



**First-St. Andrew's United Church
COUNCIL EXECUTIVE MEETING
November 22, 2017
The Library, 10:55 am**

Present: John Eberhard, George Jolink, David Manness, Bruce Moor, Jo Ann Silcox, Heather Vouvalidis, Katherine Wonfor

A meeting of Council Executive was called to order at 10:55 am by George Jolink, Chair.

Agenda

- 1.0 Ministry and Personnel Policy Statement – Bruce Moor
- 2.0 Finance – Heather Vouvalidis
- 3.0 Governance Structure – George Jolink
- 4.0 Council and Staff Retreat
- 5.0 Nominations – Jo Ann Silcox

MOTION: To approve the agenda for the November 22, 2017 meeting of Council Executive.

MOVED: By David Manness, seconded by Heather Vouvalidis. MOTION CARRIED.

1.0 Ministry and Personnel Policy Statement – Bruce Moor

The Ministry and Personnel Committee has reviewed the Committee's policy statement.

Section 5.6.3.5 regarding the hiring process has been revised.

After consultation with appropriate Council committees, make a recommendation to Council on the need to fill a vacancy. The recommendation to Council will:

- a) Confirm that the Position Description is current*
- b) Provide the rationale for filling the position*
- c) Clarify whether the position is full-time or part-time and if part-time, specify number of hours per week*
- d) Identify the anticipated salary range for the position*
- e) Identify participants in the selection panel*

With the approval of (a) through (e), M&P will proceed to advertise the position, undertake interviews, conduct reference checks, and make an offer to the successful candidate. If the selection panel identifies a need to increase the salary beyond the approved ceiling, then M&P shall seek approval from Council Executive before making an offer.

Discussion:

Salary ranges are based on what has been paid in the past for the position, private and public sector salaries, and for ministerial staff the guidelines of the United Church of Canada. M&P will consult with Finance and Council regarding the salary range when the recommendation of the need to fill a vacancy is brought to Council for approval. The salary range will be advertised.

Council Executive recommended the following changes:

- *d) Identify the salary range for the position in accordance with the church budget*
- *change Make an offer to the “successful” candidate to Make an offer to the “preferred” candidate*
- *Add the following statement: Council will be informed once an offer has been accepted.*

Bruce commented on Section 5.6.3.6 regarding staff reviews. Reviews are conducted annually, but informal discussions between a staff member and their M&P representative take place two or three times a year. If concerns arise, they are dealt with in a timely fashion. If an action is required, M&P may seek the input of Council Executive.

Bruce will make the recommended revisions and bring the policy statement to M&P and then Council for approval.

2.0 Finance -- Heather Vouvalidis

At October 31, 2017 a small surplus is reported on the financial statements. Most committees are under budget but November and December expenses are outstanding. Finance hopes to have a balanced budget at year end.

Christmas envelopes will be placed in the pews in December. A written message requesting end of year gifts will be put in the bulletin.

Committee chairs are asked to submit their 2018 budgets. Committees are requested to keep their expenses at the same level as 2017 or to decrease expenses where possible.

Finance is looking for volunteers to make follow-up phone calls reminding people to return their 2018 pledge forms. It was suggested that a reminder be placed in the weekly email and in the Sunday bulletin.

3.0 Governance Structure – George Jolink

At the October 25th Staff and Council Retreat a discussion was held regarding the pros and cons of the governance structure at FSA. A summary of the discussion will be circulated to Council.

Council Executive considered whether we should strike a small committee to examine governance models. This recommendation will be brought to the December meeting of Council.

Some suggestions that do not require changes to the current governance model were discussed.

- Look at the frequency of meetings of Council and Council Executive.
- Council Executive could meet on a more regular basis.
- The Policy Manual states that full Council is required to meet 6 times a year.
- It was recommended that reports from Council Committees be circulated even if Council does not meet that month.
- Motions to be brought to Council to be circulated prior to the meeting.
- Council meetings to focus more on visioning and new business.

It was recommended that the membership, role and responsibilities of Council Executive as outlined in the FSA Statement of Policies and Procedures be reviewed.

4.0 Council and Staff Retreat

A Council and Staff retreat was held on October 25, 2017. The feedback from the day has been positive and future staff and Council retreats will be planned.

5.0 Nominations – Jo Ann Silcox

The Finance and Worship Committees require chairs in 2018. It is increasingly difficult to find volunteers to sit on committees.

The meeting was adjourned at 12:22 pm.

George Jolink, Chair

Katherine Wonfor, Secretary