



**First-St. Andrew's United Church
COUNCIL MEETING
February 20, 2018
Proudfoot Hall, 7:00 pm**

Present: Linda Badke, Barb Dalrymple, Michelle Down, John Eberhard, Terry Head, George Jolink, Laurel Kenney, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Pat Pettit, Jo Ann Silcox, Kerry Stover, Heather Vouvalidis, Allyson Watson, Jane Westmorland, Katherine Wonfor

Regrets: Steve Elson, Doug Gonder, Bill Knowles, Jean Knowles, David Manness, Bob Swartman

The regular meeting of Council was called to order at 7:00 pm by George Jolink, Chair. A quorum was present.

1.0 Invocation: The Rev. Michelle Down shared a Lenten reflection and opened the meeting with prayer.

2.0 Remarks from the Chair: George Jolink expressed his commitment to leading Council in a respectful and collaborative way. While change can be hard, FSA has existed for 185 years and there have been changes when necessary and for the good of the congregation. George invited Council to work respectfully together as we discern new ideas, hopes, and visions for the future.

3.0 Approval of Agenda

The following addition was requested under New Business:
8.1 Revitalize 2

MOTION: That the Council Meeting Agenda of Tuesday, February 20, 2018 be approved with the above addition.

MOVED: By Allyson Watson, seconded by Linda Badke. MOTION CARRIED.

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of January 16, 2018 be approved.

MOVED: By Merran Neville, seconded by Allyson Watson. MOTION CARRIED.

5.0 Correspondence

5.1 Licensed Lay Worship Leader: Barbara Cunningham

A licensed lay worship leader is a lay member of The United Church of Canada, in good standing, who has been recommended by the governing body of their pastoral charge, duly educated, and licensed by their presbytery to offer occasional worship leadership and preaching within the bounds of their presbytery.

Barbara Cunningham has completed the course work to become a licensed lay worship leader and requires a recommendation letter from the Council of FSA to be sent to Middlesex Presbytery.

MOTION: That First-St. Andrew's United Church Council recommends Barbara Cunningham as a licensed lay worship leader.

MOVED: By Jo Ann Silcox, seconded by Kerry Stover.

DISCUSSION: George Jolink has discussed the licensed lay worship leader requirements with Barbara Cunningham and has offered to write the recommendation letter.

MOTION CARRIED.

5.2 Siloam United Church

At the September 19, 2017 meeting of Council, it was agreed that a letter of support for *Boomerfest 2018: A Celebration and Colloquium on Boomers and Spirituality* would be sent to Siloam United Church. Planning for the event to be held October 17 to 19 is underway. A letter has been received from Siloam inviting FSA to support the event by sponsoring a speaker for \$2,000 and helping to publicize the event.

Council discussed the request.

- Are there volunteer opportunities that FSA members could assist with?
- Is the amount of the sponsorship fixed?
- What type of recognition is available for sponsors?
- Grants have been received from the United Church.
- Boomerfest is a successful program in the United States that started in Nashville, TN.

George Jolink will respond to the letter from Siloam to see what ways FSA can support Boomerfest.

6.0 Committee Reports

6.1 Christian Development – Allyson Watson

Written report circulated.

6.2 Communications and Marketing

Written report circulated.

The Communications and Marketing Committee have discussed fundraising at FSA and reported on their discussion in the circulated report. Barb Dalrymple stated that it is the mandate of the Mission and Outreach Committee to raise money for mission projects outside the walls of FSA.

It was agreed that the future of fundraising at FSA requires further discussion. It was suggested that fundraising be tracked during 2018 so Council has a full picture of what is taking place and if there are opportunities to better coordinate fundraising efforts in the future.

6.3 Finance – Kerry Stover

Written report circulated.

The year-to-date surplus at December 31, 2017 is \$6,441 (unaudited). Thanks were extended to the members of the congregation that give generously and the committees for being conservative with their budgets.

A Draft Budget for 2018 was circulated.

Revenue Highlights:

- Givings are budgeted at \$405,000 (\$409,586 received in 2017)
- Assistance from the Proudfoot Legacy Trust Fund is budgeted at \$112,500 (\$100,000 in 2017)
- Assistance from the Jean Brown Fund is budgeted at \$38,500 (\$10,000 for support of the Youth and Young Families Coordinator)
- Assistance from the Clark Fund (continuing education fund) is budgeted at \$6,000; M&P has underspent the proceeds of this fund for several years and the principal of the fund has increased
- Assistance from the UCW is budgeted at \$6,500
- Rentals are budgeted at \$88,000 (actual 2017 \$87,787)
- The Special Projects budget is \$10,000 (actual 2017 \$9,608), this budget line includes pot pie sales, funeral receptions, etc.
- Gift card net income is budgeted at \$6,500 (2017 actual \$5,407)

Council discussed the benefit of informing the congregation about the financial results from Special Projects. It was suggested that Notes to the Financial Statements could provide detail on projects. Many groups that run projects communicate directly with the congregation through the weekly announcements.

Expenses Highlights:

- Taxes and utilities budget is increasing to \$36,000 (2017 actual \$34,501)
- Presbytery dues are increasing by 25%
- The Minister of Visitation position is budgeted to the end of September 2018
- Committee budgets were presented at 2017 actual numbers. If Committee Chairs have concerns about their 2018 budget, please contact Kerry Stover.

MOTION: That Council adopt a balanced budget to recommend to the Annual Meeting of the Congregation on March 20, 2018.

MOVED: By John Eberhard, seconded by Bruce Moor. MOTION CARRIED with opposition.

6.4 Membership and Nurture – Heather Locking-Cusolito

Written report circulated.

6.5 Ministry and Personnel – Bruce Moor

M&P has revised their section of the Policies and Procedures Manual. The document was circulated.

MOTION: That Council recommend the revised Ministry and Personnel Statement of Policies and Procedures; to be brought to the Annual Meeting of the Congregation on March 20, 2018 for approval.

MOVED: By Kerry Stover, seconded by Jane Westmorland. MOTION CARRIED.

At the September 19, 2017 Council meeting, a motion was approved “That the job of Administrative Assistant be offered as a 20 hour per week position during the probationary period.” Bruce Moor reported that M&P are highly supportive of the position remaining at 20 hours per week and has accounted for these hours in the M&P 2018 budget submission.

MOTION: That the position of Administrative Assistant be maintained at 20 hours per week.

MOVED: By Bruce Moor, seconded by Allyson Watson. MOTION CARRIED.

6.6 Mission and Outreach – Barb Dalrymple

Written report circulated.

6.7 Music – Merran Neville

Written report circulated.

- The Belmont United Methodist Church Youth Choir from Nashville, TN will be performing at FSA on Wednesday, June 6, 2018.
- Lenten Noon Recitals will be held on:
March 2 – Paul Merritt
March 9 – vocal duo: Sonja Gustafson and Francesca Ranalli
March 23 – Laudamus Bells

6.8 Nominations – Jo Ann Silcox

A 2018 Committee membership list was circulated. Please inform Jo Ann Silcox of any changes.

6.9 Property – George Jolink

Written report circulated.

The Music Committee has requested that one row of pews at the front of the sanctuary be removed to accommodate musical productions. The additional room would also be of benefit to other events held in the sanctuary.

MOTION: To remove one row of pews at the front of the sanctuary.

MOVED: By Allyson Watson, seconded by Kerry Stover.

DISCUSSION: This would be a permanent change. The removed pews would be kept as parts for repairs to other pews.

MOTION CARRIED.

FSA is located in the West Woodfield Heritage Conservation District. The Property Committee has been informed that under the City of London Sign By-Law no exterior electronic signs are allowed in the heritage district. The existing exterior illuminated sign is grandfathered in under the by-law and FSA is able to refurbish this sign. The congregation will be informed of the by-law. Those who have made contributions to the electronic sign project will be asked to consider directing their donation to another capital project. Property is considering an internal electronic sign to advertise events.

6.10 Stewardship

No report.

6.11 Trustees – John Eberhard

Written report circulated.

- The Long Term Giving Committee of the Trustees will be hosting an estate planning seminar on May 15, 2018.
- A generous gift of \$139,735.65 has been received from the estate of Elmer Butt.
- Camp Kee Mo Kee representatives presented information on their Capital Campaign to the Trustees. FSA was asked to be a lead sponsor of the campaign and a donation of \$150,000 was proposed. Council and congregational support would be required before making a significant gift.

6.12 Worship – Jane Westmorland
Written report circulated.

A draft "Procedure to Respond to Disruptions to the Worship Service" was circulated.

A meeting with the police to discuss this issue will be held at FSA on February 21st. Twenty-nine other churches have been invited to attend.

When the procedure is approved it will be communicated to the congregation. Communications and Marketing will be asked to assist with producing a pamphlet.

7.0 Group Reports

7.1 Presbytery – Linda Badke
No report.

It was requested that Presbytery updates and notice of Presbytery events be sent to Jim Silcox to be published on the FSA website.

7.2 UCW – Laurel Kenney

- The UCW will be hosting Coffee and Conversation in March.
- The World Day of Prayer will be held on Friday, March 2nd at 2 pm at St. Paul's Cathedral. The service will celebrate the women of Suriname and the environment.
- The UCW will meet on Tuesday, March 6th at 7 pm. The guest speaker is John Eberhard who will speak about the Rotary trip to Haiti. All are welcome.

7.3 Staff – Michelle Down

The Rev. Dave Jagger, Stewardship and Gifts Officer for Hamilton and London Conferences, will preach at FSA on March 4, 2018. On April 26th Rev. Jagger will lead a workshop at FSA on Stewardship and Legacy Gifts.

On March 11th Joyce Payne and Michelle Down are hosting a family style Sunday supper. Fifty tickets are available with proceeds to the operating fund.

8.0 New Business

8.1 Revitalize 2 – Terry Head

On April 27 to 28, 2018 two events are taking place in London.

- The Centre for Practical Theology and Middlesex Presbytery will be hosting the Revitalize 2 Theological Conference at Metropolitan United Church.
- Music United will be hosting Music ... Matters: a learning event for all church musicians at First-St. Andrew's.

The two events are working together to offer participants a selection of workshops and learning opportunities. Participants will be able to attend sessions at both churches.

8.2 Annual Meeting of the Congregation

The Annual Meeting of the Congregation will be held on Tuesday, March 20, 2018. A supper will be served at 6 pm and the meeting will be convened at 7 pm.

The Agenda from the 2017 Annual Meeting was circulated. If there are additions or changes for the 2018 meeting, please contact George Jolink.

Motions to be brought before the Annual Meeting include:

- A motion from the Board of Trustees regarding the church's insurance policy.
- A motion to change the name of the MOE Committee to the Mission and Outreach Committee.
- A motion to approve the Ministry and Personnel policy revisions.

The United Church of Canada Financial Handbook requires that a yearly motion be made to approve the Treasurer. At FSA the Treasurer is also the Chair of the Finance Committee, and this position is approved with the Nominating Committee report at the Annual Meeting.

8.3 Governance Model – Michelle Down, George Jolink

A document listing the pros and cons of FSA's current governance model, as discussed at the Staff and Council Retreat held in October, was circulated.

Michelle Down presented an overview of governance models in place at other United Churches. The Board of Trustees and M&P Committee are mandatory under the United Church Manual.

A Mission Team Model was considered where a variety of teams gather to work on specific mission activities and interests. Suggested teams include:

- Spiritual leadership team
- Church management team (which includes the Board of Trustees)
- Leadership development team (which includes the M&P Committee)

At the December 2017 Council meeting, George Jolink asked for volunteers to look at our current governance model and make recommendations for the future. Allyson Watson, Jo Ann Silcox, Bruce Moor, George Jolink, and Michelle Down offered to work on this project.

The Governance Project Team proposed the formation of a Faith Development Mission Team for 2018. This team would assume the responsibilities of the Worship and Christian Development Committees. At the end of the year, the experiences of the Faith Development Mission Team will be reviewed to ensure the Team was effective, supported the ministry of our congregation, and if this model should be adopted.

Benediction: The Rev. Michelle Down closed the meeting with prayer.

The meeting was adjourned at 9:48 pm.

George Jolink, Chair

Katherine Wonfor, Secretary