

**First Congregational UCC Naperville**

25 East Benton Avenue, Naperville, IL 60540  
630-355-1024 / [www.loveandjustice.org](http://www.loveandjustice.org)

**185th ANNUAL MEETING  
JANUARY 27, 2019**



United Church of Christ

**CHURCH STAFF**

Rev. Mark Winters  
Pastor

Christopher Lorimer  
Director of Music Ministry

Sue Flaatten, Organist

Denise Majewski  
Christian Education Coordinator

Barbara Bailey  
Church Secretary

Kathy Clolinger  
Bookkeeper

**CHURCH OFFICERS**

Chris Farthing, Moderator  
Richard Trezona, Moderator-elect  
Susan McNeal Bulak, Secretary  
Gene Wollaston, Treasurer

Lay Pastoral Leader  
Tom George  
(Stephen Ministry Leader)

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**AGENDA**  
**184th ANNUAL MEETING**  
**FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST**  
**NAPERVILLE, ILLINOIS**  
**JANUARY 27, 2019**

Declaration of a Quorum & Call to Order	Chris Farthing
Invocation	Rev. Mark Winters
Reports	
Pastor	Rev. Mark Winters
Moderator	Chris Farthing
Treasurer	Gene Wollaston
Presentation of Budget for 2019 (Presentation, discussion, motions, vote)	Jerry Stonewater
New Business	
Matthew 25 Challenge and Motion	Gene Wollaston
Officers and Ministry Positions	
Nominating Committee Recommendations, Discussions, Vote	
Commissioning of Church Officers	Rev. Mark Winters
Closing Words	Chris Farthing
Benediction	Rev. Mark Winters
Adjournment	Richard Trezona

**184th ANNUAL MEETING MINUTES**  
**of First Congregational UCC Naperville**  
*(approved at the February 20, 2018 Council of Ministries Meeting)*

Moderator Frank Breithaupt called the 184<sup>th</sup> annual meeting of the First Congregational UCC Naperville to order at 11:23 a.m. on Sunday, January 28, 2018. A quorum was declared with 60 members present.

Reverend Mark Winters gave the invocation.

## REPORTS

- Report presented by Reverend Mark Winters:
  - Reminded everyone to read the annual report.
  - Urged everyone to keep in front of us that we are a vibrant community in good shape, and although we have some struggles, we are strong.
  - Noted that it can be difficult to recruit for leadership positions and other volunteers in these busy times. We still have a couple of positions on ministries that could use some additional help: trustees, buildings and grounds, community life / coffee hour. We are exploring ways to have volunteers get involved without a time-consuming meeting schedule.
  - Thanked various members who served in leadership roles: Jeff Van Eeuwen- Interim Bookkeeper; Leah Kabira-Worship Chair; Joan Lausier-Interim Worship Chair; Becky Klein-Collins-Treasurer; Frank Breithaupt-Moderator.
- Report presented by Moderator Frank Breithaupt:
  - Expressed how much the church has impacted both him and his wife Sarah. As moderator-elect and then moderator, he was grateful to be able to witness first hand the heart and strength of the church.
  - Also urged everyone to read the annual report.
  - Thanked Reverend Mark for spiritual leadership and all of the dedicated staff, executive committee members, and ministry chairs for their tireless commitment to the church.
- Report presented by Becky Klein-Collins on the 2017 budget:
  - The 2017 budget had a planned deficit budget of \$5,072; however, the 2017 year ended with a cash surplus of roughly \$24,135.
  - The reasons for the surplus included ministries under-spending, a savings from the bookkeeper's salary while we were without an official bookkeeper, the trustees spending less on maintenance (including less for snow removal), an increase in non-pledged giving, and endowment interest income.
  - The church's endowment fund has grown steadily to \$125,579.
  - Additionally, the church donates substantial amounts of time, money, and goods to the church and the church's mission (see the annual report for specifics).
- 2018 Proposed Budget was presented by Jerry Stonewater:
  - The proposed 2018 budget is \$332,019.
  - Expenses for 2018 total \$358,016 for a budget deficit of \$26,045.
  - The trustees and council recommend that the surplus from 2017 be used as needed for the 2018 deficit. The deficit would then be reduced to \$1909.00.
  - Why the increase: pledges are down, insurance and administrative costs have increased, and there is a necessary increase in maintenance costs.
  - Gene Wollaston moved to approve the budget and Claudia Hackney seconded.
  - The 2018 budget was approved by voice vote as presented.

## OLD BUSINESS

- Fossil Fuel Resolution from 2017 Annual Meeting
  - Jerry Stonewater presented the findings of the committee established after a vote at the 2017 Annual Meeting that examined the task of moving our church's finances towards Socially Responsible Investing (SRI).
  - To that end, it is proposed that the endowment fund be moved from Vanguard to UCF.
    - UCF shares our faith-based goals.
    - It is consistent with values of UCC: no tobacco, no nuclear weapons, no firearms, encouraging less dependence on fossil fuels.
    - Returns are consistent; costs a bit higher

## NEW BUSINESS

- Vanguard Authorization Resolution
  - Ian Holzhauer moved to authorize the resolution to approve individuals to act on behalf of the church in connection with the Vanguard accounts. Barb Stonewater seconded.
  - The resolution passed unanimously by voice vote as presented.
- New Keycard system
  - Ian Holzhauer presented the new keycard entry system. The genesis for this new security system was an insurance audit that noted building security procedures that needed to be improved.
  - The trustees (Ann Montgomery and Pete Fales specifically recognized) examined various vendors and chose one vendor that best meet the needs of the church.
  - The process of who gets a key card, when it would be valid, and other logistical concerns are being worked out by a committee working with the trustees. Church secretary Barb Bailey will oversee the logistics of this system.
    - There was a question of spousal use—Ian explained that the goal is to improve the accountability and safety, so it would seem that spousal use would be acceptable.
    - Ron Keller noted that the key card system has worked well for the municipal band and in many municipal buildings increasing security and accountability.
    - Lee Ann Huang asked about people who come to the church frequently but not a specific time. How would that work? Ian referenced the committee working out many of those details.
      - The Trustees and the committee charged with implementing this change are soliciting input at this point, but the focus is to try not to restrict access to the building but to increase security and accountability.
    - A very few people will have metal keys to unlock the doors that are not controlled through the new system.
    - Visitors will still be able to buzz Barb to get into the building.
    - A question was raised as to who will monitor the system.
      - Ian explained that this system is not meant to be monitored everyday-primarily examined if there is a problem.
    - Frank thanked the trustees and everyone involved in the exploration, choice, and implementation of this new key card entry program. It will create a marked increase in security.

## OFFICERS AND MINISTRY POSITIONS

- Frank Breithaupt asked for a motion to approve the new leaders and officers of the church
  - Susan Greenwood moved to approve the slate of candidates; Jerry Stonewater seconded.
  - The new officers were approved by voice vote as presented.

- Rev. Mark Winters asked the new leaders of the church to come forward for a prayer and asked congregation members to join in.
- Frank passed the gavel to Chris Farthing as moderator for this upcoming year.
- Chris thanked Frank for his service and also the nominating committee for their work in filling the ministry positions.

## **BENEDICTION**

- Reverend Mark Winters led the benediction.

## **ADJOURNMENT**

- The meeting was adjourned at approximately 12:15 p.m.

Minutes Respectfully Submitted,  
Susan McNeal-Bulak, Secretary

## **MISSION STATEMENT**

**“Welcoming all, we spread Christ’s radical message of love and justice.”**

## **PASTOR’S REPORT**

**2018**

Believe it or not, this past year we began our tenth year of ministry together at the corner of Benton and Center! I’m so proud of all we’ve done together, and this past year was no exception.

Much of our conversation as church leaders this past year has been around the financial health of our church. We began the year with a budget deficit, knowing we’d need to raise money for a new roof, and knowing that costs for 2019 were going to go up. Many of us were nervous, to say the least. But what happened? We ended the year with several thousand less of a deficit than projected, we paid for a new roof over the sanctuary, and the proposed 2019 budget reduces our projected deficit by roughly a third over last year - while also accommodating a significant budget increase. This is astonishing. It happened because of some phenomenal leadership, and your amazingly generous response.

I want to thank Susan Greenwood, Chris Farthing, and Catherine Ross for leading the effort to raise the money for the roof. I happen to know that Susan’s enthusiasm was the main motivating factor for all of us. She kept the project exciting, celebratory, and fun! With buckets and raincoats and roping off pews, she inspired us to do what we needed to do to protect our worship space for another generation.

And I want to thank the Stewardship team! Jeanie Guenther, Barb Kling, Diana Lorenz, Laura Kemner, Bob Vonderohe, and Tom Braida presented us with a bigger challenge than I’ve ever seen at First Congregational, but they did it with smart calculations, a positive message, and faith—in our collective mission, and in all of our ability to follow through with it. Please thank these folks when you see them, because it is their foundational work upon which we all are standing as healthy as we are today.

But money isn't an end in itself of course, it's just a tool through which we do our ministry. And without the tireless work of so many others, the money we all contribute would just be sitting there. So I want to thank Marc Finnegan, who patiently chased down contractors for estimates, did walk throughs and made phone calls and sent emails—and spent many hours in our building making sure they did what they were supposed to do. I want to thank Vicki Keller, Charlotte Hyde, Theresa Hus, and Lee Ann Huang, and all the others who helped with receptions to celebrate the lives of beloved friends, and made Leah Kabira's ordination such a special event. Thanks to all who contributed gifts for Leah's ordination, especially Catherine and Bev for collaborating on the beautiful stole. Thanks to everyone who has ever sent a card or note to each other, sent a text or phone call, everyone who's made a meal or stopped by for a visit when one of you was sick or needing company. I know you're out there, and I'm grateful that caring for each other is something we all participate in, not something only "the professional" can do! "Church" is a verb as well as a noun - it's something we do as much as it's something we are. And you all do such a good job of it!

On a personal note, as usual, I heard a lot of feedback on my preaching this year. I have heard many kind responses from several of you, and I have heard from some of you that it's been quite challenging, a little too challenging in some cases. I bring this up for two reasons, one, to thank you. All feedback helps me learn. But perhaps more significantly, your comments make me think that we really need to reach out more to each other, and check in with each other, about the things that are bothering us; especially to people who may disagree. Because something that bothers me may not bother you. And through conversation with you, I may realize I'm more upset than I need to be. Or, perhaps there's something I should be upset about, but haven't thought about it in that way. Sermons aren't meant to be the end of a conversation, but rather, the beginning of one. So talk to each other about things that are needling at you—it may just be the Holy Spirit working through you to get our attention! Church is meant to be a place where we can be vulnerable with each other, and gain strength from the diversity amongst us. And we can't do that without talking to each other.

Respectfully submitted,  
The Rev. Mark Winters

## **MODERATOR'S REPORT**

### **2018**

Sometimes I get confused when there is a reference to "church." For example, is it the church building, the congregation, or the mission? This year, Council was involved in activities and decision-making that impacted each of these definitions.

#### **Church Building:**

- \* The installation of a key card system allows more secure access to the church building;
- \* The "Raise the Roof" campaign fully funded tuck point repair work and the replacement of the roof over the sanctuary, library, and narthex.

#### **The Church People:**

- \* The well-attended women's retreat in March inspired more conscientious attention to relationship building;
- \* Safety of the congregation was addressed through ALICE training with the Naperville Police Department to learn about strategies to use in the unlikely event of an attack by an armed intruder;
- \* Council requested the development of an Emergency Plan to give direction during a fire, tornado, armed intruder, or medical event (you can find the plan printed later in this Annual Report);
- \* Council again sponsored the annual Time & Talents Sunday to provide information about the



activities of each of the ministries;

- \* Council continued work on developing ministry procedures and a central storage location for them.

#### **The Church Mission:**

- \* The Matthew 25 Challenge was developed to encourage each individual to find ways to more deliberately follow Christ's teachings found in the Gospel;
- \* We hosted the ordination ceremony and celebration for Leah Kabira in September;
- \* We support Community Access Now's request to add another day to their regular weekly schedule using the church building as the base for their activities.

In addition to these activities, each ministry was very engaged in supporting the church building, people and mission. Please read the reports from each of them for more information.

None of this could have been accomplished without the generosity of people in time, talent and treasure. Several task forces were formed at Council's request, including for the roof and tuck pointing fundraiser, developing and implementing the Emergency Plan, and planning the Matthew 25 Challenge. Thank you to everyone who served on a task force.

I would like to thank the Council members, each of whom discussed issues with thought and honesty. We all have the good of the church in its several definitions at heart, and that was readily apparent.

The Exec Committee has been invaluable, clarifying procedural questions and working with me to provide direction to Council.

Thank you to the church staff for making things run so smoothly that it looked easy!

Finally, thank you to the Congregation for the generosity and support that you have shown this past year. It has been an honor to serve as Moderator.

Respectfully submitted,  
Chris Farthing

### **TREASURER'S REPORT 2018**

#### **Financials**

- Tables of 2018 Income/Expenses and Balance Sheet are below.
- A budget surplus of \$24,136 from 2017 had been allocated to cover the anticipated 2018 budget deficit of \$24,258.
- However, in 2018 we again exceeded operating margin estimates, with instead a deficit of only \$14,630. That leaves \$9,506 of that 2017 surplus (\$24,136 - \$14,630) to help cover the anticipated 2019 budget deficit of \$16,610.

#### **Procedure Changes**

- To reduce the church's cost of processing gifts of appreciated assets (i.e. stocks and mutual funds), a Charles Schwab account was set up that noticeably reduces these transaction costs.
- E-giving options now exist on our website to handle gifts from donor's credit cards or bank accounts.
- In 2019 we will be looking at options for improving on the low interest rates our cash accounts currently receive at Wintrust.

## How to Give Reminders

In addition to the usual way many of us have given in the past (e.g. check or cash), you can also consider --

- **E-giving** - single or recurring payments, credit card or bank withdrawals – Click on the “donate” button on our website.
- **Tax advantaged giving** - (talk to your financial advisor, **and** contact our bookkeeper Kathy) Some may be able to use --
  - Qualifying Charitable Contributions from an IRA for those aged 70 ½ and over.
  - Gifts of appreciated stock or mutual funds

2018 EOY Balance Sheet Summary				
<b>Assets</b>				
	Cash and equivalents	\$140,158		
	Endowment	\$117,326	(1)	
	Other (prepaid bills)	\$10,571		
	<b>Total</b>	<b>\$268,055</b>		
<b>Liabilities</b>			(2)	
	Payroll Withholding	\$2,520		
	Accounts Payable	\$3,052		
	Endowment	\$117,325		
	Designated Funds	\$97,480		
	Memorial Funds	\$33,164		
	<b>Total</b>	<b>\$253,541</b>		
	<b>Fund Principal, Excess Cash</b>	<b>\$14,514</b>		
	<b>Total</b>	<b>\$268,055</b>		
<b>Notes --</b>				
(1)	Our endowment the end of 2017 was \$125,579. The drop for			
	2018 was not surprising given the market. However our equity			
	exposure over the long haul has been very beneficial			
(2)	So we have significant "cash" assets, but these are "spoken" for			
	by a number of liabilities as shown.			

2018 EOY Income and Expense Statement Summary					
				<b>Budget</b>	<b>Actual</b>
					<b>Differences</b>
<b>Income</b>					
	<b>Member Contributions</b>				<b>Add'l Income</b>
		Pledged		\$291,935	\$292,931
		Non-Pledged		\$18,000	\$13,572
		Other Period Pledged		\$0	\$93
		Plate		\$4,100	\$2,715
	<b>Other</b>				
		Interest/Dividends		\$100	\$134
		Building Usage		\$15,584	\$21,295
		Misc		\$500	\$904
		Endowment Income		\$2,400	\$2,317
	<b>Total</b>			<b>\$332,619</b>	<b>\$333,961</b>
<b>Expenditures</b>					<b>Under Spent</b>
	Ministries			\$81,161	\$77,867
	Pastor Expenses, all			\$129,650	\$129,860
	Building Operation/ Maintenance			\$77,184	\$76,731
	Administrative			\$68,882	\$64,133
	<b>Total</b>			<b>\$356,877</b>	<b>\$348,591</b>
<b>Net Operating Margin</b>				<b>-\$24,258</b>	<b>-\$14,630</b>
<b>Notes --</b>					
> We "budget" to recover 98% of the pledged amount. In 2018 this was actually					
a bit higher. Pledge recovery depends on such things as economy, connectedness					
people feel, etc.					
> Missed the boat in estimating other member income sources					
> This was made up by a significant increase in building rent, unlikely to repeat					
> Ministries underspent noticeably					
> Non-controllable issues (weather, need for equipment maintenance, rent					
options, etc.) can result in significant budget effects					

## **TRUSTEE MINISTRY**

**2018**

Over the past year, the Trustees Ministry continued to improve our procedures for oversight of the church's governance, finances, and buildings and grounds.

The Trustees launched a successful electronic giving task force, which developed and implemented new systems to allow members to donate to the church through QR codes and links on the website. Additionally, it is now easy to set up recurring electronic donations to the church.

We implemented a new electronic security system for our doors, allowing centralized control and monitoring of when church members enter the building. We re-established firm control and accountability for keys, by implementing a key card system, in accordance with recommendations from our insurance carrier.

The church took many other steps in the safety and security realm. In accordance with recommendations from our insurance carrier, we installed carbon monoxide detectors. A task force also created an emergency response policy, with coordination from local law enforcement.

Financially, we knew going in that there would be challenges this year, with deaths and other departures of some members, and rapidly increasing insurance costs. We ended the year with a deficit of \$14,630. Though not ideal, through hard work, we kept that number nearly \$10,000 below the budgeted deficit of \$24,303. The currently projected budget deficit for 2019 is \$7,693 lower than the budgeted amount for 2018. We hope to also beat that figure over the next year, through spending discipline and by seeking to continue to grow the church, which we feel is the only viable long-term solution.

The endowment policy was updated, and our endowment fund is now managed by United Church Funds, a non-profit organization affiliated with the UCC. The switch to United Church Funds provided both cost savings and an investment portfolio more closely matching the church's social justice values.

We purchased a beautiful new sign for our church, to replace the aging and nearly-broken sign out front. It will be installed shortly and will welcome people for decades.

The Trustees oversaw the final act of the "Raise the Roof" campaign to provide a new roof to the sanctuary, Narthex, and library, as well as to tuckpoint the building. The new shingles are a beautiful slate color, more closely matching the original church roof. Our church members stepped up with their generous contributions, allowing us to promptly fund the project without borrowing against any other line items.

Our ministry is thankful for all the contributions of various members of the church, both within and outside the ministry.

Respectfully submitted,  
Ian Holzhauer, Chair

## **WORSHIP MINISTRY**

**2018**

During 2018, the Worship Ministry enjoyed working with the pastor, the music director, the arts in worship committee, the ushers, the sanctuary preparers, the sound unit, and countless other individuals and groups involved in the worship service. Although the Worship Ministry did not face unfamiliar challenges this year,

there are several items that we will monitor in 2019, including the operation of the sanctuary recording system, which Pete Fales has diligently managed to keep functioning, and the cleaning of pew cushions.

The Worship Ministry is blessed with members who expertly and often autonomously go beyond fulfilling their responsibilities. Music Director Christopher Lorimer continued his exceptional leadership of worship by directing the Chancel Choir, coordinating the First at Two concerts, which have raised thousands of dollars for various worthy causes, and coordinating and scheduling music for all worship services. A particular highlight for this year occurred on March 18 when the Chancel Choir performed several of Valerie Lorimer's original pieces.

When the Chancel Choir was not performing, many others provided quality worship music experiences. The Chancel Band, under the direction of Ron Keller, once again provided strong performances while convincing more congregants to dust off their instruments and add themselves to the music mix. The Spirit Band, under the guidance of Deborah Zelman, provided strong and lively performances throughout the year, including SpiritFest in Central Park. Aaron and Cheryl Newman, with frequent assistance from Jessie Winters, expanded the children's choir, A Joyful Sound!, and helped our youngest members to understand the importance of participating in the life of the church. Cheryl also directed another outstanding Christmas Pageant and packed the pews doing so. Laura Kopff's Chimeringers delivered wonderful performances throughout the year. Several individual soloists and instrumentalists also provided music during summer services. The Music Ministry has begun investigating and raising funds for the acquisition of a used set of bells to replace the current chimes. Sue Flaatten maintained a sophisticated level of musicianship while moving between the organ and the piano; she also occasionally added her voice to the Chancel Choir when the need arose. We are grateful for so many musically-inclined congregants who are willing to share their talents during worship.

The sound team, consisting of Pete Fales, Ben and Sam Hus, Eva-Genevieve! Scarborough, and Gene Wollaston, made sure the service and its participants were properly outfitted and amplified.

Worship Ministry members operated in various capacities to ensure seamless worship experiences. Vicki Keller and Peggy Bradley spearheaded the Arts in Worship component of the Worship Ministry, making sure the sanctuary was appropriately outfitted for each season while proactively taking measures to maintain an intimate worship setting and expand the collection of hand-made worship banners. Bev Parker and Kirsten Lyonsford prepared communion on the first Sunday of each month (and on Maundy Thursday), while Carol Patterson recruited servers and aisle guides. Terry Giese continued to coordinate Children's Time, providing the church's expanding population of children with entertaining and thoughtful messages linked to the Narrative Lectionary. Rhonda Carpenter lent her speech expertise to the training of new liturgists and scripture readers. Beyond affording the church her design talents in a number of areas, Catherine Ross oversaw the Saturday evening sanctuary preparation teams. New members Penny Schaschvary and Mike DeSpain were ever-present, lending their hands to whatever arose. The Worship Ministry is grateful for the efforts of its members.

Five sanctuary preparation teams consisting of Bev and Tom George (first Sunday); Bob Vonderohe, Pat Weichle, and Pat Swindle (second Sunday); Jim Fancher and Jeanie Guenther (third Sunday); John Klein-Collins (fourth Sunday); and Joan Lausier (fifth Sunday) made sure the sanctuary was in good working order for each Sunday's service.

Under the direction of Head Usher Dale Bryson, weekly ushering teams lead by Jean Kosiara, Dave Wise, Tom George, and Mary Wiersema took church attendance, distributed bulletins, lit candles, took up the collection, and fulfilled many other duties, both assigned and unassigned. The usher team leaders also played a significant role in ALICE training through the Naperville Police Department to stay up-to-speed on the latest strategies to maintain the safety and security of the congregation.

The Worship Ministry is grateful for the many liturgists and scripture readers who volunteer their talents each week. One goal for the coming year is to expand the list of liturgists and scripture readers. While a few new congregants graciously answered the call to participate during 2018, the ministry will continue to pursue others to provide more diversity in worship participation.

Respectfully submitted,  
John Klein-Collins, Chair

## **CHRISTIAN EDUCATION MINISTRY 2018**

The 2018 Christian Education Ministry members included: Denise Majewski (Christian Education Coordinator), Michele Day, Amy Freitag, JoLynn Mitchell, Tom Southwood, and Haley Wilson (Chair). This was our second full year with Denise in the role of Christian Education Coordinator. In addition to recruiting the many church volunteers it takes to make our youth program thrive, Denise also ensures that everyone is well informed, equipped and having fun as they contribute their gifts of time and talent to the Christian Education Program.

Denise provided teachers and coordinators with support, supplies, and a helpful monthly calendar to keep everyone informed and organized. Online Sunday School registration made registration easier than ever this year; thanks, Tom! Beginning in Fall 2018 we had 14 Sunday School teachers (including 8 returning and 6 new teachers), 5 Youth Group Coordinators, 2 Joyful Sound Leaders and 1 Daycare Coordinator. They led 54 active students including: 35 Pre-K-5<sup>th</sup> grade students, 9 Middle School students, and 10 High School students.

Junior and Senior High Youth Groups met regularly to build relationships with each other, the wider church congregation, and the community. Some of the highlights included: Super Bowl Sub fund-raising, the Crop Walk, Sleep Out Saturday to raise awareness about homelessness in DuPage County, the Chili Cook Off, Milk Shake fund-raising, and Christmas Caroling. Joyful Sound also performed nine times throughout the year. Thank you to the coordinators and parents who create these fun experiences!

As part of our ongoing efforts to increase visibility and engagement of Christian Education within the congregation, CE hosted our first annual Bingo event! The gathering was a success with those of all ages participating and enjoying time together. CE also published three newsletters for the congregation. The newsletters were shared in the church bulletins and included Sunday School teacher and coordinator introductions for the kids, CE updates, and information about CE sponsored activities. The CE Ministry also coordinated two artwork displays in the Community room during coffee hour highlighting the kids' Sunday School artwork and writings.

In December, Cheryl Newman directed another outstanding Christmas pageant with the participation of 35 children! Thanks to Cheryl and all parents and children who spent hours preparing a fantastic show for the congregation!

The CE Ministry would like to thank all teachers, coordinators, parents, and members for the time and energy they spent teaching, learning, and having fun with our youth!

Respectfully submitted,  
Haley Wilson, Chair

## MISSIONS AND SOCIAL ACTION MINISTRY REPORT 2018

Our Missions and Social Action ministry continued its hard work on your behalf to spread Christ's radical message of love using the knowledge that God is all-loving and inclusive, where all are welcome at the table, where our minds are nourished, as well as our souls. Where Jesus the healer meets Jesus the revolutionary and together, we work for a just and peaceful world.

With your generous donations we continued our support for the United Church of Christ (UCC) Our Church Wider Mission (OCWM), which helps the UCC build partnerships across all settings of the church. We also supported with monetary donations; Chicago Night Ministry, Loaves and Fishes Community Services, 360 Youth Services, and Community Renewal Society. We continued our support for the National Resource Defense Council (NRDC). The NRDC works to safeguard the Earth, its people, its plants and animals and the natural systems on which all life depends. We still feel this Green Justice group fits the ideals we share in preserving and caring for our Earth.

We also provided a donation to Angola Hymnals project for the building of the university in Angola. We also provided a donation to Common Hope that coincided with a group of our hard-working congregants making a trip to Guatemala to assist in the building of a home.

Our monetary donation to Chicago Night Ministry also included a group of our congregants preparing a meal and then transporting it to Chicago to feed those in need from the group's health outreach bus. The group served 150+ people on the cold winter evening.

2018 was a midterm election year and Missions worked with Act.Connect.Engage. (ACE) to provide information you could trust. "Our Faith, Our Vote" was the focus. ACE is a progressive grassroots group based in the western suburbs. Their main areas of concern include health, education, human rights, campaigns and candidates.

Our Green Team continued their efforts to inspire our congregation through environmental education. They sponsored an electronics recycling event and continue to help us preserve and care for our Earth's natural resources and working to build sustainable communities.

We worked with Little Friends again this year. Vicki K. and Jennifer T. set up an Angel tree in the Narthex and provided Christmas gifts for 75+ families. We also continued our work with DuPage PADS, offering a safe environment for individuals and families facing hardship. We provide showers, dinner, breakfast and of course a safe warm place to sleep on Wednesday night/Thursday morning from October to April.

While our church's financial commitment to the Syrian refugee families has ended the friendships have continued to flourish. One of the families welcomed a baby in July. The families have continued to acclimate and the friendships and assistance we provided helped them to feel welcome and make the transition in to their new life in the United States.

As you can see, your Missions and Social Action ministry has been busy and working hard to embody God's Love for all people and to hear and give voice to creation's cry for justice and peace for all.

Respectfully submitted,  
Tanya Lyonsford, Chair

## STEWARDSHIP MINISTRY REPORT

2018

*"...the whole body, joined and knit together by every joint with which it is supplied, when each part is working properly, makes bodily growth and builds itself up in love." (Ephesians 4:16 RSV)*

The quotation above guided the Stewardship Ministry this year as we hoped to inspire our congregation to appreciate and respond to the many ways we connect for common purposes. In addition to the usual steps our ministry takes, we were influenced by two particular events:

- We learned that the Sanctuary roof needed repair, and that a short summer campaign was planned to meet the financial needs for this project. The congregation responded quickly and whole-heartedly.
- We learned about the 2019 budgetary needs in August and anticipated a significant shortfall relative to the need for \$340,000 in pledges.

Both of these events guided our ministry toward being transparent about the 2019 Operating Budget needs, and we worked diligently to convey this information and encourage our members to increase their pledges. Data from previously years was systematically analyzed to determine how we might meet our goal. Throughout the fall, the Stewardship Ministry also focused on connecting, our common purposes, and on our need to support our church ministries.

Reaching out in church:

- The Time and Talents Fair, posters throughout the church, and new nametags
- Stewardship Kick-off Sunday with a presentation in the sanctuary and a brunch after church
- Children singing in church, children's time, and Sunday school activities
- Testimonies by three members during church and others in the weekly bulletin
- Consecration Sunday and a cake complete with the logo

Reaching out through email and mailings:

- Testimonies from 17 members in the Leaflet from August-October
- Infographics encouraging increased pledges and ways to meet our church goal, as well as letters and individualized pledge cards with suggestions for pledging amounts
- An online survey in early December for members' feedback

The results of the campaign are as follows:

- Total number of pledging units participating in the 2019 Stewardship Campaign: 104
- Total amount pledged in the 2019 Stewardship Campaign: **\$321,219**
- Number of new pledging units, who did not pledge last year: 11
- Total dollar amount pledged from these 11 new pledging units: **\$13,270**
- Number of pledging units increasing their pledges: 77
- Total increase from these 77 pledging units: **\$37,456**
- Number of pledging units keeping their pledge the same: 14
- Number of pledging units reducing or not renewing their pledges: 16, including 2 who died and 3 who moved away
- Total decrease from these 16 pledging units: **-\$24,960**

I'd like to thank all those who contributed so much to the past Stewardship year: all those who shared testimonies; Val Lorimer for the logo; Steve Vanden Heuvel for the postcard design; Jessie Winters, Cheryl Newman, and Denise Majewski for their work with the children; Pete Fales for tech and cookie cutter help; Barb Bailey and Kathy Clolinger for their support; and others whom I have not named. A special thank you to



the Stewardship Ministry - Tom Braida, Laura Kemner, Barb Kling, Diana Lorenz, Bob Vonderohe, and Mark Winters - for their humor, patience, and invaluable contributions.

Respectfully submitted,  
Jeanie Guenther, Chair

## COMMUNITY LIFE MINISTRY REPORT 2018

As we look back on 2018, we are grateful for all those who have helped Community Life fulfill its mission of caring for our church family and strengthening our ties with one another. We accomplished this through shared meals, coffee hour fellowship, small groups, and our Caring and Stephen Ministries.

Week in and week out, we work to coordinate fellowship time after service. We replenish supplies, schedule ministries to host, send out reminders, update instructions, deal with malfunctioning equipment, and try to make the kitchen a less intimidating place! We love to see our members connecting with each other, meeting new families, and reaching out to those in need of a friendly smile. If you haven't been to Coffee Hour lately, please stop by; we'd love to see you!

We provide opportunities for shared meals and times of fun and fellowship both in and out of church. This year, we continued our Palm Sunday Potluck and Spiritfest lunches, which were both well attended. We hosted Dinners Out nearly every month, including a great game night in August. We met for a Naperville Municipal Band Concert this summer and for a Haunted Evening this fall. In December, we again coordinated our "Christmas Cookie Coffee Hours," where we shared cookies and recipes in celebration of the season.

We provided support in times of joy and sadness. We hosted three receptions for church members who passed away in 2018, as well as a wonderful celebration for the ordination of Rev. Leah Kabira. We provide comfort and support through our Stephen Ministry, which provides a listening ear to members who are struggling with illness, job loss, family concerns, and other tough times. Our Caring Ministry worked to provide meals, rides to doctor's appointments, and hospital visits to members in need.

We welcomed new members and worked to connect them with their new church family. We hosted a Welcome Table and announcement slide show during coffee hour. We also provided a Ministry Directory and worked to find Shepherds to care for new members and families.

All of this was accomplished with a lot of help! On our ministry, we are thankful for the tireless work of Tom George (Stephen Ministry), Bev Parker (Caring Ministry), Vicki Keller and Charlotte Hyde (who had an exceptionally busy year in Receptions), Carol Patterson and Judy Bryson (New Members), Steve Jones (Dinners Out), Barb Stonewater, Dave Wise, and Veronica Wise. Our helpers extraordinaire included Claudia Hackney and Michelle Powers, who worked with Steve Jones on Dinners Out; Jim Fancher and Don Zaininger, who helped many weeks with Coffee Hour; Catherine Ross; the Greeters Recruiting Team: Judy Bryson, Liz Law, Fumiko Michael, Todra Oken, Bev Parker, Joyce Trier, and Veronica Wise; and our Community Life small group leaders: Veronica Wise (Ladies Do Lunch); Dave Wise (Men's Lunch and Men's Discussion); Judy Bryson, Vicki Keller, and Charlotte Hyde (Women's Circle); and Women's Spirituality (Marscha Chenoweth).

In addition to their normal duties, ministry members hosted Coffee Hour every other month, while congregational volunteers stepped up as well. This year, we are thankful for Jim Fancher, Eddie Pinc, Mandy Spitzer, Tina Giehler, the Junior and Senior High Youth Groups, The Klein-Collins family, Rhonda and Jack Carpenter, Joan Lausier, Dave and Veronica Wise, Susan Greenwood, Penny Schaschwary, Tom Braida, Barb

Kling, Jeanie Guenther, Chris and Tom Farthing, Tom and Sandra Banas, Liz Law, and Fumiko Michael, who all hosted Coffee Hour independent of ministry months, and many others who noticed when we needed a hand and jumped in to help on various Sundays. In addition, Steve Bradley helped repeatedly with our coffee maker, and we miss the contributions of Mike DeSpain, who handled all Coffee Hour supplies before his and Donna's move to Florida.

We look forward to continuing to host get-togethers, coordinate coffee hour, encourage small groups, and extend Christ's extravagant welcome to members, friends, visitors, and all who celebrate with us each week.

Respectfully submitted,  
Lee Ann Huang and Theresa Hus, Co-Chairs

### **CLERK REGISTRAR'S REPORT 2018**

Active Members as of December 31, 2017		312
New Members Received		5
Confirmation	0	
Confession or Reaffirmation of Faith	5	
Letter of Transfer	0	
Members Removed		16
Deaths	4	
Transfers	0	
Inactive/Released	12	
Active Members as of December 31, 2018		301

During 2018, there were 5 children baptized, 4 memorial services, and 3 wedding ceremonies.

Respectfully submitted,  
Jim Fancher, Clerk Registrar

### **DELEGATE REPORT 2018**

I was honored to be asked to be our congregation's delegate to the Fox Valley Association (FVA) of the UCC Illinois Conference, following in the footsteps of some terrific folks.

I am still wrapping my head around UCC Association and Conference lingo and suspect that will be an ongoing task! I attended both the FVA Spring Meeting in April and the Annual UCC Illinois Conference in June, with the special privilege of sitting with Diane Herr and Bill Hall, as Diane was honored as one of the 2018 Chalice Award winners. Recipients of this award are 'recognized as servants of Christ and the Church, who have demonstrated exemplary leadership, extending self to others and making a significant impact on the ministry and witness of the Illinois Conference.' What an honor!

Other items of interest in 2018:

- The Illinois Conference was in the midst of transitioning the Conference Minister position after the retirement of Reverend Jorge Morales, and first named as Acting Minister, Char Burch, and then welcomed our current Interim Conference Minister Justo Gonzalez II on October 29.
- Illinois Conference passed four emergency resolutions, three were sent to General Synod for consideration.
  - *'A Call for Congressional Hearings on Violence in America'*: it was asked that the Illinois Conference requests the 32<sup>nd</sup> General Synod of the UCC to 'call upon the Congress of the United States to conduct formal hearings to discover systemic and proximate causes of civilian violence in America, and to receive testimony as to changes in American society that may be undertaken to alleviate the effects of violence on the American people.'
  - *'Protection of Immigrant Children and Their Families'*: Let it be resolved ...'that we advocate for the Department of Homeland Security to immediately end the practice of separating minor children from their parents....'
  - *'Resolution to Abolish the Growth and Existence of Private Prisons'*: Generally, this was a call to raise awareness of this practice, monitor and advocate against proposals for state and federal criminal justice and sentencing laws which serve to increase the existence and support of these prisons and to actively identify investors or suppliers of privately owned or operated prisons and take action to and advocate for divestment....

Full text of all resolutions can be found at the IL Conference website ([www.ilucc.org](http://www.ilucc.org))

- We helped with the success of the Great Lakes Regional Youth event by gathering donations for "100 Cleanup Buckets" for the Church World Service. FVA churches were asked to help in this effort and First Congregational UCC Naperville rose to the occasion and contributed enough scrub brushes to fill all 100 buckets! And when the need arose to help fill in gaps for other supplies, our Missions ministry send a donation to help with that too!

I am looking forward to learning more and continuing to participate in Association and Conference activities in the coming year, which I hope to share with you periodically. As an example, there will be a joint gathering this fall of FVA and Chicago Metropolitan Association (CMA) that I hope to attend.

Respectfully submitted,  
Claudia Hackney, Delegate

### **2019 COUNCIL OF MINISTRIES ROSTER** **Officers and Ministry Nominees / Elected Lay Leadership of the Congregation**

Moderator* †	Richard Trezona
Moderator-elect*	Susan Greenwood
Secretary*	Julie Holzhauer
Treasurer* †	Gene Wollaston
Assistant Treasurer	Becky Klein-Collins
Member-at-Large	Willy Eifler
Registrar	Jim Fancher
UCC Denominational Delegate	Claudia Hackney

All ministry chairpersons and the pastor(s) are considered members of the church council pursuant to FCC bylaws Section 7.1

## **Non-Elected Lay Leadership of the Congregation -- Ministry Serving in 2019**

### Christian Education

#### **Tom Southwood, Chair**

Amy Freitag  
Lee Ann Huang  
JoLynn Mitchell  
Michele Day  
Nell Lorimer  
Denise Majewski  
Laura Nelson

### Community Life

#### **Theresa Hus, Chair**

Stephan Jones  
Liz Law  
Barb Stonewater  
Charlotte Hyde  
Veronica Wise  
Dave Wise  
Stephen Ministry: Tom George  
Receptions: Vicki Keller  
Caring Ministry: Bev Parker  
New Members: Carol Patterson, Judy Bryson

### Missions and Social Action

#### **Mikayla Giehler, Chair**

Tom Braid  
Susan Greenwood  
Claudia Hackney  
Diane Herr  
Susan McNeal-Bulak  
Lisa Mitchell  
Todra Oken  
Barb Stonewater  
Gene Wollaston

### Stewardship

#### **Diana Lorenz, Chair**

Frank Breithaupt  
Jeanie Guenther  
Barb Kling  
Sally Pentecost  
Kathy Van Eeuwen

### Worship

#### **John Klein-Collins, Chair**

Peggy Bradley  
Meg'n Braid  
Rhonda Carpenter  
Terry Giese  
Vicki Keller  
Bev Parker  
Catherine Ross  
Penny Schaschwary  
Pat Swindle  
Emma Vosicky

### Trustees

#### **Ann Montgomery, Chair †**

Gene Wollaston (Treasurer)  
Ben Mitchell  
Tim Nelson  
Dave Nordsieck  
Tiffany Oken  
Eva Genevieve! Scarborough  
Jerry Stonewater  
Bob Vonderohe

Notes: † Designates a director of the corporation

\* Designates an officer



### **DRAFT Motion**

#### **Matthew 25 Challenge**

**Whereas** in 2014 our church reaffirmed its Justice and Peace Covenant to: “support church members who volunteer in community programs that promote justice and peace...” and “...demonstrate individually or collectively our beliefs in justice and peace.”

**Whereas** in Matthew 25, Jesus admonishes us to serve “the least of these” saying, “for I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me.”

**Whereas** many of our members already actively engage in church sponsored activities such as PADS, the Caring Ministry, and The Night Ministry outings to Chicago; outside programs such as Feed My Starving Children, and Loaves and Fishes; and personal activities such as visiting the sick.

**Whereas** depending on work and family obligations, there is significant variability in time that members have to engage in service to others.

**Therefore**, we make a motion –

As a part of their spiritual journey, each member of FCC commits to prayerfully engaging in at least one of the activities of Matthew 25 by providing to the “least of these” food and drink, a welcoming community, clothing, caring for or visiting the sick, and visiting those in prison. We further resolve to stretch ourselves spiritually, by actively focusing on the presence of God in the love we show to each other, cognizant of the image of Christ in each person we serve.

## 2019 PROPOSED BUDGET

CATEGORIES OF INCOME & EXPENSES		2018	2018	2019
		Budget	Actual	Budget
<b>A. GIFTS AND INCOME</b>				
<b>A-1 PLEDGES</b>	Credited Contributions/Pledges	\$297,873	\$292,931	\$321,219
	Credited Contributions/Pledges (late pymt prev yr)	\$0	\$93	
	Credited Contributions/Pledges-adj for unpaid pledges	<b>-\$5,957</b>		-\$6,424
<b>A-2 OTHER</b>	Credited Contributions-unpledged	\$18,000	\$13,572	\$14,237
	Plate	\$4,100	\$2,715	\$3,071
	Interest/Dividends	\$100	\$134	\$141
	Building Use - rental	\$15,584	\$21,295	\$17,334
	Miscellaneous	\$500	\$904	\$500
	Other period pledged and non-pledged			\$0
	In Kind Donations (new in 2017)			\$0
<b>A-3 Asset Transfer</b>	Endowment Income	\$2,400	\$2,317	\$2,400
		<b>\$332,600</b>	<b>\$333,961</b>	<b>\$352,478</b>
	<b>TOTAL - GIFTS AND INCOME</b>			
<b>B. EXPENSES</b>				
	Debt Service on Line Of Credit	\$0		
<b>B-1 Caring for the World and our Members Ministries</b>				
	<b>Raise amount</b>	<b>2.00%</b>		<b>2.00%</b>
<b>B-1.1 Missions and Soc Action (contr to agencies, OCWM)</b>				
	<b>SUBTOTAL - MISSIONS</b>	<b>\$14,131</b>	<b>\$13,903</b>	<b>\$14,945</b>
<b>B-1.2 Worship</b>				
	Director of Music	\$17,957	\$17,957	\$18,316
	Organist	\$15,690	\$15,690	\$16,003
	Guest Organist	\$600	\$600	\$800
	Guest Minister	\$1,000	\$700	\$1,200
	Sabbatical Minister	\$0		\$0
	Ministry Activities	\$8,500	\$7,198	\$8,500
	<b>SUBTOTAL - WORSHIP</b>	<b>\$43,747</b>	<b>\$42,145</b>	<b>\$44,820</b>
<b>B-1.3 Christian Education</b>				
	Christian Ed Administrator-planning & search	\$0		\$0
	CE Coordinator	\$17,340	\$17,340	\$17,687
	CE Coordinator - Onboarding	\$0		\$0
	Child Care Staff (worship, etc)	\$2,369	\$2,389	\$2,417
	Ministry Activities	\$1,500	\$1,132	\$1,325
	<b>SUBTOTAL - CHRISTIAN ED</b>	<b>\$21,209</b>	<b>\$20,861</b>	<b>\$21,429</b>
<b>B-1.4 Community Life</b>				
	Ministry Activities	\$900	\$550	\$800

	<b>SUBTOTAL - COMMUNITY LIFE</b>	<b>\$900</b>	<b>\$550</b>	<b>\$800</b>
<b>B-1.5 Misc</b>				
Stewardship		\$800	\$216	\$600
Council		\$100	\$62	\$100
UCC Delegate		\$300	\$130	\$300
	<b>SUBTOTAL - MISC</b>	<b>\$1,200</b>	<b>\$408</b>	<b>\$1,000</b>
	<b>SUBTOTAL - ALL MINISTRIES</b>	<b>\$81,187</b>	<b>\$77,867</b>	<b>\$82,993</b>
			<b>\$0</b>	<b>\$0</b>
<b>B-1.6 Pastor Mark</b>				
Salary				
Base		\$34,960	\$34,960	\$35,659
Experience Up \$610 per yr)		\$4,880	\$4,880	\$5,490
Average Attendance		\$2,025	\$2,025	\$2,025
Hthcare Flexible spending acct		\$0	\$0	\$0
Housing Allowance		\$40,000	\$40,000	\$40,000
	<b>SUBTOTAL SALARY</b>	<b>\$81,865</b>	<b>\$81,865</b>	<b>\$83,174</b>
<b>Benefits</b>				
Soc Sec and Offset		\$5,076	\$5,076	\$5,157
Medicare Offset		\$1,187	\$1,187	\$1,206
Life (1-530-4)		\$1,228	\$1,228	\$1,248
Vision (1-530-4)			\$249	
Medical (1-530-4)		\$19,713	\$19,713	\$26,808
Dental (1-530-4)		\$1,720	\$1,720	\$1,720
Annuity		\$11,461	\$11,461	\$11,644
Bus Exp Business, Mileage		\$4,400	\$4,361	\$4,400
Bus Exp ContEd/Sabatical Accr		\$3,000	\$3,000	\$3,000
	<b>SUBTOTAL - PASTOR MARK</b>	<b>\$129,650</b>	<b>\$129,860</b>	<b>\$138,357</b>
<b>B-1.7 Seminary Intern</b>		<b>\$0.0</b>		<b>\$0</b>
	<b>SUBTOTAL - CARING FOR THE WORLD AND OUR MEMBERS MINISTRIES</b>	<b>\$210,837</b>	<b>\$207,727</b>	<b>\$221,350</b>
<b>C-1 Caring for our Worship Home</b>				
Utilities - Electric & Water		\$7,500	\$7,990	\$7,648
Utilities - Natural Gas - current year		\$6,500	\$6,134	\$7,326
Insurance-Bldg (Liability, Replm't)		\$13,382	\$14,051	\$14,051
Workman's Comp		\$1,567	\$2,618	\$2,618
Maint.-(Trustees)		\$6,000	\$4,585	\$5,750
Contribution to Capital Reserve Fund		\$2,000	\$2,000	\$3,000
Maint. - Misc Repairs (Trustees)				
<b>540-6 Maint.-Service Contracts</b>				
Service Exp (Boiler)		\$4,389	\$4,861	\$1,800

General Pest			\$696
Republic			\$1,080
Alarm Detection			\$972
<b>540-7 Maint.-Supplies Cleaning/Snow plowing/Other</b>			
toilet paper, soap, etc( \$1657)	\$7,000	\$5,929	\$7,264
Ecolab (hand soap \$627)			
Salt (\$225)			
Ace Hardware (\$226)			
Snow Removal (Gabe \$30 per; 2018=\$3000)			
Lawn Service (Gabe; \$50 every 2 wks; \$750)			
Other (\$123)			
roofing contract (\$300)			
<b>540-8 Maint. Cleaning service contract</b>			
Maint.-Gardening	\$28,546	\$28,537	\$29,117
In Kind Donation Expensed (new 2017)	\$300	\$20	\$300
	<b>\$77,184</b>	<b>\$76,725</b>	<b>\$81,621</b>
<b>SUBTOTAL - CARING FOR OUR WORSHIP HOME</b>			
<b>D-1 Keeping the Wheels Turning</b>			
Secretary (earnings)	\$35,152	\$36,150	\$35,855
Twenty Year Service Bonus (one time)	\$1,000	\$0.00	\$0
Bookkeeper (earnings)	\$9,880	\$6,698	\$8,062
Staff Appreciation	\$850	\$800	\$850
<b>560-2 Office Supplies</b>	\$1,700	\$1,626	\$1,700
Postage	\$1,047	\$1,011	\$1,000
Telephone	\$4,290	\$3,241	\$3,780
<b>560-5 Office Support Contracts</b>	\$5,216	\$4,964	\$1,500
ACS Technologies (\$125*12=\$1500)			\$2,100
Konica Minolta copies			
copies (\$1568)			
copier maintenance			\$500
Computer Maintenance	\$500	\$500	\$500
Dental Insurance	\$860	\$860	\$860
Soc. Sec. FICA - Employer	\$6,100	\$5,798	\$6,097
Medicare-Employer	\$1,427	\$1,356	\$1,426
Banking Fees	\$360	\$706	\$886
Electronic giving fees(\$30/month + credit card fees)			\$500
Miscellaneous	\$500	\$373	\$500
	<b>\$68,882</b>	<b>\$64,083</b>	<b>\$66,116</b>
<b>SUBTOTAL - KEEPING THE WHEELS TURNING</b>			
	<b>\$356,903</b>	<b>\$348,535</b>	<b>\$369,087</b>
<b>TOTAL - STEWARDSHIP OF EXPENSES</b>			
	<b>-\$24303.21</b>	<b>-\$14,630</b>	<b>-\$16,610</b>
<b>Net Operation Margin</b>			



## ADDENDUM

# First Congregational Church Emergency Plan For Fire, Threat of an Aggressive Intruder, Medical Emergency Events and Tornadoes

September 2018

### Fire

First Congregational Church has an excellent fire detection system throughout all buildings. In case of a detected fire, horns will sound throughout all buildings and in some locations flashing lights will be simultaneously activated. The fire detection system will notify the service provider, Alarm Detection System, who will automatically dispatch the Naperville Fire Department to the church.

### Sanctuary:

1. In case of any fire in any part of the church, all persons should immediately evacuate the building by following the posted evacuation maps to the nearest and safest exit from the church.
2. The ushers will guide congregants out of the church to the GATHERING POINT.
3. Evacuees should meet at the GATHERING POINT in the parking lot on the north side of the church building on the north side of the row of hedges. Keep the parking lot immediately adjacent to the church open for emergency vehicles.
4. Parents of children **MUST NOT** attempt to reach the Sunday School rooms to get their children and children **MUST NOT** attempt to reach their parents! Parents and children will meet at the GATHERING POINT.
5. The Usher Team Leader and designated ushers will “sweep” the Sanctuary, Narthex, Community Room and second floor to ensure that everyone has evacuated.

### Sunday School:

6. The Director of Christian Education will implement the established Sunday School Fire Evacuation Plan.
7. Children **MUST NOT** attempt to reach their parents! Parents and children will meet at the GATHERING POINT.
8. Designated teachers will “sweep” all classrooms and all bathrooms to insure they are empty before exiting the building.
9. Upon arrival at the GATHERING POINT, teachers will account for each child that was in their class that day. That information will immediately be reported to the Minister/Usher Team Leader at the GATHERING POINT.
10. Each teacher will assemble their students in one place at the GATHERING POINT for ease of their parents meeting up with them.

### Post-Evacuation:

11. The Usher Team Leader, ushers and teachers, upon completion of their “sweep”, will go to the GATHERING POINT and report to the Minister and/or Usher Team Leader of the results of the sweep. The Minister and/or Usher Team Leader will then report the information to the on-scene Fire Department.
12. The Minister will consult with the Naperville Fire Department to decide when it is safe to return to the church building and will so inform the congregants.

### The Threat of an Aggressive Intruder or Active Shooter Event

The threat of an aggressive intruder or active shooter event, while very unlikely, may occur at any time. The following discussion applies to the Emergency Plan during the time of church services or other functions in the Sanctuary. Because the circumstantial and operational concerns vary in every intruder situation, it is not possible to establish a set Emergency Plan. Some members of First Congregational Church have been trained in the ALICE program regarding how to proactively handle the threat of an aggressive intruder or active shooter. The ALICE program consists of options-based tactics to respond to such events. ALICE stands for Alert, Lockdown, Inforn, Counter and Evacuate.

#### Sanctuary

1. In the event an aggressive intruder or active shooter enters the church, anyone with a cell phone should immediately call 911 to alert the police to request assistance.
2. An usher or congregant will attempt to immediately exit the sanctuary and go to the Sunday School rooms to communicate the intruder’s location and direction.
3. *If appropriate and possible in accordance with ALICE training*, congregants will immediately attempt to exit through the nearest door and go to the GATHERING POINT.
4. *If appropriate and possible in accordance with ALICE training*, congregants will attempt to create a distraction by making loud noises, throwing objects, or even physically subduing the intruder thus reducing the intruder’s ability to do damage.
5. *When safe to do so*, full evacuation of the Sanctuary will occur through the nearest door and meet at the GATHERING POINT. Parents of children **MUST NOT** attempt to reach the Sunday School rooms to get their children who will be secured in their Sunday School rooms!
6. In keeping with ALICE training and if possible, congregants unable to immediately evacuate should attempt to conceal themselves by ducking down behind or under the pews.
7. First Congregational Church will continue to provide ALICE training to as many interested congregants as possible to ensure the best possible emergency preparation and response against an aggressive intruder or active shooter event.

#### Sunday School Rooms

8. Parents of children **MUST NOT** attempt to reach the Sunday School rooms to get their children who will be secured in their Sunday School rooms!
9. In keeping with ALICE training:
  - a. Second Floor: Teacher/students should bolt the door at the top of the stairs and immediately exit the building through the back stairway and convene at the GATHERING POINT.

- b. Sunday School Rooms: Teachers should immediately gather children into the rooms, bolt the door, and pile furniture in front of the door. Teachers and students should remain in their Sunday School rooms until police clear the building.
- c. Clark Room: Teachers should immediately gather children into the room, bolt the door, and pile furniture in front of the door. Teachers and students should remain there until police clear the building.

#### Post Intruder Event

10. Once the police have cleared the building of the intruder, police will give an “All Clear” notice to the teachers in the secured Sunday School rooms and the congregants in the Sanctuary. Parents will meet their children at the GATHERING POINT.

#### Medical Emergency Events.

There are many kinds of medical events that can arise in the church from a child /adult getting sick to an incident that approaches a medical emergency.

1. In the case of a medical event the Usher Team Leader will go the person experiencing the medical event to assess the situation. If a relative of the person experiencing the medical event is there, some consultation with that relative will take place about a course of action. A relative of the person experiencing the medical event may decide that he or she will assume the responsibility of taking the person experiencing the medical event to the emergency room or other appropriate action. That will be his or her decision. Calling 911 to get professional medical responders on scene should be a major consideration in this discussion.
2. If a relative of the person experiencing the medical event is not on scene, the Usher Team Leader will make the appropriate decision on a course of action with calling 911 being the first choice. Having trained medical personnel on scene as soon as possible to further assess options is very important. Upon their arrival, the professional medical responders will take charge.
3. If the medical event is a true emergency, it may be appropriate to evacuate congregants to the Community Room?

#### Tornados

1. If the City of Naperville’s emergency warning sirens sound or news is obtained that a tornado or similar severe storm situation is approaching Naperville, all persons in all locations in all the buildings should immediately evacuate to the basement hallways outside the Clark Room or the Sunday School rooms below the Community Room.
2. Follow the posted evacuation maps to those locations.