



**First Presbyterian Church of DuPage**

---

## Annual Congregational Meeting

November 17, 2024

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 Jim N.

2. Session Committee Chair Highlights

- Roy A., History & Sales Chair
- Sampson A., Mission Partnerships Chair
- Bob B., Fellowship & Service Chair
- Bob C., Stewardship Chair
- Walt C., Safety Chair & Words about Per Capita
- Don C., Trustee Chair
- Michelle C., Inter-Generational Chair

3. Audio-Visual Report – Steve H.

4. Deacon's Report – Liz W.

5. Library Report – Nancy H.

6. Presbyterian Women – Ruth N.

7. Operating Expenses & Legacy Fund Financial Report – Joellen Z.

8. Personnel Committee Report—Presented by Don C.

- **Voting on Pastor KJ's Package**

9. Nominating Committee – Presented by Andy C.

- 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**

10. Dismissal from Active Office & Thanksgiving for service

Close with Prayer and Blessing

	2023	2024	2024	2025	
	Budget	Budget	Jan-Sep	Request	Notes
<b>INCOME</b>					
<b>Member Giving</b>					
Pledged Giving	40,920	43,897	43,936	46,970	7% increase
Weekly Offering	41,097	41,000	18,866	43,870	7% increase
Electronic Giving	30,991	30,000	23,843	32,100	7% increase
Capital Campaign			8,759	11,000	
Other			100		
<b>TOTAL MEMBER GIVING</b>	<b>113,008</b>	<b>114,897</b>	<b>95,504</b>	<b>122,940</b>	
<b>DESIGNATED GIVING</b>					
History Books			2,513		
Per Capita Collected	840		297	1,620	\$20 * 81--In and out
Flowers	0	500	253	500	In and out
Pastor BOP Reimb (Eye.Dental)	591	591		358	In and out
Youth Group	0		140		
Other Designated	0		100		
<b>TOTAL DESIGNATED GIVING</b>	<b>1,431</b>	<b>1,091</b>	<b>3,303</b>	<b>2,478</b>	
<b>LEGACY FUND DRAW</b>	<b>69,000</b>	<b>0</b>	<b>50,111</b>	<b>0</b>	
<b>ROOM USAGE INCOME</b>					
Hope United			1,950	2,600	
Presbyterian Church of Ghana	15,000	16,800	12,600	16,800	
Other	12,000	12,000	10,803	12,000	
<b>TOTAL ROOM USAGE INCOME</b>	<b>27,000</b>	<b>28,800</b>	<b>25,353</b>	<b>31,400</b>	
<b>OTHER INCOME</b>					
Bank Interest	0				
Events	1,500		4,576	5,000	
Funerals, Weddings, Other		300		1,000	
Uncategorized	0				
<b>TOTAL OTHER INCOME</b>	<b>1,500</b>	<b>300</b>	<b>4,576</b>	<b>6,000</b>	
<b>TOTAL OPERATING INCOME</b>	<b>211,939</b>	<b>145,088</b>	<b>178,847</b>	<b>162,818</b>	

	2023	2024	2024	2025	
	Budget	Budget	Jan-Sep	Request	Notes
<b>EXPENSE</b>					
<b>BUILDING MAINTENANCE EXPENSES</b>					
Annual RPZ Certification--back flow	1,210	1,200	255	1,200	
Carpet Cleaning	0		27	500	Requested for Fellowship Hall cleaning
Building Repairs/Contract Repairs	5,000	22,800	20,176	18,000	
Disposal Service/Waste Management	720	1,000	791	1,200	
Electricity	20,000	16,000	14,606	19,000	
Fire System Monitoring	1,100	1,200	4,934	6,000	
Heat and Gas	16,000	12,000	11,171	15,000	
Heating/AC Maintenance	4,500	4,500	2,490	4,800	
Janitorial--Reg. Weekly Service	5,400	7,800	5,688	7,800	
Landscape Maintenance	7,656	7,900	6,084	8,112	Per Monthly Bill schedule
Maintenance Exp. (In and Outside)	4,000	4,000	1,095	3,000	Light bulbs, ballasts, Exit sign bulbs, etc.
Pest Control	360	360	270	360	Per Monthly Bill schedule
Plowing	6,000	6,000	5,350	7,000	
Property Insurance	7,800	11,500	9,070	12,660	\$1,055 per month
Security System Monitoring	0			0	
Supplies--Bathroom/Kitchen	500	650	287	1,000	
Telephone & Internet Connection	1,380	1,920	1,575	2,100	
Water/Sewer	5,400	3,500	1,998	3,500	
<b>TOTAL BUILDING MAINTENANCE EXPENSES</b>	<b>87,026</b>	<b>102,330</b>	<b>85,867</b>	<b>111,232</b>	
<b>ECCLESIASTICAL EXPENSES</b>					
Meal Charge/Presbytery Delegate					
<b>TOTAL ECCLESIASICAL EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DESIGNATED GIVING SPENT</b>					
Per Capita	3,720	3,483		1,620	\$20 * 81
Flowers	0	500	545	500	
Pastor BOP Reimbursement (Eye/Dental)	591	591	297	358	
Other Designated	0		30		
<b>TOTAL DESIGNATED GIVING SPENT</b>	<b>4,311</b>	<b>4,574</b>	<b>872</b>	<b>2,478</b>	

	2023	2024	2024	2025	
	Budget	Budget	Jan-Sep	Request	Notes
<b>OFFICE &amp; ADMINISTRATION</b>					
Bank Service fees			25		
Copier - Lease & Copies	1,700	2,100	1,909	2,700	
Office Supplies	600	500	133	250	
Postage and Delivery	300	300	93	300	
Professional Fees	1,000	500	320	500	
Software Expenses	780	1,068	25	1,000	CCLI, ChurchTrac, Quickbooks, Security
Technology/Computers	500				
Website Expense	770	660	345	660	Sharefaith \$55 per month
Uncategorized Expenses	0				
Reconciliation Discrepancies	0		(0)		
<b>TOTAL OFFICE &amp; ADMINISTRATION</b>	<b>5,650</b>	<b>5,128</b>	<b>2,850</b>	<b>5,410</b>	
<b>OTHER STAFF EXPENSE</b>					
Payroll taxes	2,425	2,325	1,658	2,650	8% of 33,122
Wages - Accompanist./Music Director	9,620	9,620	7,215	10,140	\$195 per week
Wages - Church Secretary	18,200	19,000	13,255	19,342	\$19/hr * 19 hr * 52 + \$19/hr*30 paid time off
Wages - Audio/Visual	1,612	1,612	1,209	3,640	\$17.50/hr * 4 hr * 52
Workers Compensation	450	600	475	662	2% of 33,122
<b>TOTAL OTHER STAFF EXPENSE</b>	<b>32,307</b>	<b>33,157</b>	<b>23,812</b>	<b>36,434</b>	
<b>PASTOR EXPENSES</b>					
Installation Service	0				
Pastor - Salary	30,000	31,230	24,381	41,300	
Housing/Utility Allowance	25,000	26,270	18,756	21,000	
Retirement Pre-Tax Deferment				1,200	100/month into retirement fund
SECA Supplement	4,016	4,400	3,303	4,735	7.6% of Salary (62,300)
Medical Coverage and other benefits	21,600	22,700	16,819	16,198	From new calculation with retirement
Medical Reimb 6% (Copay & Deductible)	3,000	1,500	459	3,738	6% of Salary (62,300)
Professional Exp (Cell/Miles/Lunch)	3,000	2,000	696	3,000	Minimum from Presbytery
Study Leave (Continuing Ed)	1,500	1,500	565	1,500	Minimum from Presbytery
<b>TOTAL PASTOR EXPENSES</b>	<b>88,116</b>	<b>89,600</b>	<b>64,980</b>	<b>92,671</b>	

	2023	2024	2024	2025	
	Budget	Budget	Jan-Sep	Request	Notes
<b>PROGRAM EXPENSES</b>					
Whole Church Activities	750	200	277	400	
Advertising/Publicity	300	50		75	
Christian Ed/Youth/Adult	100				
Intergenerational Committee	100	100	128	2,000	
Church Decorations	100				
Church Library	200			100	
Program Expenses - Other	250				
<b>TOTAL PROGRAM EXPENSES</b>	<b>1,800</b>	<b>350</b>	<b>405</b>	<b>2,575</b>	
<b>WORSHIP EXPENSES</b>					
PPE					
Audio Techonolgy/Sound	2,000		55	1,080	\$200 - cables; \$580 - lapel mic; \$300 - new mic
Video Technology (Comp & Proj)	1,000			5,000	TV monitoring system
Music Fees	300	250	249	250	
Piano/Organ Tuning and repairs	600	600	150	600	
Substitute Pastor	1,200	900	701	1,000	
Guest Musicians	1,200	1,200	550	1,200	
Worship Service Materials	500	150	103	150	
<b>TOTAL WORSHIP EXPENSES</b>	<b>6,800</b>	<b>3,100</b>	<b>1,808</b>	<b>9,280</b>	
<b>TOTAL EXPENSE</b>	<b>226,010</b>	<b>238,239</b>	<b>180,593</b>	<b>260,080</b>	
<b>NET OPERATING INCOME</b>	<b>(14,071)</b>	<b>(93,151)</b>	<b>(1,746)</b>	<b>(97,262)</b>	

**Personnel Report – Presented by Don C., HR Chair**

**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 2025, 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).

<b>Effective Salary</b>		<b>Reimbursable Expenses (by voucher)</b>	
Cash Salary	\$41,300	Automobile expense (current IRS rate per mile)	
Housing Allowance	\$21,000	Business/professional expenses (rec.\$3K)	\$3,000
<b>Effective Salary</b>	<b>\$62,300</b>	Continuing Education (rec. \$1,500)	\$1,500
SECA Supplement (7.65%)	\$4,766	Medical Reimbursement (rec. 6% of salary)	\$3,738
Deferred Compensation	\$ 1,200	Other Allowances	\$ 0
Other allowances	\$ 0	Moving Costs (up to) in 2021	\$ 0
Reimbursable Expenses	<b>\$8,238</b>	<b>Total Reimbursable Expenses:</b>	<b>\$8,238</b>
Medical Coverage	9,968		
Pension, Death & Disability	\$6,231		
<b>TOTAL TERMS OF CALL</b>	<b>\$92,703</b>		

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

Paid Vacation 4 weeks. Continuing Education 2 weeks.

We further promise and obligate ourselves to review with you annually the adequacy of this compensation.

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 Andy C.

### 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.

Walt C. – 2025 (2 <sup>nd</sup> )	Sampson A. – 2026 (2 <sup>nd</sup> )	Bob B. – 2027 (2 <sup>nd</sup> )
Michelle C. – 2025 (1 <sup>st</sup> )	Jim N. – 2026 (2 <sup>nd</sup> )	OPEN – 2027 (1 <sup>st</sup> )
Open – 2025 (1 <sup>st</sup> )	Bob C. – 2026 (1 <sup>st</sup> )	OPEN – 2027 (1 <sup>st</sup> )

Following FPCD Bylaws, we are electing one session member for a term ending in 2025 and two ending in 2027.

### Elder Nominations

Georges C. – 2025  
 Katrina M. – 2027  
 Joellen Z. – 2027

### 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.

Barb P. – 2025 (1 <sup>st</sup> )	Jennifer H. – 2026 (2 <sup>nd</sup> )	Alyssa C. – 2027 (2 <sup>nd</sup> )
Liz W. – 2025 (1 <sup>st</sup> )	Linda A. – 2026 (2 <sup>nd</sup> )	OPEN – 2027 (1 <sup>st</sup> )
OPEN -- 2025	Tammy A. – 2026 (2 <sup>nd</sup> )	OPEN – 2027 (1 <sup>st</sup> )

Following FPCD Bylaws, we are electing one deacon for a term ending in 2025 and two deacons for terms ending in 2027.

### 2024 Deacon Nominations

Margo S. – 2025  
 John H. – 2027  
 Ruth N. – 2027

### Currently Serving Nominating Committee 2024

Sampson A. (Elder Rep)	Andy C. (At Large)
Linda A. (Deacon Rep)	John H. (At Large)
	Judy M. (At Large)

### Nominations for Nominating Committee At Large Members

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

Patt P.  
 Deb S.  
**OPEN** – Requires a Nomination from the Floor



### **Dismissal from Active Service**

- Elder Jerry D. (2020 – Next Life)
  
- Deacon Esther A. (2020 - 2024)
- Deacon Naa O. (2023 – 2024)
- Deacon Rich S. (2022 – 2024)
- Elder Roy A. (2022 – 2024)
- Elder Don C. (2023 – 2024)
- 2024 Nominating Committee

**Thank you all for your service!**

