

FACILITIES MINISTRY TEAM - BUCC
Meeting Minutes of 09/26/2023

Present: Steve Darr, Michelle Loukotka, Tim Schenk, John Irwin IG,
Absent: Ron Dechert LC, Gwen Mayes

The meeting was called to order at 3:25 pm.

Minutes of 08/15/2023 were approved as printed.

FINANCIAL REPORTS: Again, this month our spending is appropriate for this time in the budget year. We anticipate the cost of painting the kitchen cabinets at the Hewett parsonage will be charged to the Feldkamp funds.

Bill will be asked to trim the bushes and trees on the 4th Avenue side of the building. He has said he knows how to run the buffer so he can start on the FH floor when time allows.

OLD BUSINESS:

- a. A barrier has been placed behind the gate on the stairs leading from the outside to the emergency exit from the sanctuary. This should eliminate entrance to the area where homeless individuals have been sleeping.
- b. The Hewett parsonage is almost ready for rental. Reinhart declined our request for them to repair and paint the kitchen cabinets. Brooks Painting has taken the job. We concur with their suggestion to paint them white to match the existing trim.
- c. We agree with Gwen's suggestion that a dark stain be used on the 4th Avenue doors that matches the surrounding casement.
- d.

NEW BUSINESS:

- a. Thursday, September 21st, Aimee found the 4th Avenue Canopy door unlocked and the lights on the second floor on when she arrived for work. We were unable to determine who was responsible.
- b. Lights in the sanctuary above the chancel need to be replaced. This will require scaffolding; Jim Stadel and John Irwin will assemble a group once the bulbs are on hand.
- c. The Rainbow Welcome doors on the 4th Avenue side are in disrepair. They will be removed; if the O&A Team wishes to replace them, they are welcome to do so.
- d. The old men's restroom outside the FH will be cleaned up and the water turned off.
- e. Precision Climate fixed up the boiler. They will replace a small pipe that is leaking on boiler one. They will arrange for CSD1 testing and general cleaning and maintenance as soon as possible.
- f. A work day will be scheduled for Saturday, October 28th.

ESSENTIAL MAINTENANCE TASK LIS

- 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

The meeting adjourned at 4:10 pm.

NEXT MEETING: October 17th at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

BUCC Leadership Council
September 21, 2023
(In-person, Schmale Lounge)
06:00pm-07:30pm

Attendees: Pastor Dawn, Ron Dechert, Dindy Haab, P.J. Lindemann, Barb Schenk, Jim Rowan

Absent: Pat Huibregste

1) Open prayer- Pastor Dawn

2) Anniversary committee discussion/endorsement –

Meeting was held after church on September 10th. There was a good turnout but no volunteer to lead. See attached notes “Annivesary Committee.docx.”

LC discussed all ideas, motion was made to form ad hoc anniversary committee guided by LC, unanimously approved.

1. Bethlehem Through the Ages – Worship Committee

2. Congregational Potluck with pictures on display – Member Care and/or education if combined with Advent workshop

3. Year-ending celebration in May/June – LC to make final decisions – German theme, invite community

4. Archival displays – 3 time periods – Archive Committee

3) Update on parsonage

-current status – cabinets to be sanded and painted, laminate removed. Renters take possession Nov. 1. Lease signed, \$3,400. 1.5 months to Reinhart, then 8% each month thereafter. \$18k rent this FY.

-expenses to date

\$400 cleaning

\$400 - 500 smoke detectors, CO, deadbolts

\$3400 for the painting of cabinets (Brooks Painting)

\$800 cleaning carpets/drapes

Total will be between \$5 and 6k. LC discussed how to account for this, whether it needed to be approved as unbudgeted spending. Given that utilities will be \$6-7k lower than budgeted with renters, Ron suggested that it could be absorbed into facilities. P.J. agreed and will let Tom Krell know.

4) New business?

- nominations work group for FY 24/25 – Ron is reworking Cresson’s spreadsheet. Likely LC will cover these responsibilities among ourselves since there are no volunteers, but we will try to find a chair.

- internet rules and regulations –

Specifically social media, Ron asked that we think about it and come up with ideas, what is the mechanism for getting things posted, e.g. the cemetery open house, what are the rules. Check employee handbook for info that we could use. Consider whether we need to have a separate

“Communications” page. Current process: submissions go to Amy then she’ll post, checking with Dawn or Ron if any questions or concerns.

- P.J. volunteered to take on putting together a suggested list of rules.

- bylaws

We need to start thinking about this prior to the annual meeting in June.

What changes do we want/need to make? Dawn is discovering things that could be changed for improvements, plus add formation of search committee, etc.

LC members need to read the by-laws, considering the last 9 years, identify holes between now and January, and schedule a work session in January for by-laws only, separate from LC meeting.

- reports from ministry teams

- Facilities doing great – may need to do some parking lot work

- ONA committee – does it exist still? Doors need repainting desperately

- Archive committee – John Schmale, Mary Friend, Jim Judson, Tom Ziesmer

- Need to approve August minutes – motion made and approved.

5) Adjourned at 7:35 pm Next meeting 10/26, then Thurs Dec 7th

Bethlehem United Church of Christ
Member Care Ministry Meeting
Wednesday September 27, 2023

Present: Pastor Diane White(via Facetime), Jenny Foster, Mary Jean Raab, Dindy Haab, Karen Goforth, and Nan Lefton

1. Devotion- Mary Jean played a program presented at the Bethlehem Cemetery on August 27. It was a program to commemorate the history of the Church and the Cemetery. Included was a reading from the Basel Mission Society, as presented in German by Fritz Port. It was a very moving presentation, and could be used again during our 190th Anniversary events.
2. Council Report - Dindy Haab. Dindy reported that the Council has begun meetings to commemorate the 190th Anniversary of Bethlehem. Attendees at this first meeting were Ron Dechert, Mary Friend, John Schmale, Judy Coucouvanis, Katie and Jim Rowan, Fritz Port, and Nancy and Greg Gotham.

The final stage of work on the Hewitt Street Parsonage is taking place, consisting of resurfacing the kitchen cabinets. A neighborhood family will rent the parsonage while their home undergoes a major remodeling. The plan is for them to move in on November 1, with a one year's lease, and an option to renew at that time.

The Council will work to rebuild the Nomination Ministry Team.

Council will be working on Bethlehem's internet list of rules and regulations regarding Facebook.

The Council plans to work on making some suggested changes to the Bylaws to update them. Any official change must be submitted to the congregation for approval.

3. Journey Through Series Update, Mary Jean. MJ has sent materials to Pastor Diane, the Katz family, Ruth Willimann, and Vickie Hoxie. Other names put forth to receive the Grief Series, (per the Totenfest List for 2023) were Gary Dresselhouse, Theresa and Gary Hilberer.
4. Updated BUCC Directory – Dindy will request a printed copy for all of us on the Membercare Team.
5. Pastor's Report – Pastor Diane is compiling a list of homebound members, and those from whom we have not heard from, whom she plans to contact. The Pastors are taking communion to the homebound people. Ruth Willimann has moved to Room#118 at Brecon Village.

6. Card Ministry Update, Nan – Nan distributed a copy of the spreadsheet she is keeping of cards sent. It was suggested that she send cards to Jeff and Sue Wortman, as he is recovering from knee replacement surgery.

Old Business

1. Membercare will serve for Coffee Hour on November 5, Totenfest Sunday. Jackie Katz will be asked to provide German cookies.
2. We, as a group, reviewed the Totenfest list.
3. Radio Broadcast - Since the cost of the Radio Broadcast remains at \$230/week, another option of using a “conference call” technology is being considered (Oliver Kripfgans has initiated the inquiry.) Pastor Dawn has advised that we can apply for a grant for \$1,500 to help with these expenses.
Jenny has composed a Radio Ministry Survey, for which she has requested feedback from us.
4. Team Goals – it was suggested that we meet with Pastor Dawn for one of the “Getting to Know You” sessions.
5. Our next meeting will be Wednesday, October 18; the one following will be November 15.

We concluded our meeting with the Lord’s Prayer.

Ongoing/Future Agenda Items from past minutes:

1. Thank you notes to elected officials
2. Visitor article for directory updates
3. Prayer Requests - review process and make changes?
4. Sign in pads - collection process needs to be addressed
5. Additional team members? Ongoing discussion
6. Blue attendance form from the office: still needed?
7. Team Goals - what should Member Care team focus on this year? (bring ideas to the forthcoming meetings)

Respectfully submitted,
Nan Lefton

Cc: Gwenda Mayes, parishadministrator@bethlehem-ucc.org