

Report of the Board of Building and Grounds  
Bethlehem Evangelical Lutheran Church  
January 27, 2019

The current board consists of Ben Darling, David Westover, Matt Marsh and Jack Midgley. In November we were disappointed to lose Dave Wheeler as he moved to Nevada. Therefore, we have a vacancy on this board. Marv Halbakken serves as our representative from the council.

The board is very fortunate to have the assistance of the Parish Administrator, Laurey Wyble. Her involvement with the board results in building and grounds day to day needs being handled without having to call in a board member to work with the Pastor on issues, thereby taking his time away from his work. Issues are now handled in a timely manner. She keeps in constant touch with the various vendors and repair people we often need to call. The board members are in regular contact with her and provide any necessary decisions that may be outside her authority. She also provides a weekly report to the board.

Another area where the board receives help is from the custodial maintenance person, Ricky Reddish. Not only does he attend to cleaning, he also carries out minor maintenance and repairs as well as painting, etc.. In the past, board members would often have to attend to these needs on their own time. Of course, a big thank you to those mysterious little guys known as the "Elves" who also put in time helping with daily activities. If you are looking for something to do on Thursday mornings, they can use extra hands, and the fellowship is worth it.

Since this summer the board has overseen the following projects:

1. Installation of carpeting in the youth room and front entrance. Carpet for the lower fellowship hall and nursery should be done in the next few months.
2. New lighting was installed throughout the church and there is evidence these new lights are lowering our electric bill. Laurey worked with BWL to obtain a grant to help with the cost.
3. A fallen tree at Mission House was taken down and removed by Ayles Tree Service. At the same time, Marv Halbakken trimmed out some trees around the church.
4. Installation of railing at altar. Chuck Gaus made the wooden hand rail.

The board is reviewing a yearly task list each month to assure that the building is being well maintained throughout the year.

Looking ahead, the board will be addressing the needed repair of the north walkway and studying the spacing between the pews to provide a more comfortable seating arrangement.

Finally, the board could use another member to finish out the rest of Dave Wheeler's term until this June. Contact any member of the board if you would like to join "The BG's". It's a stewardship thing.

# Board of Congregational Life and Activities

## 2018 Activities (June – December)

Members: Michael Kern, Joann Kern, Michelle Smith

- April – August: Co-ed Softball
- June: Father's Day root beer floats  
FFFD fundraiser at American Fifth Spirits
- August: Faith Family Fun Day volunteer participation
- September: Church Picnic
- October: Trunk-r-Treat
- November: Pie Fest
- December: Senior Diner

# Bethlehem Evangelical Lutheran Church

## Board of Congregational Care

### Overview

### January 2019

The Board of Congregational Care serves the people of Bethlehem by:

- Hosting New Member luncheons - We provide an opportunity for potential new members to meet current members of the church as well as mingle with others in the new member group.
- Presenting New Member gift bags - We ensure that each new member has a welcome package that contains practical and meaningful gifts.
- Continuing development of the New Member Sponsor Program - to help new members become acquainted with the traditions of Bethlehem.
- Care Notes Ministry - Providing brochures that address various challenges faced as we experience Christian life in these times.
- Caring for the Welcome Center/Information Corner for Visitors to find scriptural information and information on Bethlehem Lutheran Church.
- Sending Prayer Books to our congregation's Service Members.
- On-going Health and Wellness information shared through the Congregational Newsletter.
- Card Ministry: mailing cards/notes to members (confirmands, graduates, those grieving lost family members, etc.)

Board of Worship Life  
January 27, 2019

The current board consists of Dorothy Martin, Dave Holderread, Sandy Midgley, Candy Barnes, and Pastor Matt. We have a vacancy on the board. Susan Mahoney serves as our representative from the Council and has been a big help to us.

We had a very successful month of December with our Christmas decorating party getting all the decorations in place to beautify our sanctuary which included lots of help from our members. In November we had our budget review and November our Thanksgiving Service which included the pie fest afterward.

Our board took part in the Stewardship Fair, but still couldn't fill our empty position. This board is a very enthusiastic board to be on since we are involved with everything included in the Worship Service. If anyone in the congregation has any questions and has an interest, please talk to one of our above current members.

Other responsibilities of the past year's are as follows: Summer midweek services, a weekly Deacon of the Day at each service to be sure acolyte, ushers, greeters, nursery and communion assistants are in place. We will also be responsible for the Maundy Thursday soup and sandwich supper that will be coming up.

Board of Parish Education  
January, 2019

Our school year began with Rally Sunday at Francis park. The children met their teachers for the upcoming year and participated in games together. We had very good attendance at our teacher orientation event in late August. We continue with the curriculum which follows the Church liturgical year. We find it very helpful that the children are following the same lessons in their classes that they will be hearing during the worship service.

In December the Sunday school presented their annual Christmas service. This year we presented "An Unplugged Christmas". It followed the Senior dinner and was very well attended.

In addition to their weekly offerings, our children bring designated items for our food bank. Currently they are collecting Facial tissue. Among other items we have collected are jello, pudding, pancake mix and syrup. Check with your child each week to see what we will be collecting in the coming weeks.

On March 17 we will have our annual Carnival during the Sunday school hour. We will have special visitors that day from Potter Park. They will bring some of their animals for a visit. There will be a wide variety of games.

On the first Sunday in May our Sunday school children will lead us in worship. Please plan to be here to support them.

Looking ahead to this summer we are gathering ideas for a Vacation Bible School. As always we need volunteers from our congregation to make this possible. One idea we are considering is a Saturday event in the month of June. We will communicate more as ideas develop.

Board of Outreach  
Interim Report

The Board of Outreach Chairperson has participated in a number of Baker Neighborhood meetings, AMERICOR & City programs, and the Understanding Anti-Racism Workshop. Space has been made available at Bethlehem for many Lansing and Baker events.

Board members and other volunteers participated with the Salvation Army Red Kettle Campaign, distributed Holiday Food Baskets (40 for Thanksgiving and 41 for Christmas) and volunteered at the Walk Lansing Baker Neighborhood night. Eight SAMARITAS foster children received Christmas gifts from Bethlehem members.

The Board oversaw summer fellowship hours and Lenten Suppers on our designated dates.

Thanks.  
Judy

Endowment Fund  
Bethlehem Lutheran Church  
2018

After a very volital year in the stock markets, we find the Endowment Fund is very safe and productive. The portfolio has increased in value to \$195,114 at years end compared to \$191,081 last year. Each year our fund increases by two means: gifts and earnings. This year we anticipate nearly \$7000 in interest and dividends from such stocks as Mc Donalds, Microsoft, Procter and Gamble and Verizon and bonds such as Calhoun and Ionia counties.

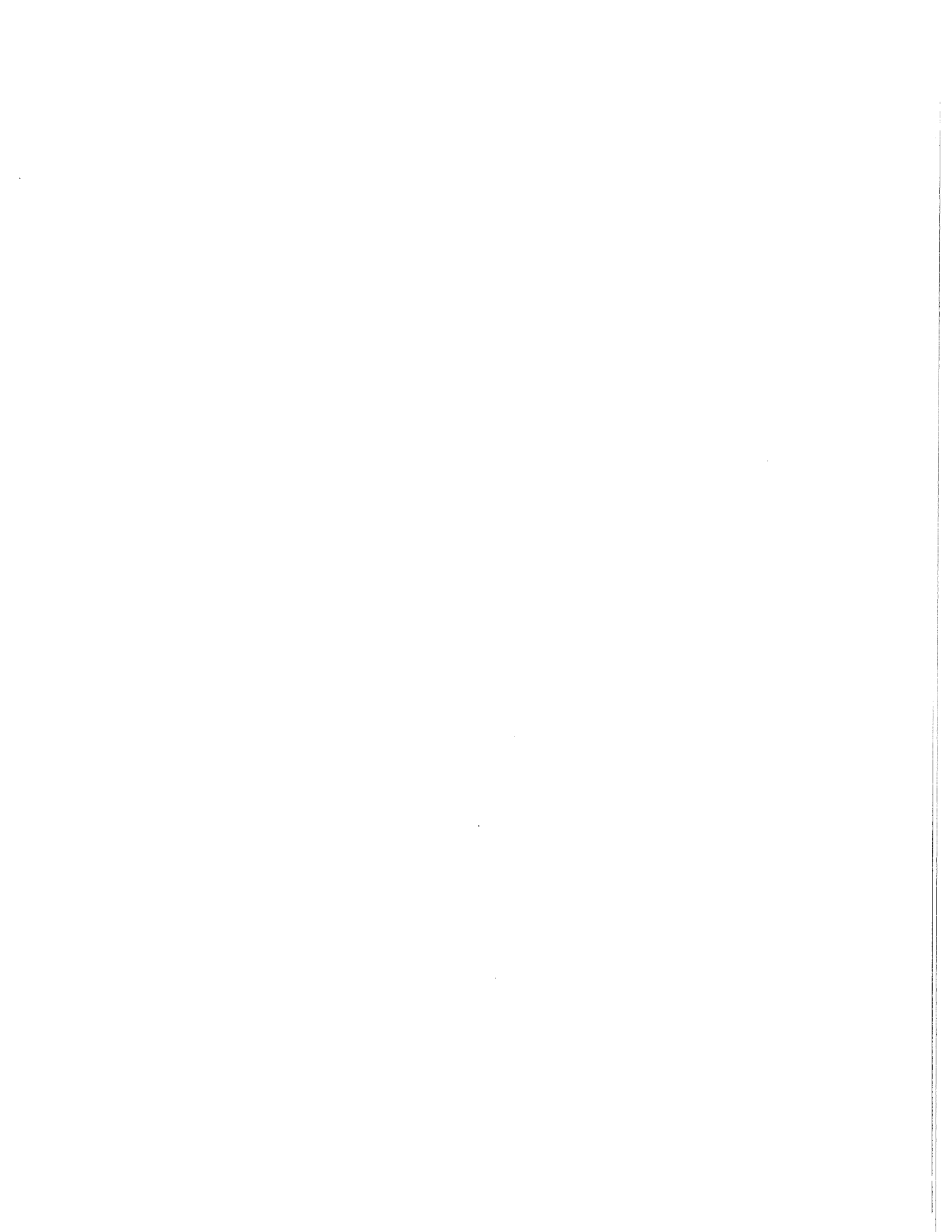
Donations received in 2018 totaled \$8655. Because of the nature of the market at the present time the Committee voted to purchase a one year Certificate of Deposit at 2.75%.

Projects funded this past year included replacement of the church defibrillator, Reformation celebration costs, Family Faith Funday, national youth gathering in Houston and foster children fees for Stony Lake Camp. Recent funds were approved for the light upgrades for the church and to support the water collection and distribution to shut-ins and elderly by Salem Lutheran Church in Flint. Funds remaining for congregational use this year totals \$12,585. Funds can be distributed in four areas: Scholarships, Outreach, Capital Improvements, and Missions.

Minutes of our quarterly meetings can be found on the bulletin board in the multipurpose room (gym).

A special thank you is due to Paul Lentz for his advise and efforts to the Committee. Members include Cindy Marsh, Secretary; Jon Meeker, Treasurer; Don Romain and Kurt Kollmeyer.

Respectfully submitted,  
Timothy Nelson





# PARISH ADMINISTRATOR REPORT

January 27, 2019

My first year has already come and gone! It has been a very busy and wonderful year. Highlights of things accomplished and things yet to come, follow.

## **FACILITY-**

1. Replaced tile in the south vestibule due to cupping/cracking.
2. Fascia and soffit repaired on the east side of the building.
3. Two additional security cameras installed due to a renegotiation of our Comcast contract. Also, received faster internet service for the building for less money.
4. DriVit repair on the west side of the building.
5. New flooring in the main entrance and the Youth Room. Sent out an RFP to three companies to quote the Youth Room, lower level social hall and nursery. B&Gs made decision on what company to award the contract to. Met with flooring contractor and scheduled installation. Continue to work with company for warranty issues.
6. Repaired leaks in flat roof.
7. Am contact person for Samaritas for any Mission House issues. Repaired Mission House fascia and soffit and purchased a new refrigerator for the home.
8. Confirmed that mowing was at the 2017 pricing for 2018.
9. Assisted in getting the temperature regulated in the office area so it's warm in the winter and cool (not frigid) in the summer.
10. With the help of the custodian, identified major projects for him to tackle. Room painting, cleaning of the east window wells, clean-up of the west side of building, repainting of the main entrance, paint touch up in and around the elevator, repainted restroom upstairs, painted ceiling of nursery restroom.
11. Met with DeLau to discuss repair to smoke alarms for the building.
12. Replaced AC motor for the sanctuary.
13. Administered design and installation of chancel hand rail.
14. Repaired main level water fountain. Replaced sprayer facet at main kitchen dishwasher. Miscellaneous plumbing issues.
15. Administered final color decisions and contract submittal to subcontractor for stained glass project. Am point person for schedule of project.
16. Boiler inspection complete.
17. Obtained three quotes from electrical contractors for the BWL lighting grant project. B&Gs decided on which company to employ. This work has been completed and we have received \$3500 in rebates back from BWL as well as \$5000 in grant funds. The last part of this project is beginning on January 30<sup>th</sup>. The contractor will be back to test bulbs so to ensure that what they install will be compatible with our current dimming system. This final phase will be submitted as a separate project with BWL and we may receive a grant and/or rebates for the work. Stay tuned for more info on this phase.
18. Got quotes on tree removal at the north end of the parking lot. Administered tree removal and stump grinding/chipping. Donated all chips to any neighbors that wanted them, for use in their gardens. They loved this!
19. Monthly meeting with FGC director to discuss any issues. Have requested that they contribute 50% of the new flooring costs for the areas in which they operate. Approximately \$6000 will be in their 2019 budget to go towards this project. Also requested that they reserve space needed for special events.
20. Maintenance to main kitchen refrigerator.
21. Received a quote for concrete flatwork on the north side of the building that is approximately \$3300 less than a previous quote for the work.
22. Met with HVAC contractor for quote of programmable thermostat for sanctuary. B&Gs decided to install. This now has a schedule to start up the heat before Sunday services so the sanctuary will be warm when folks arrive. Also, turns the temp down if folks forget to do this, which will save money.
23. Worked with Metronet to get quotes for new phones in the office. These have been installed.
24. With custodian's assistance, continue to maintain HVAC and boilers for the facility.

25. Got quotes for snow removal and signed current contract with the approval of B&Gs.
26. Dealt with the LPD regarding an abandoned car that was left in our parking lot.
27. With the direction of the Church President, contacted our insurance company and requested that our liability and workers comp insurance be reviewed and quoted by other companies. This resulted in a \$1000 reduction in insurance costs for the upcoming year; largely due to using a different company for workers comp.
28. Am in contact with snow removal company. Due to the high cost of salt this year, we will call and order a parking lot salting during the week, if needed. Knowing that Sundays, the lot must be plowed and salted, they will use their own discretion for Sundays.

#### **OFFICE/ADMINISTRATION-**

1. Implemented a time clock system (free of charge) for all hourly employees. Administer custodian's hours and have him do as much work as possible, so we don't have to hire subcontractors for work he could do.
2. Monday, weekly meeting with custodian to review events and meetings for the week and what needs our groups have for set up.
3. Attended LPD's Church Security seminar.
4. Implemented a standard operating procedure that church secretary "reserve" spaces as groups need them, throughout the building. As more groups want to use our facility, this will ensure that we have the space available and that there are no surprises.
5. Meet with the Board of Building and Grounds on a monthly basis. Maintain a daily log of all of the things that happen during the week and email to the Board, weekly. If major issues come up during the week, that need their input and/or their approval, contact is made immediately.
6. Found a new supplier for our offering envelopes resulting in a \$274.00 per year savings.
7. Am assisting the church treasurer by now entering hourly paid and monthly paid employees in new payroll system. She approves and all folks are paid via direct deposit, eliminating the treasurer's need to hand write checks. This service will also prepare W2s at the end of the year.
8. Received documentation from the ELCA that Bethlehem has 501c3 status under the ELCA umbrella. This will open up many opportunities for free and reduced pricing for goods and services from companies that require this documentation for non-profits.
9. Maintain social media calendar for daily posts to Facebook, Instagram and Twitter. Maintain the BELC website. Create slides for Sunday morning. Looking for fresh and up-to-date ways to present BELC to the public.

#### **COMMUNITY PARTNERS/BAKER NEIGHBORHOOD**

1. Plans are being put together to write a City of Lansing Neighborhood grant to fund a Baker Neighborhood monthly newsletter. In cooperation with residents, I would put together a one page newsletter and make sure that it was printed and mailed to residents.
2. We are exploring the possibility of writing another grant to get a computer lab up and running for the use of the residents of the Baker Neighborhood. The nearest lab is over a mile away, on south Cedar St. Pastor Matt, Pastor John and I have discussed this, briefly. This is something that many households need.

#### **FUTURE OR IN PROGRESS**

1. Continue to write and implement standard operating procedures with the assistance of the church secretary and custodian.
2. Future plans for supporting our Treasurer with data entry and/or printing of checks so she can stop in and review and sign instead of doing all of this work herself.
3. Developing systems for using modern ways of communicating with our members. i.e.-texting information, emailing information.
4. Creation of a History Task Force to assist with gathering and displaying the multitude of historical memorabilia that exists within the walls of the building.
5. Creating a parking policy for neighbors that we allow to park in our lot during the week.