

Minutes  
Little Home Church Council Meeting  
October 14, 2014

**In Attendance:** Anne Bouchard, Kathleen Sullivan Kaska, Bob Kaska, Susi Winqvist, David Russell, Carol Berger, Alex Kentfield, Kristen Thornton, Lori Haseltine (substituting for Maureen O'Donnell), Jane Shelton, Sandy Antonelli,

**Absent:** Valeri Baldwin, Jan Marchese, Susannah Lesswing, Maureen O'Donnell, Art Zwemke,

Moderator Susi Winqvist began the meeting at 7:17 p.m. Joys and concerns were shared. Pastor David Russell then gave the opening prayer and scripture reading.

**Approval of Minutes:** Minor corrections were made to the September 9, 2014 minutes. Kathleen Kaska moved to approve the minutes, seconded by Alex. Minutes approved.

**Pastor's Report:**

Pastor David provided the council with a written report stating his actions for the past month. In addition to his report, he reminded the council that Saturday, October 18, was the Joint Fall UCC Association Meeting in Chicago of the Chicago Metropolitan and Fox Valley regions. He passed out the agenda and reviewed the program. Anyone who would still like to attend can but will need to let him know since the deadline has passed to sign up.

He also recommended that members are welcome to take and use the copies of "The Upper Room" which are located on the table by the fellowship hall entrance.

David briefly reviewed his written report. He reported that there are currently eight prospective members in the membership class. Two other prospective members needed to postpone taking the class until a later date. The class will be joining the church on November 16. Also, a confirmation class will start this week on Thursday nights, consisting of four boys from the Karwowski and the Figurski families. He also commented on the joyful experience of the blessing of the Hounds and the success of the rummage sale. David has been working with Bob Kaska on the fall stewardship campaign which encourages greater involvement, commitment from the LHC members. He announced that the first men's breakfast will be on Saturday, November 1 at 9am. David also participated in a spiritual retreat at Gethsemane monastery in Kentucky.

**Treasurer's Report:**

In Art's absence, Susi reviewed the financial report that Art had prepared. Complete spreadsheets and report were given to council.

August and September were good financial months. Both total receipts (\$170,456) and pledge receipts (\$128,023) are ahead of plan when compared to previous years.

As for the net income (loss) of (\$43,201), there has been a shortfall in income (identified contributors) which has been offset by slight under spending of budgeted expenses. The budgeted amount was (\$40,695.)

As of 9/30/2014, the overall financial position of \$265,976 has increased due to the Peterson and Dixon closings. It was compared to \$72,768 at 12/31/2013 and \$79,559 at 09/30/2013.

It is time to start preparing for the 2015 Operating Fund Budget. Council was given blank worksheets to complete in November, submit in December, and refine in January.

Discussion regarding the deficit concern and plans followed. Bob Kaska suggested that the deficit be addressed after stewardship Sunday and that 30 minutes be allocated at the October Council meeting to revisit and devise a plan to solve the deficit.

Kathleen Kaska moved to approve the treasurer's report. Seconded by Anne B. Motion passed.

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

**Personnel Relations Committee:** Susi met with the committee. Since this group has not been functioning for the past few years, there is much to be accomplished. Several items that the committee is working on is revising office procedures and the employee manual which would clarify items such as job descriptions, vacation and sick time policies, and so forth. It would also clarify a schedule and system for reviewing staff performance and by whom.

A detailed document regarding the structure of the Personnel Committee was presented to Council. (See attached) The description included sections regarding current committee members, purpose of committee as stated in bylaws, record keeping, council/ministry/personnel interaction, existing staff members, and new staff positions. The document will need to be revisited and updated in July 2016. Jane Shelton moved to approve the document, seconded by Lori H. All were in favor. Motion passed.

**Search and Call committee:** The first meeting of the committee is scheduled for Thursday, October 16 at 7pm in the Parish Hall. Rev. Jonathan Knight will be present to provide process information, guidance and support.

In her written report, she informed the council that a concern by a congregation member was forwarded to David regarding visits to our elderly and shut-ins. At present, LHC does not have a functioning *Called To Care* committee which would make the visits. This work is recognized as important outreach and will be addressed at some point.

**Change in bylaws:** Susi has been asked to propose to a change in the LHC bylaws that would change the requirements of a quorum that is currently required to conduct business at the annual meetings of the congregation. The council decided that it would be better to encourage more people to attend the meetings rather than change the bylaw..

**Endowment Fund Seed Monies:** Susi has also been asked to ask council to approve a transfer of 20% of the proceeds of the Peterson and Dixon home closings as seed money for the endowment fund. The amount would be approximately \$46,000. Discussion followed as to the accessibility of funds once the transfer is made and how the fund would be managed. The consensus of the council was to hold off six month and revisit the subject once the Endowment committee has had a chance to become more formulated.

**New Beginnings:** The assessment will be on October 30th. Our assessor is Doug Pfeiffer, contracted through Hope Partnership. Doug and his family live in the country near

Glenwood, Iowa and enjoy various outdoor activities. He is part of a group planting a new church in Papillion, Nebraska.

Susi received Doug's schedule. It includes a 3:00 pm building tour, 4:00 pm meeting with Treasurer, 4:30 pm windshield tour of the community (volunteer needed), dinner with Susi, David, and the UCC Representative and a 7:00 pm meeting with members of the congregation with an invested interest, 30 people max. Susi asked which council members would be attending and for suggestions as to who should be invited to the meeting and how the congregation should be notified. It was decided to mention the meeting as a "leadership event" in the By the Way.

Susi has already completed the application which includes the LHC history and some congregational demographics. Additional information on membership, space use, and finances will need to be sent to Doug by October 23.

There have been several more responses from churches that have completed the program, are in the midst of the program or are just starting the program. The prevailing theme has been "work the program in earnest and you will reap what you sow". It is gratifying to know that there are so many folks willing to share their experiences or looking to find connections with other churches regardless of the denomination. Susi hopes as we move forward that we continue contact with various churches to provide us with additional support and resources as we work the process.

**Moderator Elect Report:** No Report.

## **MINISTRY REPORTS**

**Christian Education:** Lori Haseltine, substituting for Maureen O'Donnell, reviewed the results of the Survey that was done in September. From response of the survey, a bible study will begin the second Sunday in January after church and that study will continue through February. On March 21, there will be a retreat held at our church, 9:30 – 2:30 with a guest speaker talk about Forgiveness. Lunch will be served.

Also, results of the survey had showed interest in classes during advent and lent. Therefore, Pastor David presented a couple of ideas for new advent and lent classes. However, council felt that the church's Advent calendar was already too busy to add any new classes. However, the Lent schedule could accommodate a new class or activity. David suggested an "end of life" or current affairs class for that time.

**Congregational Life:** Jane reported that the Women's Advent Tea is scheduled for Saturday, December 6<sup>th</sup>. Also, the Blessing of the Hounds reception went very well. Some people left monetary donation in the basket on the table. It was thought that some of the people did not get refreshments because they thought that needed to donate. A sign regarding the donation was removed from the table but the basket did remain.

**Evangelism:** New Member classes started with eight attending. Unfortunately, Denise and Gary Figurski, will not be joining this class at this time. The other members of the class are Charles and Dawn Sbarbara, Sandy Harper, Chip and Barb Braulick, Brianna Milam, and fiancé

Ken. The Figges will also be rejoining the church after an eight year absence, locating back into the area. Another new member's class is being planned for the spring. David mentioned that he focuses on getting the people to get to know each other and their backgrounds. He also discusses what "spiritual gifts" they could contribute to the church.

Carol also plans to follow up on visitors from the Blessings of the Hounds. It was also suggested that we have a "tour guide" at the entrance of the sanctuary for those who would like to see the church after the Blessings. Several people inquired this year.

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

Our application was filed for ongoing painting with the Village of Wayne; it was approved. Painters were hired to scrape and paint the porch, two east facing exterior walls, and front doors of the sanctuary. Furnace filters were changed.

A contractor was hired to plug up a squirrel hole in the roof near the west chimney; the same contractor will repair a second hole at ground level. The critter control person will be contacted to confirm that there are no squirrels in the attic.

Larry and Anne met to review the sound/video system bids. Dan Roach, Bob Kaska, Dave Karwowski, Riley Hanson, and Mark Lesswing were contacted for input; Pastor David also provided input. Copies of bids will be provided to the above group for review and recommendation.

Plans are being made to paint the front of the sanctuary (exterior). And since both church vacuums are broken, a new vacuum will need to be purchased.

A work day is scheduled for Saturday, October 25, 8-2, potluck lunch. Please plan on helping for an hour or two.

**Outreach:** Valerie sent her report to council. Cleaning supplies were donated by the congregation to be taken to the Fox Valley Association Meeting to be used as "an Emergency Cleaning Bucket" in missionary work by the association. This holiday season, our congregation will be responsible for providing 45 Thanksgiving dinner baskets to be dropped off on November 22 and 45 dinner Christmas baskets to be dropped off on December 20 at Resurrection Church. Last year our church donated 60 dinners for Thanksgiving and 45 for Christmas. However, those numbers were lowered this year. Valerie is looking for another organization who may need service hours to help shop for the food baskets. Several people offer to pay for the baskets but they are not able to shop for the items. Another group could help in this matter.

**Stewardship:** Bob Kaska needed ministry chairs to pick a Sunday to discuss their ministry. He reviewed the schedule of coffee hour meetings which will be held Sunday, October 19 after church, Monday October 20 at the Kaska's at 7 pm., and on Monday, November 3 at the Alex's at 7 pm. At the coffee hours, topics that will be talked about will be the Ministries, an update on the Pastoral and Search Committee, New Beginnings, as well as asking people for their thoughts and vision for the future of LHC.

**Worship and Spiritual Growth:** Sandy reported that she continues to have difficulty securing ushers and pulpit associates.

**Members at Large/ Communications:**

Kathleen suggested that there is a need for another ministry added to the LHC bylaws for Media and Communications. However, council felt that adding the ministry should be postponed to a later date.

The Wedding brochure is being re-worked. A membership page was added to the website. Our Facebook page has 97 likes. A new smart TV/DVD player is being purchased for use in the pastor's office and the fellowship hall. A list of all of the ministries and the things that they work on was prepared to help members determine which ministry that they can share their talents with.

**OLD BUSINESS:**

After ONA – David reported that he made follow up calls to those who left LHC because of ONA. After discussion, it was decided to take ONA off of the agenda.

New chairs in the parish hall – Susannah is obtaining another sample for the next meeting.

The following items were on the agenda but will be reviewed at a later date.

- Suggestion to create a Sexton position for sound system and onsite set up/troubleshooting during events
- Outreach in Living the Word

**NEW BUSINESS:** None

**COMING EVENTS:**

October 18, 2014	Joint UCC Association Meeting in Chicago
October 19, 2014	Substitute Minister – Pastor David out of town
October 20, 2014	Local Coffee #2 – Kaska's 7 pm
October 25, 2014	Work Day and Potluck – 9 - 2
October 30, 2014	New Beginnings – Assessor visit and meeting with Congregation members
November 1, 2014	Women's retreat in Wilmette
November 1, 2014	Men's Breakfast at 9:00 am
November 3, 2014	Local Coffee #3 – Alex's 7 pm
November 9, 2014	Stewardship Sunday
November 16, 2014	New Members to join church

Next Meeting: Tuesday, November 11, 2014, 7:00 p.m.

Move to adjourn by Jane Shelton and seconded by Alex.

Pastor David gave the closing prayer at 9:23 p.m.:

Respectfully submitted,  
Kristen Thornton  
Church Clerk

*Approved by Council on November 11, 2014*