. Homebound members were divided up between team members for delivery. Youth group has agreed to do cards to accompany the calendars.

Member Spreadsheet – Mary Jean and Julie will be meeting with Karen Samford at a later date.

Leadership Council – Dindy gave us a report from Leadership Council. She discussed COVID protocols in place: masks, no coffee fellowship or Passing of the Peace yet. Hosting the homeless shelter in March was discussed and due to church members needing to be present overnight, they decided not to do this in 2022. Update was made to the WiFi for better streaming and for rentals. There is a buzzer for the 5th Avenue door for people to enter the building during office hours.

New Goals for the Team – Tabled for another meeting.

Discussed New Business:

Prayer Cards – Are now back in the pews along with the bibles and hymnals. Member Care is responsible for collecting them. Gary Maki would pick them up occasionally, ask him if he would again. Also, see if the ushers will do it as well.

Survey – results will partially determine goals for next year or so. The next Zoom meeting is December 4th at 9 am.

December Meeting – Decision was made to not meet in December but to have a regular meeting again in January. If there are any items of importance, we will email each other.

Next meeting is scheduled at 4:00 pm on January 19th via Zoom call.

Meeting ended at 6:00 pm

OUTREACH MINISTRY TEAM MEETING NOTES November 29, 2021

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

Present: Co-Chairs Sue & Roy Muir, Mary Jean Raab, Laura Seyfried, Katie Rowan, Jamie Dylenski, Eileen Koprowski, Jane Schmerberg.

October 18, 2021 Meeting Minutes
Approved as presented.

Agency Updates Alpha House:

Laura

- Laura shared some additional information about the Alpha House Holiday Wish Lists. In-depth information can be found on their website. In the spirit of families being able to shop for themselves, they are encouraging donations of gifts cards to Meijer's and Walmart in increments of \$25, \$50 or \$100.
- Laura hopes to have additional information about volunteering to help facilitate their recycling needs at our next meeting.
- 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.

Peace Neighborhood Center: Sue/Roy

- Holiday Wish Lists include gifts ordered off Amazon or Target (which are directly sent to PNC), gift cards to Meijer's, Krogers, Aldi's, or Target, and new toys can be purchased and dropped off at Peace for those persons who would like to shop themselves in stores.
- Thanks For Giving Dinner and Program (online) were a huge success with over 190 meals purchased (picked up or delivered). The hour-long video program is still available to view on Peace's website.

Ground Cover

- Ron was unable to be with us this evening, but Roy reported that he is working to identify a team to look at the past contract with Ground Cover. We also discussed the need to re-establish our relationship with them and to share/communicate the fact that our church houses Ground Cover.

Community Kitchen: Jamie

- As per our discussion at the October 18 meeting, a check for \$1,000 from our Outreach Memorial Fund for the Community Kitchen was cut and mailed to Scott Roebuck (Kitchen Coordinator).
- Alice Dechert emailed Sue an update: The Community Kitchen is currently serving 1200 meals per week. That number will go up once the Rotating Shelters open up. Still serving meals-to-go, but clients have the option of eating in the dining room, Volunteers continue to wear masks and have no contact with the clients. Some clients are still being housed in motels. Four area restaurants are supplying some meals during the week (Ayse's Turkish Restaurant, The Teahaus, Dominos, Zingerman's). The rest of the meals cooked comes from food donated to Food Gatherers.

Food Gatherers: Katie

- Food Barrel is back out in our building.
- The November 13 BUCC Work Day at the Warehouse went very well with 5 members volunteering from 9:30-11:30am. The next BUCC work day will be **February 13**. There will be a signup available online.

CROP Walk 2021: Sue/Katie

- At this point there are no financial updates to the outcome of this year's walk.

Gift to Peace Neighborhood Center from McKay Community Outreach Fund

- As a follow up to our discussion at our October meeting, Mary Jean, Roy, Kurt Schmerberg, and Jeff Wortman met with Pastor John on November 19 to discuss OMT's recommendation that Bethlehem contribute \$5,000 to Peace Neighborhood Center's 50th Anniversary Campaign. We recommended that this be paid out as a one-time gift or spread out over a period of 3 years. Roy reported that everyone in attendance at the November 19 meeting positively endorsed this recommendation. The next step is to hear from Pastor John regarding a final decision. To date, we have not heard from him.
- OMT discussed the importance of re-educating our congregation about the McKay Funds. The history of how the funds were developed, who were the McKays, and the specifications of how the McKays set up the funds to be used is valuable information to have and to celebrate.

Ministry Team Updates

Youth & Young Adults Ministry Team: Katie

- As a follow-up to the BUCC Habitat Work Day on July 31, Katie has advertised for items for a Welcome Basket from our congregation to be presented to the family when they move in (after the first of the year). Items can be left in the Church Office. Donations can also be made to help purchase gift cards for the family.
- Kurt Schmerberg will be visiting the Youth Group to share information about the new video recording equipment and possibly recruit some youth who might volunteer to help record worship services.

Education Ministry Team: Eileen

- Eileen expressed appreciation for OMT and EMT collaborating together for this year's Holiday Appeals.
- EMT and YYAMT are also working together to put together and deliver some Advent items for their families: Advent calendars, Christmas ornaments and small gift bags of goodies. Definite plans have not been made for a Children's Christmas Program this year, due to Covid, but possibly something might be put together.
- EMT will be discussing soon the appeal they hope to do for the SCS Lenten Project 2022.

New Business

Rotating Shelter Program: Mary Jean/Roy

- After discussions with the Leadership Council and Kimberly Matheny (Shelter Association Washtenaw County Operations Manager), Leadership Council has approved our congregation taking part in the Rotating Shelter Program for 2022. Mary Jean, Sue and Roy will organize and

coordinate this outreach endeavor.

- We will host approximately 25 men in our building overnight March 13-20, 2022. The goal is to have minimally 2 hosts and possibly 3-4 at the church each evening we host.
- It has been about 7 years since we hosted a week. Clients are now transported from the Shelter in a van, arriving around 8:30 am. By 7:00am the next morning the clients are out of our building to go to St. Andrews for breakfast. There are several resources that we can use that other churches, who have hosted, can provide.
- Mary Jean has already been working to collaborate with other churches, who are not able to participate in the program, to help provide volunteers to be hosts. Church of the Good Shepherd has already committed to providing 4 volunteers. Ron is checking with the two church organizations that rent rooms from Bethlehem to see if they might have volunteers. It was suggested to see about collaborating with area businesses or other churches that participated in the CROP Walk.
- After the first of the year, we will begin advertising and communicating to the congregation about this endeavor.

Next Meeting

We have scheduled our next meeting for January 31 beginning at 7:30 pm on Zoom. One agenda item at this time:

- Discussion of distribution to agencies from the Outreach 21-22 budget line item of \$10,474.

Minutes submitted by: Sue Muir

Bethlehem United Church of Christ
YOUTH AND YOUNG ADULT MINISTRY TEAM MINUTES
November 10, 2021

Phone Meeting: Katie Rowan, Jesse Wilcox

Youth Group

Our new meeting time is Thursday, 6:30 - 8 PM.
The gym will not be available to us due to a rental.

November Events:

- Handbell Activity - Jim Rowan, Thursday Nov.11, 6:30 - 8 PM
- All Church Pizza and Boardgames, Thursday Nov. 18, 6:30 - 8 PM
- No Youth Group - Thursday Nov. 25, 6:30 - 8 PM THANKSGIVING

Second Adult Needs for December:

- Thursday, Dec. 2

Youth Group Plans:

Nov. 11

Jim will lead a handbell activity.

Youth will be invited to make a video with birthday greetings for Matt.

There will be a card for Abby for everyone to sign.

Nov. 18

Youth has been invited by Member Care to sign cards for homebound members to be delivered with their Advent calendars.

Dec.2

Jesse suggested that we invite a member of the sound team to familiarize the Youth with the equipment. Katie will contact Kurt to see if he would be willing to do this.

UM Men's Basketball Outing

Katie purchased 10 tickets through group sales for the Tues. Dec. 21 game. We will need a second adult for this outing. Any tickets not needed by the Youth will be offered to others in the congregation.

Submitted by Katie Rowan, Chair