

St. Andrew's Council Meeting
Held by *Zoom*, North Bay, ON
Tuesday February 15th, 2022 at 6:30 p.m.

Welcome and Opening (6:40 p.m.)	Pat Kirton-Bailey opened our <i>Zoom</i> meeting and welcomed everyone.
Attendance	Stuart Bailey, Elizabeth Brownlee, Cathy Coleman, Marg Fleming, Karen Gooch (Secretary), Pat Kirton-Bailey (Chair), Rev. Lillian Roberts (Interim Minister), Kimberly Robinson, Derek Stott (Acting Executive Member), Natalie Wilson (10)
Regrets	Reid Milne
Guests	Garth Goodhew (Trustee), Doug McCausland, Howard Wurster
Worship	<p>Lillian Roberts opened a brief worship by lighting a candle and offering a reading from I Peter 5:1-3 which speaks about leadership. She then offered a short reflection about juggling the many hats of leadership, beginning with the question: "How many hats are too many?". We need to ask ourselves why we choose to wear a leadership hat. Are we rescuing the situation or are we called?</p> <p>Do we wear a hat</p> <ul style="list-style-type: none"> • because things are not getting done • because it's easier • out of fear • because there is no one else <p>Or do we wear a hat</p> <ul style="list-style-type: none"> • to use our God given talents • to find joy • because God is calling us • because it is something we have prayerfully considered? <p>Is taking on a leadership role about control vs trust? Taking on too many roles is not healthy for the community. We need to learn how to invite others to take on new roles and sometimes this is the most shepherding thing we can do.</p>
Touchstones	Our Council Touchstones were shared onscreen.
Agenda	<p>Motion 008/22 Elizabeth Brownlee/ Stuart Bailey moved that the agenda be accepted as circulated. Carried</p>
Minutes of Previous Meeting	<p>Motion 009/22 Karen Gooch/ Elizabeth Brownlee moved that the minutes from the January 18th, 2021 Council meeting be accepted as circulated. Carried</p>
Correspondence	<p>The following correspondence was received:</p> <ul style="list-style-type: none"> • A letter dated January 18th, 2022 was received from Jocelyne Caldwell, Estate Trustee for Inez Ross. Included was a cheque for St. Andrew's from Ms. Ross' estate for \$5,000. Also included was a request for a 2021 tax receipt. Karen Gooch responded to Ms. Caldwell acknowledging receipt of the cheque and informing her

that because the cheque was received well past December 31st, 2021, a tax receipt for 2022 will be sent in a couple of weeks.

- A letter dated January 30th, 2022 was received from Will Kunder, Pastoral Charge Supervisor for Omond Memorial United, informing us that Omond's Council has agreed to allow us worship in their building at 11:15 a.m. on Sundays (following their own worship) until flooding renovations are at a stage where we can resume worship in our own building.
- Correspondence was received relating to Peter Haddow's request for LLWL relicensing. The relicensing application requires endorsements from our Community of Faith and Rev. Lillian Roberts. Karen Gooch will complete the online endorsement on behalf of St. Andrew's

Motion 010/22

Stuart Bailey/ Elizabeth Brownlee moved that the Council endorse the LLWL relicensing of Peter Haddow on behalf of the St. Andrew's Community of Faith.

Carried

- An email dated January 31st, was received from Jordana Wright. She is a young Black leader in the United Church and is offering to make a presentation to St. Andrew's about the work of young Black women in the church as part of Black History Month. Stuart Bailey offered to follow up with her.

Governance Proposal

Lillian Roberts led a discussion about possibly updating our governance model. She began by asking about our current constitution.

- How old is our current constitution? It was approved in 1993.
- How many people would be on Council if all positions were filled? There would be 28, but currently about half the positions are filled, which is one indicator that this model is not working for us.
- How many committees are described in our constitution? There are 15 committees. In addition, there are Trustees, members-at-large plus Regional Council, Choir and Friendship Group Representatives.
- The Executive is supposed to act as the Nominating Committee.
- It is clear that changes are needed to the constitution just to bring it in line with our current practices.

Lillian then posed several questions for discussion.

- What would be an optimal number of people to have on Council? One person suggested that the current 28 is a good number since it gives all the committees a voice on Council. Most in attendance thought that 9-12 people would be good. The modern trend towards a smaller council seems more manageable. This could result in committees having more autonomy and give the council a more mission-based focus. The number of active congregation members is falling and having vacant council positions is not helpful. A smaller council would mean committee chairs would not be required to attend council meetings, making the time commitment less, which in turn may encourage more involvement.
- What is the role of the Executive? The role of the Executive has evolved over time, taking on a larger role with monthly meetings. The Executive should be guiding the Council, with the main function being to set the agenda. This could be done by email. The Executive should only take on decision making if empowered by Council to deal with time-sensitive matters during periods when Council does not normally meet (like during the summer months).

- Does the Past Chair need to be part of the Executive? Currently, asking someone to be Vice Chair means a commitment of 2 meetings a month for 6 years. This does provide some continuity, but the perhaps the Past Chair could agree to be available for consultation without having to attend meetings.
- What level of autonomy should committees have? Committees should be required to stay within their budget while acting within their mandate. We would need to ensure that firm policies are in place and trust that committees will do their job.
- What role should Council have? Council should be setting direction vs just gathering reports. The role should be one of nurturing and encouraging the congregation while looking to the future.

New Business

Financial Report **Appendix I**

The following items related to Finance were discussed:

- Samantha Gravel was unable to attend this meeting but provided statement for December 31st, 2021 showing a year-end surplus of \$5,157 which was received for information. (Appendix I)
- A letter was received February 15th from Samantha offering her resignation as Treasurer effective January 30th, 2022. In the letter, she offered to provide bookkeeper training for Janet Ross at no additional cost to us. Samantha has also agreed in an email to the Council Secretary dated February 15th that she will ensure the February payroll is completed.

Motion 011/22

Kimberly Robinson/ Derek Stott moved that St. Andrew's Council accept the resignation of Samantha Gravel as Treasurer with regret and thanks for her work, effective January 30th, 2022. **Carried**

- While our custodians have been working during the flooding restoration, they have not always been able to work their full hours. Until the restoration work is complete, it was agreed that they be paid based on their December 2021 hours. If there is not enough work to fulfil those hours, they will not be required to pay back any pay received, but may be asked make up some time during the post renovation clean-up.

Motion 012/22

Stuart Bailey/ Kimberly Robinson moved that St. Andrew's Council approves that the custodians' pay be based on their December hours, until they can return to their normal work schedule once the flood restoration work is completed. They will be required to pay back hours for which they are paid, but may be asked make up some time during the post renovation clean-up. **Carried**

- Our financial records and computer are currently at Samantha's residence and it is unclear when they will be returned to the church, as no one has spoken with her directly. It was agreed that the Executive can decide how to proceed if this material is not at the church by February 21st, 2022.

Motion 013/22

Stuart Bailey/ Elizabeth Brownlee moved that St. Andrew's Council enables the Executive to take appropriate action if Samantha Gravel has not returned our financial records and computer to the church by February 21st, 2022. **Carried**

- Pat Kirton-Bailey will now be able to move ahead with work on the 2022 budget since we have now received a 2021 year-end statement.
- Stuart Bailey offered to approach Greg Wright to see if he will consider reviewing the 2021 financial records before the AGM.

Flooding Update The following update about the flooding restoration was offered by Garth Goodhew.

- Things are generally going well. Reid Milne and Garth are in daily contact with the contractors.
- There are still a few frustrations. Reid has been working to get the contractors to address heating deficits. There have been delays due COVID-19 and it has taken extra time to obtain quotes. The floor is also on back order.
- A decision has been made about the boilers and they will be replaced with 2 new units. It is estimated it will take 7-8 weeks to get them operational. There was earlier discussion of installing 5 smaller efficient units, however this option would be \$50,000 over the 2-option cost.

Transition Report The Transition Team is leading a Zoom Congregational Gathering on February 28th at 6:30 p.m. to talk about governance. The objective of the meeting is to gain a wider perspective about what model of governance members of the congregation would prefer and how any change in governance should be implemented.

Pastoral Relations **Appendix II**
Lillian Roberts provided information how the pastoral relations process works and what options we have for ministry personnel given that we will not be in a position to hire a permanent replacement for Lillian once she is finished her appointment in June (see Appendix II). The two options we have are, Pastoral Charge Supervisor with pulpit supply or a short-term appointment of ministry personnel. Supervision will require us to hire pulpit supply every Sunday which would mean a high workload for our Worship Team. However, finding someone to fill a short-term appointment may be very challenging. There will need to be more discussion about this at the next Council meeting.

AGM

- As COVID-19 restrictions have been or will be lifted soon, it was agreed that we will plan for an in-person AGM after worship on March 27th.
- Karen Gooch has agreed to assemble the Annual Report and is requesting that contributions be emailed to her by March 6th. The report will be distributed electronically the week before the AGM and printed copies will be made available on request.

Committee Reports **Appendix III**
The following committees offered reports:

- M&P Committee – M&P Chair provided a written report which is found in Appendix III.
- Nomination Committee – Garth Goodhew provided a report about the progress being made by the Nomination Committee. The other members of the committee are: Bruce Downey, Wanda Wallace and Beth Ward and they have been meeting every two weeks. They helped the find members of our Profile Committee which has begun its work. They have also found a replacement for our long-time

Historian Lois Carey. Bethany Brownlee will take over this role starting on March 1st. The bulk of their time has been spend looking for people to serve on Council. It is felt we will need a strong team due to the fact that we are facing a number of challenging issues. However, the process has been challenging as divisions within the congregation have become more apparent. It is being recommended that Council operate with Co-chairs as a way to share the workload and to help promote unity. There has been some success in recruiting people to serve on our committees, but it seems like we should be considering reducing the numbers of committees overall. The Nomination Committee is committed to finding a full slate of officers for the AGM. They have some people who have committed to take on a role, but these names are being kept private for the time being.

- Worship & CD Team – Lillian Roberts reported that we will continue to worship in-person at Omond Memorial (following their service) for at least two more Sundays. The hope is to be able to offer an in-person Ash Wednesday service at St. Andrew's (probably in the parlour).

Other Business

- Vaccine Passports It was agreed that we will keep the requirement to show vaccine passports to attend worship until at least March 6th, even though the government is no longer mandating them. The Worship Team will bring a recommendation about whether we will keep asking for them beyond that date.
- March Council Meeting The next Council meeting will be held on Tuesday March 8th in order to accommodate time off for Lillian Roberts. The Executive members will discuss when their next meeting will be.

Adjournment

Lillian Roberts offered a prayer and the meeting adjourned at 8:40 p.m.

Next Executive Meeting	To be confirmed	TBA
Next Council Meeting	Tuesday March 8 th , 2022 at 6:30 p.m.	Zoom

Chairperson, Pat Kirton-Bailey

Secretary, Karen Gooch

Appendix I

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

REVENUES	MONTH	CURRENT YTD	BUDGET YTD	PRIOR YTD
Offerings	22,850.00	143,871.64	175,000.00	157,527.04
Offerings - Deficit	0.00	100.00	0.00	1,864.00
Interest - Manse	0.00	1,942.10	0.00	2,330.52
Other Offerings & Income	4,602.25	38,930.20	32,000.00	24,889.53
TOTAL REVENUES	27,452.25	184,843.94	207,000.00	186,611.09
EXPENSES				
Personnel				
Salaries	9,198.92	88,633.14	80,000.00	90,063.06
Benefits	618.46	9,622.80	10,000.00	17,928.96
Telephone allowance	75.00	860.00	1,200.00	540.00
Vehicle allowance	100.00	1,200.00	2,000.00	1,716.66
Books/Educ allowance	0.00	614.15	1,450.00	0.00
Janitorial services	0.00	0.00	10,200.00	5,041.75
Treasurer / Accountant	350.00	4,695.24	4,200.00	1,900.00
Honoraria & Other Personnel	350.00	2,527.97	2,500.00	2,964.00
Total Personnel	10,692.38	108,153.30	111,550.00	120,154.43
Property				
Heating fuel	3,419.72	15,055.84	16,000.00	13,154.25
Utilities	561.66	5,060.83	7,500.00	5,044.48
Maintenance contracts	307.31	3,099.76	4,200.00	3,245.63
Repairs & maintenance	0.00	5,593.14	13,500.00	13,287.35
Supplies re property	235.32	471.78	3,000.00	1,798.70
Special Property Purchases	0.00	0.00	0.00	0.00
Insurance	1,645.91	15,844.11	16,000.00	12,936.13
Union Cemetery	0.00	0.00	200.00	0.00
Total Property	6,169.92	45,125.46	60,400.00	49,466.54
Administration				
Telephone/Internet	388.54	2,626.90	2,400.00	2,389.09
Office Supplies	223.86	3,585.65	5,000.00	4,793.53
Equip. Lease, Mtce, Purchase	223.48	2,750.60	3,100.00	2,964.97
Regional Dues	0.00	10,349.00	10,000.00	8,279.00
Total Administration	835.88	19,312.15	20,500.00	18,426.59
Worship				
Advertising	0.00	0.00	200.00	1,394.50
Other Worship Expenses	253.51	989.88	1,700.00	1,038.10
Total Worship	253.51	989.88	1,900.00	2,432.60
Christian Development	0.00	50.91	7,280.00	1,725.89
Pastoral Care	0.00	0.00	200.00	118.72
Outreach	0.00	0.00	200.00	0.00
Congregational Life	0.00	0.00	300.00	0.00
Inclusivity Comm	0.00	115.00	600.00	115.00
Broadview	0.00	1,375.00	2,000.00	0.00
Finance, Banking Charges	29.50	964.94	4,300.00	1,533.94
Professional Fees (Review)	0.00	0.00	1,800.00	0.00
Allocation for Capital	300.00	3,600.00	3,600.00	3,600.00
Contingency	0.00	0.00	500.00	0.00
TOTAL EXPENSES	18,281.19	179,686.64	215,130.00	197,573.71
SURPLUS/(DEFICIT)	9,171.06	5,157.30	-8,130.00	-10,962.62

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

	CURRENT YTD	PRIOR YTD
General Fund - January 1	-39,135.00	-28,823.00
Surplus/(Deficit)	5,157.30	-10,962.62
General Fund - end of period	-33,977.70	-39,785.62

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

	MONTH	CURRENT YTD	PRIOR YTD
OTHER OFFERINGS			
Envelopes	10.00	61.00	104.00
Observer	0.00	775.00	310.00
Renovations	0.00	0.00	0.00
Misc. Offerings	0.00	0.00	450.00
Total Other Offerings	10.00	836.00	864.00
OTHER INCOME			
Fund Raising Committee	795.00	795.00	1,000.00
Rent for Use of Church	2,645.00	17,124.50	7,162.00
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	1,152.25	1,262.25	3,791.71
Canda Helps-General Fund	0.00	0.00	0.00
Government Grants-General Fund	0.00	0.00	12,066.82
Total Other Income	4,592.25	38,094.20	24,025.53
TOTAL OTHER OFFERINGS & INCOME	4,602.25	38,930.20	24,889.53

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

	MONTH	CURRENT YTD	PRIOR YTD
Balance - January 1		39,040.05	35,972.80
Receipts	0.00	86.74	240.88
Total cash available	0.00	39,126.79	36,213.68
Disbursements		0.00	0.00
Balance - end of period	0.00	39,126.79	36,213.68

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

	MONTH	CURRENT YTD	PRIOR YTD
Receipts for current period	1,758.32	15,783.84	14,160.84
Remittances for current period	0.00	3,486.96	6,496.60
Balance - end of period	1,758.32	12,296.88	7,664.24

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

	MONTH	CURRENT YTD	PRIOR YTD
Balance - January 1		58,762.38	42,756.42
Receipts	21,395.00	32,689.69	34,734.18
Total cash available	21,395.00	91,452.07	77,490.60
L & F disbursements	3,653.08	20,913.59	6,496.60
Balance - end of period	17,741.92	70,538.48	70,994.00

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

	MONTH	CURRENT YTD	PRIOR YTD
PGF - OUTREACH-WORSHIP-EDUCATION			
Balance - January 1		32,456.15	108,441.60
Receipts	0.00	0.00	0.00
Interest received	0.00	72.10	241.61
Total available	0.00	32,528.25	108,683.21
Disbursements	0.00	0.00	440.00
Balance - end of period	0.00	32,528.25	108,243.21
PGF - Building-Capital			
Balance - January 1		0.00	4,923.58
Receipts	0.00	0.00	135,678.00
Interest received	0.00	0.00	391.81
Total available	0.00	0.00	140,993.39
Disbursements	0.00	0.00	7,640.10
Balance - end of period	0.00	0.00	133,353.29
Total PGF - end of period	0.00	32,528.25	241,596.50

**BELFRY RESTORATION
For the period December 1, to December 31, 2021**

	MONTH	CURRENT YTD	PRIOR YTD
Balance - January 1		41,397.74	0.00
Plus: Bldg. Buttress Restoration Offerings	540.00	17,098.12	0.00
Plus: Bldg. Buttress Restoration Revenue	0.00	0.00	0.00
Less: Bldg. Buttress Restoration Expenses	0.00	75,992.51	0.00
Balance - end of period	540.00	-17,496.65	0.00

Appendix II

Pastoral Relations Process

Profiles – Search & Selection Process

Profiles Committee completes Profiles

Bring recommendations to Council for review before taking them to the congregation

Congregational Meeting to approve the profiles including ministry profile (job description). Regional Council approves prior to congregational meeting.

Usually at the same meeting the Search and Selection Committee is named if the profiles are approved. The Profiles committee is dismissed with thanks.

Search and Selection Committee begins its work.

When the Search and Selection Committee has a recommendation to bring, a congregational meeting is called to consider the recommendation. Regional Council and congregation approves.

Coverage During a Vacancy

Supply arrangements are usually undertaken by the governing body.

Option A – Supervisor & Pulpit Supply

Council considers whether it will manage the vacancy through the appointment of the Pastoral Charge Supervisor by the Regional Council and Sunday Worship Supply (pulpit supply) arrangements under the supervision of the Worship Committee.

If the decision is to manage the vacancy through a Pastoral Charge Supervisor and Pulpit Supply, Council sends a request to the Regional Council Pastoral Relations Commission to appoint a supervisor as of July 1, 2022. And the worship committee is directed to arrange for pulpit supply.

Option B – Seek a short term appointment of ministry personnel

Council determines that the vacancy will be managed through a short term supply appointment of a ministry personnel.

Consult with the Regional Pastoral Relations Minister regarding possible available people'

A job description is developed (part-time, full time, what are the main areas of ministry to be undertaken). Council can request a working group or M&P to assist in the development of the job description.

A committee is named to interview possible available supply minister and to bring a recommendation to the Council who can approve.

Appendix III

M&P Committee Report: February 15, 2022

The M&P Committee met in late January and to discuss and make an action plan on a number of items:

- Natalie followed up with both Andrea and Kelly regarding continuing their hours during the building closure. Both were concerned with having to “pay back” hours, and I explained they would not be expected to owe the hours. She had previously followed up with them regarding their wage increases as of January 1, and of the plan for further increases to be discussed at the AGM.
- The committee has some concerns about the lack of a training plan for Jan in the bookkeeping position. Natalie will try again to follow up to see if there is any plan in place to transition responsibilities to Jan
- The new Right to Disconnect Legislation needs to be taken into account for both Jan and Lillian, particularly now with both staff members working from home.
- We are also planning a follow up/check in with Ralph to see about Education/Study leave plans for the year and to ensure all is as ok as possible with so much going on.
- We have had some difficulty supporting the custodial team, as many of their requests need to go to the property committee, and when we contact Reid, we do not hear back from him. This has been a real source of frustration for Kelly and Andrea, as we encourage them to check in with him, but he does not respond to their messages.