

Governing Board Meeting Agenda
Tuesday, August 27, 2019
7:00 pm – FCC Family Room

Members Present: Stephanie Byrd, Anna Carvalho, Rebecca Courington, Sharon Dobben, Rick Hanzelin, Bob Norby, Vanessa Richardson, Terese Thrall, Jennifer Wojcikowski

Members Excused: Lois Glasgow, Christian Kneeland, Kim Lupe, Phyllis Royster

Staff Present: Fred Lyon, Betsy Hanzelin, Jamie Ford

OPENING PRAYER (Vanessa Richardson)

APPROVAL OF MINUTES

No minutes to approve

TREASURER'S REPORT (Bob Norby)

Pledges and Plate Offerings are trending down

Bob Norby provided the Governing Board with a sheet of "Highlights and Concerns" that included a Revised Annual Budget Forecast.

Net Total Budget Revision is projecting a net loss of \$29,214.

MOTION: *Bob Norby made a motion that the unrestricted project account 203500 – the Maxine Whitney Gift – be closed and the \$14,479.22 balance be transferred to a newly created Restricted Fund for the Pastor Search Committee. Motion was granted.*

PASTOR'S REPORT (Fred)

Discussed this time of transition within our church and challenged Governing Board Members to model "inviting the spirit of the living God" into our thoughts and actions. Currently, this is represented by candles available to light in meeting rooms.

Governing Board Members discussed how we have to serve as an example and reassure the congregation that the church is in good hands. Pastor Fred is praying that we can be a group that takes deep breaths and encourage folks to remain calm in the face of change of their Pastor. That's his hope and he wants to be supportive of that endeavor.

He sees this time as the passing of the baton, rather than a winding down.

Pastor Search Committee is in the process of getting feedback from the Congregation regarding what type of Pastor they want to lead the church. They are also working on a description of why a Pastor would want to come here.

A typical search runs 12-18 months. We are encouraged to keep in mind that although we have no idea who our next Pastor is, God does. With that in mind, we should be prayerful about who that is or should be. We as the Governing Board hold the responsibility to keep the Congregation upbeat and confident through this process.

There is a high likelihood that FCC will have a gap of when Fred leaves and the next Pastor starts. So, Pastor Fred asked Governing Board Members to keep in mind some possibilities for who could fill that gap.

NEW BUSINESS

- **Faith in Action** (Betsy in lieu of Kim)

Betsy presented possibilities for organizations to receive proceeds from our World Communion offering

- By the Hand – a Chicago-based afterschool program
- International Rescue Committee – help people in dangerous situations in countries, and are also working with asylum seekers at the US border

Action item - Approve World Communion offering

MOTION: Faith in Action board is asking the Governing Board to approve By the Hand and International Rescue Committee to be the recipients of our World Communion Offering. Motion passed.

Have added 5 Committee Members since the last meeting of the Governing Board.

MOTION: That these individuals get approved by the Governing Board to be put in front of the Congregation at the January Congregational meeting. Motion passed.

- **Nominating Committee**

Nominating Committee presented the following people to Governing Board for approval, to forward to Congregation for approval at January 2020 Congregational meeting:

- **Board of Congregational Connections:**

Pam Marks - 3 year term (replacing Tressalyn Bray, resigned)

Annie Detrick - 3 year term (replacing Amy Kachavos, moved)

- **Diaconate Board:**

Judith Hanzelin - 1 year term (replacing Lois Anthonisen, removed due to lack of attendance or communication)

- **Nominating Committee:**

Di King - 1 year term (replacing vacancy)

- **Long Range Vision Committee:**

Chris Riedel (filling vacancy from meeting)

- **Personnel** (Sharon)

Sharon thanked the staff for managing the “lights off” situation this past Sunday. Governing Board discussed the celebration of Brooke King’s 15-year anniversary as an FCC staff member. Governing Board members offered support for and donations toward a gift card.

Betsy, Jamie and Brooke worked to revise the descriptions according to the roles each staff member was actually doing vs. their job descriptions and titles. Part of the process was identifying what was most vital, and what was less vital to the continued growth of the church. The Personnel Committee met a few times over the summer to assist in this process. The end result is being presented by the Personnel Committee.

The only new hire will be an Administrative Assistant part-time position. Bob Norby reviewed the net to the budget in terms of the impact of this position reorganization, and it is about \$3,300 – less than 1% of our overall budget for salaries.

Sharon provided the Governing Board with the proposed job descriptions and position changes

Action item – Approve staff role adjustments

MOTION was made to accept the changes proposed. Motion carried.

- **Stewardship Update** (Rick)

Ben Van Vorhees will be chairing this year's campaign. The theme is "This Is Our Story" – why are we here, why do we give. Dedication Sunday will be November 3rd, which is also All Saints Day.

Throughout the month of October, there will be a series of presentations to talk about what pledging is and why it is important.

Rick emphasized that the future of the church is growing our young families and young children, so we need to meet them where they are." The Stewardship is considering the opportunity for church attendees to give through their phone using a platform or a text to give format. So, when offering is being passed, we would be able to offer people the ability to text to give or use an app on their phone.

ANNOUNCEMENTS

Still need volunteers for the Community House Fest on 8/31, especially for the evening shifts.

Betsy discussed FFC's water table for the Hidden Gem run on 9/7, still needs volunteers for that as well.

VISIONING (Anna)

Rather than thinking that we have to come up with the "one great thing", Anna encouraged Governing Board Members to put ourselves in the "God space" which will then enable us to make the right decisions. Anna handed out a worksheet about embracing challenges. Governing Board Members were then asked to think about their approach to challenges – how they felt, what they did, how they processed it. Governing Board discussed seeing challenge as an opportunity and approaching challenges with love.

CLOSING PRAYER (Sharon)

ADJOURN

Meeting was adjourned at 8:19.

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

Board of Christian Education

September 2019

Children's Ministry

Leslie Maxie

Highlights:

- Kick off lunch was great! Had around 90 people between youth and children's!
- first day of Sunday school went well! About 45 kids, would like more but am happy with the numbers
- Started new curriculum with 4th/5th graders. They will now use the bibles they receive as 3rd graders and do a lesson that goes with the lessons that all of the groups are doing.
- Separated kids into more groups. We now have a 2-3-year-old classroom and this makes the parents of these young ones very excited! Good to get them learning lessons and bible stories young!!

Hopes:

- We have a good number of kids who have attended Sunday school, hoping these kids are able to continue and will be here regularly.
- WooHOO Wednesday is coming up Oct 2. Hoping to have a great turn out and a fun night.
- Community Halloween Party is coming up on October 27th. Also hoping for a great turn out and a good number of volunteers!

Youth Ministry

Allison Billings

Highlights:

- New Season! We had our first Sunday and Welcome Lunch on Sunday 9/8 with Children's Ministries. It was a huge success! We had almost 100 people join us for lunch in the community house.
- Our first regular youth group was 9/15, along with Confirmation Orientation. Having our 6th graders as part of Tribes is GREAT! We are loving the added energy to the group. Our Leadership Team is looking forward to a great year.

Hopes:

- Continuing Sunday morning youth groups & getting into the swing of things.
- Connect event with a service focus is Sunday 9/22 at Irons Oaks from 2-4pm where we'll be planting trees.
- First Sunday Night Group is Sunday 9/29 - details coming.
- Fall Retreat for Quest is October 25-27 at Tower Hill

Adult Education

Jessica Groen

Highlights:

- With help from Pastor Betsy and Brooke, the committee created a detailed description of all course and drop-in class opportunities from Sept. through December 2019. This was formatted into a paper brochure which was given to all parents of Youth and Children's ministries, as well as given to all Adult Education attendees on Sept 8 and 15. The Adult Education page on FCC's website has been updated by Betsy to include all of the information as well, for easy digital access. Peggy has received and begun processing all the reservations with furnishing/tech requests for the rooms we will be using on Sunday mornings and Wednesday evenings through December.
- Brooke has done an outstanding job of formatting Adult Education information for Sept narthex, for Facebook posts, and for weekly Faith Family Matters issues.

- A special thanks to Rick Hanzelin, who ran an errand on Sunday morning of the 8th when we were setting up to present the Audio-Visual Fall preview before worship, and the sound tech, John, realized that sound from the newly installed sanctuary projector was not yet connected to the house sound. I was frustrated, because I had made an appointment with staff members to come in the Wednesday before that Sunday to test run my presentation and computer hook-up so we could ensure well before Sunday that all sound and visual components would operate as expected during this presentation. We were not able to make sure of it at that time, and I regretted that I had not been more persistent on Thursday or Friday to try another test run on the audio and computer connections before Sunday morning. Thanks to Rick's assistance, the house sound was connected to projector by 11:03 am and we were able to proceed with the presentation as planned.
- The September 8 preview presentation was very well received, with 25 attendees. Several attendees communicated excitement and anticipation for the upcoming curriculum offerings.
- September 15's drop-in session with guest presenter Danielle Nolen-Ragland was excellent. The class was attended by 19 participants, including at least 2 non-member visitors from the community. One of the visitors expressed interest in joining our church along with her husband and two young children.
- Brooke and Betsy coined the term "Adult Ed Connect Event" as a great way to show collaboration the "Faith In Action Connect Event" designation. It shows that several committees are taking initiative to encourage members to participate outside of the building in enrichment activities hosted by other community groups. I love that Betsy noted and amplified this type of inter-committee collaboration on our congregational goals for community engagement.

Hopes:

- We are anticipating excellent discussions in the September courses led by Pastor Fred and by the Couringtons during the coming weeks, as well as in the upcoming drop-in classes. Much appreciation to Fred and Rebecca and Phil for their willingness to teach courses and provide the curriculum and reading assignments for participants.
- I will be using the next few weeks to prepare for facilitating and hosting the drop-in classes. I will also continue to work with staff and potential presenters to firm up several more drop-in sessions for spring 2020 schedule. I will continue communicating with Brooke as she made sure that Adult Education offerings are posted in social media posts and member-oriented publications.

Weekday Preschool

Dallas Collins

Highlights

- We had 25 adults for Playground Clean-up & 20 new families joined us for Popsicle social on 8/24
- Teachers first day back 8/26. Students came for Meet Your Teacher on 8/29 & 8/30. The first day of classes was Tuesday, 9/3 for all of our 4 & 5 year olds. 9/4 & 9/5 we welcomed half the class for half the time in our 2 & 3 year old rooms. We have enrollment currently at 91.
- Sponsored face painting at Community House Fest 8/31
- Buddy Bench- cap collecting project COMPLETE! Bench was picked up and delivered on 9/9
- Monthly goal of meeting with each teacher individually for 30 minutes is going well- happy to have 8am meetings to check with staff.
- Erin Keigher begins speech & language screenings this week.
- Enrichments and are filling-some classes already at capacity, they begin 9/24.

Hopes

- WPS is hosting a Dine-Out at Twisted Q on 9/25, flyers are available on the parent shelf. A screening of "No Small Matter" is our September professional development opportunity at the Homewood Science Center.
- Parent/Tot starts 9/26- we have openings for toddlers 18-36 months, please share with anyone you might know!

- Our annual Sock Hop is October 4 at the Community House
- Field Trips are scheduled for 10/7 & 10/8 to Windmill Acres in Beecher & The Children's Farm in Palos Park
- Picture Days are scheduled for 10/10 & 10/11
- No school 10/9 for Yom Kippur & 10/14 for Columbus Day

Submitted by Rebecca Courington, chair

Board of Worship and Arts

September 2019

Highlights

- Worship and Arts is looking forward to a great program year.
- Liturgist have been secured for the rest of 2019.
- We need volunteers for ushers. Looking to at least increase the substitute list with people who cannot commit to regular usher service.
- Greeters as an on-line directory and will be working with Leslie to secure families of youth to greet.
- Art is going well. The summer display of books the church has read we have well received and folks borrowed them and returned the books. We are going to keep them in the library in the family room because folks asked to continue to have access to them. Currently we are displaying our committee member David's photos of churches images. Next will be Peter Scott, husband of our committee member Kristen Scott, who will begin in Oct. through November. December will be Christmas cards of church members. Kyrin Hobson's art talks will move into the education area.
- Music We have a new projector and monitors work. Remote for projector and monitors. One monitor still needs a remote. Children's choir rehearsals have moved to Sunday at 10:30 which is better for the youth schedule should make it for more children to participate. There are three upright pianos that don't work but need to be moved. Exterminator will be coming to clean organ, and we will try to tune around the same time as cleaning to save service fee.
- We are still looking for a Praise Director. Have interviewed a few candidates, but still in need of more to interview. Also, in need of musicians and singers that are preferably church members.

Hopes

- To recruit more ushers for both regal service and the substitute list. Hoping to get more young families involved in ushering.
- We are hoping we can get our Praise Ensemble situation sorted out and find a new director.
- At some future date we want to do an analysis of our hymnal.

Submitted by Stephanie Poole-Byrd, chair

Board of Congregational Connections

September 2019

HIGHLIGHTS:

- Introductions and welcome new Board member, Pam Marks. Still trying to look for 1 more person.
- Brooke gave us an update on the Community Fest and what her role as Director of Communications and Community Engagement is about.
- Discussed what constitutes a Connect event? Interest, general interest etc...
- Discussed what language we will use for Connect events.
- Discussed what may be some good ideas for Connect events and what should be a separate Congregational or Community event.
- Discussed who can help with the new member meeting on 10/20
- Will continue with potluck the day we do Deck the Halls on 12/1.

- Discussed and agreed on a fellowship event (Bingo night) name is not official yet for 10/25 Brooke to put in Narthex. This will be open to the congregation and the greater community.

HOPES:

- The Board will continue to brainstorm ideas for Connect events and come up with good language for Connect events and start planning for 2020.

Submitted by Vanessa Richardson, chair

Personnel Committee

September 2019

1. INFORMATIONAL ITEMS:

- a. A subcommittee was formed and met in August to update Child and Youth Policies and to review/update the church's Policy Prohibiting Sexual Discrimination, Sexual Harassment, and Retaliation for Reporting. These reviews are ongoing and will be brought to the Governing Board for approval at a future meeting.
- b. The search for a Praise Director has not gone as planned. There have been fewer applicants than desired. There was one qualified candidate, but he has not been responsive since his interview. Leslie Lowry has agreed to help out with Praise, but for the month on September only. The joint subcommittee with Worship and Arts that was formed to interview the candidates will be meeting to discuss some alternative options and possible next steps.
- c. The employee manual review is ongoing.
- d. Personnel will be touching base with the Preschool Directors to determine what they need from the committee to hire a Director at the end of this school year. Currently Dallas Collins is acting as Interim Director.

2. ACTION ITEM.

- a. Chris Dolan, acting on behalf of the Pastor Search Committee (PSC) and looking to post the 2020 Pastor opening, requested a Pastor Job Description from the Personnel Committee. A 2009 Draft was the only Job Description that could be located. The Chair worked with Staff to update the Board and Committee structure and clarify the way the Staff liaisons to the Boards and Committees are determined. The qualifications lined up well with the PSC survey results on what members are looking for in a new pastor. One qualification was added regarding community engagement. The updated Pastor Job Description was circulated, discussed, and approved by Personnel Committee. The 2009 Draft Senior Pastor Job Description and the 2019 Draft Pastor Job Description are included with this report.
 - The Chair is requesting the Governing Board to review, comment, and possibly approve the updated Pastor Job Description.
 - Job Descriptions are attached for review.

Submitted by Sharon Dobben, chair

Diaconate Board

September 16, 2019

HIGHLIGHTS:

- Orientation for new members held in the home of Jane Hindsley, July 28,2019
- Ministry assignments reviewed and revised to include the three (3) new board members: Brian Dobben, Beth Samargin, Audrey Weidman
- Coordinators for the seven (7) areas of ministry are as follows:
Card Distribution- Judith Hanzelin and Judith Kirby

Floral Deliveries-Shannon Williams
Meals-Brian Dobben, Beth Samargin
Memorials- Jane Hindsley
Phone contacts-Audrey Weidman
Prayer Shawls- Barbara Johnson
Transportation-Pat Mucklow
Visitation-Jeanne Deaver-Higgins
Recording Secretary-Sis Flor
- Special thanks and appreciation to outgoing members Di King, Royal Klauk, and Maurice Page for their service and support of the Diaconate Board ministries. Also, they have agreed to provide additional support to new members as needed.
- The coordinator of each ministry area agreed to prepare a short description of her/his area of responsibility. This information will be used to orient new board members and chairperson. A notebook with pertinent information will be prepared and presented to the incoming chairperson at the time of transition.
- Reviewed meeting schedule for 2019 and 2020. Meetings will continue on the fourth Sunday of each month at 11A.M. Two (2) exceptions to this schedule are noted: Thanksgiving and Christmas. Board members have decided to cancel the December 22, 2019 meeting. Status of the November 24,2019 meeting is pending. Should both meetings be cancelled, communication will continue by email with a special meeting called as needed.
- Review and revision of protocols and data collection for the Visitation and Phone contact ministries is in progress. Expected outcome: improved delivery of services in this area, development and implementation of a tracking form, phone ministry guidelines and orientation process, and a form (similar to FCC Prayer request form) to be used to report Diaconate needs.
- Quarterly reporting of ministry services provided continues.

HOPES

- Additional volunteers to support ministries especially transportation and meals
- Donation of supplies for shawl ministries: yarn, knitting needles, volunteers to deliver items
- Finalize expansion of the shawl ministry
- Develop and implement protocols for the phone and visitation ministries
- Identification of goals for 2020

Submitted by Phyliss M. Royster, chair

Board of Faith in Action September 2019

Highlights

- Kim, Betsy, & Allison met with Anna Carvalho to discuss the board's intentional work and research in creating guiding principles and guidelines for groups who receive grants. The 3 main focus areas were Capacity/Relationship Building, Emergency Response, and Justice. Events and grants in the past focused on at least one of these 3 areas.
- Continuing the discussion from our previous meeting about the vision for the board, it was proposed we have 3 teams with specific focuses for the year. Grants and special offerings would be a team of people who would vet potential grant recipients and research potential special offering recipients. Social Justice/Environment team would be responsible for bringing ideas of events/lectures to the board and taking point on these events. Hands on Outreach team would be responsible for helping to coordinate a few "drop in" type service events throughout the year that the congregation could participate in.
- The board discussed several groups that we have supported in the past (and some new!); reaching out to them for potential hands on service opportunities. These include: Special Olympics, Restoration Ministries, Park Pride Day, Respond Now, Project Hood, SSFS, Feed My Starving Children, Share Your Souls, Greater Chicago Food Depository.
- Josh Grenard brought the board an opportunity for a Connect Event & service project idea on September 22. Irons Oaks is having a tree planting event from 2-4pm that day.
- Discussion about what events we will continue to do from a year to year basis:
 - Blood drive? Hard pass.
 - Food Drive? TBD
 - PADS dinners are full for the year – Still looking for people to fill breakfasts & lunches.
- The board decided to move meeting nights to the second Tuesday of the month at 7:30pm.

Hopes

- Potential social justice topics this year include: immigration, gun violence, and this idea that the current social climate feels difficult to navigate, if we can't even talk to each other civilly. Some kind of speaker & discussion event framed around the idea of "How do we talk about hard stuff?". Potential ideas for people we could ask or reach out to for this include someone from Project Hood, SSFS, By the Hand, OMD @ Prairie State College, & Restorative Justice program.
- Jody will get in contact with someone from the Restorative Justice program.
- Larry will try to track down the name of a speaker from IU with OMD.
- Phil will start working/thinking about local opportunities for winter drop in service events.
- Betty will start researching hands on disaster relief opportunities for later this fall possibly.
- Jody will contact Respond Now to find out if there are specific needs, or times during the year when their needs are greater.

Submitted by Kimberly Lipe, chair

Properties Committee

September 2019

Highlights:

- Sanctuary Lighting – the dimmer control panel went out and is not able to be repaired. We have contracted Nesko Electric, who installed all the lighting during Project Sacred Space to install a new dimmer control panel and replace the theatre style lighting in the choir loft area. Work to begin in early October.
- A new sign post was built to house our fresh new Weekday Preschool sign at the 2220 Carrol entrance. The metal sign on Flossmoor Rd was also replaced, check it out!

- The front main entrance double doors were scraped, repaired and painted. This entrance is on Properties short list for replacement in the near future.
- Actively contacting roofers to get the flat roof above the music wing replaced.
- Toilet repair in preschool wing, Teddy Bear room
- Sink repair (Oasis) on 2nd floor education wing and Plumbing repair (Sunflower) on 1st floor education wing.
- Preparing current Maintenance office to be repurposed for Director of Communications and Community Engagement office.
- New projector installed in the Sanctuary

Hopes:

- Review Reserve Study for needed updates, planning for 2020 and 2021
 - Stained Glass Windows
- Dispose of 3 upright pianos that can no longer be tuned and we can not give away (no interest)
- Secure snow/ice removal contract for upcoming winter
- Schedule fall clean-up of gardens/lawn
- Remove dead trees (2) and burning bush (1) at Community House
- Remove dead pine tree (1) outside of front main entrance
- Update 2218 Hutchison, Travers Rd entrance and Community House signs to match new WPS and Flossmoor Rd signs.

Submitted by Jamie Ford, staff representative

“No Report”

Nominating, Terese Thrall