

**St. Andrew's Council Meeting**  
Lois E. Carey Parlour  
Wednesday July 17<sup>th</sup>, 2024 at 7:00 p.m.

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<b>Welcome and Opening (7:00 p.m.)</b>	Doug McCausland welcomed everyone to the meeting. Diane Matheson-Jimenez, CSRC Minister, Community of Support joined this meeting by <i>Zoom</i> .
<b>Attendance</b>	Elizabeth Brownlee, Kim Delarosbel, William Downey, Lorie Fairburn, Marg Fleming, Karen Gooch (Secretary), Bill Ingwersen, Doug McCausland (Chair), Ed Mounce, Stephen Park, Kathie Smith (Pastoral Charge Supervisor), Caitlin Smithers (Minister), Derek Stott (13)
<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 Council Touchstones aloud. Caitlin Smithers opened the meeting with a prayer.
<b>Corresponding Member</b>	<b>Motion 055/24</b> Elizabeth Brownlee/ Derek Stott moved that Diane Matheson-Jimenez be made a corresponding member for this meeting.
<b>Agenda</b>	<b>Motion 056/24</b> Bill Ingwersen/ Derek Stott moved that the agenda be accepted as presented. <b>Carried</b>
<b>Minutes of Previous Meeting</b>	<b>Motion 057/24</b> Karen Gooch/ Elizabeth Brownlee moved that the minutes from June 19 <sup>th</sup> , 2024 be accepted as circulated. <b>Carried</b>
<b>Conversation with Diane Matheson-Jimenez</b>	Diane Matheson-Jimenez apologized for not being able to be at this meeting in person. Diane is a CSRC Minister, Community of Support and part of her job is to support Communities of Faith through processes and conflict. <ul style="list-style-type: none"> <li>• Diane has been tasked with working with St. Andrew's Council following a challenging meeting June. There are some big issues we are dealing with and some left the meeting with hurt feelings.</li> <li>• Diane suggested that we plan some visioning time together in the fall at a neutral location. Council meetings may not provide the right environment to explore some of the issues we are dealing with. A time for some robust conversation would be advantageous. This will be a time to explore what God is calling us to be and to ensure that we are working towards a common vision with a foundation of trust. Perhaps we could meet for 5 to 6 hours and share lunch together. In order to find a suitable date Karen Gooch will send out a Doodle Poll to Council members.</li> <li>• We are living in challenging times and we are not the only Community of Faith facing difficult issues. Often there is a spectrum of feelings and opinions that get in the way of working together. The hope is that during this retreat time we can reflect on our Touchstones and think about the words we are using, as words said in the heat of the moment can be very damaging.</li> </ul>

- Doug McCausland requested a chance to speak to Council members about the June Council meeting. He stated that he supports the work of Loaves & Fishes and is not against the homeless people who may be lingering around our property. However, he does get phone calls from members of the congregation about this and he felt like he was expressing their concern and may have used the wrong words. He said he felt the intention of his words was not clear to some. There is a lot of concern about the security of our church.
- In response, people were reminded that it is important to keep healthy boundaries. We also need to resist the urge to judge others for their opinions. People may have different understandings of what our mission is but as Council members we should be setting a unified example for the whole congregation. We should also remember that the church community extends beyond our walls. The focus needs to be on what we can do to improve a difficult situation by looking at practical and spiritual solutions.
- Compassion and empathy are required with the goal of treating all with dignity. At the last meeting some felt a lack of respect at times. Someone shared a story about one of their relatives and pointed out that you cannot paint everyone with the same brush. The hope is that we can recognize God in everyone.
- Diane affirmed that we are doing some good work and she is looking forward to working with us to explore how we can be better. We should remember a variation of the golden rule where we work to establish relationships to help put ourselves in someone else's shoes.

### Correspondence

None

### Business Arising

- Walsh Bequest    The Property Committee has been tasked with determining how best to spend the \$15,000 bequest received from the Walsh family in the spring. The family's intent is that the money be spent on the building (not the belfry). There is a suggestion that the money be used to refurbish the chapel in order to make better use of the space. There is no formal plan yet. Jean Jameison and Kim Delarosbel have volunteered to be part of a sub-committee to work on this project, with the Property Committee having a consultative role. It was suggested that we consult with Brenda Walsh once we have a plan in place.
- Security Contact    A brief discussion was held about how to address concerns from the congregation regarding vulnerable people who may be lingering on church property. People should be encouraged to contact Janet Ross in the Office if they feel there is a security issue. This is something she would be comfortable with. Perhaps we should have a back-up plan for when the Office is closed. It should be noted that anyone can call the police if they feel there is imminent danger and people should not engage themselves in a dangerous situation.

### New Business

- Financial Report    **Appendix I**  
The following financial information was offered.

- Month-end Statement – A statement dated June 30<sup>th</sup>, 2024 (Appendix I) was presented by Finance Committee Chair, Lorie Fairburn showing total revenue of \$167,954 and expenses of \$145,826 for a surplus of \$22,128. Lorie stated that our finances are ok for now, but offerings have been down a bit in the past month. Support for M&S is good this year with about \$8,700 being donated so far towards our \$12,000 goal for 2024.
- Letter – A package will be sent out to the congregation with a personal statement of current donations and a letter from Caitlin Smithers reminding people of the need for their continued financial support over the summer months.

**Motion 058/24**

Lorie Fairburn/ Kim Delarosbel moved that the financial report be accepted as presented.

**Carried**

Liaisons **Appendix II, III, IV**

All written committee reports were emailed to Council members ahead of this meeting for review.

Administration –Derek Stott offered the following.

- Jan Ross will make arrangements with a shredding service during August. Anyone who has old church related documents in their possession should contact Jan about dropping them off at the church.
- The Office will be closed the 3<sup>rd</sup> week of August when Jan is on holidays.

Facility – Bill Ingwersen offered the following in addition to the written report found in Appendix II.

- A form has been prepared for maintenance requests which anybody can use if they spot an issue that needs attention. The Committee will consider a suggestion that the form be made into a fillable computer file. There was a question about how any requests will be followed up. This is still under consideration. There are also plans to post a contact list of who to call if a problem arises that needs more immediate attention.
- There was a question about our fire plan. Derek Stott prepared a fire plan and information about this is provided to those who rent our space. It may be time to hold a fire drill for the congregation following an upcoming Sunday worship service as this is something that we have not done in a while.
- An electrician has been contracted to fix the emergency lighting.
- It was suggested that the Office should be contacted when scheduling outside contractors who are coming to do work so that conflicts with church events can be minimized, recognizing that this may not always be possible.

Spiritual Life – Elizabeth Brownlee provided a written report (Appendix III) with information from the Worship Team, Congregational Life/Fundraising and the Pastoral Care Team. Thanks was offered to Liz for keeping us informed of upcoming events.

Living Our Mission – Derek Stott highlighted the following.

- Communications – The last newsletter of the summer will be released on July 26<sup>th</sup>.
- Inclusivity Committee – The Committee will meet in August to firm up plans to coincide with North Bay's September pride celebrations September 11-15.
- Loaves & Fishes - Lorie Fairburn provided a written Loaves & Fishes report for May (Appendix IV). This is the last week for our summer student, Robert Turk

who stated that he learned a lot from the experience. MP Anthony Rota visited Loaves & Fishes due to the fact that we received money from the Canada Summer Jobs program to pay Robert's salary.

M&P Committee Bill Ingwersen provided a written report from the M&P Committee (Appendix II). The M&P Committee needs a few new members in order to ensure that they are able to meet regularly with all the staff members. Bill asked Council members to pass on the names of anyone who may be interested.

Minister's Report **Appendix V**  
Caitlin Smithers provided a written report outlining her activities for June and July 2024 (Appendix V) for members to review.

**Motion 059/24**

Lorie Fairburn/ Kim Delarosbel moved that all Committee Reports and the Minister's Report be accepted as presented. **Carried**

**Other Business**

Loaves & Fishes Committee There have been logistical problems in getting the Loaves & Fishes Committee set up. Lorie Fairburn has names of people who are willing to sit on the Committee, but no one has stepped up to take on the Chair position. Lorie is not able to do this since she the paid manager of the food bank. Council needs to be open to all possibilities including finding a Chair from outside the St. Andrew's community or appointing a temporary Chair to get the Committee up and running while continuing the search.

Nursery Care Kathie Johnson provided nursery care during Sunday worship during the month of July to complement the church school activities provided by Trinity volunteers. Kim Delarosbel requested on behalf of the Worship and Christian Development Team, that Kathie should be paid \$20 per Sunday and the following motion was introduced:

**Motion 060/24**

Kim Delarosbel/ Lorie Fairburn moved that Council approve paying Katie Johnson \$20 per Sunday (\$80 in total) for providing nursery care during worship for the month of July. **Carried**

**Round Table**

Members of Council were invited to speak about anything they would like. There was excitement expressed about the opportunity to do some visioning work. Thanks was offered for the chance to meet in person and the chance to spend some time with Diane. Someone offered that they had learned stuff from the Committee reports. It was generally felt that the meeting went well and offered a glimpse about how we can live out our Touchstones.

**Adjournment**

Kathie Smith offered a closing prayer before the meeting adjourned at 8:55 p.m.

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Chairperson, Doug McCausland

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Secretary, Karen Gooch

Appendix I

**St. Andrew's United Church**  
**Financial Comparative Statement January - June 2024**

	Actual 2023/01/01 to 2023/06/31	Actual 2024/01/01 to 2024/06/31	Budget 2024	Notes
<b>REVENUE</b>				
<b>General Fund Revenue</b>				
Offerings - General Fund	\$64,899.78	\$96,148.23	\$185,366.00	\$15,000 Bequest & \$9,300 tax rebate
Offerings - Envelopes	\$80.00	\$59.05	\$0.00	
Offerings - Broadview	\$270.00	\$375.00	\$0.00	
Offerings - Church School	\$180.00	\$200.00	\$0.00	
Offerings - Renovations	\$1,730.00	\$815.00	\$0.00	
Fund Raising Comm Revenue	\$0.00	\$235.00	\$0.00	
Rent for Use of Church	\$22,204.00	\$8,901.00	\$0.00	
Congregational Life Income	\$200.00	\$750.00	\$0.00	
Can. Helps-Gen Fund	\$1.50	\$0.00	\$0.00	
Other Revenue	\$0.00	\$247.00	\$56,300.00	\$247.00 Worship Revenue
<b>Total General Fund Revenue</b>	<b>\$89,565.28</b>	<b>\$107,730.28</b>	<b>\$241,666.00</b>	
Total M & S Fund Revenue	\$8,827.56	\$8,764.96	\$0.00	
Total L & F Fund Revenue	\$4,951.38	\$26,557.00	\$0.00	\$20,000 from L&F for cheques written from General Account
Misc. Other Revenue	\$0.00	\$24,261.61	\$0.00	Refund of overpayment of property Insurance (\$3,675) & HST Rebate
Total Memorial Comm Revenue	\$310.00	\$30.00	\$0.00	
Total Inclusivity	\$0.00	\$610.00	\$0.00	
<b>Total Other Revenue</b>	<b>\$14,088.94</b>	<b>\$60,223.57</b>	<b>\$0.00</b>	
<b>Total Revenue</b>	<b>\$103,654.22</b>	<b>\$167,953.85</b>	<b>\$241,666.00</b>	
<b>EXPENSES</b>				
<b>PERSONNEL</b>				
Salaries	\$19,284.43	\$52,586.83	\$117,355.00	
Vehicle Allowance	\$903.40	\$1,200.00	\$3,600.00	For Ralph and Caitlin
Telephone Allowance	\$0.00	\$450.00	\$900.00	
Book/Educ Allowance	\$0.00	\$1,271.52	\$0.00	
Employers EI Exp	\$553.89	\$1,283.24	\$0.00	
Employers CPP Exp	\$587.66	\$2,355.82	\$0.00	
WSIB Expense	\$0.00	\$237.41	\$0.00	
Honoraria Expense	\$0.00	\$275.00	\$0.00	
Pension - United Church	\$0.00	\$2,481.00	\$0.00	
Benefits - United Church	\$0.00	\$2,749.56	\$6,351.00	
Other Personnel Expenses	\$0.00	-\$2,826.73	\$2,500.00	Caitlin's moving expense
<b>Total Personnel Expenses</b>	<b>\$21,329.38</b>	<b>\$62,063.65</b>	<b>\$130,706.00</b>	

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	Actual 2023/01/01 to 2023/06/31	Actual 2024/01/01 to 2024/06/31	Budget 2024	Notes
<b>PROPERTY</b>				
Heating Fuel	\$19,444.45	\$13,616.83	\$22,000.00	
Utilities	\$3,979.89	\$4,185.21	\$6,500.00	Hydro rebates (\$568.47)
Mtce Contracts	\$1,695.04	\$1,012.92	\$0.00	
Security Contract	\$234.04	\$1,538.03	\$0.00	
Repairs & Mtce	\$3,096.49	\$5,966.35	\$13,500.00	
IT Support	\$0.00	\$72.76		
Property Supplies	\$382.00	\$1,264.52	\$3,000.00	
Insurance	\$18,188.43	\$8,775.36	\$19,000.00	Refund from overpayment (\$3,674.96)
Special property purchases	\$7,647.07	\$613.25	\$4,500.00	
Union Cemetery	-\$200.00	\$0.00	\$0.00	
<b>Total Property Expenses</b>	<b>\$54,467.41</b>	<b>\$37,045.23</b>	<b>\$68,500.00</b>	
<b>ADMINISTRATION</b>				
Office Supplies	\$1,792.17	\$2,973.08	\$4,000.00	
Telephone/Internet	\$1,366.28	\$1,484.18	\$3,000.00	
Postage/Courier	\$0.00	\$483.28	\$1,900.00	
Office Equip Lease	\$1,290.00	\$1,290.00	\$3,000.00	
Office Equipment Mtce	\$0.00	\$0.00	\$1,400.00	
Office Equip Purchase	\$0.00	\$0.00	\$1,600.00	
Regional Dues	\$9,413.00	\$6,773.00	\$10,000.00	
CSRC Supervisor Fee	\$0.00	\$360.00	\$360.00	
<b>Total Administration Expenses</b>	<b>\$13,861.45</b>	<b>\$13,363.54</b>	<b>\$25,260.00</b>	
<b>WORSHIP</b>				
Pulpit Supply	\$1,392.00	\$741.00	\$1,000.00	
Worship Supplies	\$166.93	\$0.00	\$1,500.00	
Other Worship Expenses	\$0.00	\$0.00	\$0.00	
<b>Total Worship Expenses</b>	<b>\$1,558.93</b>	<b>\$741.00</b>	<b>\$2,500.00</b>	
<b>CHRISTIAN DEVELOPMENT</b>				
Church School Expenses	\$0.00	\$0.00	\$3,000.00	
Nursery Care	\$0.00	\$0.00	\$0.00	
Church School Assistant	\$0.00	\$0.00	\$0.00	
Adult C.D. Expenses	\$0.00	\$0.00	\$0.00	
<b>Total Christian Dev. Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	

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	Actual 2023/01/01 to 2023/06/31	Actual 2024/01/01 to 2024/06/31	Budget 2024	Notes
<b>FINANCE</b>				
Professional Fees (Audit)	\$0.00	\$0.00	\$700.00	
Bank Service Charges	\$594.49	\$733.56	\$1,100.00	
Interest/ Finance Expense	\$56.83	\$0.00	\$0.00	
<b>Total Finance Expenses</b>	<b>\$651.32</b>	<b>\$733.56</b>	<b>\$1,800.00</b>	
<b>OTHER GENERAL FUND</b>				
Outreach Comm. Exp.	\$0.00	\$67.17	\$400.00	
Pastoral Care Exp.	\$0.00	\$228.67	\$1,000.00	
Congregational Life Exp.	\$0.00	\$0.00	\$0.00	
Inclusivity Comm Exp	\$102.00	\$100.00	\$600.00	
Broadview	\$1,175.00	\$1,410.00	\$1,300.00	
Allocation for Capital Exp.	\$1,800.00	\$1,800.00	\$3,600.00	
Contingency Expenses	\$0.00	\$0.00	\$3,000.00	
Covid loan exp	\$167.61	\$0.00	\$0.00	
<b>Total Other General Expenses</b>	<b>\$3,244.61</b>	<b>\$3,605.84</b>	<b>\$9,900.00</b>	
<b>MISC</b>				
Mission & Service Exp.	\$0.00	\$0.00	\$0.00	
Loaves & Fishes Expense	\$22,014.39	\$24,607.28	\$0.00	
Capital Fund Expenses	\$0.00	\$0.00	\$0.00	
Choir Fund Exp	\$0.00	\$0.00	\$0.00	
Building Restoration Expenses	\$0.00	\$0.00	\$0.00	
CRA	\$0.00	\$3,665.70	\$0.00	Overpayment paid back
<b>Total Misc. Expenses</b>	<b>\$22,014.39</b>	<b>\$28,272.98</b>	<b>\$0.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$117,127.49</b>	<b>\$145,825.80</b>	<b>\$241,666.00</b>	
<b>NET INCOME</b>	<b>-\$13,473.27</b>	<b>\$22,128.05</b>	<b>\$0.00</b>	
<b>Bank Account Balances</b>				
General	\$46,186.34			
Building Fund	\$1,905.90			
Loaves & Fishes	\$55,481.21			
Memorial Savings	\$22,698.00			
RBC GIC	\$128,970.25			
Assante Investments	\$95,116.84			
<b>Total</b>	<b>\$350,358.54</b>			



## **Appendix II**

### **Property Committee Report**

Property has reviewed the most recent Engineer's report and the list of proposed projects in order to prepare the motion relating to the allocation of the funds donated recently. We will present the motion at the next council meeting.

We discussed some incidents of cross-communication and are evolving a workable system to communicate that will reduce friction due, in part, to confused areas of responsibility.

Joan Wurster is working with a stain glass person to move forward with the window replacement. Lu Masson is the Property committee contact person for this project.

We are looking at the provision of floor mats as we look at a new contract. We are considering companies and current need.

Submitted by Bill Ingwersen

### **M&P Committee Report**

M&P has met with Caitlin and Lorie and had conversation with the custodial and office staff. We will meet with each employee regularly in order to listen and provide support and advice.

Submitted by Bill Ingwersen

**Appendix III**

**Spiritual Life Liaison Report – July 17, 2024**

Worship & Christian Education: Ralph Johnston/Kim Delarosbel (co-chairs)

June 30 - 5th Sunday at Emmanuel at 11:00 a.m. Wonderful service with Melody Duncanson-Hales preaching on Stewardship.

St. Andrew's open in July for four Sundays. Summer theme for worship and Church School is The Beatitudes.

Church School has run for two Sundays: 5 children the first Sunday, 1 the second.

Trinity is open in August and for Labour Day weekend. We are back on September 8 (season of Creation). Rally Back Sunday with Linger Lunch on September 15.

Congregational Life/Fundraising: LizB/LizW (co-chairs)

Sunday refreshments in the chapel continue.

Sat., June 29 – Strawberry Social Fundraiser 11:00 a.m. to 1:00 p.m. \$8/person for strawberry shortcake and a cold drink. Wonderful event attended by 46 ½ people! Well-named as folks stayed around and socialized. \$375 at the door plus \$105 from LizB's table, so almost \$500 on the day. Thanks to Howard and Joan Wurster for donating the strawberries!

Friday, July 12 – Fleming Funeral reception.

Sat., July 20 – Takeout Ham and Salads Picnic Meal – Meals will be assembled Saturday afternoon for pick up between 4:00 and 5:30.

Sat., July 27 - brown bag lunches (60) for a Special Olympics baseball tournament.

Sun., July 28 – Linger Lunch

Looking forward:

Sunday, September 15 – Rally Back Sunday – Linger Lunch – Congregational Life

Pastoral Care: Donna Landry (chair)

Summer cards went out the last week of June.

Summer Connections program is underway with 9 pairs of summer buddies.

Each member of the Pastoral Care team also has a short list of folks with whom they will stay in touch.

Short worship service was planned for Cassellholme for July 12, but was postponed because of the Fleming funeral. Plan to hold fall worship at Cassellholme, Marina Point and the Empire.

Submitted by Liz Brownlee

**Appendix IV**



## **Loaves & Fishes Community Food Bank Report to Council July 17, 2024 Meeting**

### **June Statistics**

Volunteer Hours – 233

Food Bank Total Number of Clients – **375** (June (5 weeks) served 356 clients)

New Clients – 14, New Students - 5

<b><u>Total</u></b>	<b><u># of guest</u></b>	<b><u>#of Students</u></b>
June 6	92	31
June 13	100	6
June 20	100	13
June 27	83	8
	<b>375</b>	<b>61</b>

<b>In-Kind Donations</b>	<b>\$1,281</b>
Food Rescue	\$1,100
Donations	\$181

### **Overview of Activities**

- Worship service on Thursday, mornings at 9:15 a.m. and 11:15 a.m. continue and we are receiving feedback from clients and volunteers who appreciate the worship service.
- Caitlin Smithers, Willa Gallant, and Robert Turk attended an Anti-racism workshop offered by the Health Unit.
- July 11, 2024, we expect a visit from the Honourable Anthony Rota to review the Summer Student position meet Robert Turk, and see Loaves & Fishes first-hand.
- The second Lunch & Learn program with guest speaker Mary Laronde is on July 11, 2024. Mary will share with us the Seven Grandfather Teachings.
- East Ferris Legion Branch 599 has a \$500 donation for Food Bank.
- Travel coffee mugs ordered to show appreciation to the Food Bank Volunteers.

Respectfully submitted by Lorie Fairburn,  
Loaves & Fishes Community Food Bank Manager

## Appendix VI

### Minister's report June & July 2024

It is hard to believe it is already July, and the summer is well underway. This time last year I was planning my first trip to North Bay, which turned out to be the beginning of one of the best adventures of my life! I have learned so much in such a short time, about myself, what it means to be a minister, a leader, and about this community, and what it means to listen and care about each and every one of you, deeply. I know that this year hasn't always been easy, and I hope we can continue to build strong foundations in one another and in God, that carry us through and embrace us through it all, as we work to love one another, and our neighbours, and live God's love out loud!

I am excited to see what this summer will continue to bring, as it has already brought the beginning of a new summer series on the beatitudes, where Trinity is joining us for worship, and it has brought us summer students and church school too! Last week we had almost half a dozen kids filling our space with laughter, fun, and curiosity!

This summer has also brought grief for many, as we gathered as a community last week to remember Bruce Fleming on July 12<sup>th</sup>, and have surrounded Marg and their family with our love and care. Marg and Bruce have been long time members of this community, of the choir, and have been deeply involved within St. Andrew's and the city of North Bay for years. Bruce's smile and gentle spirit will be deeply missed by many.

Pastoral Care - Approximate hours this month – 35 – Emergent needs, home and hospital visits, phone calls, coffees, and presence within the wider community, etc.

Worship - Approximate Hours this month – 50 – Sermon writing – 15, Worship planning – 20, Worship services – 15.

Foodbank - Approximate Hours this month – 12 hours this month.

Family Ministry or Sunday school – Approximate Hours this - 10 - We have begun Church school for July, and we are also providing nursery care as needed!

Engaging other churches - Approximate Hours this month – 6 hours this month meeting and building connections with colleagues, communities of faith, and the region.

Admin & comm. – Approx. Hrs – 30 – Emails, phone calls, meeting with staff, etc.

Committee & Community - Approximate hours this month – 15 – Inclusivity, M&P, Council, Affirming Events, Reconciliation events, and more.

July we will worship at St. Andrew's with Church school, nursery, and for any pastoral care concerns please feel free to reach out to myself or the pastoral care team!

August we're worshipping at Trinity, and for any pastoral care emergencies, please reach out to Rev. Ted through the office at St. Andrew's 705-472-7680 or Trinity 705-474-3310, or by email at: [tedharrison@hotmail.com](mailto:tedharrison@hotmail.com).

All my best, Caitlin Smithers