

**BETHLEHEM CEMETERY BOARD
NOTES
DECEMBER, 2021**

The Cemetery Board did not have an official meeting in the month of December. Below are the items discussed and voted on via email, all members discussed and voted.

Everyone approved the November minutes and financials (Mrs. Stadel motioned, Mrs. Friend second, passed)

Everyone agreed that we should give Brad a \$150 Visa gift card. Marty will pick this up and make arrangements to meet up with Brad prior to Christmas. (Mrs. Stadel motioned, Mrs. Friend second, passed)

On Thursday December 16 there is Financial zoom meeting. Jim L. and Susan I. have agreed to listen in.

Marty will be in contact with Brad and Larry Sanborn regarding yearend paperwork and payments by year end.

The next Cemetery meeting will be January 11, 2022 at 4PM - Cemetery office

Mary Friend
Secretary

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes 12/14/2021

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 3:35 pm.

Minutes of October 12, 2021 & November 16, 2021 were approved as printed.

Our funds continue to be at levels appropriate for this time in the budget year. Julie reminded us that if money needs to be moved from one fund to another, we must notify Betty by early May 2022 at the latest.

OLD BUSINESS:

- a. We reviewed Julie's Project Worksheet.
- b. The protective cover over the electrical unit in the courtyard has been completed by Kris Kraft.
- c. Jim Stadel purchased and replaced the light fixture in the foyer between the FH and the elevator. Steve will repair the ceiling around the fixture. A downspout extension still needs to be attached over the flat roof to complete this project.
- d. Shamrock replaced floor tiles in FH over the repaired steam pipe. The wall under the serving window needs to be painted to complete this project.
- e. Steve advised that ceiling damage in the sanctuary and the 4th Avenue wall outside the gym will be scraped and repaired by Jerry Milliken in January. Scaffolding will be necessary in both areas.
- f. The basement men's room across from the Art Room still needs to be refurbished. We anticipate cleaning and repainting the stall dividers, scraping the walls and ceiling and repainting them.

NEW BUSINESS:

- a. The motor on the ventilation fan serving the office immediately off the hall is not working. Replacement has been recommended but if that is the only area it serves, that may not be necessary. The ventilation fan serving the individual offices seems to keep that area clear as well. Consult Jim Stadel for advice about anything else it serves before proceeding.
- b. The pole lights on the east side of the 1966 addition and the north floodlight on the 4th Avenue side of the building need new photocells. Contact Vedder for this.
- c. All Star responded to our call to repair wiring outside the 5th Avenue door and made a temporary fix. Now that they better understand what needs to be done, they will return for a complete repair.
- d. Steve will contact Ron about David Hahn's request to remove four pews in the sanctuary for his dissertation recital February 6th.

PARSONAGES:

- a. The 437 Fourth Avenue house inspection was approved by the city once the windows were operational.
- b. Steve is still investigating what is necessary to repair the bay window in the eating nook at the Hewett parsonage.
- c. The Ann Arbor Water Department will turn the water at the Hewett parsonage off at the street on January 19, 2022. Pastor John will notify Hutzel when this has occurred so they can replace the valve in the house to allow the city to replace the water meter.
- d. Gutter replacement and repairs around the dormers at the Hewett parsonage are scheduled for January 17, 2022.

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: 1st & 2nd floor halls, choir and youth room, FH
- c. Carpet cleaning—Steve will contact Mark Hizer at Phoenix for recommendations
- d. Arrange for roof inspection Spring of 2022—consider using Dukes rather than B&B.

The meeting adjourned at 5:00 pm.

NEXT MEETING: Tuesday, January 18th at 3:30pm.

Respectively submitted,
Michelle Loukotka

Finance Ministry Team
December 16, 2021

Present: Karen Samford-Chair, Tom Krell and Edgar Vasquez

Invited Guests: Jim Lutz-Cemetery Board Treasurer, Susan Irwin-Cemetery Board Member, Mike Davidoff and Jena Agler from Bank of Ann Arbor

Mike Davidoff and Jena Agler from Bank of Ann Arbor joined us for a yearly update on our investments. As part of the overview, Mike suggested we might want to change our investment allocation from 40% Equities and 60% Fixed Income to 50-50. This would give the church a bit less yearly income but increase our long-term gains.

We decided to make the suggested change and Karen will get in touch with Mike to get this started.

Karen reported that with Julie's departure her church credit card has been cancelled. The church will be obtaining a debit card to be used for purchases of needed repair items, subscription renewals etc.

Next meeting scheduled for January, 20, 2022

Respectfully Submitted by Karen Samford

BUCC Leadership Council Minutes

Dec 16, 2021

4:30-6:00pm

Present: Ron Dechert, President; Jim Rowan, Vice President; Pete Hendershot, Treasurer; Rachel Hemp (joined at 4:40), Secretary; Dindy Haab, Pat Huibregtse, Pam Rutledge, Members-at-Large; John Kennedy (left at 5:10), Pastor and *ex-officio* member

1. Opening Prayer- Pastor John
2. Pastor Updates- Pastor John
 - a. Pastor John is posting a job for a person to replace Julie Rhodes as Parish Administrator. The new position would function as assistant to the Pastor as well as performing administrative functions. Pastor John expects to post the job next week. In the interim, office volunteers are covering the admin duties.
 - b. Sam Kinsman remains interested in a call to BUCC, pending some negotiation
3. Ministry team reports- all
 - a. Facilities: The 4th St parsonage rental inspection has been finalized
 - b. Education: EMT has prepared holiday packages for delivery to BUCC youth
 - c. Youth and Young Adult: Time has been changed to Thursday evening. The youth are putting together something for the 5:00 Christmas Eve service. Katie is delivering gift baskets to the older BUCC youth in coordination with EMT and Member Care
 - d. Outreach: Outreach has gifted \$5,000 from the McKay Fund at the request of Roy and Sue Muir to Peace Neighborhood Center to recognize Peace's 50th anniversary
4. Continued Council discussion pertaining to evaluation
 - a. Pastor John was excused
 - b. Because this is a personnel matter, detailed notes will not be made available

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
December 2, 2021

Present: Katie Rowan, Jesse Wilcox

Absent: Rachel Hemp

Youth Group

December Events:

Dec. 2, 6:30 - 8PM Youth Group - assemble Gifts for EMT/YYA Christmas deliveries

Dec. 9, 6:30 - 8PM Youth Group - Kurt will familiarize the Youth with the streaming equipment

Dec. 16, 6:30 - 8PM All Church Pizza and Boardgames

Dec. 21, 6 - 9PM UM Men's Basketball game outing

Katie asked for ideas for topics, guests, and/or projects for Jan. Youth Group. A second adult will be needed for Jan 20, and also once each in Feb. and March.

Deliveries:

Youth will receive 2 deliveries in December.

- Christmas ornament from EMT and chocolate Advent calendar
- Goodie bag with various items including a craft provided by EMT, Christmas card, cocoa mix, candy canes, church window cookies

Christmas Eve 5P Family Service:

Katie will contact families to see if they will be attending the 5PM service. If yes, Youth will be invited to read scripture and participate in a musical selection with bells, flute, and singing. If no, there is a possibility that we could create a video to be shown during the service.

Associate Pastor Position:

Leadership Council is working on an offer to Sam Kinsman.

Submitted by Katie Rowan, Chair