



**First-St. Andrew's United Church  
COUNCIL MEETING  
February 21, 2023  
7:00 pm  
Zoom Video Conferencing**

**Present:** Linda Badke, Paul Cooper, Barb Dalrymple, Steve Elson, Katie Glaves, Kerry Hill, Laurel Kenney, The Rev. Dr. Joshua Lawrence, Merran Neville, Jo Ann Silcox, David Wardlaw, Katherine Wonfor, Laura Wood

**Regrets:** George Jolink, Allyson Watson, Jackie Williams

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

**1.0 Welcome:** David Wardlaw welcomed Council to the February meeting.

MOTION: That Katie Glaves, representing the Christian Development Committee, be allowed voting rights at the February 21, 2023 Council meeting.

MOVED: By Steve Elson, seconded by Merran Neville. MOTION CARRIED.

**2.0 Invocation:** Pastor Joshua opened the meeting with prayer.

**3.0 Acknowledgement of the traditional territory on which we are meeting**

**4.0 Reflection – David Wardlaw**

A memo outlining Holy Manners was circulated to Council. Holy Manners has been used as a resource for the conduct of meetings by General Council and church councils. David Wardlaw encouraged members of Council to refer often to these guidelines for fair and open discussion.

**5.0 Review and Approval of Agenda**

MOTION: That the Council Meeting Agenda of Tuesday, February 21, 2023 be approved.

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

**6.0 Declaration of Conflicts of Interest**

No conflicts of interest were declared.

**7.0 Approval of Minutes**

MOTION: That the Council Meeting Minutes of January 17, 2023 be approved.

MOVED: By Paul Cooper, seconded by Katie Glaves. MOTION CARRIED.

**8.0 Correspondence**

A note was received from Paul Merritt expressing gratitude to FSA for waiving the fee for use of the church for Enid's celebration of life service.

## **9.0 Staff Report – Joshua Lawrence**

A Pastor's Report was circulated.

In-person staff meetings are held once a month.

Margo Christodoulou has brought to the staff's attention that kitchen policies and procedures need to be put in place to ensure FSA is meeting health unit standards.

Technology connectivity issues are being experienced. An audit by Keystone Technologies is recommended. El Sistema runs their own network and have not mentioned any difficulties.

## **10.0 Business Arising from the Minutes**

### **10A Public Health Mandates at FSA**

A memo from David Wardlaw was circulated to Council. The memo outlined mask mandates at other London churches and Western University; and masking advice from the Middlesex-London Health Unit and the Chief Medical Officer of Ontario.

FSA's current mask mandate was approved by Council at its November meeting and came into effect on November 20. At the December 20, 2022 meeting of Council, a motion was approved that Council would review any public health mandates on a monthly basis.

MOTION: That the mask mandate introduced by Council on November 15, 2022 and extended on December 20, 2022 and January 17, 2023 be withdrawn as of February 21, 2023.

DISCUSSION:

- It was suggested that the mask mandate be withdrawn and the decision to wear a mask be left to the individual.
- There is no government masking mandate in effect at the current time although masking is recommended in indoor public settings by the Middlesex-London Health Unit.
- As mask wearing becomes optional, please respect the choice of others.

MOVED: By Barb Dalrymple, seconded by Steve Elson.

MOTION CARRIED with 1 abstention and 1 opposed.

## **11.0 Items for Decision Making by Council**

### **11A Minister of Pastoral Care – Kerry Hill**

A revised position description for a Minister of Pastoral Care was circulated. The revisions have been vetted by Ministry and Personnel, the Search Committee and Council Executive.

The position is now posted as part-time for 12 hours per week. Virtual visits have been added as a way to provide pastoral care.

MOTION: That the revised position description for a Minister of Pastoral Care be adopted.

MOVED: By Kerry Hill, seconded by Merran Neville.

DISCUSSION:

- The revised position description will be posted to ChurchHub.
- Existing applicants for the position will be provided with the revised position description.

MOTION CARRIED.

### **11B Stewardship Working Group – Steve Elson**

A memo regarding Stewardship at FSA was circulated.

There is a clear need for Stewardship to become an on-going component of the life of FSA, especially in light of our current and projected financial pressures.

It is proposed that a Stewardship Working Group be formed. This would be an action-oriented group performing specific tasks.

- Encourage the practice of thankfulness.
- Three stewardship campaigns to be held annually; Lent/Easter, Advent/Christmas, fall stewardship campaign.
- A focus on increasing the number of PAR (pre-authorized remittance) givers.
- Educate the congregation on the tax advantages of donating stocks.
- Promote on-line giving.
- Support on-going fundraising initiatives such as the shopping card program.

It is proposed that the Stewardship Working Group not be responsible for large-scale fundraising projects. These would be undertaken by project specific groups.

MOTION: To approve the creation of a Stewardship Working Group.

MOVED: By Paul Cooper, seconded by Jo Ann Silcox. MOTION CARRIED.

### **11C Report on Live Streaming – Steve Elson**

A report on live streaming at FSA was circulated.

The report outlined the current human resources required and technology used. Live streaming offers an excellent opportunity for FSA to reach out beyond its walls and increase the presence and impact of FSA in the community and beyond. Current staff and volunteers are to be congratulated for the excellent quality of the live streamed weekly Sunday services.

The following recommendations were made:

- That additional volunteers be recruited and trained to participate as crew for live streaming events.
- Create a quick reference guide to be used for training.
- Continue to use paid personnel to direct and manage the pre-production work and to manage the technology and live streaming crews.
- Purchase updated portable microphones to capture voices.
- Purchase an additional computer monitor to help manage the on-line production.
- Establish a fee schedule for live streaming of events, such as weddings and funerals.
- Improve lighting in the sanctuary to improve the visuals of productions.
- It is proposed that live streaming be formally assigned to the Communications and Marketing Working Group and that the Working Group report to Council as required.

A grant application to the federal Community Services Recovery Fund is currently being written and it is focussed on both expanding live streaming and social media at FSA.

MOTION: That the report on live streaming at FSA be accepted and the recommendations adopted.

MOVED: By Steve Elson, seconded by Kerry Hill. MOTION CARRIED.

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

### **12A FSA Kitchen – David Wardlaw**

David Wardlaw informed Council that since the Proudfoot Hall kitchen is used to prepare and serve food to the public, FSA is required to comply with public health regulations. At least one person with food handler certification must be present when food is being served.

Margo Christodoulou is putting together a working group, and a kitchen handbook will be created for FSA volunteers and renters.

### **12B Health and Safety at FSA – David Wardlaw**

A team is required to monitor and oversee compliance with health and safety regulations.

It was suggested that the team consist of representatives from staff, Ministry and Personnel, Property and Christian Development. Government resources are available regarding the Ontario Occupational Health and Safety Act and regulations.

### **12C Afghan Refugee Sponsorship Project – Linda Badke**

Linda Badke reported on up-coming fundraising projects for the Afghan Refugee Sponsorship Project.

- March 5 chili lunch
- Promotion of donations made in tribute or in memory
- May 20 outdoor yard/garage sale at FSA

Council discussed the need to co-ordinate fundraising events to avoid conflicts. FSA should present an integrated stewardship message that supports operating and special projects as we cultivate a community of generosity.

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

### **13A Campaign for Lent – Steve Elson**

Steve Elson and Jim Silcox have designed a campaign for Lent:  
LENT: an opportunity to say thanks and to give

Thank you cards have been produced to give people a change to express gratitude to FSA people and programs during Lent. As we approach Easter, the congregation will be asked to consider making a special gift.

The Finance Committee was asked to report the financial results of the campaign to Council.

### **13B Community Services Recovery Fund Grant Application – Steve Elson**

The Community Services Recovery Fund is a \$400 million investment from the Government of Canada to support charities and non-profits as they focus on how to adapt their organizations for pandemic recovery. Locally the grant is being administered by the United Way.

A grant application is being prepared. FSA's application will focus on developing social media and upgrading live streaming equipment which will enhance FSA's engagement with the community.

### **13C UCW – Laurel Kenney**

The National UCW fundraising initiative is the Healing Fund, a bursary to support Indigenous Women, Children and Families.

The FSA UCW will be hosting a catered lunch on May 1 at noon to raise funds for the Healing Fund. Please support this opportunity to enjoy the hospitality of the UCW.

#### **14.0 Benediction**

Kerry Hill closed the meeting with prayer.

The February 21, 2023 Meeting of Council was adjourned at 8:47 pm.

---

David Wardlaw, Chair

---

Katherine Wonfor, Secretary