



**First-St. Andrew's United Church
COUNCIL MEETING
December 15, 2020
4:00 pm
Zoom Video Conferencing**

Present: Linda Badke, Steve Elson, Kerry Hill, The Rev. Tom Hiscock, George Jolink, Doug Jones, Laurel Kenney, Erich Knapp, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Jo Ann Silcox, Heather Vouvalidis, Jackie Williams, Katherine Wonfor

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

1.0 Invocation: The Rev. Tom Hiscock opened the meeting with prayer.

2.0 Review and Approval of Agenda

The following additions were requested to the Agenda:

- 9E Ministry and Personnel
- 10D Music
- 10E Property
- 10F Membership and Nurture

MOTION: That the Council Meeting Agenda of Tuesday, December 15, 2020 be approved with the above additions.

MOVED: By George Jolink, seconded by Merran Neville. **MOTION CARRIED.**

3.0 Update on the Rev. Dr. David McKane

The Rev. Dr. David McKane is convalescing at home after his stroke. Please continue to hold David in your prayers. Messages can be sent to David by mail or email.

Council thanked the Rev. Tom Hiscock and the Rev. Ann Corbet for their ministry during this time.

Jo Ann Silcox and Heather Locking-Cusolito have met to discuss pastoral care needs. Jo Ann and Heather will work with volunteers to reach out to members of the congregation.

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of November 17, 2020 be approved.

MOVED: By Jo Ann Silcox, seconded by Doug Jones. **MOTION CARRIED.**

5.0 Correspondence

The Antler River Watershed Regional Council has appointed The Rev. Tom Hiscock as Pastoral Charge Supervisor for FSA. Steve Elson thanked Tom for serving the people of FSA.

6.0 Staff Report – Tom Hiscock

Remember to practice social distancing when communicating with the staff. Please use the window in the Atrium to speak with people in the office.

7.0 Business Arising from the Minutes

7A Chair Elect of Council

MOTION: That David Wardlaw be presented to the congregation of First-St. Andrew's United Church as the nominee for Chair Elect of Council at the Annual Meeting of the Congregation to be held January 31, 2021.

MOVED: By Heather Locking-Cusolito, seconded by George Jolink. MOTION CARRIED.

7B Finance Committee

At the November 17, 2020 Council meeting a memo was received from the Finance Committee. Steve Elson and Doug Jones have been in communication with Kerry Hill to discuss the concerns raised in the memo. Steve attended the December Finance Committee meeting. Decision making at FSA is guided by the United Church of Canada Manual and FSA Policies and Procedures Manual. Council was reminded to ensure communication and deliberations follow these guidelines.

The Finance Committee proposes developing a five-year financial forecast for FSA. Different scenarios will be presented to start a conversation with Council and the congregation.

MOTION: That Council supports the Finance Committee developing a five-year financial forecast for FSA and will assist the Committee with requests for information.

MOVED: By Kerry Hill, seconded by Doug Jones. MOTION CARRIED.

8.0 New Business

8A COVID-19

George Jolink reported that the Re-opening Task Team met with the staff and the team that produces the on-line services. The City of London is now under red level restrictions. The Task Team made the following recommendations:

- That FSA moves to only offering virtual worship experiences;
- That the Blue Christmas service scheduled for December 21 be cancelled;
- The December 20 service be recorded for broadcast on December 27 with no congregation present;
- The Christmas Eve service be pre-recorded for broadcast on December 24 with no congregation present;
- FSA will not have a service on January 3.

MOTION: To adopt the recommendations of the Re-opening Task Team as presented.

MOVED: By George Jolink, seconded by Kerry Hill.

DISCUSSION:

- Other London churches were canvassed and they will be moving to virtual services only.
- The staff will be able to access the church building. It is recommended that church business with the staff be by appointment only.
- If Ontario moves to grey level restrictions (lock down), the church building will be closed.

MOTION CARRIED.

The recommendations will be communicated to the congregation through an e-blast. Council recognizes that not holding in-person services is disappointing, but the health and safety of the staff and congregation is of the utmost importance.

8B Year-end Review of Council

Steve Elson proposed that Council undertake a year-end review to reflect on the last year, what we have done, how well we are functioning, and what improvements we might make in 2021.

An anonymous on-line survey will be used to gather personal perspectives. Sample questions were circulated to Council.

MOTION: That Council undertakes a year-end review.

MOVED: By Steve Elson, seconded by Kerry Hill.

DISCUSSION:

- Council discussed expanding the survey to include feedback from the congregation.
- It was agreed that Council undertake the internal review at this time.
- Feedback from the congregation will be sought as the Finance Committee works on the five-year forecast.
- Steve will present the survey findings at the January 2021 Council meeting.

MOTION CARRIED.

9.0 Reports and Topics for Discussion by Council

9A Proudfoot Society Policy

Doug Jones reported for the Board of Trustees. At the June Council meeting a proposal for the establishment of the Proudfoot Society was circulated. The Proudfoot Society will recognize significant contributions to the Proudfoot Legacy Trust. The UCW was thanked for their feedback and the suggestion to recognize FSA members of 40 plus years who have served on the executive of the Official Board, the Session, Council, the Board of Trustees, or the UCW. The updated Proudfoot Society Policy was circulated along with a brochure on the Society.

MOTION: To approve the Proudfoot Society Policy as presented.

MOVED: By Doug Jones, seconded by Jo Ann Silcox.

DISCUSSION:

- The Board of Trustees is identifying people who meet the criteria for the Proudfoot Society.
- The Trustees plan to introduce the Proudfoot Society program to the congregation in early 2021.
- Legacy Sunday is held in May. The Trustees asked Council to consider May being named Proudfoot month. The Trustees are considering activities in May to connect with members of the Proudfoot Society to let them know how their commitment is supporting FSA.
- The Marketing and Communications Committee were thanked for their assistance in producing the brochure.

MOTION CARRIED.

9B Financial Status and 2021 Budgets

Kerry Hill thanked Committee chairs who had submitted their 2021 budgets.

A draft budget will be brought to Council for approval at its January meeting. The budget will then be brought to the Annual Meeting of the Congregation on January 31, 2021.

The November 2020 Financial Statement was circulated to Council. Expenses for the Worship Committee are over-budget as the expenses for the audio-visual equipment to produce on-line

services have been charged to this budget line. As this equipment is a capital expense, a request will be made to the trust funds to off-set these costs.

The Board of Trustees, Finance Committee and the Church Administrator are discussing the timing of 2021 trust fund transfers to the operating fund. The goal is to leave the funds invested in the trust funds earning income until required by operations.

9C FSA Statement of Policies and Procedures

The revised FSA Statement of Policies and Procedures was circulated to Council. This document will be presented to the congregation for approval at the January 31, 2021 Annual Meeting of the Congregation.

It was requested that the Proudfoot Society Policy be appended to the Policies and Procedures.

9D Annual Meeting of the Congregation

Committee reports for the Annual Report are due January 8, 2021. Steve Elson will assemble the Nominations Report. Please forward an updated list of Committee members to Steve.

The Annual Meeting of the Congregation will be held January 31, 2021. Council agreed that the meeting be held virtually. Members who do not have computers can join the meeting by phone. The Annual Meeting materials (Annual Report, agenda with motions) will be made available through the e-blast and on the website. Members will be encouraged to share the information with people who do not have computers.

9E Ministry and Personnel

Bruce Moor reported to Council.

The staff are traditionally given holiday days between Christmas and New Year's Day. The office would re-open on January 4, 2021. Council voiced its approval of providing the staff with a chance to rest during a stressful year.

The recording and editing of church services requires significant staff time. Kathryn Skelly has developed the skill set to edit the recordings. Editing takes several hours and Kathryn has been doing this work at home. Ministry and Personnel recommends that Kathryn be compensated for these hours.

MOTION: That the work of editing the recorded church services be considered a contract service and Kathryn Skelly be compensated for this work separate from her regular salary.

MOVED: By Bruce Moor, seconded by Kerry Hill.

DISCUSSION:

- Kathryn Skelly's job description will not be revised as video editing work would not normally be included in the duties of the Administrative Assistant.
- Approximately 10 hours of work are required to edit a service.
- Jen Sadler volunteered to edit the services from March to June and trained Kathryn. Steve Elson offered to send a note of thanks to Jen on behalf of Council and the congregation.

MOTION CARRIED.

10.0 Reports and Topics for the Information of Council

10A Search Committee – Kerry Hill

The Search Committee has completed their training with the Antler River Watershed Region. The Community of Faith Profile and the position description for a Minister of Worship and Congregational Life have been posted to ChurchHub.

10B Worship and Christian Development – Jo Ann Silcox

Report accepted as circulated.

10C Antler River Watershed Regional Council – Linda Badke

Report accepted as circulated.

10D Music – Merran Neville

Report accepted as circulated.

10E Property – George Jolink

Report accepted as circulated.

The Property Committee is exploring ways to secure the south entrance. Evidence of a fire being set was seen this past week. Any permanent changes would require approval from the City of London Heritage Committee. A collapsible metal gate costing approximately \$400 is being considered as a temporary measure.

10F Membership and Nurture - Heather Locking-Cusolito

Report accepted as circulated.

11.0 Adjournment

The December 15, 2020 Meeting of Council was adjourned at 5:56 pm.

Steve Elson, Chair

Katherine Wonfor, Secretary