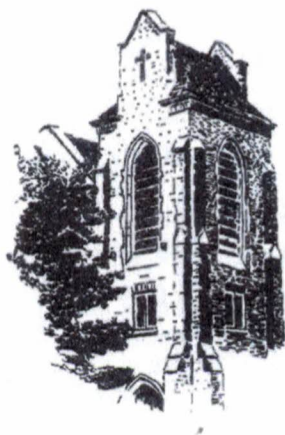


EPIPHANY UNITED CHURCH OF CHRIST

2019 - 2020 Annual Reports Part Two

Council Minutes
Congregational Meeting Minutes

(See also other reports
&
Financial Reports)



MARCH 2021

Special Congregational Meeting

August 23, 2020

A special congregational meeting was held after Service for the purpose of authorizing repairs to the Sanctuary building exterior, office area roof, and to the attic area of the Parsonage. A total of 33 people took part in the meeting, which was held via Zoom video conferencing.

Council President Kevin Fuchs opened the meeting at approximately 11:20 AM with the opening remarks of requesting authorization to make needed repairs to the church building and Parsonage.

At the start of the meeting, Bill Warner representing the Building Committee presented a quote for repairs provided by Lindholm roofing. The quote covered each of the three areas of repairs, as follows:

RE: ATTIC VENTILATION

- We will cut a series of 6"X 12" holes in the existing wood soffit on all four sides.
- We will provide and install new pre-painted vent covers over the open holes.
- We will cut a 16" round hole in the existing roof on the north side of the house.
- We will remove the existing shingles from around the hole and remove debris from premises.
- We will provide and install (1) new solar powered attic fan to the prepared areas.
- We will install ice and water shield and new closely matching shingles around the new fan.
- We will clean up all job-related debris and remove from premises.
- All work will be done by fully insured workmen.
- THIS WORK CARRIES A ONE YEAR GUARANTEE
- Estimated cost: \$2,275.00

RE: MASONRY REPAIR EAST SIDE GABLES ONLY

1. We will remove the existing metal counter flashing from the inside of the parapet walls and remove from premises.
2. We will remove the existing capstones from the top of the walls. We will clean and set aside for later reinstall.
3. We will dismantle the inside courses of the existing parapet wall down to the roof deck level and remove the debris from premises.
4. We will rebuild the parapet wall back to the existing height and contour using common type brick and Type N brick-mix, no color will be added to the mortar.
5. We will provide and install new stainless-steel metal drip-edge to the top of the wall on both the inside and outside.
6. We will provide and install a self-adhesive through wall masonry flashing over the top of the walls.
7. We will reset the cleaned capstones to the existing locations.

8. We will provide and install new custom-made metal counter flashing to the existing locations. This counter flashing will be mechanically attached to the wall and sealed with an approved sealer.
9. We will grind out the mortar joints on the outside face brick to a depth of about 1/2" on the east side gables.
10. We will tuckpoint the prepared wall surfaces using a mix of sand and TYPE-N-BRICK MIX, color will be added to the mortar to match the existing as closely as possible.
11. We will apply a masonry caulking in the joints between each of the capstones.
12. We will inspect the existing roof surface on the east side gables for damaged shingles, high nails, buckling plywood and other roof issue and repair as Lindholm roofing deems necessary.
13. We will clean up all job-related debris and remove from premises
14. All work will be done by fully insured workmen.

❖ THIS WORK CARRIES A ONE YEAR GUARANTEE

Estimated cost: \$15,975.00

ROOF REPAIR REAR FLAT ROOF SECTION

1. We will inspect the entire roof surface for loose or soft roof decking. These areas will have the roof membrane cut open and the rotted decking replaced.
2. In the event we find any saturated insulation, we will replace it at a cost of \$5.75 per square foot. Per inch
3. We will inspect and reflash all pipe penetrations and drain boxes as needed.
4. We will inspect the field membrane and the wall flashing of the existing roof surface for openings and other flashing issue such as cracking, blistering and water infiltration.
5. We will clean and prime all areas of the roof in need of re repair.
6. We will cut open all blisters and remove any water that has collected behind the existing roof material. We will fasten down lose material with metal cap nails.
7. We will install modified patches heat welded to the existing roof surface over all cracks, holes and open seams.
8. We will seal the top edge of the existing counter flashing as needed with an approved sealer.
9. We will apply a fibberated aluminum coating over the entire roof surface. This coating will add an additional layer of UV protection.
10. All work will be done by fully insured workmen.

❖ This work carries no guarantee. However, one free service call will be provided within 90 days if necessary.

Estimated cost: \$2,675.00

The total estimated cost is approximately \$20,925. Bill wrapped up the presentation, and discussion followed.

During discussion, John Thomas asked what would happen if additional needed work is discovered. Bill advised that the quote has a built-in 10-15% contingency for any additional work that may be needed.

John then recommended that the standing motion of authorizing the work as quoted be amended to allow the council to authorize any amount up to \$29,000 for the repairs. Kristi Dalby-Jones made the motion to amend the authorization, which was seconded by "D.J.". The motion to amend the question passed with no dissention.

Cynthia Asghar asked whether there would be any cosmetic repair done inside the Sanctuary in this project. Bill advised that he is pushing to get the exterior repairs done first and to make sure the building is weather-tight before performing any repairs inside. Cynthia added that there is currently a balance of \$56,000 in the Capital Fund, which would cover the cost of the repairs.

Cynthia remarked that the council should have the authority to authorize up to \$10,000 in funding for any Capital projects. Pastor Kevin suggested that this could be taken up at the next annual meeting, as it would require a change to our existing By-laws.

Kevin Fuchs called for a vote on the amended motion to allow the council to authorize the repairs to an amount not exceeding \$28,000. The motion passed with no objections or abstentions. Kevin thanked the congregation for their authorization, and the repairs will be scheduled as soon as possible.

The meeting was adjourned at approximately 11:40 AM.

Respectfully Submitted,

James Golec

Secretary

Epiphany United Church of Christ Council

127th Annual Meeting November 22, 2020

Call to Order: The 127th annual meeting was held after the regular Sunday service via ZOOM video conferencing. Council President Kevin Fuchs call the meeting to order at approximately 11:30 AM. A total of 37 participants were present, with enough members attending to constitute a quorum.

Opening Prayer: Pastor Kevin McLemore gave an opening prayer, thanking God for the past 125 years of this congregation, and asking for God's continued guidance, insight and wisdom through the meeting, and in all our lives.

After the prayer, Pastor Kevin also related that Pastor Megan is working on creating Advent kits for the families who are participating in the Youth and Family Ministry, along with those who are interested.

Pastor also related that this year's Christmas pageant will be virtual, with 13 scripted ZOOM-based scenes. Pastor reminded us that if we are "called" by Pastor Megan to please consider saying "Yes".

President's Remarks: Kevin Fuchs provided his opening remarks and noted that this past year being "strange" would be an enormous understatement. He also thanked the congregation and Council for their support, as he leaves his post within the Council.

Approval of the 2019 Annual Meeting Minutes: The minutes of the 2019 annual meeting were reviewed. A motion to accept the minutes was made by Jeremy Glenn, seconded by Liz Duffrin, and passed by a visual "thumbs up" response.

Motion to Temporarily Suspend Notification Rule: There is a proposal to suspend the rule in Article VI (Article 6) concerning notification of proposed constitutional changes. The motion reads as follows:

To suspend the portion of Article VI, Subsection 2 for the annual meeting on November 22, 2020 requiring 4 weeks prior notice for constitutional changes.

After discussion, a motion to suspend the rule as presented was made by Barbara Bolson, seconded by Mary Beckham-Brown and carried by a visual "thumbs up".

Proposed Bylaw Changes: A majority of the proposed changes to the Constitution and Bylaws are administrative in nature, pertaining to earlier typographical errors and "cleanup" of the language being used.

More major changes include:

- 1 Article VII, subsection 1: changing the minimum age to 18 years of age and being a member.
- 2 Article IX concerning the Church Cabinet to be completely removed.

During discussion, David Louis asked what the difference of notification as described in Article VI would be for today's meeting, as opposed to normal notice time. Jeremy Glen answered that this situation is somewhat different, as the notice time was a little shorter than normal.

Cynthia Asghar asked if there were any other meetings where the rule of notification would be a point of concern. Elise Kazlauric remarked that this would be for Constitutional changes only.

The motion to accept the changes to the constitution as presented was made by Jeff Engert, seconded by Liz Duffrin and passed with a visual "Thumbs up" by all participants.

Treasurer's Report:

Discussion of 2020 Finances: Cynthia Asghar led the discussion of the year 2020 finances. She related that there was an approximate drop in tithing of \$5,000. With a decrease in non-employee spending of \$5,318 and the addition of a \$15,000 Payroll Protection Program loan (which was forgiven), the overall effect on this year's budget was to have a net surplus of \$4,713.

Jeremy Glenn asked about the current balance of our Endowment. The current balance was listed at approximately \$561,000. The total asset amount (including all assets) is listed at \$9,000,854.

There was a question from David Louis about whether there is an 'undesignated' reserve fund. Our endowment serves as the reserve fund.

Presentation of 2021 Operating Budget: Cynthia presented the proposed operating budget for 2021 of \$179,739.00. This includes a proposed deficit of \$10,442. Based on a positive surplus at the end of the year, that starting deficit could be less. She related that some of the proposed expenses are based on the actual lesser spending from this past year. She described the budget as a "COVID" budget, because of the lockdown conditions on activities.

It was noted that Sunday School expenses are \$1,000 more than originally budgeted, but the extra funds were well-employed in purchasing Godly Play supplies. Jeremy Glenn provided some pictures of the Godly Play supplies and activity kits that were provided to support the extra spending.

Because of anticipated continuing restrictions, the Nursery Workers' salary year will not start until possibly May 2021.

Jeremy asked about the increase in water utility spending, asking whether this is new use versus prior year. The proposed increase is due to a waiver process for lowering or forgiving water expenses does not extend to churches any longer. The question was asked whether the Common Pantry could apply for that waiver, since they account for a large portion of the water usage. That question will be asked of the Common Pantry.

The line item for Adult Christian Education was questioned for its budget of \$100 and whether the actual spending was more. Pastor Kevin related that this item is used for Bible and book study supplies, but that the group participants are normally able to purchase their own supplies.

Presentation of 2021 Capital Budget: The Capital Budget presented has an estimated cost of \$20,395 which will be used for target work projects as designated by the Building Committee.

Discussion of 2021 Budgets: During the general discussion, it was noted that the funds for the Capital Budget items will come from the Building Capital fund. It was also noted that the Music Ministry will be in need of funding later in the year, because of extra expenses incurred for paid singers, music copyright licensing, and other related expenses. There is a greater need for targeted tithing for the Music Ministry, and a fundraiser later in the year cannot be ruled out.

After final discussion, a motion to accept the proposed 2021 budget was made by Jim Golec and seconded by Dave Cumat. The motion was passed by a simple majority of "thumbs up" video votes.

Nominating Committee Report: Liz Duffrin reported that there will be one vacancy on the council this year. She presented the council's nomination of Virginia Koch. There were no nominees presented from the open

floor. Virginia's nomination was approved by all participants, and a heartfelt "thank you" was given to Kevin Fuchs by all council members present.

Old Business – the Kitchen and Accessibility Project: Pastor Kevin related that because of the current pandemic situation, the project has been put on hold for the time being. The estimated overall cost of the project after having the feasibility study completed is between \$700,000 and \$1,100,000. It was also made clear that whatever funds collected for this project will be kept separate and exclusive from all other budgeting.

A Special Note of Gratitude: Pastor Kevin expressed his and the congregation's thanks for the work and dedication shown by the team of Fritz/Fiona Groth, Jeff Engert, Gerry Ulrich and others who have worked tirelessly on getting our weekly services and other activities posted online. Pastor also thanked the congregation for our patience as the works evolved.

Milestones and Remembrances: Dave Cunat related the following milestones of the past year: The church had 2 new members transfer in (Ed and Judy), and a 4-person Diaconate team has been trained and commissioned for providing individual support. We also had 5 youth confirmations and one death within the congregation.

Adjournment: A motion to adjourn was made by Barb Bolson and seconded by Kathy Engert. The meeting was adjourned at approximately 12:50 PM with a closing prayer by Pastor Megan Dalby-Jones and a call for participants in the upcoming Christmas pageant

Respectfully Submitted,

James Golec

Council Secretary

Epiphany United Church of Christ

2019 Epiphany UCC Church Council Meeting Minutes

January 16, 2019

Members (term / year)

A	Diane Witkowski	A	Liz Duffrin (1/3)
P	Kathy Groth (1/1)	P	Jana Winch (1/2)
P	Cynthia Asghar (2/2)	A	Maria Jilly (1/2)
P	Jenny Zuluaga (2/2)	P	Jim Golec (1/2)
P	Kevin Fuchs (2/1)	P	Pastor Kevin McLemore
P	Jeff Engert (1/3)	P	Rob Solem (1/1)

The meeting opened at approximately 7:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The December 2018 meeting minutes were approved via email.

OLD BUSINESS

Membership Working Groups: Rob provided a short update from the big 'kickoff' meeting after Service this past Sunday (1/13). He reported that the turnout was good, and that all four groups were able to break out and have short meetings of their own. It was related that Douglas will be leading the Outreach group, and Rob will be leading the Fellowship group. One event that is being planned is a "Mimosa Sunday" event after Service on the 27th. It is expected to be well attended.

Kitchen Feasibility Study Contract: Cynthia relayed that Jeremy Glenn and Bill Warner worked to get some additional contract concessions done and the contract to start the kitchen feasibility study has been signed by all concerned parties. We are waiting for the start date for the survey to be set.

NEW BUSINESS

Damen Street Banners: Pastor Kevin showed the council one of the banners that was mounted on poles outside on the Damen Avenue side of the church, noting that it fell down due to worn anchor stitching meant to keep it on the posts. Because of the wear and tear, it was proposed to design a new set.

During discussion, it was recommended by consensus to give this issue to the Outreach working group. Jenny and Kevin F. will take the issue to their working group. Cynthia relayed that the Marketing budget line has approximately \$1,160 available for use.

A side note report was given by Jeff Engert, reporting that there is some possible water damage to the interior wall of the Sanctuary on the Damen side of the building. This needs to be looked into.

Valentine's Day Party February 15: The idea to plan and put on a party for Valentine's Day was brought up. The idea is to have a "no pressure" get-together to celebrate Valentine's Day. During discussion, it was brought up that this would fall a week before the scheduled Winter Retreat (2/22 – 2/24), and that attendance may suffer because of scheduling. It was also proposed to move this to a night in March, as a "fun" night. More discussion will be needed.

Staff Bonuses: Pastor Kevin asked about whether the council should authorize bonuses and/or pay increases for the church office staff. Pastor had provided the following listing of church staff: The amounts were listed in an email from Cynthia to Pastor and Kevin F. Copies of the email were passed to all council members present. After some discussion, Jim moved to authorize the amounts and types as listed. Jeff Engert seconded the motion, which was passed with no dissensions.

Proposal to Support Aid Efforts on the Southern (US) Border to be Funded from the Mission Fund: Cynthia brought up the point about the current refugee crisis on our southern border. She is

proposing we fund a locally active non-profit group along the US border to assist. She also relayed that there are up to \$4,000 available.

During discussion, it was decided by consensus to give this to the Outreach working team, and possibly the Refugee Committee.

Constitution Review: Jeff Engert reported that he is reviewing Article IX of the Constitution and By-laws which lists the Church Cabinet as an official function. During discussion, it was remarked that the Cabinet, as defined within the article really doesn't exist. There is a question as to whether it would be best to leave the article as-is, or move to strike it from the Constitution altogether.

Pastor Kevin also brought up a question about the Reversionary Clause, which would allow for the church to make changes to bequests. More information is needed on the clause.

An emergent New Business item was brought up by Pastor Kevin. He related that the Common Pantry staff informed him that they suffered a theft of cash within the past 2 weeks. From the information given to Pastor, there was cash found to be missing from their safe. The staff requested that we look into possibly installing a security plate for the interior doors leading to the Pantry area. More information will be needed.

PERSONNEL COMMITTEE UPDATES [REDACTED, SEE ORIGINAL MINUTES)

FINANCE REPORT

Cynthia passed out copies of the year-end financial report. Overall, the financial state is in good health. Cynthia related that she is in discussions with Philip about fundraising for the choir / Music Ministry.

The next meeting was set for February 13, 2019 at 7:00 PM. The meeting was adjourned at approximately 8:30 PM.

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February 13, 2019

Members (term / year)

P	Diane Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Cynthia Asghar (2/3)	A	Maria Jilly (1/3)
P	Jenny Zuluaga (2/3)	P	Jim Golec (1/3)
A	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)

The meeting opened at approximately 7:00 PM, with Liz chairing the meeting in Kevin F.'s absence. The following items were discussed:

APPROVAL OF MINUTES: The January 2019 minutes were approved via email, but Pastor Kevin wanted to make sure that the discussion of Article X (Property) of the church constitution allows for the church to maintain some flexibility in setting some final bequests, in the case of the church's closing.

Jenny also pointed out an inaccuracy in the listing of council members' terms and year of term listings. The updated term/year listing is included above.

PASTOR'S REPORT: Pastor Kevin will renew making regular Pastoral reports. He and Pastor Megan recently met concerning one of the new Godly Play initiatives that Megan wants to start. She is putting together "Lent to Go" kits – either a small box or bag with items and activity ideas for families to use as an act of reconciliation during the Lenten season. The kits will be ready to distribute before Ash Wednesday.

Pastor mentioned that the outside door on the Damen side of the building used by the Common Pantry is starting to deteriorate, and that we should also think about setting up a way to post signs or announcements

easily. It was suggested that any improvements to the outside door should wait for the building feasibility study.

Pastor also related that the Common Pantry board and staff are working on a new strategic plan for the next few years, and they wish to a part of the process for our own building-related assessments and plans. Their plan should be ready to preview by early May 2019.

[REDACTED, SEE ORIGINAL MINUTES)

There are 6 or 7 people signed up to attend the upcoming winter retreat at Tower Hill.

WORKING GROUP UPDATES:

Digital Workgroup: Curtis Groth gave a short update on the Digital workgroup's plans. He related that the short-term goals are to update and/or rebuild the church's web site, expand our Facebook presence and possibly involve the use of Instagram. No more information will come later.

Worship Workgroup: The team met once in February, and the suggestion of having the choir more actively lead singing during worship seems to be working well. One element that was discussed was possibly removing the last two rows of pews, thereby "forcing" worshipers to move more toward the front of the sanctuary. That idea is still being discussed.

Outreach Workgroup: The name tags have been updated to include lanyards instead of the old pin-on clips and relocated them downstairs to the Fellowship Hall. The team is also reaching out to everyone – including visitors. Pastors Kevin and Megan are also actively inviting everyone to meet in the Fellowship Hall after worship.

Fellowship Workgroup: The team met twice in February, put on a "Mimosa Sunday" which was well-received; as well as a Sunday of color groups where different colored pieces of paper were inserted in the bulletins and everyone having the same color was encouraged to join at their corresponding tables. The team is also planning to run a "Fat Tuesday on Sunday" event to celebrate the Mardi Gras season prior to Ash Wednesday.

Pastor Kevin reiterated that his role was to be that of consultant and a resource (as needed). The team leaders would keep him, and the other staff apprised of any wants or needs.

OLD BUSINESS

Working Group Updates: Working group updates will now be a part of the overall Pastoral report.

Damen Street Banners: The matter of redesigning and replacing the banners which hang on the Damen street side of the church was given to the Outreach workgroup.

NEW BUSINESS

Choir Concert and Appeal: The choir is planning a concert on Sunday, May 19. This will also include a celebration of the works of Joe Burt. Pastor Kevin also asked the council to approve making a direct appeal for the Music Ministry. This will help ensure funds are available for buying music, maintaining the organ, and for paying professional musicians as needed. Pastor Kevin made the motion to allow the appeal, with Cynthia seconding. The motion was passed with no dissention.

Building-related Issues: Jeff brought an update from Gerry Ulrich for the upcoming Spring cleaning of the yard areas. The actual date(s) are to be determined. Gerry wants to schedule the yard cleanup for during Spring Break, so the youth can participate. An estimate of \$450 was given for the cost of replacement mulch.

We need to do a deep cleaning of the carpeting in the sanctuary. We would use the same company we have hired in the past – the estimate is 12 hours of work at about \$15 per hour.

The outside lighted sign on the Damen street side of the building has a short in the lighting system. Estimates are being gathered for the repairs.

Constitution Article Review: Jeff is reviewing the article for retention of members. One point of contention is the definition of 'membership', and further; what constitutes "active" membership. Pastor pointed out that this will be a major point of contention.

FINANCE REPORT

Cynthia reported that there was a \$12,000 to \$13,000 increase in tithing during last calendar year which led to the end-of-year surplus reported of \$5,000. We also saw an increase in expenses of approximately \$4,000 during last year, but the surplus still happened.

The next meeting was set for March 13, 2019, at 7:00 PM. The meeting was adjourned at approximately 8:20 PM.

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March 13, 2019

Members (term / year)

P	Diane Witkowski	P	Liz Duffrin (2/1)
A	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Cynthia Asghar (2/3)	A	Maria Jilly (1/3)
P	Jenny Zuluaga (2/3)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	A	Rob Solem (1/2)

The meeting opened at approximately 7:05 PM. The following items were discussed:

APPROVAL OF MINUTES: The February minutes were approved via email.

PASTOR'S REPORT: Pastor Kevin gave short reports on the following items:

Changes in Confirmation Structure, OWL: Pastor is thinking of changing the way that the confirmation class is taught, and there will be major changes coming within the next 2 years. Among the changes being considered are: waiting for the Confirmands to reach the 9th Grade; Pastor Megan teaching the 7th & 8th Graders using the OWL (Our Whole Lives) curriculum; shortening the entire process to one year, instead of the current 2 year journey.

Jenny suggested maybe limiting the Confirmation journey to 9th Graders for one year. She also suggested (and Pastor Kevin concurred) setting up parent meetings with the youth in 7th, 8th and 9th grades. Cynthia also suggested that when the Confirmands 'finally' finish their journeys, there should be a significant celebration of their accomplishment(s).

Request for UCC Musician Conference: Pastor Kevin made the request to allocate funding for our Music Director Philip Seward to attend the upcoming UCC Musician's Conference just west of Milwaukee. The cost of the conference would be \$395 - \$450. Pastor Kevin also stated that he would contribute \$300 from his own Continuing Education fund, with the remainder being taken from the meetings and conferences budget. He added that Philip would cover the cost of his lodging and food. Jim made the motion to allocate the funds as described, with Jeff seconding. The motion passed by unanimous vote of all present.

Tower Hill Winter Retreat: Pastor Kevin reported that this year's retreat at Tower Hill only had 7 participants. Because of declining turnout the past couple years, Pastor has not yet committed to another set of dates for next year yet. He is open to ideas about whether to do the retreat next year, or to replace it with something else. He also reported that the Men's Guild is planning a men-only day trip retreat on September 29, 2019.

Maundy Thursday Supper & Service: Pastor reported that we will most likely not have the Maundy Thursday supper & service, as too few people have been attending the past couple years. The logistics have become too expensive. The idea this year would be to keep the evening sacred at home as part of the 'Lent –To – Go' experience. Jenny suggested we locate similar services nearby if anyone still wanted to participate in one.

Working Group Updates

Digital Workgroup: No update provided.

Worship Workgroup: Pastor Kevin related that some of the Worship team's recommended changes have been working. He did not elaborate on which specific changes were being cited as being successful.

Outreach Workgroup: Jenny reported that the team will be meeting in a couple weeks.

Fellowship Workgroup: No update provided, but it reported that the group will meet on March 14th.

OLD BUSINESS

Architect's Building Tour: Pastor Kevin walked the Architect through the church building a couple weeks ago. There should be at least one more walk-through coming soon. It was suggested that the elevator may be located where the pastor's office currently is, on the northeast corner of the building. As part of the process, Cynthia suggested an update be posted in the bulletin to keep the congregation apprised of what's happening.

Banners: The matter of redesigning and replacing the outside banners which hang on the Damen street side of the church was given to the Outreach workgroup. We have not received an update yet, but they will be meeting in a couple weeks. Cynthia reported that she is still working on the inside banner which will hang in the vestibule. She has to get the graphic file to our printer. Pastor Kevin related that although our printing partner has provided services at no cost in the past, he wanted to make sure that Cynthia still offers payment as a courtesy.

Constitution Revisions: Because of the number of items that would need to be discussed about revising the constitution, a consensus was reached that an entire council meeting would need to be dedicated to just this subject.

NEW BUSINESS

Coffee / Fellowship Hour: Pastor Kevin related that support for setting up and hosting the coffee hour after Service is weak overall. There have been efforts to spread out the number of people hosting in the past, but the number of people hosting has steadily dropped off. He suggested limiting the "spread" set out each Sunday to maybe just coffee and a few sweets. This will continue to be an issue for trying to find available hosts.

Kevin F. commented that no matter what refreshments were set out, it's the fellowship time that seems to be more important. It was also mentioned that the Fellowship working group's idea for the Mimosa Sunday seemed to be well-received, and there was a fair amount of hosting support for it.

PERSONNEL COMMITTEE UPDATES

[REDACTED, SEE ORIGINAL MINUTES)

BUILDING & FACILITIES UPDATES

Jeff Engert reported that there is an estimate of approximately \$1,200 to replace the current building sign lighting with LED lights. There was discussion about the sheer brightness of LED signage, and the fact that we don't want to be "bad neighbors" by having a bright sign lighting up the area at night.

Pastor Kevin suggested obtaining a quote for replacing the sign outright. It was decided to let the Building Committee work to replace the sign.

FINANCE REPORT

Cynthia reported that we are in good shape with our stock investments, and that the Fidelity accounts are showing good balances. She also related that the January and February plate collections were down, bringing the first quarter income in that area down by between \$1,000 and \$1,200. There will be more and better detail in the upcoming End-of-Quarter report.

The next meeting was set for April 3, 2019 at 7:00 PM. The dates of May 8, 2019 and June 5, 2019 at 7:00 PM were also set for the remainder of the springtime meetings. The meeting was adjourned at approximately 8:20 PM.

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April 3, 2019

Members (term / year)

A	Dianne Witkowski	A	Liz Duffrin (2/1)
A	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Cynthia Asghar (2/3)	A	Maria Jilly (1/3)
P	Jenny Zuluaga (2/3)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	A	Rob Solem (1/2)

The meeting opened at approximately 7:05 PM. The following items were discussed:

APPROVAL OF MINUTES: The March meeting minutes were not available for review. They will be sent via email when ready.

PASTOR'S REPORT: Pastor Kevin spoke about Summerfest. He related that it was canceled last year due to declining attendance, and scheduling conflicts with other area festivals. With that event essentially on hiatus, he asked if the event was "really missed" by anyone. The generalized answer seemed to be a 'no'. It was pointed out that we had a Homecoming Day party after church in September of last year, which was well-attended. The question of whether to have a summertime event centered around a possible courtyard luncheon after church on June 22. The consensus was to give that question to the Fellowship team.

Pastor also related that he will be taking vacation in July. He remarked that it won't be as far-flung as last year while he was on Sabbatical, which provided a moment of humor. He will give more definite dates later.

Working Group Updates

Digital Workgroup: No update provided

Worship Workgroup: It was suggested that the younger children be back in church to witness the Act of Absolution at the end of Service during the Lenten season.

Outreach Workgroup: No update provided

Fellowship Workgroup: No update provided. It was suggested during the Pastor's report that the team consider an after-church event on June 22.

OLD BUSINESS

No old business items were reviewed.

NEW BUSINESS

Payment to Choir Singers: It was brought up that we currently make regular payment to singers Justine S. and Timothy O'C for their weekly performances in and with the choir. They currently receive

payments of approximately \$200 each per month. For income reporting purposes, the question of whether to issue a 1099 tax presorting form or W-2 was asked. Consensus was to make the reporting on W-2 forms. Philip would be advised and asked to relay the news.

Pastor Kevin made a motion to increase the amount of payments to each singer by \$5 per hour, to make their time with us more worthwhile. Cynthia seconded the motion, which was passed with no dissention.

Vacation Bible School: Jenny brought up the idea to host a Vacation Bible School (VBS) during mid-August. She related that this would help in the Outreach area – to bring God into the world. She related her own past experiences with the event(s) as being worthwhile. The setting would be a weeklong series daytime activity, which would help with families being able to schedule activities for their children.

Jeff related that another local church has hosted VBS sessions before and can most likely provided guidance on the logistics and risk management needed. Jenny related that she will send a survey to parents who may be interested, and she also requested a series of bulletin announcements be made. The proposal was approved by consensus.

Blood Drive Opportunity: Cynthia proposed hosting a blood drive at Epiphany. She related that there may also be a fund-raising opportunity with the drive if we could garner enough support. She related that we would need a minimum of 25 donors over the age of 17 to make the fund-raising portion happen. The question of a time frame was brought up and Pastor Kevin related possibly scheduling the drive sometime in October. She will research and provide more information later. The proposal was approved by consensus.

Heatley Scholarship: [REDACTED, SEE ORIGINAL MINUTES)

FINANCE REPORT

Cynthia passed out copies of the 1st quarter income and expense report. Overall, our finances are stable, but we are still seeing a deficit in tithing. She remarked that two of our larger donor families have not yet started making their contributions for this year, so that amount may and will change.

The next meeting was set for May 8, 2019, at 7:00 PM. The meeting was adjourned at approximately 8:45 PM.

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May 8, 2019

Members (term / year)

P	Diane Witkowski	A	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Cynthia Asghar (2/3)	A	Maria Jilly (1/3)
P	Jenny Zuluaga (2/3)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)

The meeting opened at approximately 7:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The minutes for the March meetings were approved via email. The minutes for the April meeting were approved both via email and by a tally of the members present.

PASTOR'S REPORT: Pastor Kevin reported receiving limited but mostly positive feedback over the Maundy Thursday "Lent to Go" guides. In keeping with the overall theme of making church more accessible outside the traditional "boundaries", he would like to keep the Epiphany at home idea going.

Pastor related that he had not heard about replacing the banners on the Damen Avenue side of the building. He will try to get an update. Cynthia advised that the new vestibule banner should be ready within the next couple weeks.

There was one response noted from the Vacation Bible School announcement. Jenny related that she's worried about exposure, because there was only one announcement put into the bulletin. We need to add the VBS proposal to the next several upcoming bulletins. Pastor and Diane acknowledged that they will start running the announcement again.

Pastor related his ideas for changes to the Confirmation process. Over the next year, the current second-year Confirmands will complete their journeys. For the 2019-2020 upcoming season/year, he will begin the OWL curriculum with the older youth (Grades 9 -12). A more age-appropriate version of OWL will be provided for the youth in Grades 6, 7, & 8; along with a 9th grade Confirmation class starting in 2020. He also related that REYG will continue, albeit with possibly a smaller group. He is planning a parents' meeting for the Confirmation program on May 19, after worship.

Pastor related continued positive feedback about the choir singing at the front of the church as opposed to simply staying in the choir loft.

He also reported that we are starting to get more views of his weekly sermons since the videotaping began. He acknowledged the continuing improvement of the video work done by Fritz Groth.

Working Group Updates

Rob reported that he hasn't heard much from the other teams. He is planning on calling an "update" meeting of all teams on June 9.

Digital Workgroup: No update was provided

Worship Workgroup: It was reported that the team was working on 'seasonal' worship-related items. No more specific information was provided.

Outreach Workgroup: No update was provided.

Fellowship Workgroup: It was reported that the Fellowship team is planning a possible event in conjunction with the North Center Garden Walk event on June 23. No other information was available. There is also a "Cinco de Mayo in June" event planned for June 9th after worship.

OLD BUSINESS

Accessibility / Kitchen Update: Cynthia had a couple copies of preliminary drawings outlining the basic new locations for the kitchen, nursery and options for adding a lift system. The first major discussion point is where the wheelchair lift be located.

From the drawings provided, there are two possible locations for the lift:

Option 1 would locate the lift on the southwest corner of the church building alongside the existing stairway leading to both the Narthex and the Fellowship Hall. The lift would exit at the left rear corner of the Sanctuary, with a corresponding exit into the Fellowship Hall as well. There would be a small, enclosed lobby at ground level to incorporate the existing outside stairs.

Option 2 would locate the lift outside the northwest corner of the church building, incorporating the existing stairwell leading from the basement area to the Sunshine Room entrance. A new entry door would need to be added next to the existing door leading to the Sacristy. This would eliminate the existing set of stained glass windows in that corner of the Sanctuary. The existing stairwell landing would also be widened. The existing doorway in the basement level / Fellowship Hall next to the doorway for the Boiler Room would need to be widened.

The existing outside door on this corner of the building would be moved toward the front of the building to incorporate the new enclosed lobby.

During discussion, it was pointed out that the courtyard garden would be affected by either option – both in terms of overall visibility and sunlight accessibility. It was also related that option 2 would eliminate nearly all of the existing garden. Along with this point, it was also noted that with option 2 the wheelchair entrance to the Sanctuary would be nearly at the front, which may create both a source of distraction and a feeling of stigma concerning worshipers entering and exiting at that point.

It was decided by consensus to go with option 1. There could and will be provisions made to allow sunlight through to the garden, as well as access to the garden and courtyard itself. This will also allow for easy access to both the Sanctuary and Fellowship Hall with the least disruption to the building.

Rob also commented that we should also look for opportunities to complete other repair work around the church and parsonage grounds – the “wish list” from the Building Committee could be searched for such opportunities.

NEW BUSINESS

Stephen Ministry: Pastor Kevin and Jenny are interested in starting a Stephen Ministry here at Epiphany. They attended a recent seminar at Oaktree church to get information about the Ministry program. Pastor wants to recruit folks (if there is any interest) to the ministry first, before spending the requisite funds for training. He mentioned that there would be a 2-year commitment for Stephen Ministers. There will be bulletin inserts in the coming weeks, and he may also reach out to certain individuals.

Diane related her experience with the ministry at St. Luke’s was an overall positive one.

Heatley Scholarship Program: Pastor reported that the committee met and determined that there will be multiple scholarships offered, ranging from \$500 to \$1,000. Application deadlines are posted in the weekly bulletin.

UCC Special Offering: Pastor related that the UCC relief fund has been responding to various recent international crises, and is asking member churches to help. Pastor requested an amount of \$1,000 to come from our Mission Fund account to contribute. The request was granted by general consensus.

Mission Fund Donation for Magdalene House: Cynthia proposed possibly setting up a Mission fund donation for Magdalene House, a non-profit that assists women who were in human and/or sex trafficking situations. She didn’t have much information at the moment, but will reach out for more information.

BUILDING / FACILITIES UPDATES

Jeff Engert provided updates on the following items:

Damen Avenue Side Sign: It was found that our current sign could actually be repaired and remain serviceable for now. Per our electrician, repair costs should not exceed \$1,200. Consensus was granted to proceed with the repairs.

Main Entry double Doors: The repair and refinishing of the main entry double doors has been on the Building Committee’s repair list for some time. The repairs and refinishing can be completed within a week, with costs not expected to exceed \$2,000. The funds will be drawn from our Capital budget. Consensus was granted to proceed.

Damen Avenue Lower Entry Door: The council requested that previously quoted repairs to the lower level entry door proceed. Jeff will obtain more accurate cost estimates before starting any work.

Parsonage Porch: The previously reported repairs needed to the porch were put off last summer because of the fact that Pastor was on his Sabbatical. That pre-empting factor no longer exists. It was proposed to add the repair project to the overall listing of upcoming Capital projects.

FINANCE REPORT

Cynthia reported not much changed since the end of last quarter. Our finances are still in good overall shape.

The next meeting was set for Wednesday, June 5, 2019 at 7:00 PM. The meeting was adjourned at approximately 8:30 PM.

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June 5, 2019

Members (term / year)

P	Diane Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Cynthia Asghar (2/3)	P	Maria Jilly (1/3)
A	Jenny Zuluaga (2/3)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)

The meeting opened at approximately 7:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The May meeting minutes were approved via email.

PASTOR'S REPORT: Pastor Kevin related that he will be on vacation from July 1 – July 31. In his absence, John Thomas will preach the first Sunday in July, and Pastor Megan will cover the remaining Sundays.

Pastor related that with waning interest in activities, the REYG group will be pulling back from its previous pace. He is still wanting to sit down and continue talking with the families involved. Feedback from a previous meeting held on May 19 was generally positive.

A complete Sabbatical activity report will done to the congregation in September – most likely after Homecoming Sunday.

Pastor mentioned that the video made during the choir's concert service is in the final stages of editing and should be available soon.

As in years past, there will be a group from Epiphany marching in the Gay Pride parade on the 30th. The group will leave immediately after Service to join the parade.

WORKING GROUP UPDATES:

Digital Workgroup: No update was provided.

Worship Workgroup: No update was provided.

Outreach Workgroup: No update was provided.

Fellowship Workgroup: Rob gave a couple update proposals from the Fellowship group:

Fellowship lunch idea

- Have lunch delivered each week from restaurant
- Ask child care team if they are willing to come early to help set up and stay late to help clean up fellowship
- Try now, stop for summer, make permanent in fall when everyone is back

- Figure out budget, etc.

During discussion, Cynthia remarked that Kathy Engert should be involved in this conversation.

Fellowship expenses

- Have Kathy Expense any items she buys for fellowship to church
- Ask to add "Fellowship" on the online portal as an option for people to donate to add let people know it's there

During discussion on the second point, it was proposed to let Kathy Engert take over the majority control of the Fellowship lunches. Possibly one "major feast" per month, with Kathy coordinating. The current system of emailing different groups asking for help would be dropped. Rob also suggested this idea be further explored to maybe start in the Fall.

The consensus of the council was to allow Kathy full control of the Fellowship Lunches, and to discontinue the previous email notifications.

OLD BUSINESS

Stephen Ministry Update: Pastor Kevin related that so far one person – Jeremy Glenn – has committed to participating, and Maria Jilly has expressed interest. More recruits are still needed.

Heatley Scholarship Program: Pastor Kevin reported that three (3) applications have been sent to eligible scholars.

Mission Fund Donation for Magdalena House: Cynthia had no new update yet. She is still in the follow-up process.

NEW BUSINESS

Pantry Suggestions for Space Usage: Pastor Kevin relayed a letter from Common Pantry Board President Anne Zender concerning the Pantry's space usage wants and needs. He related that he and Bill Warner met with the Common Pantry board. Cynthia also related having met with the architect firm as well.

After reviewing the letter, the question was asked whether we should work with the Common Pantry to incorporate their desires. A motion was made by Liz to work with the Pantry going forward on the upcoming improvement work, with Rob seconding. The motion passed with no dissent.

Conference Funding Assistance for Pastor Megan: Pastor Megan passed an emergent situation to Pastor Kevin and asked for the council's consideration. Pastor Megan has the opportunity to attend the North American Godly Play Conference to be held in St. John's Newfoundland, Canada on June 20 – June 22. She received this opportunity through her hospital Chaplaincy, and the hospital will cover the conference cost. She has already made the commitment without any expectations of help from the congregation, but is looking to raise additional funds for airfare and lodging

After discussion, Maria made a motion to provide \$400 in funds to help Pastor Megan cover her expenses. The motion was seconded by Liz and passed with no dissent.

BUILDING / FACILITIES UPDATES

Jeff Engert provided updates on the following items:

Damen Avenue Side Sign: The sign was repaired. In the course of repairs, there were shorts found in two of the four lights on the bell tower. The consensus was that as long as nothing else is affected right now, things will be left as they are.

Main Entry double Doors: The repair and refinishing of the main entry double doors was completed.

Damen Avenue Lower Entry Door: The repairs on the lower door have been deferred until a later date.

Parsonage Porch: The repair project has been placed back on the “front burner”, with more information to follow later.

FINANCE REPORT

Cynthia reported that our finances continue to be in good shape. She will complete the 6-month status report at the end of this month. It will be ready for the next meeting.

The council decided by consensus to take the month of July “off ” to accommodate personal vacation schedules. The next two meetings were set for August 7, 2019 and September 4, 2019 at 7:00 PM each evening. The meeting was adjourned at approximately 8:25 PM.

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September 4, 2019

Members (term / year)

P	Diane Witkowski	P	Liz Duffrin (2/1)
A	Kathy Groth (1/1)	P	Jana Winch (1/3)
A	Cynthia Asghar (2/3)	A	Maria Jilly (1/3)
P	Jenny Zuluaga (2/3)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)
P	Pastoral Intern Veronica Alexander	P	Pastor Meagan Dalby-Jones

The meeting opened at approximately 7:05 PM. The following items were discussed:

APPROVAL OF MINUTES: The August meeting minutes were approved via email.

PASTOR’S REPORT: Pastor Kevin deferred a formal report to allow Pastor Meagan time for a presentation on her plans for OWL / Godly Play.

Working Group Updates

Digital Workgroup: The group is currently on summer hiatus.

Worship Workgroup: The group is currently on summer hiatus.

Outreach Workgroup: The group is currently on summer hiatus.

Fellowship Workgroup: The group is currently on summer hiatus.

OLD BUSINESS

Stephen Ministry: Pastor Kevin related having second thoughts about committing to a formalized Stephen Ministry system. He related that besides the cost of training, there are difficulties in securing the needed number of willing participants.

He was thinking of a more “local” or “home-grown” idea, by possibly employing trained Deacons to help with some of the ministry. He requested the council’s blessings for exploring different ideas for an “in-house” ministry. His request was granted by consensus.

NEW BUSINESS

Boo-n-Brew Fundraiser: The date for this year's Boo-n-Brew fundraiser event was set for Friday, October 25. During discussion, it was the general opinion to try and keep it as close to Halloween as possible, but so not to conflict with other local area events.

World Communion Sunday: An idea was put forward from the Worship Committee for installing a wall or ceiling hanging to coincide with World Communion Sunday. During discussion, it was determined that the hanging wouldn't be ready in time for this year's event (Sunday, October 6) so the item was tabled for the time being.

Art Show by Lill Street Artists: Douglas (Wilson) wanted the council's consensus to help host an art show by the Lill Street Artists group for the weekend of February 14 – 16, 2020. The council's consensus was granted.

Art Workshop Space Rental: Douglas also asked about renting out the Fellowship Hall on Saturday afternoons for the Lill Street Artists to hold workshops. Consensus was granted after a short discussion.

Godly Play Space – Sunshine Room: Pastor Megan made a short presentation about reconfiguring the current Sunshine Room as a space for use for Godly Play activities. She has a vision of repainting the room, and among the improvements adding a wall mount for the large screen TV we already have.

Also among the reconfiguring, we would also move the existing conference table to a corner of the room, and also add shorter furniture per her plans. She outlined a budget of approximately \$2,000 to get the "basics" done.

During discussion, it was pointed out that Pastor Megan already has a working budget in order to obtain some of the supplies she already obtained. A budget for this project was proposed to be set at \$3,500, with funding coming from several sources. A possible source of funding could be targeted giving campaigns as needed. Rob made a motion to authorize a budget of \$3,500 for completing the room transformation. Jim seconded the motion, which passed with no dissention.

Our Whole Lives (OWL) Update: Pastor Megan gave an update on how the Owl program will be running in the short-term. She detailed that we will be partnering with a network of families not currently church affiliated but committed providing their children with comprehensive sexual health education. They have helped her connect with a highly experienced Unitarian Universalist OWL facilitator. Pastor Megan related that she was excited for the additional Facilitator because the curriculum works so much better with more Facilitators and different perspectives.

Council Nominating Committee: It was noted that both Jenny and Cynthia will be completing their second consecutive terms of service this year. Because Cynthia is also acting as Treasurer, the council feels that we will need to hire a Financial Manager, but in a part-time paid position. This was done in the past as other former council members having intimate knowledge and experience with the church finances left the council.

The nominating committee will need to provide a slate of candidates before the next annual meeting, set for November 17, 2019.

BUILDING / FACILITIES UPDATES

An update for the large-scale building renovation project was relayed. The Common Pantry indicated they wanted to add some additional office space within their footprint. Their concerns are being addressed. We also have another meeting with the architects coming soon, which hopefully will firm up all the project specifications and projected costs.

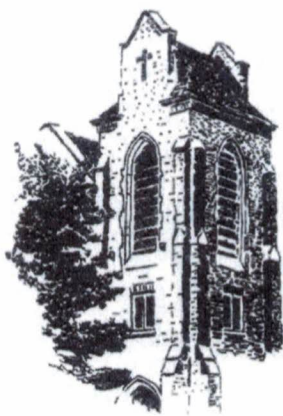
Jeff advised that the following items need attention sooner rather than later:

EPIPHANY UNITED CHURCH OF CHRIST

2019 - 2020 Annual Reports Part Two

Council Minutes
Congregational Meeting Minutes

(See also other reports
&
Financial Reports)



MARCH 2021

Sanctuary repair and tuckpointing: There is a small but growing patch of interior damage over the center windows on the east (Damen) side of the Sanctuary. This is being caused by water coming in over the windows from the outside. During discussion, Rob suggested we (the council, with informing the Building Committee) seek contractor bids to get the work done as soon as possible.

There are several bushes that need to be replaced in the front yard of the church. Douglas is set to obtain several small Yew trees to install, at a cost of \$400. The council granted permission to obtain and plant the trees.

Parsonage front porch (drywall): was not discussed in great detail, but is a needed repair.

Parsonage “collapsing” basement wall: There is a patch of plaster in the stairway leading to the basement in the Parsonage that is sagging. This will soon become a safety hazard, inhibiting people from using the stairway.

Parsonage garage door: the overhead door in the garage is starting to fail, and needs to be replaced.

Parsonage gutters: They need to be cleaned at a minimum – some sections may also need to be replaced.

Pastor Kevin implored that quotes for work be obtained on points d – f as soon as possible.

FINANCE REPORT

No report was available, as Cynthia was absent. She emailed shortly before the meeting, advising that there was adequate funding available in both the Building and Mission funds if needed, based on the agenda items.

The next meeting was set for October 2, 2019 at 7:00 PM. The meeting was adjourned at approximately 8:25 PM.

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November 6, 2019

Members (term / year)

P	Dianne Witkowski	P	Liz Duffrin (2/1)
A	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Cynthia Asghar (2/3)	A	Maria Jilly (1/3)
P	Jenny Zuluaga (2/3)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)

The meeting opened at approximately 7:05 PM. The following items were discussed:

APPROVAL OF MINUTES: The September minutes were approved via email. There was no October meeting.

PASTOR’S REPORT: Pastor Kevin opened his report with an “ask” concerning Christmas Eve service times. He related that while the 5 PM service is quite well attended, there was practically ‘no’ singing from the congregation. He then related that while the 9 PM service isn’t as well attended; the congregation was considerably more “vocal”. In speaking with Philip, Pastor related that if the Choir were to lead both services, there would be more participation by the congregation – particularly at the 5 PM service. He asked the council to consider moving the “late” service to 8:00 PM, so that the choir could lead both services without placing undue stress on the choir members. Pastor would try to get a feeling from the congregation about moving the

late service up in time. The council gave a consensus of being open to moving the worship time for the late service.

Pastor brought a request for the Night Ministry (via Barb Bolsen) for a donation towards the renovation of their new building (the "Mural" building on Ashland Avenue, next to the Kennedy Expressway). He reminded the council of the Night Ministry's recent changes, in that they will be consolidating their operations in the Ashland Avenue location. He was requesting a minimum donation of \$500. During discussion, that amount was raised to \$1,000. The council gave a consensus to making the donation in that amount.

Pastor advised that the Common Pantry will be using the old Sunday school rooms in the basement area a bit more in the coming months for storage and office space. We haven't had the need to use those spaces except for storage. There were no objections raised.

Pastor also formally asked the council to approve the introduction of the Deacon training program to the congregation during the annual meeting. Cynthia made a motion to go ahead and proceed, with Liz seconding. The motion passed with no dissent.

Working Group Updates

Digital Workgroup: Jeff reported that we have an upgrade to the sound system. We now have a small FM radio transmitter, which allows for the audio to be picked up by any FM radio within a short distance. Jim related that the choir is most appreciative of the upgrade.

Worship Workgroup: No current update was available.

Outreach Workgroup: No current update was available.

Fellowship Workgroup: Rob reported that the Fellowship team is putting together a luncheon for the annual meeting on November 17. The luncheon will be a potluck, with food available before and during the meeting.

OLD BUSINESS

125th Anniversary Year: It was relayed that Jeff Orr will be leading the committee for putting together the events and activities for celebrating our 125th anniversary year. He is currently gathering committee members and ideas.

Blood Drive: The church will sponsor a blood drive to be held on February 2, 2020 from 9:00 AM to 1:00 PM. Time slots will be made available soon. Cynthia will also advertise the blood drive at the annual meeting on the 17th.

NEW BUSINESS

Annual Meeting: The draft agenda for the annual meeting was set, with the new business items being updates from the Mission and Ministries working groups by Rob; an update on the Renovation Project by Bill Warner or Jeremy Glenn – possibly both, and the introduction of the Deacon Diaconate training to be made by Pastor Kevin. The normal agenda items of the Pastor's report, financial statement and presentation, nominating report, and the Milestones report were left as-is.

Nominating Committee Report: Jenny reported having obtained two nominees to replace her and Cynthia's positions on the council. The nominees are Sarah Domdey and Fritz Groth.

FINANCE REPORT

Cynthia passed copies of the draft budget proposal for the annual meeting. She highlighted the proposed opening deficit of \$8, 545, which would be subject to changes based on the actual figures when the 2019 budget is closed out. Cynthia feels confident the proposed budget will be passed by the congregation, because of their (our) confidence in the financial stewardship shown so far.

During discussion of the proposed budget, a salary increase was proposed for both Philip and Pastor Megan, which will be added to the overall budget. Jim made the motion to grant the salary increases and add them to the overall budget; which was seconded by Jeff. The motion passed on a unanimous vote.

Cynthia also related that the building insurance policies for both the church and parsonage will be expiring soon. She has been talking with Church Mutual, which is a company that handles insurance policies for various churches. She will keep the council apprised of what winds up happening.

Cynthia also related that she is looking to get more support for the Fidelity investment funds, to provide guidance for future activities. Pastor Kevin added that the UCC denomination has a supportive organization called UCC Funds, which specifically concentrates on UCC churches. More information will be available later.

The next meeting was set for December 4, 2019 at 7:00 PM. The meeting was adjourned at approximately 8:40 PM.

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December 4, 2019

Members (term / year)

P	Diane Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
A	Fritz Groth (1/1)	A	Maria Jilly (1/3)
P	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)

The meeting opened at approximately 7:05 PM. The following items were discussed:

APPROVAL OF MINUTES: The November meeting minutes were reviewed and approved with no changes.

The council welcomed Sarah Domdey and Fritz Groth as new members.

PASTOR'S REPORT: Pastor Kevin reported that recent attendance has been improving. Toward that end, the service times for Christmas Eve have been set at 5:00 PM for the family service, and 8:00 PM for the lessons and carols service. The choir will be singing at both Services. The choir will also enjoy a dinner at church between services.

Pastor also related that a friend of the church – Ian Z. will be returning to his home in Quebec, Canada soon after completing an internship here in Chicago. Pastor will share a “Bread for the Journey” moment with Ian during Service on Sunday.

At the present time, there are 4 people interested in going through Diaconate training. The training dates and times will be finalized after the first of the year.

Confirmation classes are continuing, and Pastor related that there are plans coming up for at least 2 youth outings.

Working Group Updates

Digital Workgroup: It was related that there wasn't a recent meeting of the Digital team.

Worship Workgroup: The Worship team is discussing Advent / seasonal ideas right now. There will be a more 'formal' meeting in January.

Outreach Workgroup: It was related that there wasn't a recent meeting of the Outreach team.

Fellowship Workgroup: Rob related that the current concept of having one “large” potluck meal per month isn’t working or feasible at this time. The meal for the annual meeting went well, but the level of response needed each month just isn’t “there”. The ‘big meal’ for this month will be hosted by Kathy Engert on the 15th.

Rob suggested creating a separate Fellowship budget to cover the cost of providing monthly meals for the church. A check of the pending budget for Calendar Year 2020 shows the following line items meant for fellowship:

Coffee Hour \$1,000
Special Meals \$300

It was suggested that the online giving portal could be “tweaked” to allow for contributions to the Fellowship Fund. There will be a formal roll-out of the monthly meals starting in January, with more information coming later. It was also suggested that the fund should be advertised to start receiving donations.

OLD BUSINESS

125th Anniversary Year: It was relayed that Jeff Orr will be leading the committee for putting together the events and activities for celebrating our 125th anniversary year. There was no report about any meetings of this committee.

Blood Drive: The church will sponsor a blood drive to be held on February 2, 2020 from 9:00 AM to 1:00 PM. Time slots will be made available later. No further action is needed.

NEW BUSINESS

Election of CY 2020 Officers: After discussion, the following slate of officers for the 2020 calendar year was proposed:

President:	Kevin Fuchs
Vice-President	Liz Duffrin
Recording Secretary	Jim Golec
Financial Secretary	Cynthia Asghar
Financial Manager	Cynthia Asghar
Treasurer	Jeffrey Engert

It was discussed and determined that the positions of Financial Secretary and Financial Manager would be best held by Cynthia. A motion to accept the slate as presented was made by Kathy, seconded by Sarah; and passed with no dissent.

OCWM (Our Church’s Wider Mission) contribution increase: Pastor Kevin reported that our yearly tithe to the OCWM fund for last year was \$3,500. He related that our local conference (the Illinois conference) has 90 churches within Chicago and given our financial situation we should consider increasing this yearly tithe.

Pastor related that given the ‘normal’ amount of tithing would be about 10% percent of a church’s budget, our current level is under the amount that our budget would suggest. The contributions would come out of the Mission Fund budget. A check of last month’s financial report shows that the fund currently has approximately \$13,500 – an amount high enough to cover an increase in our contribution for this upcoming year.

After discussion Jim proposed increasing the contribution to \$4,000. The proposal was seconded by Kevin F. and the increase was approved by consensus.

Lighthouse Foundation Request: Pastor relayed a request from the Lighthouse Church pastor Jamie Frazier asking for assistance in setting up and working with a non-profit organization named the

Lighthouse Foundation. After further discussion, Kathy proposed to grant a one-time gift of \$750 to the foundation, with Liz seconding the motion. The motion was passed with no dissention.

During discussion, Liz expressed a concern and a question of how gifts made from the Mission Fund are determined. She was wondering if a committee could be set up to determine how the Mission Funds are to be / could be used. It was decided to table this item until the next meeting.

FINANCE REPORT

Cynthia was not present at the meeting, and it was relayed that she is in the process of closing out the financials for the current year.

The next meeting was set for January 8, 2020 at 7:00 PM. The meeting was adjourned at approximately 8:40 PM.

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2020 Epiphany UCC Church Council Meeting Minutes

January 8, 2020

Members (term / year)

A	Dianne Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Fritz Groth (1/1)	A	Maria Jilly (1/3)
P	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/2)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)

The meeting opened at approximately 7:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The December meeting minutes were reviewed, and a change to the new business item of the Lighthouse Foundation Request was needed. The one-time gift of \$750 was approved. Liz's concerns about setting up a review committee for future bequests from the Mission Fund account was tabled until the next meeting (this month). After further review with no further revisions, the minutes were approved as amended.

PASTOR'S REPORT: Pastor Kevin reported that attendance during the Holiday season was relatively strong. He expressed his gratitude for the choir leading worship during both services on Christmas Eve. He related that congregation participation was greatly improved during the 5:00 PM service. Jim expressed the choir's gratitude for the between-service "feast".

Pastor also related that the Women's Guild raffle held last month added a sum of \$2,150 to the general fund. He thanked the Women's Guild for their hard work.

We will have two new congregation members this month, as Judy and Ed Humphries will be transferring their UCC membership from their former congregation in Ohio.

The REYG youth group is planning several outings this coming Spring, including the National (UCC) Youth event.

Pastor also provided an update from the Kitchen & Accessibility project. We (EUCC) are waiting on the results of a meeting between the Common Pantry and the consulting architects. This meeting is to take place on January 16. We should be able to have final (initial) cost estimates after this meeting.

Pastor thanked the council for their support the past year.

Working Group Updates

Digital Workgroup: The group was reported as (still) functioning, but not currently meeting.

Worship Workgroup: The group was reported as (still) functioning, but not currently meeting.

Outreach Workgroup: Pastor Kevin related that the group is essentially stagnant right now. This is due to a change in team members. Pastor related that he will be stepping in to help.

Fellowship Workgroup: The group is planning a chili cook-off for the last Sunday in January (January 26). During that fellowship time, Rob will also announce an ask for donations for the monthly fellowship meal. He also requested a similar ask be put into the weekly bulletin.

OLD BUSINESS

1. **125th Anniversary Year:** It was relayed that Jeff Orr is leading the committee for putting together the events and activities for celebrating our 125th anniversary year. Pastor related that one idea being thought of is for holding an Anniversary Gala in the fall. He related that part of that idea would be to invite as many former pastors and

members as possible to join in the celebration. An idea to develop a series of “Epiphany Stories” – type narrations to provide a history of the congregation was also made.

- 2. **Blood Drive:** The church will sponsor a blood drive to be held on February 2, 2020 from 9:00 AM to 2:00 PM. There are 25 separate time slots available. No further action is needed.

NEW BUSINESS

- 1. **Mission Fund Distribution Committee:** Continuing the discussion from the December meeting, Liz advised that she will be forming a committee to develop guidelines for future distributions from the Mission Fund. Further information will be made available later.

BUILDING / FACILITIES UPDATES

Jeff related that the Building committee will be meeting this coming Sunday (the 12th).

He also reported that there has been a recent discovery of water seeping into the pipe loft areas for the organ. There are two loft chambers for the pipes on either side of the Chancel, and both sides are showing water damage. This will be addressed as soon as possible, so the integrity of the organ is kept.

Repairs are also being considered for the East roof over the Sanctuary and the Parsonage basement (deteriorating plaster).

Jeff also reported that portions of the ceiling plasterwork in the kitchen are starting to fall.

FINANCE REPORT

Cynthia is no longer a standing council member but will continue to provide financial reports.

Our Fidelity Investment and Targeted Giving accounts are all in excellent financial health. The recently passed 2020 budget is set up to be in good shape for the year. During discussion, it was proposed to move the expenses for organ repairs from the Maintenance account line to Capital expenses. This is because the organ is a vital part of the worship experience, and its repair and upkeep are more considered to be capital expenses.

The council discussed providing bonuses to all staff members, based on our budget surplus. After discussion, the bonuses were approved by consensus. Cynthia will advise all staff members.

The council also took up the issue of ongoing support to the Helping Hands Fund (aka / formerly the Pastor’s Discretionary Fund). After some initial discussion, it was moved to be continued at next meeting.

The next meeting was set for February 5, 2020 at 7:00 PM. The meeting was adjourned at approximately 8:05 PM.

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There was no April 2020 meeting

May 5, 2020

Members (term / year)

P	Dianne Witkowski	A	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	Fritz Groth (1/1)	A	Maria Jilly (1/3)
P	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/3)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)
P	Keith Schwartz	P	Cynthia Asghar

The meeting opened at approximately 6:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The March meeting minutes were approved via email. There was no April meeting.

PASTOR'S REPORT: Pastor Kevin reported that with the recent turn(s) of events – including having to stop in-person worship, the congregation has been supportive and patient. We all are waiting for what's coming next. Pastor reported fielding numerous questions about “How long until we...”. So far, the online worship services are going well – even with technical difficulties that are encountered. One thing that was noticed was the overall Broadband speed of our connection. Dianne will look into how we can increase our upload speeds, so that the online services don't appear so “choppy”.

Pastor also reported that the “final” exams for the Confirmands will be done orally, via remote connections. There are 4 - 5 students to connect with.

Deaconate training had completed, with 3 people completing the training. There will be a virtual commissioning service on May 17.

The Common Pantry has expanded the space they are utilizing due to the circumstances surrounding trying to operate in the current pandemic environment. During discussion, Cynthia brought up the possibility of a donation to the Pantry. Pastor suggested using funds from the Mission Fund, but nothing was finalized.

Working Group Updates

Digital Workgroup: No update was available.

Worship Workgroup: Pastor Kevin reported the group is meeting, but no update was provided.

Outreach Workgroup: No update was available

Fellowship Workgroup: No update was available.

OLD BUSINESS

No old business items were discussed

NEW BUSINESS

No new business items were discussed.

BUILDING / FACILITIES UPDATES

Jeff reported that there was no real progress on older building-related items. During discussion, Cynthia remarked that the overall condition of the church and parsonage grounds appears to be very good. She noted that the flowers were looking beautiful.

During the report, Jeff mentioned that the Welcome Meal is looking to purchase a warming oven, to keep food warm while waiting to be served. The oven would need 20 ampere service with possibly 220-volt AC service. Jeff reported that there are outlets of the type needed in the Fellowship Hall. After discussion, consensus was given to purchasing the oven when possible.

FINANCE REPORT

From previous discussion concerning ethical investing, the council invited Matt Wagner from United Church Funds (UCF) to give a presentation on their services and offerings. Matt gave a detailed presentation of what the firm could offer in the way of investment services. During the presentation, Keith pointed out the fee structures, and the fact that the fees are higher than what we are currently paying to Fidelity Investments.

Nothing was decided about switching any of our investments to another firm, and Keith and Cynthia will work to prepare additional requests for proposals (RFPs).

Cynthia reported that the church had applied for a Small Business Administration payroll protection loan, and we got the news that the loan was approved. We have been afforded enough funds to cover three months of payroll payments.

According to the posted rules concerning these loans, we would not have to repay the funds if they were used exclusively used for payroll.

Cynthia reported that tithing and plate collections have dropped by approximately \$5,000 due to the mandatory shutdowns imposed by the pandemic conditions. Although revenue is coming in short, we are not in any financial peril just yet.

From a previous discussion concerning the Mission Fund changes, it was proposed to make the Mission fund more of a “helping hands” fund. During discussion, it was determined that Pastor Kevin would disburse funds as needed.

As part of the general discussion, Pastor Kevin requested a donation of \$750 to support the Common Pantry’s mission. Kathy motioned to disburse the funds with Sara seconding. The motion passed with no dissention.

Pastor Kevin spoke about the UCC’s major fundraising efforts and how they are being affected by the current world conditions. Two of the five efforts either coming soon or having already passed are the One Great Hour of Sharing (scheduled by the Denomination) on March 28, and the Strengthen The Church initiative scheduled for May 31. Pastor asked that we (as a congregation) keep these two efforts in mind, and not to ‘hard schedule’ them.

The next meeting was set for Wednesday, June 3, 2020 at 7:00 PM. The meeting was adjourned at approximately 8:20 PM.

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June 3, 2020

Members (term / year)

P	Dianne Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	F. Groth (1/1)	A	Maria Jilly (1/3)
P	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/3)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	P	Rob Solem (1/2)
P	Cynthia Asghar		

The meeting opened at approximately 7:05 PM. The following items were discussed:

APPROVAL OF MINUTES: May meeting minutes were not available for review or approval. They will be made available for the next meeting.

PASTOR’S REPORT: Pastor Kevin reported that this coming Sunday will be Confirmation Sunday. A total of five out of the six Confirmands will take their oaths.

On Sunday, June 14th we will join Ravenswood’s virtual service on Facebook Live. Ravenswood will join our Zoom meeting on the 21st.

Pastor also reported that there will be two book study groups in the next two months. This month, the study book will be Grateful, by Diana Butler Bass; and the book for next month (July) will be How to be an Antiracist by Ibram X. Kendi.

Pastor also reported that there will be 6 people from our congregation will be attending the Juneteenth interfaith service in the Bronzeville neighborhood on the 19th. It is estimated that there may be a crowd of between 6 and 10 thousand participants. Some concerns were raised about the participants’ safety with such a large gathering

Pastor advised the council that he is planning to possibly take vacation during the month of August. He will keep the council apprised of his plans.

Pastor reported that overall, our congregation is still doing “okay”. We have learned to adapt to the ever-changing conditions.

Working Group Updates

Digital Workgroup: No update was available. Pastor, Jeff and F. Groth will meet to look for improvements to the online experience.

Worship Workgroup: No update was available.

Outreach Workgroup: No update was available.

Fellowship Workgroup: No update was available.

OLD BUSINESS

UCC “Five for Five” Contributions: Continuing the discussion from last month, it was reported that the One Great Hour of Sharing collection scheduled for March 22 this year had brought \$0 in contributions, and last year’s contribution was \$533. The Strengthen the Church initiative scheduled for May 31 this year also brought in \$0; from \$245 last year. The council determined that a One Great Hour of Sharing collection will be taken online later this month.

NEW BUSINESS

Opening to In-Person Worship: Pastor Kevin posed the question of possibly opening the church to in-person worship following the latest CDC guidelines for social distancing as early as this month (August). He related that most of the pastors he has spoken with agree that opening “now” would be too early. It was also proposed to wait on opening until at least Rally/Homecoming Sunday – with face coverings and appropriate distancing.

Liz asked about continuing the online services along with in-person services. Kevin F. related that he would be content to opening in-person services in the Fall. The idea of streaming the in-person services live sounded appealing. F. Groth related that it would be feasible, but we would need to purchase the necessary equipment to be able to stream the services without the equipment being too cumbersome. It was suggested that a small group research and gather information for the streaming equipment. The small group could report via email for expediency.

Sanctuary Damage: Jeff reported that the Sanctuary has plaster damage on the east wall, above the stained-glass windows. This is a result of water seepage from the roof in that area.

The gutters along the east side of the Sanctuary also need to be cleaned. The plaster damage needs to be repaired “now” before the damage gets worse. Cynthia reported the repairs could be funded from our Capital Fund, which has a current balance of approximately \$55,000. Bids will be asked for ASAP.

ARISE Request: Pastor Kevin requested that the council authorize a contribution to the ARISE organization. The funds could be taken from the Mission Fund (current balance is approximately \$11,000). After further discussion, Kathy motioned to give a grant of \$500. Sara and Jim seconded the motion, which carried with no dissent.

Paid Singers: Pastor related that the current contracts for singers Timothy O’Conner and Justine Scarborough will end on June 14th. With the choir not meeting and singing since the pandemic-related shutdown, Justine and Tim have been doing most of the singing during the online services. It is expected that they will continue to sing during the summer. Pastor noted that the funds for them have come from the Music Fund, but that fund is running short. Cynthia noted that there has been no fundraiser for the Music Ministry this year, and they have been relying on funds obtained last year.

Rob suggested that funds from the Fellowship Fund be used as a supplement to the Music Fund. He related that he could contact the regular contributors to get their concurrence for shifting 2 – 3 months’ worth of contributions. After further discussion, consensus was given to use money from both the Fellowship and Mission funds to cover the singers’ salaries until September 6.

FINANCE REPORT

Cynthia reported that our overall income has been approximately \$5,000 over the past couple months. Our current monthly income is approximately \$10,000. Per Cynthia’s report, we are still in good financial shape. Up to now, there hasn’t been any unanticipated expenses.

The next meeting was set for Wednesday, August 5, 2020 at 7:00 PM. The meeting was adjourned at approximately 8:15 PM.

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There was no meeting in July

August 5, 2020

Members (term / year)

P	Dianne Witkowski	A	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	F. Groth (1/1)	A	Maria Jilly (1/3)
P	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/3)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	A	Rob Solem (1/2)
P	Cynthia Asghar	P	Keith Schwartz

The meeting opened at approximately 7:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The minutes of the May and June meetings were reviewed and approved by consensus.

PASTOR’S REPORT: Pastor Kevin related having a conversation with Pastor Megan about the way(s) that the youth education would proceed during the upcoming Fall season. He related that they are still refining how the OWL curriculum would be delivered. Options include a small in-person group at Ravenswood UCC, because of the amount of floor space Ravenswood has available for meeting in their gym. Pastor will survey the parents of the families involved to see if they are comfortable with the in-person option; or would they prefer an online or hybrid option. Pastor also related that the OWL sessions would be modified, in that there will be only one trained moderator as opposed to the normal two; with at least one other adult in attendance.

The question of opening worship to in-person gatherings is still not sitting well with Pastor Kevin because of various reasons concerning the current COVID situation. For the foreseeable future, we will continue to live-stream worship services.

Pastor reported that the needed equipment to fully live-stream worship services is on order and should be available to install this coming Friday (8/7).

Working Group Updates

Digital Workgroup: See Pastor’s technology / live stream update above.

Worship Workgroup: No update provided.

Outreach Workgroup: No update provided.

Fellowship Workgroup: No update provided.

OLD BUSINESS

125th Anniversary: Pastor Kevin related that it is a blessing that our congregation has lasted for 125 years. It is a real possibility that the ‘official’ celebration originally scheduled for October may be pushed back. The new approximate date is not yet known. It is possible that the celebration may become a virtual (video) party.

Blood Drive along with Moms Demand Action: The date for our next blood drive in conjunction with Moms Demand Action will be September 20. Sign-ups for times will be handled online.

NEW BUSINESS

New Intern Duane Lahti: Our new intern will be introduced to the congregation this coming Sunday, August 9 during Service. Pastor related that interns generally receive a small stipend during their internships – totaling approximately \$4,500. With the current economic situation, Pastor requested that the council authorize a contribution towards that stipend of \$1,000. The request was granted by consensus.

Welcome Meal Fundraising: Marnie Schwartz had emailed Kevin F. with an update about the financial situation for the Welcome Meal fund. Marnie reported that the Welcome Meal currently has funding through the end of the third quarter of 2021. The question was asked when a good time would be to start active fundraising. Marnie requested sometime within the next 6 – 9 months. It was suggested to start actively fundraising beginning in the first quarter of next year (2021). Cynthia suggested starting the fundraising during the Lenten season. Kevin will relay the information to Marnie.

Common Pantry – Fall Operations and Special Payment: Pastor Kevin related that he had asked the Common Pantry staff for their operating plans for the upcoming Fall. He related that the Pantry will continue to keep their operations outdoors as much as possible, and they will also keep using the space in the Fellowship Hall at least through the end of the first quarter 2021. He also related that the church received a special payment from the Pantry of \$4,000. It was suggested that the extra funds be used towards building repairs and maintenance. The suggestion was accepted by consensus.

Continuation of Nursery Worker's Salary: The question was asked whether to continue providing a weekly salary for the Nursery worker at the rate of \$20 per hour for 2 hours per week. Because the council has already granted continued salaries for other staff, the answer given by all members present was "YES".

BUILDING AND FACILITIES UPDATE

Jeff Engert advised that we have received a quote from Lindholm Roofing for repairs to the roof and brickwork on the east (Damen Avenue) side of the church building. The council received copies of the bid details via email.

The quote contains three separate portions:

- Repairing the attic ventilation of the Parsonage attic
- Tuckpointing and flashing repairs on the Damen side of the Sanctuary
- Repairs to the flat roof over the office area

The total approximate cost is \$21,000. It was noted that this is only for external repairs; and not to repair plaster and paintwork damage inside the Sanctuary. With the cost being as such, the council must seek the arrival of the congregation before authorizing the repairs. Cynthia reported a current balance of approximately \$58,000 in the capital fund, which is from where the funding would be pulled.

The council requested an after-Service meeting on Sunday, August 23 via Zoom to seek the congregation's approval.

FINANCE REPORT

At the start of the meeting, Keith Schwartz presented research on the council / church determination for socially responsible investment policies. Along with Cynthia, he presented the following recommendation:

"The lowest cost, least effort option to get our Endowment invested into socially responsible funds would be to stay with Fidelity (our current investment manager) and re-allocate our assets into (a) very highly rated socially responsible ETFs (Exchange Traded Funds) such as iShares ESGU."

After discussion which included the report that our current Endowment balance of \$518,886, Jana made the motion to accept the primary recommendation as described above. Jim seconded the motion which was carried without dissent.

Cynthia then gave a mid-year report on tithing. So far, received tithing has totaled approximately \$10,000. If the current levels continue, we should still be in good financial shape.

From previous reports, the church received a \$15,000 PPP (Payroll Protection Plan) loan from the Small Business Administration. With the current rules, we will not have to repay the loan because the funds were used exclusively for payroll.

There was also a discussion of fundraising for the Music program. The program still needs funding, to cover expenses for paying the professional singers; as well as copyrighted music costs. There will need to be further discussion on how to fund the Music program going forward – possibly with a specific budget allocation next year. Pastor Kevin related the overall funding has been done in a patchwork fashion. He related that funding for the program needs to be “normalized”. This topic will continue to be discussed.

The next meeting was set for Wednesday, September 2, 2020 at 7:00 PM. The meeting was adjourned at approximately 8:45 PM.

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September 9, 2020

Members (term / year)

P	Dianne Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	F. Groth (1/1)	A	Maria Jilly (1/3)
P	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/3)	P	Pastor Kevin McLemore
A	Jeff Engert (2/1)	A	Rob Solem (1/2)
P	Pastoral Intern Duane Lahti		

The meeting opened at approximately 7:10 PM. The following items were discussed:

APPROVAL OF MINUTES: The August and special congregational meeting minutes were approved by consensus.

PASTOR’S REPORT: Pastor Kevin reported that our pastoral intern Duane Lahti will be joining us starting this coming Sunday, the 13th, and introduced him to the council.

Duane will also be assisting in our OWL (Our Whole Lives) curriculum. Overall, the OWL classes will be hosting between 4 – 6 students, with the in-person meetings taking place at the Ravenswood UCC gym.

Pastor Kevin related that Pastor Megan will not be helping with Sunday services as much, because she is focusing more on the spiritual growth of the youth and families with smaller children. More detail will be provided in the new business item “Family spiritual formation”.

We will be streaming our Homecoming service this coming Sunday, the 13th. Pastor related that we are making the final preparations for streaming live on YouTube: making sure we have the appropriate music and performance licensing, and the proper camera angles preset. Pastor also thanked Jeff Engert, Fiona, Kathy Engert, and John Thomas for their efforts in getting everything ready. Jana asked about the costs of streaming and the licensing needed. She also questioned where the funds will be coming from. The video equipment costs were \$2,000; with the monies previously authorized by the council. The ITC (music) licensing will run \$500, with a streaming licensing fee of \$277.

Pastor also related that he is thinking of ways to trim the length of the Service down to possibly 45 minutes. Along with that, he posed the question of ‘How can we improve our “product” (the Service)?’ He also mentioned that this is an open-ended question; with (hopefully) a continuing series of suggestions.

Pastor also related that he has been elected to the Church and Ministry board. This body meets once a month, and his commitment to the body will be one day per month. The council congratulated him on his election.

Working Group Updates

Digital Workgroup: No formal update provided, but team members have been assisting in getting set up for our streaming services.

Worship Workgroup: No formal update provided.

Outreach Workgroup: No formal update provided.

Fellowship Workgroup: No formal update provided.

OLD BUSINESS

25th Anniversary: The “official” celebration has been booked at LaVilla Banquet Hall for Saturday, April 17, 2021. The booking is flexible, and may be modified if conditions warrant.

Blood Drive along with Moms Demand Action: The date for our next blood drive in conjunction with Moms Demand Action will be September 20. Laurie Gingrich will be the point of contact for the church. Sign-ups for times will be handled online.

NEW BUSINESS

Family Spiritual Formation: Pastor Megan relayed some more detailed plans concerning youth spiritual formation:

- A. The OWL (Our Whole Lives) classes will be held every 3 weeks at Ravenswood UCC on Sunday afternoons. There is enough space for the 4 to 6 students to safely social distance and still participate in meetings.
- B. Kindergarten through 4th Grade students will meet with Pastor Megan via ZOOM on Sundays from 9:45 – 10:15 AM. The Godly Play curriculum will continue.
- C. The 5th and 6th Grade students not participating in OWL will meet separately (virtually) for a 30 minute period – the time and day is still being finalized.

Nominating Committee: Volunteers are needed for the committee. At the moment, this is being pushed back until next month to allow time for volunteers to become available. The committee will have to be up and running next month.

November Annual Meeting Date: The date for the annual meeting has been set for Sunday, November 22, 2020 after morning Service. The meeting will be held via ZOOM.

UCC “Five for Five” Greater Church Donations: It was noted that our church’s greater mission (OCWM) and four other specialty funds have suffered because of the COVID pandemic. We have missed at least one of the greater donations. One fundraising drive – the One Great hour of Sharing netted an amount of \$375 this year. Dianne reported that the next greater church-wide donation drive coming up will be the Neighbors In Need drive.

BUILDING AND FACILITIES UPDATE

After receiving the approval of the congregation for the roof and other repairs detailed in the special congregational meeting, Bill Warner sent a follow-up to Lindholm Roofing requesting a status of scheduling the work. It is desired to get the outside work completed as soon as possible, while the weather conditions are still favorable. We are still waiting for a response from Lindholm.

During the process, there was some additional water damage discovered in the corners of the Chancel – above the organ and its opposite corner.

We have also secured two bids for completing the cosmetic repairs inside the Sanctuary.

FINANCE REPORT

The mid-year financial report was sent in August, detailing the church's finances to date. The current situation is still stable and steady. The changes to the Endowment investments have been started, with further changes to be done by October 1st.

The next meeting was set for Wednesday, October 7, 2020 at 7:00 PM. The meeting was adjourned at approximately 7:50 PM.

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October 7, 2020

Members (term / year)

P	Dianne Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (2/1)
P	F. Groth (1/1)	A	Maria Jilly (1/3)
P	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/3)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	A	Rob Solem (1/2)
P	Pastoral Intern Duane Lahti	P	Cynthia Asghar

The meeting opened at approximately 7:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The September meeting minutes were not available for review. They will be available for next month.

PASTOR'S REPORT: During the Centering Moment, Pastor Kevin thanked Jeff, Fiona and crew for the YouTube productions of the Sunday Services.

Pastor reported that the initial views of the service have been between 70 and 90 views. He related that the YouTube viewing algorithm counts the first view of a video for each IP address that connects. Subsequent views from the same IP address are not factored into the view count. He also related that fellowship attendance after Service on ZOOM seems to be down since Services have started streaming on YouTube.

Pastor wants to continue using ZOOM for weekly Bible Study periods. There were also the recent Book Study meetings via ZOOM, which has approximately 12 people joining.

Pastor Megan relayed that she has had between 4 and 6 youth (families) attending the 9:45 AM ZOOM meeting group prior to Service.

Pastor also remarked that since beginning the streaming of services, there seems to be a more "formal" feeling about Sunday Service now.

The Men's group will be meeting this coming Friday (October 9) at the Solem's house starting at 5:30 PM. Social distancing will be observed. Pastor remarked that this is a continuation of the group, which was originally organized by Jerry Ulrich.

Pastor reported that he has given approval for entertainment star Bambi Banks to conduct a photo shoot using the Sanctuary. He remarked that the photo shoot would be conducted "in good taste" and will not be casting our church in a poor light.

Pastor reported that he and Philip (Seward) are starting discussions on how services will be conducted during the Advent and Christmas seasons. It is not determined yet whether Christmas Eve services will be in-person or virtual. The thought now is that services will most likely be virtual.

Pastor reported that we will be replacing our database program MS Access with "Servant Keeper" which is a cloud-based database program. We will be able to import our existing Access data, and our databases will be stored in a cloud-based

setting going forward. The costs for the program are an approximate \$600 one-time setup fee, with a \$30 per month continuing subscription. Pastor related that the company will start online demonstrations next week.

Working Group Updates

Digital Workgroup: The Digital team is continuing to produce the live streaming Services.

Worship Workgroup: No formal update provided.

Outreach Workgroup: No formal update provided.

Fellowship Workgroup: No formal update provided.

OLD BUSINESS

Constitution and By-Laws: Jeff Engert had emailed the following on September 10:

“I wanted to share with you info about updating the bylaws. We only need to write about changes to the bylaws 4 weeks prior to the Annual Meeting. We only need 20% of voting members and 2/3 vote yes for changes to pass. For a normal annual meeting it's 15%. I have a google doc with some changes made, but progress was halted because I tried to fix "what is an active member of the church" but that was deep, and Pastor wanted a small group to help me figure it out. It's required because otherwise our member list will be filled with people who moved out, but never "left" the church. This is a problem for many things to say we have a member list of X when we are much smaller.

The passage with the \$5,000 limit reads:

Church Council may authorize for maintenance or capital improvements (not included in the Annual Budget) up to \$5,000.00 (yearly aggregate). Any expenditure in excess of said amount, as well as any borrowing, requires the approval of the Congregation at a special meeting or the Annual Congregational Meeting.

Note: this says to repairs not in the annual budget, does that mean not in capital funds?”

During discussion, Jeff related that there are also several pages worth of typographical errors which are easily corrected. As for the \$5,000 limit, as long as we define all entries (everything) in the Capital fund, we can use the fund in its entirety.

It was proposed to remove Article IX (Article 9) concerning the makeup of the Church Cabinet.

The question of membership “definition” was also discussed. One point that was brought up is that members and Council members could be at least 18 years of age. The most pertinent example of this situation is the fact that F. Groth is over the age of 18; but younger than 21.

It was decided to revisit the proposed changes at the next meeting.

NEW BUSINESS

Nominating Committee: It was decided that the entire council – except for Kevin F. would serve as the nominating committee. Kevin will be leaving the council at the end of his current term. [REDACTED, SEE ORIGINAL MINUTES)

Welcome Meal Giving Tuesday Fundraiser: Marnie Schwartz from the Welcome Meal Committee emailed the following to the council:

“One idea is to do a push for Giving Tuesday on 12/1. Our thought is to share a photo montage through social media and our email list. This would be separate from our larger fund raising request, which will likely happen in January or February.” The council agreed with the fundraising plan, and consensus was given to allocate a gift of \$5,000 from the Siegfried Gift Endowment.

During discussion, it was also shared that the Music Fund is currently out of (allocated) money. Listed income for the fund year-to-date was \$1,300 while the year-to-date expenses were \$5,000. Pastor Kevin related that the Music Ministry should have its own line item within the budget. An estimated amount for a budget year was given as \$8,000.

When asked about the status of the Siegfried gift Endowment, the account is currently separate from the rest of the investments, and has a current balance of approximately \$57,000. Discussion will continue, as the budget for next year is being prepared.

Re-opening Plan: pastor Kevin related that Ravenswood UCC has reopened for limited (less than 35 participants) in-person services, but with no congregational singing (to limit breath circulation among the congregation). Pastor related that he does not feel comfortable with reopening any time soon, due to the current pandemic conditions. Kevin F. remarked that since there is no current “hard” plan, the question should be revisited each month for the foreseeable future.

BUILDING AND FACILITIES UPDATE

It was reported that the outside masonry work on the church building was completed. Work on the Parsonage soffit areas was also completed.

FINANCE REPORT

It was reported that monthly tithing is still strong. Our current budgetary conditions indicate a balance of approximately \$5,000 positive after adjusting for targeted expenses. Our overall financial condition is stable.

In other new business, Rob Solem made the request for possibly shifting the meeting nights to Tuesdays for the next few months. This would enable him to attend meetings more regularly due to changes in his personal schedule. After discussion, it was decided to shift our monthly meetings to Tuesday evenings. This new schedule will be in effect at least until approximately April 2021.

The next two meetings were set for Tuesday, November 10, 2020 and Tuesday, December 1, 2020 starting at 7:00 PM each evening. The meeting was adjourned at approximately 8:45 PM.

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November 11, 2020

Members (term / year)

A	Dianne Witkowski	P	Liz Duffrin (2/1)
P	Kathy Groth (1/1)	P	Jana Winch (1/3)
P	F. Groth (1/1)	A	Maria Jilly (1/3)
A	Sarah Domdey (1/1)	P	Jim Golec (1/3)
P	Kevin Fuchs (2/3)	P	Pastor Kevin McLemore
P	Jeff Engert (2/1)	A	Rob Solem (1/2)
A	Pastoral Intern Duane Lahti	P	Cynthia Asghar
P			

The meeting opened at approximately 7:05 PM. The following items were discussed:

APPROVAL OF MINUTES: The September and October meeting minutes were reviewed and approved by consensus, with two changes to the October minutes: The Constitutional article being removed was Article IX (Article 9), and not Article 8, as previously mentioned. The listing of term and year information was also updated to reflect the accurate listing for Jana.

PASTOR’S REPORT: Pastor asked if the council nomination to elect Virginia Koch to the council needs to be moved forward to a formal nomination. The answer was to the affirmative.

Pastor also related that Dianne W. has been battling health issues, and was hospitalized within the last week, and asked for continued prayers.

Pastor also related that he has made a follow-up report to the Lily Foundation concerning activities during his Sabbatical last year.

Bible study has been going on for 6 – 7 weeks, and Pastor related that he is thankful for the fellowship and the continued opportunities to for our congregation to interact.

Our viewership on YouTube has been steadily growing. Pastor reported 55 views for the November 1 service, approximately 90 views last week. He is still working to keep the length of online services under 45 minutes.

The Social Justice committee has had about 9 – 14 people attending four meetings so far centering on the question of “How do we do the work of social justice during the Covid pandemic?” More information will be passed as it becomes available.

Cynthia asked about our Deacon ministry. Pastor related that 4 Deacons had become fully trained – just before the initial shutdown at the beginning of the pandemic. There is always room for anyone who feels ‘called’ to the ministry.

Working Group Updates

Digital Workgroup: The group has been working on the live streaming of services.

Worship Workgroup: No update provided.

Outreach Workgroup: No update provided.

Fellowship Workgroup: No update provided.

OLD BUSINESS

Constitution and By-laws changes: The council will be requesting a motion to suspend the 4-week notification period for constitutional or by-law changes for this year’s annual meeting. This motion would be made at the start of the meeting, due to the short lead time in publicizing the changes needed. Kathy made the motion to suspend the 4-week notice requirement for the changes made to the by-laws at the council meeting, with Jim seconding. The motion carried with no dissensions.

The changes to the by-laws were discussed, and Liz made a motion to accept the proposed changes. Olivia seconded the motion, and it carried with no dissensions.

Christmas Eve Services: The service on Christmas Eve will be mostly pre-recorded. There will be no live or in-person material. The question was asked about whether it’s possible to make a mix of live and pre-recorded segments. Pastor, Fiona and Jeff cited the numerous logistical issues in trying to put a “mixed live” edition. Details are still being worked out.

NEW BUSINESS

Annual Meeting: The 127th annual meeting will take place on Sunday, November 22, 2020 after Service, via a ZOOM video meeting. The basic agenda for the meeting was set as follows:

- Approval of the 2019 meeting minutes
- Motion to suspend the 4-week notice requirement for by-laws changes
- Proposed changes to the Constitution and By-laws
- Treasurer’s Report
 - 2020 Finances discussion
 - Presentation of 2021 budget
 - Discussion of 2021 budget
 - Motion to accept proposed budget

Council nomination(s)
 Milestones and remembrances
 New business

Snow Removal: During previous winter and snowfall seasons, the church has paid Sandoval Removal approximately \$1,100 per season. The professional snow removal has also been augmented by Pastor, Gerry Ulrich and other volunteers doing some of the shoveling, if the snowfall is a relatively small amount – usually an inch or less. The professional service is used for larger accumulations – generally 2 inches or greater.

This season’s fee will be approximately \$3,000. Depending upon how much snowfall we see this season, shoveling and/or de-icing will be needed more often. Sandoval will shovel after accumulations of 1 inch or greater. Pastor approached the Common Pantry to ask about possible assistance with the fees, and related that the Pantry is willing to split the costs for snow removal this season.

Proposed 2021 Budget: Cynthia presented the 2021 proposed budget. The overall proposed estimated operating income is expected to come in around \$169,297. The proposed expected expenses will come in around \$179,739. The expected deficit is currently around \$10,442. She noted that some changes and adjustments will be made as we get closer to the end of this calendar year.

Cynthia reported a decrease in tithing, but a portion of the tithing decrease was ‘covered’ by less spending in other budget areas. She still expects a slightly larger deficit than last year. After discussion, Jim made the motion to accept the proposed budget for presenting to the congregation, and Olivia seconded. The budget was accepted as presented.

Virtual Christmas Pageant: Pastor related that Pastor Megan is working on putting together a virtual Christmas pageant because of the current pandemic conditions. The date for the pageant has been set for December 20. Pastor Megan will provide more information soon.

FINANCE REPORT

Cynthia reported that she is waiting for information from Bill Warner in the Building Committee for a listing of the projected 2021 Capital projects. Once she has the list, she will provide it as a small part of the overall presentation.

The council recognized and thanked Kevin Fuchs for his total of 6 years of service to the council – including the past 4 years as Council President. Kevin thanked the council for its support and mentioned that he is looking forward to his ‘retirement’. Kevin’s last official action as Council President will be to lead the annual meeting.

The next meeting was set for Tuesday, December 1, 2020 at 7:00 PM. The meeting was adjourned at approximately 8:45 PM.

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December 1, 2020

Members (term / year)

P	Dianne Witkowski	P	Liz Duffrin (2/3)
P	Kathy Groth (1/2)	P	Jana Winch (2/1)
P	F. Groth (1/2)	A	Maria Jilly (2/1)
P	Sarah Domdey (1/2)	P	Jim Golec (2/1)
P	Virginia Koch (1/1)	P	Pastor Kevin McLemore
P	Jeff Engert (2/3)	A	Rob Solem (1/3)
P	Pastoral Intern Duane Lahti		

The meeting opened at approximately 7:00 PM. The following items were discussed:

APPROVAL OF MINUTES: The minutes for the November meeting were approved by email and consensus.

PASTOR'S REPORT: Pastor related that the Virtual Christmas Eve service will air on YouTube starting at 8:00 PM on Christmas Eve, with fellowship via ZOOM starting at 7:00 PM.

Pastor related that this season's snow removal fee will be approximately \$3,000. Depending upon how much snowfall we see this season, shoveling and/or de-icing will be needed more often. Pastor reported that the Common Pantry will split the costs for snow removal this season.

Pastor Megan is putting together the virtual Christmas pageant. Pastor Kevin related that some of us may be asked to play small parts within the program. He requested that we "answer the call" if asked.

Duane will be preaching live on December 27. The question was asked whether this will be live, virtual, or a combination of both. Jeff and Fiona related that they can piece together pre-recorded pieces and live action.

Working Group Updates

Digital Workgroup: The group has been working on the live streaming of services.

Worship Workgroup: No update provided.

Outreach Workgroup: No update provided.

Fellowship Workgroup: No update provided.

OLD BUSINESS

The 126th annual meeting took place on Sunday, November 22, 2020 No other old business was discussed.

NEW BUSINESS

1. **Welcoming Virginia:** The council congratulated Virginia on her election to the council and welcomed her aboard.
2. **Election of New Officers:** The council determined a proposed slate of new officers for the upcoming year. During discussion, it was brought up that Rob Solem and his family will be moving to the near Western suburbs within the next year, and Rob may have to retire from the council early. More detail will come from Rob at a later date.

With that information in mind, the following slate of new officers was proposed:

President – Liz Duffrin

Vice President – Kathy Groth

Secretary – Jim Golec

After final discussion, Liz forwarded the motion to accept the slate of officers as proposed, with Jana seconding the motion. The motion carried with no dissention, and all officers were welcomed.

3. **Welcome Meal Fundraiser Support:** Pastor Kevin related that the Welcome Meal serves between 80 and 90 meals per week. The fundraiser for the Welcome Meal was already set for the 1st Quarter of 2021.
4. **OCWM Additional Donation:** Because of unforeseen circumstances, the UCC Illinois Conference is looking for extra donations from the member congregations. Dianne related that we have already met our yearly contribution goal of \$3,500, but that we could send additional funds from the Mission Fund account. Pastor requested an additional \$1,500 from the Mission Fund to go to the Conference. Jim made the motion to send the additional funds, which was seconded by Kathy. The motion carried unanimously.

FINANCE REPORT

With the passage of the Calendar Year 2021 budget during the annual meeting, there was no update provided.

The next meeting was set for Tuesday, January 5, 2021 at 7:00 PM. The meeting was adjourned at approximately 7:45 PM.

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