

# Flossmoor Community Church

## Governing Board Meeting Minutes

Tuesday, March 31, 2020

7:00 pm – via Zoom

### **Members Present:**

Stephanie Byrd, Anna Carvalho, Rebecca Courington, Sharon Dobben, Lois Glasgow, Rick Hanzelin, Kim Lipe, Bob Norby, Vanessa Richardson, Phyliss Royster, Terese Thrall

**Members Excused:** Christian Kneeland

### **Staff: ( Brooke, Jamie and Betsy joined after Executive Session)**

Pastor Fred Lyon, Brooke King-LaBreck, Jamie Ford, Betsy Hanzelin

### **OPENING PRAYER** (Terese)

**EXECUTIVE SESSION** – ran from 7:00pm to 7:27pm

**FULL SESSION** – started at 7:27pm

Jamie Ford, Betsy Hanzelin, Brooke King-LaBreck, Chris Dolan and Chris Riedel joined the call at this time.

**APPROVAL OF MINUTES** from February 25, 2020 (Jen) – minutes were approved

### **TREASURER’S REPORT** (Bob)

February was a strong month, pledge collections were almost \$60k, which brought Jan and Feb near budget. February revenue included new “2020 Challenge” which shows \$516 for the month

Revenue exceeded Expenses by \$11k for the month and about \$1k YTD

March numbers are encouraging; pledge collections around \$50k which is right on budget; 2020 Challenge in March is close to \$14k;

Pledge Commitments are \$546k – when combined with the 2020 Challenge revenue – means we are coming close to our \$600k budget

Financial audit was to be done by March, but priorities shifted on the 13<sup>th</sup> when the church closed

### **PASTOR’S REPORT** (Fred)

End of Feb was fairly routine; Fred has been doing a lot of phone calling, working with personnel and finance, keeping in touch with the staff via Zoom, Betsy and Fred have been coordinating all the remote worship opportunities; Fred acknowledged the great work all staff were doing, including Brooke keeping everything up on the website and in social media, posting videos etc.

### **NEW BUSINESS**

#### **Pastor Search Committee (Chris Dolan)**

- Chris reported that Rev. Julie Van Til has agreed to accept our call to become FCC’s new Pastor

- She had 10 Zoom meetings over the span of a week and a half, and one thing she mentioned was the consistency across all of those meetings about how people felt about FCC and its values and culture
- Timing – Pastoral Search Committee in collaboration with the Governing Board will determine an alternative plan to introduce Julie to the congregation and have a congregational vote that honors what the constitution calls for
- Possibly through a Facebook live, or Zoom, etc.
- Julie is flexible as to when she can start
- Considering May 2<sup>nd</sup>/3<sup>rd</sup> for the candidate weekend, and Julie would start shortly thereafter

### **COVID-19 Response (Staff/Board Discussion)**

Church staff have been keeping the congregation up to date; eblasts go out to about 365 people; have a 60% open rate; updates on Facebook; there is a phone tree as well

***Motion** to message to the congregation that we will refrain from having Sunday worship until the recommendation to not have large group meetings is lifted – building is closed until that time*

Motion seconded and approved

### **Bargain Box (Jamie)**

Information to come regarding changes to the Bargain Box

### **Personnel (Sharon)**

***Motion** to approve transition of Interim Preschool Director, Dallas Collins, to Preschool Director*

Motion seconded and approved

### **Long Range Vision Approach to Transformation Plan (Chris Riedel)**

Chris reviewed what the Long Range Committee is undertaking, shared their draft document in response to the charge to create a structure/plan/format for how the church can engage the question of transformation – short term and long term

They are pulling together information that exists already; where we've been the last few years, as well as:

Trends with global churches,

Are centering around the idea of “the big goal” – defining the next big goal for the next decade – which will help FCC understand where we are and where we need to get to and will enable us to determine what steps we need to take and activities we need to do

Are thinking about how we can be the church in the future – not just thinking about “how can we do what we're already doing better”

The Committee's goal is to offer the Governing Board a framework through which we can act quickly

They will also help give us ideas/tools/recommendations for how that will happen

Phase 2 – Chris envisions that the Committee will continue to arm the Governing board with questions, activities, tools, ways to engage our stakeholders

Chris will provide the Governing Board with updates each month

### **Foundation (Lois)**

#### *Update*

Foundation received a substantial gift of \$450k from a former member's estate

Is restricted to be used for the betterment of the spiritual life of the congregation (which is fairly open ended)

Foundation is assembling a committee from the Foundation, Church, and Long Range Planning committee to help define how this fund would be administered

Lois would like to put this announcement in the Narthex

### **OLD BUSINESS**

#### **Stewardship (Rick)**

Numbers came in strong over the course of the past month; \$15k raised in the 2020 Challenge fund

#### **Worship and Arts (Steph)**

No updates to report other than Vonda will be playing for Palm Sunday

### **ANNOUNCEMENTS**

Pastor Fred – this is Fred's last Governing Board Meeting. He thanked us for being leaders in the church, said he prays all the best for us and is really excited about the future we have stepping forward with Julie

#### **VISIONING (Anna)**

Postponed

#### **CLOSING PRAYER (Jen)**

### **ADJOURN**

***Making God's profound love tangible in a place of safety, vitality and daring***

## **Board/Committee Reports to Governing Board – April 2020**

### **Nominating Committee**

#### **HIGHLIGHTS:**

The Committee has continued to work via email—6 of the 9 committees and boards are complete. We currently have 3 open positions. Thanks to Betsy for her assistance and the diligent work of the committee members

HOPES: We hope to have all spots filled in time to present a complete slate at the May board meeting.

Submitted by Terese Thrall, Chair

### **Personnel Committee**

#### **HIGHLIGHTS:**

- Annual Staff self-evaluations completed. Supervisor written comments were completed by Pastor Fred for five upper-level staff members. Hopes are to have a goal-setting meeting with upper-level staff members once the new pastor is in place.
- Pastor Fred's Separation Agreement and Unused Sabbatical payout reviewed and completed. Exit interview held with Chairs of Governing Board and Personnel Committee.

#### **ONGOING & 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

### **Board of Christian Education**

#### Children's Ministry

Leslie Maxie

#### **HIGHLIGHTS:**

- Zoom Sunday school lessons (one for younger kids, one for older)
- Holy Week bags delivered to all kids in the church with craft supplies, Easter eggs, bubbles, etc
- Daily craft videos for Holy Week

#### **HOPES:**

- To be back in the church soon!
- To keep having a good turnout for the last few weeks of the program year

#### Youth Ministry

Travis Adams

#### **HIGHLIGHTS:**

- Weekly online video game sessions and bible studies. We are currently developing a plan for advancing our confirmation program despite lock down restrictions

HOPES:

- We are currently developing a plan for advancing our confirmation program despite lock down restrictions

Adult Education

Jessica Groen

No report

Weekday Preschool

Dallas Collins

HIGHLIGHTS:

- Sadly, school canceled the remainder of the year.
- Registration for 2020-2021 has 41 kids enrolled.

Submitted by Rebecca Courington, Chair

**Properties Committee**

HIGHLIGHTS:

- 2<sup>ND</sup> floor hallways and Promised Land classrooms with tile have been cleaned, stripped and waxed
- FH kitchen is in the process of being deep cleaned
- Spring clean-up of grounds is complete
- Grass cutting began 4/16/20
- Fertilizer contract signed with Haggerty Landscape. First application 4/20/2020
- Arctic (HVAC) has repaired broken compressor. Heat/AC switch will take place mid-May.
- Pastors office is being deep cleaned/organized after Pastor Fred left
- Gutter work on NE side of building by the front door has been completed. This will drain water into the lawn instead of on the concrete patio.

HOPES:

- CH will be organized/cleaned out by Megan Maginity
- Gutter downspout will be replaced on west side of building near the restrooms in the Gathering Space (in-house)
- Handwashing sink replacement parts ordered and scheduled to be repaired (in-house)
- Continue with tile cleaning/stripping/waxing

Submitted by Jamie Ford, staff liaison