

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of March 03/08/2022

Present: Steve Darr, Tim Schenk, Michelle Loukotka, John Irwin, Mike Haab, Ron Dechert

Absent: Pastor John Kennedy, Tom Zieseemer

The meeting was called to order at 3:28 pm.

Minutes of February 8, 2022 approved as printed.

FINANCIAL REPORTS:

- a. Our budget continues to be within the expected range at this time of the year in most funds. We do expect to exceed the budget for custodial work because the church is being used more fully this year than last year. In addition, insurance policy costs have increased and we will exceed that budgeted amount as well. We have only used 29% of the Emergency Repairs line item which is a very positive change from the past several years.

OLD BUSINESS:

- a. Vedder Electric replaced the lights in the hallway and the men's room in the basement. Steve Darr's team installed a new ceiling in that hallway and is working on a new ceiling in the music room on that level.
- b. Ken Cook Plumbing replaced the sinks and hardware in the basement men's room. They are scheduled to replace the slop sink in the basement utility closet.
- c. The partitions for the basement men's room have been repainted. Steve will pick them up so they can be reinstalled.
- d. Brooks Painting has been asked to submit a bid to paint that men's room, and also to paint the corners in the sanctuary, the 4th Avenue wall outside the gym and the ceiling in the 5th Avenue stairwell where plaster repairs are being made.
- e. We approved the proposal from Daily Rain to get the sprinkler ready for the summer. That will be done in April.

NEW BUSINESS:

- a. Our team approved the estimate by Jerry Milliken to repair in the ceiling in the 5th Avenue stairwell and the wall in the stairwell from the Sunday School entrance to the Fellowship Hall.
- b. Peter Stevens from the AA Water Department came to look at area of the walk between the church and the 4th Avenue parsonage where we had a problem with water and ice earlier this year. The preferred and legal solution would involve having the downspouts on the southwest corner of the church empty into a gully on the church side of the sidewalk. From there the water would run to a drain connected to the city sewer. We need to get a quote from Tanner for the cement work necessary.

PARSONAGES:

- a. Community Pest Service inserted 6 tubes into the dormers at the Hewett parsonage to remove the birds—they could get out but could not get back in. The company returned on March 1st to remove the tubes and seal the original openings.
- b. The city of Ann Arbor needs to inspect the new water heater valve installed by Hutzel Plumbing. Pastor John will set up the appointment.

ESSENTIAL MAINTENANCE TASK LIST:

- a. Clean air conditioning filters in lounge & chapel, they are located in the cinema room and in classroom E
- b. Floor buffing: 1st & 2nd floor halls, choir and youth room, FH
- c. Carpet cleaning
- d. We reviewed the entire calendar of Essential Maintenance Tasks.

The Men's Rotating Shelter program will be at Bethlehem Marcy 14-20th. We will remove tables, chairs and other furniture from the Gallery and the Library. Two tables will be set up in the hallway for snacks and coffee. The remainder of the furniture will be stored in the Sunday School room. We also need to be certain those in charge remember to turn on the thermostat in the gallery each evening.

The meeting was adjourned at 4:30 pm.

NEXT MEETING: Tuesday, April 12th at 3:30pm.

Respectively submitted,
Michelle Loukotka

Finance Ministry Team
March 17, 2022

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

Unbudgeted Funding Request – A request was approved from the Welcome team to spend \$4,800 from Memorials and Gifts Welcome Special Projects Fund, for 2 years of software service for the video message system in the church.

Finance Yearly Calendar – We reviewed and updated the BUCC Finance Ministry Calendar of Responsibilities.

Budget Preparation – We reviewed and updated the timeline for Finance meetings. The meeting with Ministry Team Leaders, Leadership Council and the Finance Team is on April 2nd. Finance will meet April 7 and if necessary, April 14 to prepare a draft budget to be presented to the Leadership Council to be used for the Stewardship Campaign. Following receipt of pledge cards, we will meet on May 12 and if necessary, May 19 to prepare the budget to be presented to Leadership Council on May 26 and the Congregation on June 12.

Next meeting, Thursday, April 7th at 7:00 on Zoom
Submitted by Karen Samford

Member Care Minutes

March 16, 2022

Meeting began at 4:00 pm

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

Discussed Business:

Shared note – Beth shared a note from Violet Edwards.

Bulletin Board – The bulletin board has been moved from the hallway to under the lights. The Care Notes have also been moved to that location. Anyone is free to add to the board as it is the team's board. Will need to order more Care Notes.

Time and Talent Sheet – Mailing was done. As of this time, none have been returned for incorrect address. Haven't gotten many returned as of yet. Will have an announcement made during church and in the Refrigerator Page. See if we can get a link on the website, find out who is in charge of the church site. Need to discuss how to tally the results.

Lent - Still Speaking Devotionals have gotten good feedback. Of the 50 ordered, there are still about 10 remaining.

Stewardship – Jim Rowan has asked for every team to supply budget request, a small blurb in the Stewardship handout and a volunteer from each ministry team to do a small presentation during the Stewardship time part of the worship service. We discussed the budget and decided that we would leave it the same. We are looking at doing the same things and possibly something new. With costs increasing, we may need the additional budget. Beth and Karen will work on the Annual Report.

New Members – Will be on Palm Sunday, April 10th during worship.

Meal Train – Mary Jean spoke with Jenny Foster. We will put a notice on the bulleting board in a couple of weeks.

Prayer Cards – Being picked up during middle hymn.

Grief Books – Karen will put the box of Greif Booklets in the associate pastor's office for Mary Jean along with any information that Jenny had in the Member Care. Need to check with Pastor John regarding who gets these. We need to discuss who gets these at our next meeting.

Leadership Council – Dindy gave a report on what is happening with Leadership Council. Cress Slotten is the only person on Nominating Committee so is looking for help. Needs people for Leadership Council, Cemetery Board, Fellowship, Education, etc. If we know anyone, please forward those names to Cress. We have been awarded an IT security analysis to be completed by a UM Professor and 4 students. The church group who rents the chapel on Sundays may be looking to rent the parsonage next door. Also have a potential rental of a bi-lingual preschool.

New Team Member – Angie Lewis will be joining our team in April.

Next meeting is scheduled at 4:00 pm on April 20th via Zoom call.

Meeting ended at 4:57 pm

Welcome Ministry Minutes March 7, 2022

Present: Jane Schmerberg, chair, Kurt Schmerberg, Paul Marshall, Barb Marshall

1. We were asked to provide a brief promotional summary for the stewardship folder. Jim Rowan has requested that each ministry team put together a brief explanation of their team & accomplishments with a picture to put in the stewardship folder. We came up with:

The Welcome Ministry Team is an interface to new and visiting members and the senior pastor and our current members. We want everyone who enters Bethlehem to feel that *“no matter who they are, they are welcome here”*. Our ushers, under WMT, are the weekly frontline greeters. WMT works with the Member Care and Fellowship teams in welcoming new members. WMT provides information by way of the welcome packets, the laminated cards in the pews, and the welcome information center desk. We coordinate and maintain the Tree of Life memorial.

- Jane has a picture of one of our Groundcover vendors in front of the welcome desk that she can provide for the folder.
2. Produce a budget for this year to submit for the upcoming budget meeting. There was a motion that was approved by all to accept the previous budget with the addition of adding in the funding for the Radiant monitors and possibly some funding toward someone who could help with the information updating for it.

We need to add \$2400/year (\$200/month) for the Radiant Monitors and Webb services for the hall monitors. This monitoring system was purchased in 2020 prior to the pandemic shutdown. The contract was agreed to prior to that time and in order to get the system, we had to commit to it then and have paid them \$2400 for the last two years. They will now be able to hook up the monitors and start to utilize the monitors for continued updated information. For the new budget, moving forward, we would also need some budget assistance in paying someone to help with the web content and updating this. Is it possible that this same individual could be someone that is helping with other web/tech information? (We briefly discussed that Claire Groshens used to work at BUCC and left to do this for another church. Perhaps she would be willing to do this in addition to her other job).

3. Get the new Radiant system installed for the video monitors.
 - Kurt to contact company to install.
 - submit the budget requests to pay Kurt for purchasing and the monthly fees (\$2400/years for the last two years).

- The initial budget request was approved for \$2400 in 2020. The money has not yet been paid out to Kurt Schmerberg. It was from a special projects fund.
4. Ushers: need to update the usher list. Some members have dropped. Hans Maier has asked that someone take over the task of being the chairman of the ushers. He will continue in this role for now with the caveat that we are working to get a new captain and WMT oversees ushering. Some changes:
 - a. Roy Muir needs to step down from ushering.
 - b. Ron & Diane White will be coming back to BUCC after she retires in June. Matt Perros suggested we ask Ron if he is willing to usher.
 - c. We will reach out to some members to see if they would be willing to join the ushering team.
 - d. Jane will submit an updated list to the office and see if it can be sent out with a BUCC Usher's e-mail group.

 5. New banner? The ONA team asked that we make some type of welcoming banner that can be used in addition to the doors or be put up when doors need to come in for weather or maintenance. We discussed design possibilities. We thought that having 2 banners would allow us to have something on both the 4th Avenue and 5th Avenue sides.
 - The last one was "Jesus never rejected anyone and neither do we". It was on a rainbow flag. This was a good ONA message and is very "welcoming".
 - Maybe it could still be a rainbow flag. Or maybe it could have rainbow edging.
 - We thought it needs to be a simple message so that it can be read when driving past, especially on the 5th Ave side.
 - Previously our youth had suggested using Pastor John's quote:

"Remember that God has always loved you. He loves now you just the way you are. He will love you forever and ever with no take backs!"

- We thought that might be hard to read on the 5th Ave side but might OK on the 4th Ave side where traffic is slower and there is more foot traffic.
- Jane will check out some pricing at Fast Signs & Image Crafters
- We discussed the idea of putting a few signs in a row – one saying: "Remember that God has always loved you." The second would say: "He loves now you just the way you are." The third would say: "He will love you forever and ever with no take backs!"

6. Dale Fisher Books. In the fall of 2019 WMT worked with Dale Fisher with his “Washtenaw County: Visions of the Eagle” photo book. It has a prominent beautiful picture of our sanctuary. We ordered sixty books and had many of them autographed by Dale Fisher. We purchased the books from our WMT budget and advertised them during 2020 in the Visitor, the Bulletin and with video spots during our on-line services. Out of the 60 books, there are 12 left in the office. We assume that money was collected by office volunteers and staff who were there during the pandemic. It is unclear where the money went, but since it was to go back into the general church fund, we assume that the money got there. We still have 12 left that we can sell. Perhaps when we get back to coffee hours, we might be able to have them available to purchase. They had been \$55 which was below the sale price in the stores. We discussed discounting them further.

7. Welcome Folders. We have welcome folders that are at the Welcome desk and at the front of the sanctuary. The folders have gotten depleted. We agreed to meet on March 20 after church to re-stuff and restock the folders. We may also need to put the laminated cards back into the pews. These information cards had been removed when there were Covid restrictions.

8. Welcome will provide a cake when we have the new member welcome. Barb and Paul will get the cake and plates/napkins/forks. Kurt and Jane can help serve. We need a date and are waiting on that.

We closed with the Lord’s Prayer.