

**Cemetery Board Meeting
Meeting
November 12,2025**

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

Absent: Brad Bouchie, Sexton

Meeting called to order at 9:30 am

Devotions: Jamie read a poem that Harriette Ehnis wrote and asked Jamie to share as our devotion

Brad's update, when he arrives and discusses communication, specifically: Brad is not at the meeting this morning, but Brad has shared various issues with board members

- Maintenance issues: The weather has turned fast and there are still leaves on the trees as well as the ground, so Brad knows there is a lot of clean up that needs to be done.
- New priorities, and unfinished jobs
- Upcoming burials, and past burials with unfinished paperwork Violet Edwards was interred in the Memorial Garden last Friday. For the Schlecht funeral, the daughter forgot to bring the check for the opening closing costs. Susan called her yesterday and she is going to bring the check this week. For the Snuverink funeral the certificate of death was sent to the cemetery, but we don't have mail delivery at the cemetery. The family is waiting to see if the paperwork is returned to them so they can resend it to the church address.
- Review submitted invoice for work in October not included in the contract: No information at this time.
- Paper flow – in general it is taking a long time to get paperwork through the process from point A to point B. Brad fills out the paperwork and leaves it for Mary. She makes copies of the paperwork and gets it to Shannon (check copies, burial rights forms and open and closing forms) and Karen (same paperwork as Shannon and also death certificates and other necessary paperwork). Mary leaves this paperwork in the mailbox at the church, and Shannon and Karen pick it up from there. Mary Jean and Jamie are going to meet with Brad to go over the process and see where we can streamline or tighten up the process.

Approval of October 2025 board minutes: The paragraph that starts with a request from Karen Samford should be under Website Updates. Marilyn Pearson made a motion to approve the minutes with this correction, and it passed unanimously.

Approval of October 2025 financials, including investment report from September:

- The final distribution of Cope estate is in the cemetery checking account under Historical Preservation. The previous motion from the special meeting on 03/27/25 said we would give Cope funds to AAACF. Marilyn Pearson made a motion that we move the final distribution from Cope Trust in the amount of \$1,033.24 to AAACF. The motion passed unanimously. Jamie Hunter has sent us a link to make donations, and Jamie will send it to Shannon so she can make the transfer.
- Burials are down by 20 this year to date over last year.
- We are only making 2.8% on the investments at the bank. Jamie is going to email our contact at the bank and ask about the trend, and also request a modification to the reports
- Marilyn Pearson made a motion to accept the financial statements as presented and it passed unanimously.

Motion to disregard the stamp on deeds from the 1980's regarding flat memorial stones: Susan Irwin made motion to ignore the wording on previous deeds that flat stones are not allowed, and that we approve the installation of a upright stone for a woman who has reached out to Susan. The motion passed unanimously.

Discussion and agreement on procedure when a Niche is purchased but the information for the bronze plate is unknown at the time of purchase: Marilyn said in the past we said that if the cost of the plaques went up, the family paid the difference. We have a situation where someone bought 2 niches, but the family is not sure who will go in the second niche. How do we keep track of the current cost as opposed to cost when someone is interred in the niche. We agreed we will put the current cost of the bronze on the deed and then at the time of interment we can determine if there is an additional cost to the family. Burials price sheet will specify that niches include cost of bronze purchased at time of niche purchase. Matthews increase on the bronze plates is an average of 6.4% effective on January 1, 2026.

Approve all 2026 pricing for mailing to funeral homes in early December and posting on website on January 1, 2026: Jamie presented the new burials sheet based on our previous discussions. For Saturday full burials, the trend seems to be less full burials. Marilyn Pearson made a motion to approve the burials price sheet for 2026 as presented by Jamie. The motion passed unanimously.

Update on continued work on the website: There have been some small changes requested by the Samfords. Jamie is going to talk to Brad to see if he looks at the available plots on the database. Brad needs to walk the cemetery to verify the list of available sites per the database that was received from the Samfords. Jamie will reach out to Declan to send us a bill for the work he has done for us.

Review of what is on the December To-Do Calendar: We should put something in the Visitor newsletter about end-of-year donations, and make sure they know we are different than the church. We will add this to next meeting agenda along with a discussion about the donations given to the church and whether we should be sending out a letter of thanks.

Next month we will start meeting at the church through the winter months. Mary will let Lisa in the office know about this so she can update the church calendar.

The meeting was adjourned at 11:15 am

Respectfully submitted,
Shannon O'Reilly

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 11/18/2025

Team: Steve Darr, Randy Schneider, Jim Rowan LC, Gwen Mayes Office Manager, John Irwin, Dani Webb, Michelle Loukotka

Advisors: Jim Stadel, Bob Loukotka

Absent: Dani Webb,

Call to order: 3:30 pm

Review of Minutes for 10/21/2025 were accepted as printed.

FINANCES budgeted & unbudgeted: The overall amounts are appropriate for this time of the year.

BUILDING MANAGER:

- a. Monitor salt supplies
- b. Other tasks under Gwen's supervision

OLD BUSINESS:

- a. The mason still has not replied to request for work on the tile roof
- b. Gwen has trained most of the renters for the video doorbell system. The system is working but is still being tweaked as problems arise.
- c. The "stay open system on the N door of the 5th Avenue entrance has been disabled and the door closure time has been reduced.
- d. Blinds on the office windows to the hallway were deemed unnecessary.
- e. The enclosed sign board has been installed outside the 5th Avenue door. All of the information about the renters is now displayed there.
- f.

NEW BUSINESS:

- a. Pastor Dawn, Ron Dechert, Steve Darr, and Gwen are working on policies to increase the security of the building.

PARSONAGES:

- a. Reinhart is working to find a renter for the Hewett Road parsonage for 6-8 months.

ESSENTIAL MAINTENANCE TASK LIST:

- a. Lance is aware that the CDS-1 testing of the boilers is due; he will perform it when his schedule allows.
- b. The heat pump/AC in FH was inspected in the spring; next test set up for April 15, 2026
- c. Reinhart will take care of cleaning the gutters and downspouts at both parsonages.

The meeting adjourned at 4:30 pm

NEXT MEETING: Tuesday, December 16th, 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Outreach Ministry Team
Minutes November 16, 2025

Present: Mary Jean Raab, Eileen Koprowski, Katie Rowan, Jane Schmerberg

Budgeted Funds: Budgeted funds have been distributed - \$3000 each to Alpha House, Food Gatherers and Peace Neighborhood Center. Katie has submitted an article with pictures for the Dec. Visitor. The remaining \$1474 will be combined with future fund raising amounts and distributed to SafeHouse and the Education Team's designated organization. We also have \$976 in Outreach Memorials and Gifts which we can use for Rotating Shelter expenses.

CROP Walk: Bethlehem had four walkers for this year's walk on Sunday Oct. 5. The congregation donated \$1772 which was very close to meeting our goal of equaling last years' donation of \$1848.

Food Gatherers: The November food drive is going well. The barrels are filling up, and there have been some monetary donations as well. There is an online line item for Food Gatherers on the BUCC donation page.

Christmas Appeal: Gwen and Lisa will edit the flyer for the Dec. Visitor to include Jewish Family Services in addition to Alpha House, Food Gatherers, Peace Neighborhood Center, and SafeHouse. The flyer will also appear in the Refrigerator page and Friday email during Dec. The congregation is asked to donate Target, Kroger, or Meijer gift cards or to donate directly to the organizations. Jane will have the Sunday School kids make a box for the gift card donations to be placed in the sanctuary in Dec. Diana and Jan will be asked to piggyback our announcement onto their Mitten tree and Advent Workshop announcements.

Evangelical Homes of Michigan: Mary Jean spoke about the new leadership and financial situational EHM. Katie will invite Dawn to a future meeting to discuss how we might access McKay funds to make a donation to EHM. For next year, we might arrange to give a donation check when we carol there. We would like to host an after church lunch event with a speaker from EHM to inform the congregation about the many resources available to us. We can begin planning in Jan. for a possible April or May event.

Rotating Shelter: Our week is March 23 - 30. Katie attended the training provided by the Shelter Association. Katie has contacted each ministry team chair to ask for their team's support, and has met with Gwen to secure office support for logistics and extra cleaning during our week. Outreach team discussed having a lead volunteer each night instead of one person who would come every night. Katie will create one Sign Up Genius for volunteers and snack/ sandwich donations and will publicize our Rotating Shelter Week in the Jan. Visitor and other church communications. We will use our Memorials and Gifts funds to cover bus tokens and incidental expenses instead of asking the congregation for monetary donations. Mary Jean will contact Church of the Good Shepherd UCC to ask for volunteers. Katie will ask Ron D. for help contacting churches renting in our building for volunteer help, and will reconnect with Lindsey from Groundcover about possible volunteers from their staff.

Respectfully submitted,
Katie Rowan