

# Church Council Meeting Minutes

From meeting held June 28, 2016



Present: Carol Adair, Bruce Batt, Lisa Carr, Deb Clark, Christine Fuqua, Laurie Geschrey (by phone) and Robert Skutt

Absent: Terry Aylesworth, Aaron James, Marie McPherson and Carol Radovich

Robert Skutt kept the minutes in Carol Radovich's absence.

The meeting was opened in prayer led by Lisa Carr at 6:40 pm.

The **minutes** of June 14, 2016, were reviewed. Robert moved to approve the minutes as amended and Bruce seconded. The motion carried.

## Old Business:

- The Council discussed the **Columbarium**.
  - **Deb** has spoken with the West Dundee Village Board and reported the following:
    - The church needs two building permits, one for the construction of the columbarium and one for the arbor.
    - The church also needs to get a zoning change approved by the Zoning Board and the Village Board.
    - The area where the church sits was zoned in 2005 as a mixed use, special use development with a church and office buildings. Adding a columbarium requires a zoning change.
    - To get the zoning change, the church has to submit an application and 15 copies of pictures and drawings of the Columbarium and a summary of the reasons for requesting the change. Deb showed the Village the pictures and drawings we have and the Village said these are fine for the application. We need to prepare a summary.
    - We need to submit the application and copies along with \$250 to the Village prior to its zoning meeting. The Zoning Board will provide notice of the proposed change to the church neighboring property owners and put a notice of the proposed change in the paper.
    - The church needs to have a representative present at the zoning meeting.
    - Once the Zoning Board approves the change, the Village Board also has to approve the change at its next meeting.
    - The next Zoning Board meeting is 7/25/16 and the Board would need the church's application and material by 6/29/16. The Village Board meets on 8/1/16.
    - The Zoning Board also meets on 8/22/16 and would need the church's application and materials by 7/27/16. The Village Board meets on 9/12/16.
    - The Council discussed the two possible timelines and agreed the dates in August and September work better for the church. These dates are after the congregational vote on the Columbarium Proposal on 7/24/16.
  - **Robert** will work on compliance with any government regulations for columbaria applicable to the church, on by-laws and on contracts for niches in the Columbarium.
  - **Carol A** advised the Finance Team would like to see a more detailed proposal from the Columbarium Team including a more detailed budget. Carol also will talk to other area churches with columbaria about their experience with regulatory compliance, construction costs and maintenance.
  - The Council also discussed the costs to maintain the Columbarium and agreed the costs would be made part of the Annual Budget. The maintenance costs should not be a significant increase to the budget and so it isn't worth segregating them.

- The Council does not think there needs to be a separate Board of Trustees to manage the Columbarium.
- Initially, niches will be sold only to church members and their families.
- The Council discussed the Columbarium Proposal on which the congregation will vote; the proposal is attached. Laurie moved to approve the Council's recommendation of the Columbarium Proposal as amended to the congregation for its vote. Christine seconded. The motion carried. The proposal will be made available to the congregation on 7/10/16, two weeks prior to the meeting to vote on the proposal on 7/24/16.
- The Council discussed use of the church by third parties.
  - Robert Blazek is giving music lessons at the church and using a written waiver the church provided to him.
  - Council members suggested revisions to the waiver. **Laurie and Christine** are preparing a draft policy proposal on use of the church by third parties and the policy will include a revised liability waiver. The Council plans to have this policy in place by the end of August 2016.

#### **New Business - Governance:**

- There were no questions about the Governance and Ministry book. The Council plans to discuss at its retreat the book's suggestions for implementing the governance model the Council has adopted.
- **Lisa** presented a draft planning template for the organization of teams and committees for the Council's review.
  - The Council will identify and prioritize the teams and committees necessary to operate under the church's governance model.
  - The Council identified the HR Team as one of its first priorities and discussed how the team has functioned in the past and how it should function in the future. Robert Hansen and Robert Skutt are the current members of the HR Team. In the past, the team has met to discuss specific personnel issues with Pastor Aaron. It has not been a policy-making body and has not participated in setting goals or evaluating the pastors and other staff.
  - The Council also recognized the need for additional teams and committees such as fundraising, stewardship, pastoral relations and a committee to nominate new Council members.
- **Lisa** will circulate an agenda for the Church Council Retreat.

#### **Future Business:**

- The Council discussed a possible Capital Campaign to pay down the principal on the church's mortgage within the next three years. **Carol A** has spoken with the church's current mortgage lender, BMO Harris, about the church's options and she will continue to review its options with BMO Harris and other lenders. The Council agreed a Capital Campaign needs to involve more than the church's finances. It will involve discussions of the goals the church wants to accomplish and the ways in which its mortgage inhibits fulfillment of its mission.

#### **The Council's next meeting will be at 6:30 pm on 7/12/16.**

There being no further business, the meeting was adjourned at 8:20 pm. Lisa Carr closed with prayer.

Robert Skutt, Acting Clerk