

**St. Andrew's Council Meeting**  
Held by *Zoom*, North Bay, ON  
Tuesday November 16<sup>th</sup>, 2021 at 6:30 p.m.

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<b>Welcome and Opening</b> (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, Marg Fleming, Karen Gooch (Secretary), Samantha Gravel (Treasurer), Pat Kirton-Bailey (Chair), Rev. Lillian Roberts (Interim Minister), Kimberly Robinson, Derek Stott, Natalie Wilson (11)
Guests	Garth Goodhew (Trustee), Peter Haddow, Doug McCausland, Robert Morton
<b>Worship</b>	Lillian Roberts opened a brief worship by lighting a candle and reading a passage from the bible (1 Corinthians 3:6-9) which speaks about how God is the one that makes the seeds that we have planted, grow. The conditions need to be right and we may not see the results of all the seeds we plant. Or, we may not get what we really want. But, planting seeds is our work and the outcome is dependent on God's grace. Lillian closed with a prayer written by Oscar Romero, the Archbishop of San Salvador who was assassinated in 1980 because of his social justice work.
<b>Agenda</b>	<p><b>Motion 098/21</b> Stuart Bailey/ Kimberly Robinson 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 099/21</b> Karen Gooch/ Elizabeth Brownlee moved that the minutes from the October 19<sup>th</sup>, 2021 Council meeting be accepted as circulated. <span style="float: right;"><b>Carried</b></span></p>
<b>Correspondence</b>	<p>The following correspondence was received:</p> <ul style="list-style-type: none"> <li>• We received notification from ADP that they are switching their access to a new online platform. Samantha Gravel will work with ADP to set this up.</li> <li>• A request was received from Rod and Gloria Kelusky to transfer their membership to Trinity, North Bay.</li> </ul> <p><b>Motion 100/21</b> Derek Stott/ Elizabeth Brownlee moved that St. Andrew's Council approve the transfer of the membership of Rodney and Gloria Kelusky, 1425 High St #204, North Bay P1B 9N3 to Trinity United Church, North Bay. <span style="float: right;"><b>Carried</b></span></p>
<b>Business Arising</b>	<p><b>Appendices I, II</b> Job descriptions for bookkeeper and Treasurer (Appendices I and II) were circulated by email to Council members to review before this meeting.</p> <ul style="list-style-type: none"> <li>• It was decided that we will proceed to appoint a different person to each position.</li> <li>• It was also agreed that the Treasurer should be a member of the Council and the Executive and that this requirement will be added to the job description.</li> <li>• There was a question about whether the bookkeeper should have signing authority. In the experience of several Council members, this is not an uncommon practice in</li> </ul>
Bookkeeper/ Treasurer	

other organizations. This is something we will review, once we have made a decision about who the bookkeeper will be.

**Motion 101/21**

Karen Gooch/ Cathy Coleman that St. Andrew's Council approve the appointment of both a bookkeeper and a Treasurer and that the job descriptions for these positions be approved as presented (Appendices I and II) with the addition that the Treasurer will be a member of the Council and the Executive. **Carried**

There was a discussion about a potential candidate for the bookkeeping position:

- There have been informal discussions with Janet Ross, our current Office Administrator about expanding her role to include bookkeeping duties. Janet is currently the Treasurer at Phelps United, so she has experience with church finances. There has been no promise of a job yet.
- The recommendation from Council Executive is that we negotiate terms of the job with Janet and that a hiring recommendation be brought to Council upon completion of the negotiations.
- The Executive is suggesting that we offer Janet 3 extra hours per week and 10 hours of training to be paid at her current salary. Although, this will bring her over the limit at which benefits must be paid, we will not have to contribute to pension benefits since Janet is currently receiving a pension from her previous job.
- There was concern expressed that the workload on Janet will be too much since she is currently putting in a fair bit of voluntary unpaid overtime. There are a number of factors to consider when thinking about this. Janet has spent time working with the movie production companies that have rented space from St. Andrew's. This is something that she has said she very much enjoys and she has been able to cultivate a beneficial relationship with some of the movie producers. She has also spent time developing relationships with members of the St. Andrew's community, which means she may take a bit longer to complete some of her work. Overtime concerns should be part of discussion with Janet during the job negotiations.
- Pat Kirton-Bailey will begin discussing terms with Janet and will ask for someone to help her with this.

**Motion 101/21**

Stuart Bailey/ Elizabeth Brownlee moved that St. Andrew's Council approve an expanded role for the Office Administrator and that we enter into negotiations with the current Office Administrator about terms. Recommended terms include an extra 3 hours per week, up to 10 hours of paid training and that the rate of pay remain at the current level for the additional hours. Council will receive a recommendation about hiring once negotiations have been completed. **Carried**

- Budget 2022
- Committee are reminded to provide budget figures for next year as soon as possible. Samantha Gravel, Pat Kirton-Bailey and Ellen Ramsey will work on the 2022 budget.
  - We will need to consider how the increase in the minimum wage to \$15 on January 1<sup>st</sup>, 2022 will affect our staff. As we are currently paying our custodial team and Office Administrator slightly above minimum wage, will we increase their wages accordingly? The M&P Committee has provided calculations to show how this will affect the budget in their written report. (See Appendix IV.)

GIC Redemption Samantha Gravel has still not been able to arrange things with the bank to redeem one of the GICs from the Manse Fund. There was a question about whether we still need the money at this time. Although we will not run out of cash before the year-end, Samantha stated that she believes that we should still redeem the funds since we have had to use money from our general fund bank account to pay for belfry expenses.

## New Business

### Financial Report **Appendix III**

- Samantha Gravel presented a statement dated October 31<sup>st</sup> 2021 (Appendix II) which shows year to-date General Fund deficit of \$9,074.3. The following items were noted:
- Samantha will look into the fact that salaries are more than \$7,100 the year-to-date budget.
- There was \$1,110 donated to the belfry project in October. All invoices have been paid but \$18,755 still needs to be raised to recover all costs.
- There is currently \$44,000 in the general bank account.

#### **Motion 102/21**

Elizabeth Brownlee/ Cathy Coleman that St. Andrew's Council accept the October 31<sup>st</sup>, 2021 financial statement as presented. **Carried**

Vaccine Passports We discussed the Worship and CD Team proposal that we institute a vaccine passport effective November 28<sup>th</sup>, 2021.

- Asking for proof of vaccination will allow for more people to attend services leading during the Christmas season. This will also allow more flexibility in the seating arrangements. It was proposed that those under 12 who are not yet vaccinated can attend with their parents or guardians.
- Although it appears that some area churches have been keeping a list of those who are vaccinated, a call to the North Bay Parry Sound District Health Unit confirmed that for privacy reasons, we cannot retain vaccination status information from week to week.

#### **Motion 103/21**

Stuart Bailey/ Derek Stott that St. Andrew's Council institute a requirement that proof of full COVID-19 vaccination, along with valid ID must be presented by those attending in-person Sunday and Christmas Eve worship services and other large in-person congregational events, effective November 28<sup>th</sup>, 2021, with the understanding that children under 12 who are not vaccinated can attend with a vaccinated parent or guardian. **Carried**

Ministry Personnel Search It was decided that we should seek approval from the Pastoral Relations Commission (PRC) to begin the pastoral relations process. The process involves appointing a profile committee of 5-7 members who will work with our Pastoral Relation Liaison to update our Living Faith Story, complete a financial viability report, assess our staffing needs and develop a job description. Given our history and the short time since our last search, we are looking to the PRC to suggest that our profile committee should not include anyone who participated in the process last time. A draft letter to the PRC was circulated to Council members for review.

**Motion 104/21**

Cathy Coleman/ Samantha Gravel that St. Andrew's Council send a letter to the Canadian Shield Regional Council's Pastoral Relations Commission seeking approval to initiate the pastoral relations process. **Carried**

Transition Team **Appendix IV**

Report A brief written report from the Transition Team can be found in Appendix IV. Highlights include:

- The Team is holding a congregational gathering held on November 28<sup>th</sup>, 2021 to have a conversation about what it means for St. Andrew's to be an Affirming congregation.
- The Team is requesting that an official congregational meeting be called for January 16<sup>th</sup>, 2022 in order to appoint people to a profile committee as we begin to discern our future ministry needs.

**Motion 105/21**

Karen Gooch/ Stuart Bailey that St. Andrew's Council call an official congregational meeting for January 16<sup>th</sup>, 2022 in order to appoint people to a profile committee, pending the reply from Canadian Shield Regional Council's Pastoral Relations Commission to our request to initiate the pastoral relations process. **Carried**

Committee Reports **Appendix IV**

The following committees offered reports:

- M&P Committee – For a full written report from the M&P Committee see Appendix IV. The report includes information about how the increase in Ontario's minimum wage in January 2022 could affect how much we pay our hourly staff. Natalie Wilson also reported that the six-month review of our Office Administrator has been completed and presented the following motion for approval:

**Motion 106/21**

Natalie Wilson/ Kimberly Robinson that St. Andrew's Council approve an increase to the Office Administrator's wage from \$14.75 to \$15.25 per hour now that her six-month review has been successfully completed **Carried**

- Property Committee – Property Chair Reid Milne has provided a written report (Appendix IV) outlining recent work of the Committee. Reid is currently exploring options for snow removal and will present a quote to Council.
- Worship and CD Team – The written report from the Worship and CD Team (Appendix IV) includes an outline of worship themes for the coming Advent season and information about implementing a vaccine passport requirement.
- Nominations Committee – The Nominations Committee has met and is still looking for a 4<sup>th</sup> person. (Appendix IV)

December Council Meeting A short Council meeting will be held on Tuesday December 14<sup>th</sup>, 2021 to approve the hiring of Janet Ross to do the church's bookkeeping if an agreement on the terms of employment has been reached with her. We will also consider any other emergent business that arises before then. The Executive will not meet in December.

**Other Business**

**Security Cameras** Derek Stott has been working on the installation of the security cameras. There will be cameras in the upstairs and downstairs hallways and at the McIntyre entrance. A fourth camera may be installed in the narthex in the future. Signage will be installed to notify anyone entering the building of the presence of the cameras and groups using the building will be informed. The system has storage to record 20-25 days of footage. The Office Administrator will be able to view the camera activity in real time. If there is an incident reported, footage may be requested by contacting Stuart Bailey, our Privacy Officer.

**Mailout** There will be a Christmas letter mailed to everyone on December 3<sup>th</sup> along with a schedule of upcoming services and a donation envelope.

**Loaves & Fishes** Peter Haddow reported that a new refrigerator was ordered for the Loaves & Fishes as the old one no longer works. It is supposed to arrive by the end of November. A potluck event is being planned for the volunteers. Lillian Roberts and Pat Kirton-Bailey will draft a letter of thanks be sent to the Loaves & Fishes volunteers from the Council.

**Adjournment**

Lillian Roberts offered a prayer and the meeting adjourned at 8:08 p.m.

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<b>Next Executive Meeting</b>	Tuesday January 11 <sup>th</sup> , 2022 at 6:30 p.m.	TBA
<b>Next Council Meeting</b>	Tuesday December 14 <sup>th</sup> , 2021 at 6:30 p.m.	<i>Zoom</i>
	Tuesday January 18 <sup>th</sup> , 2022 at 6:30 p.m.	TBA

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Chairperson, Pat Kirton-Bailey

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Secretary, Karen Gooch

**Appendix I**

Revised November 2021

**Bookkeeper Routines**

**OFFERINGS AND DEPOSITS**

- **OFFERINGS**
- Verify that ChurchWatch postings agree with teller's reports and bank deposit form. Any discrepancies or other problems require discussion with secretary and/or tellers.
- Code and post (be sure that items that receive charitable donations receipts and those that do not receive receipts are coded appropriately)
- **PAR (PRE-AUTHORIZED REMITTANCE)**
- Verify that ChurchWatch posting agrees with PAR report from United Church
- Code and post
- **DEPOSITS**
- Check deposit forms for completeness and accuracy and verify to bank deposit forms
- Code and post
- **CANADA HELPS**
- Check Canada Helps website for donations. Print any reports
- Code and post
- Communicate with Memorial Treasurer any donations received for Memorial Committee, so she can send appropriate acknowledgement
- Balance Sheet, Excel reports)

**PAYABLES**

- Ensure that all invoices have appropriate signed requisition forms. If not, put invoice with note in mail box of appropriate committee chair.
- Check invoices for accuracy (e.g. to contract, if there is a contract)
- Code and post as an invoice
- Pay invoices and print cheques (cheques and copies of invoices will be reviewed and signed by two signing authorities)
- From e-mail print invoice from Freshco. Check to weekly invoices received from L&F co-ordinator. Code, post, print cheque
- **PREAUTHORIZED PAYMENTS (these have an invoice)**
- Post as invoices to appropriate month
- Post payment to appropriate month using a dummy cheque number (It is important that these go through the payables system because we get a rebate for much of the HST)
- Do Not print cheques
- **PREAUTHORIZED PAYMENTS ON BANK STATEMENT**
- Post as payment only (It is important that these go through the payables system because we get a rebate for much of the HST)
- **PETTY CASH**
- Ensure accuracy of Petty Cash Reimbursement Request by checking petty cash vouchers and receipts for signature etc.
- Code, post, print cheque
- **MISCELLANEOUS**
- Be sure janitors, snow shovelers, etc are paid
- make monthly transfers to other accounts i.e.: Money to repay the COVID loan from government.

### **MONTHLY JOURNAL ENTRIES & MISC**

- Post accrual for interest earned on GIC's from sale of manse
- Post transfer of funds from general fund to capital fund at Assante
- Print copy of our account at Assante from internet
  - o Post interest for Capital Fund
  - o Pro-rate interest for Choir and Planned Gifts Funds. Post
  - o Reconcile Capital Fund, Choir Fund and Planned Gift Fund (in our GL) to Assante report
- Post all service charges on Bank Statement
- Print report for M&S donation for the month. Post as an invoice. (can make payment monthly to M&S, but I tend to do it every 4 months)
- Print Aged Accounts Payable Report; check for reasonableness
- Print report on rent received for the month; put in mailbox for Building Use Committee
- Print cheque, if necessary, for Memorial Committee (I tend to do it only at year end unless they need the money for some special reason.)

### **PAYROLL**

- Do necessary calculations (ensuring items agree to contracts and/or Council directions etc.). Complete forms for payroll updates or changes, and for overtime and part-time employees. Fax to ADP.
- Complete forms to ADP for new hires, terminations, benefit changes etc. Fax to ADP.
- Print payroll reports from ADP website.
- Check that changes, overtime, part-time staff payments etc. are paid & on reports
- Code and post payroll
- Distribute pay stubs to staff
- Complete EI forms and WSIB reports when necessary

### **BANK RECONCILIATION**

- Do bank reconciliation
- Copy of complete bank reconciliation for treasurer to review and initial

### **MONTHLY REPORTS**

- Print Trial Balance, Balance Sheet, and Income Statement
- **EXCEL REPORTS FOR FINANCE COMMITTEE AND COUNCIL**
- Export 2 column Month & YTD Income statement; and Budget & Prior YTD Report to Excel
- In excel find template for reports and re-name it.
- Copy information from exported reports to appropriate sheet of template
- Verify accuracy of Excel reports to Sage Income Statement
- Prepare and copy reports for Finance Committee (Bank Account Transaction Report, Balance Sheet, Excel reports)

### **QUARTERLY**

- Make payment to WSIB
- Regional Assessment send post-dated cheques in March)

### **JULY AND JANUARY**

- Complete and file report to claim HST rebate (in January, also include info from Committee and Memorial Committee)
- When payment received, code and post

**AUGUST**

- Ensure interest on GIC's is received (if not, talk to Treasurer)
- Reconcile to accrued amounts, code and post
- Calculate new interest rates for accrual for next year

**JANUARY/FEBRUARY**

- Prepare and distribute T4A's
- Ensure Charitable Donation Receipts are printed and send to donors
- Reconcile total of Charitable Donation Receipts (Churchwatch reports) to G/L
- Complete Government Report for Charities
- Enter all receipts and payments for prior year for Planned Gifts Fund into ongoing report on Planned Gifts Fund (excel spreadsheet) (it is required that we maintain this from the beginning of the fund to the present)
- After AGM calculate new salary figures and retroactive salary payments. Calculate federal tax on employee benefits. Complete appropriate forms and fax to ADP for payment.
- Enter new budget figures into Sage

**March/April**

- Work with Treasurer and Finance Committee to prepare budget
- Work with Treasurer and Finance Committee to prepare annual report for AGM



**Appendix II**

Revised November 2021

**TREASURER'S ROUTINES**

The Treasurer is to supervise, support and work with the Bookkeeper and Finance Committee.

**OFFERINGS AND DEPOSITS:**

- Work with Bookkeeper to ensure these are recorded and deposited correctly.
- Review par donations regularly
- Encourage stewardship

**FINANCE COMMITTEE**

- Attend Finance Committee meeting
- Present package prepared above and answer questions
- After Finance Meeting
  - o Sign cheques
  - o Distribute cheques to staff and church members; mail outside cheques
  - o File

**YEAR-END**

- Communicate with Bookkeeper about cut-off date for receipt of money
- Be sure all year-end payments are made (e.g., Union Cemetery, petty cashes etc.)
- Get reports from Committees i.e. Fundraising and Memorial Committee
- Print annual reports and make binder to take have reviewed by outside consultant.

**NEW-YEAR**

- Do G/L. to establish opening balances for Jan. 1 for various funds
- Fax copy of approval for lower EI rate to ADP
- With Bookkeeper, prepare budget for both Personnel and for Operating Fund
- Present budget to Finance Committee, Council and AGM
- Fax copies of budget and year-end reports to secretary for inclusion in Church's Annual Report
- With Bookkeeper, prepare financial part of statistical report for the United Church

**ANY OTHER REPORTS OR INFORMATION AS REQUESTED**

**Appendix III**

**ST ANDREW'S UNITED CHURCH  
INCOME STATEMENT - GENERAL FUND  
For the period October 1, to October 31, 2021**

<b>REVENUES</b>	<b>MONTH</b>	<b>CURRENT YTD</b>	<b>BUDGET YTD</b>	<b>PRIOR YTD</b>
Offerings	14,968.20	104,294.64	145,833.30	118,836.71
Offerings - Deficit	0.00	100.00	0.00	1,864.00
Interest - Manse	194.21	1,942.10	0.00	1,942.10
Other Offerings & Income	5,067.00	33,285.45	26,666.60	19,436.53
<b>TOTAL REVENUES</b>	<b>20,229.41</b>	<b>139,622.19</b>	<b>172,499.90</b>	<b>142,079.34</b>
<b>EXPENSES</b>				
<b>Personnel</b>				
Salaries	9,404.70	73,843.55	66,666.60	74,375.80
Benefits	819.81	8,594.36	8,333.30	15,199.39
Telephone allowance	75.00	710.00	1,000.00	450.00
Vehicle allowance	100.00	1,000.00	1,666.60	1,516.66
Books/Educ allowance	0.00	614.15	1,208.30	0.00
Janitorial services	0.00	0.00	8,500.00	4,370.88
Treasurer / Accountant	0.00	3,150.00	3,500.00	1,200.00
Honoraria & Other Personnel	0.00	2,291.37	2,083.30	2,264.00
<b>Total Personnel</b>	<b>10,399.51</b>	<b>90,203.43</b>	<b>92,958.10</b>	<b>99,376.73</b>
<b>Property</b>				
Heating fuel	85.25	11,636.12	13,333.30	10,237.96
Utilities	403.51	4,093.45	6,250.00	4,203.88
Maintenance contracts	132.68	2,711.64	3,500.00	2,053.97
Repairs & maintenance	359.38	4,858.87	11,250.00	7,816.78
Supplies re property	0.00	236.46	2,500.00	1,701.17
Special Property Purchases	0.00	0.00	0.00	0.00
Insurance	1,645.91	12,552.29	13,333.30	10,515.35
Union Cemetery	0.00	0.00	0.00	0.00
<b>Total Property</b>	<b>2,626.73</b>	<b>36,088.83</b>	<b>50,166.60</b>	<b>36,529.11</b>
<b>Administration</b>				
Telephone/Internet	211.87	2,024.68	2,000.00	1,989.00
Office Supplies	696.38	2,929.61	4,166.60	4,616.00
Equip. Lease, Mtce, Purchase	223.48	2,303.64	2,583.30	2,294.53
Regional Dues	0.00	10,349.00	8,333.30	6,210.00
<b>Total Administration</b>	<b>1,131.73</b>	<b>17,606.93</b>	<b>17,083.20</b>	<b>15,109.53</b>
<b>Worship</b>				
Advertising	0.00	0.00	166.60	1,394.50
Other Worship Expenses	0.00	736.37	1,416.60	670.44
<b>Total Worship</b>	<b>0.00</b>	<b>736.37</b>	<b>1,583.20</b>	<b>2,064.94</b>
<b>Christian Development</b>	<b>40.00</b>	<b>40.00</b>	<b>6,066.60</b>	<b>1,603.46</b>
<b>Pastoral Care</b>	<b>0.00</b>	<b>0.00</b>	<b>166.60</b>	<b>0.00</b>
<b>Outreach</b>	<b>0.00</b>	<b>0.00</b>	<b>166.60</b>	<b>0.00</b>
<b>Congregational Life</b>	<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00</b>
<b>Inclusivity Comm</b>	<b>0.00</b>	<b>115.00</b>	<b>500.00</b>	<b>115.00</b>
<b>Broadview</b>	<b>0.00</b>	<b>0.00</b>	<b>1,666.60</b>	<b>0.00</b>
<b>Finance, Banking Charges</b>	<b>58.10</b>	<b>905.94</b>	<b>3,583.30</b>	<b>1,403.63</b>
<b>Professional Fees (Review)</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>
<b>Allocation for Capital</b>	<b>300.00</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
<b>Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>416.60</b>	<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>14,556.07</b>	<b>148,696.50</b>	<b>179,107.40</b>	<b>159,202.40</b>
<b>SURPLUS/(DEFICIT)</b>	<b>5,673.34</b>	<b>-9,074.31</b>	<b>-6,607.50</b>	<b>-17,123.06</b>

**ST ANDREW'S UNITED CHURCH  
GENERAL FUND  
For the period October 1, to October 31, 2021**

	<b>CURRENT YTD</b>	<b>PRIOR YTD</b>
General Fund - January 1	-39,135.00	-28,823.00
Surplus/(Deficit)	-9,074.31	-17,123.06
General Fund - end of period	<u>-48,209.31</u>	<u>-45,946.06</u>

**SCHEDULE OF OTHER OFFERINGS & INCOME  
For the period October 1, to October 31, 2021**

	<b>MONTH</b>	<b>CURRENT YTD</b>	<b>PRIOR YTD</b>
<b>OTHER OFFERINGS</b>			
Envelopes	0.00	51.00	101.00
Observer	0.00	775.00	310.00
Renovations	0.00	0.00	0.00
Misc. Offerings	0.00	0.00	0.00
<b>Total Other Offerings</b>	<b>0.00</b>	<b>826.00</b>	<b>411.00</b>
<b>OTHER INCOME</b>			
Fund Raising Committee	0.00	0.00	1,000.00
Rent for Use of Church	5,067.00	13,547.00	2,162.00
Turkeyfest Donation	0.00	0.00	0.00
Sponsor a Turkey	0.00	0.00	0.00
Wedding/Funeral Honoraria	0.00	0.00	0.00
Church Fees - Weddings	0.00	0.00	0.00
Administation Income	0.00	16,000.00	5.00
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	2,912.45	0.00
Misc. Income	0.00	0.00	3,791.71
Canda Helps-General Fund	0.00	0.00	0.00
Government Grants-General Fund	0.00	0.00	12,066.82
<b>Total Other Income</b>	<b>5,067.00</b>	<b>32,459.45</b>	<b>19,025.53</b>
<b>TOTAL OTHER OFFERINGS &amp; INCOME</b>	<b>5,067.00</b>	<b>33,285.45</b>	<b>19,436.53</b>

**CHOIR FUND (Restricted)  
For the period October 1, to October 31, 2021**

	<b>MONTH</b>	<b>CURRENT YTD</b>	<b>PRIOR YTD</b>
Balance - January 1		39,040.05	35,972.80
Receipts	0.00	86.74	219.27
Total cash available	0.00	39,126.79	36,192.07
Disbursements		0.00	0.00
<b>Balance - end of period</b>	<b>0.00</b>	<b>39,126.79</b>	<b>36,192.07</b>

**ST ANDREW'S UNITED CHURCH  
MISSION AND SERVICE FUND  
For the period October 1, to October 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Receipts for current period	1,289.32	12,396.20	11,797.20
Remittances for current period	0.00	3,486.96	6,496.60
Balance - end of period	<u>1,289.32</u>	<u>8,909.24</u>	<u>5,300.60</u>

**LOAVES AND FISHES FUND  
For the period October 1, to October 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
Balance - January 1		58,762.38	42,756.42
Receipts	1,335.00	9,114.69	11,498.38
Total cash available	<u>1,335.00</u>	<u>67,877.07</u>	<u>54,254.80</u>
L & F disbursements	0.00	13,796.19	6,496.60
<b>Balance - end of period</b>	<b><u>1,335.00</u></b>	<b><u>54,080.88</u></b>	<b><u>47,758.20</u></b>

**PLANNED GIFTS FUND  
For the period October 1, to October 31, 2021**

	<u>MONTH</u>	<u>CURRENT YTD</u>	<u>PRIOR YTD</u>
<b><u>PGF - Outreach-Worship-Education</u></b>			
Balance - January 1		32,456.15	108,441.60
Receipts	0.00	0.00	0.00
Interest received	0.00	72.10	226.12
Total available	<u>0.00</u>	<u>32,528.25</u>	<u>108,667.72</u>
Disbursements	0.00	0.00	440.00
Balance - end of period	<u>0.00</u>	<u>32,528.25</u>	<u>108,227.72</u>
<b><u>PGF - Building-Capital</u></b>			
Balance - January 1		0.00	4,923.58
Receipts	0.00	0.00	135,678.00
Interest received	0.00	0.00	334.78
Total available	<u>0.00</u>	<u>0.00</u>	<u>140,936.36</u>
Disbursements	0.00	0.00	7,640.10
Balance - end of period	<u>0.00</u>	<u>0.00</u>	<u>133,296.26</u>
<b>Total PGF - end of period</b>	<b><u>0.00</u></b>	<b><u>32,528.25</u></b>	<b><u>241,523.98</u></b>

**Belfry Restoration  
For the period October 1, to October 31, 2021**

	<u>MONTH</u>	<u>CURRENT</u>	<u>PRIOR</u>
Balance - January 1		41,397.74	0.00
Plus: Buttress Offerings	Bldg. Restoration Offerings	1,110.50	15,839.12
Plus: Other Buttress Revenue	Bldg. Restoration Revenue	0.00	0.00
Less: Buttress Expenses	Bldg. Restoration Expenses	0.00	75,992.51
<b>Balance - end of period</b>		<b><u>1,110.50</u></b>	<b><u>-18,755.65</u></b>

Appendix IV

**Committee Reports**

**M&P Committee Report to Council**

10 November, 2021

The M&P Committee have had a busy month! We are trying to look forward into the new year and are also in the midst of reviews with staff.

1. The **Office Administrator six-month review** took place on Friday, November 5, in person at St. Andrew's. Our OA has indicated that she is very happy with the position and continues to enjoy working with other staff and volunteers at St. Andrew's. Though she is pleased with the wage increase (after a six-month check in/review her wages were to go from \$14.75 to \$15.25 per hour) she is cautious, as she is receiving a pension and worries about earning too much. Though there have been some discussions with Janet about taking on some of the bookkeeping duties, it will need to be structured so as not to interfere with her office hours at the church, and not to increase her earning to a point where her pension will be adversely affected.

**A motion is required to increase the Office Administrator wage from \$14.75 to \$15.25 now that her six-month review has been completed.**

Janet and I also spoke about Continuing Education for 2022, and she is going to think on what opportunities she might like to take part in. It might be wise for Council to consider providing her with a basic First Aid training course, as it has been many years since she was certified.

2. The **Custodial Team annual review** is due at the end of November 2021. We have done verbal check ins with both Andrea and Kelly, and they have both opted to complete the reviews by phone. Lu Masson will be completing the check ins by the end of the month.

3. Lillian was also gracious enough to share some positive and constructive **feedback for the Office Administrator and Custodial Team**, which M&P can use to further support them in their roles.

4. Some of the **custodial team's concerns** from the last review (February, 2021) remain outstanding. It is our hope that now that the Property Committee has a chair, those challenges will be addressed. This includes constructing the ramp for dumping the mop bucket (to avoid a potential back injury) as well as clearing the narthex of clutter now that repairs have wrapped up on the Belfry.

**NOTE: Minimum Wage increase**

**This information is for Council Members to consider, as we will need to make adjustments to our budget beginning January 1, 2022**

Ontario is set to increase minimum wage from \$14.35 to \$15.00. Council must consider whether we will increase the wages of the custodial team the minimum amount (from \$14.50 to \$15.00 per hour) or the amount in line with the increase (added \$.65 to equal \$15.15 per hour).

**Increases to Costs for Custodial Team**

Current Wage (\$14.50)*15hrs/wk + 4%	New Wage (\$15)*15hrs/wk +4%	New Wage (\$15.15)*15hrs/wk +4%
\$226.20 weekly, or \$11 762.40 annually	\$234.00 weekly, or \$12 168.00 annually	\$236.34 weekly, or \$12 289.68 annually

The increase in costs will range from \$405.60 to \$527.28 per year.

**Increases to Costs for Office Administrator** (note that this chart does not include additional employer costs such as EI or WSIB: the current OA is exempt from CPP and the UC Benefits plan)

**The wage increase to \$15.25 should be already included in the 2021-22 Budget, as it was part of Jan's employment contract**

Current Wage (\$14.75)*15hrs/wk + 4%	New Wage (\$15.25)*15hrs/wk +4%	New Wage (\$15.65?)*15hrs/wk +4%
\$230.10 weekly, or \$11 965.20 annually	\$237.90 weekly, or \$12 370.80 annually	\$244.14 weekly, or \$12 695.28 annually

If we decide to increase the OA wage to \$15.65 (following at least part of the \$.65/hr wage increase of minimum wage) the costs will increase \$324.48/year, not including other employer benefits costs.

Completed by Natalie Wilson, M&P Committee Chair, November 10, 2021

## Worship – CD Team

The Worship – CD met on Sunday, November 7<sup>th</sup> to plan the Advent-Christmas season. The agenda also included discussion regarding worship covid-protocols and whether to move to a passport requirement. Kim Delarosbel is organizing an Advent gathering for children.

### Children's Advent Program – The first Sunday of Advent November 28<sup>th</sup>

Children will be invited to sit with their families for the first part of and then will be invited to gather in for a time of making their own preparations for Advent, including making arrangements for participation in the hybrid video and in person pageant being for December 12<sup>th</sup>. There will be more information to follow!



worship  
planned



Sunday, November 28 <sup>th</sup>	Advent 1 – Candle of Hope Holy Communion
Wednesday, December 1 <sup>st</sup>	Wednesday Noon Worship in the Chapel
Sunday, December 5 <sup>th</sup>	Advent 2 – Candle of Peace
Wednesday, December 8 <sup>th</sup>	Wednesday Noon Worship in the Chapel
Sunday, December 12 <sup>th</sup>	Advent 3 – Candle of Joy - Pageant & White Gift
Wednesday, December 15 <sup>th</sup>	Wednesday Noon Worship in the Chapel
Sunday, December 19 <sup>th</sup>	Advent 4 – Candle of Love - Service of Lessons & Carols - Evening Service 7 pm (Lessons & Carols)
Tuesday, December 21 <sup>st</sup>	Evening Longest Night Service shared service with Trinity @ Trinity also available through Trinity Livestream
Friday, December 24 <sup>th</sup>	Christmas Eve – 7 pm - worship for all ages including Communion
Sunday, December 26 <sup>th</sup>	<i>YouTube</i> worship available – <b>no in-person gathering</b> <i>A Northern Nativity</i>

- *There will be no Wednesday worship Dec 22, 29 or Jan 5*

**Worship & Covid Protocols:** The committee had careful discussion regarding the two options available to congregations at this stage of re-opening Ontario. The first is to continue to maintain limited capacity defined by the number of people who can be socially distanced (6 ft) in the sanctuary. For St. Andrew's maximum capacity for with this restriction is between 50-55.

There is a second option now available as of October 25<sup>th</sup>, and that is to require vaccination passports in which case there is no capacity restriction related to social distancing.

The wisdom of the committee leaned towards moving to requesting the vaccination passport, this would allow more people to be present during the Advent-Christmas season. There was also discussion about children under 12 who are not vaccinated. Vaccination passport requirements allow for children under 12 who are not vaccinated to attend as long as they are masked and accompanied by a parent/guardian from their bubble.

**The Worship-Christian Development Committee (Team) recommends that ST. Andrew's Council approve the requirement of vaccination passports for those attending worship effective Sunday, November 28<sup>th</sup>, with the understanding that children under 12 who are not vaccinated can attend with a vaccinated parent/guardian.**

**Privacy of Information:** there will be consultation with health authorities regarding the appropriate managing of the passport information and whether it is possible to have people show it once and to transfer that information from Sunday to Sunday.

There would continue to be masking requirements, self-assessment posters and tracking of those attending. A privacy of information policy would be developed to assure congregants that their vaccination status is treated appropriately.

It would also mean communicating our care for those who are not double vaccinated and that we will continue to offer an online option as well as the online newsletter and bulletin. In addition, pastoral care is available by phone. They too are valued members of the community of faith.



### **Transition Team**

The Team responded to the correspondence referred to the team by Council by writing two Transition Word of the Week articles dealing with definitions of Affirming Ministry and the choice of flag (November 7 and 14 newsletters)

In addition, there is an in-person congregational gathering planned for after church on Sunday, November 28<sup>th</sup> which will be focused on St. Andrew's understanding of how to live out being an Affirming Ministry.

The Transition Team is also planning for a congregational meeting on January 16<sup>th</sup> for the purpose of engaging the congregation in conversation about future ministry options available. That meeting would also be an opportunity to elected members to the profile team that will work with the regional council on the next steps of the pastoral relations process.

***Motion: that Council call a congregational meeting for January 16<sup>th</sup> and that part of the agenda would be the election of members of the profile team for pastoral relations process.***

### **Nominations Committee (Team)**

The committee had its first meeting on Wednesday, November 3<sup>rd</sup>. Rev. Roberts met with the team to share a framework for their work. The newly formed committee has three members Bruce Downey, Garth Goodhew and Beth Ward. The hope is to recruit a fourth person to the committee. The committee is next meeting November 17<sup>th</sup>. The first work is a job description for the Chair of Council to be used in searching for a new vice-chair (chair-elect).

### **Property Committee Report to St Andrews Council**

Nov 16, 2021

1. Denkar has been lined up to identify and trace all controls for the heating system. A diagram of the results is to be produced for future reference.
2. The Electricians will be in the Church on Thursday or Friday of this week (Nov 18 or 19, 2021) to mount LED fixtures in three locations inside the building. They will also mount an outdoor LED to light the area between the sanctuary wall and the gym wall to discourage night-time occupancy.
3. The wiring for the balcony chimes will be checked in an attempt to get them working again.

Submitted by Reid Milne, Chair of Property