

**Flossmoor Community Church**  
**Governing Board Meeting MINUTES**  
**Tuesday, May 28, 2019 – 7:00 pm – FCC Family Room**

*2019: FCC's Year of Caring, Community, and Congregational Engagement*

**Members Present:** Theresa Gibbons, Sharon Dobben, Dana Dolan, Lois Glasgow, Esther Jenkins, Vanessa Richardson, Linda Gilley, Chris Riedel, Phylliss Royster, and Rosanne Goodrich-Schutz, Betty Jo Norby

**Staff:** Pastor Fred Lyon, Betsy Hanzelin, Jamie Ford

**Members Excused:** Rick Hanzelin, Tim Sullivan, Christian Kneeland, Stephanie Byrd

**OPENING PRAYER**

Shared by Jennifer Wojcikowski

**JOYS & CONCERNS**

Were shared

**APPROVAL OF MINUTES** from March 19, 2019

Motion presented, granted with two changes – spelling of Phylliss Royster's name (Phylliss, rather than Phyllis) and that Linda Gilley was in attendance at the last meeting. Minutes were approved.

**PASTOR'S REPORT** (Fred)

Pastor Fred is working on a list of goals to strive for during his last year. Staff has done a survey regarding job descriptions, job duties, spheres of responsibility, and will be reporting that out to the Long Range Planning Committee.

Fred plans to remain at FCC through April 19<sup>th</sup> of 2020. Board will be voting on this timeline.

**TREASURER'S REPORT** (Chris)

- We are tracking below budget on the income side, especially for the plate budget. We are about half of what we were this time last year. We are about 6% lower than we would like to be at this point in the year, so we need to be mindful as we move forward in the year. Board discussed possible ways to communicate this to the congregation to encourage plate donations.
- Expenses are generally tracking to a little higher, but should even out. Snow removal was high this year and we are still waiting for reimbursements for memorial services.
- We are significantly ahead of the budget for weddings, and sharing fees for the church building.

**OLD/NEW BUSINESS**

• **NEW BUSINESS**

- **Personnel Update** (Dana and Sharon on behalf of Tim)
  - FCC Preschool – Dallas Collins is now an interim director of the preschool
  - Jamie Ford is now FCC Director of Church Operations; her administrative position will be filled on an interim basis as needed while staff is evaluating if that position is necessary
  - Currently we have 4 candidates for Pastoral Care

- **Action Item 1- Pastor Fred’s resignation**
    - Board voted on Pastor Fred’s resignation as FCC Senior Pastor on April 19, 2020. Fred submitted a letter of resignation with that date stipulated. A motion was made, and a voice vote taken. Motion was approved.
  - **Action Item 2 – Director of Church Operations position**
    - Board voted to endorse Jamie Ford as the new Director of Church Operations. Motion was made and a voice vote was taken. Motion was approved.
  - **Nominating Update** (Theresa, Betsy)
    - **Action Item 3 – 2020-2022 Board and Committee Slate**
      - Board reviewed and discussed the 2020-2022 Board and Committee Slate. Motion to approve was made, voice vote was taken. Motion was approved. The slate will be published in advance of the June 23<sup>rd</sup> meeting, and then the Congregation will vote on the slate.
    - **Pastor Search Committee update**
      - This task has been given to the Nominating Committee to put it together. They have a number of candidates who were submitted by the Congregation, and are getting together next week to review and propose a slate. Goal will be to get a slate together prior to the June 23<sup>rd</sup> Governing Board meeting.
  - **Long-Range Vision Committee, Recommendation** (Dana, Betsy)
    - **Rationale for Proposed FCC Board and Committee Changes**
      - Combine Board of Lay Ministries & Board of Congregational Life into one Board of Congregational Connections
      - Change Board of Outreach Ministries to “Board of Faith in Action” to bring more focus to hands on mission opportunities, social justice, environmental issues, etc.
      - Change Elder requirement to 2 years FCC membership from 3 years
      - Make Governing Board Focus Elder an as needed, optional position
      - Eliminate 2<sup>nd</sup> Personnel representative on Governing Board
      - Anywhere the language said 3-year terms, we changed to 1, 2, or 3-year terms to provide more flexibility
    - Board discussed the proposed changes and rationale for the changes.
    - **Action Item 4 – FCC Constitution and Bylaws revisions**
      - Proposed changes consist of the following:
        - **By-laws - Article 3, section I & J (and renumbered items K & L):**
- A. **Any board or committee member attending in the absence of their elected chair may not vote nor participate in executive sessions of the Board.** ~~Any individual attending at the request of an elected Elder, such as a Board or Committee member, may not vote nor participate in executive sessions of the Board.~~
- B. **The board may, in its discretion, invite board, committee, or other members of the congregation to participate in an executive session of the board as a means to gather appropriate information related to a predefined agenda item. These individuals may not vote and shall be dismissed from executive session prior to any such vote taking place.**

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- **Constitution changes (new language in blue)**

**ARTICLE XIV Board of Congregational Connections**

The Board of Congregational Connections shall consist of up to 12, but no fewer than 8 members. ~~10-12 members.~~ The Board shall be responsible for welcoming and inviting visitors to FCC (including recruitment, training and scheduling of FCC Hosts), New Member Information Sessions, shepherding and connecting newer members into the active life of the congregation, reaching out to inactive members, and providing fellowship opportunities to develop a sense of Christian Community.

▪ **The Board of Faith in Action (new language in blue)**

The composition and responsibilities of the Board of Faith in Action shall be as specified in the Constitution or elsewhere in these by-laws. Faith in Action shall evaluate opportunities for Christian outreach with organizations or programs through and beyond Flossmoor Community Church; prepare recommendations to and obtain concurrence from the Governing Board for mission grants; provide opportunities for conversations related to outreach including, but not limited to social justice and environmental issues; provide regular events for hands on mission; and communicate with the Finance Committee, the congregation, and other Boards and Committees within the Church.

- Motion was made to approve the proposed changes to the FCC Bylaws as discussed. Motion was approved.
- Motion was made to approve the proposed changes to the FCC Constitution as discussed. Motion was approved.

**ANNOUNCEMENTS**

- Annual Board/Committee Reports due to Betsy – June 5
- Elder Fest – Sunday, June 9 – 11:00am to 12:00pm – Fellowship Hall
- CANCELLED – no June 18 Governing Board Meeting – Watch for evotes on:
  - Annual Board/Committee Report to Congregation
  - Pastor Search Committee Slate
- Elder Fest – Sunday, June 9 – 11:00 – 12:00 pm – Fellowship Hall
- Congregational Meeting – Sunday, June 23<sup>rd</sup> – 11:00 am to 12:00pm – Sanctuary
  - GB attendance is required; if you cannot attend, let Dana know and send a representative from Board/Committee
- Lighthouse Pride Party (FCC booth & sponsorship) – Friday, June 28<sup>th</sup> – 5pm to 9pm

**CLOSING PRAYER** (Betty Jo)

**ADJOURN**

Meeting Adjourned at 8:38 pm.

## Reports to Governing Board from Boards & Committees

### Board of Christian Education

August 2019

#### Children's Ministry

Leslie Maxie

#### Summer Highlights:

- The summer was busy but great. We had an excellent turn out for the WooHOO Wednesdays and for VBS. VBS had a total of 108 kids and while it was not easy to coordinate, it was a huge success. The kids were safe, had a great time and learned about God in a new and fun way.
- Children's Ministries is having an Open House on the 28th to give new families a way to see what we do.
- We will be having a New Season kick off lunch for all children's and youth families on Sept 8th from 11-12.

#### Hopes:

- I am hopeful that some of the kids from VBS will be joining us for Sunday school and then hopefully for church as well. I do have a handful who are interested, hoping they attend the open house!
- I am hopeful that all of the pieces fall in to place for the open house and also the start of the season.

#### Youth Ministry

Allison Billings

#### Summer Highlights:

- 6<sup>th</sup> Grade is now part of Youth Ministries. We are very excited that 6<sup>th</sup> grade will now be under "our umbrella" and can't wait for our Junior High group to build a sense of community in Tribes.
- We just had our Leadership Retreat to Tower Hill 8/16-18 & it was a blast. All of our Lay Advisors are returning this year and anxious to start Youth Group.

#### Hopes:

- New Season Sunday! Our first Youth event is 9/8 at 11am in the Community House. All Children's & Youth families are invited for lunch, fellowship, & the opportunity to meet the leadership team for both Ministries.
- Confirmation Parents & Youth Meeting 9/15 @ 11am in the Chapel.
- Our Leadership Team is looking forward to a great year ahead!

### Adult Education

Jessica Groen

#### Summer Highlights

I have been communicating with pastoral staff and course leaders to fill in the Sept-December weeks in an attempt to provide two Sunday morning options for adults each week; a continuing course or Book Club session, and a drop-in class of various topics including:

- This fall Pastor Fred will be offering a Wednesday evening course in book study format,
- The Couringtons will lead a Sunday morning course in Bible study format.
- A variety of drop-in classes will address topics relevant church emphases on Diversity and Safe Spaces, Biblical Literacy, Community Engagement, and Supporting Children/Families.

#### Hopes

- We are excited to offer this opportunity for adults to learn and connect in Christian community with the various courses and classes offered in the coming year. Jess and Betsy will provide an overview of the fall and winter calendar on Preview Sunday to generate anticipation and participation, and before then, Jess will work with Betsy to create an abbreviated brochure of course offerings, making sure that Leslie has these available to distribute to parents who attend the Sunday school open house event.

## **Weekday Preschool**

Dallas Collins

## **Summer Highlights**

- Met with each teacher individually to discuss the coming year
- Cleaned out and reorganized the office, library (with the help of 2 librarian parents) & supply closet
- Organized class lists- enrollment at 89- we still have some 3-year-old MWF spots available but have been “full” at 2’s & 4’s since Spring
- Hired 3 new staff members (replacing 2 and adding 1 as an assistant)
- Met with WPPA and planned the coming years Dine outs, social events & volunteer opportunities throughout the year
- Have had the opportunity to view WPS with fresh eyes and am excited the challenge ahead!

## **Hopes**

- Preparing for Playground Clean-up and new family Popsicle social on 8/24
- Welcoming back teachers 8/26 & students on 9/3 & 9/4
- Meet your Teachers happening 8/29 & 8/30
- Sponsoring face painting at Community House Fest
- Buddy Bench - cap collecting appointment is 9/9
- Planning a year of teacher staff meetings and ensuring a safe happy environment for our kids!

*Submitted by Rebecca Courington, Chair*

## **Board of Congregational Connections**

Meeting 8/20/19

### **HIGHLIGHTS:**

- Introductions and welcome new Board members, Amy Dillman and Annie Detrick and additional Staff Liaison, Brooke King-LaBreck. Still trying to recruit a few more members.
- Discussed role of new board, combined from Lay Ministries and Congregational Life. We are the board who welcomes new faces, and who connects with members and the community.
- Discussed changes to FCC Hosts, and asked Board members to sign up to serve monthly or on Substitute List.
- Betsy and Brooke introduced new fellowship opportunity, “Connect Events”. We will launch campaign in October and did a trial over summer with Women’s Paint & Pour Night. Encourage individuals to take ownership of single events, either “hosting” (i.e. backyard movie & bonfire night) or using community events to gather (i.e. “Concert in Park meet up”). Other Boards/Committees could also sponsor “Connect Event” (Faith in Action “Park Pride Day”, Worship & Arts “Attend concert”). Staff will assist with publicity, sign-ups, etc.
- Agreed to meeting on 3<sup>rd</sup> Tuesday of month.

## **HOPES:**

- Positive launch of “Connect Events” and inspire ownership/participation!
- Board will brainstorm at next meeting “Connect Events” and Community Events.

*Submitted by Vanessa Richardson, Chair*

## **Board of Faith in Action**

August 2019

### **Highlights**

- All board members were present except for Jody Scariano
- We opened with introducing ourselves and answered the question "What breaks God's heart?"
- We decided that we would meet at 7:30 on the first Tuesday of the month. Betsy said that she would work to secure the Family Room for us each month.
- We discussed possible recipients for World Communion Sunday and narrowed it down to two. Agreed to research both options and vote via email by 8/20. I had some concerns about one candidate and reached out to them via email, phone, and social media, and even though I could see that the messages on social media were read, they did not respond to my inquiries. Due to that, we decided that at this time we would not have them be a recipient but would consider vetting them further for a future donation/project. Our recipients are By the Hand, a Chicago afterschool program, and International Rescue Committee.

### **Hopes**

- To create opportunities to mend God's heart regarding injustices in our community by meeting the needs of our neighbors via outreach activities that can involve our congregants and their families.

*Submitted by Kimberly Lipe, Chair*

## **Properties Committee**

August 2019

### **Highlights**

- Exterior painting completed in July.
- Sanctuary AC repair. The coil for the A/C unit in the Sanctuary was damaged during the Polar Vortex and needed to be replaced. We are working with Arctic, our HVAC contractor to improve our cooling capabilities in the Sanctuary.
- Front Door will be repaired and painted. Hoping to have the work completed before New Season Sunday, 9/8.
- Sign replacement – signs were replaced on Flossmoor Road, near Travers and outside of the Preschool. The sign post outside the preschool also needed to be completely rebuilt.
  - We are hoping to update and replace the signs on Travers Rd and Hutchison in the next month.
- We are getting estimates for building cleaning. While we are happy with our current cleaning person, we need to plan for the future and budgeting needs.
- Contacting Roofing companies for replacement of flat roof over the music wing (Travers).
- Working with Foundation to update our 2019 Special Projects and planning for 2020.

- Pest Control – we are in the process of hiring pest control for both 2218 and 847 Hutchison. We will then need to have extensive cleaning and repair done on the Organ chambers, due to mouse infestation.
- Properties is reviewing our current lawn maintenance agreements and getting estimates to consolidate all lawn maintenance needs.

#### **Hopes**

- Remove dead tree on Community House lawn.
- Repair asphalt in CH lot due to village work on water line in January 2019.
- Repair/replace plaster in CH.
- Replace three rotting wood exterior doors with aluminum.
- Replace three glass inserts in Youth Crossings Door.
- Plan for 2020 Stained Glass repairs.
- Plan for additional Reserve Study Updates.

*Submitted by Jamie Ford, staff representative*