

**First Congregational Church  
Minutes of Governing Board Meeting  
Wednesday, June 11, 2025 at 7 p.m.**

**In attendance:** Pastor Kevin Downer, Laura Boies, Charles Bottieri, Suzanne Cimochoowski, Bruce Mikoljaczak, Ginny Moylan (Moderator), and Jen Beck.

**Welcome and Opening Devotions:**

- Moderator Ginny M opened the meeting at 7:06 pm with our current ritual of lighting a candle and sharing a word or phrase that expresses your state of mind as you come to this meeting. Pastor Kevin shared Kate Kennedy's Psalm 23:1 reflection "All Creation Sings."

**Consent Items:**

- Motion passed to accept the updated Minutes and other consent items.
- Board members were invited to raise questions and concerns in regard to Pastor Kevin's Administration and Ministry Update Report for June 2025 on Upcoming activities and dates, Ministry Update, Communications, and Other/Miscellaneous.
  - Board discussed that, regarding the Church Trac Policy Update, we should amend the policy to state that church members need to include parents in the communication when contacting church youth and children.
  - The question of who deals with a church data breach was briefly raised. Pastor Kevin clarified that church members bear the responsibility to protect the combo of user ID and password. ChurchTrac isn't responsible for that. Motion to accept the ChurchTrac policy as amended was moved by Bruce and seconded by Laura.
- Facilities Report in regard to AED, sanctuary windows, parking lot, air conditioners, fire extinguisher service, repairs, and Squeaky Clean cleaning service was discussed and approved. The south side of the church, library wall need to be repainted. Screens were placed and some installations were completed in the minister's office. Concern was expressed over damage to a sanctuary door frame on the door leading to the foyer.
- **Financial Report-** Suzanne discussed the Treasurer's report. The Governing Board heard the Finance Team's audit recommendations that the church adopt policies including the following: that church officers may not receive compensation for services (PT1), that church members except for the minister may not become church employees (PT2), and that Governing Board members may not receive compensation for their services (PT3). The Episcopal Church audit form we use as a guide on Toby's recommendation highly recommends the policy of PT 2, as does Pastor Kevin.

- Suzanne explained how, in the church audit, the Finance Team decided to adopt the policy of not cashing anyone's personal checks. "For Deposit only" will be stamped on checks. The finance team found, in the audit, that several issues were beyond their authority of the finance team to vote on (see PT 1, 2, and 3, listed above). The team noted that "Officers" refers to "officers of the corporation," and to whom that would refer in our church is unclear. While the by-laws specify who the officers are, we now do not file the IRS Form 990 (for non-profits), so it's unclear who the state has on record as "officers." Likely these names would be very outdated.
- The Gov. Board discussed if we could we skip PT 1 and make PT 3 the governing board, stipulating that they could not receive compensation for their services. The treasurer and clerk are officers but not necessarily members of the Governing Board. Therefore, it may make sense to combine PT 1 & 3.

**Other:**

- Board discussed that, following last year's model, they will meet next on August 6 and not in July. Ginny will be taking minutes next meeting.
- There was discussion of the Houses of Hope Initiatives & Next Steps.
- The Governing board debriefed a little on the Crystal Pond Church Retreat. Pastor Kevin said we should ask how we will keep re-engaging Vision, Mission and Direction, such as through video reflections, *etc.*
- In September, a Second Hour will be held to discuss Mary Lou Davis's ideas for updating the sanctuary. The cross should be polished in August, and steps were discussed to begin addressing that issue.

**Review of action steps completed by Ginny.**

**Closing Prayer- Led by Ginny**

**Meeting adjourned at approximately 7:55 PM.**