

**St. Andrew's Council Meeting**  
Lois E. Carey Parlour  
Wednesday March 19<sup>th</sup>, 2025 at 6:45 p.m.

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<b>Welcome and Opening (6:35 p.m.)</b>	Doug McCausland welcomed everyone to the meeting.
<b>Attendance</b>	Elizabeth Brownlee, William Downey, Marg Fleming, Karen Gooch (Secretary), Bill Holmes, Bill Ingwersen, Doug McCausland (Chair), Ed Mounce, Stephen Park, Kathie Smith (Pastoral Charge Supervisor), Caitlin Smithers (Minister), Derek Stott (12)
	Guest Regrets from Diane Matheson-Jimenez, CSRC Minister, Community of Faith Support
	Regrets Lorie Fairburn
<b>Land Acknowledgement</b>	Doug McCausland 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.
<b>Touchstones/ Opening</b>	Doug McCausland read our Council Touchstones aloud. Bill Ingwersen offered a prayer to open the meeting.
<b>Visioning</b>	<p>Since Diane Matheson-Jimenez was unable to be with us for this meeting, Caitlin Smithers began by reviewing the work that we did at the last meeting about conflict resolution using Diane's <i>Power Point</i> slides.</p> <ul style="list-style-type: none"> <li>• To avoid polarization, we should try to separate the problem from our personnel stuff. Getting stuck in the poles can lead to feelings of betrayal.</li> <li>• If someone is very flexible, they may be seen by others as ambiguous and those who are clear with their ideas may be seen as rigid. We must be able to find a balance between these poles. We can do this by looking at the strengths and weaknesses of those that hold a viewpoint opposite to our own. This can help us with getting at the truth of both sides.</li> <li>• We considered the story familiar story of Mary and Martha (Luke 10:38-42). We were divided into two groups then each group began by looking at the strengths of the other side followed by the weaknesses of the other side. <ul style="list-style-type: none"> <li>• Strengths of being like Mary <ul style="list-style-type: none"> <li>▪ Being present</li> <li>▪ Believing faith can move mountains</li> <li>▪ Feeling the love and warmth of God</li> <li>▪ Eternal commitment</li> </ul> </li> <li>• Strengths of being like Martha <ul style="list-style-type: none"> <li>▪ Providing building blocks or a toolbox for community</li> <li>▪ Working together lightens the workload</li> <li>▪ Visibly being the hands and feet of God</li> <li>▪ Outreach is important</li> </ul> </li> <li>• Weaknesses of being like Mary <ul style="list-style-type: none"> <li>▪ Faith can be subjective, differing views may be an obstacle</li> <li>▪ Dealing with the unknown which can be scary</li> <li>▪ May lose touch with practicality, can lose sight of goals</li> </ul> </li> </ul> </li> </ul>

- Weaknesses of being like Martha
  - Can become more focused on action and neglect our faith or lose our connection with God
  - People can be boxed into certain roles or taken for granted
  - Work becomes everything and we miss out on faith
  - Can lead to burnout
- This exercise provides us with some skills we can practice. This can provide grounding and help us to take the emotion out of problem solving.

**Opening**

Stephen Park offered a prayer to open the meeting.

**Agenda**

**Motion 032/25**

Bill Ingwersen/ William Downey moved that the agenda be accepted as presented.

**Carried**

**Minutes of Previous Meetings**

**Motion 034/25**

Karen Gooch/ Derek Stott moved that the minutes from February 19<sup>th</sup>, 2025 be accepted with one correction – Derek Stott offered the opening prayer.

**Carried**

**Correspondence**

An email was received from Canadian Shield Regional Council (CSRC) offering a \$100 gift to all Communities of Faith in the Region to be used to help each congregation mark the United Church of Canada's 100<sup>th</sup> anniversary. Karen Gooch will complete the required application form. It was suggested that we donate the money to the local party planning committee to help offset their costs.

**Motion 035/25**

William Downey/ Stephen Park moved that St. Andrew's Council approve that the \$100 gift from Canadian Shield Regional Council be allocated to the local Anniversary Party Planners.

**Carried**

**Business Arising**

None

**New Business**

Financial Report

**Appendix I**

The following financial information was offered.

- Month-end Statement – The month-end statement for February 28<sup>th</sup>, 2025 (Appendix I) was presented showing general fund revenue of \$29,120 with expenses of \$54,071 for a deficit of \$24,951. The deficit at the end of February 2024 was \$8,042. February offerings for 2025 were about the same as last year. Large expenses to date include the chapel/parlour renovations and the full payment of our Regional Council annual dues.

**Motion 036/25**

Karen Gooch/ William Downey moved that St. Andrew's Council approve the February 28<sup>th</sup>, 2025 financial statement as presented.

**Carried**

- Broadview – There was a question about how the expense for *Broadview* is covered. St. Andrew's pays for a subscription plan that covers anyone in the congregation who wishes to receive the magazine. Those who do receive the magazine are requested to donate \$30 to help offset the cost using the blue

envelope provided with the annual donation envelopes. It was noted that perhaps a reminder about this should be included in an upcoming newsheet.

- Finance Team Meetings – Karen Gooch informed Council that the Finance Team has met with our representative at RBC. The Team also has a planned meeting with representatives from Assante Wealth Management where our investments are held. The Finance Team will then meet to consider several proposals based on feedback from these meetings and will likely bring a couple of policy recommendations to our next Council meeting.

Liaisons **Appendix II, III**

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

Administration – There was no Administration report.

Facility – Stephen Park reported that the Property Committee will meet next week.

Spiritual Life – Elizabeth Brownlee provided a written report (Appendix II) with details about the activities of the Worship, Congregational Life/Fundraising and Pastoral Care Teams. Elizabeth informed Council that our puppet friends *Sam & Lizzie* will appear at the 5<sup>th</sup> Sunday joint worship on March 30<sup>st</sup> at Trinity United.

Living Our Mission – The following was offered:

- Loaves & Fishes - In her absence, Lorie Fairburn provided a written Loaves & Fishes report for February 2025 (Appendix III) for Council members to review. William Downey added the following comments:
  - For reasons that are not clear the number of clients fluctuates from week to week but the numbers are down from last year.
  - There have been a few new food bank volunteer recently
  - The food bank is always looking for donations of toilet paper.
- Outreach - There was no report from the Outreach Committee.
- Inclusivity – The recent Rainbow Potluck was attended by 18 people. Everyone enjoyed pie and games.

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

- The Committee is working on updating staff job description with input from the staff members. This will help with the annual performance appraisals.
- The Committee is reviewing salary differences between staff members as requested at the recent AGM. They are looking at resources which may help with ranking different job categories, including looking at what other local church staff members are paid. The Regional Council only provides guidance regarding Ministry Personnel pay issues. It was suggested that the Ministry of Labour may have information about this.
- Since one of our cleaners has resigned, the Committee is reviewing how best to meet our janitorial needs.

Minister's Report **Appendix IV**

Caitlin Smithers provided a written report outlining her activities for February 2025 (Appendix IV) for members to review. Caitlin is busy preparing to meet the requirements needed in order to be ordained in June. Her support team held its final meeting with her and have provided their final evaluation. She will be interviewed by

the Candidacy Board in late March. Caitlin stated that she is feeling more confident in her ministry work and thanked everyone for their support.

**Search Committee** An email was received from our CSRC appointed Liaison Catherine Somerville outlining the process to determine the terms of a call from St. Andrew's for Caitlin Smithers. A small Search Committee will be needed to review and update the minister's job description and look at year-end statements to determine the financial viability of issuing a call. The Committee will then make a recommendation to Council before a congregational vote is held. Two or three meetings will be required including a meeting with Caitlin to consider the recommendation. Karen Gooch and Tim Robertson have agreed to be part of the Committee and Bill Holmes will contact someone from the M&P Committee to take part. Catherine will be contacted to make arrangements for an initial meeting.

**Motion 037/25**

William Downey/ Elizabeth Brownlee moved that St. Andrew's Council approve the following people as members of the Search Committee to review terms for a call to Caitlin Smithers: CSRC appointed Liaison Catherine Somerville, Karen Gooch, Tim Robertson and one member of the M&P Committee.

**Carried**

**Other Business**

**Next Meeting** Diane Matheson-Jimenez requested if it was possible to reschedule our April Council meeting in order to facilitate her attendance. It was agreed by consensus that we would leave the meeting on April 16<sup>th</sup> but would work with Diane to find a date in May when she is able to attend. Diane's last meeting with us will be in June when a fun activity will be planned.

**Round Table**

Members of Council were invited to speak about anything they would like.

- Several members commented that this meeting went well with lots of participation.
- It was noted that it was good to see study groups up and running again and that it is quite amazing how much goes on behind the scenes to make things happen.
- One member reminded us is important to be clear about expectations when requests for help are made after they were placed in an unexpected situation. Fortunately, things were quickly resolved.

**Adjournment**

Kathie Smith offered a reading from 1 John 4:8 and spoke briefly about the deep meaning that music holds for her. The meeting adjourned at 9:05 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 February 2025**

	Actual 2024/01/01 to 2024/02/29	Actual 2025/01/01 to 2025/02/28	Budget 2025 to date	% of Budget
<b>REVENUE</b>				
<b>General Fund Revenue</b>				
Offerings - General Fund	\$22,265.68	\$23,198.70		
Offerings - Envelopes	\$45.05	\$31.00		
Offerings - Broadview	\$230.00	\$150.00		
Offerings - Church School	\$70.00	\$70.00		
Offerings - Renovations	\$590.00	\$0.00		
Other Revenue	\$0.00	\$0.00		
Total Offerings	\$23,200.73	\$23,449.70	\$29,648.83	13.2%
Manse Interest	\$0.00	\$0.00		
Fund Raising Committee	\$0.00	\$0.00		
Rent for Use of Church	\$3,490.00	\$5,520.00		
Christian Dev. Income	\$0.00	\$0.00		
Congregational Life Income	\$0.00	\$0.00		
Worship Income	\$0.00	\$150.00		
Misc. Income	\$0.00	\$0.00		
Can. Helps-Gen Fund	\$0.00	\$0.00		
Other Revenue	\$0.00	\$0.00		
Total Other Revenue	\$3,490.00	\$5,670.00	\$11,766.67	8.0%
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$26,690.73</b>	<b>\$29,119.70</b>	<b>\$41,415.50</b>	<b>11.7%</b>
<b>EXPENSES</b>				
<b>PERSONNEL</b>				
Salaries	\$16,880.20	\$20,174.93	\$20,216.33	16.6%
Vehicle Allowance	\$400.00	\$400.00	\$600.00	11.1%
Telephone Allowance	\$150.00	\$150.00	\$150.00	16.7%
Book/Educ Allowance	\$423.84	\$423.84	\$416.67	17.0%
Benefits/Pensions	\$1,852.44	\$2,090.18	\$1,267.62	27.5%
Other Personnel Expenses	\$0.00	\$0.00	\$1,546.50	0.0%
<b>Total Personnel Expenses</b>	<b>\$19,706.48</b>	<b>\$23,238.95</b>	<b>\$24,197.12</b>	<b>16.0%</b>
<b>PROPERTY</b>				
Heating Fuel	\$5,652.99	\$3,391.89	\$3,666.67	15.4%
Utilities	\$1,343.40	\$1,385.19	\$1,083.33	21.3%
Maintenance/ Security Contracts	\$387.32	\$391.43	\$750.00	8.7%
Repairs/ Maintenance	\$933.31	\$984.84	\$2,000.00	8.2%
Property Supplies	\$315.54	\$516.56	\$500.00	17.2%
Insurance	\$2,925.12	\$3,183.96	\$3,166.67	16.8%
Special property purchases	\$613.25	\$9,158.60	\$0.00	0.0%
<b>Total Property Expenses</b>	<b>\$12,170.93</b>	<b>\$19,012.47</b>	<b>\$11,166.67</b>	<b>28.4%</b>

**ADMINISTRATION**

Office Supplies/ Postage	\$735.68	\$1,022.69	\$1,033.33	16.5%
Telephone/Internet	\$554.18	\$459.90	\$500.00	15.3%
Office Equipment	\$430.00	\$430.00	\$500.00	14.3%
Computer Upgrades	\$0.00	\$0.00	\$83.33	0.0%
Regional Dues	\$0.00	\$8,749.00	\$1,458.33	100.0%
CSRC Supervisor Fee	\$0.00	\$0.00	\$60.00	0.0%
<b>Total Administration Expenses</b>	<b>\$1,719.86</b>	<b>\$10,661.59</b>	<b>\$3,635.00</b>	<b>48.9%</b>

**WORSHIP**

Pulpit Supply	\$0.00	\$0.00	\$200.00	0.0%
Worship Supplies	\$0.00	\$0.00	\$250.00	0.0%
Other Worship Expenses	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Worship Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$450.00</b>	<b>0.0%</b>

**CHRISTIAN DEVELOPMENT**

Church School Expenses	\$0.00	\$0.00	\$200.00	0.0%
Nursery Care	\$0.00	\$0.00		
Church School Assistant	\$0.00	\$0.00		
Adult C.D. Expenses	\$0.00	\$0.00		
<b>Total Christian Dev. Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>0.0%</b>

**FINANCE**

Professional Fees (Audit)	\$0.00	\$0.00	\$366.67	0.0%
Bank Service Charges	\$307.21	\$258.37		
Interest/ Finance Expense	\$0.00	\$0.00		
<b>Total Finance Expenses</b>	<b>\$307.21</b>	<b>\$258.37</b>	<b>\$366.67</b>	<b>11.7%</b>

**OTHER GENERAL FUND**

Outreach Committee	\$0.00	\$0.00	\$66.67	0.0%
Pastoral Care	\$228.67	\$0.00	\$166.67	0.0%
Congregational Life	\$0.00	\$0.00	\$0.00	0.0%
Inclusivity Committee	\$0.00	\$100.00	\$166.67	10.0%
Building Use	\$0.00	\$200.00	\$0.00	0.0%
Broadview	\$0.00	\$0.00	\$250.00	0.0%
Allocation for Capital	\$600.00	\$600.00	\$600.00	16.7%
Contingency Expenses	\$0.00	\$0.00	\$0.00	0.0%
<b>Total Other General Expenses</b>	<b>\$828.67</b>	<b>\$900.00</b>	<b>\$1,250.00</b>	<b>12.0%</b>

**TOTAL GENERAL EXPENSES**                    **\$34,733.15**                    **\$54,071.38**                    **\$41,265.46**

**NET GENERAL FUND INCOME**                    **-\$8,042.42**                    **-\$24,951.68**



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## Appendix II

### Spiritual Life Liaison Report – March 19, 2025

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

The season of Lent began with a lovely Ash Wednesday service lead by pastor Caitlin. Traditional ashes combined with indigenous medicines as well as “glitter” ashes were offered. Music was kindly provided by Rev. Lillian Roberts. Sam and Lizzie have returned for Lent, and Sunday School is operating each Sunday with leadership provided by various volunteers.

Kim Delarosbel, our PowerPoint guru and projectionist, is back after having taken some time to “refresh”! Many hugs were exchanged on Sunday. Throughout her time away, Kim continued to prepare her amazing PowerPoints! We were grateful to Lorie Fairburn for stepping in as projectionist.

The choir has resumed garbing in choir gowns for worship, but has already experienced a “heat wave”, causing the polyester to be shed last Sunday! Future garbing will take place on a week-to-week basis, depending on the temperature.

Caitlin is looking at a two-week study leave during Lent, with the first Sunday falling on Trinity's Fifth Sunday hosting, and Lorie Fairburn leading worship for the second Sunday. The Worship Team is meeting this Sunday to firm up plans for April and May.

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)

We are delighted to be back in the chapel for Sunday refreshments! What a beautiful space! Thanks to Jean Jamieson and her team for working their magic! Special thanks to Willa Gallant and Liz Westbrook for managing in the smaller parlour space during the chapel renovations, and huge kudos to Willa for managing the lunch for our annual meeting in the sanctuary! Both Liz's were absent, so we are grateful to Frankie Syme and Donna Landry for stepping up to help! Our plan is still to try to establish a roster where a different team of folks looks after the refreshments once a month.

Congregational Life has 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 on April 17.

#### Pastoral Care: Donna Landry (Chair)

Pastoral visits with Caitlin and Donna continue. Lorie Fairburn and Mary Marrs have also been active in this regard. Donna and Stephen Park have the Easter cards ready, and the card ministry folks will gather in the next few weeks to write the messages.

Submitted by Liz Brownlee

Appendix III



**Loaves & Fishes Community Food Bank  
 Report to Council March 19, 2025 Meeting**

2025	# of Clients	2024	# of Clients	% Difference	2025 # of Students	2024 # of Students	% Difference
Feb 6	99	Feb 1	42	135.7%	8	8	0.0%
Feb 13	67	Feb 8	85	-21.2%	25	17	47.1%
Feb 20	101	Feb 15	77	31.2%	9	31	-71.0%
Feb 27	58	Feb 22	82	-29.3%	20	19	-5.3%
		Feb 29	62			12	-100.0%
	325		348	-6.6%	62	87	-28.76%

**Total Visits**

<b>2025</b>	<b>325</b>	<b>62</b>	<b>387</b>
<b>2024</b>	<b>348</b>	<b>87</b>	<b>435</b>
	-6.6%	-28.7%	-11.5%

2025 New Clients	21
2024 New Clients	22
	-4.5%
2025 New Students	6
2024 New Students	6
	0.0%
2025 Volunteer Hours	303
2024 Volunteer Hours	369
	-17.9%

**In-Kind Donations**

2024 Food Rescue	\$1,600	2025 Food Rescue	\$2,100	31.3%
2024 In-Kind Donations	\$965	2025 In-Kind Donations	\$4,050	319.7%

**Overview of Activities**

- Received a large donation of groceries from Guy's Tires Tubes for Food Promotion
- Volunteers have been provided light grey Loaves & Fishes t-shirts sponsored by a Donor
- Volunteers are committed to being more environmentally conscious by using cleaner and rags instead of wipes and using church dishes instead of disposable

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

## Appendix IV

### Minister's Report February 2025

As I am writing this, Lent has begun, and signs of spring are beginning to pop up all around us. The weather is getting warmer, and the sun is shining, and while I have really been enjoying this North Bay winter, I am enjoying seeing these signs of spring!

With Lent and spring have come the end of my evaluations and official work with Catherine and my CoFC committee, and I am so incredibly grateful to them, all of you, for your part in my learning over the last year and a half. I know my learning has only just begun, and I hope my time with you has only just begun as well, and I look forward to all we will hopefully learn and do, as we continue this journey together!

I am grateful for the worship team, who continue to work with me to create worship that is meaningful for the community, through prayers, times for all ages, growing in awareness, readers, and so much more! I have also been working with our worship and Christian Education team to plan some Sunday school programming, starting in March. We have three teams of volunteers signed up, and then we plan to have one Sunday with children and youth in worship. We met to plan in February, and will use the materials provided by Sanctified Art for Lent, which begins March 9<sup>th</sup>.

Donna and I, as well as other members of the pastoral care team, continue to visit people in hospital and their homes, as well as put together beautiful and heartfelt cards, all working together to support and keep everyone connected as best we can.

I continue to work with OutLoud, the Friendship Centre, and many organizations in town like HANDS, True Self, and more. We have created a collective where we all get together to see what programs, supports and services are available for vulnerable and marginalized people in our communities, like within the 2SLGBTQ+ community, and hope to continue to grow to fill the gaps needed within the North Bay community.

I have also been working with local clergy and party planners to plan the events and worship surrounding our 100<sup>th</sup> anniversary celebrations in June, and throughout the year.

We as a council have been continuing our work with Diane Matheson-Jimenez, who shared a short message as part of our annual meeting on March 2<sup>nd</sup>. I have found this to be a very rich time for us, full of learning, grace, and visioning for who we are and hope to be at St. Andrew's.

If any of you want to chat any time about your hopes, concerns, or whatever is going on for you, please reach out. I am dedicated to working with you, and hearing each of you, and seeing what we can do together to reflect who we commit to being as a community of faith. Let's take a chance on each other and see what we can do to build on the deep faith and love already so evident in this community.

All my best, Caitlin Smithers