

Cemetery Board Meeting
January 8, 2025
Minutes

Present: Jamie Dylenski, Mary Friend, Susan Irwin, Mary Jean Raab and Shannon O'Reilly

Absent: Marilyn Pearson

Also in Attendance: Brad Bouchie, Sexton

Meeting called to order 9:45 am

Devotions: Prayer led by Mary Jean Raab

Brad's Update:

- Standing meeting agenda item, contacts, problems, issues, we need to be aware of, and issues we need Brad to be aware of: John and Doris Enkemann burial – Brad has been dealing with John Enkemann Jr for months before the burial and told him to bring a check the day of the burial, but he didn't do that. Brad set up a tent that was rented through a firm in Battle Creek. Mr. Enkemann was supposed to reimburse Brad for the tent rental. He told Brad he sent a check for tent rental. The headstone was ordered through Inch and Inch sent Brad a check for the headstones. The costs were \$400 for the headstone and \$800 for the tent rental. Mary Jean is going to write a letter to Mr. Enkemann. Brad asked Larry at Forest Hills how they handle these types of situations and Larry said they lock down the graves and don't allow any more burials until the past due amount is paid. Carol Carzon burial – her daughter bought a grave before she went on vacation. Then when she came back the family wanted to have her ashes buried in the same plot where her first husband and daughter were buried. Brad counted 2 sets buried at the same time as one so he told them Carol could be buried in the same plot. Since it has been so cold and no snow on the ground, Brad may have to burn the ground ("defrost") in order to do a burial. Tomorrow is the burial for Jaunita Sindinger at 12:30 pm through Nie Funeral Home.
- The board would like to be made aware of any upcoming internments, as soon as this first call comes to Brad. Brad could leave a message on the church extension #219, and Mary, or her sub, posts it to all board members, on an ongoing email thread. After discussion it was decided that Brad will use the Cemetery Board group text to send us the information.
- Each month, we should have confirmation from Brad if he had additional work off contract that he needs to be paid for, and report with receipts for incidental supplies or repair items he purchased attached in order to be reimbursed. The only expenses Brad has had since the last invoice was for labor to install the signs. We need Brad's paperwork for Hoffmeyer and Krause since these funerals happened in December.

Approval of December 11, 2025, minutes: Our meeting fell on the earliest date possible in the month. Since the minutes were so late going out to the board members we will wait and approve the minutes at our February meeting. Under 2025 pricing, it should say: *10% Veterans of BUCC member discounts are only available on sales of Niches or Memorial Garden. All other discounts are available on burials, not sales.*

Approval of Dec 2025 financials, Shannon and Jamie

- Any actions that happened in 2024 that were not completed by 12/31/2024, or any other year-end matters needing review or approval? Shannon needs to do the year end Annual report that will then be in church's annual report in May
- After each quarter we consider if we need to move money from our checking account to the association account. Having just completed Q4, do we want to move any money? We decided not to move any funds to the Association Investment account for the 4th quarter.
- Meeting date at BOAA with BUCC church leadership to review all invested monies, and how they performed in 2024 is set for February 10, 2025, at 2:00 pm.
- Thank you notes for donations, do we have information from Gwen to share? Shannon will ask Gwen for cemetery donations that have come into the church so we can transfer those funds. Mary Jean will talk to Marilyn about Gwen giving us donor names

Review and consider motions to resolve matters concerning Carol Carzon internment

Motions: Jamie Dylenski made a motion to approve a one-time exception for Carol Carzon's cremains that were buried in the same space as her first husband and daughter making it 3 cremains in one burial plot. Motion passed unanimously.

Carol Carzon Financial situation: The first grave site had been paid for in full. When it was decided that Carol's cremains would go into an existing space the open/closing fees were not paid.

Motion: Jamie Dylenski made a motion that we void deed for the originally purchased space so that number cannot be used again (#4138) and that we refund the difference between what was paid for the original plot and open/closing costs. The refund will be done by check. The motion passed unanimously, and it was noted that Brad's commission will need to be adjusted as he has been paid for the sale of the original space. We will deduct commission on the sale of the plot. The motion passed unanimously.

- Any follow up-issues from the website training held 1/7/2025: No questions. Jamie noted that Declan really only wanted a couple of people at the training instead of the whole board and John and Karen Samford.

The church meeting hosted by Dawn on assets, any materials we should have ready? This workshop will be held on February 23 2025, from 12:00 to 2:00 pm. The Board members are encouraged to attend

General Liability Insurance update: Jamie has been working on this, and we will discuss it at a future meeting. Do we have personal liability insurance, so board members are covered?

Review what is on the January To-Do Calendar: Remove the wreaths that the cemetery puts out by the end of January (on the building, at front entrance and the memorial garden).

Price sheet to Jamie: Jamie needs the Sales price sheet for 2025 in an excel format to send to Declan to add to the website.

The Meeting was Adjourned at 11:35 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 01/21/2025

Team: Steve Darr, Randy Schneider, Ron Dechert

Invited Guests: Jim Rowan LC, Gwen Mayes, John Irwin, Dani Webb, Michelle Loukotka

Advisors: Jim Stadel, Bob Loukotka

Absent: Randy Schneider, Dani Webb

Call to Order: 3:30 pm

Minutes of 12/17/2024 were approved as printed.

Financials

- a. Our budgeted and unbudgeted funds remain at appropriate levels for the year.

BUILDING MANAGER:

- a. He is continuing with tasks from the Essential Maintenance List and any additional jobs as assigned by Gwen.

OLD BUSINESS:

- a. There has been no report from Renaissance Organ regarding needed repairs. Jim will continue to follow up with them.
- b. The church needs to engage an attorney to write guidelines, as decided by Leadership Council, for use of the Barbara Cope endowment.
- c. Gwen has asked the group interested in renting the Youth Room to make a decision by March 11th.

NEW BUSINESS:

- a. The closing mechanism on the 4th Avenue has been ordered and should arrive for installation on January 23rd or 24th.
- b. Gwen has directed Jackie to stop cleaning the Groundcover office. She will tell Lindsay that the equipment they need is available but they will be responsible for maintaining their space.
- c. Lisa and Gwen removed unnecessary items from the Nursery/Pre-school room and also cleaned and did some painting.
- d. A new refrigerator has been installed in the Youth Room; it will be paid for by funds from the Youth account.

PARSONAGES:

ESSENTIAL MAINTENANCE TASK LIST

- a. Bill: drain boiler and blowdown pipe now through April
- b. Maintain snow removal supplies in the building

The meeting adjourned at 4:30 pm.

NEXT MEETING: Tuesday, February 18th, 3:30 pm

Respectfully submitted,
Michelle Loukotka

Bethlehem UCC Leadership Council
January 23, 2025
Zoom meeting
6:00 – 7:30 p.m.

Attendees: Jim Rowan, P.J. Lindemann, Barb Schenk, Teresa Beagle, Pastor Dawn Christenson, guest Ron Dechert

Opening prayer – Pastor Dawn

Meeting started at 6:02 pm

Old Business

- 1) Approval of December minutes – P.J. will send them out tonight with January minutes.
- 2) Rental update –. Friend Ship Adult Day Treatment Program – We've requested a response by March 1. A Hindu organization is also interested in renting – The church had an email exchange with them quoting a rate for 3 hours a week use of the youth room, and they may add another room too. Agreement not final yet.
- 3) Organ repair – review We need a formal quote from the organ company. They will provide as soon as they can, but they are very busy. Steve Darr continues to look for a second source to quote the building storm surge protection.
- 4) Trust – Barbara J. Cope Endowment – Jim has written and will send a letter of appreciation to the family. Attorney has been contacted to assist with setting up the endowments. Dawn suggested the UCC Cornerstone Fund 5-month special rate while we're working on setting up the endowments, if it will take some time.
- 5) Upcoming church activities related to transition/pastoral search
 - a. Transition Workshops –One complaint received about the last one, being long with no food. Coffee hour will move upstairs for the next one, and Member Care will provide food. It will be a small group activity.
 - b. Pastoral Search – Dawn will start making calls.
- 6) Pastoral funds for ministry – deferred
- 7) Church social networking/communication - deferred
- 8) By-laws task force – Leadership Council review was completed and will be sent back to the bylaws task force.

New Business

- 1) New rental fee schedule – LC reviewed updated rental fee schedule with Ron. It is a simpler hourly rate schedule eliminating the four-hour minimums. LC approved the new rates.
- 2) Funding for Youth Room refrigerator – Jim proposed that Katie request unbudgeted funds to replace the youth room refrigerator, suggesting that the funds come from the Youth Memorials and Gifts fund. LC approved this.
- 3) Stewardship campaign and budget – We need to start thinking about this year’s campaign. Jim will work on it again and is looking for someone to help him.

Reports from ministry team liaisons

Outreach – Lenten project will be collecting for Safe House. Habitat project will be moved earlier in the summer to avoid the heat.

Report from pastor – See item 5 above

Next meeting – Feb 20, 6 pm (a week early so we can discuss asset mapping for the upcoming workshop on the 23rd?)

Adjourned approximately 7: 35 pm

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday January 8, 2025, at 3PM

Present: Jenny Foster, Mary Jean Raab, Jacquie Katz, Dindy Haab, Judy Coucouvanis (via phone) Teresa Beagle
Absent: Pastor Diane White, Nan Lefton, Karen Goforth,

Devotional: Read by Jenny Foster from January 7, 2025 *Words of Hope: "Encourage Others"*

Updates:

Card Ministry: Nan sent 12 cards in November and December

Homebound members: discussed updates

Grief Series: Mary Jean is sending the series to two members and she will begin to send to one more member

Leadership Council: Teresa

- Adult Day Care: discussion ongoing
- Organ repair work: bids coming; may require fundraising
- All church workshops: have started and will be ongoing for the next few months; discussion of most recent workshop
- Bylaws continue to be reviewed by LC

Prayer Chain: Dindy: updates

Coffee Hour:

January 26: Teresa Beagle and Judy Coucouvanis

February 23: Jacquie Katz and Teresa Beagle

Meeting Schedule:

February 12, 2025

March 12, 2025

April 9, 2025

May 14, 2025

June 11, 2025

Potential MC Plans for 2025:

- Lenten Devotionals
- Easter Cards with inserts
- Work with Young Adult Ministry Team to Coordinate Care Packages/gift cards for college students in spring
- Mother's Day: Geraniums
- Father's Day: Kisses and Hugs Chocolates
- Graduation: Gift for High School Students and Recognition of any High School or College Graduate
- Totenfest: seed packets
- Advent: Devotionals and Calendars

Ongoing/Future Agenda Items:

1. Church Membership review
2. Mentoring new members
3. Welcoming visitors
4. Prayer Requests - review process and make changes?
5. Time and Talents form
6. Meal train: Identify a Coordinator
7. Identifying potential team members
8. "Choir Recognition" luncheon
9. Homecoming Day

Respectfully submitted,

Judy Coucouvanis

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

Addendum:

November 20, 2024: MC wrapped Advent calendars with Devotionals and signed Christmas cards for Homebound; Calendars were distributed by Pastor Diane and members of MC

December 3, 2024; MC Holiday luncheon at the Venue

Outreach Ministry Team Minutes
January 5, 2025

Present: Mary Jean Raab, Katie Rowan, Jane Schmerberg, Barb Schenk - Council Liaison

Christmas Appeal: The EMT Mitten Tree collected 27 pairs of socks, 5 pairs slippers, 35 gloves/mittens, and 58 hat/scarf sets. These were distributed to Peace Neighborhood Center Alpha House, Groundcover and SafeHouse. Also donated was \$480 in cash and \$250 in gift cards delivered to SafeHouse. Katie will double check with Gwen that the online donations were included.

We discussed ways to get a better response next year, including more announcements during worship, having the donation basket available sooner in the sanctuary and labeling it, and making clear that cash and checks are welcome in addition to gift cards. Collecting donations at coffee hour was the most effective this year.

Food Gatherers Volunteer Days:

These will be held:

Sat. Feb. 15, 8:30 - 11:00 am

Sat. April 19, 1:00 - 3:30 pm.

There will be a sign up link in the upcoming Visitor.

Lenten Project: We will support SafeHouse for the EMT Lenten Project. We will keep the line item for SafeHouse on the online giving page of the BUCC website and rename it SafeHouse Lenten Project. The dates for Lent are Mar.5 - April 17.

Habitat: Organizational meetings will begin soon. Our volunteer days will most likely be in May or June. Jessica DeVol from Habitat would like to speak at Bethlehem to present how Habitat Huron Valley has expanded its projects and events. We feel this would be most effective if presented during worship instead of after church. Katie will speak to Dawn about this possibility. There will be a Habitat breakfast in May that we are welcome to attend and that will also be an opportunity to learn more about Habitat.

Winter Shelter Program: Mary Jean hopes to see BUCC support this project again.

Washtenaw Literacy: Mary Jean brought to our attention that they will be having sessions in our building to support Groundcover writers.

Next Meeting: Sunday, Feb. 23 after church

Respectfully Submitted,

Katie Rowan

