

## **Senior Leadership Team Update August 2024**

The following are highlights of the **August 5, 2024**, Senior Leadership Team (SLT) meeting. Those present included Gregg DeMey, Todd Bouman, Bastiaan van den Berg, Brian Stolzenbach, Bill Terpstra, Joel Tameling, Ron Tazelaar, Don Van Beek, Mimi Stanton.

### **1. Reports for Information**

#### **a. Elders** (*SLT representative – Don Van Beek*):

- The Elders have taken up the topic of “Active Membership” and may update the definition in the coming months. Separately, they are looking to formalize new member follow-up.
- The nominating process for SLT, Elders, and Deacons was raised, and the pros and cons of having an overview meeting for nominated individuals to gain additional information were discussed.
- It was noted that there has been a significant increase in prayer following the Sunday worship service, leading to the addition of a third Elder being scheduled.

#### **b. Deacons** (*SLT representative – Ron Tazelaar*):

- The Deacons have seen an increase in benevolent cases, some of which appear to be longer-term needs.
- Servants On Standby is gaining traction in serving our congregation.

### **2. Executive Director of Operations** (*Mimi Stanton*): Mimi shared several updates on behalf of staff, including:

- a. **Building/facilities:** The new security system is in place and operating effectively. The prior security system provider, ADT, has been successfully ramped down. Second, regarding the worship center audio system, three of the four subwoofer units have failed. After significant research, it is recommended that two new subwoofers be purchased, utilizing \$28,000 from the capital maintenance fund along with \$12,000 already budgeted this year for repairs. This recommendation was discussed and approved.
- b. Mimi shared that the trial arrangement with the Ukrainian Bible Church is going well. As per the rental agreement, they have begun utilizing Elmhurst CRC’s Garden Room on Friday evenings and Sunday afternoons. This congregation has 25-50 members, and there are 25K-30K Ukrainians in the immediate area and 1 million in Chicagoland. Church staff is monitoring the time and effort needed to provide cleaning services and staffing.
- c. Mimi shared that church staff is continuing to explore the denominational steps and administrative matters that would be involved if Elmhurst CRC is to have a formal relationship with Grace in Garfield CRC (church plant in Garfield Park).

### **3. Lead Pastor** (*Gregg DeMey*): Pastor Gregg shared several updates, including an exciting venture related to the Elmhurst Farmer’s Market moving to the Elmhurst CRC property in summer 2025. This may be a mutually beneficial outcome for both the market (in terms of location and space) and Elmhurst CRC (to serve the community and welcome community members onto our campus). As envisioned, the farmer’s market would be open 7:00 a.m. - 1:00 p.m. every Wednesday, June through October. Pastor Gregg sought the endorsement to pursue working out

details and formulate a proposal related to rental agreements and administration, to which the SLT agreed.

4. **Treasurer's Report** (*Bastiaan van den Berg*): The Balance Sheet, Income Statement, and liquidity levels were distributed to the SLT. We have received \$1,261K as of July 28, 2024. This is \$203K above target by this week in the year. As of August 1, 2024, the loan balance was \$4,037,313. \$37,595 was paid down on August 1, representing \$23,687 in interest and \$13,907 in principal. The renewal of the line of credit with Providence Bank is nearly complete.
5. **Hearts Ablaze (One Fund)** (*Chad McQuade*): The Hearts Ablaze effort can be thought of in three segments:
  - a. One Campaign (pledge-based, aiming for 100% participation across ECRC members)
  - b. Two Years (over which pledges are fulfilled)
  - c. Three Targets (Elmhurst Ministry Fund budgets for 2025 and 2026, debt elimination, new ministry ventures).

Church staff continues to dedicate their time and talents to organizational efforts behind the scenes. A subcommittee has been established to focus on engagement and further define detailed financials—this committee includes Paul Buikema, Brian Stolzenbach, and Rob Petroelje. For additional engagement, two luncheons will be held after church to further engage the congregation; and Pastor Gregg shared that he has met with over 30 families individually about the campaign.

6. **Audit Committee** (*Joel Taming*): Joel reported that overall, the audit went well and yielded no major findings. The auditors were pleased with the use of the new credit card system. Conflicts of interest were reviewed as part of the audit. To ensure appropriate oversight, going forward the Treasurer will review expense reports for the Lead Pastor and Executive Director monthly. Finally, Mimi will send a preliminary audit report to Providence Bank, clearly marked as draft, for purposes of extending the line of credit.
7. **Personnel Committee** (*Brian Stolzenbach*): The committee has been actively engaged in recruiting for two key positions:
  - a. Executive Director position: We received many applications, and proceeded with first round Zoom interviews and second round in-person interviews of three top candidates. Interviews were attended by the Personnel Committee, several staff members, and the Lead Pastor, followed by a strong recommendation to hire Justin Paul Lawrence. Following Mimi Stanton's retirement, Mimi has agreed to stay on in a part-time capacity (10 hours per week) until December 2024 to assist with the capital campaign as well as ensure a smooth transition of executive director responsibilities.
  - b. Youth Ministry Leader position: The youth ministry hiring committee interviewed several candidates and recommended hiring Lindsay Chandler to serve as ECRC Youth Ministry Coordinator, which the Personnel Committee endorsed. Lindsay will start in September, in time for the fall youth ministry season. The SLT extended its gratitude to the youth ministry hiring committee and its co-leaders, Pastor Jeff Klein and Jeff Byma, for their time and extensive work throughout the hiring process!
  - c. Paid Time Off (PTO) policy: The PTO policy for ECRC staff was in need of updates to align with a new state requirement and to provide policy clarity overall. The policy was distributed and discussed; the SLT approved the revisions.

**8. Approved Motions:**

- a. Extend the arrangement of the Ukrainian Bible Church for another four months through the end of 2024 under the current arrangement.
- b. Extend offer for the Executive Director position to Justin Paul Lawrence.
- c. Following Mimi Stanton's retirement, hire her part-time, 10 hours per week, starting September 3, 2024, to December 31, 2024, for Executive Director transition and capital campaign support.
- d. Extend an offer to Lindsay Chandler to serve as Elmhurst CRC Youth Ministry Coordinator.
- e. Approve the revised Paid Time Off policy for Elmhurst CRC staff.