



**First-St. Andrew's United Church
COUNCIL MEETING
May 19, 2020
4:00 pm
Zoom Video Conferencing**

Present: Linda Badke, The Rev. Michelle Down, Steve Elson, Kerry Hill, George Jolink, Doug Jones, Heather Locking-Cusolito, Bruce Moor, Merran Neville, Nancy Quinn, Jo Ann Silcox, Heather Vouvalidis, 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. Michelle Down is participating in the Festival of Homiletics. The conference is being held on-line and over 13,000 clergy are attending. The focus of the 2020 conference is climate change. Michelle invited the members of Council to think about how we have been operating and in what ways our community can work collectively and individually in relationship with creation.

2.0 Review and Approval of Agenda

The following additions were requested to the Agenda:

7.3 Visitation Minister
9 C Music Committee

MOTION: That the Council Meeting Agenda of Tuesday, May 19, 2020 be approved with the above additions.

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

3.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of April 21, 2020 be approved.

MOVED: By Merran Neville, seconded by Heather Locking-Cusolito. **MOTION CARRIED.**

4.0 Correspondence

4.1 White Squirrel Golf Tournament

An email was received from Allyson Watson, organizer of the White Squirrel Golf Tournament. A virtual White Squirrel fundraising campaign will be held in June. Proceeds will support St. Paul's Social Services, ELUCO, Rotholme Family Shelter, and Los Quinchos School in Nicaragua.

The Mission and Outreach Committee has been raising funds in May for the Canadian Foodgrains Bank through the Grow A Row campaign.

It was requested that the Finance Committee be informed of all fundraising activities.

5.0 Business Arising from the Minutes

5.1 COVID-19 – Government of Canada Loan Program

Kerry Hill reported that faith communities are not eligible for the Government of Canada \$40,000 loan program. Representatives from the national office of the United Church are lobbying the government to include faith communities. Kerry informed Council that FSA does not require this support. If faith communities become eligible for the loan, and if FSA revenues decrease to a point where funding is required, Council Executive was given the authority at the April 21, 2020 Council Meeting to decide whether to apply for a loan.

5.2 Update from the UCW

Nancy Quinn reported on behalf of the UCW. A written report was circulated.

- At its April meeting Council discussed a proposal from the UCW for a monthly online fundraising campaign. After receiving feedback, this initiative has been placed on-hold. It was suggested that a face to face discussion regarding fundraising at FSA take place.
- The April Rummage Sale was cancelled and there will not be a rummage sale in the fall. Jim and Jan Hendry were thanked for their work on the sale.
- Glenda Robinson, convenor of the UCW Boutique Bazaar, has reported to the UCW that the Bazaar committee has had discussions via email and phone. Dana Conn and Tara Gonder are investigating the creation of an on-line store for the Bazaar. Kerry Hill has spoken with Glenda, and since the Bazaar is an established fundraiser, an on-line Bazaar store does not require Finance approval. Merran Neville suggested that Jim Silcox be consulted to see how the existing FSA website could support e-commerce.

6.0 Staff Report

- The following meeting schedule was proposed for June 2020.

Wednesday, June 3 at 9 am – Council Executive

Tuesday, June 9 at 10 am – Staff

Tuesday, June 16 at 4 pm – Full Council

Tuesday, June 23 at 10 am -- Staff

- Jane Dockrill, Youth and Young Family Coordinator, has returned to work. Jane will be working 8 hours a week. FSA is blessed and grateful for Jane's return. Council was asked to encourage Jane and remember her in our prayers.

7.0 New Business

7.1 COVID-19

Guidelines for returning to church have been prepared by the General Council of the United Church of Canada. This document was circulated to Council.

A decision on when to return to church will be made following guidelines from public health and all levels of government. Many members of FSA are considered vulnerable populations.

It was agreed that Council Executive will form the return-to-church committee.

7.2 Policies and Procedures Manual Review

Steve Elson, Doug Jones and George Jolink are leading a review of the FSA Policies and Procedures Manual. This is the first major review of the Policies and Procedures since 2015.

A memo outlining changes to the Policies and Procedures and the updated manual were circulated to Council.

The following questions were presented to Council:

1. Do you support a quorum being defined as “at least 50% of the members eligible to attend the meeting”? (section 3.3.3)
 - Council agreed with this amendment.
2. Do you support the membership of the Executive Committee as stated in 3.4.3?
 - Council agreed to the expansion of the Executive Committee to include the Chair of the Ministry and Personnel Committee.
3. Each Committee is to assign a member to serve as secretary. The current wording indicates that all minutes are to be sent to the Secretary of Council (section 3.4.6.7). It is proposed that the Committee reports tabled with Council, which become part of the official record of Council and therefore archived, be the means by which Committee reports are shared and documented, rather than all minutes being sent to the Secretary of Council.
 - Council agreed to this proposal as it reflects current practice.
 - Committee reports should include enough detail that Committee discussions and decisions are clear to the reader.
4. Terms of Office: currently all Committee members are to serve for an initial three-year period (section 3.4.7.4). Committee Chairs serve for two years (section 2.4.9.4). Other terms vary according to position (Appendix A).
 - The three-year commitment should be clearly communicated when recruiting new Committee members.
 - A Committee member may renew their commitment after the initial three years to allow Committees to retain experienced and enthusiastic members.
5. The current Policies and Procedures calls for a young person (Youth) to serve as a member of Council (section 3.4.10.12). It is suggested that this position be a one-year term.
 - The Christian Education Committee would recruit and mentor the young person.
 - A high school student actively involved in FSA’s CE programs could fill the position.
6. Section 4.0 addresses Officers and Officials of FSA. Currently, three positions are listed as Officers: Chair of Council, Church Treasurer, Chair of the Board of Trustees. It is proposed to add the Past Chair of Council, the Chair Elect of Council, and the Secretary of Council.
 - The United Church of Canada Manual does not specify who are the officers of a congregation.
 - The Officers are listed in documents prepared for the Canada Revenue Agency. Heather Vouvalidis will investigate who is listed currently.
 - Officers may or may not have signing authority for financial matters.
7. It is proposed that amendments to the Statement of Policies and Procedures require 10 signatures.
 - Ten members of the congregation would be required to recommend an amendment which would be brought to Council and then a Congregational Meeting for approval.

- Committees can forward recommendations for changes to their section of the Policies and Procedures Manual to Council. All changes must be approved at a Congregational Meeting.
8. It is proposed that the amended FSA Statement of Policies and Procedures be voted on at the Annual Congregational Meeting to be held in January 2021.
- Bruce Moor will be forwarding changes to the Ministry and Personnel section.
 - Kerry Hill will be forwarding revisions to the Finance section. It is recommended that the Finance Committee review the UCW's financial accounts to ensure accounting procedures are in-line with church practices. Nancy Quinn requested that this change be discussed with Laurel Kenney and Kerry Hill.

Steve, Doug and George were thanked for their leadership of this project.

7.3 Visitation Minister

Bruce Moor, Chair of the Ministry and Personnel Committee, circulated a report to Council.

The report outlined the strong support of the role of Visitation Minister from the Membership and Nurture Committee and appreciation for the work of The Rev. Dr. David McKane in this role.

MOTION: That The Rev. Dr. David McKane's appointment as Visitation Minister be extended to December 31, 2020.

MOVED: By Bruce Moor, seconded by Kerry Hill.

DISCUSSION: David has agreed to this extension.

MOTION CARRIED.

MOTION: That Council endorse the preparation of a new Community of Faith Profile for Pastoral Relations to facilitate the potential continuation of a Visitation Minister role in the staff complement of First-St. Andrew's United Church.

MOVED: By Bruce Moor, seconded by George Jolink.

MOTION: That Council endorse the striking of a small group to develop the Community of Faith Profile and to also explore opportunities for collaboration with neighbouring United Churches in supporting this role.

MOVED: By Bruce Moor, seconded by George Jolink.

DISCUSSION:

- The Community of Faith Profile is required by the Antler River Watershed Region and ensures the needs of the congregation are being met.
- The Profile will include the role of volunteers in pastoral care.
- After completing the Faith Profile, if FSA decides to fill the position of Visitation Minister a search committee would be struck.
- Regional representation is not required on a search committee.
- Search committees receive training by the Region.
- If searching for a joint Visitation Minister shared with another congregation, representatives from both congregations would be included on the search committee.
- The Ministry and Personnel Committee will lead the Community of Faith Profile development. If you are interested in assisting with the Profile, please contact Bruce Moor.

MOTIONS CARRIED.

8.0 Reports and Topics for Discussion by Council

8.1 FSA Year-End Financial Statements

The reviewed 2019 Financial Statements have been received and will be presented for approval at the next Congregational Meeting.

8.2 Financial Statement at April 30, 2020

FSA Financial Statement at April 30, 2020 was circulated. 2020 financial results to date are positive. The position of Visitation Minister was budgeted to June 30, so the continuation of this position to December 31 will affect the Ministry and Personnel budget.

Bruce Moor reported that the search committee for a Director of Music is conducting video interviews. When possible, face to face interviews with short-listed candidates and a meeting with the senior choir will take place. The position will not be filled until the church can be opened.

9.0 Reports and Topics for the Information of Council

Written reports were accepted from:

- A. Membership and Nurture
- B. Worship and Christian Education
- C. Music

10.0 Adjournment

The Rev. Michelle Down closed the meeting with a benediction.

The May 19, 2020 Meeting of Council was adjourned at 6:00 pm.

Steve Elson, Chair

Katherine Wonfor, Secretary