

Minutes  
Little Home Church Council Meeting  
December 9, 2014

**In Attendance:** Anne Bouchard, Kathleen Sullivan Kaska, Bob Kaska, Susi Winqvist, David Russell, Carol Berger, Kristen Thornton, Maureen O'Donnell, Jane Shelton, Sandy Antonelli, Art Zwemke, Susannah Lesswing, Alex Kentfield

**Absent:** Valeri Baldwin, Jan Marchese

Moderator Susi Winqvist began the meeting at 7:22 p.m. after council enjoyed appetizers and desserts. Joys and concerns were shared. Pastor David Russell then gave the opening prayer and showed a video about the story behind Saint Nicholas.

**Approval of Minutes:** No corrections were made to the revised copy of the November 11, 2014 minutes. Anne B. moved to approve the revised minutes, seconded by Maureen. Minutes approved.

**Pastor's Report:**

Pastor David provided the council with a written report stating his actions for the past month. He reported that the Pilgrim Thanksgiving worship went well with Jonathan Knight preaching. Rev. Jorge Morales will be preaching while he is in Biloxi Mississippi on the Mission Trip. The mission trip currently has 8 to 10 participants. He started a sermon series for Advent with shepherds, to be followed by Joseph, and then Mary. The Christmas Eve sermon will be devoted to Jesus. The second men's breakfast will be Saturday, Dec. 13 at 9 am. David will be taking vacation beginning December 25 and returning to the office on January 5. He and Ron Purser shared a memorial service for Ward Starrett. Ward was very active in the Wednesday Bible study. Many of us are reaching out to Deedee and hopefully, she will find a new life here with us. David continues to visit folks. Next week he plans to visit the elderly and shut-ins with a Christmas visit. David will be conducting a wedding on December 20.

**Treasurer's Report:**

Art reported that the operating receipts of the church is slightly ahead of plan for Pledged Receipts, but behind in Total Receipts. We continue to have a shortfall in income from identified contributors which has been offset by under spending or budgeted expenses. Overall, our financial position has increased when compared to a year ago due to Peterson and Dixon closings. Total Operating Receipts YTD is \$196,418. YTD total income is a loss of \$52,595. Our total financial position is \$253,808. Complete financial report and figures were provided to council for review and approval.

A motion to approve the November treasurer's report was made by Alex and seconded by Susannah. Motion passed.

The payroll budget assumes status quo for Pastor Russell for all of 2015. Art asked the council to consider timing and extent of the package that may be offered to a new pastor if hiring by September 1, 2015. Art will figure in a 3% raise in the personnel budget for the other employees. Discussion followed.

Art shared the following list of emails that he receives monthly that he follows up on:

- a. Insurance coverage
- b. Music budget
- c. Appeal
- d. Pay Pal
- e. Mission Trip
- f. Chairs funding
- g. Snow removal
- h. UCC Conference OCWM Expectations
- i. Access Grant
- j. King's Back Rent

At the January meeting, Art plans to request the congregation to approve the transfer of funds from the Peterson and Dixon account to the operating fund to offset the deficit.

Art asked for budget sheets from council.

Due to an increase in spending in the 2014 music budget which included Ron Purser's Retirement celebration, funding is now limited for the Cantata. Since that announcement at a choir rehearsal a couple of weeks ago, an appeal call was sent out and funding is now available for that program. The concern and the reason behind the short fall of funding were discussed. There was a misunderstanding with Larry as to the amount of the 2014 music budget and how it was to be spent. A 2014 pledge was made to the church for \$12,000 which was to "underwrite" the Music program. Susi will talk to Larry regarding his 2015 budget and ask for his input so that this problem doesn't happen again.

Council determined that the practice of individuals, who pledge their money to the church for a specific expense, should be discouraged because it takes funding away from other general operating expenses which must to be met.

The \$200 deposit for the January Biloxi Mission trip was made from the Pilgrimage fund. Approximately \$2000 will be needed to cover the registration of the event. That fee will cover lodging and other expenses at the retreat center. Participants will be paying for their own transportation and food. So far, eight people have signed up to go. Anne Bouchard moved to approve the spending of \$2000 for the Biloxi Mission trip. The motion was seconded by Susannah. Motion passed unanimously.

#### **Moderator's Report:**

Susi sent her report to council. Highlights of that report are as follows:

The need for photo/video signed release documents has been researched by the Personnel Relations committee. Various Churches as well as the wider UCC have been contacted. With that, Tim Shelton has assisted the committee in the development of a draft waiver document. The final document and policy will be presented to Council for approval.

The New Beginnings Process is in a holding pattern as Doug and Hope Partnership completes the behind the scenes analysis and final report.

As David is on vacation and on the mission trip, the services will be covered by the following worship plans.

12/28 Lessons in Carol with Bob Vandershaft for music and various people doing readings.

01/04 Nancy Schatzeder to lead worship

01/11 Rev. Jorge Morales to lead worship

The next council meeting will be changed to January 6 because two council members, Pastor David, and Susi will not be able to attend. The January meeting will be held February 1, 2015 directly after worship. Earlier this year, council determined that we should not amend our Bylaws quorum requirement. Instead, we should invite members to attend the meeting and reach the needed member count. This will be an important meeting as we will be addressing our 2015 proposed budget. The January meeting was moved to February to accommodate Art Zwemke, who presents the budget.

#### Schedule for opening/closing church:

Dec: Anne B. (except for the last Sunday)

Jan:

Feb: Alex

Mar: Kristen (1<sup>st</sup> two Sundays, then open)

Apr: Maureen O.

May: Susannah

June: Kristen (1<sup>st</sup> two Sundays, then open)

**Moderator Elect Report:** Alex sent a written report to council which expressed his observations about the workings of the council and how the council works well together to discuss and decide upon issues. He urges the council to continue to accept one another's viewpoint and to support decisions in a unified manner.

## **MINISTRY REPORTS**

**Christian Education:** Maureen reported that the **Sunday Bible study** will start on Sunday, February 8th from 11:00 until noon, allowing time for some fellowship time after church. The **forgiveness retreat** is scheduled for March 21st. We will be increasing the budget in 2015 to cover the cost of the retreat and another possible retreat in September. The attendance at Sunday School continues to be low and the committee is trying to come up with some ideas to increase participation.

In March we will start a new program of family / adult educational forums. The first will be entitled an Evening of Gaelic and God. Council decided that it should be held Friday, March 13, 2015.

In February, plans are being made to host a family movie night that will include a Christian based movie and maybe soup or wine or whatever anybody wants.

#### **Congregational Life:**

Susannah and Jane reported that the Advent Tea was a great success with approximately 50 people in attendance. Money was raised to help the Women's Crisis Center in Elgin and Christmas cards were signed to send to those that are shut in for the holidays.

The Pageant will be this Sunday, Dec. 14<sup>th</sup>. Jane is working on the event. Susannah will be helping. We may need additional volunteers to help.

The Chili Cook-off will be Feb. 7<sup>th</sup>.

Pastor David suggested at “Shrimp Boil” to be held the last night of Mardi Gras, February 17<sup>th</sup>. There was a concern that it may be adding too many social events on the calendar along with the chili cook-off. More consideration will be given to this event. It may be a good choice for a summer party.

**Evangelism:**

Carol reported that she would like everyone to watch out for a new couple, Amy and Dave Kendryam who have recently moved to Wayne and attended church on Dec. 7.

Secondly, the LHC signs ordered for Rt. 59 have not been posted yet but will be mounted soon. Rob Reed, who is Chairman of the Public Works Commission for the Village has offered to have their public works employees do it for us.

Carol thanked everyone for helping spotting new visitors in the congregation. Be aware that we will have several visitors next Sunday, since many new families were recruited for the pageant.

**Facilities:** Anne submitted a written report. Items on her report include the following.

We received a grant award for \$9726 from the Retirement Research Foundation. This grant will provide half of the funding for installation of a power assist door to replace the Parish Hall double doors under the porch. Remainder of funds will be provided by the Barb MacCarthy memorial fund. Project will begin next spring.

The facilities committee is also working on:

- Recording the building contents inventory for insurance.
- Contacting an electrician to repair ballasts in Parish Hall, to look at the outlet for electric piano, and to checking on the small spot lights in the work room off of Lori’s office.
- The pew door, third from the front on the east side.
- Sound system in sanctuary. Dave Karwowski will consult with an engineer contact about possible intermediate steps. Pastor David provided info about another possible way to improve hearing, a company called Williams Sound, which makes individual assistive listening products. Contacted WS and they referred me to Borman Marketing; they were not able to provide a sales person, but referred me to two firms that provide sound systems. One was Sound Planning, which has bid on our project. I will contact David Hecht to discuss the option of as assistive listening system.
- Creating specs for repair/replacement of east window in Nursery.
- Reviewing the issues of the second floor roof of the bay window on the east/ front side of Guild House.

**Outreach:** Valeri sent her report to council. She reported that the church congregation donated approximately 50 dinner baskets for Feeding Northwest DuPage /Thanksgiving Basket which were collected and dispersed at Resurrection Catholic Church. For Christmas, the church is committed to donating 45 dinners. Volunteers are still needed to purchase 10 dinners. Valeri

made an announcement during the 12/7 church service that a ‘shop and drop’ option was available. Richard Olson has agreed to help shop and drop meals. The Christmas meals need to be dropped off on Dec. 20 between 8:00 and 9:00 am at Resurrection Church.

For the Christmas Giving tree, Lori Prang offered to coordinate and met with Juanita at the Wayne Government Assistance office. She was given names of six families who needed Christmas gifts. Lori made tags, a signup sheet, and an awesome display to secure the gifts. She will deliver the gifts to the office by the Dec. 18<sup>th</sup> deadline.

The Community Crisis Center, formerly known as the battered women’s center, is now serving both men and women and has requested toiletry donations. Valeri delivered two huge boxes to the center last week. Sophia, the attendant on duty, was most appreciative.

**Stewardship:** Bob Kaska reported that pledges were up by 50% from this time last year.

A letter of appeal will be going out this week to Wayne residents. It will have a picture of the church on the cover of the letter. The approximate cost of printing and postage will be \$1300.

**Worship and Spiritual Growth:** No report.

**Members at Large/ Communications:** Kathleen shared her experience of the Tri City Family Service Campaign. They use a phone a thon from individual’s home phones.

She also submitted the following report on projects that she has worked on:

#### Annual Appeal Letter

- Produced artwork files (manuscript provided by Anne Bouchard) for full-color letter, 1-color mailing envelope, and 1-color remittance envelope.
- Worked with AlphaGraphics in St. Charles to acquire Wayne residents database and print/assemble/drop
- Mailing is scheduled for Tuesday, December 9.

#### Donations by Credit Card

- Set up LHC account with PayPal to accept credit cards for donations. Added “Donate” page and button to web site.

#### Nonprofit Authorization Status

- Applying for LHC to mail at Nonprofit Standard Mail Prices

#### Newsletter

- Content and layout development
- Please make January BTW submissions by Tuesday, Dec. 15

#### Women’s Advent Worship & Tea

- Email message sent
- Update of promotion pieces and service program

#### Additional email messaging

- Fall Blood Drive
- Christmas Season 2014
- Pilgrim Thanksgiving Service

Facebook page— Up to 103 “Likes”

**Signs**

– New “Parking for Seniors Only” signs need installation

**Exterior Cabinet sign**

- Need to schedule contractor to replace the damaged existing plastic window insert with glass.

**Computer back-up needed**

- 2 external hard drives needed for backing up the office computers. Source, purchase, and assist installation.

**Wedding brochure**

- Design and develop content with Lori P.

**OLD BUSINESS:** None

**NEW BUSINESS:**

No one has signed up for fellowship on the Sunday of the Cantata, Dec. 21. Therefore, Anne suggested that council should bring something for the table. Everyone agreed.

Next Meeting: Tuesday, January 6, 2014, 7:00 p.m.

Move to adjourn by Sandy Antonelli and seconded by Anne.

Pastor David gave the closing prayer at 10:00 p.m.:

Respectfully submitted,  
Kristen Thornton  
Church Clerk

Minutes approved by council on January 6, 2015.