

EDUCATION MINISTRY TEAM

February 9, 2022

PRESENT: Eileen Koprowski – Chair, Jan Eadie, Julie Feldkamp, Nancy Pieske, Jane Schmerberg, Christina Wilk

WINTER-HOLIDAY CRAFTS: Nancy Pieske created and mailed craft packages to the BUCC youth; Winter, Valentine’s Day, themes for all ages, including some St. Patrick’s Day for the YYA. The next craft and treat package will be for Easter. Eileen is willing to hand deliver to homes again this year. EMT members can volunteer for deliveries as well.

LENTEN MISSION PROJECT: Lent is March 2-April 14th, and the YYA ministry was given three suggestions for the Youth Lenten Mission Project recipient. “Ann Arbor Public Schools Supports Students” (AAPSSS) was chosen for the fundraiser.

Several key ideas were considered as to how to publicize the Lenten Mission, including having announcements at Sunday services during Lent, by EMT and YYA members. EMT will coordinate with Katie Rowan and the youth who may be willing to videotape a segment, make posters, and a special collection box for the cause. An article was placed in the March Visitor and a posting in the weekly email blasts will help educate the members on the needs of the Ann Arbor students and their families.

NEXT MEETING: will be Tuesday, March 8th Submitted by Eileen Koprowski-
EMT Chair

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 02/08/2022

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

The meeting was called to order at 3:31 pm.

Minutes of January, 18, 2022 were accepted as printed.

FINANCIAL REPORTS:

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

OLD BUSINESS:

- a. The drain pipe in the men's room across from the Art Room was replaced by Hutzel Plumbing. The stall partitions were removed, sent out for sand blasting and are being painted. The walls need to be painted and a new ceiling light fixture installed.
- b. The floor drain and adjacent flooring in the women's room across from the cloak room has been repaired.
- c. Jerry Milliken will return to repair a crack in the 4th Avenue stairway wall outside of the gym. He will also repair a damaged wall on the landing next to the door to the FH [this is on the 4th Avenue side]. We will also ask him to repair the ceiling on the 5th Avenue stairway to the second floor.

NEW BUSINESS:

- a. Ken Cook Plumbing will replace the utility sink and fixtures in the basement across from Groundcover.
- b. Steve Darr installed the frame for a suspension ceiling in the basement hall running from Groundcover to the front of the building. Vedder Electric will provide an estimate for changing the lights to accommodate the new ceiling. They will also include an estimate for the men's room off the hallway. Funds from Property Improvement will be used for these changes.

PARSONAGE: Hewett

- a. Hutzel replaced the water meter, laundry tub and washing machine valves.
- b. Pastor John called Michigan Power Rodding to clear a pipe; we believe it was the one from the house that run under the garage to the drain near the back of the lot.
- c. Pat Walters & Sons HVAC was contacted to change the humidifier valve and pads. They will send a proposal for the annual service plan that covers HVAC and humidifier inspections.
- d. Three companies provided estimates to remove the birds nesting behind the dormers. A2 Animal Extraction quoted \$199.00-\$299.00 just to remove the birds; any additional work would be our responsibility. Wildlife Trapping would send an inspector to provide a quote for \$99.00 which would be deducted from the quote if they were given the job. Community Pest Solutions will send a representative to assess the situation. The \$295.00 fee would also be deducted from the quote if they were chosen.

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

The meeting adjourned at 4:50 pm.

NEXT MEETING: Tuesday, March 8th at 3:30 pm.

Respectively submitted,
Michelle Loukotka

Finance Ministry Team
February 17, 2022

Present: Karen Samford-Chair, Tom Krell and Pete Hendershot-Treasurer and Leadership Council Representative

On February 13th (via email) the Finance Team approved an Unbudgeted Funding Request from the Facilities Team to use \$2,250 from Memorials & Gifts Property Improvement Fund to replace light fixtures in the basement men's room and in the basement hallway from the old music room to the west steps. The men's room fixtures were damaged by a water leak and many of the others have not been working for some time.

Outreach Expense – Discussion centered around the outreach expense line item.

Accounting Policies and Procedures – We discussed the Treasurer's function as the current procedures state "The Treasurer is authorized to disburse funds in accordance with the annual operating and capital budgets, as approved by the Ministry Team Chairs or their designates." Currently all funds are disbursed by the Financial Administrator. Karen will consult with Betty on a better wording for this procedure.

Head Money Counter – The Head Money Counter is resigning at the end of February. We discussed the duties of this position and how we might go about finding a replacement.

Budget Preparation – We will follow the same timeline as last fiscal year. This will put the meeting with Ministry Team Leaders, Leadership Council and the Finance Team on April 2nd. Karen will send out a message asking for budget requests.

Next meeting, Thursday, March 24 at 7:00 on Zoom
Submitted by Karen Samford

BUCC Leadership Council Minutes

Feb 24, 2022 4:30-6:00pm

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

Absent: none

- 1) Opening Prayer- Pastor John
 - a) Pastor John shared an excerpt from John
- 2) Date change for March request
 - a) March's meeting will be moved to March 31 at 4:30pm via Zoom
- 3) Update from Nomination Committee
 - a) Cresson reported he is the only person active on the Nominations Committee, but many open positions on several committees
 - b) Pastor John reports that he is also active on the Nominations Committee
- 4) Recommendation from Member Care
 - a) Member Care would like to defer (for at least one year) inquiries into whether inactive members would like to be removed from the membership rolls
 - b) Motion to support this recommendation passed without objections or abstentions
- 5) Recommendation regarding COVID restrictions
 - a) LC supports relaxing COVID restrictions to allow congregants to choose whether to wear a mask and to resume Fellowship Hour. Motion passed without objections or abstentions
- 6) Stewardship program for FY22/23
 - a) Jim Rowan gave an update on preparation for this year's stewardship drive
- 7) Maize Bilingual Preschool might be interested in renting space at Bethlehem to expand their enrollment. Ron has done a walkthrough of our building with the owner of the day care. LC supports Ron continuing discussions with this group
- 8) Pentacostal church group might be interested in renting the parsonage for their use. We would rent directly to them (instead of going through Reinhart and paying their commission). Ron will meet with this group to discuss rental rate. We are not sure whether we would have a tax liability.
- 9) Feedback from Cheryl Burke
 - a) Cheryl recommended some UCC seminars on conflict resolution in the congregation
 - b) Ron will ask Cheryl to work with LC and Pastor John to help create a Behavioral Covenant
- 10) Strategic Planning- initial discussion
 - a) Ron will send out information before our March meeting

11) Pastor John updates (time allowing)

- a) Ash Wednesday and Good Friday services will be at noon and 7pm in the Sanctuary
- b) There will be a Maundy Thursday service in the Sanctuary
- c) Easter service will be in the Sanctuary. There will also be an outdoor service at the cemetery
- d) No Palm Sunday brunch this year, but possibly a coffee hour
- e) Pastor John is receiving resumes from parish administrator candidates
- f) Associate pastor candidate withdrew

12) Ministry team updates (time allowing)

- a) No updates

Outreach Ministry Team Meeting Notes

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

Present: Co-Chairs Sue & Roy Muir, Laura Seyfried, Katie Rowan, Jamie Dylenski, Sue Wortman, Jane Schmerberg, Ron Dechert

January 31, 2022 Meeting Minutes

Approved as presented. **Agency**

Updates **Alpha House: Laura**

- Alpha House is launching a \$5,000 campaign to support updating their **security and safety at the Center.**
- They received over \$20,000 in gift cards for the holidays.
- They continue to need GrubHub cards of \$50+ to give to residents when they relocate to permanent housing.
- We need to identify a liaison from our team to replace Laura in this position by June 1.

Peace Neighborhood Center: Sue

- No new updates at this time.

Ground Cover

- Gwen was able to secure the information that Ground Cover does pay Bethlehem \$70/month for rent.
- Ron will talk with the Director about writing up a new contract.
- We will work to begin getting the word out to our congregation about our relationship with Ground Cover.

Community Kitchen: Jamie

- Scott Roebuck enjoyed being at Bethlehem for our Outreach Moment on February 27. Sue will highlight the Community Kitchen and Scott's presentation in the April Visitor. We will also highlight the Food Barrel in that article.

Food Gatherers: Katie

- Our volunteer day at the Warehouse on February 19 went very well. Volunteering that day were Jim and Katie Rowan, Sue Wortman, and Kelly Williams.

Ministry Team Updates

Youth & Young Adults Ministry and Education Ministry Teams: Katie/Jane

- Promotion has begun for this year's Lenten Project for a special fund through the Ann Arbor Public Schools to help families in need. Donations of gift card or money (to purchase gift cards) are encouraged. The goal is to raise \$2,000 for this project.
- There will be Outreach Moments during Lent about this project.

Rotating Shelter Program - March 14-20:

Roy

- We have enough volunteers signed up to date to cover 4 of the 7 nights.
- We will continue to recruit heavily this week. We need to let the Shelter know by the end of this week if we are able to host.

New Business

- Update on Outreach Moments: Sue
 - We will pursue additional Outreach Moments to highlight our agencies following Easter, working with the Worship Ministry Team.
- Stewardship Campaign 2022-2023: Sue
 - Jim Rowan, Ron Dechert and Pastor Kennedy will be putting together this year's campaign. Jim is asking each ministry team to write up a short blurb highlighting their accomplishments and goals. Sue will take care of that piece of information. Ministry teams will also be asked to make short presentations to the congregation late April through mid- May to help promote the Stewardship Campaign.
- OMT Budget Request for 2022-23:
 - After some discussion, it was agreed that we would like to follow in the footsteps of our decision last year to incrementally increase this line item each year by a small percentage.

- Last year's proposal was for 2% of the total Operating Budget be designated for Outreach. This year we will propose 2.25% of the total Operating Budget be designated for Outreach.

Next Meeting

Instead of setting a March meeting date at this time, we encourage team members to attend the Budget Meeting on April 2 (on Zoom) with all the ministry teams and the Leadership Council. A link for that meeting will be shared with you.

If any other business comes up in the meantime that needs immediate attention, we will be in touch via email.

The meeting was closed with the Lord's Prayer.

Minutes submitted by: Sue Muir

WORSHIP MINISTRY TEAM

Agenda / Minutes

February 17, 2022

1. Opening Prayer Pastor John

2. Old Business Pastor John & Jennifer
 - a. Video Streaming
 - i. Contractor Dan Blakeney started 1/23
 - ii. Next Training: to show us how to incorporate graphics such as lyrics, text for prayers or scripture, captions, external videos, etc.
 - iii. LiveStreaming Tips: Added an article for The Visitor
 - iv. Suggestion: Demo to congregation how to find our YouTube channel (in person demo, and record a short video)
 - b. New Member Recognition
 - i. Status: interest from new members
 - ii. List of New Members: about ## people (Pete, Kelly, Beth, Mike, Nan, Ann, Ele, Dale, Dolly, Theresa)
 - iii. Date: March 27
 - iv. Coordination with Welcome and Member Care teams: PJ to talk with Karen/Member Care; JV to contact Kurt/Welcome
 - v. Fellowship afterwards: See if Welcome can provide light refreshments (cake)
 - vi. Liturgy for New Members: Pastor John to add to Planning Center
 - b.
 - c. BUCC website
 - i. Seeking Comm Director/Website Manager
 - ii. Redesign of our website
 - iii. Need content for each ministry team
 - iv. Need a regular website manager to keep our content updated
 - v. Regular updates for YouTube video and Audio File: JV to ask Gwen how to move forward with getting the video direct email address access to website editor

3. New Business
 - a. Leadership Council Update Pastor John
 - i. Office Staff: 2 new roles created, redesigning job descriptions. Office Supervisor (Gwen); Building Supervisor (building rentals, room set-up); Administrative Assistant for Pastor. The Admin Asst will cover things like

Bulletin, Refrigerator Page, and Visitor in addition to admin support of the Pastor.

- ii. Cemetery Board: suggestion that they may hire an employee to manage cemetery business
 - iii. Associate Pastor Candidate: Sam has declined to move forward in the recruiting process. We may be redesigning the job description, possibly 2 part-time roles.
 - iv. Offices assigned to specific people have been re-keyed so that only those people can enter; each computer has new password access that cannot be shared; volunteer computer in the reception/front desk area has everything volunteers needed including cemetery records. These strategies will help manage privacy and security concerns. Sunday money counters will use the empty office for their procedures.
- b. Fellowship/Coffee Hour
- i. Ron Dechert (LC President & COVID Task Force) has approved us having coffee hour again
 - ii. Location: suggestion to have it in the sanctuary (both sanctuary and fellowship hall approved)
 - iii. Fellowship Ministry Team: Need to ask Jan Eadie if her team will coordinate again; Pastor John to reach out
 - iv. Frequency: start with once/month?
- c. Volunteers for WMT activities
- i. Time & Talents Survey
 - ii. Rotating Shelter Wk of March 13 (Ehnis-snacks one night)
- d. Planning for Lent
- i. Ash Wednesday March 2, 2022: Plan for 12:00 and 7:00 service. Keeping the services short and simple. Pastor John to lead imposition of ashes. We will have some containers for people to self-administer. Live stream?
 - ii. Lenten Devotionals ordered (50); Member Care is managing the distribution
 - iii. Theme for Sundays in Lent: Narrative Lectionary. Ideas related to unity, coming together, healing (physical, mental, spiritual, relationships), finding the way, wounded healers. Seeking creative elements around visual props/scenery. Add time for anointing/healing in some of the services. Idea around seeking the source of anxiety, pain, insecurity, grief/loss: how to recognize it and name it. Symbols of healing: red cross, white building, medical equipment, new beginnings. Symbol of the resurrection as the healing God has provided and how that can take us on a healing journey.
 - iv. Youth Mission Project: presentations during Outreach Moment (set during Offertory segment)
 - v. Holy Week: order palms ahead of time DONE
 - vi. Easter

- e. Outreach Moments
 - i. Feb 27: Delonis Community Kitchen & Men's Rotating Shelter (Annmts)
 - ii. Lent: Education/Youth Teams for Mission Project
 - iii. Others TBD, targeting last Sunday of the month
- f. Music David/Gail
 - i. Organ update: in good shape now, figured out the problem. Will need a tuning before Easter.
 - ii. Pianos: recent tuning for sanctuary and choir room 2 weeks ago
 - iii. Livestreaming feedback: hard to hear the singing; musical instruments sound concerns. Need to have a sound check well before the service begins.
 - iv. Special Musicians needed during Holy Week: Maundy Thursday soloist?
 - v. Special Music planned for Easter
 - vi. Suggestion for choir members to sit closer to the front to have stronger voices for our video/audio feed for the hymns; and to encourage greater participation from our congregation
 - vii.
- g. Plan for new meeting day/time
- h. Congregational Survey Results--follow this [link](#) to see the focus areas for our discussion

4. Closing with Lord's Prayer

Next Meeting: Plan for new meeting day/time

David: Monday, Wednesday and Saturday mornings, or after services on Sunday. I could also meet after 5PM on a Monday

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
February 2, 2022

Phone Meeting: Katie Rowan, Jesse Wilcox

Youth Group

We decided to cancel Youth Group this week due to the weather.

Due to unpredictable attendance, we will request that Youth let us know by 5:30 PM the day of if they are coming to Youth Group. We will discontinue providing dinner except for pizza on Pizza and Boardgames Nights. Healthy snacks will be available, as well as frozen entree options for those needing a meal.

Rachel Hemp will no longer be our Leadership Council liaison due to her work demands.

Valentines: Member Care will provide the cards, postage and list of names. Katie will copy pictures from the church directories of those receiving cards. Jesse suggested Bingo or Guess Who as games which could be adapted to use the pictures to familiarize the Youth with these members.

Katie suggested a Silly Olympics night and sledding as possible future activities.

Jesse suggested asking the Youth if they prefer meeting weekly or every other week.

Time and Talent Survey

In response to Member Care's request to update the Time and Talent survey, we will replace the current YYA items with the following:

"Be a part of a pool of volunteers willing to help with Youth Group meetings or outings."

Submitted by Katie Rowan, Chair