



First Presbyterian Church of DuPage

Annual Congregational Meeting

Web Version

For Online Publication, Member's Last Names are withheld & the Budget is omitted. Please contact the church office for more information.

November 26, 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 Ruth N.

- Highlights from the year
- Membership review
- Minutes from Congregational Meeting 2023

2. Session Committee Chair Highlights

- Roy A., History & Stewardship Chairs
- Sampson A., Mission Partnerships & Inter-Generational Chair
- Bob B., Fellowship & Service Chair
- Walt C., Safety Chair
- Don C., Trustee Chair
- Patt P., Inter-Generational Chair
- Jim N., Worship Chair

3. Deacon's Report – Tammy A.

4. Library Report – Nancy H.

5. Presbyterian Women – Ruth N.

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

- Highlights from 2023
- Budget for 2024

7. Personnel Committee Report—Presented by Patt P.

- Staff information
- Voting on Pastor KJ's Package

8. Nominating Committee – Presented by Bob B.

- 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 Mike A. (2023)
- Elder Ruth N., Clerk of Session (2023)
- Elder Patt P. (2018 – 2023)
- Nominating Committee of 2023

Close with Prayer and Blessing

Clerk of Session 2023 Year-End Summary by Ruth N.

February to November 26 (Congregational Meeting)

February 10 and 11th was training for newly elected officers for session and deacons. Leadership roles were discussed and how leadership affects change. Prayer walking was introduced, and we proceeded to walk from room to room of church and prayer was lifted up to all those who would utilize the room. Prayer walking would be done throughout Lent both room to room in church and also walking around the block. Prayers were for church, congregation, neighborhood, schools, and fire houses. Joint discussions on church calendar and special worship services for upcoming year tentatively set up. Communion would be on the first Sunday of each month plus special dates such as Good Friday, World Communion Sunday, etc. Monthly social events scheduled for the first Sunday of the month with some exceptions such as Trunk or Treat, Men and Women's retreats and Last Saturday of the month during warmer weather, walk or ride bikes at various parks around the area.

The 190th Anniversary of the church was discussed and a committee which would be chaired by Roy Altonen was tentatively set up. Discussed various activities and potential fund-raising ideas. July 15 set as day of the celebration. Had a good turnout but did not generate funds like we had hoped. Roy A. and Nancy H. worked on a history book on the church which was available for sale. Alyssa C. helped with computer input for book.

Aging building had issues, especially needed furnace repairs. Furnace for front office needed to be replaced and updated. Stewardship committee was formed to help generate ideas on fund raising and making partnerships with community businesses. Reverend Peter P. was hired to get us started in the right direction. After 6 months, the committee stalled and contract with Rev. P. ended. Committee was restarted in September with Roy Altonen chairing. Looking into grant funds available. Also establishing connections to community such as having a member attend council meetings for Bolingbrook. Our partnership with Ghana Church has a new updated 2-year contract. We had a partnership with Allegro but they chose to terminate. A new partnership was started with Hope Church for sharing office space. Our building is used for various outside events such as baby showers, receptions, birthday celebrations and funerals.

Safe Church policies have been updated by Pastor KJ and Patt P. Inter-Generational Committee chaired by Patt P. and Sampson A. has been established. Grant has been approved for supplies and needs for committee. Online training available for free on safe practices with working with children.

Finance Committee has been hard at work to establish the Legacy Fund and to set protocols in place for guidelines on use of funds and limits. Applied and have a credit card for church use. Approved by session for 3 people to access funds. We had to withdraw money from Legacy funds to repair furnace and air conditioner in office area but update system so can be accessed by computer or smart phone. Sanctuary furnace needed some repairs and new light switches were installed.

All committees have been hard at work. New job descriptions written for various positions in church. New self-evaluations have been created.

We had 6 new members join our congregation in April. We had 2 members pass on this year and one transfer member after moving to Texas. There were no weddings or baptisms this year. We held a new member class on November 19 which was attended by 5 persons. Two of the new members have not been baptized so that will take place November 26, and all 5 will become new members. Many new events have been introduced and the church continues to move forward in new and exciting ways. We have named a call for our church saying that our goal is to live out our vision statement through inter-generational, inter-cultural, community ministry and worship. We are reaching out to the community. There is a Boy Scout Eagle project to build a ramp in the fellowship hall to access the stage area. A Girl scout created a micro-pantry which sits in entry way outside the front doors. It has been approved to start a raised garden in spring.



Membership & Attendance Numbers

Active memberships as of November 2023: 93

Gains

Return to active membership status 0

Reaffirmation of faith 11

Total Gains 11

Losses

Transfer to other churches 1

Deaths 2

Total Losses 3

Net Gain (loss)

Infant baptisms 0

Adult baptisms 2

Active membership as of January 1, 2023 85

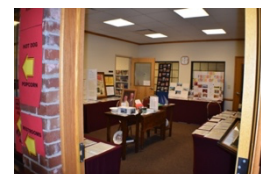
| Year | Average Worship Attendance |
|------|----------------------------|
| 2023 | 43.5 |
| 2022 | 37.1 |
| 2021 | 24.1 |

Minutes of Congregational meeting on January 23, 2023

(See Online Packet from Jan 2023)

Report of the History & Stewardship Committees – Chair Roy A.

This year we celebrated our 190th Anniversary of being a church! On Saturday, July 15 and Sunday, July 16 we invited the whole community to honor the past and envision the future. Approximately 250 community members joined us to play games (including dunking our pastor), win raffle prizes (including over 30 baskets made by members and donated by local businesses), to interact with local leaders including representatives from the Township of DuPage, and to learn history (including a two room history display showcasing items and photos from the past 190 years). Highlights of the two day extravaganza included Bolingbrook Deputy Mayor Michael Lawler presenting us with a Proclamation, Rev. Ted McCulloch preaching, and Transformational General Presbyter of Blackhawk Rev. Eric Heinekamp both leading in the worship service and honoring the congregation with a Proclamation. We also received the ISHS Sesquicentennial House of Worship Award from the Illinois State Historical Society. We are so grateful to the nearly 50 volunteers who made this weekend possible. The event raised over \$6,000.



To mark the occasion Librarian Nancy H. and I wrote a revised copy of the *Historical Sketch*. It contains 65 pages of information and photographs including a new chapter “The Modern Age” which highlights events of the last 25 years. Alyssa C. provided technical assistance for the work.



Members of the 190th Committee and others are now turning our attention to the Stewardship needs of the congregation. As will be reported in the Finance Committee Report, the church has been quickly using funds from the Legacy Fund over the last 20 years and we have set a goal of increasing our financial stewardship to become a sustainable ministry for the next 190 years.

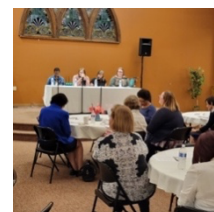


Mission Partnerships – Chair Sampson A.

Here at the church we partner with many outside organizations and make this space available to community members. The Presbyterian Church of Ghana, Trinity Congregation shares our Sanctuary for worship every Sunday morning at noon. Boy Scout Troop 75 uses our Fellowship Hall every Monday and for special occasions as well. Hope UCC uses office space. For the first half of this year we partnered with Allegro, a Music School for children. We have joined with community partners in many events including hosting Presbyterian Peacemaker Angie Wuysang, a women’s mental health event with Grace and Gratitude Counseling Center and others, Trunk or Treat with the Boy Scouts, and our upcoming music event featuring the big band SwingSet.



In addition, we gave space for 19 events including many Ghanaian Memorial services, two weddings, music recitals and more. As of October 31, 2023, sharing our building with community members and partners brought in \$27,657.00 for congregational needs.



Fellowship & Service – Chair Bob B.

The Fellowship Committee continues to have Coffee Time before and after church for people to enjoy. Thank you to Linda A. and Debbie B. for helping out. Bread and sweets are provided weekly from Panera Bread and distributed to attenders from both FPCD and the Presbyterian Church of Ghana.

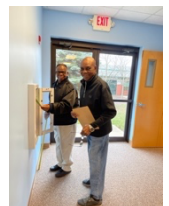
We served refreshments for speaker Presbyterian Peacemaker Angie Wusang and recognized guest preacher Rev. Achowah Umenei. Monthly the church has been having socials after church including a Hot Dog Lunch sponsored by the men’s group and the Veteran’s Chili Potluck.

We continue to have yearly outdoor fellowship with a bonfire and a Trunk or Treat event for the whole community. Girl Scout Marie Nelson built a Micro-pantry to distribute canned goods and personal items to those in need in the congregation and community.



Safety – Chair Walt C.

We did many projects this year to make sure that our church is a safe place for everyone including creating a Safety Team for the 190th Anniversary, updating all of the First Aid Kits throughout the building, monthly checking the fire extinguishers and exits at on Stewardship Saturdays, posting a person at the Welcome Desk during every worship service, and maintaining vigilance in regards to Covid and other community concerns.

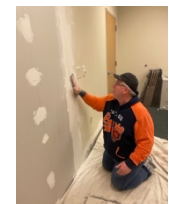


Trustees Report – Chair Don C.

The trustees have had a busy and expensive year. As head trustee, I value your time and effort to participate. I would like to thank everyone that has helped for our “Stewardship Saturdays—it is appreciated and welcomed. There were additional countless hours of maintaining the building, setting up for events like elections, shampooing carpets for the 190th, replacing lights, electrical outlets, changing the clock time and batteries, cleaning the vents up high, etc.. Also, there is meeting with new contractors, being there for inspections and maintenance visits. Please continue blessing us with help and support as we continue to keep the building running effectively.

Here is a small list of projects this year:

1. Work days named changed to Stewardship Saturdays.
2. Choir room renovations due to HVAC unit outside letting water into the building. Drywall replaced, painting and new carpet to the area.
3. New furnace and AC unit in the office.
4. Updated the HVAC computer system “The Brain” to be able to program and control temps in the building.



5. Fellowship Hall had a fan motor and actuator replaced.
6. Had dry sprinkler heads replaced per city code.
7. Had a couple fire/water sprinkler heads replaced when they froze in the vestibule.
8. Fire alarm system panel was replaced after the maintenance company short-circuited the panel on a maintenance check.
9. Rearranged the stage in the sanctuary and rerouted all the AV equipment.
10. Coordinated fall and spring cleanups within and outside maintenance.

Inter-Generational including Young Adults – Chair Patt P.

Pastor KJ Norris brought to the session the idea of starting an Inter-Generational program that would offer various types of programs for youth of all ages. The session voted to begin the program with Patt P. and Sampson A. co-chairing the committee to develop the program.

August Pastor KJ and Patt P. met to start writing a Safe Protection Policy. The policy was brought before session and approved provisionally.

September A company named Presidium, partner of the PC(USA), was chosen to conduct and maintain safety background checks of volunteers wanting to work with youth.

October Pastor KJ and clerk Ruth N. applied for a grant to fund the startup of this program. And the grant was granted for \$1200.00.

November Training of volunteers begins and continuation of setting up the Presidium program continues.

December 2023 to 1st quarter 2024 Assemble the committee and the volunteers to develop youth programming

The Young Adult group (Ages 18- 25} currently consists of Alyssa C., Danny H., Jacob S., and Rudy C. Beatrix M. assists with organizing. The group meets monthly sometimes for social events and sometimes for service projects. Some service projects in the year 2023:

June Assemble baskets for the 190th church celebration raffle

July Volunteer at the 190th Celebration working at the dunk tank

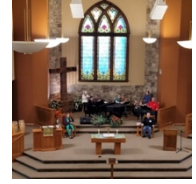
October Trunk or Treat - decorate car trunk and pass out candy to neighborhood families

November Shop and assemble grocery baskets for families at Jamie McGee School

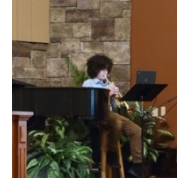
December Close out the year by attending a Christian Music concert in Aurora Illinois.

Worship Committee – Chair Jim N.

The Worship Committee meets quarterly to discuss and plan for the special services of the church. This year, we helped plan the Lenten services including a special New Members' Palm Sunday, Maundy Thursday, and Good Friday Services. We added the first ever Holy Humor Sunday at FPCD, and gave input to the 190th Celebration Worship.



Our Worship Committee gave several recommendations which were approved by the Session for instance changing communion so that we are seated for reception of the elements and can all take communion together as one. We also made recommendations for the chancel layout.



The Worship Committee sets the schedule for Worship Assistants each week and are always excited to welcome new readers to lead in worship and to serve on the committee as a whole. We desire to have the full congregation represented in our worship leadership and hope you will consider getting involved!



Deacon's Report – Tammy A.

Chairperson Tammy A.

Co-Chairperson Mike A.

Secretary Barb P.

Treasurer Jennifer H.

Special Ministries: Linda A., Esther A., Naa O., Richard S., and Liz W.

SPECIAL MINISTRIES

- Deacons went on home/nursing home/hospital visits when notified.
- Card ministry is supporting ministry that lets members/church family know we are thinking about them, and wishing them speedy recovery when sick or hospitalized, or loss of family.
- Deacons had several home meal deliveries when requested due to hospitalization/bedrest or hardship on a family during a difficult time. The Deacons always set it up for a week or less, depending on the situation.
- Deacons have a prayer chain within themselves to be able to lift up additional prayers spoken in church and those brought to us in confidence. If anyone wishes for prayers lifted up, you can contact any Deacon or Pastor KJ.
- Good Sam Program – Is to give assistance 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 overall need of the situation. When Deacons put a donation basket out at events, the money is used for these situations.
- Funerals – Meals are coordinated if requested by the family. We work hand-in-hand with the families during this difficult time.

DEACON SPECIAL ACTIVITIES

- Maundy Thursday Service: Deacons provided the Soup Meal for 32 people. We served 4 different soups.
- International Luncheon: We had 64 people. Always a wonderful time when people get to share their heritage with the church family.
- Deacons set up and served during the new members coffee social on Palm Sunday.
- Game Night and Potluck on May 7th was a success. There were 6 full tables of people.
- 190th Church Celebration was also a successful event. The Deacons helped out where needed, especially in the kitchen with serving hot dogs and snacks.
- Deacons' Social was a definite success! We had a Western night Pot Luck with games, music and lots of fun.



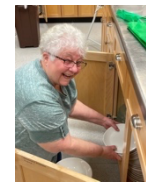
The Deacon's Financial Report for 2023

Beginning balance \$4912.80

Expenses: Food \$352.53, supplies \$29.48 = TOTAL \$382.01

Donations: \$456.00

Ending balance as of 11/20/23: \$4986.79



Library Committee – Librarian Nancy H.

The library received several dozen books from Louella Clow and nine cartons of books from Peter Park in the fall of 2022. Cataloging was begun, but little progress was made until 2023. With help from Sue Marr beginning in the summer, the books are being cataloged and prepared for use. The project nearly stalled when several different printers were unable to process 3x5” cards. Each book requires a card to record borrowing information and 3 to 6 or more catalog cards. Printing these cards was the simple process of writing the information on the first label, copying it on 5 more, then printing and revising the additional copies. Finally, Kim suggested using mailing labels. We found an 8 1/2x11” mailing label which will hold 6 catalog cards. All the original typing had to be changed to the new format. When printed, the sheets are cut to the proper size and attached to the cards. Standard address labels can be used for the book cards. Working one day a week, this project has taken most of the year and will continue for several months in 2024. Each book is also listed on a spreadsheet with a unique control number and name of the donor. Donation labels are placed in the front of each. Many of the books have paper jackets to put in plastic sleeves and attached to the books. The entire process is time consuming. We process about 20-25 books per session.



Presbyterian Women – Ruth N.

Open to all women of the church. Women's Bible study meets weekly on Thursdays at 1 pm. Weekly prayers are lifted up for various people who are ill or just in need of prayer.

We work with young adults and Jamie McGee school to provide 8 food baskets to needy families three times a year: Thanksgiving, Christmas and Easter. Thanks to the congregation for assistance in this effort by donating non-perishable items and donating money to buy turkey or ham for these baskets.

We have 2 fund raisers each year, a Fall and a Spring bake sale. Thank you to the congregation for your support in these events by providing baked goods to sell and buying yummy goods. The next bake sale is coming up on December 2, at 2 pm, before and after a Big Band concert with holiday music. Any baked goods left after the concert will be sold before and after service on December 3.

The funds help us to give gift bags for Baptisms, provide food baskets, help keep fees down for women's and men's retreats, and allows us to help in various mission work that comes up, such as back to school and teachers appreciation and pastor appreciation.

We help as needed with church events such as Stewardship days, and helping in the kitchen setting up and cleaning up for pot lucks. We also helped with the 190th in various ways but mainly by doing the bake sale which was very successful and helped raise money for the church.



Presbyterian Women Finance Report 2023

| DATE | DESCRIPTION | DEPOSIT | WITH-DRAWAL | BALANCE | NOTES |
|-------|--|------------|-------------|------------|-------------------------------|
| 1/2 | Beginning Balance | | | \$544.86 | |
| 1/2 | Monthly Service Charge | | \$5.00 | \$539.86 | |
| 2/1 | Monthly Service Charge | | \$6.00 | \$533.86 | |
| 3/1 | Monthly Service Charge | | \$6.00 | \$527.86 | |
| 4/1 | Monthly Service Charge | | \$6.00 | \$521.86 | |
| 5/12 | Monthly Service Charge | | \$6.00 | \$515.86 | |
| 6/14 | Monthly Service Charge | | \$6.00 | \$509.86 | |
| 7/17 | Monthly Service Charge | | \$6.00 | \$503.86 | |
| 8/11 | Deposit | \$475.00 | \$0.00 | \$978.86 | bake sale-Feb |
| 8/1 | Monthly Service Charge | | \$6.00 | \$972.86 | |
| 9/20 | Deposit | \$1,044.00 | \$0.00 | \$2,016.86 | 6 women pd for retreat |
| 9/1 | Monthly Service Charge | | \$6.00 | \$2,010.86 | |
| 8/11 | Check #181 – Stronghold for Men | | \$275.00 | \$1,735.86 | Men Retreat deposit |
| 10/13 | Check #182 – Stronghold – Women's Balance Due | | \$765.00 | \$970.86 | bal pd 2023 retreat |
| 10/13 | Check #183 – Stronghold Women's Retreat Dep Oct 24 | | \$350.00 | \$620.86 | Dep for Wmn retreat 10/ 24 |
| 10/25 | Check #180 – Stronghold for Men | | \$325.00 | \$295.86 | Men's deposit for '23 retreat |

Financial Report – Chair Jerry D.

Legacy Fund

The Committee moved the funds from Wells Fargo to New Covenant Trust, Division of Presbyterian Foundation, for better management of our investment. We interviewed three candidates and New Covenant Trust was the best fit for FPCD. It was brought to the Session and approved. The current amount is \$320,000.

In 2023, FPCD withdrew \$88,500 from the fund which is \$19,500 over the original 2023 amount that was projected might need to be used (needed for building maintenance - HVAC).

Budget

Unfortunately, the Committee was unable to create a balanced budget and we will be working with a deficit budget for 2024. The Committee worked very diligently to create as small a deficit as possible, while still maintaining our property. There are irons in the fire for FPCD to work throughout 2024 to obtain funds that will help us get out of our deficit for 2025. The bulk of the expenses at FPCD are for payroll and the general utilities.

Highlights of the 2024 budget process

The request for 2024 member giving was very conservative based on current actual giving. We are hoping that this will increase with our new members and increased pledges from all members to allay some of the expenses.

For 2024, we lost \$12,000 rental income due to Allegro Music Academy moving out mid-year 2023. We are looking for more partners to rent our space for community activities.

Maintenance expenses were very high in 2023 due to the problems with the HVAC system. The total building maintenance expenses already exceeded \$19,000 from the projected 2023 budget, due to the need to purchase furnaces and the “brain” for our HVAC system. There will still be more expenses during the remaining months of November and December, so this number will still increase.

In an attempt to keep the deficit low, the Committee removed funding from all programs. Therefore, they will work closely with the newly formed Stewardship Committee to brainstorm avenues for income. This will allow FPCD to re-start some of the programs.

The Total Operating Expense to keep FPCD running (very conservatively), for 2024, is just over \$236,000. This is just \$10,000 over the 2023 requested budget amount. With the increases in costs for virtually everything, the Committee tried to keep things even. However, FPCD’s 2024 budget request is \$91,000 negative.

Personnel Report – Presented by Patt P.

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 for January 2024, 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 | \$31,230 | Automobile expense (current IRS rate per mile) | |
| Housing Allowance | \$26,270 | Business/professional expenses (rec.\$3K) | \$2,000 |
| Effective Salary | \$57,500 | Continuing Education (rec. \$1,500) | \$1,500 |
| SECA Supplement (7.65%) | \$4,400 | Medical Reimbursement (rec. 6% of salary) | \$1,500 |
| Deferred Compensation | \$ 0 | Other Allowances | \$ 0 |
| Other allowances | \$ 0 | Moving Costs (up to) in 2021 | \$ 0 |
| Reimbursable Expenses | \$5,000 | Total Reimbursable Expenses: | \$5,000 |
| Medical Coverage and | | | |
| Pension, Death & Disability | \$22,700 | | |
| TOTAL TERMS OF CALL | \$89,600 | | |

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 Bob Buegel

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.

| | | |
|---------------------------------|-----------------------------------|-------------------------------------|
| Roy A – 2024 (1 st) | Walt C – 2025 (2 nd) | Sampson A – 2026 (2 nd) |
| Bob B – 2024 (1 st) | Jerry D – 2025 (2 nd) | Jim N – 2026 (2 nd) |
| Don C – 2024 (1 st) | (OPEN) | (OPEN) |

Following FPCD Bylaws, we are electing one session member for a term ending in 2025 and one ending in 2026.

2024 Elder Nominations

Michelle C – 2025
Bob C – 2026

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.

| | | |
|------------------------------------|----------------------------------|--------------------------------------|
| Esther A – 2024 (2 nd) | Naa O – 2025 (1 st) | Jennifer H – 2026 (2 nd) |
| Rich S – 2024 (1 st) | Barb P – 2025 (1 st) | Linda A – 2026 (2 nd) |
| (OPEN) | Liz W – 2025 (1 st) | Tammy A – 2026 (2 nd) |

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

2024 Deacon Nominations

Alyssa C - 2024

Currently Serving Nominating Committee 2022

Bob B (Elder Rep)
Jennifer H (Deacon Rep)
Ben A (At Large)
Veronica D (At Large)
Jacob S (At Large)

Nominations for Nominating Committee At Large Members

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

John H
Judy M
Andy C

Dismissal from Active Service

- Deacon Mike A (2023)
- Elder Ruth N, Clerk of Session (2023)
- Elder Patt P (2018 – 2023)
- 2023 Nominating Committee

Thank you all for your service!

