

**CONGREGATION COUNCIL MINUTES**  
**FAITH EVANGELICAL LUTHERAN CHURCH**

February 8, 2021

**Present**

Bill Alrich (President), Chris Bettin (Secretary), Tim Hohulin (Treasurer), Sandy Becker (Stewardship), Tammy Daugherty (Communications), Phil Hartweg (Safety), Kelly and Joe Parratore (Faith Formation), Mark Pedersen (Property), Debbie Rohla (Service), Deb Twaddle (Worship), Pr. Shelly Satran, Pr. Joe Yucha

**Call to Order**

- The meeting, which was held via Zoom, was called to order by President Bill Alrich at 7:05 p.m.

**Opening Devotions and Prayer**

- Tammy Daugherty

**Approval of Minutes**

- **MOTION** (Sandy/Tammy): To approve the minutes of the January 12, 2021, Church Council meeting. (Carried)
- **MOTION** (Tim/Deb T.): To approve the minutes of the January 24, 2021, Annual Congregation Meeting. (Carried)

**Consent Agenda**

- **MOTION** (Phil/Debbie R.): To accept the reports of the Faith Ministries and staff. (Carried)

**Financial Report**

- Treasurer Tim Hohulin reported that revenue for January was “soft” (\$25k below budget), but just slightly below January 2020.
- An annual AC maintenance contract which started in November 2020 was not paid until January, impacting the building and maintenance account. By comparison, the 2019 contract was expensed in 2019.
- Tim noted that in 2020 Faith paid more than \$1,000 for false alarm charges to the Glen Ellyn Police Department. Pastor Shelly Satran explained that this was partially due to the unusual hours of activity at the church due to the pandemic. President Alrich indicated that if Faith gets close to the allowed maximum false alarms in 2021, he will take it up with the Police Department to try and avoid future fines.
- Sandy Becker (Stewardship) asked why utility expenses are over budget and Tim explained that it is because gas charges are higher during the winter months but over the full year the utility budget “smooths out.”

## **Old Business**

### ***Annual Congregation Meeting Assessment***

- The Council members agreed that the Annual Congregation Meeting held via Zoom on January 24, 2021, was a great success. An impressive number of members joined the meeting via Zoom with several more via the telephone. A total of 128 members voted, all but two of them online.
- Sandy commented that it was easier to follow the Finance and other reports via Zoom's shared screen feature than it is when the reports are projected on a screen during a live meeting at church.

### ***Church Reopening, Resumption of Services***

- The Council had a robust discussion on options for reopening Faith for services. Illinois is now in Phase 4, which allows for 50 people including the pastors and staff. All told, 40-45 members would be able to attend if live services were restarted.
- It was agreed that with spring on the way, outdoor services would again be an option. Additionally, the new livestream technology that was installed the week of February 1 should enhance the experience of members attending church remotely.
- Pr. Shelly noted that staff was considering the February 24 Holden Service for Lent as a possible date for reopening the church for worship. However, after much discussion Council decided to push the reopening goal date to the end of March. Consideration was also given to holding outdoor services on Easter.
- When the church does reopen, it will be for 50 or fewer members and staff. For the time being, services will continue to be approximately 30 minutes long, and communion will be handled the same as it has been throughout the pandemic.
- Pastor Joe Yucha reported that Todd Carrico (Music) is getting ahead on ordering masks and shields for vocalists. However, initially there will not be singing by the congregation during live services when the church reopens.
- Pr. Shelly told the Council that church staff is not receiving many inquiries from members about when the church might reopen for services, and far fewer than last fall.
- The pastors agreed that their comfort level with moving back indoors will rise based on the number of members getting vaccinated.
- Deb Twaddle (Worship) asked about planned cleaning procedures. The pastors reported that Office Administrator Eric Enskat has purchased a "mister" that doesn't damage wood for cleaning the pews between services. Research on best safety practices is continually being conducted by staff. Timing between indoor services will be based on how long it takes to meet established cleaning protocols.
- Reservations and check-in will be required to attend services.
- A question was raised about whether spring-break travelers should be asked to quarantine for a prescribed period before attending live services. This will be taken under further consideration.
- Tim echoed everyone's sentiment that staff and Council's main goal is safety for everyone.

### ***Building Projects Update***

- Mark Pedersen (Property) reported that renovations to the building are nearly 100 percent complete, with the door locks and cleaning the center entrance area the last remaining work to be accomplished.
- The church roof is now the main building concern. Wheaton Roofing will be coming out to assess the current leaks and provide an estimate. Additional estimates will be sought from other commercial roofers as well.
- An estimate obtained in late 2020 indicated a total cost of approximately \$107k to replace both the shingle and flat roofs. Funds to cover the cost could in part come from the Capital Maintenance fund and fundraising efforts coordinated by the Stewardship Committee.
- President Alrich indicated that work on the roof could possibly be initiated as early as April or May.

### ***Interior Directional Signage***

- Tammy (Communications) and Pr. Shelly were planning a walk-through to determine signage needs throughout the building. There is money in various budget lines that could be used to cover the cost, which is estimated at less than \$500.

### ***Finalization of Cost Allocations for Building Projects***

- Mark reported that finalization of cost allocations for the building renovation/life safety projects is under way with Tim and Phil Hartweg (Safety). The question of how to handle two items—removal of the Rainbow restroom ceiling (\$1,250) and asbestos abatement in Room 106 (\$6,020)—is being addressed.

### ***Consolidation of Property***

- Phil informed the Council that the consolidation will be approved when the changes to the 55 N. Park property are approved by the Village Board on February 22. The consolidation matter is part of the package to be presented for approval at that time.

### ***Doorbells or Intercom System***

- Tammy brought up the topic of installing doorbells or an intercom system at frequently used entrance points to the building. She will provide Mark and Phil with a “wish list” so they can obtain potential costs for materials and labor.

### ***Employee Handbook Update***

- Pr. Shelly reported that Ted and Sue Flores updated the Employee Handbook to bring it in line with a new Illinois state law requiring sexual harassment training for church staff.
- **MOTION** (Sandy/Phil): To approve the changes to the Employee Handbook addressing the new Illinois state law on sexual harassment. (Carried)

### ***Glen Ellyn Food Pantry***

- Pr. Joe reported that the GEFP only needs to raise another \$70k to achieve its fundraising goal of \$900k.

- In January, the Village of Glen Ellyn Planning Commission unanimously supported the GEFP construction proposal. The final step is to go before the Village Board on February 22.

## **New Business**

### ***Procedure for Handling Urgent or Late Additions to Agenda***

- President Alrich and Pr. Shelly led a discussion on how Council will handle urgent or late additions to the meeting agenda going forward.
- In order for Council members to be able to adequately review late-arriving materials and prepare for discussion during the meeting, it was decided that whenever possible updates to the agenda will be made no later than 48 hours prior to the full Council meeting.
- It was agreed, however, that adhering to this time frame may not always be possible, and that sometimes a separate Council meeting might even be needed. In such cases, background information on an issue will be distributed to Council members with as much lead time as possible, and the Council will strive to be as nimble as possible in considering urgent matters as they occur.

### ***Onboarding/Housekeeping Items***

- Pr. Shelly addressed the matter of Council emails on the Faith website. Because the emails have not been well utilized since they were added to the website at the beginning of 2020, they will be removed and members will be able to contact Council members via a single email address, [secretary@faithonline.org](mailto:secretary@faithonline.org), which will be posted on the Faith website and checked regularly by Chris Bettin. Council members who would still like to have an @faithonline.org email address can contact Eric and Pr. Shelly for username and password sign-on information. These addresses will not be published on the website.
- Because of the pandemic, the group shot of the 2020 Council on the website will be replaced with a Zoom meeting screen shot of the 2021 Council.
- Deb T. brought up the question of whether Council will go back to having paper reports created and distributed prior to meetings once the pandemic has ended, or if e-reports will remain the norm. It was decided to continue with e-reports rather than paper, but that the secretary will create/maintain one paper copy of the compiled reports for archival purposes along with retaining the reports electronically.
- Tammy told the Council that she plans to seek additional Facebook administrators from among the more frequent posters/commentors on the church Facebook page.
- Council decided that going forward, use of the word “congregation” will replace “congregational” when referring to the “Congregation Council,” “Congregation Meeting,” etc. This will bring all use of the word “congregation” vs. “congregational” in line with the Faith Constitution. Special thanks to Tom Pfaff for this recommendation.

## **Announcements and Reminders**

- The next meeting of the Executive Council will be Tuesday, March 2, 2021, at 2:30 p.m. via Zoom.
- The next meeting of the Church Council will be Monday, March 8, 2021, at 7 p.m. via Zoom.

**Closing Prayer**

- Tammy

**Adjournment**

- The meeting was adjourned at 9:30 p.m.

**Respectfully Submitted by:**

Chris Bettin, Secretary