

# PCCUCC Church Council Meeting Minutes

March 16th, 2025

11:30AM | Church Conference Room and via Zoom

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## MINUTES

Meeting started at 11:30am

x	Pat Herman
x	Rhea-Joy Simonich
x	Shawn Hillman
x	Elizabeth Ormes
x	Tina Andry
x	Joan Caton
x	Barbara Newton
x	Ginny Noble
x	Rev. Joe Newton
x	<b>Guests:</b> (list guests) Mark & Samantha Gerth; Peg Glenn; Lisa Breese (virtual)

☒ **Establish Quorum** (5 members)

### Review and Approval of January minutes

- Review: Prior to meeting a final draft of the minutes were emailed (Shawn 3/16).
- ☒ Motion to approve (no changes): Barb Seconded: Ginny. Approved

### Administrative Reports

#### Office Management: Office Manager: Sharon

- Review (Report Attached)
- Discussion: clarification on updates from office manager report emails; Report stands as submitted; Council discussed using Congregational meeting to further discussion of concerns emailed after the meeting by Sharon - special Congregational mtg or use Spring mtg to discuss communication/church office needs - council needs more time to evaluate options - this will continue as an item of business
- **Action Items** (who/by when): Council/June 2025

#### Memorial Board: Elizabeth

- Review (Not Applicable: No Written Report - just financials)
- Discussion: Ginny shared that she and her mother want to approve available funds (left-over) from money donated on behalf of her father toward Loft Computer (\$500)
- Current Balance: \$43,194.84

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- **Action Items** (who/by when): Pat & Elizabeth/TBD

## Operations: Shawn

- Review (Report Attached)
- Discussion: Shawn and council expressed appreciation for helpers; There were questions as Shawn shared the report but no changes and report stands as provided
- **Action Items** (who/by when): Shawn/on-going [operations work is never done] Shawn will solicit help as needed

## IL Conference and EA Business News: Shawn

- Review (Not Applicable No Written Report)
- Discussion: Shawn shared IL Conference is “selling” the 2 camps - basically making them independent business affiliates (unrestrict them so they are profitable and not a financial drain on IL Conf. but UCC will still have access); increased collaboration with EA and all the opportunities to get involved; Shawn asked for support from church when we host the Fall annual EA conference; Shawn was going to ask EA moderator for assistance with leading church in conversation on communication conflict & issues as the IL Conference is not likely to have staff/support (been non-responsive on the pastoral search process).
- **Action Items** (who/when): Shawn/before 4/27 if possible to have idea when to plan mtg

## Financials: Pat

- Review (Report of Financials Attached)
- Discussion: Pat presented information on the reports; clarified that the Youth Group funds withdrawal \$1500 was to finance the Confirmation expenses (previously approved by council); Pat indicated that the YTD negative is typical of expenses to income ratio based on past knowledge for the time of year; Possibly create giving trends report (5/10/20 year) - plan discussion for “stewardship” - what is our giving - where do we need it?
- Church Fund Balance: \$265,656.61; Budget Income/Expense Monthly Activity: +586.09; YTD: -\$833.28
- **Action Item** (who/by when): Pat/TBD - possibly next Congregational mtg?

## Pastor: Joe Newton

- ☒ Motion to approve (as presented): Rhea-Joy Seconded: Ginny. Approved
- Review (Not Applicable No Written Report)
- Discussion: Pastor Joe shared updates on Confirmation; Requested that Palm Sunday incorporate processional; Shared time away (4/21-5/18 and to return 4/25\*); Put forth concern that rotating moderator needs to be shared more widely with Congregation/establishing a point person between council - council discussed and agreed and established schedule such that the person leading the next council meeting would “take over” after the meeting. Elizabeth from 3/16 (after mtg) - 4/27 (before mtg) Shawn 4/27 (after mtg) - 5/18 (before mtg) etc.
  - 4/27: Elizabeth; 5/18: Shawn; 6/22: Ginny; 7/20: Barb; and 8/17: Pat
- **Action Items** (who/by when) Council/completed 3/16 (up to Aug)

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## Ministry Reports

### Membership & Welcoming: Barb

- Review (Not Applicable No Written Report)
- Discussion: Barb enthusiastically shared that we have some new “regular” attendees who have taken an interest and expressed thoughts on being involved; Discussed a new Welcome packet (Peg volunteer to assist); Discussed ensuring one-page handouts are available in Narthex and Sanctuary
- **Action Items** (who/by when): Barb/TBD (possible new Welcome Packet ideas by 4/27?)

### Community Outreach: Joan

- Review (Not Applicable No Written Report)
- Discussion: Plainfield Community Alliance - Kindness Contest - discuss event and possible need for judges (Elizabeth volunteered as a judge if needed); Feed My Starving Children (Mark) shared was very positive 10 ppl from PCCUCC; Joan updated on several events including for Holy Week (Barb volunteered to assist with Good Friday Interfaith opportunity if needed); Joan’s extensive community involvement was recognized and she was encouraged to lean into asking for assistance from council for community connections events, especially if she has emergency needs (Interfaith dinner - Pat and Barb would volunteer with Joan on this more).
- **Action Items** (who/by when): none identified - Joan/continue to email as needed

### Apple Tree: Rhea-Joy (other board members present - Barb / Lisa B.)

- ☒ Motion to approve (as presented): Tina Seconded: Barb. Approved
- Review (Not Applicable No Written Report)
- Discussion: They have concerns that the number of kids signing up is too low to sustain but exploring different ideas - want to get an inflatable Wacky Tube Man (maybe something to buy with the church it highlight when we have fundraising events); discussed the need to explore marketing/advertising with a professional (do they have the expertise/time to invest) and JP (church member was interested in helping)
- Financially they are doing ok - spending is down to meet income restrictions
- **Action Items** (who/by when): Apple Tree board mtg 3/18 and will follow up to move forward on Wacky Tube Man and marketing/TBD



### Congregational Life: Ginny

- Review (Not Applicable No Written Report)
- Discussion: Game Night (afternoon) had 23 ppl, lots of fun; adults/children; will become a recurring event (2nd Sunday monthly); Easter Breakfast annual event is a go - 8:30am 4/20/25
- **Action Items** (who/by when): none identified - Ginny will solicit assistance as needed

### Calendar Review: All

<https://www.plainfielducc.org/calendar> and <https://www.apple-tree-preschool.com/calendar>

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- Discussion: reviewed calendar events and events to be added/discussed with Sharon
- **Action Items** (who/by when): Elizabeth/discuss with Sharon by 3/18

## Old Business

- Choir will be singing for Easter but regular schedule is not established and is in “limbo”
  - **Action Items** (who/by when): none
- ☒ Completed (for now)
- Apple Tree storage items in the basement - making space in case of tornado. They will work on main issues at the end of the school year but concern is safety - that is the tornado shelter. AT Directors will ensure adequate space for children to use the shelter.
  - **Action Items** (who/when): Apple Tree Directors & Board/ASAP
- ☐ Completed
- ☒ Follow Up Needed

## New Business

- February Congregational Meeting
  - Discussion: A vote, or confirmation to approve 2025 council wasn't conducted. It can be agenda item to address at the next Congregational Mtg; Addressing the communication issues and the concerns regarding church office accessibility/need to have office hours when ppl can come into the building
  - **Action Items** (who/by when): Council/4/27 council meeting should discuss meeting date/agenda items/format
- ☐ Completed
- ☒ Follow Up Needed
- Church Voicemails
  - Church voicemails should only go to the identified “leadership” person in order to ensure that only one person is addressing the issue.
  - The leadership person or Moderator-in-Charge will solicit additional assistance as needed.
  - Action Items (who/by when): Elizabeth/discuss with Sharon by 3/18
  - Specific concern (church member calling for ride and then she does not respond to calls) - Pastor Joe will investigate through reaching out/contact possible supports.
  - **Action Items** (who/by when): Pastor Joe/TBD - before next council mtg (4/27)
- ☐ Completed
- ☒ Follow Up Needed
- Proposal - Building Bright Futures
  - Discussion: info was sent prior to meeting; majority on the council haven't reviewed; council asked to review and vote email; proposal will be presented to Apple Tree board at next board meeting and they can review.
  - **Action Items** (who/by when): Elizabeth/4/1



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☐ Completed

☒ Follow Up Needed

## **Adjourn**

- Motion to Adjourn by Barb Seconded by Ginny

☒ Approved

**Closing Prayer: lead by Pastor Joe Newton**

**ATTACHMENTS: Written Reports, Proposal BBF, and Moderator Schedule/Procedure  
Pages 6-18**

# **PCCUCC Church Council Meeting Minutes**

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## **ATTACHMENT A Office Manager (submitted via email):**

- Starting this June, Facebook will only store live videos for 30 days and then delete them. We may want to start more of an emphasis on our YouTube page for people who want to view older worship services.
- Upper Room update: Pat is checking on a billing issue this week because they sent us a cancellation notice that we received last Thursday. I notified Eileen.
- ICYMI - I know we broke our Ash Wednesday drive thru record by the number of cars - at least 15, but as announced in church Sunday, we shared ashes with nearly 30 people - mostly community members!!
- And last, a question - what is the plan for a follow-up meeting from our congregational meeting to facilitate better direct communication?

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## **ATTACHMENT C**

### **PCCUCC 2025 Moderator Schedule**

**April-Aug**

Core Values (2014): We value a simple, transparent and permission giving structure to empower the passions and interests of the Congregation

Policy: PCCUCC values and supports using a system of leadership that is flexible and transparent in order to do the business of church.

#### **Meeting Leader schedule:**

- April - Elizabeth Ormes
- May - Shawn Hillman
- June - Ginny Noble
- July - Barb Newton
- Aug - Pat Herman

#### **Procedure:**

In order to reduce confusion and support the Congregation being able to know who to contact from the council the council agrees that the point person between council meetings is the next identified Moderator. Typically this person will take on “church business/administrative functions”

For Example: Elizabeth from 3/16 (after mtg) - 4/27 (before mtg) Shawn 4/27 (after mtg) - 5/18 (before mtg) etc.

Point of Clarification: The point person for a specific Ministry or Church business is still that person identified by their role on council; i.e. Joan Caton is still the point person for Hope Day, Shawn Hillman is still the point person for Operations (Bldg & Grounds and technology). The point person for specific work groups, events, or activities will be identified if different from the person on council.

# **PCCUCC Church Council Meeting Minutes**

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## Reports

Financials: Abbreviated Financial (Balance Sheet & Treasurer's Report); Consolidated Funds Activity Report; and (information generated for 2/28/25): Balance Sheet and Treasurer's Report  
Pages 9-13

## Operations

Pages 14-17

Proposal to Partner with PCCUCC and Apple Tree with Building Bright Futures

Pages 18-19

## Core Values

Pages 20

# ABBREVIATED Financials Monthly

February 2025

## ABBREVIATED BALANCE SHEET:

	Year to Date		
Total Assets	\$ 268,919.43	Liabilities	\$3,262.82
		Fund Balance	\$265,656.61
	<u>\$ 268,919.43</u>		<u>\$268,919.43</u>

**GENERAL OPERATING FUND:** \$137,875.72

## ABBREVIATED TREASURER REPORT:

	Period Activity	Monthly Budget	YTD Balance	Annual Budget
Income:				
Donations	\$ 5,047.38	\$ 8,400.00	\$ 12,058.78	\$ 100,800.00
Bldg. Use & Other Income	\$ 3,360.00	\$ 3,930.00	\$ 6,393.00	\$ 38,750.00
<b>TOTAL INCOME</b>	<u>\$ 8,407.38</u>	<u>\$ 12,330.00</u>	<u>\$ 18,451.78</u>	<u>\$ 139,550.00</u>
Expenses:				
Salaries	\$ 2,290.77	\$ 2,324.00	\$ 4,354.89	\$ 27,884.00
Utilities	\$ 1,691.02	\$ 2,425.00	\$ 3,847.47	\$ 23,100.00
Maintenance & Insurance	\$ 899.40	\$ 2,846.00	\$ 5,331.79	\$ 34,154.00
Administration & Misc.	\$ 2,139.11	\$ 1,772.00	\$ 4,121.12	\$ 21,055.00
Ministries	\$ 800.99	\$ 1,619.00	\$ 1,629.79	\$ 19,675.00
<b>TOTAL EXPENSE</b>	<u>\$ 7,821.29</u>	<u>\$ 10,986.00</u>	<u>\$ 19,285.06</u>	<u>\$ 125,868.00</u>
<b>DIFFERENCE</b>	\$ 586.09	\$ 1,344.00	\$ (833.28)	\$ 13,682.00

**Plainfield Congregational UCC - Plainfield IL**  
**Consolidated Fund Activity Report for February 2025**

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Thursday, March 13, 2025

Account #	Account Name	Beg Balance	Receipts	Disbursements	Transfers/JE's	End Balance
3.100.100	General Operating Fund	137,289.63	8,407.38	7,821.29	0.00	137,875.72
3.100.103	Specific Bequests - Local Needy	789.92	(487.65)	0.00	0.00	302.27
3.200.105	Kids Quest Fund	117.71	0.00	0.00	0.00	117.71
3.200.115	VBS Fund	1,007.59	3.33	0.00	0.00	1,010.92
3.200.120	Youth Group Fund	1,990.82	0.00	1,500.00	0.00	490.82
3.200.200	Music Fund	50.00	0.00	0.00	0.00	50.00
3.200.250	Food Pantry - Micro Fund Balance	3,576.00	0.00	0.00	0.00	3,576.00
3.200.305	Holy Hookers Fund	163.89	0.00	0.00	0.00	163.89
3.200.310	Stephens Ministry Fund	125.30	0.00	0.00	0.00	125.30
3.210.100	Fellowship Celebrations Fund (Church meals)	418.59	90.00	90.00	0.00	418.59
3.220.100	Kitchen Update**	4,127.55	0.00	0.00	0.00	4,127.55
3.230.100	Pastor's Discretionary Funds	538.35	1.67	0.00	0.00	540.02
3.230.200	Food Pantry Plainfield Area Fund	157.38	1.67	0.00	0.00	159.05
3.230.300	Outreach Adventure Fund	2,267.66	315.34	0.00	0.00	2,583.00
3.230.340	Community Hope Day Balance	1,351.01	170.00	2,642.23	0.00	(1,121.22)
3.240.110	Office Equip./Furniture Fund**	170.00	0.00	0.00	0.00	170.00
3.300.100	Memorial Funds Fund	43,596.19	0.00	0.00	0.00	43,596.19
3.900.100	Land Sale Proceeds	71,470.80	0.00	0.00	0.00	71,470.80
<b>Total</b>		<b><u>\$269,208.39</u></b>	<b><u>\$8,501.74</u></b>	<b><u>\$12,053.52</u></b>	<b><u>\$0.00</u></b>	<b><u>\$265,656.61</u></b>

**Plainfield Congregational UCC - Plainfield IL**  
**Balance Sheet as of February 28, 2025**

**Thursday, March 13, 2025**

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Account #	Account Name	Period Activity	YTD Balance
<b>ASSETS</b>			
1.000.100	Petty Cash	(127.75)	273.25
1.100.100	cash	(3,276.29)	89,716.46
	<b>Current Assest</b>	<b>(\$3,404.04)</b>	<b>\$89,989.71</b>
1.300.101	E. Jones Mem. Mutual Funds	0.00	43,194.84
	<b>Edward Jones</b>	<b>\$0.00</b>	<b>\$43,194.84</b>
	<b>Investments</b>	<b>\$0.00</b>	<b>\$43,194.84</b>
1.300.102	Stofan, Agazzi & Co. Investments	0.00	135,734.88
	<b>TOTAL ASSETS</b>	<b>(\$3,404.04)</b>	<b>\$268,919.43</b>
<b>LIABILITIES</b>			
2.100.100	Federal 941 Taxes	82.30	2,472.78
2.100.110	Ill. Dept. of Rev. - 941 Taxes	22.42	704.00
	<b>Payroll Liabilities</b>	<b>\$104.72</b>	<b>\$3,176.78</b>
2.230.320	FMSC	1.67	3.34
2.300.100	Our Church's Wider Mission	34.67	69.34
2.300.101	Christmas Fund (Vet. of Cross)	1.67	3.34
2.300.102	Neighbors In Need	1.67	3.34
2.300.103	One Great Hour of Sharing	1.67	3.34
2.300.104	Strengthen The Church	1.67	3.34
	<b>Pass Through Collections</b>	<b>\$43.02</b>	<b>\$86.04</b>
	<b>TOTAL LIABILITIES</b>	<b>\$147.74</b>	<b>\$3,262.82</b>
<b>FUND BALANCE</b>			
3.100.100	General Operating Fund	586.09	137,875.72
3.100.103	Specific Bequests - Local Needy	(487.65)	302.27
	<b>General Operating Funds</b>	<b>\$98.44</b>	<b>\$138,177.99</b>
3.200.105	Kids Quest Fund	0.00	117.71
3.200.115	VBS Fund	3.33	1,010.92
3.200.120	Youth Group Fund	(1,500.00)	490.82
3.200.200	Music Fund	0.00	50.00
3.200.305	Holy Hookers Fund	0.00	163.89
3.200.310	Stephens Ministry Fund	0.00	125.30
3.210.100	Fellowship Celebrations Fund (Church meals)	0.00	418.59
3.230.340	Community Hope Day Balance	(2,472.23)	(1,121.22)
	<b>SALT &amp; LIGHT Ministries</b>	<b>(\$3,968.90)</b>	<b>\$1,256.01</b>
3.220.100	Kitchen Update**	0.00	4,127.55
	<b>Fund Raising</b>	<b>\$0.00</b>	<b>\$4,127.55</b>
3.230.100	Pastor's Discretionary Funds	1.67	540.02
3.230.200	Food Pantry Plainfield Area Fund	1.67	159.05
3.230.300	Outreach Adventure Fund	315.34	2,583.00
	<b>Benevolence Outreach</b>	<b>\$318.68</b>	<b>\$3,282.07</b>
3.240.110	Office Equip./Furniture Fund**	0.00	170.00
	<b>Capital Funds</b>	<b>\$0.00</b>	<b>\$170.00</b>
3.300.100	Memorial Funds Fund	0.00	43,596.19
3.900.100	Land Sale Proceeds	0.00	71,470.80
	<b>Reserve Funds</b>	<b>(\$3,650.22)</b>	<b>\$123,902.62</b>
3.200.250	Food Pantry - Micro Fund Balance	0.00	3,576.00
	<b>TOTAL FUND BALANCE</b>	<b>(\$3,551.78)</b>	<b>\$265,656.61</b>
	<b>Total LIABILITIES and FUND BALANCE</b>	<b>(\$3,404.04)</b>	<b>\$268,919.43</b>

**Plainfield Congregational UCC - Plainfield IL**  
**Treasurer's Report as of February 2025 for General Fund**

**Thursday, March 13, 2025**

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Account Name	Period Activity	Monthly Budget	YTD Balance	Annual Budget
<b>INCOME</b>				
Contributions - Faith Promises	4,790.38	8,333.00	11,726.78	100,000.00
Contributions - Loose	257.00	67.00	332.00*	800.00
<b>Contributions Income</b>	<b>\$5,047.38</b>	<b>\$8,400.00</b>	<b>\$12,058.78</b>	<b>\$100,800.00</b>
Building Use - AA	50.00	54.00	100.00	650.00
Building Use - Apple Tree	2,800.00	2,800.00	5,600.00*	25,000.00
Building Use - Arise Chicago	0.00	17.00	0.00	200.00
Building Use - Misc.	510.00	125.00	693.00*	1,500.00
Building Use - TOPS	0.00	38.00	0.00	450.00
Building Use - Wedding	0.00	0.00	0.00	200.00
<b>Building Use</b>	<b>\$3,360.00</b>	<b>\$3,034.00</b>	<b>\$6,393.00*</b>	<b>\$28,000.00</b>
Auction Income	0.00	42.00	0.00	500.00
Change Stock Value Gen. Fund	0.00	833.00	0.00	10,000.00
Misc. Income	0.00	21.00	0.00	250.00
<b>Other Income</b>	<b>\$0.00</b>	<b>\$896.00</b>	<b>\$0.00</b>	<b>\$10,750.00</b>
<b>TOTAL INCOME</b>	<b>\$8,407.38</b>	<b>\$12,330.00</b>	<b>\$18,451.78</b>	<b>\$139,550.00</b>
<b>EXPENSE</b>				
Church Secretary Salary	1,486.58	1,445.00	2,889.00	17,334.00
Music Director	545.88	625.00	1,060.88	7,500.00
<b>Total Staff Compensation</b>	<b>\$2,032.46</b>	<b>\$2,070.00</b>	<b>\$3,949.88</b>	<b>\$24,834.00</b>
Apple Tree Payroll Taxes	1,934.20		3,842.54	
Apple Tree Reimbursement	(13,620.23)		(26,876.30)	
Apple Tree Salaries	11,686.03		23,033.76	
<b>Total Apple Tree</b>	<b>\$0.00</b>		<b>\$0.00</b>	
Church Portion of FICA/Med.	155.49	158.00	302.19	1,900.00
Workmen's Compensation Ins.	102.82	96.00	102.82	1,150.00
<b>Total Payroll Taxes &amp; Ins.</b>	<b>\$258.31</b>	<b>\$254.00</b>	<b>\$405.01</b>	<b>\$3,050.00</b>
<b>Total Salaries</b>	<b>\$2,290.77</b>	<b>\$2,324.00</b>	<b>\$4,354.89</b>	<b>\$27,884.00</b>
Electric	471.13	500.00	471.13	6,000.00
Garbage Pickup	112.00	133.00	224.00	1,600.00
Internet Provider	97.15	100.00	194.30	1,200.00
Natural Gas	973.48	1,500.00	1,583.58	12,000.00
Telephone	0.00	100.00	1,100.00*	1,200.00
Water	37.26	50.00	274.46*	600.00
Web Hosting	0.00	42.00	0.00	500.00
<b>Utilities</b>	<b>\$1,691.02</b>	<b>\$2,425.00</b>	<b>\$3,847.47</b>	<b>\$23,100.00</b>
Building Maintenance	359.87	583.00	1,188.36*	7,000.00
Equipment Costs	0.00	67.00	0.00	800.00
Grounds Maintenance	0.00	583.00	0.00	7,000.00
Industrial Supply	29.53	83.00	118.43	1,000.00
Inspection Expense	240.00	67.00	240.00*	800.00
Property Ins. - Church Package	0.00	1,171.00	3,515.00*	14,054.00
Snow Removal	270.00	292.00	270.00	3,500.00
<b>Maintenance - Prop. &amp; Bldg.</b>	<b>\$899.40</b>	<b>\$2,846.00</b>	<b>\$5,331.79</b>	<b>\$34,154.00</b>
Advertising & Marketing & Decorations	13.00	17.00	26.00	200.00
Bank Service Fees & Investment Fees	14.75	15.00	30.21*	180.00
Computer Program Expense	116.86	175.00	247.10	2,100.00
Copy Machine Exp.	121.84	83.00	175.50*	1,000.00
Office Equip./Furniture Exp.	0.00	100.00	0.00	1,200.00
Office Supplies	71.88	71.00	108.86	850.00
Postage	30.40	77.00	30.40	150.00



**Plainfield Congregational UCC - Plainfield IL**  
**Treasurer's Report as of February 2025 for General Fund**

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Account Name	Period Activity	Monthly Budget	YTD Balance	Annual Budget
Technology Expenses	0.00	17.00	0.00	200.00
<b>Administrative</b>	<b>\$368.73</b>	<b>\$555.00</b>	<b>\$618.07</b>	<b>\$5,880.00</b>
Custodial Independent Contractor	1,520.38	1,167.00	3,038.05*	14,000.00
Denominational Expense	0.00	42.00	0.00	500.00
Hope Day Chef-Ind.Contract	130.00		130.00	
Hope Day Sous Chef - Independent Contractor	120.00		335.00	
Leadership Training Expenses	0.00	0.00	0.00	25.00
Ministerial Development Exp.	0.00	0.00	0.00	25.00
Ministerial Search Expenses	0.00	0.00	0.00	500.00
Misc. Expense	0.00	8.00	0.00	100.00
Staff Development	0.00	0.00	0.00	25.00
<b>Other Expenses</b>	<b>\$1,770.38</b>	<b>\$1,217.00</b>	<b>\$3,503.05*</b>	<b>\$15,175.00</b>
<b>Total Operating Expense</b>	<b>\$4,729.53</b>	<b>\$7,043.00</b>	<b>\$13,300.38</b>	<b>\$78,309.00</b>
Church Social Events	0.00	8.00	0.00	100.00
Fellowship Supplies	0.00	8.00	0.00	100.00
Guest Minister	800.00	1,500.00	1,600.00	18,000.00
Stephen's Ministry	0.00	0.00	0.00	50.00
Worship Supplies	0.00	17.00	0.00	200.00
<b>Worship Expenses</b>	<b>\$800.00</b>	<b>\$1,533.00</b>	<b>\$1,600.00</b>	<b>\$18,450.00</b>
Adult Programs	0.99	8.00	0.99	100.00
Bibles For Youth	0.00	0.00	0.00	25.00
Confirmation Supplies	0.00	17.00	0.00	200.00
Educational Presentations	0.00	0.00	0.00	25.00
Lenten Program	0.00	0.00	0.00	25.00
Nursery Supplies	0.00	0.00	0.00	25.00
VBS Exp.	0.00	0.00	0.00	25.00
Welcome Center	0.00	17.00	28.80	200.00
Youth Group Supplies	0.00	0.00	0.00	25.00
<b>Christian Education</b>	<b>\$0.99</b>	<b>\$42.00</b>	<b>\$29.79</b>	<b>\$650.00</b>
Music Licensing Fees	0.00	38.00	0.00	450.00
Music-nonfunded	0.00	4.00	0.00	50.00
Organ & Piano Maintenance	0.00	0.00	0.00	50.00
<b>Music</b>	<b>\$0.00</b>	<b>\$42.00</b>	<b>\$0.00</b>	<b>\$550.00</b>
Stewardship Exp.	0.00	2.00	0.00	25.00
<b>Stewardship</b>	<b>\$0.00</b>	<b>\$2.00</b>	<b>\$0.00</b>	<b>\$25.00</b>
<b>Total Ministries Expense</b>	<b>\$800.99</b>	<b>\$1,619.00</b>	<b>\$1,629.79</b>	<b>\$19,675.00</b>
<b>TOTAL EXPENSE</b>	<b>\$7,821.29</b>	<b>\$10,986.00</b>	<b>\$19,285.06</b>	<b>\$125,868.00</b>
<b>Difference</b>	<b>\$586.09</b>	<b>\$1,344.00</b>	<b>(\$833.28)</b>	<b>\$13,682.00</b>

\* = Income/Expense exceeds amount budgeted to date

**To: PCCUCC Council**  
**Cc: Operations Team (Bob Mason, Steve Breese, Mark Gerth)**  
**Sharon Kuzel, PCCUCC Office Manager**  
**Rev. Joe Newton**  
**RE: Operations Report - March 2025**

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The following is a list of recent or current projects your operations team is tackling. I am trying something new with the format this month by separating out into specific sections:

**Building/Grounds & Technology.**

**Building/Grounds**

- **Plumbing (Part 1).**

In the past couple weeks, we have experienced intermittent flushing issues/water backup in the main restrooms.

- On Saturday March 1st, Justin Colwell-Ongene was helping with a backed up toilet issue (*at Hope Day*). That same day, Mark Gerth had noted water levels in the toilets and urinals in the men's bathroom rising/backing up. Shawn asked Todd, our for-hire handyman (*who has plumbing experience*), if he could come take a look. Over the past few weeks, Todd had opened up the septic caps to discover our levels are high, and the tank is backing up. If we can confirm 100% that we are still on septic vs. City sewer, next steps will be a deep flushing/cleaning. Todd has some experience with plumbing and I will be deferring to his guidance on this for next steps.

- **Plumbing (Part 2)**

Bob Mason has taken the lead coordinating water meter inspection & updated permit and equipment requirements. Here are some of Bob's notes::

*According to "Lisa" at the Plfd. Village Water Dept today, the Church has to "have someone go onto the Plainfield Village website (.gov), find 'Building Permits' (on left), & apply for a Water Permit (\$100). The Plfd. Public Works Dept will then order a new 2-inch meter (\$1690), for a total charge of \$1790. Then, when the new meter comes in, we (PCC) "will need to hire a plumber to install it." This needs to be done asap (to save on our huge water bills), and I can't do the login stuff or much texting either!*

*NOTE: I had talked to "Dan" at their Public Works Dept about 2 weeks ago. He sent "Kelvin" out to the Church with me to get all the data needed for a new 2" water meter for Dan to order. Kelvin said he would replace the Sending Unit when the meter was replaced (because of its age & non-replaceable battery).*

*So, I have been expecting Dan to call me when he receives the new meter & was ready to install it, but no one has contacted me about it since then,. It seems that*

*Kelvin apparently meant that he would only be replacing the meter's Sending Unit, due to its age and its non-replacable battery, and that Dan was not going to order the Meter until he gets the permit and the \$1790..!*

I have not yet been able yet to find out why we have to have a water meter that's required to be replaced every 10 years at our significant expense! I welcome any experienced input or history on this before we spend / take the next steps.

- **Community Room (formerly known as 'Kids Quest' room) Improvements**

Todd recently installed the vinyl baseboard trim in the community room. Presently the collective wish for the room is some improvements/added trim around the heating unit that's on the north wall. We have some extra wood trim in the basement, and Todd has been given green light to use any scraps like this or that he has at his house for trim.

- **Radon Testing**

In January, Apple Tree was solicited by "Real Inspection Services" out of Northbrook reminding us that Radon testing is required every 3 years for DCFS Certification of Day care centers, see text here:

<https://ilga.gov/legislation/ilcs/documents/022500100K5.8.htm>

From Sharon: I found paperwork in Craig's file cabinet from Aquamist Plumbing & Lawn Sprinkling, Frankfort dated 5/1/24 for \$81.95 for "RPZ Test (\$65) & RPZ Test Filing Fee (16.95)" with a note that says "annual Backflow Test". Also says "tested 2 # Watts LF009M2QT, serial # 023888 in basement online to domestic". Can anyone clarify this? Is there any connection between this testing and lead testing in our water????

- **Exterior Door Weather Stripping**

Last fall, Shawn began replacing all weatherstripping on bottom outside of exterior doors. Todd is helping finish/clean that up in the coming weeks now that the weather is warmer.

- **Cleaning Crew**

Shawn continues supervising and supporting our cleaning crew. Solicited a quote in fall for new service but price was not favorable, so we stayed with PCS. Will be open to quotes and bids for new school year again. Have let Bryan at PCS know we may be bidding out in summer/fall.

- **Mowing / Landscaping**

Todd will be trying out mowing this year for us and we will pay him an hourly rate as we do for other jobs. Should save the church some money from outsourcing!

- **Snow Removal**

The new company we used this year for snow plowing/removal helped us save costs. Thank you to Pat Herman for taking the lead on this!

- **Security Cameras and Locks**

Shawn and Mark continue maintenance and monitoring of all security cameras and locks. A new ring doorbell/camera was purchased and installed for the west (main) entrance on Saturday, 3/15.

- **Shed / Outbuilding**

Todd has expressed interest in cleaning/organizing the shed. Partially for his own inventory knowledge/awareness, and partially in an effort to help the rest of us re-familiarize ourselves with its content & organization that Craig so thoroughly attended to. It will be nice to see the mower(s) used again. Shawn will be working with Todd to try and sell one of them, however, and keep two (the zero-turn and the newer John Deere).

## **Technology / Equipment**

- **Financial Office Computer (2024)**

Pat continues experiencing intermittent functionality issues with the new financial computer. This is happening mostly when firing up the "Church Windows" program is involved. Computer is being looked at by Jason Ormes to help assess any possible fixes before we take back in to get professionally repaired. The consensus is the performance issues are probably Church Windows related, and not the computer itself. Jason Ormes has spent a lot of time this month with Pat and the computer to understand and program some improvements for this. As of Saturday 3/15, we think we have a solution.

- **A/V Tech Computer (2025)**

New tech computer has been purchased and is up and running in the loft. This powers the in-house worship experience on screen as well as live-streaming to YouTube and Facebook. Working well. We keep old computer on hand for now as backup.

- **Office Administrator Computer (Year?)**

No known issues at this time.

- **Pastor Computer**

No computer in use at this time.

- **Church Tablet (2024)**

The Amazon Kindle purchased in 2024 for general church use is currently in possession of Andrea Hendron, and is used for the Spirit Supper ministry.

- **WiFi and Internet**

No known/reported WiFi or connectivity issues in the church at this time.

- **Sanctuary Sound System**

Shawn is currently pursuing quotes/assessments for overhauling the sound system for the sanctuary. Among the needs are new/additional main speakers, a new soundboard, re-wiring / new cabling, and new equipment/technology for the hearing impaired. As part

of the project we will also be exploring options for extending system sound beyond the sanctuary (*i.e. have it pumped in to the fellowship hall/kitchen and other areas*).

Currently waiting to hear back from contact that Mark Gerth had connected us with, as well as theatre contacts that Justin and Becky have with experience. The ask of the congregation will be to approve up to \$10k in work for this. Hoping for quote for this summer. Shawn also curious if there are any grants through UCC or for non-profits for such expenditures.

While the core operations team continues to roster Shawn, Bob Mason, Steve Breese, and Mark Gerth, the work of supporting the Operations of our church is truly a collaborative effort. Nearly everyone has played some part in helping hold this building up, so that it can hold us and our many ministries up. I am glad for such an active and capable church family. Thank you.

**Shawn Hillman**

**March 2025**



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Kristine Cain, MA LCPC (Founder)  
Licensed Clinical Professional Counselor  
passionate about trauma-informed care  
and mindfulness.

**Proposal: Establish a Partnership with Building Bright Futures between Plainfield  
Congregational Church, UCC and Apple Tree Preschool**

Building Bright Futures is a 501 C-3 nonprofit organization dedicated to empowering families and supporting parents as they navigate the joys and challenges of raising young children. While our primary focus is on birth to 3 years old, the parent and child services will help families with children of all ages. Through workshops, support groups, events, and professional guidance, we provide essential resources and create a nurturing community that fosters resilience and growth for both parents and children. We believe in the power of connection, diversity, and compassion to break cycles of generational trauma and build stronger, healthier families. We're creating a brighter future—one family at a time.

Together, we can make a bigger impact. Building Bright Futures is seeking partnerships with nonprofit organizations and businesses that share our vision of creating a brighter future for Will County parents and families.

Why Partner with Us? As a partner, you'll join a network of compassionate professionals committed to helping parents overcome challenges and build stronger, healthier families and communities. By working together, we can:

- Provide resources and support to parents and families at a critical time in the life of a developing child.
- Assist parents and caregivers in developing a solid foundation in which children can grow and flourish.
- Collaborate by providing workshops, groups, events and services to area parents who may not know about you (Apple Tree) or our program (Building Bright Futures).

The Benefits of Partnership with Building Bright Futures, it will:

- Make a tangible impact on families in your community.
- Showcase a commitment to social responsibility.
- Build meaningful connections with other like-minded organizations.
- Gain recognition through our marketing and outreach efforts as a valued partner.

***Let's Build a Brighter Future Together!***

Building Bright Futures Kristine Cain, MA LCPC will present an initial one-time introductory seminar (modeled on the workshop series) to parents and caregivers of young children from Apple Tree, Church attendees, and members of the wider community.

Who: Registered participants (parents of young children). The priority for registration would be parents of Apple Tree students and Church attendees. While still ensuring that community parents are made aware of the presentation and can sign up to attend.

Where: At the church (Fellowship Hall)

When: End of April or early May to capture the most turn out (before summer); weekday afternoon, around the time either before or after pre-school normal dismissal (exact day/time to be determined)\*

\*need Apple Tree input - survey parents of Apple Tree and church to see when a majority would be available

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After the presentation a follow-up survey would be sent to the attendees on their interest for a workshop series, logistics, and interest in other possible collaboration efforts (a support group for parents, etc).

### Workshop: **Parenting 101: Understanding Yourself and Your Kids**

1 to 1.5-hour workshop series for parents and caregivers aiming to better understand their children's needs, motivations, and effective parenting goals. Participants will learn principles that promote healthy family relationships and support children's emotional and social development. They will also explore the impact of stress on parenting and gain strategies to handle subtle challenges.

#### Objectives:

Develop self-awareness and mindfully navigate daily life.

Define core parenting objectives like fostering interdependence, nurturing emotional intelligence, and building a strong foundation for the future.

Understand children's needs and how these influence their behavior.

Learn strategies to create a positive, nurturing home environment that meets family needs and supports relationships.

# Plainfield Congregational Church

United Church of Christ

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Plainfield, IL 60586

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[www.plainfielducc.org](http://www.plainfielducc.org)



## ***OUR CORE VALUES...***

- ☐ We value an open, welcoming church environment for all who enter;
- ☐ We value ministering to people outside of our immediate community of faith;
- ☐ We value and accept the richness that theological and philosophical diversity brings to our congregation;
- ☐ We value a safe and respectful environment that encourages direct and open communication and freedom of expression;
- ☐ We value and strive to offer relevant and Biblically based worship that is open to all;
- ☐ We value the ministry of spiritual formation and Christian education through growth experiences and opportunities for children, youth, and adults;
- ☐ We value the healing that a caring, compassionate ministry offers to people who are experiencing emotional, spiritual, physical and/or financial hardships;
- ☐ We value a diverse music ministry as an integral part of our worship experience, celebrating our faith and nurturing our souls;
- ☐ We value the gift of food, fun and family as we celebrate the ongoing life of our community of faith;
- ☐ We value a simple, transparent and permission giving structure to empower the passions and interests of the Congregation;
- ☐ We value our Earth and seek to preserve our environment for future generations through our congregation's active participation in environmentally friendly activities.

*Created in 2014 by the congregation of PCCUCC*