

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday January 19th, 2021 at 6:30 p.m.

Welcome and Opening (6:35 p.m.)	Beth Ward welcomed everyone to our <i>Zoom</i> meeting. She was the acting Chair for this meeting.
Attendance	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) (12)
Pastoral Supervisor	Rev. Rob Smith, Pastoral Relations Minister for Canadian Shield Regional Council
Guests	Garth Goodhew, Trustee
Worship	Rob Smith began the opening worship by lighting a candle. He read Mark 1:14-20 where Jesus called his disciples leave their lives as fishermen to follow him. Was it essential for them to leave? The gift of COVID-19 is that it has forced us to think about what is essential in our lives and ask the question, 'What can we leave behind so we can move forward?' Rob finished by reading a passage from <i>Seasons of the Spirit</i> and reciting a verse from the hymn <i>Jesus You have Come to the Lakeshore</i> .
Agenda	Motion 004/21 Stuart Bailey/ Elizabeth Brownlee moved that the agenda be accepted as circulated. Carried
Minutes of Previous Meeting	Motion 005/21 Pat Kirton-Bailey/ Stuart Bailey moved that the minutes from the December 15 th , 2020 Council meeting be accepted as circulated. Carried
Correspondence	The following correspondence was received: <ul style="list-style-type: none"> • An email dated January 5th, 2021 was received from Treanor Greer-Delarosbel offering his resignation from Council and as Chair of the Inclusivity Committee. Kim Delarosbel read the letter aloud. Motion 006/21 Peter Haddow/ Samantha Gravel moved that St. Andrew's Council accept the resignation of Treanor Greer-Delarosbel with regret and thanks. Carried • An email dated January 13th, 2021 was received from Judi Brewer offering her resignation as Chair of the Mission Committee. Motion 007/21 Elizabeth Brownlee/ Peter Haddow moved that St. Andrew's Council accept the resignation of Judi Brewer with regret and thanks. Carried • Gail Thomsen offered a verbal resignation as Chair of the Pastoral Care Committee. Motion 008/21 Stuart Bailey/ Elizabeth Brownlee moved that St. Andrew's Council accept the resignation of Gail Thomsen with regret and thanks. Carried Elizabeth Brownlee will send a thank you note to Judi, Treanor and Gail.
Business Arising	None

New Business

Financial Report **Appendix I**

Samantha Gravel presented a financial statement dated December 31st, 2020 showing a deficit of \$10,894.74. (Appendix I)

- Some of the amounts in the investment accounts have not been reconciled with the year-end statements from Assante and there will likely be adjustments required.
- It was noted that \$30,000 was donated to the belfry project from the Choir Fund. Thanks was offered to the choir for this.
- We have raised \$41,315 (not including the choir money) towards the belfry project to date.

Motion 009/21

Pat Kirton-Bailey/ Derek Stott moved that the December 31st, 2020 financial statement be accepted as presented.

Carried

Loaves & Fishes Deliveries

Since Jack Aiton has resigned as the driver for the Loaves & Fishes, Peter Haddow has been looking after the deliveries. Other arrangements may have to be made in the future as the number of volunteers changes. Elizabeth Brownlee will send a thank you card to Jack in recognition of his work over the past number of years.

Security Cameras

There have been several incidents recently where people have entered the church through an unlocked door. The Cassells Street door at the front doesn't always lock properly due to shifting of the building. Stuart Bailey and Reid Milne are looking to see if we can permanently lock it (or is this an essential fire door?). Pat Kirton-Bailey has offered to donate a camera security system to the church. There would be several cameras and a recording device which would be locked in the main office. While there is a concern about security, several members had concerns about privacy. Would it be enough to post signs to let building users know about the cameras? Consensus seemed to be that a privacy policy is needed before the cameras are installed. Several people offered to check into policies at their places of employment. Does the UCC have guidelines for this type of thing?

Motion 010/21

Elizabeth Brownlee/ Peter Haddow moved that approval of the installation of a camera security system be deferred until a privacy policy can be developed. **Carried**

M&P Committee

Natalie Wilson has agreed to chair the M&P Committee.

Motion 011/21

Stuart Bailey/ Elizabeth Brownlee moved that the St. Andrew's Council appoint Natalie Wilson as the Chair of the M&P Committee.

Carried

Interim Minister

A discussion was held regarding the hiring of an interim minister.

- Rob Smith has spoken with Rev. Lillian Roberts and she is willing to consider taking the job of interim minister. Although, she is not certified, she has taken training in interim ministry. She would be willing to start as early as February 15th, 2021.
- An informal poll of the Council members indicated that there was interest in exploring possibilities around hiring Lillian – either full-time or part-time.

- There were questions about what we can afford. Although our revenue stream is uncertain due to the pandemic and the fact that Tracy Davis has left, some felt that having an interim minister in place quickly may boost the confidence of our congregation and keep donations coming in. We also can access \$20,000 more from the federal government pandemic loan (CEBA) if required and the Regional Council has discussed the possibility of offering some financial aid.
- It was agreed that an Interim Search Committee be set up to meet with Lillian in the near future to discuss the terms of employment and develop a job description. If an agreement is reached, the Council can vote to approve the hiring on behalf of the congregation. It is important to remember that we are acting on their behalf due to the pandemic.

Motion 012/21

Pat Kirton-Bailey/ Peter Haddow moved that the St. Andrew's Council request approval from the Canadian Shield Regional Council Pastoral Relations Commission to seek a short term supply minister.

Carried

Motion 013/21

Pat Kirton-Bailey/ Elizabeth Brownlee moved that the St. Andrew's Council approve the formation of a Short Term Search Committee to meet with Rev. Lillian Roberts to develop an interim minister job description to be brought back to Council for approval. The members of the Committee will be Cathy Coleman, Karen Gooch and Beth Ward.

Carried

Profile Committee Karen Brophy has been appointed by the Canadian Shield Regional Council to be our Pastoral Liaison in our search for new ministry personnel. As part of this process a Profile Committee needs to be established to update our ChurchHub profile.

Motion 014/21

Pat Kirton-Bailey/ Kimberly Robinson moved that the St. Andrew's Council approve the formation of a Profile Committee to update our profile on ChurchHub and develop a job description for long term ministry personnel. The members of the Committee will be Stuart Bailey, Judy Borden, Peter Haddow, Wanda Wallace and one other person yet to be named.

Carried

Pulpit Supply The Worship Team brought forward the following motion concerning payment for Pulpit Supply. They have proposed that in the interest of equity, anyone providing pulpit supply to St. Andrew's will be paid the same rate.

Motion 015/21

Kim Delarosbel/ Elizabeth Brownlee moved that whereas the St. Andrew's Council recognizes the Pulpit Supply Policy and Best Practices which was approved by the Canadian Shield Regional Council Pastoral Relations Commission (October 23rd, 2019) with the following remuneration for Pulpit Supply - \$150 minimum for LLWLs plus mileage and expenses and the 2021 salary schedule for order of ministry and ministry personnel which is \$221 per day plus mileage and expenses, retroactive to January 15th, 2021 St. Andrew's Church will pay LLWLs, order of ministry, ministry personnel or other guest reflectors the same remuneration of \$221 plus mileage and expenses (or the current UCC salary schedule for order of ministry and ministry personnel) for pulpit supply.

Carried

Office Administrator A discussion was held about how to handle the office duties until a new Office Administrator can be hired. The following people are looking after several important items in the short term but plans will need to be in place if the church is going to reopen once COVID-19 lockdown condition are lifted:

- Karen Gooch will monitor the phone and email and pass messages to the appropriate people.
- Stuart Bailey will collect the mail from the slot on a regular basis.
- Every few weeks as required, Elizabeth Brownlee and Joann Wurster will count and deposit any donations that come into the church.

Karen Gooch will circulate the job description that was used when we hired Star McGregor to Council members, for review. Any suggestions for updating the description are welcome. Further discussion will be held at our next meeting.

Communication Policy Beth Ward led a discussion about the possibility of developing a Council Communication Policy. These have been challenging times for all of us and number of factors have resulted in communication breakdowns. We do need to recognize that we are all trying our best, however some clear guidelines could help improve the situation. Some suggestions to improve things include:

- Remember holy manners when communicating
- Improved job descriptions will help members – particularly newer ones
- Identify where a message is coming from – is it a Council or Committee matter
- Council correspondence should first be directed to the Council Secretary
- Do not let emails go without a response, even if the initial response is just to just acknowledge receipt of the message
- Try and learn from our past mistakes

Council members are encouraged to think about this topic and come to the next Council meeting with ideas that we can use to develop a policy.

Other Business None

Adjournment Rob Smith offered a prayer and the meeting adjourned at 8:45 p.m.

Next Executive Meeting Tuesday February 9th, 2021 at 6:30 p.m. *Zoom*

Next Council Meeting Tuesday February 16th, 2021 at 6:30 p.m. *Zoom*

Acting Chairperson, Beth Ward

Secretary, Karen Gooch

Appendix I

**ST ANDREW'S UNITED CHURCH
INCOME STATEMENT - GENERAL FUND**
For the period January 1 to December 31, 2020

REVENUES	MONTH	CURRENT YTD	BUDGET YTD	PRIOR YTD
Offerings	22,074.95	157,527.04	210,000.00	198,529.35
Offerings - Deficit	0.00	1,864.00	0.00	8,542.50
Interest - Manse	0.00	1,747.89	0.00	2,330.58
Other Offerings & Income	263.00	24,439.53	40,000.00	37,570.94
TOTAL REVENUES	22,337.95	185,578.46	250,000.00	246,973.37
EXPENSES				
Personnel				
Salaries	7,835.52	90,063.06	99,234.00	107,390.76
Benefits	1,226.65	17,928.96	20,000.00	22,267.03
Telephone allowance	45.00	540.00	540.00	540.00
Vehicle allowance	100.00	1,716.66	2,700.00	2,607.06
Books/Educ allowance	0.00	0.00	1,801.00	735.85
Janitorial services	0.00	5,041.75	13,213.00	11,425.00
Treasurer / Accountant	350.00	1,900.00	0.00	0.00
Honoraria & Other Personnel	350.00	1,863.49	5,551.00	3,430.00
Total Personnel	9,907.17	119,053.92	143,039.00	148,395.70
Property				
Heating fuel	2,093.68	13,154.25	16,000.00	15,295.97
Utilities	432.60	5,044.48	7,500.00	5,918.98
Maintenance contracts	160.65	3,245.63	4,200.00	4,062.16
Repairs & maintenance	3,150.00	13,287.35	12,500.00	12,633.17
Supplies re property	0.00	1,798.70	3,000.00	2,176.60
Special Property Purchases	0.00	0.00	0.00	0.00
Insurance	1,210.39	12,936.13	12,000.00	12,643.63
Union Cemetery	0.00	0.00	200.00	200.00
Total Property	7,047.32	49,466.54	55,400.00	52,930.51
Administration				
Telephone/Internet	202.33	2,389.09	2,400.00	2,393.92
Office Supplies	177.53	4,793.53	4,800.00	5,895.69
Equip. Lease, Mtce, Purchase	0.00	2,964.97	2,800.00	2,681.65
Regional Dues	2,069.00	8,279.00	8,279.00	8,279.00
Total Administration	2,448.86	18,426.59	18,279.00	19,250.26
Worship				
Advertising	0.00	1,394.50	1,800.00	1,111.85
Other Worship Expenses	159.83	1,038.10	1,700.00	1,352.29
Total Worship	159.83	2,432.60	3,500.00	2,464.14
Christian Development	122.43	1,725.89	7,280.00	3,700.66
Pastoral Care	0.00	0.00	200.00	176.92
Outreach	0.00	0.00	200.00	0.00
Congregational Life	23.10	118.72	300.00	181.95
Inclusivity Comm	0.00	115.00	600.00	100.00
Broadview	0.00	0.00	2,000.00	1,839.64
Finance, Banking Charges	68.14	1,533.94	2,500.00	1,710.16
Professional Fees (Review)	0.00	0.00	0.00	0.00
Allocation for Capital	300.00	3,600.00	3,600.00	3,600.00
Contingency	0.00	0.00	500.00	553.55
TOTAL EXPENSES	20,076.85	196,473.20	237,398.00	234,903.49
SURPLUS/(DEFICIT)	2,261.10	-10,894.74	12,602.00	12,069.88

**ST ANDREW'S UNITED CHURCH
GENERAL FUND
For the period January 1 to December 31, 2020**

	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
General Fund - January 1	-28,823.06	-40,121.15
Surplus/(Deficit)	-10,894.74	12,069.88
General Fund - end of period	<u>-39,717.80</u>	<u>-28,051.27</u>

**SCHEDULE OF OTHER OFFERINGS & INCOME
For the period January 1 to December 31, 2020**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
OTHER OFFERINGS			
Envelopes	3.00	104.00	140.05
Observer	0.00	310.00	685.00
Renovations	0.00	0.00	0.00
Misc. Offerings	0.00	0.00	0.00
Total Other Offerings	3.00	414.00	825.05
OTHER INCOME			
Fund Raising Committee	0.00	1,000.00	2,537.00
Rent for Use of Church	260.00	7,162.00	20,740.55
Turkeyfest Donation	0.00	0.00	5,800.00
Sponsor a Turkey	0.00	0.00	2,200.00
Wedding/Funeral Honoraria	0.00	0.00	1,350.00
Church Fees - Weddings	0.00	0.00	0.00
Administration Income	0.00	5.00	105.00
Christian Dev Income	0.00	0.00	0.00
Congregational Life Income	0.00	0.00	0.00
Worship Income	0.00	0.00	0.00
Renovation Income	0.00	0.00	0.00
Misc. Income	0.00	3,791.71	4,013.34
Canada Helps-General Fund	0.00	0.00	0.00
Government Grants-General Fund	0.00	12,066.82	0.00
Total Other Income	260.00	24,025.53	36,745.89
TOTAL OTHER OFFERINGS & INCOME	263.00	24,439.53	37,570.94

**CHOIR FUND (Restricted)
For the period January 1 to December 31, 2020**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		68,799.17	35,972.80
Receipts	0.00	182.43	32,826.37
Total cash available	0.00	68,981.60	68,799.17
Disbursements	30,000.00	30,000.00	0.00
Balance - end of period	-30,000.00	38,981.60	68,799.17

**ST ANDREW'S UNITED CHURCH
MISSION AND SERVICE FUND
For the period January 1 to December 31, 2020**

	MONTH	CURRENT YTD	PRIOR YTD
Receipts for current period	1,141.32	14,160.84	18,116.84
Remittances for current period	0.00	6,496.60	18,116.84
Balance - end of period	1,141.32	7,664.24	0.00

**LOAVES AND FISHES FUND
For the period January 1 to December 31, 2020**

	MONTH	CURRENT YTD	PRIOR YTD
Balance - January 1		42,756.42	39,932.77
Receipts	21,647.80	34,734.18	27,413.93
Total cash available	21,647.80	77,490.60	67,346.70
L & F disbursements	1,691.73	18,728.22	18,116.84
Balance - end of period	19,956.07	58,762.38	49,229.86

**PLANNED GIFTS FUND
For the period January 1 to December 31, 2020**

	MONTH	CURRENT YTD	PRIOR YTD
<u>PGF - Outreach-Worship-Education</u>			
Balance - January 1		108,441.60	61,589.81
Receipts	0.00	0.00	48,941.44
Interest received	0.00	199.70	298.13
Total available	0.00	108,641.30	110,829.38
Disbursements	21,777.04	22,217.04	2,387.78
Balance - end of period	-21,777.04	86,424.26	108,441.60
<u>PGF - Building-Capital</u>			
Balance - January 1		49,239.58	0.00
Receipts	0.00	135,678.00	48,941.43
Interest received	0.00	195.48	298.15
Total available	0.00	185,113.06	49,239.58
Disbursements	177,472.96	185,113.06	0.00
Balance - end of period	-177,472.96	0.00	49,239.58
Total PGF - end of period	-199,250.00	86,424.26	157,681.18

**BUILDING RESTORATION FUND
For the period January 1 to**

	MONTH	CURRENT YTD	PRIOR YTD
Balance - January 1		5,221.25	971.25
Bldg. Restoration Offerings	21,011.13	27,268.86	2,290.00
Bldg. Restoration Revenue	0.00	0.00	1,960.00
Bldg. Restoration Expenses	16,812.30	273,248.27	0.00
Balance - end of period	4,198.83	-240,758.16	5,221.25