

Flossmoor Community Church

Governing Board Meeting Minutes

December 01, 2020 -- 7:30 PM via Zoom

(corrections to meeting minutes are in footnotes where applicable)

I. Call to order

Chairwoman Anna Carvalho called the meeting to order at 19:32.

II. Roll call

The following FCC Governing Board (GB, Board) members were present: **Anna Carvalho, Rebecca Courington, Sharon Dobben, Susan Durkin, Josh Grenard, Kenny Maxie, Kris McManus, Bob Norby, Vanessa Richardson, Terese Thrall, Donica Van Voorhees**

The following FCC Staff Members were present: **Jamie Ford, Betsy Hanzelin, Julie Van Til**
FCC member, **Jay Readey**, was also present for the meeting.

III. Opening prayer

The opening prayer was shared by Donica Van Voorhees.

IV. Devotional

Pastor Julie stated that FCC's first Advent candle was lit by church member Isabel "Izzy" Simard. She also shared Izzy's message of hope and asked the GB and Staff for their reflections on this subject. Among the sentiments offered were...

- A. **Hope** in familial internal conflict
- B. **Peace** in the face of not seeing family (in person) during Thanksgiving
- C. **Hope** in the face of doubt about starting a family
- D. **Hope** for the appreciation of life's simple pleasures (the result of adversity in current times)
- E. **Love** and **peace** in exercise
- F. Continuing **hope** and **concern** for students.

V. Approval of minutes from previous meeting

Anna called for a motion to approve the meeting minutes from the October 2020 meeting. After a "second" from several board members, the minutes, including Kenny's stated amendment, were approved.

VI. Committee reports

a) Treasurer's Report -- Bob Norby

Bob stated that for the period between this GB meeting and the last, the Finance Committee has no significant information or matters on which they could report.

b) Pastor's Report -- Julie Van Til

Pastor Julie began her report by stating that Advent has been the center of the Church's focus. She then mentioned that FCC's interior and exterior have been decorated for the holidays and that the Church has updated its Internet connectivity and lighting. (The latter of these actions facilitated her online Services which are based inside the Sanctuary for Advent and Christmas). She stated that Anti-racism conversations continue within the Church body and that she hopes to include more diversity in FCC's services.

Regarding Pastoral Care, Pastor Julie informed the Board that Deacon ministry activities are going “swimmingly.”

c) **Stewardship -- Kris McManus**

Kris stated that, to date, the Stewardship Committee has received 75 pledges and that the target amount for pledges is \$650,000. Her committee is currently parsing the received pledges to determine how many are new and how many are renewals. She is planning more Zoom meetings for her group.

VII. New business

- a) Bob Norby brought a request from the Finance Committee before the Governing Board for approval. The request was to transfer \$10,000 from the Pastoral Search fund to the Pastoral Sabbatical Fund (both of these funds are restricted). Bob stated that the transfer would leave **\$2500¹** in the Pastoral Search account. Anna made a motion to fulfill the request. The motion was carried by the Board.
- b) Sharon Dobben requested Board approval for changes to the updated Employee Manual and the Policy to Prevent Harassment. A summary of the changes to the Employee Manual and the updated documents were reviewed by the GB prior to this meeting. A motion was made and carried to approve the request.
- c) In accordance with FCC’s commitment to the Harvey Redevelopment effort, Anna introduced Church member Jay Readey who gave a PowerPoint presentation on [NeighborScapes](#). Specifically, Jay spoke about the [Innovation House Program](#) division of NeighborScapes. This program assists in the development of disadvantaged neighborhoods by rehabilitating distressed homes in these communities. Neighborhood residents are able to rent rooms in the renovated homes for reasonable rates in exchange for a predetermined amount of community service. It is believed that projects, in the spirit of NeighborScapes, may be applicable to Harvey and that FCC can provide support activities in its commitment to Harvey’s redevelopment. Jay acknowledged the political turmoil of Harvey, and how it has been a hindrance for charitable organizations to assist in this community’s development. He suggested, however, that Harvey is important to the economic growth of the South Suburbs because of its key proximity to railways and businesses. Mr. Readey went on to mention that the upcoming \$100 million Harvey development project, sponsored by the Ingalls Foundation, is another possible opportunity for FCC community involvement. Two Governing Board questions that were raised as a result of Jay Readey’s presentation were
1. Would Faith-In-Action determine the specific community-based activities for FCC members?
 2. Would Faith-In-Action manage specific projects within the Harvey development effort?
- Betsy Hanzelin suggested that the presentation of NeighborScapes to Flossmoor Community Church should be considered for the January Congregational meeting.
- d) Pastor Julie solicited feedback from the Governing Board on how FCC has progressed over the past six months in the face of new pastoral leadership, pandemic adaptations, and the adoption of new strategic priorities. Specific questions asked were as follows:
- i) What has gone well?
 - ii) What has gone less well?
 - iii) Is there anything missing?
 - iv) Are there any new opportunities?
 - v) How can we better support each other?

¹ Per Bob Norby on 01-04-21, this amount was changed from \$12500 to \$2500.

vi) Where have we grown?

The Board's feedback, of which Pastor Julie was verbally appreciative, is listed in the addendum to these minutes.

e) Project "Angel Tree" is to be launched on 12/02/2020.

VIII. Old business

No "old business" was introduced at this meeting.

IX. Announcements

Anna stated that there are two Governing Board meetings scheduled for January 2021. The first is a Budget-Only meeting, which is scheduled for 01/12/2021. The second is the general meeting, which is scheduled for 01/19/2021.

X. Closing prayer

The closing prayer was shared by Bob Norby.

XI. Adjournment

The meeting adjourned at 21:01.

Addendum

The following is feedback from the Governing Board on questions asked about the state of Flossmoor Community Church over the past six months:

What has gone well over the past six months?

- I am pleased with the church's use of technology for FCC services.
- The number of participants using FCC technological services indicates success. Is it possible that this technology will result in different kinds of members (remote vs in-person)?
- I enjoy Julie's sermons. I also enjoy the staff rotation/participation in sermons.
- I commend the Church's ability to be proactive in the face of adversity.
- I like the adoption of the Narrative Lectionary.

What are some concerns about the past six months?

- I have a sense of being "disconnected" since FCC went virtual.
- I miss deliveries on the morning of Christmas Eve.

Board and Committee Reports to Governing Board

Personnel Committee January 2021

Recent Activity:

- Pastor Randy has left us on December 31 to work with another church. We wish Randy all the best. Travis Adams has been named Interim Assistant to the Pastor for Pastoral Care. Travis is continuing as Director of Youth Ministries. Personnel will be monitoring his time while he's doing "double duty."
- The Employee Manual and the Policy Prohibiting Sexual Harassment and/or Discrimination were sent to the staff. The staff is to take state-mandated discrimination awareness training before month's end.
- The Staff will be recording their working hours during the last two weeks of January. They also did this in August and October.

Upcoming:

- Employee self-evaluations and annual reviews

Submitted by Sharon Dobben, Chair

Board of Faith in Action January 2021

Highlights

- The Board of Faith in Action sponsored several efforts to continue the outreach of our congregation during the holiday season despite the pandemic. The semi-annual Respond Now food collection usually conducted at church prior to Thanksgiving was replaced with touchless drop off behind the church. Food items for homeless individuals housed in local hotels were requested and the congregation graciously responded. FIA delivered over 100 bags of food to Respond Now. FIA continued on with a touchless version of Christmas Angels so we could continue our longtime support of the Jones Memorial Community Center and the Bethel Community Center. Using an Amazon Wishlist, congregants and friends provided 40 sets of sturdy classroom headphones, 40 individual whiteboards and markers, and almost 20 washable beanbag chairs to Jones. Bethel took on 14 homeless families and numerous individuals (67 in all) and housed them in a local hotel since all PADS sites were closed. Using the power of the Signup Genius website, we had the opportunity to adopt all 67 of them online and provide warm clothing, bus passes, gas cards, and other necessities. Through extended outreach of more church members, we provided home baked goods and warm breakfast items, hand selected children's books, and bags of arts and crafts for all the children.

Hopes

- We look forward to 2021 as the time to continue to transform Faith in Action by supporting outreach efforts that encourage and equip congregants for service within and outside church walls. Through service, we can inspire hope, strengthen relationships, and transform communities. That is what we are tossing around and discussing this month and next in the hope

that we can clearly articulate the purpose and intent of this ongoing transformation to more meaningful service.

Submitted by Jackie Riffice, Chair

Stewardship Committee January 2021

- We have been conducting our work via email. There are about 25 pledging units who have historically made pledge commitments but have not made one for 2021 as of yet. The Stewardship Committee is currently making friendly phone calls to these members to get their pledges in so that we can finalize the budget. We meet Saturday, January 16 to discuss feedback from these phone calls and next steps.
- Currently, we have received 86% of our \$597,354 pledge commitment goal from 80% of pledging units.

Submitted by Kris McManus, Chair

Finance Committee January 2021

- During December and early January the Finance Committee gathered budget revenue and expense estimates, prepared, and approved a proposed 2021 Budget for presentation to Governing Board on January 12.
- Received formal written notification from Old Second Bank in early December that our \$121,400 Paycheck Protection Program loan was forgiven by the Small Business Administration. With the decision, Old Second advised that the loan is considered fully satisfied and closed.
- Our application for PPP #2 was submitted to the bank on 1/12/21.

Submitted by Bob Norby, Treasurer

Board of Congregational Connections January 2021

Highlights

- BCC met in November to discuss possible online gathering opportunities during Advent.
- Brooke King-LaBreck coordinated a "Guided Beer Tasting" led by Andrew Van Til on December 4. Because the board had not spent very little of budget, decision made to provide supplies to the participants for free. The evening was very successful and appreciated by all who attended!
- Betsy Hanzelin coordinated with the Diaconate Board the "Made with Love" Cookie Giveaway project, on December 12 & 13. Using Sign Up Genius, 25 signed up to provide cookies, 3 assisted with drop-off at Community House, 8 helped sort & package, and 10 delivered cookie boxes on 12/13. We delivered delicious and beautifully packed boxes to 35 recipients, and had enough leftovers to provide cookies for the Bethel Families on the Angel Tree.
- We discussed having weekly Zoom Pop-Up gatherings, but no one on the Board was willing to coordinate or lead. The FCC Staff agreed to step up, and we had 9 gatherings throughout December, including 2 games nights, 3 story nights, Share Cookie Recipes, Share your Favorite Christmas Item, Cocoa & Chill and Holly Jolly Thursday. The attendees varied in numbers, but all

were enjoyed! Many thanks to the staff for picking this project up and providing FCC folks a place to gather during the holidays.

Hopes

- However difficult, while we continue to be apart because of COVID, we hope to find creative ways to keep our folks connected.
- Make the “Made with Love” project a yearly event!

Submitted by Betsy Hanzelin, Staff liaison

FCC Foundation January 2021

- The FCC Foundation Board met on January 5, 2021. The Board reviewed the recommendations from the Investment Committee to move the Preservation, Enhancement and Benevolence (PEB) Fund portfolio to a portfolio managed by Morgan Stanley Management Hybrid Model. The Investment Committee with advice from The Bolton Group has been managing the portfolio. The pandemic has caused fluctuations in the stock and bond market. The PEB Fund portfolio has not performed as needed in order to be sustainable in the long-term. The new Hybrid Model portfolio will be managed under the direction of the Morgan Stanley Senior Leadership Team advice and will select individual funds managed by fund managers selected and approved by the Morgan Stanley Team. The Role of the Investment Team will now be to review and oversee the performance of the Morgan Stanley Management of the FCCF Model Portfolio. The Board approved the recommendation. The expectation of the Board is a 7% Target Rate in 2021. In 2020, the Target Rate was 8% and the PEB Fund Investments earned 5.5%.
- The Board discussed the FCC Foundation support for FCC Budget in 2021. The Board approved up to a 4% contribution from the PEB Fund of \$104,652 based on the December 31, 2020 Fund Balance of \$2,616,311. The Board noted that the PEB Fund Balance had a long term, unsustainable net change of 1.6% (\$40,194) after supporting FCC in 2020 with \$63,622 for facilities operations and benevolence, \$33,505 for the facilities improvement project and the payment of Fund expenses. The Board authorized the FCC Board to approve a Properties Committee 2021 project for IT Network Improvement. FCC and FCC Foundation officers will decide how this project will be funded in 2021. FCCF has up to \$39,764 available for FCC reimbursement for FCC facilities projects that are FCC Board approved, successfully completed and paid for by FCC.
- In 2021, FCC Foundation will be working to define ways the Clark Fund will assist FCC in enhancing the spiritual life of the Church. FCC and FCCF leadership will undertake a process and prepare appropriate documents and fund management of the Clark Fund.

Submitted by Lois Glasgow, President

Board of Worship and Arts January 2021

Highlights

- The Board met on November 2 and November 30, 2020. We shared ideas for Advent and Christmas and offered support and encouragement to staff for their leadership and creativity during Zoom worship.
- Task Force (on best practices for re-opening churches) shared updates with the committee (see below).

Hopes

- Our hope is to open the church for individual prayer and meditation once or twice a week during Lent (February 17-April 3, 2021), following IL state guidelines and safety protocols from staff.

Submitted by Donica Van Voorhees, Chair

Board of Diaconate January 2021

Highlights

- The Diaconate is thrilled to welcome Travis Adams as our staff liaison to the Diaconate beginning in 2021. Travis has accepted the position of Assistant to the Pastor for Pastoral Care. We welcome him knowing his sincere dedication to our Flossmoor Community Church faith family.
- As chair of the Diaconate, I look forward to the opportunity to work with Travis to serve the needs of our FCC members.
- The Cookie Give Away Project hosted by the Diaconate and the Board of Congregational Connections. During this time of separation, the cookie recipients were touched and so grateful to receive homemade cookies as a Christmas gift from FCC. Many thanks to our many bakers, cookie deliverers and those who planned and made this possible. We were also able to gift cookies to the Bethel Families housed at area hotels during this pandemic.
- The Diaconate welcomed two new Board members during the month of December. Roberta Sergeant and Lois Toolan joined to fill vacancies on the Board.

HOPES

- Since the Cookie Give Away Project was such a success, we are considering the possibility of making that an annual affair.
- During our time of separation, the Diaconate is hoping to continue to find creative ways to increase and enhance contact with our members, with special consideration given to some of the older members, who live alone, are dealing with health challenges and may be homebound.

Submitted by Sue Durkin, Chair

Board of Christian Education January 2021

Children's Ministry - Leslie Maxie

Highlights

- Weekly book readings went well. We had a good amount of families each week with the least amount being on Dec 23rd.
- Spent time planning and executing Christmas Eve service. Went well! Kids were great!
- Kids picked up a fun nativity program for Christmas Eve as well.

Hopes

- Starting Sunday school up the 10th. Changing time to 2pm so that people can attend the race discussions at 11.
- Hoping kids enjoy outside play (games demonstrating story)
- Mostly hoping they all show up, even in the cold 😊
- Planning all family event for the 31st with Travis. Hoping that goes well and people attend.
- Looking into planning the 3rd grade Bible class. Still up in the air as to when it will be (it's usually this month)

Youth Ministries - Travis Adams

Highlights

- After the Christmas break, we are excited to reconnect with our students. For the month of January, we shall be joining in the Anti-racist conversations following the regular church services in lieu of meeting up online for our regular youth group time. This will allow our students to participate in an active way during these important conversations.
- We do, however, have plans to still spend time with the students more directly via various social events online. We also hope to meet in person in the final Sunday of the month. After the wild success of our family wide scavenger hunt event, Leslie and I have elected to make the family wide events a regular occurrence.

Hopes

- We look forward to all of these events as we start off the new year!

Adult Education - Jessica Groen

Highlights

- The Wednesday night Bible Study has been going very well for all participants. It will conclude at the end of January.
- Sunday morning classes went on recess in mid-December for the holidays and will stay on recess for the next few weeks to allow that time slot for the Anti-Racism meetings.
- Winter/Spring 2021 classes that have been arranged so far have been posted to the Adult Education page of the website.

Hopes

- Always open to suggestions for study topics that adults of all ages would be interested in.
- We are thankful for this coming semester's course teachers: Trina, Travis, and Julie. We hope that they have encouragement and support from the Governing Board as they prepare and lead the classes.

Weekday Preschool - Dallas Collins

Highlights

- December saw multiple mornings of sunshine on the playground. Approximately 15 families have taken advantage of morning "open" play on the Weekday Playground. It's been great to hear the laughter and delight continued through the winter out back!
- I participated in the delivery of cookies for faith in action and co-hosted 3 advent pop ups in December, they were all wonderful to attend and connect with church members.

- Monitoring the ever-changing rules for schools and daycares have also taken time as we prepare for the following school, if not before. Performing semi-regular check-ins with teachers has been a priority as well. Most would love to be back! Happy New Year!

Submitted by Rebecca Courington, Chair