



First Presbyterian Church of DuPage

Annual Congregational Meeting

January 23, 2023

Following the 10 AM Worship Service





Congregational Meeting Agenda

Opening Prayer and Statement of Purpose – Rev. KJ Norris, Moderator

1. Clerk's Report – Clerk of Session Elder Michelle C.

- Highlights from the year
- Membership review
- Minutes from Congregational Meeting 2022

2. Session Committee Chair Highlights

- Roy A., History Chair
- Sampson A., Mission Partnerships Chair
- Bob B., Fellowship & Service Chair
- Walt C., Safety Chair
- Patt P., Young Adults Chair
- Jim N., Worship Chair

3. Deacon's Report – (Tammy A. & Jennifer H.)

4. Presbyterian Women – (Ruth N.)

5. Trustees — Chair Don C.

6. Financial Report – Chair of Finance Committee Jerry D.

- Highlights from 2022
- Changes for 2023
- Legacy Fund and Looking towards the future

7. Personnel Committee Report—Presented by Michelle C., Clerk of Session

- Staff information
- Voting on Pastor KJ's Package

8. Nominating Committee – Presented by Roy A.

- Description of the Nominating Committee and introduction of members
- Description of Elders, Nomination of New Elders, Vote
- Description of Deacons, Nomination of New Deacons, Vote
- Nomination of New Nominating Committee, Vote

9. Dismissal from Active Office & Thanksgiving for service

- Deacon Debbie B. (2020 – 2022)
- Elder Michelle C., Clerk of Session (2016 – 2022)
- Nominating Committee of 2022

Close with Prayer and Blessing

Clerk of Session 2022 Year-End Summary by Elder Michelle C.

I would like to wish everyone a happy and healthy new year.

As we have emerged from some of the effects of Covid we have many things to be thankful for this year. Starting with all the firsts with Pastor KJ this year at FPCD.

Most memorable being the Installation of Pastor KJ on May 14, 2022, It was celebrated with friends, family, the congregation, food, music and entertainment.

There was Ordination and training of new officers, Appreciation Sunday, and recognized our first responders and Veterans. Including wishing Clinton off to the military.

We had 2 infant baptisms, 3 new members join FPCD, but we also mourned many members and their family members.

Monthly gatherings were reinstated to keep us all excited about being here at FPCD. Examples: Pot lucks, Bingo night, Chili contest, Smore's night, 1st annual Trunk or Treat, Food Baskets for the Holidays and the Angel tree, Xmas dinner to name a few.

Trustee work days included massive tree trimming. Many challenges with mechanical issues with the church this year as well.

The new Session Budget of 2023/ updating Pastors terms of Call.

Currently our Pledge drive is running.

The 1st Capitol Campaign is getting underway for many needed and expensive improvements to our building of 17 years.



Membership & Attendance Numbers

Active memberships as of January 1, 2023

85

Gains

Return to active membership status

Reaffirmation of faith

Total Gains

3

3

Losses

Transfer to other churches

Deaths

2

5

Total Losses

7

Net Gain (loss)

Infant baptisms

3

Adult baptisms

0

Active membership as of December 31, 2022

86

Year	Average Worship Attendance
2022	37.1
2021	24.1
2020	32.9
2019	59.3

Minutes of Congregational meeting on January 23, 2022

The meeting was called to order at 10:56 am by Moderator Rev. Kelly Jean Norris in the Sanctuary immediately following worship. The moderator noted a Quorum was present.

The meeting was opened in prayer by Kelly Jean Norris

Agenda approved

Attendance sheets being passed around to update current information.

3 Goals:

1. Mission Statement to be made.
2. Young adults more love and for the whole community.
3. Listen to the community to those here and not here.

Clerks Report:

- Motion made and seconded to approve the Congregational minutes of January 2021. Motion approved.
- Motion to approve the clerk's year end summary. Motion approved.
- 86 Active members as of January 1st, 2022 with one death.

Finance Report (Elder Jerry D.):

Financial Reporting from 2021

- Income and Expenditures report given to membership
- 4% of FPCD Endowment was utilized in 2021

Budget for 2022

- Jerry D. presented the budget for 2022 that was approved by session.
- A motion was made and seconded to receive the 2022 budget. Motion approved.
- Information was given of our budget shortfall and the amount needed to possibly come from the endowment which is 13% for the year 2022.

Committee of Officers:

- The Committee presented its slate of candidates for officers.
- A motion was made and seconded to approve the list of nominations. Motion approved. Each was elected to class of 2024.
- Session: One Nominations on the floor. Motion made by Roy and approved.
- Deacons: One nomination from the floor. Motion made by Linda and approved.

Session

Michelle C -2022 (finishing Danika term)
Roy A -2024
Bob B- 2024
Monica R-2024
Jim N-2023

Deacons

Clinton N -2024
Rich S-2024
Tammy A -2023

Nominations for the **Nominating committee** at large members

Alyssa C 2022
Ruth F 2022
Ruth N 2022

Motion made to approve these nominations. Motion approved.

Motion made to dismiss the current Nominating Committee by Roy. Motion approved.

Thank you to all who served and are coming off of their service as Elder and Deacon.

Other business:

Question off the floor. Why are the trustees no longer elected? Answer the Book of Order has changed the rule. They are now volunteers of the congregation to serve the church in a maintenance capacity and still monitor the facility and contracts.

Motion to adjourn was made and approved at 11:44 am.

Closing prayer by Kelly Jean Norris

Minutes by Michelle C, Clerk of Session

Report of the History Committee – Chair Roy A.

Nancy Hackett, Church Librarian, and I have been working very hard this year. With the Installation of Pastor KJ Norris on May 14, 2022, we put together one of the largest displays of Church Historical Material for all to see.

We have two rooms of historical material, The Museum and the Safe Room. This year in the Safe Room, we have gone through 50 boxes of material. Some of these boxes have not been opened in over 50 years. We have found hundreds of interesting items.

Many of the items I have put in Acid Free Backing Board and Plastic to protect the paper items. So far I have done around 300 items.

To see the Historical Archives or the Safe Room, just see me anytime for a tour before or after Church. The Historical Archives Museum is a none budget item.



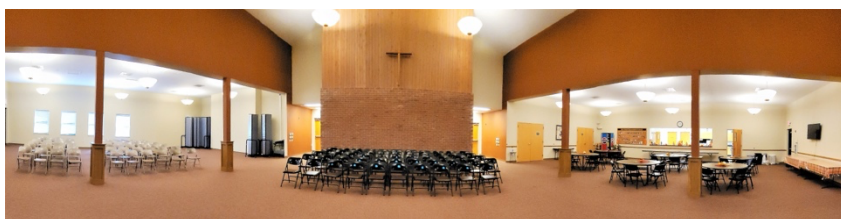
Mission Partnerships – Chair Sampson A.

This year we have done a lot of work to expand and to better address the needs of all those who share our space. We completely re-wrote our Shared User Agreement. It now includes a checklist for cleaning and a picture of how to set up the Fellowship Hall following an event. We have welcomed in approximately 15 families so that they can mourn their loved ones or celebrate milestones such as birthdays. Most of these families are from the Ghanaian Community.

The Presbyterian Church of Ghana Bolingbrook Branch worships every Sunday at noon in the FPCD Sanctuary. In addition, thanks to Michelle C., Allegro Music & Dance Academy holds music classes in our CE Rooms on Monday and Tuesday nights. We had one wedding and three music recitals this year.

The Boy Scouts use the Fellowship Hall every Monday and once a month on Sunday. They do not give us funding for this usage but support the church on Trustee work days and in other ways. The Session approved Girl Scout Marie to build a micro-pantry for community use in the parking lot.

In total, sharing our building with community members and partners brought in \$38,775 in 2022.



Fellowship & Service – Chair Bob B.

It is a joy to report we are finding ways to fellowship with one another since we have a new full-time pastor and since Covid numbers have gone down. In May we celebrated Pastor KJ's Installation with a worship service, dinner and fellowship which included many community partners like Morning Star Mission, Bolingbrook Health Clinic, the Bolingbrook Fire Department and the Historical Societies of Bolingbrook and Romeoville.



In the fall we restarted weekly Coffee Time which is held 30 minutes before and after the service. New regular attenders tell us that this was very meaningful for meeting people and deciding to continue to come to FPCD. We also held a chili luncheon, ice-cream social, bonfire night, and Christmas Dinner.



We have done several service collection projects including creating food bags for people in need who come to the church looking for help. And we collected approximately 20 bags of winter clothing including 30 coats which were given directly to people in need or donated to our mission partner Bolingbrook Clothing Closet (part of The Compass Church who also run the Bolingbrook Health Clinic).

A men's Bible study has begun meeting every 2nd and 4th Wednesday evening for both members and visitors of the church.

Safety – Chair Walt C.

We did many projects this year to make sure that our church is a safe place for everyone including:

- Continuing to monitor COVID rates and consider policies as needed
- Having a safety training for the Session which looked at active shooter situations among other things
- Reinstating a person to sit in the Welcome Center during worship in case of emergency situations
- Changing all exterior locks and starting a new sign-up list so that we know who has keys to access the building
- Lighting up the exterior of the building (a donation from Accent Lighting)



Young Adults – Chair Patt P.

In March of 2022 5 young adults began meeting at the church and the Young Adult Group was formed. They decided to meet once a month and become a group that met socially but also did mission projects too.

Here is a calendar of our 1st year

March	Pizza and get acquainted games
April	Shop for food and assemble Easter Baskets for Jamie McGee School families
May	Make ice cream sundaes at Pastor KJ Norris's Installation celebration
June	Meet at the church for games and snacks
July	Meet for games and snacks
August	Work at Feed My Starving Children mission and go to lunch afterwards
September	Meet at Pastor KJ's home for dinner and games
October	Meet at Pastor KJ's home for dinner and games
November	Shop for and assemble Thanksgiving baskets for Jamie McGee School families
December	Make Christmas food bags and work with church members to do Angel tree gifts for Jamie McGee school families

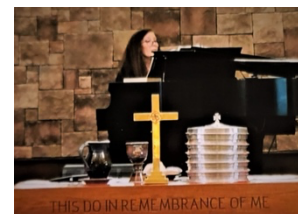
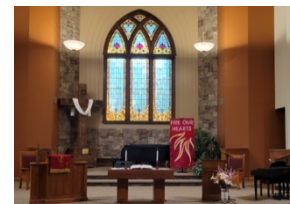


We welcome all young adults to join as we begin 2023 meeting and serving together.

Worship Committee – Chair Jim N.

The Worship Committee was formed in 2022 to help make informed decisions about our worship life as a congregation. Here are some of our projects and decisions:

- Determined special services for special days in the church calendar (including Lent, Easter, Christmas Eve)
- Sanctuary Layout – two pulpits/lecterns instead of one
- Worked on Facebook/sound challenges – new computer, microphones, new projection software to replace Powerpoint, and new speaker (in progress)
- New Website Design – will be moving to new hosting service
- Getting congregation more involved in music – shakers/tambourines, special musicians, hymn requests
- Organized and labeled microphones, cables, and stands for worship services
- Varying the closing song
- Worked on Worship Assistant Process – sheet fills up pretty quickly now when posted



Deacon's Report – Chairperson Tammy A. & Treasurer Jennifer H.

Chairperson – Tammy A.

Co-Chairperson – Debbie B.

Secretary – Tammy A.

Treasurer – Jennifer H.

Special ministries committee

- Home, hospital and nursing home visits
- Card ministry – send cards to sick or hospitalized, think of you, loss of a family member, etc.
- Meal delivery to those in need during an illness or bedrest, or someone that has a hardship situation in their family. Typically, its set up for a week or less, but done on case-to-case basis
- Deacon prayer chain - so we can pray as a group and individually for those in need. Prayer requests can be asked of any Deacon to pass on or Pastor KJ to pass on to us



Good Sam Program - assistance given in an emergency situation for a person/family in need. The person or family names are kept confidential to keep dignity to those in need. Each case is handled based on the over-all need of the situation.

Funerals – the meals are coordinated by the deacons and work hand in hand with the families. There were 9 funerals in 2022, and we had 14 individuals connected to our community pass away this year. This was a difficult year.

Activities

- Pastor KJ welcome and installation celebration – community event
- New member coffee cake & welcoming after service
- Maundy Thursday service provided for the soup luncheon
- Deacon social bingo and nacho night – huge success
- Upcoming international luncheon (which we are hoping to do in march)



Deacons are not currently a budgeted line item. Our funding strictly comes from donations. Deacons use to be supported by the church spaghetti dinner, but that no longer takes place. Our funds now primarily come from donations at different social activities in a giving basket, families that we assisted with funerals, memorial donations or from congregation donations. More information available upon request.

Like to thank Debbie B, Laura C, Margaret N, and Clinton N for their service to the Deacon Board and Church.

Presbyterian Women – Ruth N.

All women of the church are a part of Presbyterian Women! If you have not yet gotten involved with our activities, please consider doing so in 2023.

Activity Summary:

1. Gave Baptism Gift Bags
2. Assisted with food baskets for families at Jamie McGee School – Easter, Thanksgiving, and Christmas
3. Assisted with Young Adult cookie sale
4. Organized Women's Retreat at Stronghold Camp and Retreat Center
5. Created reservations for both Men and Women's Retreats in 2023
6. Plans and Assists with various fundraisers and ministries



Presbyterian Women is independently funded through direct donations and fundraisers. More information upon request.

Trustees Report – Chair Don C.

Thank you to everyone who came out for our Trustee Work Days in 2022. We meet the Second Saturday of every month starting at 9am.

This year we completed many projects including:

- Doing a full inventory of water usage and fixing many water systems
- Replacing the electronic fire alert system including control panel, sensors, and pull stations
- Monitoring interior and exterior building lights including exit signs and replacing bulbs as needed
- Repairing equipment as needed including kitchen dishwasher and sound equipment
- Reburying underground drains with the help of the Boy Scouts
- Trimming trees to remove dead limbs and provide space for landscaper equipment
- And countless more!

Improvement Projects that need to be considered in the next five years or so:

- The HVAC system needs a new thermostat system and eventually new furnaces
- The Roof will need to be replaced
- The Dry Sprinkler System needs to be upgraded
- The Parking Lot needs to be resurfaced and paved
- The Projectors in the Sanctuary will need to be upgraded



These are just a few of the upcoming needs of the church. Notice that these items are not included in the current budget which is a maintenance budget not an improvement budget. Our expectation is that improvement projects may cost about \$250,000 in the next five years.

Financial Report – Chair Jerry D.

****See Budget Spreadsheet, Attachment 1**

****See Legacy Fund Chart, Attachment 2**

The Good News!

1. Notice that our pledged/electronic giving budget for 2023 is up 11.4% from last year's budget. This is fantastic! Glory to God! This is especially exciting because our pledged electronic giving is up nearly 50% and gives more stability to the church in times when giving is often down, like in the summer months when people travel for vacation.
2. Notice that we spent less in 2022 than we budgeted to spend. By being conservative with our spending, we saved nearly \$20,000 from budgeted projections which means that we took less from our investment legacy fund than expected.
3. One of the ways that we are a light to the community is by opening our space to community members and groups. Through Shared-User Agreements, the church raised \$38,775 to support the work of the church.
4. The Session has voted to give moderate raises to our Music Director, Sound Technician, and Administrative Assistant for their excellence in service. They are recommending that the Congregation also votes to give a raise to the Pastor.

Areas of Consideration

1. Notice that our utility bills have increased considerably in the last year. Combining electricity, water, and gas, our cost was 23% higher than expected (an extra cost of \$7,749). Utility costs seem to continue to be on the rise.
2. While our member giving is up, member giving is projected to only cover about half of our annual expenses. Shared Use with other organizations and community members covers about another 20%. However, there is still a projected budget shortfall of \$68,671.
3. Our building is getting older and there are several systems which will need improvement in the next 5 years or so. See the Trustees Report.
4. In the past, budget shortfalls have been covered by the investment legacy account. This may no longer be the best source of income. See Attachment 2.

Personnel Report – Presented by Clerk Michelle C.

BLACKHAWK PRESBYTERY PASTORAL CALL FORM

For Pastor, Co-Pastor, Associate Pastor

The First Presbyterian Church of DuPage belonging to Blackhawk Presbytery, being well satisfied with your qualification for ministry and confident that we have been led to you by the Holy Spirit as one whose service will be profitable to the spiritual interests of our church and fruitful for the Kingdom of our Lord, earnestly and solemnly calls you,

Reverend Kelly Jean Norris

to undertake the office of

Solo Pastor

of this congregation, beginning November 14, 2021 & updated January 2023, promising you in the discharge of your duty all proper support encouragement and allegiance in the Lord.

That you may be free to devote full-time to the ministry of Word and Sacrament among us, we promise and obligate ourselves to pay you in regular monthly payments the following effective salary and following vouchered expenses (fill in those which are agreed to).

Effective Salary		Reimbursable Expenses (by voucher)	
Cash Salary	\$30,000	Automobile expense (current IRS rate per mile)	
Housing Allowance	\$25,000	Business/professional expenses	\$3,000
Effective Salary	\$55,000	Continuing Education	\$1,500
SECA Supplement (7.65%)	\$4,016	Medical Reimbursement (6% of salary)	\$3,000
Deferred Compensation	\$ 0	Other Allowances	\$ 0
Other allowances	\$ 0	Moving Costs (up to) in 2021	\$ 0
Reimbursable Expenses	\$7,500	Total Reimbursable Expenses:	\$7,500
Medical Coverage	\$16,600		
Pension, Death & Disability	\$5,000		
TOTAL TERMS OF CALL	\$88,116		

Full medical, pension, disability, and death benefit coverage under the Board of Pensions.

Paid Vacation 4 weeks. Continuing Education 2 weeks.

Clause from November 2021: We further promise and obligate ourselves to review with you annually the adequacy of this compensation. Based on annual review we anticipate increasing effective salary year 2 to \$52,500 and year 3 to \$55,000.

In the seventh year of service, the congregation will provide for up to a three-month Clergy Renewal Leave, continuing the salary and benefits for that period, and providing for pulpit supply in the pastor's absence.

We also promise to abide by all policies approved by Blackhawk Presbytery including Family Leave Policy, Sabbatical Leave Policy, and COM Minimum Terms of Call.



Nominating Committee Report – Presented by Roy Altonen

Currently Serving Elders

Note that Elders serve three year terms. Their term ends in December of the year shown. Elders serve one term and then may renew for a second term.

Sampson A – 2023 (1 st)	Roy A – 2024 (1 st)	Walt C – 2025 (2 nd)
Jim N – 2023 (1 st)	Bob B – 2024 (1 st)	Jerry D – 2025 (2 nd)
Patt P – 2023 (2 nd)	(OPEN)	(OPEN)

Following FPCD Bylaws, we are electing one session member for a term ending in 2024 and one ending in 2025.

2023 Elder Nominations

Don C – 2024 to serve as Chair of Trustees

Ruth N — 2025 to serve as Clerk of Session in Training

(Note: Patt will serve as Clerk for one year, ending in 2023)

Currently Serving Deacons

Note that Deacons serve three year terms. Their term ends in December of the year shown. Deacons serve one term and then may renew for a second term.

Jennifer H – 2023 (1 st)	Esther A – 2024 (2 nd)	(OPEN)
Linda A – 2023 (1 st)	Rich S – 2024 (1 st)	(OPEN)
Tammy A – 2023 (1 st)	(OPEN)	(OPEN)

Following FPCD Bylaws, we are electing one deacon for a term ending in 2024 and three for terms ending in 2025.

2023 Deacon Nominations

Mike A (2024)	Barb P (2025)
Naa O (2025)	Liz W (2025)

Currently Serving Nominating Committee 2022

Roy A (Elder Rep)

Debbie B (Deacon Rep)

Alyssa C (At Large)

Ruth F (At Large)

Ruth N (At Large)

Nominations for Nominating Committee At Large Members

* Note that Elder and Deacon representatives for the Nominating Committee are appointed from their boards.

Ben A.

Jacob S.

Veronica D.

Dismissal from Active Service

Deacon Debbie B. (2020 — 2022 and many other times!)

Elder Michelle C, Clerk of Session (2016 – 2022)

2022 Nominating Committee

Thank you all for your service!

