

St. Andrew's United Church Congregational Meeting
Held in the Sanctuary, North Bay, ON
Sunday August 13th, 2023 at 11:30 a.m.

Welcome (11:45 a.m.)	Doug McCausland welcomed everyone and called the meeting to order.
Attendance	Forty-five members and adherents from St. Andrew's United Church attended this Congregational in-person meeting held in the sanctuary. Pastoral Charge Supervisor Kathie Smith was in attendance.
Guest	Rob Smith, Canadian Shield Regional Council Pastoral Relations Minister (joined the meeting by <i>Zoom</i>)
Opening	Kathie Smith offered a prayer to open the meeting.
Chair/ Secretary	<p>Motion 060/23 Elizabeth Brownlee/ Jennifer Barnett moved that Doug McCausland be appointed as Chair of this meeting. Carried</p> <p>Motion 061/23 Kim Delarosbel/ Tim Robertson moved that Karen Gooch be appointed as Secretary of this meeting. Carried</p>
Adherents Voting	Donna Landry/ Bethany Brownlee moved that in accordance with <i>The Manual 2023</i> (Section B.3.7.2) voting privileges on all matters be extended to those who are adherents of St. Andrew's United Community of Faith and are participating in this meeting.
Agenda	The Congregation was notified in advance that the main agenda item for this meeting is to consider a recommendation from the Search Committee.
Search Committee	<p>Donna Sinclair spoke to the congregation on behalf of the Search Committee.</p> <ul style="list-style-type: none"> • She began by stating that the Committee recommends unanimously that we hire Caitlin Smithers to fill the ministry vacancy of our Community of Faith effective September 1st, 2023. Caitlin has a Masters of Divinity and has just finished her studies at the Atlantic School of Theology. She is currently living in Halifax and the Search Committee members believe she is highly qualified to meet our ministerial needs. • Donna wanted to offer thanks to a number of people who have been instrumental in getting us to this point in the search process. <ul style="list-style-type: none"> ▪ First and foremost, Donna offered recognition and thanks to the members of the Search Committee: Jennifer Barnett, Judy Borden, Louise Els, Kathy Payne, Bill Ingwersen and Donna Sinclair. They have worked hard for over a year on this. ▪ She also thanked the Council and the staff for serving our congregation well and offering their support during this challenging time. ▪ The Worship Team has done well providing us with a very meaningful worship experience since last June. ▪ Lorie Fairburn and the volunteers of Loaves & Fishes have provided us with a reminder of who we are as a Community of Faith, as they work to serve those in need from the wider community.

- Thanks also goes to Kathie Smith, our Pastoral Charge Supervisor and our Canadian Sheild Regional Council (CSRC) Liaisons Rob Smith and Sandra Jenkinson.
- Finally, thanks was offered to Jean Jamieson who has organized a renovation of the minister's office so that Caitlin will have an updated workspace.
- Caitlin has not yet been ordained. She must complete her Supervised Ministry Education (SME) before this can happen. For the term of her appointment, a CSRC appointed supervisor will oversee her work. Kathie Smith will remain our Pastoral Charge Supervisor during this time. A support team is also in place to meet monthly with Caitlin. The following people have agreed to be part of this team: Garth Goodhew, Wanda Wallace, Jennifer Barnett, Tim Robertson and Kim Robinson Nelles. Training is available for the team members. Rob Smith offered advice that in his experience is it good to have a team made up of a group of people who have a wide range of experience with the church.
- The Search Committee interviewed Caitlin on *Zoom* and checked with references before inviting her to North Bay to meet in person. Committee members found her to be fresh and enthusiastic with a passion for social justice, inclusivity and Right Relations. Each of the members were given a chance to offer their impression of Caitlin.
 - Louise Els was not able to attend this meeting, but passed on the she was very impressed with Caitlin's CV.
 - Jennifer Barnett found Caitlin to have a strong sense of faith and a strong theological background. She found her to be a good listener as well as having good questions. We will be blessed with her presence.
 - Bill Ingwersen stated he felt included when meeting with Caitlin and felt she was up to meeting the challenges we face as a Community of Faith.
 - Kathy Payne found Caitlin to be good-natured and down-to-earth.
 - Judy Borden commented that the search has been a long, difficult journey, but it has been very worth well. She looks forward to growing together with Caitlin.
- Members of the congregation were given the opportunity to ask questions:
 - Exactly when Caitlin will become eligible to be ordained will be determined by the Candidacy Board, but is expected the SME will last one to two years. Caitlin will be required have to have a final interview with the Board before ordination can happen. It will be possible for St. Andrew's to offer Caitlin a full-time call once she is approved for ordination if we can reach an agreement with her. In the past, this was not an option.
 - Caitlin has been living in the Maritimes for many years, but has spent time in Northern Ontario since she has relatives here.
 - Caitlin's base salary will be \$51,865 for 40 hours a week. The Council has expressed confidence that will be able to afford this. It was pointed out that the Search Committee has worked for over a year and found there were very few suitable candidates who were willing to move to North Bay especially for anything less than full-time work.
 - The housing allowance is included in the salary based on cost of living factors. This is tax free for Caitlin once the proper paperwork is completed.
 - Caitlin will be given the right to preside over the sacraments by the CSRC and will be able to perform marriages in Ontario.

Motion 063/23

Full-time (40 hours)

Step/increment category	Candidate Step 1
Cost of Living Category	2
Is manse included	No
Minimum Full-Time Salary	\$51,865.00
Additional Salary (in \$)	\$0.00
Total Salary	\$51,865.00
Phone/Communications (monthly)	\$75.00
Continuing Education (annually)	\$2,543.50
Other (monthly)	\$100.00

Other Details

Travel expense reimbursement as logged based on minimum General Council rate. In lieu of reimbursement for personal vehicle, a transportation fund to reimburse bus and cab fares as required up to \$100 per month, any excess rolling over to the following month.

Total Remuneration	\$56,508.00
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Other Terms

- Vacation – Minimum one month (5 Sundays)
- Administrative Assistance – Defined as administrator to be in the office Tuesday to Thursday until 1:00 p.m. and Friday until 2:00 p.m.
- Payroll – Participation in the centralized payroll service, pension and group insurance payments as assessed.
- Compensating Time – After periods of consistently working beyond the maximum number of hours per week, candidate is entitled to corresponding relief days (for example, after Christmas) to be taken within three months. Time sheets to be maintained by the Candidate and sent to the M&P Committee. This lieu time cannot be accumulated beyond a total of 5 days.

It is the Search Committee's sincere hope that this will be the beginning of a long-term call once Caitlin is ordained.

This request will be forwarded to the Pastoral Relations Commission of the Canadian Shield Regional Council for approval of the appointment.

Carried
(1 opposed)

Doug McCausland offered a big thank you to all the members of the Search Committee.

Other Business

None

Adjournment

Kathie Smith offered a closing prayer before the meeting was adjourned at 12:42 p.m.

Next Council Meeting	Wednesday, September 20 th , 2023 at 7:00 p.m.	Lois E. Carey Parlour
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Chairperson, Doug McCausland

Secretary, Karen Gooch