

Cemetery Board Meeting Minutes

January 14, 2026

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

Also Present: Brad Bouchie, Sexton

Meeting called to order at 9:33 am

Devotion-Prayer of Litany shared by Jamie Dylenski

Brad's update and discusses communication, specifically

- Maintenance issues: There are no major issues, and everything is going well. Brad and his guys have been through the cemetery to pick up sticks and debris. Brad has plans to fix the stairs to the attic. They had been modified so the stairs could flip up out of the way to put more equipment in the garage, but some of the hinges and connections need to be fixed. We're getting low on salt so we might need to order more. Salt prices are up right now, so a pallet is around \$500.00.
- The Zahn funeral from Davis County, Indiana – the funeral home in Indiana called Brad to schedule and contacted Nie Funeral Home to be at the cemetery to witness the funeral. Mary Jean contacted the funeral home in Indiana to get the paperwork that was missing.
- Brad is working with Rick at Inch on the headstone orders. Rick is also now sending information to the family for verification. This process will hopefully avoid any lost emails and lack of communication with the family.
- Upcoming burials, and past burials with unfinished paperwork – Hochrein's paperwork from the funeral last Friday has not been turned in by Brad yet. There are no upcoming burials currently. It would be very helpful if we could get email addresses for the contact on the burials.
- Review submitted invoice for work in December not included in the contract – No invoice to turn in.
- Member or Veteran discounts (10%) are on in-the-ground burials instead of the sale of the plots. Niches and Member Garden get the discount at the time of the sale as the interment is included in the sales price.

Approval of December 2025 board minutes: The December minutes said the letters with new prices were to be sent out by Mary Friend and Susan Irwin. This should say they will be sent out by Karen Samford and Susan Irwin. Jamie Dylenski made a motion to approve the minutes with this correction. The motion passed unanimously.

Motion to amend approved November 2025 minutes: Susan moved we amend the November approved minutes regarding the stamps on older deed requiring only flat stones on the graves, be ignored and an upright stone can be installed for all burial spaces. The motion was seconded by Marilyn Pearson and passed unanimously.

Approval of December Financial Report:

- Correction on page one of the financials under the 12/28/25 deposit should read that the niches are for Richard and Marilyn Miller, not sold to them. Also, under the statistics at the top of page 3 the sale of 1 space sold to Gloria Cussigh should be included with November, not listed as December. Marilyn Pearson moved to approve the financial packet with the noted corrections. The motion passed unanimously.
- Shannon passed out draft copy of the Annual Report for 2025 to be reviewed by the board. We also reviewed the 3rd quarter cemetery donations and the report of the donors. The board discussed how we can acknowledge these donations. Shannon will ask Gwen for 4th quarter information this week. The board decided that when Shannon gets the information from Gwen on a quarterly basis, she will send out a thank you letter.

Update on continued work on website and Database: Jamie has submitted a request to Declan for issues that need work, changes or corrections in the database.

Any pay increases to staff in 2026: During a discussion about cemetery payroll, Jamie Dylenski made a motion to increase Shannon's payroll from \$300 to \$400 per month retroactive for all the accounting functions she does monthly. The motion passed unanimously. The board also discussed the work that the Samfords perform monthly, and this will be tabled until a later date.

Our thoughts and priorities for zoom meeting with leadership on 1/22/26: The board discussed items we would like to follow up on from the August meeting with the Executive Committee.

Mary Jean on Block 18 very tall wildflowers: When we ordered the wildflower seed, we were told the wildflowers would be a low profile, but they grew to 5 or 6 feet tall. We also talked about the layout that Wendy Frye gave us and whether we still like that layout or do we want to do a different layout. Do we need to crowd 250 spaces into a third of an acre or can they be spread out a little more than what Wendy had in her design. The first thing we need to do is resolve the flower issue.

Review what is on January, To-Do Calendar

The meeting was adjourned at 12:00 pm

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 01/20/2026

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 12/16/2025 were accepted as printed.

FINANCIALS: The overall amounts used in both our budget and our unbudgeted accounts are appropriate for this time of the year.

BUILDING MANAGER:

- a. Monitor salt supplies
- b. Bill is working on some of the items from Randy's walk-through of the building.

OLD BUSINESS:

- a. The CDS testing of the boiler is still pending on Lance's schedule.
- b. An original globe for the ceiling fixture in the stairway landing from the library was found and has been installed.
- c. We accepted the termination of the current lease on the gym and are negotiating a new lease to run 08/01/2026-03/31/2027.
- d. We are mindful of the need for updating the elevator to increase the safety per the State mandate.

NEW BUSINESS:

- a. We are going to resume replacing damaged windows in the basement. This work was interrupted when other maintenance was more imperative. John will contact the vendor who did the previous work.
- b. We reviewed work that LC did to implement a food and drink policy for the building. We voiced our concerns and Jim will take this to LC for further consideration.

PARSONAGES:

- a. The rent for the Hewett Road parsonage has been reduced to \$3,000.00 but no one has been found yet.

ESSENTIAL MAINTAINENCE TASK LIST

- a. Gutters and downspouts at both parsonages have been cleaned.

The meeting adjourned at 4:30 pm

NEXT MEETING: Tuesday, February 17th, 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Member Engagement Ministry Team Minutes January 14, 2026

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

Absent; Cathleen Connell, Teresa Beagle

Next Steps:

- Nan: Send a card to Schneider family (get address from Gwen)
- Jenny: Reach out to Ron Deckert to clarify who is responsible for unlocking/locking doors and opening the building on Sundays
- Judy: Write up procedures for pretzel baking event
- All team members: Check personal calendars and sign up to host community time (especially February and March)
- All team members: Review the Community time procedures document sent by Jenny and send any corrections/additions to her
- Jenny: clarify with office if Sign Up Genius can automatically send community time procedure to those who sign up
- Jenny: talk to Jim Rowan about using Pretzel income to fund an ad in the Ann Arbor Observer for Easter week activities at Bethlehem
- Diane: prepare announcement for refrigerator page about Lenten devotionals once they arrive
- Jenny: follow up with Jim Rowan regarding current and rolling off leadership team members to establish what nominations will be needed
- Jenny: continue conversation with Diana Slaughter regarding Education Ministry assuming responsibility for college care cards
- MaryJean: update team on final date and details for EHM executive director lunch tentatively scheduled for April 26th
- All team members: review bylaws regarding worship team responsibilities to clarify roles and tasks
- All Team members: Time and Talent Form to be discussed at February meeting

Devotional: Pastor Diane opened the meeting with a prayer

Church Outreach and Engagement: Mary Jean discussed the upcoming homeless shelter outreach, which needs 3-4 overnight volunteers per night from March 23-30. Hosts and additional support is being requested from other local churches. Volunteers are also needed to provide Snacks/light dinner.

Updates:

Pastor Diane: pastoral concerns related to Jane Schneider's funeral, Kathleen C's status, Marge A's status

Dindy: prayer chain update

Nan: card ministry update: 13 cards sent since last meeting

MaryJean: began sending Journey through Grief series to David and Jenny (adult children of Jan Burnham)

MEMT Activity Calendar: reviewed activities and tentative plans through May;

- Community time: updating the current procedures; especially related to opening the youth room door and posting the set up procedure .
- Plans for Lenten Devotionals: Pastor Diane is coordinating with Gwen
- Pretzel Baking: tentatively scheduled for some time this spring; Judy will coordinate
- The group discussed advertising options for Easter services, proposing a \$533 Observer ad using pretzel rolling funds The group also considered sending Easter cards to church members. Deadlines for Observer ads (March 3rd for Easter, October 29th for Christmas). Jenny agreed to discuss the ad proposal with Jim Rowan and the executive committee. The group decided to leave the Easter card decision pending until the Observer ad fate is determined.
- MaryJean asked for the support of the MEMT at an event sponsored by the Outreach Ministry Team on April 26th where Kari Rennie the new executive director of Evangelical Home of Michigan and Jody Hilberger, will speak to church members and visitors after church. The event will include a sandwich lunch served in the youth room. She will keep the team updated on the specific plans.

Ongoing and Future Agenda Items:

- Time and Talent survey: February
- Mother's day flowers
- Volunteer Appreciation Sunday
- Pretzel Baking: Set Date
- 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)

Respectfully submitted,

Judy Coucouvanis

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

Outreach Ministry Team
Minutes January 11, 2026

Present: Mary Jean Raab, Eileen Koprowski, Katie Rowan, Jane Schmerberg, Dawn Christenson, guest - Marilyn Pearson

Christmas Appeal: There was a very generous response from the congregation. Gift card donations totaled \$790 and were delivered to Peace Neighborhood Center. We also collected \$325 cash for Food Gatherers. The EMT Mitten Tree was laden with hats, gloves, mittens, and scarves. These were donated to Peace, Alpha House, and Groundcover.

Rotating Shelter: Our week is March 23 - 30. The flyer and SignUp Genius are published in the Visitor and will be in the Friday email and refrigerator page. Katie will make an announcement in church. Dawn will invite her contacts at Shalom to participate. Mary Jean will contact Evangelical Homes of Michigan. Katie will follow up with Ron about volunteers from our building rental churches.

Evangelical Homes of Michigan: Marilyn, who is on the EHM board, spoke about Bethlehem's past efforts provided by the women's circles which included providing activities like bingo, crafts, and entertainment. John S. did a weekly worship service prior to COVID. Mary Jean reiterated their need for financial support. We are interested in reestablishing our connection to EHM. Mary Jean will contact Kari, the new CEO, about her availability on April 26 to speak at an informational event and lunch at Bethlehem. Mary Jean will ask Member Engagement if they would like to partner with us for this event. We would like to collect donations for EHM during April, and offer to match congregational donations from the McKay community benevolence fund.

McKay Funds: The community benevolence portion of the McKay funds is to be used at the pastor's discretion in consultation with Outreach. Katie reported that Leadership Council had used \$4000 from the McKay community benevolence funds to donate to Our Church's Wider Mission. This was needed to maintain our status as a 5 for 5 church, which the search committee felt was important for our church profile. This will be a budgeted expense in subsequent years. Going forward, we would like to implement the strategy of

matching funds from McKay community benevolence when we request congregational donations for the organizations we support. Our next meeting will be March 1 after church.

Respectfully submitted,
Katie Rowan