



**First-St. Andrew's United Church  
COUNCIL MEETING  
September 15, 2020  
4:00 pm  
Proudfoot Hall**

**Present:** Linda Badke, Steve Elson, George Jolink, Doug Jones, Laurel Kenney, Erich Knapp, The Rev. Dr. David McKane, Bruce Moor, Merran Neville, Jo Ann Silcox, Heather Vouvaldis, Katherine Wonfor

**Regrets:** Kerry Hill, Heather Locking-Cusolito, Jackie Williams

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. Dr. David McKane opened the meeting with prayer.

**2.0 Words of Welcome:** Steve Elson welcomed Erich Knapp, the new Director of Music, to First-St. Andrew's. Erich thanked everyone for their welcome and support. The FSA Chamber Choir will lead the music during Sunday services. Owen Spicer, an organ student at McGill University, will be our organ scholar this fall. The Laudamus Bells will start rehearsing in October. Social distancing guidelines will be followed. While the congregation and full choir may not be able to sing during this time of COVID-19, the music ministry will continue to be an important part of worship.

### **3.0 Review and Approval of Agenda**

The following additions were requested to the Agenda:

- 8.4 Report from Property
- 8.5 Report from the Board of Trustees
- 8.6 Report from the UCW
- 8.7 Report from Ministry and Personnel

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

**MOVED:** By Bruce Moor, seconded by George Jolink. **MOTION CARRIED.**

### **4.0 Approval of Minutes**

An amendment was requested to the August 12, 2020 Council Minutes.

#### **8.2 Music Committee**

**MOTION:** That an expenditure of \$2,500 be made from the Clark Wilson Fund.

**MOVED:** By Merran Neville, seconded by Jo Ann Silcox.

**DISCUSSION:** The expenditure is at the request of the Music Committee and is to assist the new Director of Music with accommodation expenses to help with his 14-day quarantine period on arrival in Canada and to assist Ministry and Personnel in covering the moving expenses.

**MOTION CARRIED.**

**MOTION:** That the Council Meeting Minutes of August 12, 2020 be approved with the above amendment.

MOVED: By Jo Ann Silcox, seconded by Linda Badke. MOTION CARRIED.

MOTION: That the Council Meeting Minutes of August 26, 2020 be approved.

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

## 5.0 Staff Report – David McKane

- Erich Knapp, Director of Music, and Elizabeth Stewart, Acting Youth and Young Family Coordinator, were welcomed at the September 20 staff meeting. The staff will meet weekly during September and bi-weekly starting in October.
- The Faith Development Committee is now meeting as two committees: Christian Development and Worship. Both committees require new members.
- World Wide Communion will be celebrated on October 4, 2020.
- While the weather permits, Church school will meet outdoors starting Sunday, September 20.

## 6.0 New Business

### 6.1 FSA Community of Faith Documents

A Community of Faith Profile is required in order to call ministry personnel. The following documents have been circulated for review and feedback to Council and the congregation:

- Living Faith Story Worksheet
- Demographic Worksheet
- Physical Assets Worksheet
- Financial Viability Worksheet

Opportunities for feedback included an on-line survey, two open Zoom meetings, emails and phone calls. Amendments to the documents have been made in response to the feedback. The changes have been one of emphasis rather than significant content changes.

The documents reflect FSA's strengths and challenges and identify priorities providing helpful information to those considering a call to FSA. Priorities identified include:

- The need to build ministry leadership and staffing to guide FSA into the future.
- The need to repurpose parts of FSA and develop new uses for the reconfigured space.
- The need to address volunteer burnout and to expand our traditional volunteer base.
- Young people and young families need focused attention to make FSA attractive and welcoming to them.
- The need to expand and promote Faith, Service and the Arts (FSA).
- The need to adapt and change to meet the future.

The financial information provided will assure the Antler River Watershed Regional Council that FSA can financially support the two ministry positions (Minister of Worship and Congregational Life, Visitation Minister) FSA is seeking to fill. This information was provided by the Finance Committee and the Board of Trustees.

Work completed by the Western students in the fall of 2019 was valuable in completing the Physical Assets Worksheet.

MOTION: For Council to approve the First-St. Andrew's United Church Community of Faith Profile and present the documents to the congregation for approval at a Congregational Meeting to be held September 20, 2020.

MOVED: By Jo Ann Silcox, seconded by George Jolink. MOTION CARRIED.

Next steps:

- A Congregational Meeting will be held on September 20, 2020 to approve the Community of Faith Profile.
- The approved Community of Faith Profile will be sent to the Antler River Watershed Regional Council for approval at its October 7, 2020 meeting.
- A Regional Liaison will be assigned to FSA. The Liaison will assist us with:
  - reviewing and revising the position descriptions
  - exploring the possibility of calling an Intentional Interim Minister or go directly to calling a Minister
  - addressing the option of sharing the position of Visitation Minister with another congregation

## **7.0 Reports and Topics for Discussion by Council**

### **7.1 Congregational Meeting**

A draft agenda was circulated for a Congregational Meeting to be held September 20, 2020 to approve FSA's Community of Faith Profile.

In Steve Elson's absence, George Jolink will chair the meeting.

Council discussed allowing people who are unable to physically attend the meeting to participate through Zoom. Kathryn Skelly will be asked to set-up the Zoom meeting. Merran Neville offered her assistance if Kathryn is unavailable to monitor the Zoom participants during the meeting. This will act as a test for a Zoom link for the 2021 Annual Congregational Meeting.

At the meeting, a motion will be made to extend voting rights to adherents and youth.

## **8.0 Reports and Topics for the Information of Council**

**8.1 Faith Development** – Jo Ann Silcox  
Report accepted as circulated.

**8.2 Music** – Merran Neville  
Report accepted as circulated.

**8.3 Finance** -- Heather Vouvalidis

The FSA Income Statement at August 2020 was circulated.

- Year-to-date Revenues are below budget (\$38,000). There has been a decrease in rental income due to the building being closed. Meals On Wheels is an essential service and has remained open. FSA has been receiving MOW rental payments. One person has opted out of PAR due to financial reasons.
- Year-to-date Expenses are below budget (\$83,000).
- FSA benefited from a Government of Canada Temporary Wage Subsidy Program. The subsidy is equal to 10% of the remuneration paid from March 18 to June 19, 2020. The subsidy offsets payroll expenses and is recorded under Ministry and Personnel expenses on the financial statements.
- Kerry Hill is preparing a financial outlook to the end of 2020.
- Heather Vouvalidis is preparing Committee budget reports.

October is Stewardship month at FSA. The Finance Committee will discuss the 2020 campaign at their next meeting.

#### **8.4 Property – George Jolink**

During the building closure, Tim Miedema, Facilities Manager, has checked the property and building daily to ensure the building was secure and no issues needed to be attended to. Sincere thanks were expressed to Tim for his commitment to FSA.

The Farquhar House AC unit was rendered inoperable due to vandalism. The copper piping was stolen. Since the AC unit was 23 years old it was replaced at a cost of approximately \$5,000. A metal cage was installed so the new unit cannot be vandalized.

There has been an increase in the number of people sheltering overnight in the covered south entrance. On a couple of occasions, evidence of small fires has been seen. The Property Committee is investigating the cost of designing and installing wrought iron gates on the exterior arch.

Council discussed how FSA could support the homeless population.

- A list of social service agencies could be provided. Heather Vouvalidis and Kathryn Skelly were asked to compile an up-dated list.
- A supply of Tim Horton's gift cards could be made available. The minister's discretionary fund could provide funding for the cards.
- Bus tickets could be offered.

#### **8.5 Board of Trustees – Doug Jones**

In 2019 FSA made a \$75,000 pledge, payable over three years, to the Revitalize Camp Kee-Mo-Kee campaign. There was a market downturn earlier in 2020, but the investment portfolio performance has improved and the trust funds are in a position to pay the second year pledge installment of \$25,000 in September.

#### **8.6 UCW – Laurel Kenney**

Deanne Pederson and Jan Hendry are making masks to sell and Glenda Robinson is selling Batik bookmarks. The proceeds will be donated to the UCW for their charitable work.

A sale of deli items (jams, jellies, marmalade and chilli sauce) will take place on October 4 and 18. Proceeds will support the work of the UCW.

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

This is a time of change with a new staff team. Bruce Moor thanked all the staff for their commitment to the people of FSA.

#### **9.0 Adjournment**

The Rev. Dr. David McKane closed the meeting with a benediction.

The September 15, 2020 Meeting of Council was adjourned at 5:12 pm.

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Steve Elson, Chair

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Katherine Wonfor, Secretary