

Governing Board Reports – October 2020

Please note, there are no minutes from GB in September, as the Board held Leadership Training and Visioning meetings.

Properties Committee **Josh Grenard, Chair**

Highlights:

- We have completed a number of projects rolling into the fall season, to include completing tuckpointing on a number of portions of the building, installation of downspouts at the Community House, and installation of a new commercial refrigerator for the kitchen downstairs.
- The amazing group that makes up Properties Team has been extremely busy this past month. In addition to a full group meeting (and excellent discussion of our future projects below), committee members spent numerous mornings and afternoons participating in Fall Clean-Up around the building grounds in preparation for the winter. Additionally, we'd like to share many thanks again to Jackie Riffice for her generous donation of her time and new plants to landscape the Community House entrance.
- From last month's hope to this month's highlight, we are currently in the process of actively obtaining network infrastructure and wi-fi enhancement quotes and project specs in order to upgrade 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. Towards that end, we've had two contractors come through to the building to-date in order to provide initial quotes and specs for these upgrades and we look forward to beginning those negotiations and sharing the results of these efforts with the group as soon as we have more to report!

Hopes:

- Will begin gathering estimates to replace the carpeting in the Gathering Space, Chapel and Sanctuary.
- 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.

Board of Faith in Action **Kimberly Lipe, Chair**

Highlights:

- We discussed organizing a food drive to benefit Respond Now.
- The drive up Food Drive on Thursdays in the Community House parking lot is going well with often 200+ families taking part
- We discussed the creation of a post on social media and on the website regarding voter information

Hopes:

- Plans are being made to regularly update the congregation with the micro loans we make through Kiva and to let people know how anyone can set up a KIVA loan
- We are looking at safe volunteer opportunities for the congregation, particularly for families. Feed My Starving Children and Greater Chicago Food Depository are in need of volunteers.
- We are hopeful that will be able to consider mission grants after the first of the year.

Personnel Committee Sharon Dobben, Chair

Action Item:

Proposed change to the Bylaws to Clarify Hiring Procedures for Different Levels of Staff. The current Bylaws section that refers to Personnel regarding hiring of non-pastor staff is as follows:

Current

The Personnel Committee shall have primary responsibility, in consultation with the Senior Pastor, for preparing to hire leadership and support staff (with the exception of the pastors) through interview, research, seeking guidance of the interested Board(s) or Committee(s), and recommending to the Governing Board for final approval.

This Bylaws' paragraph appears to state that all support staff hiring needs to be approved by the Governing Board which is not what the Employee Manual states nor has it been the hiring practice over the years (Support and Associate Staff are direct hires that do not require Governing Board approval). By adding "leadership staff candidates" as highlighted below, this clarifies that only those hires require GB approval.

Proposed change (highlighted) to the Bylaws

The Personnel Committee shall have primary responsibility, in consultation with the Senior Pastor, for preparing to hire leadership and support staff (with the exception of the pastors) through interview, research, seeking guidance of the interested Board(s) or Committee(s) and recommending **leadership staff candidates** to the Governing Board for final approval.

Recent Activity:

- Upon Personnel Request, the Staff recorded their working hours during the first two weeks of August.
- The Staff members are recording their hours again the last two weeks in October and are including a brief explanation of what they are working on.
- We proposed social media guidelines for employees. Made changes and repropoed. Will pass along to staff shortly and include them in the Employment Manual.
- Worked on Employment Manual in subcommittee. Changes sent to lawyer.
- Hired Simon Duckett as Maintenance Manager upon David Dau's retirement

Ongoing and Upcoming:

- Finalize Employment Manual changes and get to GB for approval
- Work on compliance with Mandated Reporter Requirements for church volunteers
- Update the church's Policy Prohibiting Sexual Discrimination, Harassment, and Retaliation for Reporting Harassment and Abuse

Nominating Committee

Terese Thrall, Chair

Highlights:

- The Nominating Committee had discussion through email resulting in the request for FFC Board approval of Roberta Sergeant to join the Diaconate Board and Erick Dorris for Long Range Vision Committee.

Hopes:

- The committee hopes to fill remaining vacancies on the Diaconate Board and the Board of Faith in Action.

Board of Christian Education

Rebecca Courington, Chair

We have had some issues with Adult Education over the past few months. Jess has very tactfully referred to these problems in her report and she and Trina have been gracious and thoughtful in their handling of these issues. I would ask that everyone pay close attention to the first two bullet points in the Adult Education report HOPES section. This is something we should all be aware of and probably discuss at some future point. Thanks, Rebecca

Children's Ministries, Leslie Maxie

Highlights:

- Managed to get a good amount of families to worship for new season Sunday.
- Kick off games on the lawn were a hit! Weather was great! Kids stayed apart and wore masks. It was a great afternoon.
- First week of Sunday school went well too. The plan is for everyone to join worship on communion Sunday and then for each group to meet in person once per month (2nd Sunday/Littles, 3rd Sunday/1st-3rd grade, 4th Sunday/4th-5th grade). The groups that don't have an in-person lesson get a recorded video with a short lesson posted on discord to watch at their convenience.

Hopes:

- Hoping to get a drive-in movie together very soon

- Hoping families continue to attend worship on the 1st Sunday.
- Hoping the weather cooperates for front lawn Sunday school
- Hoping to get more book reading together and a parent support group

Youth Ministries, Travis Adams

Highlights:

- So far, our Friday Socials have been a massive success! Many are still adjusting to the new messaging platform known as Discord. But after a few weeks, many are becoming comfortable with the new format.

Hopes:

- We are looking forward to many more events to come, including incorporating the new outdoor screen and projector for our Fall socials!

Weekday Preschool, Dallas Collins

Highlights:

- Happy to report that the playground is open 3-4 mornings a week. We are welcoming all FCC & WPS families with children 5 & under to play for 45-minute slots, families may sign up using "SignUp Genius". Parents or caregivers must attend with their children, mask up, have their temperatures taken and play at their own risk while on property. Several teachers have also expressed an interest in joining in on the playground fun to have a safely distanced story time. It has been delightful to see multiple families playing, all have shared how great it is to have this opportunity! I plan on offering these outdoor playtimes through December as weather allows.

Hopes:

- We are hoping to secure a couple Dine-Outs in the coming months, details will be shared when the dates have been secured.

Adult Education, Jessica Groen

Highlights:

- Our committee was able to finalize decisions and prepare descriptions for our fall schedule in time for inclusion in the Fall issue of the Narthex, which went out as a mailed print document. Thanks to Brooke for her expert typesetting and arrangement of the copy to make it all look so appealing.
- Megan has reserved "room reservations" on the church zoom account for all fall meetings connected with Adult Education.
- Betsy prepared the copy for website publication and added the aesthetic appeal to that access point.
- The committee hosted a Sunday morning and Wednesday evening "preview session" of all the fall curriculum during the first full week of October. Thanks to our fall course leaders: Audrey, Jessica, and Trina.

- October 11 Discovery book club session was well attended, with enriching and sustaining discussion of the novel and its issues.
- Audrey has reported a significant enrollment count for her digital stress course.

Hopes:

We received detailed requests in writing during the first full week of October from a member of the congregation. This member recommends the following improvements to the Adult Education ministry: 1) higher standards of teaching credentials and pedagogical practice for discussion leaders. 2) More consideration of an author's social location and philosophical positions when choosing texts and discussing them. 3) greater sensitivity to how certain texts and discussions may marginalize the experience and outlook of Black members of our congregation. Committee members have responded in writing to honor and consider these requests. We also committed to forward these recommendations to Governing Board via the monthly committee report.

Committee suggests consideration by Governing Board for a future development: forming the Adult Education Ministry into a budget and staffing arrangement that is comparable to what is in place for Youth Ministry, Children's Ministry, and Preschool Ministry. Current volunteer leaders of the ministry are motivated to do the work at this time, but adult members may have higher expectations for the ministry outcomes than the volunteers are able to execute.

- The Committee is in search of 2-3 people willing and equipped to lead classes or courses on Sundays and Wednesdays in January through May 2021 months, as our pool of available volunteer or staff group leaders is quite small at this time.
- I (Jess) recommend that the Governing Board consider encouraging staff to participate (using paid time) in one or both Wednesday evening study sessions this fall to promote Governing Board's initiative for expanding the anti-racist capacities of our congregational culture.

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. At this time these projects have not been undertaken so no reimbursement has been paid to FCC. Assuming these are completed and paid in 2020, FCCF will reimburse FCC.
- FCCF has budgeted \$57,260 for facilities maintenance and \$6,362 for outreach. As of September 30, 2020, FCCF has paid 75% (\$47,716.50) of these support payments. The remainder, \$15,905.50, will be 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.
- FCC Foundation Board Meeting was held on September 15, 2020. The Bolton Group presented the Annual Report to the Board. The Treasurer's report indicated that the Foundation Preservation, Enhancement and Benevolence Fund has distributed cash of \$53,456 which included FCC support payments, advisory and annuitant payments, Gordon property closing costs and minor expenses. The Fund increased cash by \$13,123.55 due to contributions, dividends and interest income.

- 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.

Noted “No Report”

Finance Committee, Bob Norby

Board of Worship & the Arts, Donica VanVoorhees

Diaconate Board, Sue Durkin