

Cemetery Board Meeting December 10, 2025 Minutes

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

Devotion-Prayer, Jamie shared a devotion around the 23rd Psalm.

Brad's Update, when he arrives and discusses communication: Brad is not joining us this morning, but Susan shared some information that Brad had given her.

- Brad said full burials are down at all the cemeteries he works with.
- Maintenance issues
- New priorities, and unfinished jobs
- Upcoming burials, and past burials with unfinished paperwork
- Review submitted invoice for work in November not included in the contract – nothing to bill us.
- Sale of monuments to inquiring people: Brad said there have been some problems dealing with Rick at Inch. Brad has been trying to work out a better system for working with Rick. Whatever system they come up with to better serve the clients, we as the Cemetery Board do not want to be in the middle. Mary had talked to Rick on Friday. Rick said he had called multiple times on Friday, but there was only one call on the cemetery cell phone. Jamie thinks if someone asks us, we should recommend Arnet's Memorials. Mary Jean cannot find anything in Brad's contract that states that he is working out of our office selling monuments. We will add this to next month's meeting.
- Mary Jean and Jamie will set up a meeting with Brad after the first of the year to talk about paper flow.

Approval of November 2025 Board Minutes: Susan Irwin made a motion to approve the minutes with spelling corrections. The motion passed unanimously.

Approval of November 2025 Financials: We had previously approved Mr. Vartanian to purchase more spaces. Brad asked if prices were going up and said he would contact Mr. Vartanian to see if he wants to purchase spaces before our prices go up on January 1, 2026. Jamie is going to ask the bank for a meeting about the investments after the first of the year for the just the cemetery. We have a lot of money in cash instead of being invested. The combined meeting for the church and the cemetery needs to be scheduled. Jamie Dylenski made a motion to approve the financial statements as presented. The motion passed unanimously.

Update on continued work on the website and invoice approval from 3.7 Designs: Jamie presented the bill from 3.7 Designs for extra work. The invoice is in the amount of \$2,194.50. Jamie Dylenski made a motion to approve this invoice for payment. The motion passed unanimously.

2026 letter and price lists sent to funeral homes before the end of December: Mary Jean sent a copy of last year's letter to us for review. We need to update the date of the letter, and we agreed that the street address for Jackson Road should be removed so it does not appear that we can receive mail at this address. Karen Samford and Susan Irwin will prepare the mailing containing the letter and price lists and send them to the funeral homes.

Visitor Article: One suggestion was to submit the letter we are sending to the funeral homes with the 2026 price sheets to be included in the newsletter. Mary Friend will update the letter and send it to the board.

Christmas Gifts to the Staff: After reviewing the gift amounts given out last month in Target gift cards, we determined the amounts for this year. Marilyn Pearson made a motion to give gifts in form of a check instead of gift cards. The motion passed with one abstention.

Discussion of any pay increases to the staff for 2026 will be tabled until January.

We would like a writeup on the refrigerator page for remaining Sundays in December about donating to the cemetery, or RMD's to the cemetery. Shannon will write something up and send it to Lisa and/or Gwen.

Review process of acknowledging donations to the Cemetery and acknowledgements sent: Shannon presented a template to the board to use to acknowledge donations to the cemetery. The Board agreed to the donation template and Shannon will send out the acknowledgement letters. Mary Friend made a motion to approve the template letter and the process of mailing letters out. The motion passed unanimously.

Review of the year end and January To-Do Calendar: We need to remind the coffee shop next door to instruct their snowplow company to avoid pushing snow against our fence. Mary Jean sent a letter to the property owner earlier this year, but we don't know if the tenant received the information. Mary Jean will stop in and talk to the manager.

Meeting adjourned at 11:00

Minutes

Bethlehem UCC Leadership Council Meeting

December 18, 2025

Zoom meeting

6:00 – 7:30 p.m.

In attendance: Jim Rowan, President; Ron Dechert, Vice-President; P.J. Lindemann, Treasurer; Jenny Foster, Member Engagement MT co-chair; Diana Slaughter, Education MT chair; Katie Rowan, Outreach MT chair; Rev. Dawn Christenson, Ex-officio; Mary Jean Raab, Cemetery Board; Kurt Schmerberg and Sue Buday, Pastoral Search Committee (for church profile discussion). Absent: Sally Elmiger, Secretary; Steve Darr, Facilities SubCommittee; Judy Coucouvanis, Member Engagement co-chair.

Opening prayer – Pastor Dawn

Old Business

- 1) November minutes, approval of: The minutes of the November EC Meeting were approved.
- 2) Pastoral search – review of church profile: The church profile developed by the Pastoral Search Committee was reviewed and revised consensually. Pastoral Search Committee members Kurt Schmerberg and Sue Buday were present to advise the discussion. The finished document was endorsed by Leadership Council.
- 3) Rental updates – Hewitt parsonage: Reinhart Realty is reporting that there has been little interest expressed in rental of the Hewitt parsonage (for a 6-8 month rental). Reinhart is recommending that we consider reducing the rental rate. Jim suggested taking this request to Facilities for input regarding change in the rental rate, and LC supported this plan.

Church gym: EC met by Zoom on December 7 to finalize an agreement for resolving a renter's complaint of damage to equipment. The issue has been resolved. In this meeting, use of food/drink in the gym by renters was discussed, and there was support voiced for limited use of food/drink. Following the meeting, Ron proposed development of a document outlining food/drink guidelines for all renters. Ron and Jim will collaborate on development of guidelines, which will be presented to Facilities and to EC/LC for review.

- 4) Meeting with Cemetery Board – The Executive Committee will allot time in its January meeting to meet with the Cemetery Board.
- 5) Policy for response to unauthorized use of church property: Ron has completed a document outlining church policy for unauthorized use of church property. Discussion was brief due to time constraints. It was decided that LC members would further review the document independently, communicate questions and concerns via email, and then vote on approval by email.
- 6) Safe church policy – It was announced that all three of the Fourth Avenue external doors would now be locked shortly after the beginning of Sunday services. Equipment to allow for electronic entry of the Fifth Avenue door has been installed, and renters who will use this system have been trained. Issues regarding optimal placement of the equipment have been resolved. Ron reported that further steps regarding building security will be developed and shared by the Building Security Committee following their next meeting. Ron reported that Bethlehem has received grant funding that will be utilized to improve lighting in the church parking lot. Ron plans to apply for additional funding in the next calendar year.
- 7) Shelter Program – plans continue to be developed for hosting the Shelter Program at Bethlehem on March 23-30.
- 8) Organization transitions – Dawn has submitted updates regarding church officers and ministry team members to the church office.
- 9) Football parking – Jennifer V., who oversees the football parking program, is stepping down. Someone is needed to assume this position.

Additional items:

- 1) EC formally approved a donation to Our Church's Wider Mission, to be taken from McKay Community Benevolence funds, by email on December 12. A completed unbudgeted request form was submitted for processing on December 14.
- 2) EC discussed plans for extending community benevolence to a member.

New Business - none

Next Executive Committee meeting: January 22, 6:00 p.m.

Next Leadership Council meeting: TBD (March 26 or earlier, if required)

Adjourned at 7:45 p.m.

FACILITIES MINISTRY TEAM--BUCC

Meeting Minutes of 12/16/2025

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: 3:35 pm

Review of Minutes for 11/18/2025 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 will do the roof work in the spring.
- b. To increase building security, the doors on 4th Avenue will be locked when the service starts. Gwen will train the ushers on use of the doorbell for the 5th Avenue entrance.

NEW BUSINESS:

- a. There is a small leak in the boiler; Lance is aware of it and will install a new valve in the FH storage room.

- b. The globe {original to the construction} on the ceiling light in the Library stairwell is broken; there is a matching fixture in the hallway to the Sacristy. If Gwen is unable to find a globe that will look appropriate with the hallway globe at a reasonable price, two new globes will be installed.
- c. Randy reported on the results of his comprehensive walk-through of the building looking for repairs that need to be undertaken.
- d. The renter for the gym has asked to renegotiate the lease due to a change in her schedule. During the negotiation we will add the stipulation that the only beverage allowed in the gym is water and NO food is allowed in the gym.

PARSONAGES:

- a. Reinhart has not found a renter for the Hewett parsonage. We approved a drop in the rent to increase the odds of finding someone interested in the short-term rental.
- b. Did we ever get an answer about the possible need for foundation repair at 4th Avenue?

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.

The meeting adjourned at 4:30 pm

NEXT MEETING: Tuesday, January 20th, 3:30 pm.