



**First-St. Andrew's United Church  
COUNCIL EXECUTIVE MEETING  
July 25, 2016  
The Library, 11:00 am**

**Present:** Michelle Down, Bruce Moor, Dale Pettit, Bob Slater, Bob Swartman, Jo Ann Silcox, Katherine Wonfor

**Agenda:**

- 1.0 Approval of job description for the position of Church Administrator
- 2.0 Approval of loan of \$2,200 for youth group travelling to Nicaragua
- 3.0 Approval of liquor licence for September 18, 2016 for wine and cheese reception for Council
- 4.0 Report from FSA Planning Committee
- 5.0 New exterior sign

The Rev. Michelle Down opened the meeting with prayer.

**1.0 Approval of job description for the position of Church Administrator – Bruce Moor**

A position description for the Church Administrator was circulated prior to the meeting.

Bruce Moor, Chair of the Ministry and Personnel Committee, reported to the meeting. It was recommended that the position be maintained as full-time and requires strong financial skills and leadership ability. While retaining most of the duties listed previously, an attempt has been made to recognize the importance of collaboration among the staff team, and particularly between the Minister of Worship and Congregational Life and the Administrator. It is expected that the role of the new Administrator will become multi-faceted over time, with an increasing role in the general operation of the Church, acting as a coordinator of both staff and volunteers.

Tim Miedema, Facilities Manager, has assumed responsibility for computer systems, telephones and security. Tim's job description will be updated.

**MOTION:** To approve the job description for the position of Church Administrator.

**MOVED:** By Dale Pettit, seconded by Jo Ann Silcox.

**DISCUSSION:**

M&P anticipates continuing to utilize volunteer and staff support to fulfill reception, administrative and clerical duties.

M&P has discussed staff office space to ensure the best model for communication and collaboration as well as the need for private space when required. This conversation will continue with input from the staff.

M&P plans to post the job description as soon as possible and interview in August.

**MOTION CARRIED.**

**2.0 Approval of loan of \$2,200 for youth group travelling to Nicaragua – Dale Pettit**

A spreadsheet showing fundraising results as well as support from the Jean Brown and Clark Funds, and church groups for the trip to Nicaragua was circulated. At this time no further funding is required for the trip. Any additional funds received over what is required will reimburse the Jean Brown Fund.

**3.0 Approval of liquor licence for September 18, 2016 for wine and cheese reception for Council – Bob Swartman**

A wine and cheese reception for Council members, staff and spouses will be held in the Parlour on September 18, 2016 in the afternoon.

MOTION: To approve the obtaining of a liquor licence for a September 18, 2016 wine and cheese reception.

MOVED: By Jo Ann Silcox, seconded by Dale Pettit. MOTION CARRIED.

**4.0 Report from FSA Planning Committee – Bob Swartman**

A report from the FSA Planning Committee was circulated for information.

**5.0 New Exterior Sign**

A request was received from the Property Committee to start fundraising for a new exterior sign. Communications and Marketing has been in discussion with Property about signage. Christian Development has offered to host a spaghetti dinner in September as a fundraiser. This item will be placed on the agenda of the September Council Meeting.

The meeting was adjourned at 12:15 pm.

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Bob Swartman, Chair

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Katherine Wonfor, Secretary