

**FIRST CONGREGATIONAL CHURCH
COUNCIL MEETING
OCTOBER 12, 2021**

In Attendance: Pr. Becky David (Interim Pastor), Audra Bailey (Moderator), Russ Armstrong (At Large), Kristi Bailey (Spiritual Engagement), David Geenen for Phil Koenig (Building and Finance), Susi Llewellyn for Pam Wendt (Outreach and Mission), Amanda Beck (Christian Education), Barb Guss (At Large), Heather Carlson (Clerk)

Guest: Pr. Michael Swartz

Call to Order: Audra Bailey called the meeting to order at 6:00PM and Pr. Becky opened with a prayer.

Visitor Input: Pr. Michael submitted his letter of resignation along with a chart outlining the vacation and continuing education he has used and those he has not used. He requested payment for vacation and continuing education hours not used. His letter states that the effective date of his resignation will be December 11, 2021. However, he is willing to be released prior to that date if necessary as long as he is paid through December 11. In addition to his vacation and continuing education, Pr. Michael will submit a mileage report prior to the effective date of his departure. Pr. Michael left the room while Council discussed the terms of his payment and release. Audra Bailey moved that Council accept Pr. Michael Swartz's resignation with the effective date of December 11, 2021. Barb Guss seconded. Motion passed. Upon Pr. Michael's return to the meeting, Russ Armstrong expressed appreciation for the years of service and dedication to First Congregational Church.

Approval of Minutes: Kristi Bailey moved to approve the minutes from the September 12 and October 3 meetings. Amanda Beck seconded. Motion carried.

Review of Financials: Audra reported that our year-to-date figures are \$22,000 over pledges and that September was \$6,000 under budget. Year to date income is on budget, and while we will finish the year better than expected, we will still show a loss.

Moderator's Report: The following items were discussed:

- **Personnel Update**
 - Interim Minister of Faith Formation and Pastoral Care
 - Audra explained to Council that this position will be posted as an interim position because there may be changes in the job description once it is filled.
 - Pr. Becky pointed out that the wording of the current description allows for the position to be filled either by an

- ordained minister or lay person, which expands the candidate pool.
 - Audra Bailey moved that Council approve personnel's recommendation to post the Interim Minister of Faith Formation and Pastoral Care. Russ Armstrong seconded. Motion passed.
 - Custodian/Maintenance Position
 - One candidate was interviewed but did not accept the position.
 - Audra is working with Building and Finance to define the position and writing a job description to post.
 - Nursery Coordinator
 - Audra reported that she has someone in mind for the position.
- **Church Safety**
 - Barb Guss reviewed the concerns a church member expressed several weeks ago. Discussion followed about which doors remain open during services and which doors could be locked. Barb will draft a letter listing safety guidelines for hosts/ushers and give that to Spiritual Engagement for review.
- **2022 Board Budgets**
 - Council had copies of all of the boards' 2022 budget drafts and each board chair pointed out changes to their budgets.
 - Board budgets will go to Sara Otta who will review them.

Pastor's Report:

Pr. Becky reported on the following:

- The numerous staff departures have been challenging, but they also present an opportunity for us to examine how to move forward. We will be examining whether to combine responsibilities or reassign them.
- The congregation has done an amazing job of stepping up in the absence of a custodian. The church has been given a deep cleaning and looks better than it has in months.
- A thank you to the Personnel Committee, Audra Bailey, Josh Dyer, Kim Fuller, and Scott Waletzko is in order. They have had their hands full recently and continue to work on filling the custodian, nursery coordinator and CE positions.
- Tyler Mitchell is our new temp marketing director and has been doing a great job with the bulletin, the Bridge, and livestream. Amber Moore is due to return October 20, and Catherine Moneysmith is settling in very well.
- The Stewardship committee is meeting regularly and is close to finalizing the stewardship calendar.
- The next Congregational Conversation will follow worship Sunday, October 17.
- Pr. Becky has taken responsibility for confirmation to assure as much as possible that the program will withstand the transition between CE directors. It looks like we will have 7 or 8 confirmands and we are looking for mentors for the program. Please consider being a mentor or sharing the name of someone who may wish to be a mentor.

- We will be discussing the list of issues Pr. Becky believes FCC needs to address before it can successfully prepare the congregation's profile for a new pastor.
- In addition to the monthly Pastor's Report, Pr. Becky provided Council members with the Navigating the Interim Council Report that will be handed out at the Congregational Conversation. It outlines the following:
 - Revision of the Constitution and By-laws
 - Addition of Red Wagon language
 - Update Committee structure or equivalent
 - Possible addition of congregational ministry review process
 - Policy updates
 - Building Use Policy
 - Memorial Gift Policy
 - Endowment Fund policy development
 - Governance
 - Consideration of separation of Building and Finance
 - Scope and Charter of Personnel Committee
 - Scope and Charter of Pastor Parish Relations (PPR) Committee
 - Clarification of Council role and responsibility in HR matters
 - Develop policies and procedures for clear oversight of next Pastor
 - Establishment of Council Executive Committee (requires a seated vice moderator position)
 - Pastor roles and responsibilities
 - Financial Considerations
 - Initiation of a 5-year building plan
 - Consideration of past and future endowment use
 - Ongoing stewardship plan
 - Mission
 - Completed or nearly completed historical timeline
 - Creation of a vision for FCC's next 3-5 years of mission and ministry
 - Evaluation of current staff configuration
 - Invigoration of current membership

**Ministry Board
and
Committee
Reports:**

Christian Education

- The minutes from CE's September meeting outlined the following:
 - While the first two weeks of Sunday School went fairly well, there is room for improvement. Those issues include
 - some hiccups organizing classes
 - feedback from teachers indicate the lessons have been too challenging
 - the North door remains unlocked so families can get in the building for classes
 - the need for more volunteers for teachers/shepherds
 - Amanda purchased online curriculum and will switch to the general lessons since they are a littler simpler and easier for the kids to understand

- They need to get the forms from the office for parents that signed up for Sunday School so they can create a distribution list. Kim Fuller will reach out to Becca to see if she still has the master list.
- Amanda is working on lining up teachers for Sunday School for upcoming weeks and will send an email out to parents to let them know what is happening with Sunday School classes moving forward and to ask for help with teachers/shepherds
 - Pre-K through 2
 - 3-6th Grade
 - Add a new class for 7-8 grade until we can get confirmation started
 - Kim Fuller will teach the 17-8 grade class this week with help from Mary Newcomb and she will reach out to others to see if she can line up teachers for this class until confirmation starts
- Youth Group's schedule of activities is outlined through December

Building and Finance

- Building and Finance continued work with the 5-year plan as well as current projects.
- Motions were made regarding normal endowment distribution

Outreach and Mission

- Pr. Michael reported that the Learning Center is hoping to open October 5
- The NAMI Walk and Coat Drive were successful
- They are working on essential baskets and the Giving Tree
- They are working on the language that will go in the Constitution.

Spiritual Engagement

- There was no September meeting.

Transition Team:

No report for this month.

Old Business:

FOB Policy

- Russ Armstrong will be contacting office staff to explain the details of the FOB policy

Building Use Policy

- Tabled until 2022

Towing Policy

- No report

Parking Lot Sale Follow-up

- No new information

The meeting was adjourned at 8:06PM following a closing prayer.
The next meeting is November 9.

Respectfully submitted,
Heather Carlson
Clerk

FINANCIAL SUMMARY - OCTOBER 2021

	OCTOBER	OCTOBER BUDGET	YEAR TO DATE	BUDGET TO DATE	FULL YEAR BUDGET	FULL YEAR FORECAST
Pledges	\$19,441	\$25,000	\$209,722	\$193,000	\$250,000	\$250,000
Offerings	10,308	4,500	27,173	40,000	50,000	35,000
Other Income	12,982	16,652	139,866	146,523	\$177,328	160,328
TOTAL RECEIPTS	\$42,731	\$46,152	\$376,761	\$379,523	\$477,328	\$445,328
TOTAL EXPENSES	\$62,671	\$50,697	\$429,469	\$495,540	\$600,764	\$500,620
NET INCOME/LOSS	(\$19,940)	(\$4,545)	(\$52,708)	(\$116,017)	(\$123,436)	(\$55,292)