

Cemetery Board Meeting
Minutes
March 11, 2026

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

Meeting called to order at 9:35 am

Devotion- Jamie shared a daily devotion she receives in email based on Psalm 39, verse 12

Brad is not available to meet this month, if any of his updates are known, we will cover them as a group. Brad cannot attend this morning's meeting:

Brad's update when he arrives and discusses communication.

- Issues pending since the last meeting.
- Maintenance issues:
- New priorities, and unfinished jobs
- Upcoming burials, and past burials with unfinished paperwork
- Review submitted invoice for work in previous month, not included in the contract.

Approval of February board minutes: Marilyn Pearson made a motion to approve with corrections. The motion passed unanimously.

Approval of February financials and Lawyer Invoice approval:

- If a bronze/scroll is purchased later than when the niche was originally purchased, the charge will be 100% of the current cost. Jamie Dylenski made a motion to approve this purchase policy and that no credits will be issued/applied on any purchase. The vote was 5 yes votes and one no vote. The motion carried.
- Cope Funds at AAACF – They recorded the church as the recipient instead of the cemetery. Jamie has been talking to them about the distribution and correcting the cemetery contact information. Jamie asked them to use the cemetery email address and to make sure they had the cemetery bank account in their records. AAACF indicated the distribution would be issued by check, so that will be coming soon.
- Marilyn Pearson made a motion to approve the financial reports as presented and the motion passed unanimously.
- Invoice for legal services – Mary Jean Raab presented the invoice for legal services and indicated that if approved, she will pay the bill using the cemetery debit card.
- Mary Friend made a motion to approve payment of the legal services invoice and the motion passed unanimously.

The board discussed contingency plans for immediate burials and what documents the cemetery needs.

VA Memorial Stones – We have had a request for approval of the installation of a Veteran’s granite headstone from the government with dimensions of 42” high, 13” wide and 4”. A stone like this may require both a base and a foundation. It was decided that we would talk about this at a future meeting.

When the church had phone outages recently, we were pleased that the office was proactive and sent out a blast email, so everyone was aware.

To do list and follow up items contract, insurance, financial re: Brad – From the documentation we have received from Brad’s insurance company, it does not look like he has worker comp insurance. Jamie has emailed Brad but has not heard back yet. Also, is Brad’s company a Sole Proprietorship or an LLC?

Future meeting agenda for the Executive Committee of the church – to be discussed at a later date.

Update on continued work on the website, Jamie – What phone numbers should be on the website – include Brad’s phone number. Jamie will look at website to make sure telephone numbers and address (Road or Avenue) are correct. Everything seems to be working on the database, including searches on names with an apostrophe in it.

Review of the April To-Do Calendar - Susan

Meeting adjourned at 11:20 am

Respectfully submitted,
Shannon O’Reilly, Secretary

Minutes
Bethlehem UCC Executive Committee Meeting
March 26, 2026
6:00 – 7:30 p.m.

Opening prayer

- 1) February minutes – the minutes were approved
- 2) Pastoral search – the search has been narrowed down to three candidates. The search committee has requested funds of up to \$2000 for travel expenses for candidates – this request was approved.
- 3) Rental updates – Solid Rock Church has left their set-up in place over the last couple of weeks. Church personnel have evaluated having the set-up remain in place in terms of accessibility and clean-up, and this looks viable. EC supported allowing them to keep their set-up in place during the week, with exceptions for special church events; these terms will be included in their upcoming lease renewal.
- 4) Grounds and Facilities Use policy – approved. This policy should be distributed to renters, church officers, and staff. Additionally, the Food and Drink Policy, which was approved at our last meeting, should be distributed to renters, church officers, and staff. Ron will also look into locating Serve Safe regulations, for distribution as well.
- 5) Safety and Security Committee - update (First Pres mtg) - Ron provided an update on the meeting of the Building Sacred Spaces organization. Ron has offered Bethlehem as the site of the next meeting, date to be determined.
- 6) Safe church – workshop training – Dawn – materials have been distributed
- 7) Shelter Program – in progress. Appears to be going well. There was an issue with the alarm that has been addressed.
- 8) Personnel Subcommittee report – Job descriptions have been assembled. Supervisory lines have been identified, and the subcommittee is proceeding with personnel evaluations.
- 9) Policies and Procedures for Committees – update/approval - The document was approved. Should be distributed to church officers.
- 10) Meeting with Cemetery Board - It was determined that Leadership Council would devote part of its June meeting to visionary planning. Following this, we will schedule a joint leadership Council-Cemetery Board meeting to discuss visionary planning together. In the interim, the CB will continue to have a representative attend Leadership Council. Also, Jim will inform the CB that they can bring specific issues to an Executive Committee meeting.
- 11) Observer ad for Easter – completed and looks good
- 12) Streaming equipment request – update - The streaming crew is trialing a replacement controller and will report back to Jim.
- 13) Preparations for stewardship/budget/elections –
 - a. Member Engagement is identifying position openings and approaching possible candidates. Ron indicated that he is willing to serve another term as VP.
 - b. P.J. is beginning steps to develop next year’s budget. This year’s financials were briefly reviewed.
 - c. Jim is working on stewardship materials. We discussed additionally sending out an electronic version of the materials, as there were problems with mailed materials being received last year. There was discussion and support for a system to submit pledges electronically; P.J. indicated that she could offer help with this if needed.
- 14) Elevator upgrade – funding sources - as Sally was not present at the meeting, Jim will contact her regarding any updates on availability of grant funds for this.

15) Football parking – administrator still needed - no one has expressed an interest in taking on the role of administrator. Options were discussed. Jim will talk with Jennifer about options and next steps.

Next meeting: March 26, 6:00 p.m.

**FACILITIES MINISTRY TEAM – BUCC Correct copy
Meeting Minutes of 03/17/2026**

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 02/17/2026 were accepted as printed.

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

BUILDING MANAGER:

- a. Tasks under Gwen's supervision
- b. Continuing to work on tasks from Randy's walk-through of the building.

OLD BUSINESS:

- a. The CDS boiler testing has been done.
- b. Three new windows have been installed on the north side of the basement
- c. The Food and Drink Policy has been finalized by LC.
- d. LC continues to work toward a grant to assist with State mandated elevator upgrades.
- e. Bids by two companies to replace the two flat roofs are in the works.
- f. The water-feed valve on the boiler has been replaced.
- g. The cartridges in the second-floor men's room and the toddler room have been replaced.

NEW BUSINESS:

- a. There is a new leak in the sanctuary ceiling; it will be investigated after the flat roof repairs are completed
- b. When the Membership Engagement team baked pretzels on 03/14. It seemed that it was the responsibility of Solid Rock which rents the FH on Thursday and Sunday evenings. After cleaning the kitchen this Sunday, they informed the office that when the Advent Workshop was held in December, Solid Rock came in that evening to find the trash containers full and that the floor in the FH had not been swept. They took care of these issues themselves but never informed the office. We apologized and we will work to make it clear to member groups what they must do to clean up the FH when they use it.

PARSONAGES:

- a. Reinhart has not found anyone interested in renting the Hewett Road parsonage on the short term we are offering.
- b. The renewal of the rental for 4th Avenue appears to be going forward as the same rental rate.

ESSENTIAL MAINTENANCE TASK LIST:

- a. Reinhart will take care of cleaning the gutters and downspouts at both parsonages when the weather allows.

The meeting adjourned at 4:15 pm

NEXT MEETING: Tuesday, April 21st at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Member Engagement Ministry Team Minutes

Present: Jenny Foster, Judy Coucouvanis, Dindy Haab, Jacquie Katz, MaryJean Raab, Nan Lefton, Cathleen Connell, Teresa Beagle, Rev Diane White

Next Steps:

1. Pastor Diane will continue her efforts to contact Chuck Buss.
2. Nan will send cards as directed by the team
3. Judy to set a date for next pretzel rolling event in consultation with the team and consider dividing up tasks, such as shopping, Friday dough prep, cleanup, etc.
4. All team members to consider providing feedback on improving pretzel event.
5. Jenny to update the member engagement schedule to add the veterans and friends breakfast and update women's breakfast.
6. Judy to set up for community time on Easter and Pastor Diane and others will clean up.
7. Jenny will organize a small group including Cathleen and Teresa to meet via Zoom to continue updating the time and talent form or process, aiming to meet within the next two weeks
8. Diane will meet with Gwen and Lisa to discuss the logistics of collecting and compiling time and talent form responses
9. Judy will send a copy of the meeting minutes to Beth Wenner
10. All team members to continue to suggest names for open leadership positions, and approach potential candidates
11. All available volunteers are asked to greet and welcome visitors on Easter morning if able to
12. Mary Jean is coordinating with the outreach group regarding hospitality support for the April 26 evangelical home lunch and learn event in the youth room.

Devotional: Pastor Diane led a very thoughtful devotional based on the theme of not procrastinating on important tasks, sharing a story about a student who finally told his father "I love you" and later learned his father had a heart attack.

Updates:

- Pastor Diane provided updates on homebound members. She also reported that the recent concert had good attendance and raised over \$900 for the Michigan Immigrant Rights Center.
- Dindy provided updates on the prayer chain.
- Nan provided updates on the card ministry and she sent eight cards since our last meeting.
- MaryJean gave an update on the journey through grief series. She will begin sending the series to Steve Schwartz.
- Jenny gave an update on the leadership council meeting and reported on the new building cleaning policy which requires proper cleanup of perishable items and trash disposal following community time.
- Jenny noted that member engagement will request the same budget as the current year.
- MaryJean reported on the lunch and learn event scheduled for April 26
- Judy updated the group on the pretzel rolling event which generated over \$600 in profit from approximately 80 dozen pretzels. The team discussed ideas for improving the process, including implementing shifts to better manage cleanup and potentially offering incentives like lunch for volunteers who stay to help clean up. The team agreed to consider dividing tasks more evenly between team members and others.

Nominations

- The group discussed possible nominations for executive council positions and ministry teams.

Time and talent form

- The group discussed the time and talent form and concerns with it being too overwhelming for new members, with suggestions to simplify it by focusing on ministry team names rather than specific tasks. They discussed using the bylaws and existing descriptions to create a more simplified presentation of volunteer opportunities. The group discussed restructuring how volunteer opportunities are presented. They discussed creating two categories: one for joining ministry teams with detailed descriptions and another for individual volunteer tasks that don't require team membership. Jenny suggested setting up a table during the stewardship campaign to engage with congregants about these opportunities and help them complete the forms. Diane agreed to discuss setting up a central system for managing the time and talent forms with office staff. Jenny will organize a follow up meeting to address the time and talent form and Cathleen and Teresa agreed to participate.

Miscellaneous

- Diane requested assistance with community time after the Easter service and Judy agreed to set up while Diane and others agreed to clean up.
- The group welcomed Beth Wenner who has agreed to join our team and Judy will send her copies of the recent minutes

Ongoing and Future Agenda Items:

- Time and Talent survey:
- Mother's day flowers
- Nominations for open leadership positions
- Volunteer Appreciation Sunday
- Pretzel Baking: Set Future Dates for 2026
- Coming Home Sunday
- Community time
- Membership Review - Any updates to report?
- Choir Appreciation Sundays
- Grief group
- Suggestion box/board
- Current events discussion small group formation
- Care Card Ministry - Follow up on idea for Sunday school students to create cards (sign their names on the artwork)

Next Meeting Dates: April 8, May 13, June 10 at 3 PM in the Lounge or virtually at

Zoom Meeting Link:

<https://us06web.zoom.us/j/85032853579?pwd=Jeq5efUbfzDSSIMsbMPpP4tEox4Cum.1>

Respectfully submitted,

Judy Coucouvanis

Outreach Ministry Team Minutes March 22, 2026

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

Rotating Shelter: There are still some open slots which we hope to fill. A few volunteers have offered to do a second night if needed. Supply purchases have totaled about \$120 so far and have been paid from Audrey Keppler's donation. Sixty bus tokens were purchased for \$90 from Outreach Memorials and Gifts. Katie will write an article for the Visitor and Friday email after the completion of our shelter week.

Evangelical Homes of Michigan Event: Our informational presentation and luncheon will be after church on April 26 in the Youth Room. Marilyn will make an announcement in church promoting the event on April 12th and Mary Jean on April 19. Rsvp's are due to Gwen by April 21. We will ask Gwen to order box lunches from Jersey Mike's.

Benefit Concert The benefit concert was well attended and \$990 was donated to Michigan Immigration Relief Center.

Distribution of Remaining Outreach Funds We will donate our remaining funds, approximately \$1474 to Evangelical Homes of Michigan. We will present a check to Kari Rennie at the event on April 26.

Our next meeting will be May 17 after church.

Respectfully submitted, Katie Rowan