

St. Andrew's Council Meeting
 Lois E. Carey Parlour
 Wednesday April 19th, 2023 at 7:00 p.m.

Welcome and Opening (7:10 p.m.)	Doug McCausland welcomed Council members to the meeting.
Attendance	Kim Delarosbel, Lorie Fairburn, Karen Gooch (Secretary), Garth Goodhew, Bill Ingwersen, Pat Kirton-Bailey, Donna Landry, Doug McCausland (Chair), Kimberly Robinson Nelles, Kathie Smith (Pastoral Charge Supervisor), Howard Wurster (11)
Regrets	Elizabeth Brownlee, Marg Fleming
Opening/ Touchstones	Doug McCausland read our touchstones aloud and then recounted some of his memories of a trip that he took to Israel a number of years ago. He was very moved by the 4.8 million names inscribed at Yad Vashem the largest Holocaust museum in the world. He also walked the route of the Via Dolorosa (sorrowful way) which follows the path the Jesus would have taken through Jerusalem towards his crucifixion. The route is marked by the 14 stations of the cross some of which are inside the Church of the Holy Sepulchre. Doug offered a prayer to open the meeting.
Agenda	Motion 033/23 Lorie Fairburn/ Garth Goodhew moved that the agenda be accepted with a change to the order – Church School will be discussed after the finance report. Carried
Minutes of Previous Meeting	Motion 034/23 Karen Gooch/ Howard Wurster moved that the minutes from March 15 th , 2023 be accepted with the addition of regrets from Bill Ingwersen and Kim Delarosbel. Carried
Correspondence	An email was received from Andrea Aiton about arranging a ride to Sunday Worship for her mother. The email was circulated to some of the Council members and several people have volunteered to help with this.
Business Arising	None
New Business	
Financial Report	Appendix I, II <ul style="list-style-type: none"> Pat Kirton-Bailey presented a comparative statement dated March 31st 2023 (Appendix I) which shows revenue to date of \$46,681.99 and expenses of \$55,745.81 <ul style="list-style-type: none"> Both revenue and expenses were higher than last year. The \$6,818 listed under property special projects was covered by the grant we received to install cameras outside the front of the church. There was an explanation of the how the \$6,500 overpayment of Mission and Service donations in 2022 will be dealt with. Our \$14,000 goal is a way of encouraging people to donate, but our actual annual M&S contribution is based solely on designated donations from individual congregation members. The first \$6,500 donated this year will be offset by the overpayment. The

national church does not track our goal and in fact some congregations make M&S contributions based on a fixed amount in their annual budget.

- Offerings from the last two weeks totaled \$7,100 and the Easter appeal letter brought in \$3,000 in donations.
- The General Fund bank account balance stood at \$57,263.64 as of March 31st, \$30,000 of this is designated for Loaves & Fishes expenses. All Loaves & Fishes donations are now being deposited into a separate account.

Motion 035/23

Pat Kirton-Bailey/ Lorie Fairburn moved that the financial report be accepted as presented. **Carried**

- Lorie Fairburn highlighted items from the written report found in Appendix II.
 - Food banks across the country are in crisis. So far, we are holding our own. Lorie has been trying to line up purchases with demand. There is currently a good stock of food since items have been bought in bulk on sale in the past few months.
 - Volunteers have t-shirts that were paid for by a separate donation.
 - We have been approved to hire a summer student through a program operated by the federal government. This student will work for 8 weeks looking for funding grants that may be available. Jolene Carter has been doing well since she was hired to work on the Loaves & Fishes social media presence.
 - The *Tubes for Food* fundraiser through Guy's Tires has brought in \$1,000 in cash and \$4,000 to \$5,000 in donated food and they will run this program again next year. There are a number of faithful people in our congregation who donate food and cash regularly.

Motion 036/23

Kim Delarosbel/ Kimberly Robinson Nelles moved that the Loaves & Fishes report be accepted as presented. **Carried**

- Church School Kim Delarosbel, Co-chair of the Worship/Christian Development Team spoke about efforts to try and establish a Church School. She began by addressing 3 issues that have arisen.
- Kim offered an apology to anyone who may have felt she has tried to shut down the conversation about Church School. This was not intentional. This is a topic that requires a wider conversation with the congregation. There are also a number of issues around policy and protocols that need to be in place before we can proceed with this.
 - Kim informed Council that someone has approached her about setting up an arrangement to provide Church School for only their children during worship and requested input from Council members about this idea. There was a mixed reaction and it was felt more discussion is needed.
 - Finally, Kim noted that this is indicative of a wider problem that we have had for a long time where there is a push to proceed with an idea without any planning or forethought. Without following proper process, we find ourselves 'putting the cart before the horse'. Thus far steps have been taken to try and set up a Church School program without input from the Worship/CD, without regard for processes outlined in the UCC Youth Ministry guidelines and without a formal curriculum in place.

- A full conversation about this is needed and we should start by asking: Does the congregation want a Church School? When we had a program in place, we had more paid staff some of who took on the task of overseeing the weekly operation of Church School. Are we able to find someone with the time and energy to take charge of this? Do we have money to perhaps pay someone to do this? These questions must be answered before we can proceed. It is very important that we are able to commit to do things properly – especially since we are dealing with our children.
- There was concern expressed about what will happen if we don't have a functioning Church School. It was stated that bringing in people with young families could be a way of helping the congregation move into the future. There is also concern that many children and their families have now found other things to do on Sunday morning. It was suggested that we survey the congregation about Church School – including trying to reach those who are not in the pews on Sunday morning.
- Kim offered to bring a proposal to Council at a future meeting about how to proceed. She will outline what needs to be in place by reviewing UCC policy and looking at options that may be available if running a full Church School is seen as not practical or is not seen as high on the congregation's priority list at this time.

Liaisons Administration –

- Several movie production companies have booked space in the church over the next several weeks and Jan Ross has had to work hard to accommodate them and the other users of our space.

Living Our Mission – No report

Facility – The following items were highlighted.

- It was noted that there is a mess in the alcove outside the narthex. Several people offered to help organize an outdoor cleanup in the near future.
- Several volunteers have agreed to fix the baseboards in the gym, which unfortunately were not properly installed during the flood restoration.
- The 8 paper towel dispensers in the building are in need of an upgrade. There was an offer to find replacement units and donate them to the church.
- The kitchen will be inspected by the Health Unit tomorrow.

Spiritual Life –

- There were 40 Easter cards sent – each one handmade with a personalized note.
- Plans have been outlined for worship services until the end of June. St. Andrew's is closed in July this year.

M&P Committee No report.

Transition Report The Transition Team that was in place during Lillian Roberts' tenure provided its final report in May of 2022. The report outlined the 5 goals that were set by the Team and discussed how well these goals were met. Goal 3 was about updating our governance model which was largely met when the congregation approved a new Council structure in October 2022. While progress has been made on the other goals, there is still work to be done. The Team recommended that a 4-5 person Working Implementation Group be set up to continue working towards meeting the rest of the

goals. Karen Gooch will ensure an announcement goes out to help find people who may be interested in being part of this Group.

Motion 037/23

Bill Ingwersen/ Kim Delarosbel moved that a Working Implementation Group be established to follow up the work of the Transition Team as recommended in the Team's May 2022 final report.

Carried

Other Business

- Insurance update Garth Goodhew will draft a letter to Chris Bevin from Kennedy Insurance to thank him for his years of service as our insurance broker. Under the new United Protect Plan we no longer require a broker. The issue of how insurance for 3 party users of our building will work under the new plan is still unresolved.
- Financial Review Lorie Fairburn has written a letter of thanks to Grant Fullerton who reviewed our 2022 financial statements at no charge.

Round Table

Members of Council were each given an opportunity to speak on the topic of their choice. Doug offered thanks to Kathie Smith and all members of Council for their work. It was noted that although the conversation around Church School difficult for some, it is important that we can speak honestly about hard things.

Adjournment

Kathie Smith offered a reading from *Everyday Parables* by James Taylor to close the meeting. The reading described how we are like a piano. Each key plays just one note, but all the keys must be used to make music. God can use us all to play beautiful music together. The meeting adjourned at 9:20 p.m.

Next Council Meeting

Wednesday May 17th, 2023 at 7:00 p.m.

Lois E. Carey Parlour

Chairperson, Doug McCausland

Secretary, Karen Gooch

Appendix I

**St Andrews United Church
 Comparative Income Statement**

	Actual 2022/01/01 to 2022/03/31		Actual 2023/01/01 to 2023/03/31	
REVENUE				
General Fund Revenue				
Offerings - General Fund		\$38,081.75		\$32,346.51
Offerings - Deficit		\$0.00		\$0.00
Offerings - Envelopes	\$57.00		\$53.00	
Offerings - Broadview	\$145.00		\$220.00	
Offerings - Church School	\$0.00		\$70.00	
Offerings - Renovations	\$100.00		\$660.00	
Offerings-Sponsor a Turkey	\$0.00		\$0.00	
Offerings - Misc	\$80.00		\$0.00	
Other General Offerings		\$382.00		\$1,003.00
Manse Interest		\$0.00		\$0.00
Fund Raising Comm Revenue	\$0.00		\$0.00	
Rent for Use of Church	\$150.00		\$8,897.50	
Turkeyfest	\$0.00		\$0.00	
Wedding/Funeral Honorarium	\$0.00		\$0.00	
Church Fees - Weddings	\$0.00		\$0.00	
Administration Income	\$0.00		\$0.00	
Christian Dev. Income	\$0.00		\$0.00	
Congregational Life Income	\$0.00		\$0.00	
Worship Income	\$0.00		\$0.00	
Renovations Income	\$0.00		\$0.00	
Misc. Income	\$0.00		\$0.00	
Can. Helps-Gen Fund	\$51.25		\$0.00	
Gov. Grants-Gen Fund	\$0.00		\$0.00	
Total Other Revenue		\$201.25		\$8,897.50
Total General Fund Revenue		\$38,665.00		\$42,247.01
M & S Fund Revenue				
M & S Offerings		\$3,790.96		\$4,494.98
M & S Other Revenue		\$0.00		\$0.00
Total M & S Fund Revenue		\$3,790.96		\$4,494.98
L & F Fund Revenue				
L & F Offerings		\$1,554.00		\$1,675.00
L & F Other Revenue		\$0.00		\$0.00
Total L & F Fund Revenue		\$1,554.00		\$1,675.00

Memorial Committee Revenue				
Memorial Committee Offerings		\$600.00		\$265.00
Memorial Committee Other Revenue		\$0.00		\$0.00
Memorial Committee Paid		\$0.00		\$0.00
Total Memorial Comm Revenue		\$600.00		\$265.00
Capital Fund Revenue				
Capital Fund Rev. from Gen Fund		\$0.00		\$0.00
Interest on Capital Fund		\$0.00		\$0.00
Total Capital Fund Revenue		\$0.00		\$0.00
Planned Gifts Fund Revenue				
PGF Out-Wor-Educ Receipts		\$0.00		\$0.00
PGF-Out,VVor,Ed-Interest, Other Rece		\$0.00		\$0.00
PGF Bldg-Capital Receipts		\$0.00		\$0.00
PGF-Bldg,Cap-Interest, Other Received		\$0.00		0.00
Total PGF Fund Revenue		\$0.00		\$0.00
Misc. Revenue				
Choir Fund - Interest Other Revenue		\$0.00		\$0.00
Offerings - Choir Fund		\$0.00		\$0.00
Offerings - Building Restoration		\$0.00		\$0.00
Other Revenue - Building Restoration		\$0.00		\$0.00
Total Misc. Revenue		\$0.00		\$0.00
TOTAL REVENUE		\$44,609.96		\$48,681.99
EXPENSES				
Personnel				
Salaries		\$22,924.51		\$8,511.69
Housing Allowance		\$0.00		\$0.00
Vehicle Allowance		\$300.00		\$303.40
Telephone Allowance		\$225.00		\$0.00
Book/Educ Allowance		\$0.00		\$0.00
Employers EI Exp	\$512.65		\$299.27	
Employers CPP Exp	\$1,049.55		\$371.73	
WSIB Expense	\$11.46		\$0.00	
Benefits - United Church	\$0.00		\$0.00	
Total Employee Benefits		\$1,573.66		\$671.00
Janitorial Services		\$0.00		\$0.00
Treasurer / Accountant		\$350.00		\$0.00
Honoraria Expense		\$0.00		\$0.00
Other Personnel Expenses		\$0.00		\$0.00
Total Personnel Expenses		\$25,373.17		\$9,486.09

Property				
Heating Fuel		\$6,939.43		\$11,114.84
Utilities		\$3,985.46		\$2,019.76
Mtce Contracts		\$1,390.64		\$1,040.95
Security Contract	\$0.00		\$117.02	
Contracts		\$0.00		\$117.02
Repairs & Mtce		\$592.53		\$501.66
Janitorial Supplies		\$0.00		\$214.93
Insurance		\$4,937.73		\$9,579.11
Special property purchases		\$0.00		\$6,816.59
Union Cemetery		\$0.00		\$0.00
Total Property Expenses		\$17,845.79		\$31,404.86
Administration				
Office Supplies		\$713.64		\$902.46
Telephone/Internet		\$599.71		\$682.84
Postage/Courier		\$0.00		\$0.00
Office Equip Lease		\$645.00		\$645.00
Office Equipment Mtce		\$0.00		\$0.00
Office Equip Purchase		\$0.00		\$0.00
Regional Dues		\$0.00		\$0.00
CSRC Supervisor Fee		\$0.00		\$0.00
Total Administration Expenses		\$1,958.35		\$2,230.30
Worship				
Pulpit Supply	\$224.00		\$1,160.00	
Other Pulpit Supply		\$224.00		\$1,160.00
Worship Supplies	\$0.00		\$0.00	
Do not use	\$0.00		\$0.00	
Other Worship Supplies		\$0.00		\$0.00
Advertising	\$0.00		\$0.00	
Other Advertising		\$0.00		\$0.00
Total Worship Expenses		\$224.00		\$1,160.00
Christian Development				
Church School Expenses	\$0.00		\$0.00	
Nursery Care	\$0.00		\$0.00	
Church School Assistant	\$0.00		\$0.00	
Adult C.D. Expenses	\$0.00		\$0.00	
Total Christian Dev. Exp		\$0.00		\$0.00
Total Christian Dev. Expenses		\$0.00		\$0.00

Finance				
Professional Fees (Audit)		\$0.00		\$0.00
Bank Service Charges	\$282.98		\$296.64	
Interest/ Finance Expense	\$91.63		\$56.83	
Total Bank Charges & Interest		\$374.61		\$353.47
Total Finance Expenses		\$374.61		\$353.47
Other General Fund				
Outreach Comm. Exp.		\$0.00		\$0.00
Pastoral Care Exp.		\$0.00		\$0.00
Congregational Life Exp.		\$0.00		\$0.00
Inclusivity Comm Exp		\$0.00		\$0.00
Broadview		\$0.00		\$0.00
Allocation for Capital Exp.		\$900.00		\$900.00
Contingency Expenses		-\$3,516.68		\$167.61
Total Other General Expenses		-\$2,616.68		\$1,067.61
Planned Gift Fund Expenses				
PGF Out-Wor-Educ Expense		\$0.00		0.00
PGF Bldg-Capital Exp.		\$0.00		\$0.00
Total PGF Expense		\$0.00		\$0.00
Misc. Expenses				
Mission & Service Exp.		\$0.00		\$0.00
Loaves & Fishes Exp		\$2,208.15		\$10,043.48
Capital Fund Expenses		\$0.00		\$0.00
Choir Fund Exp		\$0.00		\$0.00
Building Restoration Expenses		\$0.00		\$0.00
Total Misc. Expenses		\$2,208.15		\$10,043.48
TOTAL EXPENSE		\$45,367.39		\$55,745.81
NET INCOME		-\$757.43		-\$7,063.82

Appendix II



**Loaves & Fishes
Community
Food Bank**



**ST. ANDREW'S
UNITED CHURCH**
NORTH BAY, ONTARIO



Loaves & Fishes Community Food Bank Report to Council April 19, 2023

March Statistics

March Volunteer Hours – **273** hours

	# of guest	new guests
March 2	27	5
March 9	50	11
March 16	50	11
March 23	58	11
March 30	38	7
	<hr/> 190	<hr/> 32

Gift-in-Kind Total Donations – \$ 5,392

Guy's Tires Service & Auto Repair	\$ 1,910
Food Rescue	\$ 2,700
St. Andrew's Members	\$782

Overview of Activities

- Guy's Tires Service & Auto Repair delivered an additional \$195 cash and \$485 in groceries
- Jolene Carter has created an Instagram Account, Facebook & Instagram posts, designs the Loaves & Fishes banner, working on a Loaves & Fishes website page for St. Andrew's website and marketing components for North Bay's Farmer's Market Promotion
- MP Anthony Rota's office confirmed we have been approved for a Summer Student

Easter Food Bank (March 30 & April 6)

- 97 clients each received meat plus 4 additional points to their 8
- Frankie made homemade chocolate eggs and volunteered to hand them out to every client
- Easter cards were given to every guest

Respectfully submitted by Lorie Fairburn, Food Bank Coordinator