

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

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| <b>Welcome and Opening</b><br>(6:35 p.m.) | Pat Kirton-Bailey opened our <i>Zoom</i> meeting and welcomed everyone.  |
| <b>Attendance</b>                         | Stuart Bailey, Elizabeth Brownlee, Cathy Coleman, Karen Gooch (Secretary), Samantha Gravel (Treasurer), Pat Kirton-Bailey (Chair), Rev. Lillian Roberts (Interim Minister), Kimberly Robinson, Derek Stott, Natalie Wilson (10)  |
| Regrets                                   | Marg Fleming   |
| Guests                                    | Garth Goodhew (Trustee), Robert Morton   |
| <b>Worship</b>                            | Lillian Roberts opened a brief worship by lighting a candle and reading a passage from the bible (Acts 6:1-7), which her reflection about living with polarity was based on. Polarity is not a problem to solve but is something that we all need to learn to live with. Examples of polarity include family time vs. personal time, thinking vs. feeling or the economy vs. public health. There is tension between two poles which we need to learn to navigate. Both poles have value - it is not either or, and there may be strongly held beliefs on each side. Part of leadership it to manage things so that we can live in the middle in creative tension. Currently, one point of tension at St. Andrew's involves what it means to be an Affirming congregation and how do we live that out. We need to see the whole picture and we can't ignore those we disagree with. The result is we end up going in circles because of poor decision making. This is our transition work. We need to learn how to value the fact that people see things differently and this is not easy. |
| <b>Agenda</b>                             | <p><b>Motion 093/21</b><br/>Cathy Coleman/ Natalie Wilson 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 094/21</b><br/>Karen Gooch/ Elizabeth Brownlee moved that the minutes from the September 21<sup>st</sup>, 2021 Council meeting be accepted as circulated. <span style="float: right;"><b>Carried</b></span></p>   |
| <b>Correspondence</b>                     | <p><b>Appendix I</b><br/>A short note was received from Bob Morton. He asked "Two important questions for the Leaders of St. Andrews United Church, North Bay:<br/>1. Is an Affirming Ministry the same thing as a Pride Ministry?<br/>2. Which flag should be flying at St Andrews to represent the Congregational Mission?" (Included were images of a progressive pride flag and the Affirm United symbol)<br/>Lillian Roberts distributed some follow-up information (Appendix I) about what it means to be Affirming. A brief discussion was held and the consensus was that we need to have a fuller conversation with the congregation about what it means to be Affirming. Polls show that people are split about this and for some pride is seen as being political. We are more than pride, but what message are we sending? Council</p>   |

members agreed that the Transition Team should be tasked with working on a way to deal with this issue, perhaps with the involvement of the Inclusivity Committee.

## Business Arising

### 2020 Review **Appendix II**

Lindsey Fortin reviewed the 2020 year-end financial statements and has provided a signed statement (Appendix II) indicating that they fairly represent our financial position as of December 31<sup>st</sup>, 2020. Lindsey has worked in the accounting field for a number of years since graduating from the Canadore College accounting program.

#### **Motion 095/21**

Samantha Gravel/ Elizabeth Brownlee moved that St. Andrew's Council accept the 2020 year-end financial review by Lindsey Fortin on behalf of the congregation as authorized at the 2021 AGM held on April 27<sup>th</sup>, 2021. **Carried**

**Retreat** A Council retreat will be held on Sunday November 14<sup>th</sup>, 2021 from 1:00 – 4:00 p.m. with leadership from Lillian Roberts. Two people from the Canadian Shield Regional Council (CSRC) will provide pre-recorded video reflections - Peter Hartmans, Executive Minister and Rob Smith, Pastoral Relations Minister. A draft outline for the retreat was circulated by email to all Council members. We will make plans to gather for lunch after the Sunday worship service before the retreat.

**Nomination Committee** Lillian Roberts informed us that Garth Goodhew, Beth Ward and Bruce Downey have agreed to sit on a Nominations Committee. We are still in need of someone to chair this committee. Lillian will provide a training session.

#### **Motion 096/21**

Elizabeth Brownlee/ Cathy Coleman moved that Garth Goodhew, Beth Ward and Bruce Downey be appointed to the Nominations Committee and that the Executive be empowered to appoint a 4<sup>th</sup> person. **Carried**

**COVID-19 Waiver** There has been more information from the United Church stating that COVID19 waivers signed by outside groups using the building may not totally protect us if there is an outbreak associated with our facility. Currently, we are not required to ask for proof of vaccination for people to attend worship, but we do have to maintain capacity limits at the current level.

**Cameras** We have not yet found someone to install the security cameras, but Derek Stott is looking into possibilities. Cameras are to be installed at the McIntyre entrance and the downstairs hallway.

**Alarm** Rod Desjardin has agreed to do the monthly check of our alarm system on a volunteer basis. He has done a walk through of the routine with Howard Wurster and will be working further with him in the coming weeks.

## New Business

**Financial Report** We discussed the following financial information:

- Current Finances – Samantha Gravel was not able to provide a financial statement for the end of September but will circulate it to Council as soon as it is ready.

Samantha stated that the revenue for September increased significantly. \$15,000 was received with \$4,300 coming from building rentals and \$6,200 coming from PAR givings.

- GIC Redemption – We have not yet been able to redeem the \$25,000 GIC from the Manse Fund. Samantha is working with the bank.
- Planning Meeting – Samantha will meet with Pat Kirton-Bailey and Ellen Ramsey later this week to discuss options for when Samantha leaves us at the end of the year. They will be looking at splitting the Treasurer and bookkeeping jobs between two people. Samantha offered to provide support to whoever will replace her.

Stewardship **Appendix III**

Lillian Roberts presented an outline of the Stewardship campaign running for the month of October.

- Bethany Brownlee, Derek Stott and Natalie Wilson have been working on the campaign.
- A mailout was sent to all members of the congregation which included stewardship message and a donation envelope for a Thanksgiving offering. A statement of givings to September 30<sup>th</sup> was also included for those who have donated in 2021. So far, we have received more money in donations as a result of the mailout than the cost of postage to send it.
- Upcoming worship services will include Betty Hurley speaking briefly about what stewardship means for her. Lillian has prepared a short stewardship video to show during worship and Rev. Melody Duncanson-Hales will offer the reflection on Sunday October 31<sup>st</sup>. Melody is Minister for Congregational Support, Youth and Stewardship and Mission for the CSRC.
- There will be weekly inserts in the newssheet encouraging people to think about the ways that they can share their gifts with the congregation.
- Appendix III offers a picture of the current financial realities at St. Andrew's. We have significant fewer identifiable givers in 2021 compared to last year and we have been falling well short of the approximately \$19,200 a month in revenue that we need to meet our \$210,000 budget. The report also includes a chart showing our current liabilities.

Transition Team **Appendix IV**

Report A brief written report can be found in Appendix IV which outlines the Team's work, including the congregational gathering held on September 30<sup>th</sup>. The Team is meeting this coming Thursday to talk about our continuing work.

Committee Reports **Appendix IV**

The following committees offered reports:

- M&P Committee – Natalie Wilson reported that the six-month review of our new Office Administrator is being arranged and the annual review of our Custodial Team will take place in November. For a full written report see Appendix II.
- Property Committee – Property Chair Reid Milne has provided a written report (Appendix IV) outlining recent work of the Committee.
- Fun(d)raising – Elizabeth Brownlee requested Council's opinion concerning a fundraising opportunity involving a local brewery that was brought to her attention. The consensus from Council members was that we should respectfully

decline to take part in this as people were uncomfortable with raising money for the church through alcohol sales. However, this does remind us that we have to 'think outside the box' when it comes to fundraising ideas. The sale of laundry detergent strips from *Tru Earth* has not yet been initiated because of technical difficulties setting up the online sales portal. Liz will continue to work on this.

2022 Budget Committee Chairs are encouraged to consider what their budget requirements will be for 2022 and to forward their budgets to the Treasurer as soon as possible.

## Other Business

- CSRC Report Lillian Roberts and Karen Gooch provided a report from the recent online general meeting of the Canadian Shield Regional Council (CSRC). Highlights included:
- Under the restructured United Church all Communities of Faith will be required to have a current *Living Faith Story*. Also, a self-assessment will have to be done each year as part of the annual reporting process. The CSRC has prepared a self-assessment checklist to help congregations figure out what they are doing well and what areas may need attention in the future. This is part of the process of giving Communities of Faith more autonomy as they live out their mission.
  - Barb Nott from St. Stephen's-on-the-Hill United in Sudbury was installed as the new CSRC Chair and Rev. Nancy Ferguson from Emmanuel United in Sault Ste. Marie was named Chair elect.
  - The CSRC received formal recognition as an Affirming Regional Council from Affirm United.
  - Because the pandemic, the CRSC budget is in good shape. This due to the fact that travel across the region has been very restricted, which brings cost savings. This means that there should not be any significant increase in the assessment that we are required to pay in 2021.

## Adjournment

Garth Goodhew offered a prayer and the meeting adjourned at 7:56 p.m.

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

**Next Council Meeting** Tuesday November 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

## Appendix I

To become Affirming, your ministry embarks on an educational, discernment, and decision process that helps your ministry **be PIE:**

**Public:** Being out and proud! Using symbols, signs and words which are echoed outside and inside the church building, in all facets of church life.

**Intentional:** An Affirming ministry is deliberate in their process of study, education and dialogue with members of their faith community. They ensure that the history of oppression and discrimination by the Church is both understood and acknowledged, and that continued growth, education, and celebration are part of its ministry.

**Explicit:** An Affirming ministry is very clear about who it welcomes. It names queer, trans, and Two Spirit people and the gifts they bring. You're asked to look at a variety of areas that may be barriers to those coming to your ministry and community - age, gender, race, ability, class, economic status and, in particular, gender identity and sexual orientation.

*Affirm United "Becoming an Affirming Ministry"*

<https://affirmunited.ause.ca/wp-content/uploads/sites/2/2020/02/StepsToBecomingAffirming-twoPages-July2019.pdf.pdf>

Affirm United and the Affirming Ministry Program Affirm United is a justice-seeking organization of people in The United Church of Canada, although its work often reaches outside of the denomination. Membership is open to people of all sexual orientations and gender identities who support our work.

Affirm United is a worshipping, pastoral, and prophetic community celebrating God's call to liberation. It declares that all people are created in the image of God and are unconditionally loved by God. The organization strives for full participation and justice for people of all sexual orientations and gender identities in the church and in society.

*Affirm United Resource – Open Hearts*



Although the Affirming Ministry Program focuses on issues of sexual orientation and gender identity, it encourages ministries to broaden their understanding, awareness, and action to include justice, healing, and reconciliation for BIPOC, and work to end racism. Gender and sexually diverse people from ethnic minority groups or those who are Aboriginal, Métis, or First Nations may experience two-fold oppression. They may be marginalized in their own context because of their sexual orientation or gender identity, and they may experience racism, isolation, or invisibility within LGBTQIA2S+ networks, where people of White/European origin often predominate. It is vital that groups in Canada that support justice for people of all sexual orientations and gender identities, including churches, also address structural and internalized racism, White privilege, and fear of those who are —foreigners|| or —other.|| Affirming Ministries seek to connect with those working to end racism and White privilege to build networks of dialogue and mutual action around such issues as sexism, classism, or ableism.

*Affirm United – Open Heart Resource*



Appendix II



ST. ANDREW'S UNITED CHURCH

399 CASSELLS STREET, NORTH BAY  
ONTARIO P1B 3Z4 (705) 472-7680  
e-mail: standrewschurch@cogeco.net  
website: www.standrews-northbay.ca



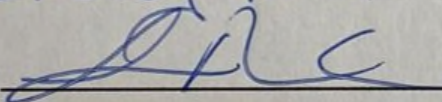
June 19, 2021

As requested by Samantha Gravel, the Treasurer of St. Andrew's United Church, North Bay, I Lindsey Fortin, have reviewed the financial records of the church.

In my opinion, the financial records present fairly the financial position of the St. Andrew's United Church for the period ending December 31<sup>st</sup>, 2020, in accordance with generally accepted accounting principles.

Reviewed by:

Name Lindsey Fortin

Signature 

Date June 19, 2021

## Financial – Stewardship Realities

### Stewardship – Givings Trends

|                     | 2020 | 2021                  |
|---------------------|------|-----------------------|
| PAR givers          | 72   | 59 as of Oct 15, 2021 |
| Identifiable givers | 187  | 105 as of Oct15 2021  |
|                     |      |                       |

### Budget for 2021

|                                       |           |
|---------------------------------------|-----------|
| Operating                             | \$209,700 |
| Belfry Expended over raised (approx.) | \$21,000  |
| Total Expenses anticipated            | \$230,700 |

### What that looks like broken down...

|                               |          |
|-------------------------------|----------|
| Per week revenue requirement  | \$4,437  |
| Per month revenue requirement | \$19,225 |

PAR currently generates about **\$6,700 monthly**

### St. Andrew's Liabilities as of October 15, 2021

| Liability                    | Amount            | Notes   |
|------------------------------|-------------------|---|
| Denominational Assessment    | 4,140             | 3 <sup>rd</sup> quarter of the \$10,329 total   |
| Mission & Service            | 10,000            | \$14,000 is the goal<br>Designated givings to Aug 31<br>\$10,008.56<br>remitted to M&S \$3,486.96 |
| Government Covid Loan        | 60,000            | If \$40,000 paid by Dec 31 2022,<br>\$20,000 will be a grant                                      |
| Operating to Loaves & Fishes | 55,406.81         |   |
| <b>Total Liability</b>       | <b>129,546.81</b> |   |
|                              |                   |   |



## Appendix IV

### Transition Team Update

October 19<sup>th</sup>, 2021

Since the last meeting of Council, the Transition team has undertaken the following work:

1. Finalized plans and hosted the September 30<sup>th</sup> Zoom Congregational gathering. About 15 people participated and a summary of that meeting was written as the Transition Word for the Week Oct 10<sup>th</sup>
2. Continuing the Transition Word of the Week column in the newsletter
3. Hosted 2 surveys with around 27 people responding to each one, those results have been shared through the Transition Word columns.

### Future Planning

1. The Transition Team will meet on Oct 21<sup>st</sup> via Zoom to plan for more engagement with the congregation particularly around healing community.

### M&P Committee Update (October 2021)

The M&P committee began meeting again in September, after a summer break. We currently have a few projects in the works:

- The six-month review of our Office Administrator has been tentatively scheduled, and we have reviewed and agreed on our check in questions;
- We have followed up with the Treasurer regarding the Office Administrator's wage increase (as noted in her contract);
- We are also planning to meet with the Custodial Team in November to check in for their annual review;
- We recently sent along some thank yous to all the staff who have worked so diligently this past year, to let them know how much we appreciated their efforts;
- Lu has been in touch with Reid to try and get a ramp built for the mop bucket, to manage the injury risk of lifting the mop bucket to dump. Reid indicated that he would be able to take care of the ramp.

As we move into 2022, the M&P Committee will try to connect with other St. Andrew's staff to check in around Continuing Education and Vacation plans for the year.

## **Property Committee Report**

October 19<sup>th</sup>, 2021

Recent Property Committee work includes:

- Brogan construction washed the brick parapet and fixed the holes where banner was with brick paste.
- New LED light fixtures were installed in the choir room and the "cave".
- A base for shower stall in the lower men's washroom will be made for the custodians' use.