

**St. Andrew's Council Meeting**  
Lois E. Carey Parlour  
Wednesday October 18<sup>th</sup>, 2023 at 7:00 p.m.

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<b>Welcome and Opening (7:05 p.m.)</b>	Doug McCausland welcomed Council members to the meeting.
<b>Attendance</b>	Elizabeth Brownlee, Lorie Fairburn, Marg Fleming, Karen Gooch (Secretary), Garth Goodhew, Bill Ingwersen, Pat Kirton-Bailey, Donna Landry, Doug McCausland (Chair), Kathie Smith (Pastoral Charge Supervisor), Caitlin Smithers (Minister), Derek Stott (12)
Regrets	Howard Wurster
<b>Land Acknowledgement</b>	Doug McCausland acknowledged that we meet on Indigenous land and we offer thanks for the gifts of the people from the Nipissing First Nation as we work towards reconciliation.
<b>Opening/ Touchstones</b>	Doug McCausland read our touchstones aloud and Caitlin Smithers opened the meeting with a prayer.
<b>Agenda</b>	<p><b>Motion 072/23</b> Lorie Fairburn/ Elizabeth Brownlee moved that the agenda be accepted with the addition of an update regarding the deferred motion (68/23) from the September 20<sup>th</sup> meeting. <span style="float: right;"><b>Carried</b></span></p>
<b>Minutes of Previous Meeting</b>	<p><b>Motion 073/23</b> Karen Gooch/ Garth Goodhew moved that the minutes from September 20<sup>th</sup>, 2023 be accepted with two corrections – the correct date for the Cookie walk is October 28<sup>th</sup> and Bill Ingwersen offered regrets for his absence. <span style="float: right;"><b>Carried</b></span></p>
<b>Correspondence</b>	None
<b>Business Arising</b>	Lorie Fairburn provided an update regarding the motion from the September 20 <sup>th</sup> Council meeting concerning a partnership with the Gathering Place. They had made a request about using our kitchen space for preparing meals for their outreach program. The request has been put on hold by the Gathering Place.
<b>New Business</b>	
Financial Report	<p><b>Appendix I, II</b> Pat Kirton-Bailey presented a comparative statement dated September 30<sup>th</sup>, 2023 (Appendix I) which shows revenue to date of \$126,765.73 and expenses of \$134,560.74 leading to a deficit of \$7,795.01.</p> <ul style="list-style-type: none"> <li>• Pat noted that the deficit was about \$4,300 less than last year at this point in the year.</li> <li>• Lorie Fairburn said the main priorities for the Finance Committee in the short term are to prepare and send out a fall stewardship letter and to ensure that the CERB pandemic loan is paid in full by the end of the year. The letter was written by Doug McCausland and will be customized depending on a donor's</li> </ul>

preferred method of donation. Donors not using PAR will be encouraged to consider signing up for this and those who already use PAR will be asked to review their monthly contribution (which may not have increased for a number of years). We have lost a few PAR donors recently (including several who have died). All donors will be encouraged to designate a special donation towards paying the CERB loan.

- A note will be placed in the newsheet to remind members who receive *Broadview* through St. Andrew's group plan to consider donating \$25 to cover the subscription cost.
- A question was asked about the effect of weekly donations on the 5<sup>th</sup> Sunday joint services. This has not been calculated, but it is fair to say donations are down on those Sundays. Donations designated for a specific congregation on these Sundays are separated out and forwarded appropriately. It was agreed to have further discussion of the 5<sup>th</sup> Sunday services later in this meeting.

**Motion 074/23**

Pat Kirton-Bailey/ Garth Goodhew moved that the financial report be accepted as presented.

**Carried**

Lorie Fairburn highlighted items from the written Loaves & Fishes report found in Appendix II.

- There were 276 volunteer hours provided during September. A total of 240 clients were served including 49 new clients. There is an increase in the number of international students using the food bank. Lorie has contacted the Mayor's Office about this concerning trend and is waiting for a response.
- There are currently 4 fundraising programs outlined in the written report including the sale of Orchard's gift cards. For every \$25 gift card purchased, Orchard's donates \$5 to Loaves & Fishes.

**Motion 075/23**

Pat Kirton-Bailey/ Elizabeth Brownlee moved that the Loaves & Fishes be accepted as presented.

**Carried**

Liaisons

Administration – Derek Stott highlighted the following:

- Council was informed that the application for the *Anti-hate Security and Prevention Grant* from the Ontario government has been submitted and we should receive at least \$5,000. The bulk of this money will pay for a fence across the alcove and wintry weather will not prevent the installation from happening in a timely manner once we have the money.
- Council was asked to give some thought about setting up a Nominating Committee in order to be able to present a slate of officers at the next AGM.

Living Our Mission – Derek Stott offered the following:

- The Inclusivity Committee is hosting a Rainbow Potluck on November 4<sup>th</sup>. They are also trying to find a spot to display the 2-spirit flag that St. Andrew's has received. The Committee is also considering topics for future after-worship forums.

Facility – In Howard Wurster's absence the following building-related items were brought forward:

- There was a request to trim the rose bush beside the staff parking space as it is causing damage to the paint on cars parking there.

- Elizabeth Brownlee informed us that she will be replacing the line along the gym wall that is used to hang items for display during events such as the bazaar.

Spiritual Life – Elizabeth Brownlee provided the following report.

- The Worship Team has met and determined the theme for advent worship.
- The covenanting service for Caitlin Smithers has been set for Sunday November 19<sup>th</sup> pending confirmation from our Office Administrator. There will be a pot luck dinner followed by an evening worship service.
- On Wednesday, October 25<sup>th</sup> there be a meet-the-minister event held in the evening.
- The Cookie Walk and Bazaar will be on Saturday, October 28<sup>th</sup>. There will be 10 vendors and along with a silent auction. Any donations for the auction will be welcomed.
- Plans are underway to produce Christmas cards for our card ministry to be distributed to those who are not able to attend events at the church.

M&P Committee **Appendix III**

Donna Landry highlighted the following M&P items from the written report found in Appendix III.

- All the hourly staff received a pay raise as of October 1<sup>st</sup> due to the fact that the Ontario minimum wage has increased.
- The new cleaner Amanda Lalonde has been working well with Kelly Jackson.
- A member from the M&P Committee met with Cailin Smithers in September to discuss any job related concerns she may have. Someone from the Committee will continue to meet monthly with her.
- On November 17<sup>th</sup>, 2023, someone from the M&P Committee will be participating in the *Zoom* meeting for M&P Committee members organized by the Canadian Shield Regional Council.

Minister's Report **Appendix IV**

Caitlin Smithers offered highlights from her written report. (Appendix IV).

- Caitlin remarked on the fact that there seems to be a number of new people in the pews on Sunday morning and that it appears they are being warmly welcomed.
- Caitlin talked about how her comfort level leading worship is increasing, but she feels that spending 75% of her time on worship is likely too much. She is still working on establishing a rhythm with her time management.
- One of Caitlin's main goals is to spend more time on pastoral care.
- Caitlin has been working on building her relationship with the Inclusivity Committee.
- She has attended several meetings with the other local clergy.
- Caitlin has spent time on Thursdays with the Loaves & Fishes volunteers and clients.

**Other Business**

UCFuN Several items related to the work of the United Community Faith Network were briefly discussed.

- There seems to be 2 visions about what the 5<sup>th</sup> Sunday services should be. Some feel these services should be a chance to gather for a special joint service with

leadership being offered from members and Ministry Personnel from each congregation. Others see this a chance to experience what a normal worship service is like at each of the other churches with leadership provided by the host congregation. There is agreement that the main goal is to provide a chance to get to know each other. There will be more discussion the 5<sup>th</sup> Sunday project at an upcoming UCFuN meeting. It is unclear what the plan is for December 31<sup>st</sup> (which is a 5<sup>th</sup> Sunday). Currently, St. Andrew's is planning on holding a service and offering an invitation to all who wish to attend.

- There is still work being done to try and set up the Cozi calendar app to allow local United Churches to share information about upcoming events.

**LLWL Training** Lorie Fairburn will be participating in the up-coming Licensed Lay Worship Leader training in Sudbury. Council was asked to consider offering her a subsidy for the \$300 cost and the following motion was presented:

**Motion 076/23**

Marg Fleming/ Pat Kirton-Bailey moved that St. Andrew's Council approve offering Lorie Fairburn \$200 to be used to help cover the cost of her Licensed Lay Worship Leader training. **Carried**

**Round Table**

Members of Council were each given an opportunity to speak on the topic of their choice. We were reminded that we need to recognize we have a lot of heavy work to do as Council members and that we need to support each other in our work. It is important to remember that we all need to be ministered to.

**Adjournment**

Kathie Smith offered a closing prayer with a theme of discipleship and she reminded us to call each other together in understanding.  
The meeting adjourned at 9:15 p.m.

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**Next Council Meeting**

Wednesday November 15<sup>th</sup>, 2023 at 7:00 p.m.

Lois E. Carey Parlour

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Chairperson, Doug McCausland

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Secretary, Karen Gooch

Appendix I

<b>St Andrews United Church</b>			
<b>Comparative Income Statement to September 30<sup>th</sup>, 2023</b>			
	Actual 2022/01/01 to 2022/09/31	Actual 2023/01/01 to 2023/09/31	Budget 2023
<b>REVENUE</b>			
<b>General Fund Revenue</b>			
Offerings - General Fund	\$106,381.24	\$94,662.13	\$161,000.00
Offerings - Deficit	\$10,000.00	\$0.00	\$10,000.00
Offerings - Envelopes	\$70.00	\$85.00	\$100.00
Offerings - Broadview	\$395.00	\$320.00	\$450.00
Offerings - Church School	\$0.00	\$200.00	\$200.00
Offerings - Renovations	\$768.12	\$7,485.00	\$800.00
Offerings-Sponsor a Turkey	\$0.00	\$0.00	
Other Revenue	\$543.70	\$0.00	
Offerings - Misc	\$1,518.06	\$0.00	\$2,000.00
Manse Interest	\$0.00	\$0.00	\$2,000.00
Fund Raising Comm Revenue	\$3,874.00	\$23,771.10	
Rent for Use of Church	\$0.00	\$0.00	\$22,000.00
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	\$241.00	
Congregational Life Income	\$0.00	\$0.00	
Worship Income	\$0.00	\$0.00	
Renovations Income	\$0.00	\$0.00	
Misc. Income	\$24.71	\$1.50	
Can. Helps-Gen Fund	\$0.00	\$0.00	
Gov. Grants-Gen Fund			
<b>Total General Fund Revenue</b>	<b>\$123,574.83</b>	<b>\$126,765.73</b>	<b>\$198,550.00</b>
<b>EXPENSE</b>			
<b>Personnel</b>			
Salaries	\$53,759.56	\$33,620.62	\$65,758.92
Housing Allowance		\$0.00	
Vehicle Allowance	\$900.00	\$1,503.40	\$2,400.00
Telephone Allowance	\$641.85	\$75.00	\$100.00
Book/Educ Allowance	\$553.14	\$211.92	\$514.50
Employers EI Exp	\$1,434.70	\$941.58	\$1,814.76
Employers CPP Exp	\$2,007.63	\$1,067.71	\$2,489.34
WSIB Expense	\$28.83	\$631.69	
Pension - United Church	\$0.00	\$388.99	
Benefits - United Church	\$0.00	\$431.10	
Janitorial Services	\$0.00		
Treasurer / Accountant	\$350.00	\$0.00	
Honoraria Expense	\$0.00	\$0.00	
Other Personnel Expenses	\$0.00	\$0.00	\$5,384.72
<b>Total Personnel Expenses</b>	<b>\$59,675.71</b>	<b>\$38,872.01</b>	<b>\$78,462.24</b>

<b>Property</b>			
Heating Fuel	\$5,764.88	\$19,549.93	\$ 16,000.00
Utilities	\$1,548.97	\$4,866.54	\$ 7,500.00
Mtce Contracts	\$3,580.59	\$2,202.31	\$ 6,000.00
Security Contract	\$0.00	\$337.60	
Repairs & Mtce	\$2,172.92	\$4,200.65	\$ 4,000.00
Janitorial Supplies	\$708.25	\$596.24	\$ 600.00
Insurance	\$13,229.55	\$18,188.43	\$ 25,500.00
Special property purchases	\$114.29	\$10,772.53	\$ 500.00
Union Cemetery	\$200.00	\$-200.00	\$ 200.00
<b>Total Property Expenses</b>	<b>\$27,319.45</b>	<b>\$60,514.23</b>	<b>\$ 60,300.00</b>
<b>Administration</b>			
Office Supplies	\$1,729.26	\$3,075.19	\$4,000.00
Telephone/Internet	\$1,806.40	\$2,061.67	\$3,000.00
Postage/Courier	\$321.91	\$0.00	\$1,000.00
Office Equip Lease	\$1,935.00	\$1,935.00	\$3,000.00
Office Equipment Mtce	\$59.77	\$0.00	
Office Equip Purchase	\$0.00	\$0.00	\$800.00
Regional Dues	\$7,940.00	\$9,413.00	\$10,500.00
CSRC Supervisor Fee	\$0.00	\$0.00	
<b>Total Administration Expenses</b>	<b>\$13,792.34</b>	<b>\$16,484.86</b>	<b>\$22,300.00</b>
<b>Worship</b>			
Pulpit Supply	\$1,568.00	\$2,088.00	\$4,000.00
Worship Supplies	\$88.60	\$212.41	\$500.00
<b>Total Worship Expenses</b>	<b>\$1,656.60</b>	<b>\$2,300.41</b>	<b>\$4,500.00</b>
<b>Christian Development</b>			
Church School Expenses	\$23.47		\$1,000.00
Nursery Care			
Church School Assistant			
Adult C.D. Expenses			
<b>Total Christian Dev. Expenses</b>	<b>\$23.47</b>	<b>\$0.00</b>	<b>\$1,000.00</b>
<b>Finance</b>			
Professional Fees (Audit)	\$0.00	\$0.00	
Bank Service Charges	\$762.64	\$899.20	\$1,100.00
Interest/ Finance Expense	\$186.90	\$56.83	
<b>Total Finance Expenses</b>	<b>\$949.54</b>	<b>\$956.03</b>	<b>\$1,100.00</b>
<b>Other General Fund</b>			
Outreach Comm. Exp.	\$0.00	\$0.00	\$100.00
Pastoral Care Exp.	\$36.53	\$0.00	\$200.00
Congregational Life Exp.	\$0.00	\$0.00	\$200.00
Inclusivity Comm Exp	\$100.00	\$102.00	\$600.00
Broadview	\$1,225.00	\$1,175.00	\$1,300.00
Allocation for Capital Exp.	\$2,700.00	\$2,700.00	\$3,600.00
Contingency Expenses	\$-3,367.72	\$167.61	\$500.00
Covid loan exp	\$0.00	\$0.00	\$20,000.00
<b>Total Other General Expenses</b>	<b>\$693.81</b>	<b>\$4,144.61</b>	<b>\$26,500.00</b>

<b>Planned Gift Fund Expenses</b>			
PGF Out-Wor-Educ Expense			
PGF Bldg-Capital Exp.			
<b>Total PGF Expense</b>			
<b>Misc. Expenses</b>			
Mission & Service Exp.	\$26,477.72	\$2,289.56	
Capital Fund Expenses	\$0.00	\$0.00	
Choir Fund Exp	\$0.00	\$0.00	
Building Restoration Expenses	\$1,922.89	\$0.00	
<b>Total Misc. Expenses</b>	\$28,400.61	\$2,289.56	
<b>TOTAL EXPENSE</b>	\$135,662.42	\$134,560.74	\$194,162.24
<b>NET INCOME</b>	<b>-\$12,087.59</b>	<b>-\$7,795.01</b>	<b>\$4,387.76</b>

**Appendix II**



**Loaves & Fishes Community Food Bank  
Report to Council October 18, 2023**

**September Statistics**

Volunteer Hours  
Food Bank — 276 hours  
Connections — 45

	<b># of guest</b>	<b>new guests</b>
Sept 7	37	10
Sept 14	62	4
Sept 21	73	14
Sept 28	68	21
	<b>240</b>	<b>49</b>

**Gift-in-Kind Total Donations – \$1,550**

Food Rescue \$800  
Donations \$750

**Overview of Activities**

- Wrestler Jimmy Garvin (WWE Hall of Fame) visited the food bank and signed autographs — covered by Cogeco and Nugget
- Four fundraising programs for this fall:
  1. Warm items such as hats, gloves and socks are hung in the Sanctuary
  2. Orchard's \$25 Gift Cards - \$5 for food bank (\$800 gift cards sold \$160 to the food bank)
  3. Gifts to feed Hungry People (\$150 so far)
  4. Canisters to collect change
- International Students continue to use the Food Bank — Thursday, October 12, we had 26 new students

Respectfully submitted by Lorie Fairburn, Food Bank Coordinator



**Appendix III**

October 18, 2023

**Report from the Ministry & Personnel Committee**

To

St. Andrew's Official Board

Committee: Donna Sinclair, Lu Masson, Dana Murphy & Donna Landry (chair)

- As per the Ontario standards, the new minimum wage increases has been put into effect as of October 1, 2023, all the hourly wage staff have been informed of their new pay rate.
- Amanda Lalonde, our new hire to the cleaning staff, has been given her 3 month review and Amanda is happy in the position and in her working environment and she is quite compatible with Kelly Jackson.
- A member of The M&P committee has met with Caitlin Smithers at the end of September, to see if she has any concerns or if there was anything the committee could do to help her adjust. The committee will continue this practice of monthly meetings with Caitlin. For information only, Caitlin was on study leave October 10 to October 17.
- Regional Council has a Zoom Gathering meeting scheduled for November 15, which someone from our committee will attend; these meetings are helpful in keeping our committee informed.

Donna Landry, Chair

## Appendix III

### Minister's Report October 2023

As I write this report it is the week of thanksgiving and I am reflecting on the sacred stories we will share this week together, before I take a week of study leave, returning shortly before this meeting will take place. The sacred stories we will share remind us of the practice of giving thanks — of maybe intentionally building in the practice of bringing joy and gratitude into our lives. A practice that can be quite challenging amongst all we encounter in our daily lives, a practice that may be hard at times, and will likely happen little by little, but could re-energize us, heal us, and build us back up as a community. Because this community has been through some hard times, and has some wounds that need a chance to heal, and this community also has resilience and strength that I am already seeing evidence of too.

Have any of you seen the number of people who showed up and stayed for food after church on Rally Back Sunday? Or noticed that every week this month in church there have been new people here checking us out, or coming back for the first time in a long time? Did you see how many people from this community showed up for the Pride March a couple weeks ago, or with orange shirts on the first Sunday of Oct.? Have any of you heard the new programs and connections being made through the foodbank, or the growing number of volunteers that continue to show up each week? If not, I recommend you go one Thursday and see these folks at work, hearing peoples' stories in our community, and addressing their concerns with real care and compassion.

I am grateful for the reasons to hope, to see God, to find joy, to feel a part of a community, that I feel already here at St. Andrew's. What about you? Where are you finding those things in this community, or where do you think we can put some energy to build on what we are growing together here?

My first month has already been a very full first month here, with some challenges and growing edges, as well as some joys, celebrations and achievements too. One of the challenges which I have already shared with M&P is addressed within the area of Pastoral care.

Pastoral Care - Approximate hours this month — 25 — Emergent needs, visits, phone calls, coffees, and presence within the wider community at events like the Pride flag raising, Truth and Reconciliation day activities, the Pride march, 2SLGBTQ+ gatherings at the Friendship Centre, and more.

Pastoral Care — Is such an important part of our faith community, because caring for one another is at the foundation of building, rebuilding, or building onto this community. It is an essential part of the reconnection and healing work referenced in the position summary shared with me when I started here, so you already know it is important, you were likely a part of putting it in there. I affirm its importance to this community and want to work with you to provide pastoral care — however I need your help, and hoping we can do this work together, because balancing all the pastoral care needs, in addition to other big tasks like worship planning each week is taking up a great deal of my time.

So, I would love to hear from you, tonight or maybe email or in a conversation another time - how can we take this on together as a community of faith — how can we care for each other, in a way I can guide and support, but where we do it together?

Worship - Approximate Hours this month — 70 — sermon writing — 24, worship planning — 36, worship services — 10. I recognize this is a lot, and I will work on the rhythm and efficiency of this over time, and this is part of why I am seeking out support from the congregation and have named it as a challenge to M&P to balance other needs with this taking up so much time.

Worship — I could share another speech about importance here, but I am aware this is already page 2, and in my experience often worship is already understood to be important, so I will assure you I agree it is too. And I am so grateful for the capable and passionate worship committee here at St. Andrew's! Ralph, Bethany, Kim, Liz, Kim, Pat, Derek, and now me! You all rock! The first Sunday I was here we met for hours talking about all the ideas, plans, and heart each person had for worship and I walked away filled with energy and deep, deep gratitude for how they have held this community together, along with so many, during this time. I am enjoying working with each part of that team, learning from and with them, and seeing the many gifts they each bring. Worship is something we do together as a community, where the more voices and people a part of the time we spend together on Sunday morning, the more meaningful the time can be for each of us. So, I am grateful for all who already contribute to the worship services here - and here I ask — What parts of worship are meaningful to you? Why? Is there an area you have been curious about? Or curious about trying once, maybe as a team with someone else? If not tonight, maybe you we can chat some time about your thoughts?

Foodbank - Approximate Hours this month — 6 hours this month. I went twice, and hope to continue to be a part of this ministry at least twice each month.

Foodbank — I will honestly say, one of the biggest reasons I came to this community and answered this call here was because of the work of the foodbank, of the work Lorie and so many are doing there. The connections they building, and the real care they offer each of their clients and each other. We could learn something about how to be a community from them, from Lorie. Lucky for us, she is a part of this church community too! So, I have been and plan to continue to be a part of the work of the foodbank as often as I can, and I look forward to more chances to collaborate with and learn from Lorie, because that has absolutely been one of my greatest joys since coming here.

Family Ministry or Sunday school — Many of you likely already know my history working with children and youth in family ministry, and how much I believe that caring for people of all ages and providing ministry and community for them is a crucial part of being a church community. That is why the way we do family ministry or Sunday school matters, the way we provide care through programs like duty to care matters, the number of volunteers we have who can help work together to offer quality care matters, and so much more. So, I have heard the folx who would like something for their kids and grandkids, and I have seen what is being done already, and I ask if this is something that is important to you — what can you do to support this part of our community? Financially? Voluntarily? Through taking training or funding training like Duty to care?

I am looking into ways we can work with other churches in our area to share the work of caring for this part of our community — through community events or shared resources, and more.

Engaging other churches - Approximate Hours this month — 8 hours this month meeting and building connections with colleagues and other communities of faith this month.

Engaging with other churches — worship is not the only area that we do together in community — there is so much more! I am working with the other church communities in our city to see how we can collaborate and share ministry together — stronger together!

Admin & comm. — Approx. hours — 27 — Emails, phone calls, meeting with staff, etc.

Administration and communication — I am so grateful to be a part of a team of staff here, with such capable colleagues who ensure this place runs so well on a daily basis. Every part of our staff is essential in building this community into the caring and affirming place we are working forwards it being, from the cleaners who care for the building, to the office administrator who provides a compassion, friendly, and capable presence here day in and day out. I recognize the importance of administration, teamwork and communication and am constantly learning and improving how I can help support this work in this community.

Committee & Community - Approximate hours this month — 24 — Inclusivity, M&P, Council, Pride Events, Reconciliation events, and more.

Committee and Community work — I spent time meeting people within this community through attending meetings and learning what is on the go, and what people are passionate about — and I met a lot of passionate, caring, and dedicated people!

In future reports I will share more specifics about each of these areas, and the others I identify, and the work I am doing within them in more detail but I do not want to give you anything more to read this time.

All my best, Caitlin Smithers

Minister at St. Andrew's United Church, North Bay, Ontario

An affirming ministry of the United Church of Canada