

BUCC Leadership Council - MINUTES

October 27, 2022

6:15-8:00pm

Attendees: Ron Dechert, Jim Rowan, Pete Hendershot, P.J. Lindemann, Dindy Haab, Pat Huibregste, Barb Schenk, Rev. Diane White

1) Review for approval of minutes- R.Dechert

: July 28,2022

: August-no meeting

: Septembetr 29,2022

- July and Sept minutes were reviewed and approved unanimously.

2) Personnel update/request- Pastor White, Jim Rowan, Ron Dechert

: Deb Ventura resignation, job posting, changes, etc

- Diane met with Deb and staff, reviewed responsibilities, switched some things to Gwen, open position will have new title "Administrative Assistant", posted on Indeed last week.
- : Bill Husted salary increase
- Bill requested an increase of \$3 per hour. Council discussed, a motion was made and approved to go head with the increase.
- : Gwen Meyers question regarding daily operations
- Discussion of who should staff go to for questions/decisions. Pastor Diane is willing and able to be available by phone as needed to support.
- : Office volunteers update
- Tues – Dindy, Thurs – Sue Buday, Fri – Mary Friend starting 10/31
- Diane busy the next few weeks with weddings, funeral, and installation service.

3) Nominating committee update- Ron Dechert

: Cress Sloten - He has resigned.

: Plans for next year

- With limited volunteers, we should consider combining some teams.
- Ron will ask people whose term is ending in June if they'd be willing to stay one more year to buy us some time.
- However this could mean we have double the open positions to fill next year, so we need to be careful.
- Ron meets with Cress next week.
- Motion was made and approved for Ron to approach outgoing members and request they consider serving one more year.
- Add to congregational meeting agenda.

4) Lombard debrief- All

- Some people were disappointed - "is this what we paid for?"
- Next steps – problem solving sessions Dec 3 & 10, we should attend both sessions.
- Another report due mid-Nov to Leadership

5) Rental Update- Ron Dechert

- Buddhist lease for the Upper Room has started.
- Uno Dos Tres – target beginning of Dec for contract, \$3150, no library. Fire door and widening of doors ~\$20k. They will pay if we deduct from rent. They'll buy playground equipment. Signage as allowed by the city. Hope to start in March.

6) Finance planning update- Ron Dechert

: Ministry Team Zoom meeting 11/3/2022 18:00-20:00

: Special congregational meeting (inperson) 11/20/2022 11:30-12:30

- Topics: 1. Electronic meetings/voting; 2. 1 year extension of outgoing officers; 3. Next 6 month budget approval.

7) Pastor White's instillation service 11/13/2022- Pastor white

- Will be live streamed
- Jim filling in for Ron
- \$500 for reception approved
- Rev. Daniel will be here.

8) New business-All

Pastor White excused for remainder of meeting

9) Pastor Kennedy Updates-CONFIDENTIAL

- Council reviewed current status of Pastor John's leave.
- Ron will meet with Rev. Daniel next week for guidance.

10) Adjourn

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 10/11/2022

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

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

Minutes of 09/13/2022 were approved as printed.

FINANCIAL REPORTS: The budget is at an appropriate level of spending for this time of the year.

OLD BUSINESS:

- a. The oil in the elevator is scheduled to be changed October 25, 2022. This was last done in 2005 and should have been done in 2015 [change every 10 years]. We need to request the use of \$11,000.00 in unbudgeted funds from the Feldkamp Trust to pay for replacing the oil in the elevator
- b. Lance [Precision Heating] will get a quote for a programmable thermostat to be placed in the office.
- c. The boiler has been turned on and is working well. Bill needs to be shown how to drain the condensate pump and add that to his regular tasks.

NEW BUSINESS:

- a. If the day care center chooses to rent on the first floor of the 1933 building, some changes will be necessary to conform to code. A fire door will be required in the first-floor hallway with a surrounding wall. The cost will be approximately \$11,000.00 dollars. Additional changes to doors in the classrooms will cost about \$8,000.00.
- b. A skim coat of plaster is being applied in the Upper Room where the Buddhist group plans to rent. They will paint the room; we have to approve the colors. Their use will be on Tuesday, Wednesday, Thursday, Friday and for worship on Saturday. No sexton is needed for this group.
- c. We discussed a clean-up day but felt we were too late in the season to draw enough people. We will ask Bill to do more weeding around the building. John I. will clean out the moat on the north side.
- d. Gwen is expecting a contract from Canopy Landscape soon for plowing the walks and parking lots.
- e. Bill has completed installation of emergency lights and has painted the corkboard in the Toddler Room with fire-retardant paint as is necessary to conform to code for a day care center rental.
- f. We will direct Bill to do some cleaning on the windows in the gym that can be opened. Currently many of them are difficult, or impossible, to open and close properly.
- g. Jim Stadel will show Bill how to change lightbulbs in the sanctuary ceiling.
- h. There is some broken stained glass in the gym windows as well. We will investigate who would be able to replace that.
- i. The stained-glass window in the Fifth Avenue entrance also has a broken piece. We will contact Ann Arbor Glassworks who installed the window to have it repaired.

- j. The Facilities Team will pursue using the extra cement parking blocks along the sidewalk on the south side of the church to help channel water away from the sidewalk when we have very heavy rain. Hopefully this will eliminate the freezing that occurred last winter and posed a safety problem.
- k. Pastor Diane requested that diffusers be replaced on the fluorescent lighting in her office.
- l. There will be a Zoom meeting 11/03/2022 at 6:00 pm for all teams to go over their budgets with the Finance Team prior to the congregational meeting on 11/20/2022.

ESSENTIAL MAINTENANCE TASK LIST

The meeting adjourned at 4:50 pm.

NEXT MEETING: Tuesday, November 1st at 3:30 pm.

Respectively submitted,
Michelle Loukotka

Member Care Minutes
October 19, 2022

Meeting began at 4:10 pm

Members Present: Judy, Coucouvanis, Angie Lewis, Mary Jean Raab, Karen Kennedy and Dindy Haab and Pastor Diane White

Discussed Business:

Devotional – Pastor Diane

Card Ministry – Angie gave an update.

Journeying Through Grief - Mary Jean is still sending them out. Will check with Shannon and Pat O'Reilly to see if they would like to receive a series over the death of their niece.

Advent Gift Bags for Shut Ins – Waiting for Devotionals to come in so will put these together at a later date. The box with the remaining items is in the copy room. Will schedule a date to meet to put them together and to divide up the delivery assignments. When we drop these off, need to ask our members what we can do for them (e.g. rides to church, are they listening to radio, would they like to have someone come and show them how to watch the livestream, etc.)

Rides for Shut-Ins – Idea on hold for a while. Check interest when Advent Bags are delivered.

Member List – Dindy will check with Gwen to see if we need to be doing something with this.

Leadership Council – Dindy gave an update.

Budget – Council is having a Budget Meeting with the ministry team to discuss our budget for the second half of the year. The remaining projects are Lenten devotionals, Mother's Day gifts, & stamps for card ministry.

Next meeting is scheduled at 4:00 pm on November 16th in the Schmale Lounge

Meeting ended at 5:00 pm

Outreach Ministry Team Meeting Notes

October 3, 2022

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

Present: Co-Chairs Roy Muir and Sue Muir, Laura Seyfried, Katie Rowan, Jamie Dylenski, Mary Jean Raab.

Meeting Discussion Points

■ **Bethlehem's Ukraine Crisis Fund**: Women of Bethlehem made a \$5,000 contribution to this fund and challenged the congregation to raise at least another \$5,000. To date, an additional \$600 has been contributed, which makes the grand total \$5,600.

- Discussion on additional ways we can promote this fund. It was decided that we need to reach out to the community and make some connections in order to do so.
- Jamie and Mary Jean urged us to watch the 60 Minutes segment aired on October 2 about Ukraine.
- Community connections: the Tea Haus was one place we could consider.
- Benefit Concert for the Ukraine Fund: Sue and Katie will plan to meet with Gail and Naki to discuss this possibility and also connections they may have in Ann Arbor's musical community.
- If we had a concert, we could consider having someone speak from Church World Service. Jamie also suggested we check into UNICEF. Mary Jean suggested someone from Women of Bethlehem could talk about the history of this group and how they raised money to make this challenge.
- The first year anniversary of the war in Ukraine is around the 1st of February.

■ **CROP Walk- October 9**: Sue reported that \$1,025 has been given through online contributions to BUCC. And an additional \$600 has been donated online for the BUCC Team Page on the CROP Walk website. Our goal this year is to raise at least \$2,000. Walk begins at 1:30pm at Zion Lutheran Church.

■ **Men's Rotating Shelter**: We have been contacted to see if BUCC will sign up again this year. After discussion, we decided to table this endeavor for the time being until we have a better idea what is happening at Bethlehem with our volunteer base,

building uses, and finances. Roy will contact Kim at Delonis and tell her that we will see where we are after the first of the year.

- **Habitat for Humanity**: Katie reported that \$1,336 was raised this fall for the Habitat project.
- **Food Gatherers' Volunteer Day**: Katie reported that our next date to volunteer is June 10 from 9-11:30am. Groups of five continue to be the number allowed.
- **Food Gatherers Kitchen**: Jamie reported that things continue to go well. They might allow more volunteers to begin coming in soon. The kitchen continues to do only packaged meals
- **Alpha House**: Laura reported that our next time to provide a meal is January 31, 2023.
- **UCC Hurricanes Fund 2022**: We will begin letting the congregation know about the fund set up by the denomination. Information has been given to Debbie to start promoting this fund. Here is the link: <https://www.ucc.org/ucc-launches-emergency-appeal-for-2022-hurricanes-ian-fiona-and-those-still-to-come/>

Next Meeting

- A future meeting date was not set. However, November 3 at 6:00pm on ZOOM will be a meeting for Ministry Teams to meet with Ron Dechert to discuss budget needs for the second half of our fiscal year (prior to the November 20th congregational budget meeting).

Minutes submitted by: Sue Muir

Bethlehem United Church of Christ
Youth and Young Adult Ministry Team Minutes
October 20, 2022

Zoom Meeting: Katie Rowan, Jesse Wilcox, PJ Lindemann - Leadership Council liaison

We welcomed PJ as our new Leadership Council liaison and updated her on Youth Group activities and participation June - present.

Budget

Katie reported that there will be a budget planning meeting for the second half of the fiscal year on Nov. 3. YYA needs are decreased due to Youth Group meeting every other week and not at meal time, and the low number of youth. Additional money will not be requested. Our current allocation of \$2000 will be enough for the rest of the year.

Youth Group Leadership

What is needed is for the church to move forward with hiring a staff person dedicated to Christian Ed and Youth. Pastor John met with the EMT and YYA teams in August to identify priorities in hiring for this position with the intent of creating and posting a job description. This has been on hold. It is our hope that this process will continue soon. Alternatively, a temporary youth group leader could be hired with the anticipated YYA budget savings identified above.

Submitted by Katie Rowan, Chair