

Flossmoor Community Church

Governing Board Meeting Minutes

Tuesday, February 25, 2020
7:00 pm – FCC Family Room

Members Present: Stephanie Byrd, Anna Carvalho, , Sharon Dobben, Lois Glasgow, Rick Hanzelin, Kim Lipe, Bob Norby, Phyllis Royster, Terese Thrall, Jennifer Wojcikowski

Members Excused: Rebecca Courington, Christian Kneeland, Vanessa Richardson,

Staff Present: Fred Lyon, Betsy Hanzelin

OPENING PRAYER (Lois)

APPROVAL OF MINUTES from January 21, 2020 (Jen)
Motion made and approved

TREASURER'S REPORT (Bob)

Plate and pledge revenues were below budget and below year over year, but not a concern at this time. In pledges, we are about \$20,000 below year over year, but we had very strong December.

- Audit – Finance committee is committed to performing an audit this year, will start and complete it in March, then provide summary to Governing Board at April meeting.
- Current FCC bylaws state that a formal audit is to be conducted every 5 years. Formal audit includes financial records, processes and procedures, with a report to the Governing Board and a summary of follow-up actions/next steps
- Went through FCC audit reports from '98-'99, as well as other best practices of other churches' audit practices
- Dan Lavin will chair this year's audit committee; he has performed several audits at other churches previously; Nancy Rubin will work with Dan and they will serve as the audit committee; will work closely with Judy Jensen
- Are submitting recommended revisions to the audit process to the Governing Board to reflect changes that account for our current bylaws
- Are asking for approval of the recommended bylaw revisions and confirmation of the Finance Committee to move forward with the audit in March
- Governing Board members took a voice vote and was approved

PASTOR'S REPORT (Fred)

- Have had 2 funerals and 2 baptisms in January
- Went to a conference on transitional ministry – transitions are always happening no matter what
- This conference impacted Fred in looking ahead to our Lenten Series – theme is Holy Transitions; to focus on how the biblical record shows that God is always moving us from one thing to another
- Feed feels like the morale of the church is in a good place

NEW BUSINESS

Stewardship (Rick)

Our pledge base is now \$560,000 so the gap is now about \$67,000. We had a few pledges come in; sent letter out this week as reminders. Four gifts have come in so far in response to the 2020 Challenge

Pastor Search Committee (Anna in lieu of Chris Dolan)

Three final candidates were interviewed in person; 1 stood out in particular and that candidate has been invited back for a second visit in March where she will have the opportunity to meet with members of the Governing Board and the Personnel Committee. She will be presented with an offer; we will offer a call; if accepted, the congregation will be notified. Ultimately May 2nd and 3rd would be the call weekend when the Congregation would have the opportunity to vote.

Personnel

Update re Praise Director Search (Sharon)

Search is ongoing driven by Katie Van Heel; the job is still posted on many job sites and is still receiving applications but have not yet found right fit. Katie will be circling back to earlier candidates to see if they may be interested now that we have a pianist in place. She will also continue to monitor the applicants and is still hoping to hire in time for August.

Difficult to find comparable salary information because the set up varies so much from church to church.

Worship and Arts

Update re Interim Music Plan (Stephanie)

Matt will be playing for non-chancel Sundays. Jen Wojcikowski has volunteered to coordinate Praise Ensemble members for upcoming non-chancel Sundays. She will be reaching out to Steph and others on the Praise Team.

Diaconate

Approve change to bylaws (Phyliss)

Entry in 2018 bylaws relating to the Diaconate Board's activities –

Article V, Section D (Diaconate Board), number 7

Old Language

With the support of the Pastor, oversee the recruitment, training and supervision of Stephen Ministers and inform the congregation about Stephen Ministry.

Revision

The Stephen Ministry functions under the guidance of the pastor, who has received Stephen Leader Training, and reports twice a year to the Diaconate Board on its program functions and effectiveness. The Diaconate Board will work cooperatively with the Stephen Ministers as needed in order to provide care to the congregation.

With Pastoral support, we are to oversee recruitment, training and supervision of Stephen Ministry

Voice vote taken and approved

Long Range Vision Approach to Transformation Plan (Anna, for Chris Riedel)

Committee met on Sunday; have accepted the charge and are working on their first set of ideas. Committee representatives will be coming to the Governing Board next month with a draft of their initial thoughts

Foundation (Lois)

Paid the first quarter in February, included in the notes was the report that she gave in the January Congregational Meeting.

OLD BUSINESS

PADS (Anna)

Reminder to those who have signed up to serve 3/29/20:

5:45 to 8 pm: Phyliss, Rebecca, Terese, Steph, Fred

5-7:30 am: Bob, Anna (and Dave Carvalho)

ANNOUNCEMENTS

None

VISIONING (Anna)

Anna handed out a sheet entitled - What makes us "us"? Questions included - What characteristic are central to our identity? What characteristics do we cherish but perhaps should "hold lightly" (i.e. not essential but would be missed)? What characteristics are not (or are no longer) important to us? And, understanding why.

CLOSING PRAYER (Sharon)

ADJOURN

Meeting adjourned at 8:15

***We will make God's profound love tangible and create a place of safety,
a place of vitality and a place of daring.***

Board and Committee Reports to Governing Board – March 2020

Board of Christian Education

Children's Ministry - Leslie Maxie

Highlights:

- We had an excellent WooHOO Wednesday where about 35 kids made leprechaun traps to set out on St Patrick's day! Super fun!
- We had a great parent visitation day end of February. We had party for the Return of the Prodigal Son as a final day of our lesson on this story. Kids and parents truly enjoyed this 😊

Hopes:

- Right now, I am coming up with lessons and creative things for the kids to do at home. Hoping people will respond and do the activities at home and send photos of completed projects (fingers crossed)

Youth Ministry - Travis Adams

Highlights:

- My transition into the youth director role has been smooth. Betsy and the lay leaders have invested a significant amount of time in educating me on pastoral and logistical matters about the program.
- So far, my goal has centered upon meeting leaders and parents of the program. I created several appointments and organized plans to socialize with all families associated with the youth ministry.
- However, my plans have been thwarted due to the viral pandemic. Delays are now expected for not only my pastoral meetings but all Confirmation traditions as well. We have not yet conducted numerous aspects of the curriculum, including the retreat, elder interviews, statement of faith, and pastoral interview. For the moment, it would appear we will be unable to move forward with these activities until the early summer at the earliest.

Hopes:

- I am developing several activities in which students and I may interact via online resources. Gaming, group discussions, and movie nights all prove feasible thanks to an abundance of technological resources. We look forward to experimenting with such mediums in the immediate future

Adult Education - Jessica Groen

No report

Weekday Preschool - Dallas Collins

Highlights:

- Registration for the 2020-2021 school year is available online.
- We were prepping for parent/teacher conferences and spring break when all of this went down.

Submitted by Rebecca Courington, Chair

Board of Congregational Connections

Highlights:

- Our BYOB Bingo event planned for Friday, March 13 had generated a lot of interest from the congregation and community especially, but unfortunately had to be postponed due to concerns surrounding the potential spread of COVID-19. This was communicated to the community and congregation on Wednesday, March 11. Ultimately, FCC closed its doors that Friday.

- We had planned a potluck for Fred's farewell on April 19. Even in the event church were to return to services by this date, our potluck will not be appropriate due to community spread concerns. We await a decision about the reopening of FCC before we can decide what BCC's involvement with any celebrations might look like.

Hopes:

- At this time of uncertainty, our greatest hope is for all to stay safe, and stay home. We look forward to being able to come together once again and have a hand in planning celebrations for that glorious day.

Submitted by Vanessa Richardson, Chair

Board of Faith in Action

Highlights:

The Board did not meet in March but held an email vote to approve our choices for the Easter Offering. The group selected Chicagoland Prison Outreach and Feed My Starving Children. The groups were sent to Governing Board and approved.

Submitted by Betsy Hanzelin, Staff Liaison

Flossmoor Community Church Foundation

Highlights:

The Flossmoor Community Church Foundation is grateful to announce a significant gift from a former FCC member family estate that has been given to FCC Foundation. The gift is provided to further the spiritual life of Flossmoor Community Church. The gift is provided as a restricted asset. The earning of the asset will be directed toward programs that further the spiritual life as determined by the Church and Foundation leadership. Praises to the Lord for this blessing.

Submitted by Lois Glasgow, Chair

Nominating Committee

Highlights:

The Committee met on March 3 to determine the members who would be sent letters asking them to serve. Nearly 20 letters were sent out the second week of March. As a result of the committee's work and Betsy's substantial assistance, we have filled all open board and committee chair positions. We are still working to fill 8 spots spread over 6 committees.

Hopes:

We hope to have all spots filled by April.

Submitted by Terese Thrall, Chair

Personnel Committee

Action Item: Approve the hire of Interim Preschool Director, Dallas Collins, as the Weekday Preschool Director. Recommended by both the WPS Director's Committee and the Personnel Committee.

Other Recent Activity

Met March 11, 2020, before the closing. We commended the Staff for their quick action on Social Distancing and being ahead of the schools and the state. Discussed closing procedures and which employees could work from home. Proposed to pay all employees through the March 30, 2020 pay period. Future pay periods to be discussed with Finance every 10-14 days as closure continues.

Annual Staff Reviews are underway, so Pastor Fred can review the Directors before his departure.

Pastor Fred's Separation Agreement and Unused Sabbatical payout is being reviewed by the lawyers.

Ongoing and Upcoming:

- Clarify Hiring Procedures in the Bylaws and the Employee Manual
- Update Employee Policies and Practices Manual
- Open Praise Director position
- Review compliance with Mandated Reporter Requirements
- Update the church's Policy Prohibiting Sexual Discrimination, Harassment, and Retaliation for Reporting Harassment and Abuse

Submitted by Sharon Dobben, Chair

Diaconate Board

Highlights:

- Overall for the month of March we are seeing a decline in service requests related to COVID19.
- Memorials-three (3) conducted since January-for Joyce Upton, Bertha West, Nancy VanLaten (POSTPONED)
- Floral deliveries were suspended in this month due to Church closing and
- COVID19 precautions.
- Visitation Training, scheduled for this month, will be completed at a later date by Rev. Randall Tate.
- At our February meeting, Pastor Fred discussed changes to the by-laws related to the relationship and functions of the Diaconate Board and Stephen Ministers.
- Card Ministry-eight (8) sent in February and only one (1) earlier this month. Distribution declined after COVID19 situation developed.
- Meals-eight (8) were provided in February.
- No transportation requests for the month of March.
- Diaconate Board members assisted with phone call notification to
- FCC members regarding church closing, etc. Special thanks to Barbara
- Johnson, Jeanne Deaver -Higgins, Pat Mucklow, Gailyn Howell, and Judith Hanzelin who joined me in making calls. Feedback from calls was submitted to Betsy Hanzelin.
- FCC Phone Communication for FCC members 75+. The above members
- completed calls based on information provided by Betsy Hanzelin and reported our findings to her.
- Twelve (12) shawls were delivered and 11 are on the shelves in the Spirituality Center and ready for distribution. Please follow-up with Barbara Johnson or Judith Hanzelin if you have identified a recipient.
- Special thanks to Lois Toolan for providing support for memorials and offering to assist with meal delivery, provision, etc.

Hopes:

- Completion of the Visitation Training
- Identification of goals for 2020

Submitted by Phyliss M. Royster, Chair