

St. Andrew's Council Meeting
Meeting was held in the chapel
Wednesday April 16th, 2025 at 6:45 p.m.

| | |
|--|---|
| Welcome and Opening (6:45 p.m.) | Bill Ingwersen welcomed everyone to the meeting. Bill was the Chair for this meeting as Doug McCausland sent regrets. |
| Attendance | Elizabeth Brownlee, William Downey, Lorie Fairburn, Marg Fleming, Karen Gooch (Secretary), Bill Holmes, Bill Ingwersen (Chair), Ed Mounce, Stephen Park, Kathie Smith (Pastoral Charge Supervisor), Caitlin Smithers (Minister), Derek Stott (12) |
| Regrets | Doug McCausland |
| Land Acknowledgement | Bill Ingwersen acknowledged that we meet on Indigenous land and offered thanks for the gifts of the people from the Nipissing First Nation as we work together towards reconciliation. |
| Touchstones/ Opening | Bill Ingwersen read our Council Touchstones aloud and Bill Holmes offered a prayer to open the meeting. |
| Agenda | <p>Motion 038/25 William Downey/Elizabeth Brownlee moved that the agenda be accepted as presented.</p> <p style="text-align: right;">Carried</p> |
| Minutes of Previous Meetings | <p>Motion 039/25 Karen Gooch/ William Downey moved that the minutes from March 19th, 2025 be accepted as circulated.</p> <p style="text-align: right;">Carried</p> |
| Correspondence | An email dated April 16 th was received from Karrie Emms, the Executive Director of Gateway & Nick's Place requesting that St. Andrew's consider a partnership in order to help the organization obtain charitable donations. Lorie Fairburn responded that unfortunately, St. Andrew's is not in a position to help at this time and wished the organization success with their endeavour as they work to help local youth. |
| Business Arising | |
| Treasurer | There was a question about the search for a new Treasurer. There was no update about this. Kathie Smith confirmed that the Treasurer must be a member of the Community of Faith and that this cannot be a paid position according to the UC Financial Handbook. |
| New Business | |
| Financial Report | <p>Appendices I, II, III, IV The following financial information was offered.</p> <ul style="list-style-type: none"> • <u>Month-end Statement</u> – The month-end statement for March 31st, 2025 (Appendix I) was presented showing general fund revenue of \$38,708 with expenses of \$72,566 for a deficit of \$33,858. The deficit at the end of March 2024 was \$4,379. March offerings for 2025 were about \$12,830 less than last year. A \$10,000 deposit was made this week which includes a single \$5,000 Easter donation. |

Motion 040/25

Bill Holmes/ William Downey moved that St. Andrew's Council approve the March 31st, 2025 financial statement as presented. **Carried**

- CRA – We were recently notified of an outstanding debt of \$2,900 to the CRA related to a 2021 payroll issue. This has now been paid. The HST rebate situation related to the 2023 flooding has been completely resolved since the CRA confirmed that full payment has been made.
- Credit Card Policy – A Credit Card Policy (Appendix III) was developed by the Finance Team and it was circulated to Council members by email for review ahead of this meeting.
 - After Lorie Fairburn and Karen Gooch attended a meeting with our RBC representative, the Finance Team decided to explore the use of a credit card at St. Andrew's. After an initial discussion, a policy was developed and reviewed at a subsequent Finance Team meeting. The policy outlines the rationale for using a credit card and provides guidelines for use of the card.
 - There will be 4 cards given to the Minister, the Office Administrator, The Loaves & Fishes Manager and the Property Committee Chair. Each user has a limit they can spend without approval and a larger limit that they can use with the approval of one of the signing officers for our RBC business account.
 - Council members discussed the policy and there were a few questions for clarification. It was pointed out that we do not necessarily need Trustee approval since this is not an investment where the Trustees would have oversight.

Motion 041/25

Lorie Fairburn/ William Downey moved that St. Andrew's Council approve the Credit Card Policy as presented in Appendix III. **Deferred**

- There was further discussion, when concern expressed about the possibility the cards may be misused. The point was made that credit cards are a financial management tool and that as with any such tool there is always a small risk of misuse which can be mitigated but not eliminated entirely by having oversight and consequences. The Finance Team feels both are part of the draft policy that was presented. In order to give members more time to review the policy, a motion was presented to defer the vote on the approval of the Credit Card Policy until the May Council meeting.

Motion 042/25

Lorie Fairburn/ William Downey moved that St. Andrew's Council defer the vote on the approval of the Credit Card Policy until the May Council meeting. **Carried**

- Benevolent Fund Policy – A Benevolent Fund Policy (Appendix IV) was developed by the Finance Team and it was circulated to Council members by email for review ahead of this meeting. The policy allots \$150 each quarter to be used our minister to provide small gifts of support anonymously to people who request help from St. Andrew's. The support could include gift cards, bus fare, or small amounts of cash. As laid out in the policy, the minister will report details of how the money is spent as part of her regular report to Council.

Motion 043/25

Lorie Fairburn/ William Downey moved that St. Andrew's Council approve the Benevolent Fund Policy as presented in Appendix IV. **Carried**

- Assante Signing Officers – With a change of Council members and Trustees at the recent AGM, signing officers for our investment accounts at Assante Wealth Management need to be updated. It was agreed the signing officers will be the Chair of Council, the Treasurer, the Finance Team Chair and two Trustees where one Trustee and one of the other signing officers are required to sign.

Motion 044/25

William Downey/ Elizabeth Brownlee moved that St. Andrew's Council approve that the signing officers for St. Andrew's investments at Assante Wealth Management will be the Chair of Council, the Treasurer, the Finance Team Chair and two Trustees where one Trustee and one of the other signing officers are required to sign.

Carried

Liaisons **Appendices V, VI**

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

Administration – There was no Administration report.

Facility – The following facility related items were discussed.

- The Property Committee will determine a date to hold a spring clean-up day in the coming weeks.
- The renovations of the chapel have been completed and work on the Lois E. Carey Parlour continues. Jean Jaimeson is overseeing the project and she has received some criticism and pushback from members of the congregation. Since Jean was put in charge of the project by Council, we need to offer her our support and we need to set an example for others in the congregation. Jean will be encouraged to put an update in the newssheet soon to keep people informed.

Spiritual Life – Elizabeth Brownlee provided a written report (Appendix V) with details about the activities of the Worship, Congregational Life/Fundraising and Pastoral Care Teams.

Living Our Mission – The following was offered:

- Loaves & Fishes - Lorie Fairburn provided a written Loaves & Fishes report for March 2025 (Appendix VI) for Council members to review. She highlighted the following:
 - donations collected by Guy's Tires are up from last year.
- Outreach – The following was reported on behalf of the Outreach Committee.
 - There was a misunderstanding when the Transition Town group met recently at the church. Lucy Emmott paid for rental space, when in fact the Council had previously umbrellaed the group as work of the Outreach Committee. It was agreed that Lucy should be refunded her money.

Motion 045/25

Derek Stott/ Bill Holmes moved that St. Andrew's Council affirm that the Transition Town group is umbrellaed under the terms of our Building Use Policy as part of the work of the Outreach Committee and that Lucy Emmott should be refunded the rental fee that she paid for their recent meeting.

Carried

- Inclusivity – No report.

M&P Committee Bill Holmes offered the following from the M&P Committee.

- The Committee is continuing its work on updating staff job descriptions and reviewing salary differences between staff members as requested at the recent AGM.
- The Committee is also looking at how best to meet our janitorial needs before we consider filling the open cleaner position. Bill and Doug McCausland are meeting with our remaining cleaner, Amanda Lalonde to review her job description as well as the terms of her contract to ensure that we are only paying for required payroll costs.

Minister's Report **Appendix VII**

Caitlin Smithers provided a written report outlining her activities for March 2025 (Appendix VII) for members to review. Caitlin Has been busy preparing for her ordination and has met with the Candidacy Board for her interview. She also took some study leave in the past month. Council members offered their thanks for her work with us.

Search Committee **Appendix VIII**

Caitlin Smithers left the meeting while Council discussed recommendations from the Search Committee regarding a provisional call to St. Andrew's upon Caitlin's ordination.

- On behalf of the Search Committee, Karen Gooch circulated an updated Ministry Personnel Job Description. The Council discussed the job description and recommended a couple of changes in the wording to better reflect the nature of the leadership work that is expected. The changes in wording are highlighted in Appendix VIII.

Motion 046/25

William Downey/ Stephen Park moved that St. Andrew's Council approve the Ministry Personnel Job Description as revised in Appendix VIII. **Carried**

- The Council was presented a motion with a recommendation regarding remuneration for a provisional call to be presented to Caitlin.
- The salary and benefits are based on the minimum pay requirements for United Church Ministry Personnel considering length of service and cost of living.
- Members of Council felt that the amount of lieu time offered in the past was very generous and that it should be reduced, but that amount may be open to negotiation. Having Caitlin away (particularly on a Sunday) puts an extra burden on the members of our hard working Worship Team.
- The Search Committee is recommending the minimum continuing education amount of \$1,689.00. In the past Caitlin received \$2,500.00 annually and paid monthly. This is considered taxable income. Caitlin has spoken with the M&P Committee and she will now be reimbursed for education expenses upon providing receipts and it will not longer be taxable. The Council is willing to consider paying up to \$2,000.00.
- The Search Committee is recommending that we continue to compensate Caitlin for work related travel expenses to be used for taxi or bus fare at \$100 per month.

Motion 047/25

William Downey/ Derek Stott moved that the Congregation of St. Andrew's United Church approve the recommendation of the Search Committee that Caitlin Smithers be provisionally called to St. Andrew's United, North Bay ON effective July 1st, 2025 with the following terms:

| | |
|---------------------------------|--------------------|
| Full-time (40 hours) | |
| Step/increment category | A |
| Cost of Living Category | 2 |
| Is manse included | No |
| Minimum Full-Time Salary | \$59,139.00 |
| Additional Salary (in \$) | \$0.00 |
| Total Salary | \$59,139.00 |
| Phone/Communications (annually) | \$900.00 |
| Continuing Education (annually) | \$1,689.00 |
| Other (monthly) | \$100.00 |

Other Details

Travel expense reimbursement as logged based on minimum General Council rate. In lieu of reimbursement for a personal vehicle a transportation fund of \$100 per month will be paid.

Total Remuneration **\$61,828.00**

Other Terms

- Vacation – one month (including 5 Sundays) to be taken in the summer
- Administrative Assistance – defined as Office Administrator in the office 15 hours per week.

The Council will consider a counteroffer from Caitlin of up to \$2,000.00 for continuing education. **Carried**

- The Search Committee will be meeting with Caitlin the day after this meeting to present her with the approved job description and remuneration offer. Karen Gooch will reach out to Council members following this meeting to inform them of Caitlin's response and let them know if any further action is required by the Council. Once Caitlin and the Council have reached an agreement, this offer will be presented to the congregation for consideration.

May Congregational Meeting A Congregational meeting to present the Search Committee's recommendations was set at the January 15th Council meeting for after worship on Sunday May 4th, 2025. Our CSRC Liaison must be present at the meeting and she is not available at that time but suggested that we hold the meeting before worship on that Sunday.

Motion 048/25

Elizabeth Brownlee/ Lorie Fairburn moved that St. Andrew's Council approve that the May 4th Congregation meeting be held at 10:00 a.m. on that day. **Carried**

Other Business

Next Meeting The next Council meeting will be held at 6:45 p.m. on Wednesday May 21st. Two suggested agenda items were: the UC 100th Anniversary weekend plans and the plans for Catlin's ordination on June 15th.

- Round Table
- Members of Council were invited to speak about anything they would like.
 - The Council met in the refurbished chapel and Ed Mounce remarked that he could hear much better than in the parlour. This is possibly due to replacing the carpet with vinyl flooring which changes the acoustics in the room. Vinyl flooring is also being installed in the parlour.
 - Caitlin Smithers offered her thanks for the support she has received from Council members as she goes through the ordination process.
 - We were reminded of the power of prayer as the wife of one of our members has been declared cancer-free.
 - Bill Downey issued an apology for his part in the heated discussion that took place during the meeting.

Adjournment

Caitlin Smithers offered a closing prayer before the meeting adjourned at 8:55 p.m.

Next Council Meeting

Wednesday May 21st, 2025 at 6:45 p.m.

Lois E. Carey Parlour

Chairperson, Bill Ingwersen

Secretary, Karen Gooch

Appendix I

**St. Andrew's United Church
Financial Comparative Statement March 2025**

| | Actual 2024/01/01 to 2024/03/31 | Actual 2025/01/01 to 2025/03/31 | Budget 2025 to date | % of Budget |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------|--------------|
| REVENUE | | | | |
| General Fund Revenue | | | | |
| Offerings - General Fund | \$44,231.61 | \$32,118.70 | | |
| Offerings - Envelopes | \$51.05 | \$34.00 | | |
| Offerings - Broadview | \$255.00 | \$240.00 | | |
| Offerings - Church School | \$130.00 | \$110.00 | | |
| Offerings - Renovations | \$665.00 | \$0.00 | | |
| Other Revenue | \$0.00 | \$0.00 | | |
| Total Offerings | \$45,332.66 | \$32,502.70 | \$44,473.25 | 13.2% |
| Manse Interest | \$0.00 | \$0.00 | | |
| Fund Raising Committee | \$0.00 | \$0.00 | | |
| Rent for Use of Church | \$6,470.00 | \$6,025.00 | | |
| Christian Dev. Income | \$0.00 | \$0.00 | | |
| Congregational Life Income | \$0.00 | \$0.00 | | |
| Inclusivity Committee | \$0.00 | \$30.00 | | |
| Worship Income | \$0.00 | \$150.00 | | |
| Misc. Income | \$3,674.96 | \$0.00 | | |
| Can. Helps-Gen Fund | \$0.00 | \$0.00 | | |
| Other Revenue | \$0.00 | \$0.00 | | |
| Total Other Revenue | \$10,144.96 | \$6,205.00 | \$17,650.00 | 8.8% |
| Total General Fund Revenue | \$55,477.62 | \$38,707.70 | \$62,123.25 | 15.6% |
| EXPENSES | | | | |
| PERSONNEL | | | | |
| Salaries | \$24,435.20 | \$27,848.71 | \$30,324.50 | 23.0% |
| Vehicle Allowance | \$600.00 | \$600.00 | \$900.00 | 16.7% |
| Telephone Allowance | \$225.00 | \$225.00 | \$225.00 | 25.0% |
| Book/Educ Allowance | \$635.76 | \$635.76 | \$625.00 | 25.4% |
| Benefits/Pensions | \$4,416.65 | \$5,170.10 | \$1,901.44 | 68.0% |
| Other Personnel Expenses | -\$2,826.73 | \$0.00 | \$2,319.75 | 0.0% |
| Total Personnel Expenses | \$27,485.88 | \$34,479.57 | \$36,295.69 | 23.7% |
| PROPERTY | | | | |
| Heating Fuel | \$8,080.16 | \$3,391.89 | \$5,500.00 | 15.4% |
| Utilities | \$2,097.41 | \$2,294.40 | \$1,625.00 | 35.3% |
| Maintenance/ Security Contracts | \$1,869.52 | \$628.56 | \$1,125.00 | 14.0% |
| Repairs/ Maintenance | \$1,195.24 | \$1,956.96 | \$3,000.00 | 16.3% |
| Property Supplies | \$1,010.87 | \$556.35 | \$750.00 | 18.5% |
| Insurance | \$4,387.68 | \$4,775.94 | \$4,750.00 | 25.1% |
| Special property purchases | \$613.25 | \$10,949.71 | \$0.00 | 0.0% |
| Total Property Expenses | \$19,254.13 | \$24,553.81 | \$16,750.00 | 36.6% |

ADMINISTRATION

| | | | | |
|--------------------------------------|-------------------|--------------------|-------------------|--------------|
| Office Supplies/ Postage | \$1,377.13 | \$1,423.53 | \$1,550.00 | 23.0% |
| Telephone/Internet | \$698.59 | \$874.44 | \$750.00 | 29.1% |
| Office Equipment | \$645.00 | \$645.00 | \$750.00 | 21.5% |
| Computer Upgrades | \$0.00 | \$0.00 | \$125.00 | 0.0% |
| Regional Dues | \$0.00 | \$8,749.00 | \$2,187.50 | 100.0% |
| CSRC Supervisor Fee | \$0.00 | \$0.00 | \$90.00 | 0.0% |
| Total Administration Expenses | \$2,720.72 | \$11,691.97 | \$5,452.50 | 53.6% |

WORSHIP

| | | | | |
|-------------------------------|---------------|-----------------|-----------------|--------------|
| Pulpit Supply | \$0.00 | \$0.00 | \$300.00 | 0.0% |
| Worship Supplies | \$0.00 | \$0.00 | \$375.00 | 0.0% |
| Other Worship Expenses | \$0.00 | \$285.42 | \$0.00 | 0.0% |
| Total Worship Expenses | \$0.00 | \$285.42 | \$675.00 | 10.6% |

CHRISTIAN DEVELOPMENT

| | | | | |
|--------------------------------------|---------------|---------------|-----------------|-------------|
| Church School Expenses | \$0.00 | \$0.00 | \$300.00 | 0.0% |
| Nursery Care | \$0.00 | \$0.00 | | |
| Church School Assistant | \$0.00 | \$0.00 | | |
| Adult C.D. Expenses | \$0.00 | \$0.00 | | |
| Total Christian Dev. Expenses | \$0.00 | \$0.00 | \$300.00 | 0.0% |

FINANCE

| | | | | |
|-------------------------------|-----------------|-----------------|-----------------|--------------|
| Professional Fees (Audit) | \$0.00 | \$0.00 | \$550.00 | 0.0% |
| Bank Service Charges | \$409.52 | \$355.24 | | |
| Interest/ Finance Expense | \$0.00 | \$0.00 | | |
| Total Finance Expenses | \$409.52 | \$355.24 | \$550.00 | 16.1% |

OTHER GENERAL FUND

| | | | | |
|-------------------------------------|-------------------|-------------------|-------------------|--------------|
| Outreach Committee | \$0.00 | \$0.00 | \$100.00 | 0.0% |
| Pastoral Care | \$228.67 | \$0.00 | \$250.00 | 0.0% |
| Congregational Life | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Inclusivity Committee | \$100.00 | \$100.00 | \$250.00 | 10.0% |
| Building Use | \$0.00 | \$200.00 | \$0.00 | 0.0% |
| Broadview | \$0.00 | \$0.00 | \$375.00 | 60.0% |
| Allocation for Capital | \$900.00 | \$900.00 | \$900.00 | 0.0% |
| Contingency Expenses | \$0.00 | \$0.00 | \$0.00 | 0.0% |
| Total Other General Expenses | \$1,228.67 | \$1,200.00 | \$1,875.00 | 16.0% |

| | | | | |
|--------------------------------|--------------------|---------------------|--------------------|--|
| TOTAL GENERAL EXPENSES | \$51,098.92 | \$72,566.01 | \$61,898.19 | |
| NET GENERAL FUND INCOME | \$4,378.70 | -\$33,858.31 | | |

Other Revenue

| | | |
|--------------------------------|--------------------|-------------------|
| Mission & Service Fund Revenue | \$4,362.98 | \$4,519.40 |
| Loaves & Fishes Revenue | \$22,962.00 | \$4,531.65 |
| Memorial Committee Revenue | \$10.00 | \$690.00 |
| Capital Fund Revenue | \$0.00 | \$0.00 |
| PGF Fund Revenue | \$0.00 | \$0.00 |
| Total Other Revenue | \$27,334.98 | \$9,741.05 |

Other Expenses

| | | |
|------------------------------|--------------------|--------------------|
| Mission & Service Remittance | \$0.00 | \$0.00 |
| Loaves & Fishes Expense | \$13,360.14 | \$9,997.54 |
| Memorial Committee Transfer | \$0.00 | \$0.00 |
| Choir Fund Expense | \$0.00 | \$364.73 |
| Capital Fund Expense | \$0.00 | \$0.00 |
| PGF Fund Expense | \$0.00 | \$0.00 |
| Total Other Expenses | \$13,360.14 | \$10,362.27 |

| | | |
|----------------|-------------|--------------|
| Total Revenue | \$82,812.60 | \$48,448.75 |
| Total Expenses | \$64,459.06 | -\$82,928.28 |
| | \$18,353.54 | -\$34,479.53 |

Current Bank Account Balances

| | |
|---------------------|---------------------|
| General | \$33,188.71 |
| Building | \$1,851.90 |
| Loaves & Fishes | \$73,648.46 |
| Memorial Fund | \$22,710.90 |
| Manse Fund | \$129,511.00 |
| Assante Investments | \$101,918.90 |
| | <u>\$362,829.87</u> |

Outstanding

| | |
|------------------|--------------------------|
| -\$4,519.40 | to M&S from General |
| -\$4,531.65 | to L&F from General |
| \$9,997.54 | to General from L&F |
| <u>-\$690.00</u> | to Memorial from General |
| \$256.00 | Total to General Account |

Appendix II

Finance/Stewardship Council Report – April 16, 2025

Members

Lorie Fairburn – Chair

Elizabeth Brownlee - Counter

Joan Wurster - Counter

Janet Ross – Bookkeeper

William Downey – New Member and Counter

Karen Gooch – Treasurer (Acting as Treasurer until the position is filled)

- Lorie and Karen met with Paul Daigle, our RBC Representative, to review Bank Accounts, Investments, St. Andrew's signing authorities, and other banking issues.
- RBC outlined the advantages and recommended that St. Andrew's consider a credit card for purchases
- Karen Gooch has written Credit Card Policy, and the Finance Committee is recommending that Council approve obtaining St. Andrew's credit cards as outlined in the Policy.
- Finance Team met with Assante to review St. Andrew's investments and signing authorities, which need to be updated.
- Caitlin asked the Finance Committee if we would consider a Benevolent Fund for the Minister's discretionary use. Karen Gooch drafted a Benevolent Fund Policy and the Finance Committee recommends that Council adopt this policy.
- The Choir has a \$5,000 bequest that has been held in a bank account, and the Choir is looking at RBC or Assante to hold this investment as per the intention of the donation that was given to the Choir to use the interest as a yearly celebratory party.
- CRA issues arising over signing authorities, sales tax rebate, and ADP payroll portion that is to be remitted to CRA. Marg Reid & Bill Ingwersen are both receiving communication. We have received written communication on March 13, 2025 which assures us it is not fraud.

Appendix III

St. Andrew's United Church
Credit Card Policy

Background

Having credit cards for use by authorized users offers more flexible payment options and provides a number of other advantages:

- Reduces the need to write reimbursement cheques to people purchasing on behalf of St. Andrew's
- Ensures people paying church related expenses are not disadvantaged financially.
- Allows a rapid payment option to take advantage of sale pricing
- Allows for easier online purchase options

Authorized Users

- The following people shall receive a credit card with their name on it for their exclusive use: Minister, Office Administrator, Loaves & Fishes Community Food Bank Manager and Property Committee Chair.
- When credit card users receive their card, they must sign a form which states they have read the St. Andrew's Credit Card Policy and have reviewed the terms of the credit card issuer.

Conditions of Use

- Each user will have an upper limit for what they can spend during each credit card cycle and a lower limit that can be spent without any additional authorization from one of St. Andrew's RBC business account signing officers.

| | Limit | Unauthorized |
|----------------------------|-------------|--------------|
| • Minister | \$1,000.00 | \$500.00 |
| • Office Administrator | \$4,000.00 | \$1,000.00 |
| • Loaves & Fishes Manager | \$8,000.00 | \$2,000.00 |
| • Property Committee Chair | \$12,000.00 | \$2,000.00 |

- Users must provide the Bookkeeper with a signed requisition along with receipts or invoices for all spending as soon as possible after any purchase.
- For any purchase over the unauthorized use limit, the requisition must also be signed by one of St. Andrew's signing officers.
- Users must not spend over their assigned limits and will lose use of the credit card if they do so without previous authorization. Users will be required to reimburse St. Andrew's for any unauthorized expenses before the statement payment date.

Other

- The Bookkeeper will track credit card spending and inform the Treasurer and/or Finance Team Chair of any potential unauthorized use.
- The Bookkeeper will ensure that all credit card statements are paid in full, on time, every month. If there are any concerns about being able to do this, the Bookkeeper must inform the Treasurer and/or Finance Team Chair as soon as they become aware of these concerns.
- The Finance Team will be authorized to impose a short-term spending freeze if required.

Appendix IV

St. Andrew's United Church
Benevolent Fund Policy

Purpose

St. Andrew's has a made commitment to share God's love with those in the wider community. A benevolent fund can designate resources to share with those who need it most. Under the terms of this policy, the Minister of St. Andrew's United Church is authorized to provide, at their discretion, immediate, short-term relief in the form of small gifts of cash, gift cards or items such as bus tickets.

Funding

- The church will include \$500 in the budget each year for the Benevolent Fund. The Minister will be allotted \$125 quarterly to gift to members of the community who contact the church or the Minister directly requesting help.
- Designated donations also will be accepted.

Eligibility

- Gifts are to be given freely at the Minister's discretion. There is no requirement for the recipients to identify themselves or provide any proof of need.
- If the minister identifies someone with a larger need (i.e. victim of a fire) and there is money available in the fund above the budgeted amount, the Minister will consult with the Pastoral Care Team about providing a larger gift.

Confidentiality

- The Minister will maintain confidentiality and privacy when giving gifts from the fund.

Reporting

- The Minister will keep a log of all gifts from the fund including the amount and the purpose of the gift. This will help with tracking the activities of the fund and provide information to ensure funding is at an appropriate level. There should not be any information that would identify any recipient.
- The Minister will provide a short report to the Council which includes the amount spent in the past month, as part of the regular Minister's Report.
- The Minister will provide a written report each year for the church's Annual Report that outlines the amount that was spent, the number of gifts given and the general nature of the requests received.

Appendix V

Spiritual Life Liaison Report – April 16, 2025

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

Lent has proceeded with some very thoughtful services about the dichotomies in life and ways to function in “the messy middle”.

Caitlin has completed her two-week study leave and been approved for ordination! Congratulations, Caitlin! The Fifth Sunday Service at Trinity went ahead despite freezing rain, with Sam and Lizzie (thank you, Donna Landry, for subbing in) making a well-received appearance. We're thinking we'd like to see them weekly during our five-week summer series! Lorie Fairburn led a wonderful worship for the second Sunday, focussing on community and right relations through the story of Zaccheus.

Last Sunday's Palm Sunday Readers' Theater production leading us into Holy Week was very powerful! Thanks to Ralph and Caitlin for tweaking and directing this amazing production, and to all the readers and singer who contributed their remarkable talents!

Holy Week proceeds with Bible Study Monday and Divine Poetry Wednesday. We are hosting the Maundy Thursday Potluck, with Caitlin and Tracy Davis leading the table Communion service that will follow. Brenda McLay from Carmichael will play the piano. Rev. Ted Harrison has asked to be excused from assisting in the worship service as Thursday evening is the last cantata rehearsal before the 10:30 Good Friday service at Trinity. This will be preceded by a breakfast at 8:00 with Caitlin as guest speaker.

The annual sunrise service will be held at 7:30 Easter morning in front of the Thompson Building across from Trinity. Our Easter Communion service will be held at 10:30 with the usual tomb and darkened sanctuary. Thanks to Kim Delarosbel, Treanor Delarosbel-Greer and the McCauslands, especially Gina, for these wonderful contributions to a joyful service!

Sunday, April 27, is Holy Humour Sunday, at which time we will be “Surprised by Joy!” This service will be led by the worship Team. The reflection will be offered by Donna Sinclair.

The Monday study program, Reading the Bible in One Year, led by Tim Robertson and Marg Reid continues to meet weekly. Feedback is very positive! Lent has also seen a return of the Wednesday noon hour poetry group!

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

Sunday refreshments have been on hiatus for a few weeks because of Palm Sunday and Easter. They will resume next Sunday, April 27. We are delighted to be back in the chapel. Thanks to Jean Jamieson and her team for creating such a beautiful, restful space! Our plan is still to try to establish a roster where a different team of folks provides the refreshments once a month.

Thanks to the McCauslands for a new microwave for the parlour kitchen!

Held in the chapel

Wednesday April 16th, 2025

Last Saturday, April 12, Congregational Life catered Joyce Boston's 90th birthday party in the gym. It was a happy celebration! We have been asked to cater several birthday parties in the coming months, and will be hosting the traditional Maundy Thursday potluck here at St. Andrew's this coming Thursday, April 17.

This coming weekend we are providing 80 lunches to Special Olympics athletes from the area.

We are in the process of reviewing and updating our catering fees which are presently far below going rates. Once determined, a new fee schedule will be given to Janet so that our services are adequately compensated moving forward.

We would to update the taps in the main kitchen to pot-filler style for ease of filling coffee and tea urns. Thanks to Frankie Syme for passing her urns on to our group!

Pastoral Care: Donna Landry (chair)

Pastoral visits with Caitlin and Donna continue. Lorie Fairburn and Mary Marrs have also been active in this regard. Trish Mills has joined the visiting team. The Easter cards, designed and created by Donna and Stephen Park, were written by the card ministry team and have gone out to our folks. A summer card is planned for distribution in late June.

The members of the Pastoral Care Team now have name tags.

Submitted by Liz Brownlee

Appendix VI



**Loaves & Fishes Community Food Bank
 Report to Council April 16, 2025 Meeting**

| 2025 | # of Clients | 2024 | # of Clients | % Difference | 2025 # of Students | 2024 # of Students | % Difference |
|--------|--------------|--------|--------------|--------------|--------------------|--------------------|--------------|
| Mar 6 | 80 | Mar 7 | 37 | 116.2% | 10 | 7 | 42.9% |
| Mar 13 | 73 | Mar 14 | 74 | -1.4% | 18 | 9 | 100.0% |
| Mar 20 | 78 | Mar 21 | 66 | 18.2% | 11 | 19 | -42.1% |
| Mar 27 | 48 | Mar 28 | 78 | -38.5% | 5 | 13 | -61.5% |
| | 279 | | 255 | -9.4% | 44 | 48 | -8.3% |

Total Visits

| | | | |
|-------------|------------|-----------|------------|
| 2025 | 279 | 44 | 387 |
| 2024 | 255 | 48 | 435 |
| | 9.4% | -8.3% | 6.6% |

| | |
|----------------------|--------|
| 2025 New Clients | 16 |
| 2024 New Clients | 14 |
| | 14.3% |
| 2025 New Students | 5 |
| 2024 New Students | 10 |
| | -50.0% |
| 2025 Volunteer Hours | 331 |
| 2024 Volunteer Hours | 274 |
| | 20.8% |

In-Kind Donations

| | | | | |
|------------------------|------------|------------------------|------------|--------|
| 2024 Food Rescue | \$1,100.00 | 2025 Food Rescue | \$1,350.00 | 22.7% |
| 2024 In-Kind Donations | \$841.00 | 2025 In-Kind Donations | \$2,010.00 | 139.0% |

Overview of Activities

- Planning Volunteer Appreciation Lunch - May 1, 2025
- From Guy's Tires, we received more support of food and a cheque - two donors are covering the cost of food
- MPP Vic Fedeli's office providing recognition certificates for the Volunteers
- Requests for certificates made to the Mayor's office & MP Anthony Rota (conflicts with Federal Election)
- At the Easter Food Banks - April 10 & 17 an Easter card, extra points, and chocolate eggs will be provided
- Empty Bowl Event moved from May 3, 2025 to October 25, 2025 - Easter is late, many activities are happening for 100 years, Festival of Faith is in June we are closed for July. The event will complement the Cookie Walk, Silent Auction Fundraiser.

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

Appendix VII

Minister's Report March 2025

This week, as we meet as a council, is Holy Week, a very sacred time of the year filled with many beautiful and meaningful services and moments together, that remind me so much of our journey through Lent this year. As we share food and remember some of the sacred stories of faith that guide us throughout the year, this season of Lent we have also been focusing on finding God in the midst of it all, or in the midst of extremes, in the messy middles, and in between spaces. A theme that reminds us how to live the Easter messages of hope and love all year round, and reach out to the people around us with as much openness and generous assumptions as we can, while holding onto the values of our faith that lead us to act justly, love mercy, and walk humbly with our God.

This season of Lent and Easter, our sacred stories of hope and love, continue to speak to our lives in meaningful ways still today, especially with the help of our incredible worship team, and Sunday school teachers, and community as a whole! All of your creativity and participation each week helps build this into a place where we can all lean on one another, learn, and live our lives together in faithful and intentional ways.

With this meeting, and my meetings with the search committee here at St. Andrew's, we move closer to calling me to St. Andrew's and committing to a continued vision and spiritual journey together. I am so grateful to for the time we've had to work together, and I would be honoured to continue this journey with you all, if you so choose.

In the meantime, I continue, with the pastoral care team, to support this community through visits, cards, phone calls, meetings, and chats before and after church on Sundays. As we continue to build and serve this community and this city of North Bay.

One of the ways we serve our wider community is through the dedicated work of our foodbank and the volunteers and management of this important outreach of St. Andrew's. I am deeply grateful to be a part of a community who lives out our faith in meaningful ways within our city and our world.

Another way is through working with organizations like OutLoud, the Indigenous Friendship Centre, HANDS, True Self, and more. To support vulnerable and marginalized people in our communities, like within the 2SLGBTQ+ community. We hope to continue to grow to fill the gaps needed within the North Bay community.

One more way, is all of the United Churches in our area are working together to plan events and worship surrounding our 100th anniversary celebrations in June, and throughout the year. So, look for more information as we get closer, or if you want to be involved, please let me or Donna Landry, or Lillian Roberts know.

There is so much meaningful work happening in this community, and I am so humbled to be a part of it. Please don't hesitate to reach out to me any time for support.

All my best, Caitlin Smithers

Appendix VIII

**Ministry Personnel Job Description
St. Andrew's United Church, North Bay, Ontario**

The Role of the Minister

- Support the connecting of the community's members with each other. As our Minister, it is essential that you are able to work with our committees in a creative and intentional way to encourage our members in discovering their pleasure in gathering together for Sunday worship and other activities. This may partly revolve around shared tasks, study groups, coffee hours, mid-week worship, etc., with the goal of bringing people together. Like many churches today we are in the process of finding ways to maintain strong community connections into the future.
- Support the engagement with other churches in the city to discuss ways that we can work together on the issues of locating resources and dealing with financial stress, aging members and aging buildings. This may require working with a dedicated committee.

It is expected that the Ministry Personnel responsibilities will be full-time and break down as follows:

Worship

- to coordinate opportunities for worship leadership that will also support the work of building relationships within the community of faith alongside the Worship & Christian Development Team.
- to encourage and support innovation in worship including virtual worship mediums
- to facilitate and lead Sunday Worship and special services, including mid-week worship.

Administration & Communication

- to equip lay leaders to understand and fulfil their roles
- to oversee communication strategies that convey transparency and accurate information in a timely and accessible way
- to maintain and publish regular office hours at the church (to be discussed with the M&P Committee)
- to support the Council in its work and responsibilities and mentor a respectful culture of engagement and discipleship
- to ensure the administrative responsibilities of the community of faith to the denomination, CRA, and legal obligations are met and to identify processes and resources to meet those responsibilities
- to participate in weekly staff meetings, as required

Goals

- to design and facilitate imaginative ways of engaging this community of faith's participation in conversations **and outreach** about:
 - its role in the downtown
 - its co-operation with other United churches
 - the future of the building
 - the best way to carry out its ministry in the future
- any other needs identified by the Council and congregation

Pastoral Care

- to help develop, support and encourage the lay pastoral care team
- to provide pastoral care to those in need
- to provide liturgical support to rituals that mark passages of life, such as pastoral care needs, funerals, baptisms, confirmation, and communion

Relationships of Accountability

- The minister is accountable to the Council in regards to providing leadership towards the agreed upon goals outlined above.
- The minister is under the ongoing support and supervision of the Ministry and Personnel Committee.

Relationships of Support

- the Regional Council Pastoral Relations Minister
- the wisdom and support of retired ministry personnel within our congregation and community of faith who could be mentoring elders
- the Ministry and Personnel Committee as appropriate to their mandate
- the caring nature of many in our congregation

Relationship to Church Staff

- The minister will model collegial relationships with other church staff, striving to create a culture of appreciation and accountability.
- The minister has responsibility for providing opportunities for staff to gather (virtually or in person as needed) and be helpful to the tasks and vision of the shared ministry.
- The minister does not have to supervise church staff in terms of ongoing performance, but will have the responsibility to assist in prioritizing and assigning work tasks as related to the ministry of the community of faith. It is important to us that as minister you will not be responsible for property management, custodial duties, and secretarial tasks that belong to others.

Terms for Remuneration and Expenses

- To be negotiated as per scale and guideline