

Flossmoor Community Church

Governing Board Meeting Minutes

Tuesday, January 21, 2020

7:00 pm – FCC Family Room

Members Present: Stephanie Byrd, Anna Carvalho, Rebecca Courington, Sharon Dobben, Lois Glasgow, Rick Hanzelin, Christian Kneeland, Bob Norby, Phyliss Royster, Terese Thrall, Jennifer Wojcikowski

Members Excused:, Kim Lipe, Vanessa Richardson

Staff: Betsy Hanzelin

OPENING PRAYER (Jen Wojcikowski)

APPROVAL OF MINUTES from December 3, 2019

Minutes were approved

TREASURER'S REPORT (Bob Norby)

Bob handed out a preliminary December revenue and expense report, remarking that December was a particularly strong month. We had projected to end the year with a deficit of \$18,222.19, but will be ending the year \$23,861.61 above budget projection. This was due to very generous plate offerings as well as pledges coming in \$20,000 above budget. This puts us in a strong position for the upcoming year.

PASTOR'S REPORT (Fred was not present)

NEW BUSINESS

Stewardship (Rick Hanzelin)

Update

Currently behind where we thought we would be. Tom Gilley will be making phone calls on our behalf to those who pledged last year but not this year. We are projecting that after those calls, we will be close to \$580,000, however our original budget projection was \$650,000. This shortfall will be addressed at the Annual Meeting, along with an ask for folks to re-evaluate their pledges and see if they can increase it. Average giving is over what it was last year, but the number of pledges are down from 169 to 142 currently.

Pastor Search Committee (Chris Dolan)

Update

Chris was pleased to report that the committee is far along in their process. We have had about 50 applicants; 4 are still in process, one in the early stages but the other three are farther along. The committee has read all the materials, received the candidates' responses to questions in writing, had phone interviews, listened to their sermons and are now scheduled for in person interviews. Committee members hope that by the 3rd week of February it will be clear who God wants to be here as Pastor. For in person interviews – there will be a tour, gathering time for staff to ask questions, breakfast with Anna and one or two members of the search committee. Anna expressed our appreciation for all the work the committee has done, how they have stepped out in faith during this process.

Annual Membership Report (Betsy Hanzelin)

Betsy provided a membership report, something she provides every year. It offers an overall summary of church members who have moved, passed away, were deactivated, new, have a current membership, and/or are youth over 25. Current membership total is 503 (down 38 from 2018).

2020 Budget (Bob Norby)

Action required

Bob made the motion to adopt the proposed budget for the 2020 fiscal year as recommended by the Finance Committee; total revenues being estimated at \$881,196 and total expenses at \$917,717.31, so a deficit budget of \$36,521.31. Motion was approved.

Bob also made the motion that all 2020 fiscal year pledge collections exceeding \$610,000, up to a maximum of 6% of total pledge collections, be appropriated to 2020 mission grants. Motion was approved.

Charge to the Long Range Vision Committee (Anna Carvalho)

Motion made to challenge the Long Range Vision Committee to recommend a structure and process to enable the congregation to:

- Discern transformative ways to define, articulate, and evolve who we are and what we do
- Explore opportunities to maximize mission impact, congregations, community organizations and others
- Employ the depth and breadth of our congregation's gifts in the discernment process, and
- Enhance the vitality, joy, and courage of our congregational life

Action required

Discussion of an initial draft will be at the March 24 meeting. This has come out of the recognition that our church has experienced a gradual 40% decline in pledging units over the past 10 years. The Governing Board recognizes that our congregation must consider more transformative adaptations if we are to remain a vital conduit for Jesus and His ministry.

Motion was approved

OLD BUSINESS

None

ANNOUNCEMENTS

None

VISIONING

Tabled until next meeting.

CLOSING PRAYER (Bob Norby)

ADJOURN

Meeting was adjourned at 8:30pm.

**Personnel Committee
Report to the Governing Board
February 2020**

RECENT ACTIVITY:

- Travis Adams hired as Director of Youth Ministries. He started February 18.

UPCOMING:

- Discuss the Weekday Preschool Director position, currently filled by Interim Director, Dallas Collins. Personnel Chair has been in discussion with the WPS Directors Committee, and the current intent is to move Dallas to the WPS Director position.
- Review and update the Employee Policies and Practices Manual for approval at the March Governing Board meeting.
- Discuss the open Praise Director position. We have been asked to survey local churches and see what they pay their Praise Directors.
- Discuss upcoming Staff Review process.

Submitted by Sharon Dobben, Chair

**Diaconate Board
Report to the Governing Board
February 19, 2020**

HIGHLIGHTS:

- Welcomed Gailyn Howell to the group
- Shawl Ministry – Barbara Johnson and Judith Hanzelin updated Shawl
- Ministry guidelines which were available for review in the January edition of the Narthex
- Deacons joined Stephen Ministers and provided Visitation Ministry for Pastor Fred and Rev. R. Tate during the Christmas Holidays
- Our monthly meeting schedule resumes Feb. 23, 2020. Meetings were suspended for December, 2019 and January, 2020 due to the holiday schedule and planned congregational meeting, January 26, 2020. Needs of FCC members were identified by email, staff reports, word of mouth and addressed as needed.
- Reviewed Diaconate Board description listed in FCC Governing Board By-laws dated, 6/26/18. Concerns were discussed with Anna Carvalho, Governing Board Chairperson and Pastor Fred. Pending governing board and approval, revisions will be completed.
- Quarterly reporting of ministry services provided continues. An updated report will be available next month.

HOPES:

- Visitation Training Education- to completed by March, 2020
- Expansion of support pool / volunteers for ministry areas.
- Completion of phone and visitation ministry protocols
- Identification of goals for 2020

Submitted by Phyliss Royster, Chair

Board of Worship and Arts

Report to the Governing Board February 2020

HIGHLIGHTS:

- In February we hired Matt Chelich as the accompanist for non-Chancel Sundays. He will also accompany a small version of Praise comprised of current singers who can pull together familiar pieces to fill in the gaps on what were previous Praise Sundays. He will also play for other musicians who perform on Praise Sundays. Jen Wojcikowski volunteered to help coordinate the Praise ensemble members and music for those Sundays which are still being identified.
- Intro into hymns for congregations songs- Katie will write up instruction information on how to do intro into hymns for organ/piano so that it is consistent for any accompanists who play for open Sundays, and summer worship services.
- Currently preparing for Easter services as well as the additional communion needed from 3/29 through the month of April due to Easter and Maundy Thursday services.
- Kids have become more well behaved when playing in the front during service. Leslie giving regular reminders has been helpful and is making a difference.
- Healing and Wholeness Services have been well received. Fred would like to do one more before he leaves. It is suggested that these services continue throughout the year after Fred is gone.

Ushers

Still need more subs and help with Easter services. Hoping to attract younger families to the sub list.

Greeters

Greeters are scheduled through 3/29. Only need Ash Wednesday.

Liturgists

Liturgist are scheduled through the end of February. Committee members will work with Leslie to obtain more young people to be liturgists.

Art

We have the work of Mary Kay Whitlock and her students currently. Will be working to secure more art from youth.

Music

Praise Director search. Looking for an accompanist for Ash Wednesday

HOPES:

Secure a Praise Director to reinstate and reorganize the Praise Ensemble. We need to determine the funding for this position and redefine the position description need for the posting in order to better meet the skills that are available in the marketplace. We have been blessed to have two previous directors who were also skilled accompanists. However, given the demands of the job, the number of musicians that the director has to coordinate, as well as the skill set that is available in the marketplace, the Praise Director position will likely need to be structured similarly to the Chancel Director position with a separate accompanist. This analysis and position definition will need to be a coordinated effort between Personnel and the Music Director with help from the Praise Director search committee

Submitted by Stephanie Poole-Byrd, Chair

**FCC Foundation
Report to the Governing Board
February 2020**

The FCC Foundation 2019 Annual Report to the FCC Foundation Members at the January Congregational Meeting was given by Dick Davis. The report stated in 2019 the Foundation reimbursed FCC \$61,785 for facilities (90%) and outreach (10%) annual expenses per the Preservation/Enhancement and Benevolence Fund Document requirements. In addition, \$85,360 was reimbursed by FCCF to FCC for emergency repairs for the facility projects including: replacement of the sanctuary air conditioning chiller; replacement of the sanctuary lighting dimmer panel and theater lights; and replacement of the damaged music room wing roof.

In 2020 the FCCF budgeted reimbursement includes the following:

- 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.
- FCCF has budgeted \$57,260 for facilities maintenance and \$6,362 for outreach.
- 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.

FCCF paid FCC the first quarterly installment of the annual support payment of \$16,296 in February.

Submitted by Lois Glasgow, FCC Foundation Chair

**Board of Congregational Connections
Report to the Governing Board
February 2020**

HIGHLIGHTS:

- Discussed new members who joined. Had an impromptu Saturday morning new member meeting. 4 new members joined. Going forward maybe have Saturday morning new member classes or to fit the need of the individuals.
- Next new member meeting is in March.
- A concern of new members who joined in 2019 (there were only 7 people). How do we improve outreach for getting new members? Can we get any preschool parents?
- Just Mercy Connect event was on 1/12 with the viewing of the movie and about 23 people from the congregation went over the Groen's house for conversation and food.
- Discussed our BYOB Bingo Connect event on 3/13/20. Getting our volunteers together and what we could do differently for this one coming up.
Nate Grant's film screen JOB on 2/24 and doing a light reception following the movie.
Discussed Pastor Fred's last Sunday. 4/19/20.

HOPES:

- The Board hopes the BYOB Bingo is another huge success to keep bringing it back quarterly. To have another connect event in July and to keep brainstorming ideas to keep it flowing into the year.

Submitted by Vanessa Richardson, Chair

**Board of Christian Education
Report to the Governing Board
February 2020**

Children's Ministry - Leslie Maxie

Highlights:

- we had a successful 3rd grade bible class and presentation in February
- we had a prodigal son party where we invited the families and celebrated the return of the prodigal son

Hopes:

- There will be a leprechaun trap building woohoo Wednesday March 11
- spring break is 3/22-3/29 and we won't have classes those weeks

Youth Ministry - Betsy Hanzelin

Highlights:

- World Religions Retreat was a great success (January 24 – 26), thanks to the work of the Quest Lay Advisors, Josh Grenard, Emma Hanzelin & Julie Johnson. We also were fortunate to have several parents assist with driving and providing meals!
- Tribes has enjoyed the move to their new room (Acts2Crew) and the flexibility to work with this larger group.
- Travis Adams is our New Director of Youth Ministries and started February 18!

Hopes:

- We are looking forward to serving PADS on Sunday, February 23!
- Prayers for a smooth transition for Travis!

Adult Education - Jessica Groen

Highlights:

- *The 1619 Project* classes are going very well, with participants ranging from 12-20 attendees each Sunday. Committee leaders have prepared and are sending out a list of additional study resources for further reading on the week's topic to those who attend each session.
- Wednesday evening's book discussion class led by Pastor Fred is getting off to a delayed start after a few snowy Wednesday nights in February which caused classes to be cancelled.
- This coming Sunday, we are anticipating a rich afternoon with a viewing and discussion Nate Grant's film *J.O.B.*, hosted and organized by the Connections committee.

Hopes:

- Trina Hayes's book conversations resume on Sunday mornings in March.
- A variety of drop-in sessions will be offered this spring in the Bell Chapel, with special presentations in March from Lutheran Child and Family Services and Audrey Weidman.
- Thanks to Bill McCormick, who will be the discussion facilitator for our remaining spring sessions of the Great Courses video series of lectures by Amy Jill-Levine. Bill has submitted a proposal for a course on Isaac Asimov's writings on the gospels, which is tentatively planned to be offered in Fall of 2020.

Weekday Preschool - Dallas Collins

Highlights:

- Enrollment at 98 including Parent/Tot
- 2/12 African Drum Field trip- Teddy Bear MWF, Snoopy MWF, Rainbow & Sunshine.
- 2/13 & 2/14 Donuts with Dads was a success! Great to see the classrooms filled with parents & grandparents.
- 2/18- 2/20 Next set of enrichments begin, Tumble Bears Tuesday, Wednesday Cooking & Science, Thursday Light the Lights. All are full!
- 2/22 Family Fun Event - FREE, 10-11:30, Art 4 Soul with hand tiles, Ukulele player, Yoga, arts & crafts utilizing the promised land rooms.
- 2/24 Lou Malnati's Dine Out- flyers will be available soon
- 2/25 The Center for Dental Excellence will share with Star, Sunflower, Sunshine & Rainbow. Happy to welcome professionals teach about dental health!

Hopes:

- Registration for the 2020-2021 school year will begin 3/12 & 3/13 for current families. Packets will be mailed & available to community members not enrolled on 3/19.
- Parent/Teacher conferences are scheduled for Thursday 3/19

Friday 3/20 is our first day of Spring Break, classes resume 3/30.

Submitted by Rebecca Courington, Chair

Finance Committee Report to the Governing Board February 2020

Highlights:

- Reviewed & discussed former FCC and local church financial Audit Reports.
- Reviewed and amended FCC November 18, 1996 **By-laws for the Audit Committee** for recommendation to & approval by the Governing Board.
- Outlined scope, personnel & timeline for audit of FCC 2019 financials.
- Dan Laven & Nancy Rubin agreed to serve as the Audit Committee this year with Dan serving as Chair. Audit functions are planned to commence in March.
- Discussed cash management strategies for 2020. Agreed to increase account 012500 to \$170,000 with the balance of cash remaining in account 010200.
- Bob & Judy will discuss available Money Market accounts with Morgan Stanley account manager in effort to gain higher interest earnings for account 012500.
- The Finance Committee expects the need to transfer funds from 012500 to 010200 at some point near mid-year. The Committee authorized Bob & Judy to determine the specific amount & timing of the transfer based on cash need projections at that time.

Hopes:

- To complete 2019 FCC financial Audit Report for submittal to Gov. Board at April 21 GB meeting.

Submitted by Bob Norby, Chair

Board of Faith in Action Report to the Governing Board

February 2020

Highlights:

- We have about 20 signed up for our Hands On Outreach opportunity with Feed My Starving Children in Aurora on Monday February 17. Volunteers will meet at 10:00 at FCC and carpool/caravan.
- We have 3 cars (with a fourth for back up) for the Food Drive on 3/15. I will reach out to Brooke by tomorrow to get something in the March Narthex. Need to follow up with Betsy regarding drop off.
- We have narrowed down our Easter Offering recipients and will be researched more thoroughly and voted on at our March 10 meeting.

Submitted by Kim Lipe, Chair

Properties Committee Report to Governing Board February 2020

Highlights:

- 2218 Building re-keyed. Staff members were given keys. All other board/committee and groups that use this building have a group specific code to use on the office entrance door.
- Gutter work to be completed near main front entrance. Working with Matthews Roofing to coordinate availability and weather.
- Internet cable that feeds Sanctuary, Gathering Space, Fellowship Hall and our HVAC programming system is not working. Rick Hanzelin will help us with some troubleshooting before we move forward with replacement/repair.

Hopes:

- Start getting quotes for work to be done this spring, in line with our facilities plan funded by the FCC Foundation.

Submitted by Jamie Ford, Staff Liaison