



**First-St. Andrew's United Church  
COUNCIL MEETING  
September 19, 2017  
Proudfoot Hall, 7:00 pm**

**Present:** Linda Badke, Audrey Coulthard, Barb Dalrymple, Michelle Down, John Eberhard, Donna Fraleigh, Doug Gonder, Terry Head, George Jolink, Laurel Kenney, Bill Knowles, Jean Knowles, Bruce Moor, Jo Ann Silcox, Bob Swartman, Heather Vouvalidis, Allyson Watson, Katherine Wonfor

**Regrets:** Steve Elson, David Manness, Merran Neville, Pat Pettit, Kerry Stover

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 opened the meeting with prayer.

**2.0 Welcome Remarks from the Chair:** George Jolink welcomed members of Council and the congregation to the September meeting.

**3.0 Approval of Agenda**

The following additions were requested under New Business:

8.1 Visitation Minister

8.3 Proposal to revive the Lunch Bunch

MOTION: That the Council Meeting Agenda of Tuesday, September 19, 2017 be approved with the above additions.

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

**4.0 Approval of Minutes**

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

MOVED: By John Eberhard, seconded by Audrey Coulthard. MOTION CARRIED.

**5.0 Correspondence**

**5.1 Letter from Board Chair of Metropolitan United Church**

The Rev. Dr. Jeff Crittenden and the congregation of Metropolitan were invited to join FSA for a service on November 26, 2017. Metropolitan has declined this invitation. George Jolink will send a reply thanking them for considering the request.

## 5.2 Boomerfest 2018: A Celebration and Colloquium on Boomers and Spirituality

Michelle Down received a letter from the Rev. Dr. Sheila Macgregor, Minister of Worship and Pastoral Care at Siloam United Church. In the fall of 2018 Siloam will be holding a colloquium called *Boomerfest 2018: A Celebration and Colloquium on Boomers and Spirituality*. Siloam asked if FSA would be interested in co-sponsoring this event. Financial support is not requested at this point. They are requesting the help of people with great ideas, plus a pledge to promote the event in newsletters and bulletins.

The conference aims to bring together leaders specializing in the field of Boomers and Spirituality for the purpose of:

1. Encouraging discussion about how the Church can connect with and better engage Canadian Baby Boomers,
2. Supporting Boomers and older adults in their spiritual quest, and
3. Building bridges between generations by helping Boomers better understand and relate to younger Canadians, especially Generation X, Millennials and younger generations.

Linda Badke has agreed to serve on the advisory committee for this project.

On behalf of Council, George Jolink will send a letter of support for this project which will be included in a grant application.

## 6.0 Committee Reports

### 6.1 Christian Development – Allyson Watson

Written report circulated.

### 6.2 Communications and Marketing – Doug Gonder

Communications and Marketing and Property are evaluating the electronic sign project. The Committees are considering:

- Fundraising plans
- Alternative signs that may be less expensive
- If the project should go ahead at this time

### 6.3 Finance – Donna Fraleigh

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

- The year to date deficit at August 31 is \$7,518
- Ivana Klouda and Kerry Hill were welcomed to the Finance Committee.
- The Committee is reviewing the DonorPerfect software program and looking at alternatives.
- It was suggested that the gift card program be reviewed.

### 6.4 Membership and Nurture – Audrey Coulthard

Written report circulated.

Coffee and Conversation is having difficulty recruiting volunteers. It has been suggested that recyclable paper products be used to facilitate clean-up. A proposal has been made that each Council Committee be responsible for one month to assemble a team to serve at Coffee and Conversation. Committee Chairs were asked to take this request to their Committees and report back to Membership and Nurture.

Planning has begun for a photo directory in 2018.

## 6.5 Ministry and Personnel – Bruce Moor

Thanks were extended to Riley Langley who acted as Administrative Assistant during the summer. Kathryn Skelly has been interim Administrative Assistant in September as M&P recruits for a permanent part-time position.

The position of Administrative Assistant was posted and 23 applications were received. Five candidates were invited to interview. M&P recommended that Kathryn Skelly be offered the position. Kathryn has proven to be a quick learner, competent with technology, and she fits in well with the staff group.

MOTION: To offer Kathryn Skelly the position of part-time Administrative Assistant. The offer will include a probationary period from October to December.

MOVED: By Bruce Moor, seconded by Barb Dalrymple. MOTION CARRIED.

The position is currently 4 days a week for 4 hours per day. M&P proposed that 20 hours a week would be more realistic to handle the administrative tasks and allow for consistent coverage of the office.

Council discussed increasing the hours of the Administrative Assistant position from 16 to 20 hours per week:

- The hours can be increased within the existing 2017 M&P budget.
- When Jane Dockrill acted as Administrative Assistant she found the demands of the office work were more than 16 hours per week.
- The fall is a very busy time of year with events including the Bazaar and the Stewardship Campaign.
- The cost of moving from 16 to 20 hours a week is approximately \$4,000 per year.
- Should we continue at 16 hours per week for the probationary period and determine if the work can be accomplished?
- If we offer the position at 20 hours and have to decrease to 16 hours a week in 2018 would the staff member accept this cut in hours?
- Consideration was given to using volunteers in the office. Concern was voiced that this would increase the workload for other staff as they manage the volunteers.

MOTION: That the job of Administrative Assistant be offered as a 20 hour per week position during the probationary period.

MOVED: By Barb Dalrymple, seconded by Bruce Moor.

DISCUSSION: The candidate will be informed that the hours of the position are under review for 2018 as part of the budget deliberations.

MOTION CARRIED

In favour 5, opposed 3, abstention 2

## 6.6 MOE – Barb Dalrymple

Written report circulated.

Linda Badke asked for Council support for a ELUCO fundraising concert to be held January 26, 2018 in Proudfoot Hall. The concert would feature Sonja Gustafson. The date of the concert has been cleared with Terry Head and the church office. Communications and Marketing would be asked to help with the promotion of the event. The event would be licenced to sell and serve wine and beer.

MOTION: That Council support the ELUCO fundraising concert to be held in Proudfoot Hall on January 26, 2018, and grants permission to obtain a licence to sell and serve wine and beer at the concert.

MOVED: By Linda Badke, seconded by Doug Gonder. MOTION CARRIED.

**6.7 Music – Terry Head**

Written report circulated.

The 2017-2018 Music at First-St. Andrew's brochure is available. Please help to promote these events.

A Fall Hymn Festival will be held on Saturday, October 21<sup>st</sup>. This concert features combined choirs with brass quintet and organ.

**6.8 Nominations – Jo Ann Silcox**

- We are seeking new Chairs for Worship and Membership and Nurture in 2018.
- The position of Chair of Finance is vacant. Kerry Stover is acting as interim chair.
- Please forward the names of new committee members to Jo Ann.

**6.9 Property – George Jolink**

Written report circulated.

A report on projects completed over the summer months was received from Tim Miedema, Facilities Manager. Tim is a valuable resource to FSA. Council expressed its appreciation for Tim.

All 3 public entrances to the Narthex have serious plaster issues. These are the public entrances which give the first impression of FSA. A quote was received from Hazen Masonry & Restoration in 2016. A current quote has been requested. The cost of the project is estimated to be no higher than \$13,560.

MOTION: To approve the Capital Requisition Form regarding plaster repairs to the 3 Narthex entrances. The cost of this project is not to exceed \$13,560.

MOVED: By John Eberhard, seconded by Audrey Coulthard.

DISCUSSION: The Capital Requisition has been reviewed and approved by Finance, Trustees and Property.

MOTION CARRIED.

**6.10 Stewardship – George Jolink**

Council Executive discussed the fall Stewardship Campaign. George Jolink will write a stewardship message and will ask Tara Gonder and Kerry Stover to help put together a stewardship package.

Barb Dalrymple thanked the staff for including stewardship messages in the Sunday bulletin. Michelle Down reported that for 5 Sundays she is using the "Salt and Light" program that incorporates stewardship as part of the worship experience.

The 2018 contribution envelopes will be clearly marked to designate givings to Operating and to the Mission and Service Fund.

**6.11 Trustees – John Eberhard**

The Trustees met on September 19, 2017.

**6.12 Worship**

Written report circulated.

## 7.0 Group Reports

### 7.1 Presbytery – Linda Badke

Written report circulated.

### 7.2 UCW – Laurel Kenney

Laurel Kenney distributed copies of a letter to be sent to members of the federal government regarding the Bread Not Stones Project to End Child Poverty in Canada. This letter will be handed out on Sunday, September 24th and the congregation will be encouraged to share and mail the letter.

Linda Woods and Laurel will be travelling to Ottawa on November 21, 2017 with 338 Dolls of Hope, one for every MP.

### 7.3 Staff – Michelle Down

At its April 2017 meeting, Council voted on four remits from the 42<sup>nd</sup> General Council. All four remits have been approved by the congregations and presbyteries of the United Church of Canada. General Council commissioners have been meeting electronically to discuss how to implement the remits.

On Sunday, September 24<sup>th</sup> after the service the Affirm Committee is presenting “Embracing our Diversities: Celebrating Our Transgender Friends”. Please support this event and encourage others to attend.

The Ad Hoc Planning Committee has invited members of the London arts community to come and share in a roundtable discussion and explore how FSA can partner with the arts community. This conversation will take place on October 4<sup>th</sup>.

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

- Sunday, November 5 is the Remembrance Day service – guest preacher the Rev. Dr. Anne Beattie-Stokes, Anne's grandfather was a minister at First Presbyterian Church and she will be sharing his war time letters and stories
- Sunday, November 12 the Rev. Dr. David McKane will speak with a theme related to the 185th Anniversary
- Wednesday, November 15 a concert will be performed by the Canadian Brass
- Tuesday, November 21 the Rev. Dr. Gary Paterson, former Moderator of the United Church, will be the Proudfoot Lecture speaker
- Sunday, November 26 Communion will be celebrated -- the Rev. Dr. Kate Crawford will preach

## 8.0 New Business

### 8.1 Visitation Minister – Jo Ann Silcox

Written report circulated.

An Ad Hoc Committee to explore the possibility of continuing the position of Visitation Minister met twice over the summer. Members of the Committee were Jo Ann Silcox, Heather Locking Cusolito, Heather Vouvalidis, Pat Pettit, Bruce Moor and Allyson Watson.

The visitation needs of the congregation were reviewed with the existing service providers (the Rev. Michelle Down, the Rev. Dr. David McKane, Dr. Jo Ann Silcox, the Congregational Visitors Team and the Caring Callers Team) and were found to be substantive.

A dossier was completed as per the requirements of London Conference's Effective Leadership protocol under the title Declaring a Vacancy. This included a Ministry and Mission Profile, congregational demographics, financial reports, and position guide. A congregational survey indicated very strong support for continuing this ministry. Pastoral Care ranked as the second most important ministry needed at the present time out of the 7 areas defined in the Profile. The Trustees were consulted and we were assured that the position could be sustained for 1 to 3 years. Beyond that time frame, in the absence of a significant increase in finances, it would be appropriate to consider sharing a position with other churches. This option will be explored.

The Rev. Dr. David McKane, who M&P hired to temporarily fill this role for 12 hours a week from June to August, was interviewed and agreed to let his name stand for a one year appointment while options are explored.

Consultation was sought with the Personnel Minister of London Conference and given the short-term nature of this appointment it was agreed that we might move directly to an appointment vs. an advertised vacancy, after Council approval and a duly called congregational meeting.

Council can recommend the following plan to the congregation at the congregational meeting:

1. In light of the potential for shared ministry through exploring partnership for shared ministry with neighbouring congregations, and the uncertainty for First-St. Andrew's future ministry needs at this time it is recommended that:
  - a. The Mission and Ministry Profile be considered for approval.
  - b. The position description stemming from the Mission and Ministry Profile be approved.
  - c. That a one-year time limited 12-hour a week appointment with the Rev. Dr. David McKane be approved, with a 30-day notice period for all parties to withdraw from the relationship.
2. This 30-day period is because it is assumed that First-St. Andrew's will be actively seeking opportunities to more permanently define its future ministry needs. The 30-days offers flexibility for all parties in expectation that a partnership opportunity might arise.
3. All three motions can be done at a congregational meeting and the reasons for calling the congregational meeting need to be included in the notice for calling it.
4. Send the appointment paperwork to Settlement at London Conference.

Council discussion:

- During the summer David focussed on visitation and not administration or other duties.
- The position description circulated calls for a broader pastoral care role which includes working with volunteers and conducting services.
- Council requested that the position description be revised to focus on visitation.
- M&P are meeting on September 20<sup>th</sup> and will revise the position description.

MOTION: That:

1. The Mission and Ministry Profile be approved.
2. The position description stemming from the Mission and Ministry Profile be approved as revised by the Ministry and Personnel Committee.
3. That a one-year time limited 12-hour a week appointment with the Rev. Dr. David McKane be approved, with a 30-day notice period for all parties to withdraw from the relationship

MOVED: By Jo Ann Silcox, seconded by Donna Fraleigh. MOTION CARRIED.

A congregational meeting will be held on October 8, 2017. Two weeks' notice is required to call a Congregational Meeting. Notice of the meeting will be made through the weekly email blast and in the Sunday bulletin.

## **8.2 Ad Hoc Planning Committee**

Written report circulated.

### 8.3 Proposal to revive the Lunch Bunch – Bob Swartman

Bob Swartman circulated a report on the social group known as the Lunch Bunch. Bob has offered to revive this project and organize it for 2017-18. Council expressed their support for this initiative and thanks were extended to Bob for his work on this project.

### 8.4 Doors Open London

First-St. Andrew's took part in Doors Open London on September 16, 2017. Over 150 visitors were welcomed to FSA. Thanks and congratulations were expressed to those who coordinated and volunteered.

### 8.5 Council Retreat – George Jolink

A Council and staff retreat was proposed for Wednesday, October 25 from 9:30 am to 2:30 pm. The retreat would be held at Windermere Conference Centre. The cost for the day is \$750 which includes the room rental and lunch.

Retreat agenda:

- October Council business
- Discussion on the work and recommendations of the Ad Hoc Planning Committee
- Preliminary discussion on the governance model used at FSA

Council voiced their support for the retreat and were asked to reserve the date.

### 8.6 Licenced Events

Current FSA policy states that every event where alcohol is to be served requires Council approval. It was recommended that a policy be developed that allows for licenced events with appropriate licencing regulations being followed.

It was suggested that Council continue to be notified of licenced events.

A policy will be drafted and presented to Council.

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

The meeting was adjourned at 9:01 pm.

---

George Jolink, Chair

---

Katherine Wonfor, Secretary