



**First-St. Andrew's United Church
COUNCIL MEETING
June 20, 2017
Proudfoot Hall, 7:00 pm**

Present: Linda Badke, Audrey Coulthard, Barb Dalrymple, Michelle Down, John Eberhard, Steve Elson, Doug Gonder, Terry Head, George Jolink, Laurel Kenney, Jean Knowles, David Manness, Bruce Moor, Merran Neville, Dale Pettit, Pat Pettit, Jo Ann Silcox, Kerry Stover, Bob Swartman, Heather Vouvalidis, Allyson Watson, Jane Westmorland, Katherine Wonfor

Regrets: Bill Knowles

Bob Swartman stepped down as Chair of Council at the Annual Meeting of the Congregation held on May 31, 2017. John Eberhard reported that Council is required to fill the position of chair for the balance of the term. George Jolink, Chair Elect of Council, indicated his willingness to serve.

MOTION: To appoint George Jolink as Chair of Council for the remainder of the current term.

Moved: By John Eberhard, seconded by Jean Knowles.

DISCUSSION: A slate of candidates will be presented to the congregation for approval at the 2018 Annual Meeting.

MOTION CARRIED.

MOTION: That Bob Swartman be appointed Past Chair and Jo Ann Silcox continue as Chair of Nominating for the remainder of the current term.

Moved: By David Manness, seconded by Audrey Coulthard. **MOTION CARRIED.**

Appreciation was expressed to Bob Swartman for his contributions as Chair of Council.

The regular meeting of Council was called to order at 7:00 pm by George Jolink, Chair. A quorum was present.

1.0 Invocation: The Rev. Michelle Down challenged Council to consider the causes we want to live for. Michelle opened the meeting with prayer.

2.0 Welcome Remarks from the Chair: George Jolink welcomed Council to the June meeting. George thanked the members of Council for their work for FSA. Dale Pettit was recognized for the significant work he undertook during the absence of a Church Administrator and the recruitment of new staff.

3.0 Approval of Agenda

MOTION: That the Council Meeting Agenda of Tuesday, June 20, 2017 be approved.

Moved: By Allyson Watson, seconded by Jean Knowles. **MOTION CARRIED.**

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of May 16, 2017 be approved.

MOVED: By Allyson Watson, seconded by Merran Neville. MOTION CARRIED.

5.0 Correspondence

5.1 Thank You from St. Paul's Social Services

A note of thanks was received from St. Paul's Social Services for the donation of \$1,200. This donation was proceeds (40% to St. Paul's, 60% to the electronic sign project) from the Victoria Playhouse cabaret fundraiser.

6.0 Committee Reports

6.1 Christian Development – Allyson Watson

Thanks were extended to all who helped with the Camp Kee Mo Kee service and lunch on June 4, 2017.

Allyson Watson proposed that in the fall Council set common goals for the next year. Council expressed its support of this proposal and how the goals could support the work of the Ad Hoc Planning Committee. A Council retreat was considered and George Jolink offered to look into possible dates and venues.

6.2 Communications and Marketing – Doug Gonder

Written report circulated.

6.3 Finance – Dale Pettit

Statement of Revenue and Expenses at May 31, 2017 was circulated.

- The surplus at May 31 is \$917 vs. a budgeted deficit of (\$939). Finance will look at the results of the gift card program to ensure the revenue is being stated correctly.
- The total cost of repairs for the damage related to the July 1, 2016 break-in was approximately \$36,000. FSA paid the insurance deductible of \$5,000.
- The Finance Committee has discussed the fall Stewardship Campaign and questioned if the church is equipped to handle it at this point. Finance requested that Council decide if there will be a Stewardship Campaign in 2017.
- Dale Pettit and Mike Bancroft have stepped down from the Finance Committee. Thanks were expressed to Dale and Mike for leading the Committee through a challenging time.

6.4 Membership and Nurture – Audrey Coulthard

- The Visiting Team and the Caring Callers will be working more closely together to meet the pastoral care needs of FSA.
- The Rev. Dr. David McKane will act as Visitation Minister for the months of June, July and August.
- The annual London Pride Parade will be held on July 30th. FSA will serve a picnic on the lawn. Volunteers are needed for this event.
- Volunteer Appreciation Sunday will be held on September 17, 2017.

6.5 Ministry and Personnel – Bruce Moor

Bruce Moor reported to Council.

1. Hiring Process

M&P is charged with monitoring the working conditions and staff performance for all employees of the church. Should these conditions change, it is the responsibility of M&P to determine how the needs of the church are being addressed by staff, and make recommendations to Council as to how roles and responsibilities might be affected. Should an employee of the church tender their resignation, M&P meets to determine what the impact might be, what situation might have caused the resignation, and what appropriate response should be taken. In the case where the resignation is tendered with sufficient notice, then M&P's recommendation can be made to Council well in advance of the departure of staff. In these cases, consultation with Council and the congregation as to the appropriate action can be as extensive as required to ensure broad based support for the replacement or elimination of the position. Further, the search committee charged with searching for the replacement should be given authorization regarding the qualifications and salary range of the candidates for the position. The composition of such a committee should include appropriate representation from M&P, committees relevant to the position, and members of the congregation. Once struck, the search committee should have authorization to make an offer to a qualified applicant without the need for more than pro forma approval from Council, unless the negotiated salary significantly exceeds the previously authorized range.

In cases where the departure of an employee is sudden, and the position is deemed to be critical to the operation of the church, it is often necessary to take action without the benefit of the careful deliberation described above. While a search committee may still be required, and the representation on such a committee should be similar to the one described above, the replacement of an essential staff role should not require more from Council than a review of the mandate of the role. Where such review took place within less than a year, and the need is urgent, M&P should be authorized to initiate the search process for a replacement without extensive prior consultation.

DISCUSSION:

- When hiring for ministry positions congregations are required to follow the process of the London Conference which includes: completing a Ministry and Mission Profile; providing current demographic, financial and community profile information; a position description and title; and completing the Request to Declare a Vacancy form.
- It was suggested that the M&P section of the FSA Policy and Procedures Manual requires revision to clarify the role of M&P, and the hiring process.
- It was recommended that Council Executive meet to review the current policy and procedures and bring recommendations for amendments to Council.
- Further to the discussion at the May Council meeting, Bruce Moor reported that M&P approached David McKane regarding his willingness to accept the position of Visitation Minister for June, July and August but David was not offered the position until after the motion was approved at the May Council meeting.

2. Youth and Young Family Coordinator

Jane Dockrill has been working in the dual role of Youth and Young Family Coordinator and part-time Administrative Assistant on an experimental basis since the beginning of September 2016. While she has enjoyed both components of this dual role, and has been appreciated by staff and congregation alike in these roles, Jane has found her ability to manage both roles stressful. Consequently, she has requested a return to her part-time status as Youth and Young Family Coordinator, effective July 1, 2017.

M&P recognizes the importance of having a welcoming presence in the front office, and recommends that a part-time administrative assistant be hired to fill this position. For the summer period, we suggest the hiring of a student to fill the role, and Jane has recommended a member of the church, Riley Langley, for this position. Longer term, M&P recommends searching for a longer term part-time replacement, and would suggest filling the role in mid-August. The impact on the staff budget costs would be minimal, and likely would result in a small salary savings.

MOTION: To offer the position of part-time administrative assistant for the months of July and August to Riley Langley.

MOVED: By Bruce Moor, seconded by Allyson Watson.

DISCUSSION:

- The cost of a summer student is less than the cost of Jane continuing in the role.
- Jane Dockrill has offered to provide oversight for Riley, and Heather Vouvalidis will be the on-site supervisor. The role of administrative assistant during the summer includes answering phones and directing messages to the appropriate staff member.
- It was recommended that Riley be provided with the necessary health and safety training. Videos are available for this purpose. Other staff members will be in the building during Riley's working hours.

MOTION CARRIED.

MOTION: That the Ministry and Personnel Committee start the hiring process for a part-time Administrative Assistant.

MOVED: By Bruce Moor, seconded by Allyson Watson.

DISCUSSION:

- The position will provide office coverage for 4 hours a day, 4 days per week.
- There are no budget implications for this position as it replaces the hours formerly worked by Jane Dockrill.

MOTION CARRIED.

3. Budget Process

This year's budget process was complicated by staff departures at crucial points in time. Credit should be given to the Finance Committee for striving to deliver the required financial information and tax-related receipts, etc., under difficult conditions. However, M&P is concerned that decisions on both the components of the budget with regard to staff positions, and personnel hired to execute essential tasks were made without recourse to advice from M&P or from Council. This has resulted in a significant expenditure which may have been necessary, but should have had more input and oversight from M&P and perhaps from Council. Going forward, we all need to institute a consultation process which permits active input from relevant players.

4. Visitation Minister

A draft position description for the role of Visitation Minister was circulated.

At the Annual Meeting of the Congregation held on May 31, 2017, a motion was approved that the congregation be allowed input into the future of the Visitation Minister role.

M&P and Membership and Nurture stated their support for the continuation of the position and its important part in the ministry of FSA.

Jo Ann Silcox informed Council that if this ministry position is to continue London Conference requires the completion of a Ministry and Mission Profile. A committee would need to gather documentation which includes listing the priorities of the congregation and providing financial information. At the completion of the Ministry and Mission Profile process a vacancy may or may not be declared.

At a May 29, 2017 meeting of Council Executive it was recommended that all persons doing pastoral care work, paid and unpaid, report on the time spent performing pastoral care duties for 3 months (June to August). Jo Ann Silcox has offered to collate this information.

Bruce Moor reported that an exit interview with the Rev. Tom Hiscock has taken place.

MOTION: To begin the Ministry and Mission Profile process in order to determine a recommendation to the congregation regarding the Visitation Minister position.

MOVED: By Allyson Watson, seconded by Pat Pettit. MOTION CARRIED.

It was recommended that the committee include representatives from Membership and Nurture, M&P, and the congregation. Jo Ann Silcox, Allyson Watson and Pat Pettit offered to serve.

6.6 MOE – Barb Dalrymple, Pat Pettit

Written report circulated.

The MOE Committee is actively searching for organizers for the 2018 White Squirrel Golf Tournament. The tournament is important as a fundraiser and for building community at FSA.

Linda Badke reported that ELUCO would like to hold a fundraising concert at FSA in the fall. Concern was expressed that many events are already scheduled for the fall.

MOTION: To approve in principle that a concert in support of ELUCO be held at First-St. Andrew's United Church. The date of the concert is to be determined.

MOVED: By John Eberhard, seconded by Pat Pettit. MOTION CARRIED.

6.7 Music – Merran Neville

Written report circulated.

MOTION: To grant permission to obtain a licence to sell and serve wine and beer at the Canadian Brass concert reception being held at FSA on November 15, 2017.

MOVED: By Merran Neville, seconded by David Manness. MOTION CARRIED.

6.8 Nominations – Jo Ann Silcox
No report.

6.9 Property – George Jolink

- To date \$7,500 has been raised for the electronic sign project. Fundraising efforts will be revisited in the fall. Property is working with Communications and Marketing to explore sign options and costs. It was suggested that the Committee talk to Metropolitan United Church about their experience with their electronic sign.
- Farquhar House exterior painting has been completed on budget.
- Property has arranged for repairs to the carpet seams in the Fireside Room to fix a tripping hazard.
- The east door off the parking lot will be replaced with a steel door with window.

6.10 Stewardship
No report.

6.11 Trustees – David Manness
No report.

6.12 Worship – Jane Westmorland
Written report circulated.

Worship services will be held in Proudfoot Hall during July and August. Volunteers will set up and take down the chairs. Proudfoot Hall is also being used for children's theatre camps during the summer.

Equipment is being rented to solve sound system issues. The Worship Committee budget is being charged for these rental fees. George Jolink reported that the Property Committee has discussed the sound system. Property thinks the system should be under its jurisdiction so expenses associated with the sound system should be charged to the Property budget. A quote has been received to replace the faulty 15 year old motherboard. The estimate is \$3,500 and this request will be brought to the June 21, 2017 meeting of the Board of Trustees.

7.0 Group Reports

7.1 Presbytery – Linda Badke
No report.

7.2 UCW – Laurel Kenney

A Rag Doll workshop will be held at Wesley-Knox United Church on June 28th. The dolls are needed for a Bread Not Stones presentation in the House of Commons this fall. It was suggested that the dolls be prominently displayed at FSA to educate the congregation about this important mission project.

Celebrating Spirit: United Church Women 55th Anniversary Gathering will take place July 10 to 14 in Vancouver. Laurel Kenney will be attending and taking part in a panel discussion on the Bread Not Stones mission project. George Jolink thanked Laurel and the UCW for their leadership role in this project.

7.3 Staff – Michelle Down

In November we will be celebrating FSA's 185th Anniversary.

- Sunday, November 5 is the Remembrance Day service
- Sunday, November 12 the Rev. Dr. David McKane will speak with a theme related to the 185th Anniversary
- Sunday, November 19 the Salvation Army Band will provide special music
- Tuesday, November 21 Gary Paterson, former Moderator of the United Church, will be the Proudfoot Lecture speaker
- Sunday, November 26 Communion and the Anniversary Service will be celebrated, the Rev. Dr. Jeff Crittenden has been invited to preach and the congregation of Metropolitan has been invited to join us

Michelle will be on holidays in July. David McKane will cover pastoral care needs.

Labour Day weekend a Blessing of the Animals service will be held on the lawn.

Aboriginal Solidarity Day is June 21, 2017. A sunrise ceremony will be held on The Green in Wortley Village at 5:30 am.

8.0 New Business

8.1 185th Anniversary – Bob Swartman

A 185th Anniversary banner has been installed at the exterior front entrance of the church and will be displayed until the end of November.

8.2 Ad Hoc Planning Committee – Steve Elson

Written report circulated.

The emerging consensus statement has been circulated within the congregation. Feedback to date has been positive and people are looking for more details and specifics. Feedback will continue to be received until August 31, 2017. The statement will be edited once all feedback has been received.

The Committee will meet monthly throughout the summer to organize the next phase -- implementation planning. Three dominant themes were identified and three task groups will be formed to consider how the emerging consensus statement might come to life and be realized.

Reimagining FSA: Faith (Worship), Service (Outreach), Arts (Music and Arts)

The Planning Committee feels strongly that we need to be innovative and creative and try out new approaches in how we express ourselves and live as a community of faith and spirituality. FSA has strong and important traditions to acknowledge and respect, but we also need to express ourselves in a way that speaks to the world as it is now and as it will be.

The Committee is looking into the United Church programs Embracing the Spirit: learning network and innovation fund, and EDGE: a network for ministry development. These programs offer the opportunity for FSA to connect with other congregations to learn more and get good advice.

Council recognized the outstanding work of the Ad Hoc Planning Committee.

Benediction: The Rev. Michelle Down closed the meeting with prayer.

The meeting was adjourned at 9:01 pm.

George Jolink, Chair

Katherine Wonfor, Secretary