

**St. Andrew's Council Meeting**  
Held by *Zoom*, North Bay, ON  
Tuesday February 2<sup>nd</sup>, 2021 at 6:30 p.m.

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<b>Welcome and Opening</b> (6:30 p.m.)	Pat Kirton-Bailey welcomed everyone to our <i>Zoom</i> meeting. Natalie Wilson was introduced as the new Chair of the M&P Committee.						
<b>Attendance</b>	Stuart Bailey, Elizabeth Brownlee, Cathy Coleman, Kim Delarosbel, Marg Fleming, Karen Gooch (Secretary), Samantha Gravel (Treasurer), Peter Haddow, Pat Kirton-Bailey (Chair), Kimberly Robinson, Derek Stott, Beth Ward (Vice Chair), Natalie Wilson (M&P) (13)						
Pastoral Charge Supervisor	Rev. Rob Smith, Pastoral Relations Minister for Canadian Shield Regional Council						
<b>Worship</b>	Rob Smith began the opening worship by lighting a candle and invited us to follow the light. He then acknowledged that we meet on First Nations territory. He offered a reading from Psalm 147 that reminded us that God heals the brokenhearted and binds our wounds, that God has understanding beyond measure and that God is always there for us.						
<b>Agenda</b>	<p><b>Motion 016/21</b> Stuart Bailey/ Cathy Coleman moved that the agenda be accepted as circulated. <span style="float: right;"><b>Carried</b></span></p>						
<b>Minutes of Previous Meeting</b>	<p><b>Motion 017/21</b> Beth Ward/ Samantha Gravel moved that the minutes from the January 19<sup>th</sup>, 2021 Council meeting be accepted, with the addition that Treanor Greer-Delarosbel has resigned as Chair of the Inclusivity Committee as well as Council. <span style="float: right;"><b>Carried</b></span></p>						
<b>Correspondence</b>	None						
<b>Business Arising</b>	None						
<b>New Business</b>							
Interim Minister	<p><b>Appendix I</b> The Transitional Minister job description was circulated by email ahead of this meeting for Council members to review. (Appendix I) There was a request to make one change which was agreed to by consensus. The Worship and Christian Development Committee wish to be known as the Worship and Christian Development Team. The following motions were passed:</p> <ul style="list-style-type: none"> <li>• <b>Motion 018/21</b> Beth Ward/Cathy Coleman moved that the St. Andrew's Council accept the Transitional Minister Job Description as outlined in Appendix I. <span style="float: right;"><b>Carried</b></span></li> <li>• <b>Motion 019/21</b> Cathy Coleman/Beth Ward moved that the proposed financial remuneration for the Transitional Minister position be as follows:</li> </ul> <table border="0" style="margin-left: 40px;"> <tr> <td>Minimum Full-Time Annual Salary</td> <td style="text-align: right;">\$60,183.00</td> </tr> <tr> <td>Additional Salary (in \$)</td> <td style="text-align: right;">\$6,018.30</td> </tr> <tr> <td>Total Annual Salary</td> <td style="text-align: right;">\$66,201.30</td> </tr> </table>	Minimum Full-Time Annual Salary	\$60,183.00	Additional Salary (in \$)	\$6,018.30	Total Annual Salary	\$66,201.30
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Additional Salary (in \$)	\$6,018.30						
Total Annual Salary	\$66,201.30						

Phone/Communications	\$1,200.00	
Continuing Education	\$1,474.00	
Total Annual Remuneration	\$68,875.30	
Prorated Remuneration (4.5 months)	\$25,828.24	<b>Carried</b>

• **Motion 020/21**

Beth Ward/Cathy Coleman moved that the Council of St. Andrew's United Church North Bay on behalf of the community of faith of St. Andrew's offer the position of Transitional Minister to the Rev. Lillian Roberts effective February 15<sup>th</sup> to June 30<sup>th</sup>, 2021 subject to possible review and renewal. **Carried**

- The Regional Council (CSRC) Pastoral Relations Commission and the CSRC Executive have approved this appointment.
- The CRSC also agreed to make up to \$16,000 in grant money available to put towards Lillian Robert's salary if we are not able to cover this cost.
- There was a discussion about the best way to inform the congregation about our decision to hire Lillian. Pat Kirton-Bailey will provide a letter to the congregation and work with the Worship Team to provide a video component for the service next Sunday.

• ChurchHub Access

**Motion 21/21**

Karen Gooch/ Stuart Bailey moved that the following people will have access to our ChurchHub account: Cathy Coleman, Samantha Gravel and Beth Ward.

**Carried**

• Transition Team

**Motion 22/21**

Kimberly Robinson/ Natalie Wilson moved that the following people will make up the Transition Team to work with Lillian Roberts: Cathy Coleman, Karen Gooch and Beth Ward.

**Carried**

Office Administrator **Appendix II**

A proposed job description was circulated for the Office Administrator was circulated by email ahead of this meeting for Council members to review. The hours and pay will remain at the level of our previous Office Administrator - 15 hours a week at \$14.50 an hour. (Appendix II)

• **Motion 023/21**

Beth Ward/ Derek Stott moved that the St. Andrew's Council accept the Office Administrator Job Description as outlined in Appendix II. **Carried**

There was a suggestion that we review the need for a couple of the smaller tasks in the job description as we move forward:

- Do we want to keep placing a weekly ad in The Nugget?
- Is Derek Stott willing to keep sending out a weekly email to the congregation?

We will need a plan in place for how the office duties will be covered if we reopen before an Office Administrator is hired. Karen Gooch, Pat Kirton-Bailey and Natalie Wilson agreed to work on developing a job posting.

Fundraising Banner There was a discussion about the banner that was put up on the outside of the building by the Belfry Fundraising Committee:

- A number of Council members expressed their displeasure about how this was handled. There was no motion passed by Council to approve the installation of the banner and it is unclear where the money will come from to pay for this.
- Two banners (including our Affirming banner) were removed from the building without any consultation as we had been advised that putting the banners on the building will cause damage to the brickwork. Seeing a new banner appear in the same place has upset people.
- People need to be reminded that there is protocol that needs to be followed. We have a history of people doing things and then asking for approval. Helping us to recognize and change our old patterns of harmful behaviour will be an important part of the work we will do with our interim minister.

**Motion 24/21**

Elizabeth Brownlee/ Cathy Coleman moved that we invite Bruce Downey and Reid Milne to our next Council meeting to discuss the installation of the fundraising banner.

**Carried**

Security/Privacy Policy A discussion was held about the installation of the proposed security camera system and the formation of a privacy policy around the use of cameras in the building:

- Stuart Bailey has researched and drafted a policy and he outlined the criteria he used. Several other people have found related policies from their place of employment and will provide these for review. Beth Ward offered to work with Stuart on this.
- There were several suggestions for items that should be considered including:
  - Who will have access/be responsible for the camera footage?
  - How long will we keep recordings?
  - Should we widen the policy to deal with any pictures taken at the church?

**Motion 25/21**

Elizabeth Brownlee/ Kimberly Robinson that the St. Andrew's Council accept the donation of a security camera system from Pat Kirton-Bailey pending the approval of a privacy policy.

**Carried**

Communications People were asked to volunteer to develop a communications policy and offer a report at the next Council meeting.

**Motion 26/21**

Beth Ward/ Elizabeth Brownlee moved that the following people will work towards developing a communication policy: Kim Delarosbel, Karen Gooch, Rob Smith, Derek Stott and Beth Ward.

**Carried**

Profile Committee Ideally there should be one more person appointed to the Profile Committee. It was suggested that we try and find someone who is younger and perhaps has children. Kim Delarosbel offered to contact Mike Ivany. While it is good that we have a committee in place, Rob Smith recommended that they should wait until Lillian Roberts has started her interim ministry work before they formally start their work. Training will be provided by Karen Brophy, the Pastoral Liaison appointed by the Regional Council.

**Other Business**

Custodians Pat Kirton-Bailey informed the Council that she has been in contact with our custodians to monitor their work and ensure that they are filling in timesheets.

In Memoriam Elizabeth Brownlee raised a concern about how in memoriam donations are handled  
Donations when they are directed to a fund other than the Memorial Fund. Elizabeth wants to ensure proper recognition by the Memorial Committee and proposed that all in memoriam donations be deposited in the Memorial Fund bank account and then transferred to the appropriate fund. It was determined that this would be very complicated for electronic donations since all e-transfers and CanadaHelps funds are automatically deposited directly to the General Fund account and there is no mechanism to deposit these donations into another account.

**Motion 27/21**

Elizabeth Brownlee/ Peter Haddow moved that all in memoriam donations received (cash or cheques) be deposited first into the Memorial Committee's bank account and that any designated money be subsequently transferred to the appropriate fund.

**Carried**

Cassells Street Reid Milne is consulting with the Fire Marshal to see if it is possible to permanently  
Door lock the Cassells Street door from the Narthex. He should have an update about this by the next Council meeting.

Belfry Donations Beth Ward offered to organize the sending of thank you notes to those that have contributed to St. Andrew's beyond regular weekly donations. Donna Landry has expressed an interest in helping with this. The Memorial Committee generally sends out cards for in memoriam donations, but there was particular concern about thanking those that have made donations to the Belfry Project.

**Adjournment**

Beth Ward offered a prayer and the meeting adjourned at 8:17 p.m.

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**Next Executive Meetings** Tuesday February 9<sup>th</sup>, 2021 at 6:30 p.m. *Zoom*  
Tuesday March 9<sup>th</sup>, 2021 at 6:30 p.m.

**Next Council Meetings** Tuesday February 16<sup>th</sup>, 2021 at 6:30 p.m. *Zoom*  
Tuesday March 16<sup>th</sup>, 2021 at 6:30 p.m. *Zoom*

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Chairperson, Pat Kirton-Bailey

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Secretary, Karen Gooch

**St. Andrew's United Church**  
**North Bay, Ontario**  
**January 25, 2021**  
**Transitional Ministry Job Description**

**Overview:**

St. Andrew's finds itself in a time of considerable challenge. The reality of the pandemic has meant reshaping ministry, including worship, to virtual formats; it has complicated the nurturing of community relationships; and had had financial impact in terms of giving patterns and rental income. The costly retrofit of the belfry has placed a significant financial burden upon the congregation and raised questions regarding the building as a resource for ministry. The changes in ministry leadership, first, the retirement of long-time serving minister Jane Howe and then the recent departure of Tracy Davis DLM who had moved into the primary ministry position in July 2020. There have also been changes in lay leadership positions, and support staff. Alongside all these stressors, the Council continues to struggle with its role and responsibilities and is often plagued by unhealthy conflict.

However, alongside of these challenges there is a commitment to being a faith presence in downtown North Bay that witnesses to compassion and justice and serves the needs of its context.

The ministry leadership needs of the community of faith at this time are those described as transitional. These include:

- a. decreasing the anxiety of the community by providing a non-anxious presence that models engagement in dialogue

- b. nurturing lay leaders to understand their role as spiritual elders who can hold difference as opportunity for learning and dialogue that leads to creative options
- c. assisting the community of faith in analysis of how they function as a system and how to move towards a healthier relationship of decision making and mission

### **The Role of the Transitional Minister:**

The Role of the Transitional Minister is to provide both pastoral and transitional leadership to achieve the main objectives of an intentional Transition. These include:

- a) Helping the church to find stability and continue in effective ministry through the transition.
- b) Helping the church experience a greater measure of health - spiritually, relationally, organizationally and operationally and to foster a culture of respect;
- c) Encouraging the congregation and church leadership as seeing this time of transition as primarily a season of spiritual formation and discernment.

### **Transitional Ministry and the reality of a pandemic:**

Much of the work of transitional ministry is traditionally modelled around the ability of people to come together and to learn, share, and discern within physical community. The tasks of transitional ministry require engagement and it is important that the transitional minister and the transition team be creative in designing ways for people to have conversation, to develop good and transparent communication approaches and to build ownership in the process. The pandemic has demanded flexibility in approaches to ministry and this will be true of the work of transitional ministry. The length of time of the restrictions

of meeting in person due to the pandemic will likely impact the pace at which the transitional goals can be addressed. It is also worth noting that the movement out of pandemic limitations back to more normative engagement may trigger times of return to old patterns and that will need to be anticipated and plans to minimize the feeling that we go back to old ways will need to be put in place.

It is assumed that limited in person worship will be possible in the spring of 2021 but that live streaming of worship will continue at least through to Advent 2021. It is also likely that Council meetings will continue to be virtual through to Fall 2021, with the possibility that sub-groups of the Council of not more than 10 may be able to meet beginning in late spring 2021.

#### **Relationships of Accountability:**

1. The transitional minister is accountable to the Council in regards to providing leadership towards the agreed upon goals for transitional ministry.
2. The transitional minister is under the ongoing support and supervision of the Ministry and Personnel Committee.
3. The transitional minister collaborates with the transition team named by the Council in undertaking and evaluating processes related to the accomplishment of the agreed upon transitional goals.

#### **Relationships of Support:**

1. The Regional Council Pastoral Relations Minister.
2. Permission of the Council to engage the wisdom and support of retired ministry personnel within the community of faith as mentoring elders.

3. The Ministry and Personnel Committee as appropriate to their mandate.

### **Relationship to other Church Staff:**

The transitional minister will model collegial relationships with other church staff, striving to create a culture of appreciation and accountability. The transitional minister has responsibility for providing opportunities for staff to gather (virtually or in person) as needed and helpful to the tasks and vision of the shared ministry. The transitional minister will not supervise other church staff in terms of ongoing performance, but will have the responsibility to assist in prioritizing and assigning work tasks as related to the ministry of the community of faith.

**What the Transitional Minister is not responsible for** and should not spend ministry time doing:

1. Property management
2. Custodial duties
3. Secretarial tasks that belong to others

### **Ministry Task Responsibilities:**

#### **Worship (25 %) 10 hours**

- To coordinate with the Worship & Christian Development Team opportunities for worship leadership that will support the work of transition and build relationship with the community of faith.
- To encourage and support innovation in worship particularly as virtual worship mediums as utilized and considered.

#### **Administration & Communication (30%) 12 hours**

- To equip lay leaders to understand and fulfil their roles of responsibility.

- To oversee communication strategies that convey transparency and accurate information in a timely and accessible way.
- To support the Council in its work and responsibilities and mentor a respectful culture of engagement and discipleship.
- To name the administrative responsibilities of the community of faith to the denomination, CRA, and legal obligations and to identify process and resource to meet those responsibilities.

### **Transitional Goals (35%) 14 hours**

- To work with the Transition Team to be named by the Council to identify the crucial goals to be undertaken.
- To design and facilitate ways of engaging the community of faith's participation in transitional conversations. This will include one on one conversations; small group conversations (virtually and potentially later in person); virtual learning opportunities related to transition themes of identity, mission (purpose) and sustainability.
- To research and gather the community of faith's information regarding demographic patterns, financial viability, volunteer lay leadership, community partnerships and share as a way of informing future ministry.
- To engage the Council and a wider circle as appropriate in ongoing learning and dialogue about congregational culture and ministry and mission.

### **Pastoral Care (10 %) 4 hrs**

- To support and encourage the lay pastoral care team.
- To provide "crisis" pastoral care to those in need.

- To provide liturgical support to pastoral care needs, funerals, baptisms (as feasible during pandemic), rituals to mark pastoral concerns (may be done virtually).

**Termination:**

- Agreement that either party can initiate termination with 30 days notice.

**Time Frame:**

- Phase One: February 15, 2021 to June 30, 2021. Full time.
- Phase Two: will begin September 1, 2021 and it will be determined at the end of phase one how long this phase will last (perhaps June 30, 2022) and whether it will be full time or part time.

**Terms for Remuneration and Expenses:**

- Minimum salary + 10% = 60,183.00 + 6,018.30 = 66,201.30
- (It is to be noted that the minister is retired which means a savings of approximately 9% because the church is not paying into the United Church Pension Plan – there may also be some reduction in CPP benefits as well)
- Continuing Education - \$1474.00
- Phone/Communications (\$100.00 a month) - \$1,200.00
- Total Annual Remuneration - \$68,875.30

**Appendix II**

**Office Administrator Job Description**  
**St. Andrew's United Church**

**Title**

Office Administrator

**Direct Supervisor**

Ministry Personnel of St. Andrew's

Oversight of all staff positions is provided by the Church Council's Ministry and Personnel Committee.

**Summary**

The Office Administrator is responsible for a variety of duties related to the activities of St. Andrew's United Church. Primarily these include: serving as receptionist and providing administrative support to the ministry personnel and Church Treasurer.

**Core Competencies**

- Ability to work with and encourage volunteers
- Ability to work with the ministry team
- Good communication skills
- Ability to problem solve
- Technological competence
- Ethics, integrity, and confidence keeping

**Job Duties**

- Respond to telephone, e-mail and in-person inquiries from church members and adherents, and members of the wider community.
- Present a positive and professional image of the church to all visitors.
- Refer all inquiries to the appropriate individuals or committees within the church.
- Take and record telephone, e-mail and written messages for staff members.
- Maintain the church office in a tidy and presentable manner.
- Order and maintain office supplies.
- Accept and note shipments received.

- Work with the ministry staff to prepare and print Sunday bulletins and other worship material. Work with our volunteer editor to prepare and print the weekly *Together* newssheet. Prepare monthly calendars to be posted in the church and submitted to our webmaster for publication on the church website.
- In consultation with the ministry staff, send a weekly congregational email and periodic newsletters informing the congregation about church activities.
- Prepare sign-board at Algonquin Avenue entrance and maintain letter-box.
- Provide service information to *The Nugget* for Saturday's paper.
- Attend staff meetings.
  
- Receive donations and issue receipts.
- Check and correct tellers' reports and post offerings in the *Church Watch* program and print reports.
- Prepare and make bank deposits.
- Import PAR donations into *Church Watch* and maintain PAR listings.
- Maintain *Church Watch* database by adding or deleting people from church lists and updating addresses.
- Print tax receipts and givings statements as instructed by the Finance Committee.
- Order and track donation envelopes.
- Maintain petty cash with accuracy and proper receipting.
- E-mail *Loaves and Fishes* food bank order.
  
- Maintain up-to-date church records and files.
- Prepare our reports and statements as required.
- Where necessary, assist in the compilation of data for church reports.
  
- Arrange and book meetings as directed by Ministry staff and the Building Use Committee.
- Respond as directed to affect rentals, fire alarm testing, health inspections, piano and organ tuning and any other scheduling needed for church maintenance.

## Requirements

- Good computer skills – familiarity with *Microsoft Word, Excel* and *Outlook*
- Proficiency with office equipment such as photocopiers.
- Good command of English language.
- Good teamwork skills.