

# Flossmoor Community Church

## Governing Board Meeting Minutes

October 27, 2020 -- 7:30 PM via Zoom

### I. Call to order

Chairwoman Anna Carvalho called the meeting to order at 19:30.

### II. Roll call

The following FCC Governing Board (GB) members were present: *Anna Carvalho, Rebecca Courington, Sharon Dobben, Susan Durkin\**, *Josh Grenard, Kim Lipe, Kenny Maxie, Kris McManus, Bob Norby, Vanessa Richardson, Terese Thrall*

Also Present: Lois Glasgow

The following FCC Staff Members were present: *Betsy Hanzelin, Brooke King-LaBreck, Julie Van Til*

### III. Opening prayer

The opening prayer was shared by Sharon Dobben.

### IV. Approval of minutes from last meeting

The minutes from the previous GB meeting were not approved during this gathering.

### V. Committee reports

#### a) Treasurer's Report -- Bob Norby

The (written) Treasurer's report, for October 27, 2020, was emailed to Governing Board members during the meeting.

#### b) Pastor's Report -- Julie Van Til

Pastor Julie began her report by telling the Governing Board that All Saints' Day was forthcoming (Sunday, November 01, 2020). She then moved to a discussion on the "Seasons of the Church Year" and mentioned that Advent Season was approaching. She solicited ideas on how it might be best to use Zoom for Advent services. She also inquired about the inclusion of singers in these services.

Pastor Julie stated that the FCC Christmas Eve service is currently being planned.

Pastor Julie expressed concern about the upcoming elections and wondered how Pastoral Care could factor into this event. She invited input on this topic from the Church Elders. Among the suggestions returned were the need for love despite a lack of agreement about candidates; being wary of the inadvertent inclusion of election discussions during committee meetings; acceptance of the law of the land; the Serenity Prayer. Pastor Julie will make herself available by appointment for counsel on these matters.

### VI. New business

a) Sharon Dobben brought a proposed change before the Governing Board. This change, the addition of three words regarding hiring to the Personnel Committee portion of the bylaws, was approved. Sharon stated that the Leadership Staff candidates had been approved.

b) The GB was informed that a review of inactive FCC members was conducted as a matter of general housekeeping. In addition to this, the Board learned that there has not been a significant response to letters sent to confirmed inactive members. As a result of these revelations, Betsy Hanzelin proposed that the inactive members be moved to an official FCC inactive member list. This action was approved by the Governing Board. It was suggested that a review of inactive members should be conducted annually.

- c) The following table lists FCC Measures that were approved by the Governing Board via email discussion:

<b>Measure</b>	<b>Vote (Yes/No/Abstained)</b>	<b>Date of Approval</b>
Nomination of Lois Toolan (Diac.)	12/0/0	10/21/2020
Nomination of Roberta Sargeant (Diac.) and Erick Dorris (LRVC)	11/0/0	10/19/2020
Social Media Policy	10/0/0	10/14/2020

## **VII. Old business**

- a) The Governing Board broke up into several groups to discuss its previously distributed Priorities Worksheets. These 30 minute discussions, on the content of the worksheets, were intended to assist the GB in determining how the Church's committees may advance the priorities of the Board.
- b) Upon completion of the individual group meetings, the entire GB met for an additional 30 minutes for review and consideration of the ideas that were generated by each group. (The following Addendum lists these ideas).
- c) Betsy informed the GB that Flossmoor Community Church currently has 457 members after the deactivation of its inactive members.

## **VIII. Closing prayer**

The closing prayer was shared by Rebecca Courington.

## **IX. Adjournment**

The meeting adjourned at 21:02.

Corrections to meeting minutes highlighted in yellow.

\*Susan Durkin was added to the list of attendees after she was accidentally omitted from these meeting minutes. -- FM

## **Addendum**

The following are the ideas conceived by each group during the 30-minute Priorities Worksheet breakout:

1. Stewardship doesn't only have to be active during certain months of the year.
2. In the manner of police and fire departments, can the Church be considered as a possible site of refuge?
3. Adaptation of the worship/care social media platform called Discord for Kids for other Church members. (This needs clarification/verification -- KM)
4. Committees are looking for more non-online activities for kids as our youth are weary of being online.
5. It was mentioned that Jessica Groen is doing an excellent job on racism/adult education.
6. More funding should be allocated to the FCC Adult Education program...possibly from Faith-in-Action program. (This needs clarification/verification -- KM)
7. Strong interest in the Harvey project continues to be expressed by GB members.
8. The continued use of Zoom after pandemic has "ended" was suggested as a method of engagement for members who are unable to attend in-person services at FCC.
9. Individual committee objectives could be tempered with passages/verses from the Bible for a more thorough grounding in religion.
10. The question of, "Are we taking on too much (i.e. are we doing too much in such a short time)?" was asked.
11. One response to this question was, "In some manner, the extra activities are warranted as many different methods may be needed to maintain engagement with members."
12. It was suggested that FCC must resume its participation in the community food drive.
13. We were informed that Faith-In-Action is limited because of funding.
14. It was suggested that FCC needs to look beyond just being "anti-racist." What can the church do to heal those who are victims of racism?
15. It was proposed that FCC get more active in anti-racist activities in other communities (e.g. marches, protests, etc.).
16. It was suggested that the church should provide videos on the FCC website to describe what each committee does.
17. An inquiry was made as to whether there is too much information on the website?

# November & December 2020

## Board & Committee Reports to the Governing Board

### Diaconate Board – Sue Durkin, Chair

#### Highlights

- Our Phone Ministry  
During this time of separation, the Diaconate Board is reaching out to members who struggle to connect with Zoom via a phone ministry. Pastor Tate mentored in a Zoom meeting all of those who volunteered to serve with a “tutorial” on how to make our phone calls a vital spiritual ministry and not just a friendly chat. Call recipients are grateful for this connection to our church.
- Our Flower Ministry  
Our Flower Ministry has been revived and with thanks to Shannon Williams as coordinator and our many volunteers, the Diaconate brings cheer to members who are ill, recovering from surgery, or experiencing a difficult time.
- Our Meal Ministry  
Thanks to the many volunteer cooks, who submitted their names on the recent church survey, we are once again able to provide meals for members in need.
- Our Card Ministry  
We are connecting with members through scheduled sending of cards for whom phone calls are difficult because of diminished hearing and/ or living situations. We plan to insert printed directions on how to connect to the website and find sermons so that caregivers might provide assistance.

#### Hopes

- Diaconate is partnering with Congregational Connections to bake and distribute homemade cookies for members who might be alone at Christmas and would appreciate some holiday cheer.
- Diaconate hopes to expand our phone ministry to help more members of our congregation feel connected during this time of separation.

### FCC Foundation – Lois Glasgow, Chair

- Facilities projects included in the facilities plan are walls and masonry repairs; window and door sealants; sanctuary and gathering space floor coverings. Reimbursement of \$65,184 is budgeted for these facilities projects. In November FCC Foundation reimbursed FCC for payment to Ward Contracting for walls and masonry repairs, window and door sealants in the amount of \$33,505.
- FCCF has budgeted \$57,260 for facilities annual maintenance and \$6,362 for outreach. As of September 30, 2020, FCCF had paid 75% (\$47,716.50) of these support payments. The remainder, \$15,905.50, was paid in October.
- FCCF total annual support of \$128,806 for 2020 is based on the 5% spending target of the FCCF fund Balance as of December 31, 2019 of \$2,576,117.
- The Foundation Investment Committee is working with The Bolton Group to review the current portfolio of Funds and make any adjustments to the portfolio as is the responsibility of the Investment Committee. Our hope is to have completed this process by end of the year and report to the Foundation Board for adopting the recommendations.

## **Board of Worship & the Arts – Donica Van Voorhees, Chair**

### Highlights:

- The committee discussed ideas for Advent/Christmas, including how we can celebrate Advent at home as a church family. The committee liked the idea of creating "Advent bundles" comprised of Advent wreath candles and Jesse Tree devotional with ornaments.
- There will be one Christmas Eve service on Zoom and children will participate; therefore, our Zoom account will have to be expanded from allowing 100 participants to 500.
- A task force was formed, to research best practices on how churches are reopening during the pandemic. The task force (Donica, Bruce, Billie, Janet) will meet with Jamie Ford to discuss quotes on installing WiFi in the sanctuary and other technical needs.

### Hopes:

- That we can assist our church family in celebrating a meaningful Advent and Christmas season.
- To be able to record/share video of parts of worship from the sanctuary, beginning at the season of Lent, 2021.

## **W&A Task Force Meeting on November 13, 2020**

### Highlights:

- Jamie shared some of the quotes/goals for technology (including a camera for filming weddings and funerals, and WiFi) for the church; she hopes to begin installation in January
- The committee discussed ways we could re-open in the future, including holding 2 services, opening the sanctuary for weekly times for people to walk-in and pray or listen to music
- Members shared some of the best practices they learned by contacting other churches.
- An example of this is from First Presbyterian Church of Lake Forest, who are using the following 5 principles as their guide for re-opening:
  - Do No Harm (Leviticus 19:17)
  - Submit to the governing authorities (Romans 13:1)
  - Follow the best medical advice available (Proverbs 8:33)
  - God's people gather together (or remain apart) for the same purpose: to serve (Phillipians 2:3-5)
  - We are called to carry each other's vulnerabilities (Galatians 6:22)

### Hopes:

- To begin the process of recording services from the sanctuary in 2021
- To continue to research best practices for reopening safely, in 2021

## **Finance Committee – Bob Norby, Treasurer**

- Finance Committee met via Zoom to plan & coordinate the start of the 2021 Budget process
- Met with church staff to overview 2021 Budget process for Program Ministries
- Submitted Loan Forgiveness Application to bank for \$121,400 PPP loan. Application has passed bank review and is currently undergoing final review by the U.S. Small Business Administration.

## **Personnel Committee – Sharon Dobben, Chair**

### Action Items:

1. Employee Manual

- a. Personnel has been working on revising the manual, and the lawyers have reviewed it. Personnel is asking Governing Board to approve the revised manual sent out by email which included a summary of the changes.
2. Policy prohibiting Sexual Harassment and/or Discrimination.
    - a. The staff is to take state-mandated training before year-end; therefore, we are asking for the Governing Board to approve the revised policy, so it is in place when our employees do this training. Many of the changes made by the lawyers broaden the scope of whom may not be harassed or discriminated against.

#### Recent Activity:

The Staff recorded their working hours during the last two weeks of October. They also did this in August. Most employees were near or a bit over the hours mandated by their job descriptions. The employees that were significantly over their hours are looking at ways they can prioritize and/or share their workload.

### **Board of Christian Education – Rebecca Courington, Chair**

#### Children’s Ministry – Leslie Maxie, Director

##### Highlights:

- Sunday School has been a success with small groups on the lawn each week, rescheduling if it is raining.
- Families have actually been joining worship on the first Sunday, as it is set in the Sunday School schedule.

##### Nov Hopes:

- Hoping the weather holds out for Sundays!
- Hoping the families are interested in the plans for December and are able to meet online to get plans together

##### Dec Hopes:

- putting together a few things for the kids to do during worship for the Advent season and Christmas Eve worship, hoping these things go well and are of interest to the kids and families.
- hoping families are excited to join the family Christmas book reading on Wednesdays in December
- Hoping to piggyback on the family scavenger hunt event Travis is planning for December. Sounds like a fun day for families to get together without getting together.

#### Youth Ministry - Travis Adams, Director

No report submitted

#### Adult Education - Jessica Groen

##### Highlights:

- Audrey Weidman’s class on “stress mastery” finished up on November 5. She had an enrollment of 10, which included 6 members and 4 participants from the broader community. We appreciate her willingness to offer this set of resources and tools as a service to others.

- Trina facilitated a great November Discovery Book Club discussion of the novel *Washington Black*, with attendance of 15 participants.
- Trina's weekly Sunday morning chapter by chapter book study of *Holy Envy* is continuing well with 16 or 17 regular participants in each session. That will be wrapping up on December 6.
- Jessica's Wednesday evening book study of *Stand Your Ground* will be completed on Wednesday, November 18. We have had a range 9-14 participants each week for this six-week course. We were grateful to have several representatives from Governing Board and staff participate in this course.
- Much appreciation to Betsy for tracking attendance and to Brooke for promoting the program offerings through various visual and digital modes.

#### Hopes:

- The committee is working with our supervising elder Becca Courington to prepare a proposal for increasing the Adult Education program's budget from \$600 per year to \$1500 per year, in order to finance professional guest leaders/facilitators who are well equipped to present instructional material that the Adult Program is hoping to address as part of our churchwide anti-racism initiative.
- We are looking forward to a great Wednesday evening Bible study for the months of December and January, using the book and lectures of NT scholar Dr. Esau McCaulley as our study resource for passages. One especially exciting thing is that several of the passages which McCaulley covers in his book and introductory lectures are also passages highlighted in the Narrative Lectionary for the weeks concurrent to this Bible study.
- Our final Discovery Book Club novel, *Other Words for Home*, will be discussed on December 13.
- We have been in conversation with Travis, Julie, Trina and a few other church members about facilitating classes in Spring 2021. We plan to have a firm course schedule in place for publication and promotion by mid-December.

#### Weekday Preschool - Dallas Collins, Director

##### Highlights:

- While Weekday Preschool is not underway this year, I've been attending weekly church staff meetings to keep informed about the current church climate. I've also attended monthly Board of Christen Ed meetings and can share ideas and experiences with children, youth and adults' ministries.
- I have been in my office regularly checking messages, reading the latest childcare articles, and keeping up with "new" trends in our new normal. Some is promising and some not. Since the end of September, we opened the playground 3-4 mornings a week, weather permitting and have had a nice response with families bringing preschoolers and younger siblings to play. Hearing laughter and delight some mornings was just what our souls needed! Parents have expressed thanks many times and have invited some families that were not previously familiar with us- so a win-win for future opportunities!
- Additionally, I registered for the National Association for the Education of Young Children virtual conference that was held last week (I paid out of pocket not from the preschool budget). It is amazing to hear from professionals across the country especially during these times. A positive of having recorded sessions, I can do all tracks instead and I was able to share the login with Weekday Staff, the information is available for a month. [www.naeyc.org](http://www.naeyc.org)
- Each week brings new rules and regulations with the state of Illinois. The latest DCFS day care guidance update for reference if interested.

##### Hopes:

- While my crystal ball looks no different than yours, preschool at FCC will hopefully return Fall 2021 ;) I miss working with teachers, families & children tremendously and cannot wait to be back!

## **Properties Committee – Josh Grenard, Chair**

### Highlights:

- We are nearly at the finish line of our diligence and competitive bid process regarding our network infrastructure and wi-fi enhancement project that have deemed necessary upgrades to our worship spaces and supporting operational offices and worship-related classrooms to enhance our Congregation’s ability to participate in worship both in remote and more distanced capacities. We hope to have a final quote to be able to share with the group by the time we meet in person, subject to further discussion and final approval by the Properties Committee and appropriate funding sources.
- With amazing support from our Church staff, members, and our Properties Committee, Merry Mania this past Sunday, 11/29, was a RESOUNDING success. We’d like to thank everyone who came out to string crazy lights, decorate the grounds and beautify the sanctuary for the coming Christmas season! Everything looks fantastic!

### Hopes:

- Will continue to gather estimates to replace the carpeting in the Gathering Space, Chapel and Sanctuary, a previously scheduled and budgeted item.
- As we receive further information/quotes regarding our IT-related upgrades and network needs/capability determinations, Jamie will be working with Properties, Foundation and Worship & Arts to determine what other technology upgrades need to be done to prepare us for the future of virtual and in-person worship and gatherings.

Submit “No Report”

Nominating, Terese Thrall