

## Congregational Meeting, May 7, 2017

### Information packet

#### Agenda:

- Change to by-laws regarding the Stewardship Board
- Discussion and vote regarding the application for grant funding for renovations
- Policy related to on-going security measures

### CHANGE TO BY-LAWS

**Background:** The last time the by-laws were amended the Stewardship Committee was reconstituted as the Stewardship Board. However, in 2016, the first year of the Board, it became apparent that as such, it was not a practical means to manage stewardship. Therefore, the following amendment reconstitutes the stewardship board as a Sub-Committee of the Board of Trustees.

The membership of the Staff Compensation committee of the Board of Trustees is changed to include the staff director for the Jeremiah Program.

Incidental typographical errors are corrected.

#### **MOTION: To amend the by-laws as follows:**

1. Article X, Section 7 Stewardship Board is deleted in its entirety
2. Article X, Section 2 Board of Trustees is modified as follows (Sections with no changes are not included for convenience; Bold italic changes)
3. Incidental typographical errors are corrected.
4. Article IX, letter m – Stewardship removed.

#### Section 2. Trustees

The Board shall consist of twelve (12) active members of the Church, 21 years of age or over, elected at the annual meeting of the congregation for a term of three (3) years, so rotated in election that the terms of four (4) of its members shall expire each year. After serving one (1) full term, a member shall be eligible for re-election to an additional term but thereafter shall be ineligible for re-election for one (1) year.

The Board shall choose its own officers and committees and determine its own mode of operation. It shall meet regularly once each month at a time previously determined. It may hold special meetings when desirable upon call by the Chair, or, in case of absence or disability of the Chair, by four (4) of its members, all members being notified in advance. Ex-officio members shall be comprised of the Senior Minister, the Moderator, the Treasurer, the Chair of the Building and Grounds Sub-Committee and the Chair of the Investment Sub-Committee. The Board of Trustees shall provide a written report for the annual meeting of the congregation.

The Board of Trustees shall be responsible for the business affairs and business policies of the Church and for its finances.

The Board shall receive, hold and administer all property and monies of the Church, with the exception of the Pastor's Fund.

***The Board shall maintain an active and ongoing planned giving program within the Church and act as a clearing body to coordinate all fundraising activities of the Church.***

(HEREAFTER, NO CHANGES)

- (a) Budget Sub-Committee (NO CHANGES)
- (b) Building and Grounds Sub-Committee (NO CHANGES)
- (c) Investment Sub-Committee (NO CHANGES)
- (d) Staff Compensation Sub-Committee

The Staff Compensation Sub-Committee functions on behalf of the Board of Trustees and is responsible for oversight, review and recommendation of all Church staff compensation requests and recommendations. The Sub-Committee is responsible for maintaining benchmarks for all compensated positions of the Church staff. All recommendations from other boards regarding staff compensation will be reviewed by the Sub-Committee. After annual review and input from the Board of Trustees, the Sub-Committee will recommend adjustments with regard to compensation and then submit these to the Board of Trustees for approval.

The Staff Compensation Sub-Committee shall be comprised of:

- (1) Board of Trustees Vice Chair – who will convene the meeting
- (2) Board of Trustees Chair
- (3) Board of Staff Relations Chair
- (4) Music Board Chair
- (5) Weekday Preschool and Kindergarten Board Chair
- (6) Moderator
- (7) Assistant Moderator
- (8) Treasurer
- (9) Senior Minister
- (10) ***Jeremiah Project Committee Chair***

- (e) Stewardship Sub-Committee

***The Stewardship Sub-Committee shall consist of active members of this Church and shall be appointed by the Board of Trustees for a term of one (1) or more years. Members' names of the sub-committee shall be included in the annual report. The Senior Minister, the Moderator and the Church Treasurer shall be ex-officio members.***

***The Stewardship Sub-Committee shall prepare annually a recommended stewardship operating budget to the Board of Trustees. This sub-committee is responsible for planning, organizing, directing, coordinating and evaluating all aspects of Christian stewardship, including annual or periodic campaign to meet the budgeted and long-range financial needs and obligations of the Church.***

#### ARTICLE IX. Church Council

(m) One (1) representative of the following boards: Music and Staff Relations. (Stewardship removed)

## APPLICATION FOR GRANT FUNDING FOR HISTORICAL RENOVATION

Background: Reverend Shawn's letter to the congregation (attached as appendix)

Covenant of restriction attendant to state funds used for renovation (attached as appendix)

**MOTION: to fund grant application in the following amounts for the purposes specified**

1. Not to exceed \$5000 from capital campaign funds to engage a professional consultant to develop an application for a "Special Application Grant" from the State of Florida for historical renovation
2. Not to exceed \$4000 from capital campaign funds to engage building inspectors and estimators, as required, to assist development of a project plan required as part of the SAG application
3. Not to exceed \$2600 from capital campaign funds to renovate and acquire celebratory plaques, specifically the Rollins plaque (renovate) and the National Register of Historic Places plaque (new).

See attached images in appendix

## APPENDIX

### Covenant of Restriction

The state requires the property owner to accept these responsibilities and restrictions

1. The Owner agree to maintain the property in accordance with good preservation practices and the Secretary of the Interior's Standards for Rehabilitation.
2. The Owner agree that no modifications will be made to the Property, other than routine repairs and maintenance, without advance review and approval of the plans and specifications by the Department's Bureau of Historic Preservation.
3. The Owner agree that every effort will be made to design any modifications to the Property in a manner consistent with the Secretary of the Interior's Standards for Rehabilitation.
4. The Owner agree that the Department, its agents and its designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether the conditions of the Grant Award Agreement and these covenants are being observed.
5. The Owner agree that these restrictions shall encumber the property for a period of ten years from the date of recordation, and that if the restrictions are violated within the ten year period, the Department shall be entitled to liquidated damages pursuant to the following schedule:
  - a. If the violation occurs within the first five years of the effective date of these covenants, the Department shall be entitled to return of the entire grant amount.
  - b. If the violation occurs after the first five years, the Department shall be entitled to return of the entire grant amount, less 10% for each year past the first five. For instance, if the violation occurs after the sixth anniversary of the effective date of these covenants, but prior to the seventh anniversary, the Department shall be entitled to return of 80% of the original grant amount.
6. The Owner agrees to file these covenants with the Clerk of the Circuit Court of **(Name of County)** County, Florida, and shall pay any and all expenses associated with their filing and recording.
7. The Owner agree that the Department shall incur no tax liability as a result of these restrictive covenants.

Historical celebration plaques

New plaque	Restored plaque
 <p>FIRST CONGREGATIONAL CHURCH OF WINTER PARK CONSTRUCTED 1925-1964 HAS BEEN PLACED ON THE NATIONAL REGISTER OF HISTORIC PLACES AS PART OF THE <i>INTERLACHEN AVENUE HISTORIC DISTRICT</i> BY THE NATIONAL PARK SERVICE</p>	 <p>ROLLINS COLLEGE FLORIDA'S FIRST INSTITUTION OF HIGHER EDUCATION WAS OPENED HERE IN THE ORIGINAL BUILDING OF THE CONGREGATIONAL CHURCH 4 NOVEMBER 1885 WITH EXERCISES INCLUDING ADDRESSES BY PRESIDENT E. P. HOOKER AND SUPERINTENDENT S. E. GALE OF THE GENERAL CONGREGATIONAL ASSOCIATION OF FLORIDA IN COMMEMORATION OF THE SEMICENTENNIAL ANNIVERSARY OF THIS EVENT AND IN SPECIAL RECOGNITION OF THE NOTEWORTHY SERVICES RENDERED BY DR. HOOKER AS THE FIRST MINISTER OF THIS CHURCH AND AS THE FIRST PRESIDENT OF ROLLINS COLLEGE, THIS TABLET IS PLACED HERE BY MEMBERS OF THE CONGREGATIONAL CHURCH 4 NOVEMBER 1935</p>



# First Congregational Church of Winter Park

## United Church of Christ

### Founded 1884

April 11, 2017

Rev. Shawn S. Garvey  
Senior Minister

Dear FCCWP Family:

Rev. Talia Raymond  
Associate Minister

Peace to all of you this day.

Rev. Dr. Sherie A.  
Lindamood  
Worship Minister

An ongoing effort within our "High Aspirations" Capital Campaign is the restoration and refurbishing of the exterior of our campus. The monies we were able to raise from the initial phase of the campaign enabled us to take care of the entirety of the projects we needed to do within our building, but not without. We still need to do quite a bit of work to the exterior of our buildings in terms of repair and general maintenance.

Dr. John V. Sinclair  
Minister of Music

Knowing that this will cost a good deal of money, the Trustees have been working very hard to devise the best and most cost-effective method by which we can address our exterior concerns. We have arrived at said method and the time has come to share it with you.

Mary Joe Searl  
Administrator

Because our church is part of the Interlachen Historical District, we as a singular entity are part of the National Register of Historic Places. Our inclusion in that register opens us to the possibility of applying for grant funding to assist with the exterior repairs and refurbishment. We intend to apply for a "Special Category Grant" from the State of Florida for historical renovation. The Trustees and I have been working with Christine French, a local architectural historian who also got similar grant monies for Casa Feliz and the Capen House. We intend to use her services to write our grant application and help us acquire as much as we can to attend to our buildings.

Karen Sinclair  
Preschool Director

One major component of these grants is that they are matching grants; meaning we as the church will need to give a portion of the monies in order to secure receiving any grant monies we may be eligible for. This will, effectively, signal Phase 2 of our Capital Campaign efforts.

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To discuss what all of this entails and means for us, we are calling a Congregational Meeting for Sunday, May 7<sup>th</sup> immediately following worship for questions and discussion.

The Trustees and I are very excited about the possibilities this presents to us, and we hope you will join in our enthusiasm in restoring the beauty of our buildings.

Peace,

Rev. Shawn Garvey  
Senior Minister

*"a traditional and  
nurturing church  
celebrating God's  
grace through  
reason, education,  
diversity, inclusion,  
and social justice"*

### **Policy For FCCWP As A Tobacco, Illegal Narcotics & Weapons Free Campus**

Persons are prohibited from carrying a weapon of any kind or using tobacco or illegal narcotics on the campus of First Congregational Church of Winter Park (FCCWP). This applies even if you are licensed to carry a handgun. Prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulation. This includes all firearms, illegal knives or other weapons covered by the law. (Legal, chemical-dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy.) An exception is only allowed if the church has given consent to carry a weapon while performing specific tasks on its behalf. This includes police officers or guards who are specifically requested by FCCWP to be on campus in a security-related capacity. Additionally, the use of tobacco or illegal narcotics are strictly prohibited on the campus of First Congregational Church of Winter Park at any time.

This policy applies to all church members and staff; contract and temporary employees and guests on church property, including visitors and contractors. Direct any questions or report possible violations of this policy to the main office, any member of the Ministerial or Senior Staff or the Church Council.