

**PCCUCC Church Council Agenda & Minutes**  
**May 18th, 2025**  
11:30AM | Church Conference Room and via Zoom

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Join Zoom Meeting Link:

<https://us02web.zoom.us/j/88009256284?pwd=Z3BNSVQzc3EyM0hteENJSks5Sm4rdz09>

Meeting ID: 880 0925 6284 Passcode: 706376

**2025 Council Members and Areas of Focus**

x	Pat Herman	Financial
	Rhea-Joy Simonich	Apple Tree Preschool
x	Shawn Hillman	Operations & UCC Connection
x	Elizabeth Ormes	Memorial Board
x	Tina Andry	Member at Large
x	Joan Caton	Community Outreach
	Barbara Newton	Membership & Welcoming
x	Ginny Noble	Congregational Life
	Rev. Joe Newton	Attending Clergy
x	Guests	Samantha Gerth Mark Gerth Lisa Breese Kristin (Building Brighter Futures) Tammy (Building Brighter Futures)

*X - Marks who attended. All were in person, no Zoom attendees*

**AGENDA**

- **Call to Order, Establish Attendance, and Council Quorum (5 members required)**
  - *6 Board Members in attendance*
- **Approval of April 2025 Council Mtg Minutes**
  - *Motion (Joan), Seconded (Tina). All approved.*
- **Check in with Guests to the Meeting - changes to the Agenda**
  - *Kristin and Tammy are here to present more on "Building Brighter Futures", and are on a bit of a time constraint - can they go first?*
    - *Discussed. Approved by all (informal)*

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- **New Business (Part 1) - Guest Presentation on “Building Brighter Futures”**
  - Tammy and Kristin presented about their organization, “Building Brighter Futures”. This was previously presented to Apple Tree, but it was decided they didn’t want to take the partnership on at this time. Kristin and Tammy led council discussion and clarified the work they could do in the community, and what would be required of the church. There is no cost, just need time and space.
  - **Discussion and Vote From Council:** All agreed this organization and their objectives and services provided seem in line with who we are and what we are all about in the church. We think it would be a good idea to try out and host a class or 2 here and see what the response is. We could even ‘co-sponsor’ along with Apple Tree if its something they decide they like but didn’t want to take on alone. At the very least the classes taht will be offered from this will be open to AT families, as will all families in our community.
  - **Motion to approve partnership (Elizabeth), Seconded (Ginny). All approved**  
Elizabeth will be our ‘point person’ for this partnership.
- **Review & Approvals of Reports (past work)**
  - Financials - *Pat*
    - *Review of financials*
    - *Pat is working on getting Shawn & Elizabeth added to all accounts*
    - *Elizabeth would like presentation on how our funds are managed and where our investments are*
  - Financials/Memorial Board - *Pat / Elizabeth*
    - *Memorial fund donation of \$500 was from Domanus family. Elizabeth will send a thank you card*
  - Operations - *Shawn*
    - *Report stands as emailed*
  - Church/Office Manager - *Sharon*
    - *Report stands as emailed*
  - Church/Pastor - *no report (Joe on sabbatical)*

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- IL Conference & Eastern Association - *Shawn*
  - EA council has met and is continuing idea generation for the fall association celebration (happening at our church on 9/27/25). Exciting things being planned and Shawn will share more as we get closer (including a call for volunteers).
  - As shared in his report this week, Shawn reminded all that The Illinois Conference is still looking for more young people to attend synod. Shawn has asked about Katy Kuzel and Madison Andry. Katy declined, Andry family will discuss.
- Ministry: Membership & Welcoming - *no report as Barb is out*
- Ministry: Congregational Life - *Ginny*
  - *Game night is tonight*
  - *We need more people signing up for coffee hour*
- Ministry: Community Outreach - *Joan*
  - *PCA will be hosting a poetry event. Mohamad will be sending a flyer, and we will share on site, FB, and FT*
  - *Joan will be working on redesign of our 'Kindness' bulletin board. Will leave space for Hope Day monthly pictures and highlights. Will leave space for Food Pantry. Other special events or ministries?*
- Ministry: Apple Tree - *Rhea Joy & Lisa*
- **Old Business**
  - **Item 1: JP Millian proposal from April council meeting**
    - No actions taken. No additional information. Need clarification: are we just waiting on JP's side for something?
  - **Item 2: Follow Up from Congregational Mtg in February:**
    - Signage for the Doors. Should contain:
      - Contact number(s) for during worship;
      - Office contact information & business hours;
      - Post Meeting Update 6/2: Building signs were created, laminated and approved by AT, Operations and Council and have been posted at AT door, main entry and kitchen door.

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Item completed.

- Establish Date and Set Topic for next Congregational meeting
  - *Discussion: Set date for meeting to be June 29th. Would like a guest speaker to talk more about ministry. Shawn had reached out to Rev. Dan Waterman (IL Conf. EA Moderator) to see if he'd be willing to attend and feature, but he cannot attend. Previous month a discussion was had about possibly incorporating theme of safety:*
    - AED Training
    - CPR Training
    - Fire Extinguisher Training
    - Active Shooter / Emergency Response
- **Item 3:** Creating a new PCCUCC Welcome Package - Suggestions for Barb:
  - *Tabled in April as Barb is with Joe on sabbatical. Will resume upon her return or get updates.*

## ● **New Business (Part 2)**

- **Item 1:** Becky Colwell-Ongenae has been looking for grants for the church. Wanted to know if we were a 501(c)(3)?
  - Will connect with Pat and Elizabeth. Elizabeth will look into this further.
- **Item 2 (Pat):** Certified Letter recieved at this church this week was for hearing on the proposed storage facility on property bordering ours.
  - **Public hearing at Plfld Village Hall June 3rd 7pm**
- **Item 3 (Elizabeth):** Elizabeth has started cleaning the office. If there are questions about missing items please let her know. We have an abundance of bibles (incl. family story bibles)
- **Item 4 (Joan): Children's Sermons** - Justin has been doing great with this. Looking forward to Pastor Joe coming back. Council discussed and think a sign-up for anyone that wants to do this is fine. Include with weekly worship planning?

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- **Item 7:** Questions/Concerns/Other (open forum to all members/friends of Congregation)
  - No concerns/questions raised

## Calendar Review:

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

- Renter Updates; Church; Apple Tree

## Executive Session Held:

*(Minutes for Executive session are not posted until the business has been addressed and concluded - the session is kept separate from regular council.)*

- No Executive Session Held

## Meeting Leader schedule (confirm):

- June - Ginny Noble
- July - Barb Newton
- Aug - Shawn Hillman
- Sept - Dec → Open

**Closing Prayer - offered by:** Shawn

## Adjournment

- **Motion: Joan Second:** Shawn. All approved  
Approved

Meeting Adjourned 1:21PM

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## **ATTACHMENTS:**

### **Reports: Administrative & Ministry**

#### **Administrative**

- Financials: Abbreviated; Consolidated Fund Activity; Balance Sheet; Treasurer's Report
  - Emailed (Typically 3-5 days before the council meeting)
- Memorial Board (**see financials and below attachment**)
- Operations
- Church/Office Manager (**see below attachment**)
- Church/Pastor (Joe away. No pastoral report)
- IL Conference & Eastern Association (verbal report given)

#### **Ministry:**

- Membership & Welcoming (**see below attachment**)
- Congregational Life
- Community Outreach (**see below attachment**)
- Apple Tree

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## **ATTACHMENTS: Reports**

### **Report: Administration / Church Office**

Submitted by Sharon Kuzel, PCCUCC Office Manager (emailed 5/15)

- Private party renter on 5/17 from 9 am to 10 pm - they are a regular, returning renter and are very familiar with our space. They have paid \$250 via PayPal, and info has been shared with Financial. THEY HAVE MY CELL PHONE NUMBER, so hopefully if there are any entry issues, they will call me instead of Joan. Their one time code is 24022.
- Rolodex in office has been updated with all current info and PWs.
- Still having issues with finding some files on my laptop. It seems to have to do with the one drive, but multiple attempts at restoration doesn't move the files back to their original location. Every time I need something, it's a hunt. Time consuming research but I'll keep at it next week.
- We passed boiler inspection, and AT needs a copy of the certificate to give to DCFS as soon as it arrives please. We keep a copy in the Operations file cabinet. We will have the boiler cleaned by Dan Lundeen after we receive the cost for the inspection. Todd is aware and will be on site.

### **Report Memorial Board**

Submitted by Elizabeth Ormes

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### **Report Community Outreach**

Submitted by Joan Caton

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### **Report: Eastern Association and Illinois Conference Updates**

Originally emailed by Shawn May 16th

#### **EA COUNCIL**

\* The EA Council met on April 24th without a quorum. Discussion was had about our fall meeting (being held at PCCUCC). More discussion to come in the May meeting.

\* We met again on May 15th, this time with a quorum. Highlights from the meeting include:

\* All pastors in the Illinois Conference are required to complete 'Boundary Training' by the end of August to retain standing with the conference. Notices and confirmations will be sent.

\* Planning for the fall meeting (to be held at PCCUCC on 9/27/2025).

\* Rev. John Dorhauer will be our featured speaker and worship leader.

Need to decide on scripture to anchor our service. Theme is 'ministering to one another'. Planning and liturgy will commence soon

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\* Workshops will include assembly of care packages and kits for those in need, and something around 'ministering to one another', in line with overall theme. More to come here, including how PCCUCC can help in our hosting and participation.

## IL CONFERENCE

\* The monthly IL Conference Council meeting was held on May 10th. Highlights of the meeting / discussions include:

\* **Annual Celebration:** Will be held on 10/30 - 11/1 at First Congregational in DeKalb. Agenda TBD

\* **General Synod (July 11-15 / Kansas City)**

\* There are still a few open positions for people to attend as part of the Illinois delegation. Rev. Eric Quinney-Burnard is the contact person for this. He says we need YOUNG people, 18-30 years old. I asked Eric if PCCUCC sent a delegate in this age range, how could I assure them camaraderie with others their age, as well as safety and security (*because I think Madison Andry and Katy Kuzel would be EXCELLENT candidates to go if they would be willing/able*)? Eric confirmed that Lockport has a couple females (18 & 21) going, along with a chaperone.

\* There are a few other delegates from the conference (not youth) that want to attend, however the cost is outside the comfort zone for some (*estimated cost per person is \$2,000 with tickets/hotel/travel expense*). While the churches that are sending people usually support, there is an ask for churches that do NOT have anyone going (yet) to need to also step up and help. The conference is limited as to what funds they can use (\$500 per person) specifically for this.

\* There was a motion to release "strengthen the church" funds (I believe in the IL Conference budget noted as "LEEAP") to help cover the costs noted above. It passed.

\* On Thursday 5/15, the Conference sent out a message to all churches (*as a result of this vote/discussion*) asking for additional contributions to the 'Strengthen the Church' Fund with reasoning. I have attached that email to this message/report.

\* I have offered my thoughts on the matter, including how our church might contribute with young people and/or money, to council in my full report from the meeting (*also attached*).

## MISCELLANEOUS CONFERENCE-RELATED NEWS AS IT RELATES TO PCCUCC

\* I FINALLY (*underlined for emphasis as I have been chasing her for 6 months now*) have contact with Rev. Kathy Lawes, ACM, about our church and future pastoral



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conversations. I will continue working with her and Pastor Joe to appraise, define next steps for PCCUCC on Pastoral matters.

I welcome questions or a need to elaborate on any of these matters if needed.

It is a pleasure to represent our church as part of the Eastern Association and Illinois Conference. I find it a positive and informative experience. I plan to expand our church's connection with our brothers and sisters from other congregation as the year and my tenure in these ventures continues.

### **Report: Operations**

Originally emailed by Shawn May 15th

It has been a BUSY month for the operations that support our church and preschool. Here are some highlights of the work that continues to be done to minister to our members, friends, and students:

- \* **Door Weather Stripping:** Replacement weather stripping should now be completed for all exterior doors of the church
- \* **Septic Tank Cleaning:** Septic tank cleaning is now complete.
- \* **Boiler Inspection:** The boiler has been inspected (and passed!). We need to pay invoice ASAP to get our renewal certificate and provide a copy to Apple Tree so they can recertify with DCFS.
- \* **Boiler Cleaning:** Now that it has passed inspection, we are working on scheduling a cleaning of our boiler.
- \* **Classroom Waterproof Outlets:** We are CLOSE to completing work on the wall outlets closest to the sinks in the Apple Tree classrooms. These need to be upgraded to waterproof GFCI outlets (*with a trip switch*). Todd scheduling.
- \* **Backflow testing:** Backflow pump / valve testing is now complete
- \* **Mowing:** We have taken on a new 'apprentice' to assist Todd with mowing. Kenny Ormes will be working under Todd's supervision and mowing at a flat rate per mow (\$60 for full mowing, \$30 for partial if, say, he just does classrooms). The first mow with this new arrangement was done on Monday 5/12 and was, by all accounts, a success. Todd continues to work to restore all mowing equipment and other areas of the shed needing attention. THANK YOU KENNY!
- \* **Playground Mulch:** In April the operations team was asked to measure the playground mulched area for square footage so that more mulch could be ordered. Measuring complete and reported to Apple Tree.

**All of the above items have been managed by the ops team with leadership and hands-on work from our Handyman, Todd. Thank you Todd!**

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\* **Landscaping:** Landscaping, weeding, and beautification / upkeep of church grounds will hopefully remain internal as well. In our April council meeting, we discussed calling upon the church for another 'work day' for this.

\* **Basement:** The church basement needs to be cleaned/cleared/purged of Apple Tree and Church excess stuff to be more safe and organized, and useable as ample space / shelter in case of a weather emergency. Apple Tree has previously committed to looking into this and taking action further.

\* **Cleaning:** Shawn continues to work with the cleaning crew on our needs. Premier Cleaning, our contractor, has been informed we are opening the cleaning service to bid for the coming school year 2025-2026. Shawn requested Apple Tree calendar be more updated with school dates / off days so the cleaning schedule was more accurate. Apple Tree accommodated. Regarding Saturday rentals, we will try to have cleaning done after church rentals moving forward as much as possible. As good as our renters are, a good cleaning (*especially after Saturday events, including Hope Days*), is a good idea.

\* **Computers / AV / Equipment:** All computers working well right now. Sharon experiencing some challenges with missing files however. Warrants further investigation. AV Equipment overhaul due this summer (Shawn needs to follow up with contacts for an appraisal).

Please let me know if there is anything to add or correct to this report. Thank you.