



**First-St. Andrew's United Church  
COUNCIL MEETING  
December 17, 2019  
Proudfoot Hall, 4:00 pm**

**Present:** Linda Badke, Barb Dalrymple, The Rev. Michelle Down, Kerry Hill, George Jolink, Laurel Kenney, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Bill Peel, Pat Pettit, Jo Ann Silcox, Bob Swartman, Heather Vouvalidis, Katherine Wonfor

**Regrets:** Steve Elson, Doug Jones

The regular meeting of Council was called to order at 4:00 pm by George Jolink, Chair. A quorum was present.

**1.0 Remarks from the Chair:** George Jolink welcomed the members of Council to the December meeting. Council remembered Terry Head, Director of Music, who died suddenly in November. Terry was a talented musician and touched many lives through his ministry. Terry will be missed by the choirs, musicians and congregation of First-St. Andrew's.

**2.0 Invocation:** The Rev. Michelle Down opened the meeting with prayer.

**3.0 Approval of Agenda**

The following addition to the agenda was requested under New Business:

8.1 Parking on Queens Avenue

MOTION: That the Council Meeting Agenda of Tuesday, December 17, 2019 be approved with the above addition.

MOVED: By Bruce Moor, seconded by Heather Locking-Cusolito. MOTION CARRIED.

**4.0 Approval of Minutes**

MOTION: That the Council Meeting Minutes of October 15, 2019 be approved.

MOVED: By Kerry Hill, seconded by Barb Dalrymple. MOTION CARRIED.

**5.0 Correspondence**

**5.1 Letter from the Moderator of The United Church of Canada**

The Right Rev. Richard Bott, Moderator, sent a letter of condolence to the congregation of First-St. Andrew's on the passing of Terry Head.

**5.2 Letter from Barry and Sharon Head**

A letter was received from Terry Head's parents, Barry and Sharon Head. Barry and Sharon thanked all who contributed to Terry's funeral service. The Rev. Michelle Down and the staff were thanked for their friendship to Terry and compassion during this difficult time.

Michelle remains in contact with Barry and Sharon. Their letter will be shared with the congregation.

## **6.0 Committee Reports**

### **6.1 Ad Hoc Planning Committee – Bob Swartman**

Written report circulated.

The Western University student survey on the use of FSA facilities has been completed. A report will be sent to the Planning Committee by year end.

Students from Conestoga College will review the findings of the Western students and develop plans and drawings. This work will be done January to April 2020.

### **6.2 Faith Development**

Written report circulated.

Thanks were extended to The Rev. Michelle Down and the staff for their support and guidance during a very challenging year.

Gratitude was extended to the many volunteers assisting with the music and children's programs.

Confirmation will be celebrated on February 16, 2020.

### **6.3 Finance – Kerry Hill**

Financial statements at November 30, 2019 were circulated.

- Givings are \$22,000 below budget at November 30<sup>th</sup>. It is hoped the Christmas appeal will help reduce the deficit.
- Miscellaneous income in November of \$550 is proceeds from the fabric sale.
- Ministry and Personnel is below budget due to Jane Dockrill's salary being supported by United Church of Canada disability insurance.
- Trust fund revenue and expenses are now shown at the bottom of the Income Statement.
- The Jean Brown Fund funds \$25,000 of the Youth and Young Families Coordinator's salary. The full expense for this position is shown on the Ministry and Personnel budget line.
- The first draft of the 2020 budget has been discussed at Finance. The 2020 budget recommendation will be presented to the January meeting of Council and then brought to the January 26, 2020 Annual Meeting of the Congregation for approval.
- Council was encouraged to participate in the gift card program. There is great potential for this program to raise funds for FSA. Thanks were extended to David Manness, Heather Vouvalidis and all the volunteers who work on the program.

### **6.4 Membership and Nurture – Heather Locking-Cusolito**

Written report circulated.

The program directory will be completed in the new year.

### **6.5 Ministry and Personnel – Bruce Moor**

Bruce Moor extended gratitude to The Rev. Michelle Down and the staff team for their ministry and work during this difficult time. The staff has been impacted both personally and professionally and will take the time off between Christmas and the New Year to rest.

Bruce thanked Merran Neville and the Music Committee for carrying on the music ministry of FSA.

Jane Dockrill, Youth and Young Families Coordinator, is currently on long-term disability. Jane hopes to return in 2020 but the date is undetermined. Contracts have been extended for Martha Elliott who is organizing the Sunday School, and Riley Turner Langley who is assisting with Sing for Your Supper.

Ministry and Personnel received a letter from The Rev. Dr. David McKane. In light of the staff changes, David has offered to continue his work as Visitation Minister until June 30, 2020.

MOTION: To extend the contract of The Rev. Dr. David McKane, Visitation Minister, to June 30, 2020.

MOVED: By Bruce Moor, seconded by Heather Locking-Cusolito.

DISCUSSION: The funding for the contract extension has been included in the 2020 M&P budget submission.

MOTION CARRIED.

A long-term plan for the position of Visitation Minister is required. It was suggested that a working group including representatives from M&P, Membership and Nurture and Finance be formed. How to fund the position needs to be considered and recommendations brought to the congregation for approval.

Council discussed the need to match staffing to congregational priorities. It was recommended that FSA complete the Community of Faith Profile developed by the Antler River Watershed Region to help set priorities for the congregation.

Three years ago, M&P led an extensive consultation about the role and skill set required for the position of Director of Music. The resulting position description will be used as FSA searches for a new Director of Music.

MOTION: That Council endorse the establishment of a search committee to fill the position of Director of Music.

MOVED: By Bruce Moor, seconded by Merran Neville.

DISCUSSION:

- Council considered whether the Director of Music would also have responsibility for arts programs at FSA. It was suggested that the Director of Music be included as a member of the Arts Committee but that music would remain as the main focus.
- Bruce will bring the job description to the January 21, 2020 meeting of Council.
- A motion to appoint the search committee will be made at the January 26, 2020 Annual Meeting of the Congregation.

MOTION CARRIED.

#### **6.6 Mission and Outreach** – Barb Dalrymple, Pat Pettit

Written report circulated.

MOTION: That the Christmas Eve loose offering be designated for Rotholme Women's and Family Shelter.

MOVED: By Barb Dalrymple, seconded by Jo Ann Silcox. MOTION CARRIED.

#### **6.7 Music** – Merran Neville

Written report circulated.

Lynda Kennedy, Paul Merritt and Merran Neville have met to discuss music at FSA from January to May 2020. When possible they hope to fulfill the programs Terry Head was planning.

Council expressed their gratitude to Merran, Paul and Lynda.

## **6.8 Nominations – Bob Swartman**

Please notify Bob Swartman of changes to committee membership.

George Jolink reminded Council that when he offered to serve for a second term as Chair of Council it was agreed he would not become Chair of Nominating.

## **6.9 Property – George Jolink**

Written report circulated.

Replacement heat trace cables are required for the west side of the roof. The current cables are no longer functioning and ice build-up which then slides off the roof poses a risk to people and property. Gen-Car has provided a quote of \$3,690 to install new heat trace cables.

MOTION: That Council approve the capital expenditure of \$3,690 to replace the heat trace cables on the west side of the First-St. Andrew's United Church roof.

MOVED: By Jo Ann Silcox, seconded by Bill Peel. MOTION CARRIED.

Council discussed health and safety issues.

- It was recommended that groups using the church be notified of where first aid kits are located. The Property Committee will discuss how to inform renters.
- Council discussed if FSA should have a defibrillator on site. Property has looked at this issue in the past. A defibrillator would cost \$2,500. Many people would not feel confident to use this medical device. FSA is close to an ambulance dispatch point, so emergency personnel should respond quickly to a 911 call.
- A Naloxone kit, to counter the effects of an opioid overdose, can be found in the church office.

## **6.10 Trustees – Bill Peel**

A report from the Long-Term Giving Committee of the Board of Trustees and a sample letter asking members to consider an end-of-life gift to FSA were circulated.

MOTION: That Council approves the distribution of a letter from the Long-Term Giving Committee of the Board of Trustees to members of the congregation.

MOVED: By Kerry Hill, seconded by Bill Peel. MOTION CARRIED.

## **7.0 Group Reports**

### **7.1 UCW – Laurel Kenney**

- The UCW Christmas meeting was held on December 10<sup>th</sup>. Linda Badke and Ann MacPhail were thanked for their presentation: Reflections on the El Camino.
- FSA will host a 2020 World Day of Prayer service on March 6<sup>th</sup>. The service has been prepared by the women of Zimbabwe.

### **7.2 Staff – Michelle Down**

- Michelle Down encouraged us to extend hospitality this Christmas season to those who do not have family nearby or will be alone.

- A Mission and Outreach service will be held on January 12, 2020. Joan Tuchlinksy will be the guest preacher. Michelle will be away from FSA January 12th. David McKane has offered his help to the MO Committee to organize the service.
- A Family Christmas Eve Service will be held at 6:30 pm. At 9:30 pm a candlelight communion service will be held, The Rev. Michelle Down preaching.
- Paul Merritt, Organist Emeritus, was thanked for leading the music for the Advent and Christmas services.

### **7.3 Antler River Watershed Region – Linda Badke, Jo Ann Silcox**

Written report circulated.

The Region has developed new paperwork required by local ministries facing closure, amalgamations, new calls, etc. FSA may find this a valuable assessment tool as we undergo staffing changes.

## **8.0 New Business**

### **8.1 Parking on Queens Avenue – Heather Locking-Cusolito**

Members of the congregation have been ticketed for parking on the north side of Queens Avenue during the Sunday service. The ticketing began after letters to the editor of the London Free Press were published regarding cars parked in bike lanes. Currently the parking signs in front of FSA state “No Parking Monday to Saturday”. Tim Miedema, Facilities Manager, contacted the City of London Parking Enforcement Office and was told that the City will be updating the signs to read “No Parking At Any Time”.

George Jolink offered to send a letter to City Hall opposing the change to parking in front of FSA on Sundays. It was suggested that other members of the congregation send letters to the City. Heather Locking-Cusolito will draft a petition for the congregation.

### **8.2 Committee Membership**

Bob Swartman circulated a proposal for discussion. The Mission and Outreach (MO) Committee is looking for new committee members and a committee chair. Bob recommended that the MO Committee’s fundraising activities be moved to a fundraising sub-committee under Finance, and that MO include environmental issues as part of its focus.

Council discussed the proposal.

- In the past the FSA budget included lines for ELUCO and St. Paul’s Social Services. When funding for these programs was removed from the budget, the MO Committee increased their fundraising activities.
- MO is a busy committee focusing on social justice issues. Barb Dalrymple is preparing a report on the projects the MO Committee leads.
- It was recommended that committees appoint their chair from their members. The MO Committee long-time members have already served as chair.
- A new committee member will not be prepared to serve as chair.
- The Finance Committee does not organize fundraising activities, but does review proposed projects to ensure financial viability and that the project does not conflict with other activities taking place at FSA.
- Heather Vouvaldis has prepared a list of FSA fundraising activities in 2018 and 2019 to date. This report was circulated at the October Council meeting. The report includes fundraising projects to June 2020.

- Mary Ann Hodge has successfully established an Environmental Coalition and the MO Committee does not see any benefit in moving the Coalition under the MO Committee.

### **8.3 Policy Manual**

Steve Elson, with the assistance of Doug Jones and George Jolink, is undertaking a review of the FSA Policy and Procedures Manual with the goal of having an updated manual to present to the congregation for approval at the 2021 Annual Meeting.

### **9.0 Adjournment**

Michelle Down thanked George Jolink for his leadership as he chairs his last Council meeting. The members of Council expressed their gratitude to George.

The Rev. Michelle Down closed the meeting with prayer.

The December 2019 Meeting of Council was adjourned at 6:04 pm.

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George Jolink, Chair

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Katherine Wonfor, Secretary