



**First-St. Andrew's United Church  
COUNCIL MEETING  
April 20, 2021  
4:00 pm  
Zoom Video Conferencing**

**Present:** Linda Badke, Barb Dalrymple, Steve Elson, Kerry Hill, George Jolink, Doug Jones, Laurel Kenney, Erich Knapp, Heather Locking-Cusolito, The Rev. Dr. David McKane, Bruce Moor, Merran Neville, Jo Ann Silcox, Heather Vouvalidis, David Wardlaw, Allyson Watson, 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. Dr. David McKane opened the meeting with prayer.

**2.0 Acknowledgement of the land on which we are meeting**

**3.0 Review and Approval of Agenda**

The following addition was requested to the Agenda:  
11G Ministry and Personnel Committee

MOTION: That the Council Meeting Agenda of Tuesday, April 20, 2021 be approved with the above addition.

MOVED: By Allyson Watson, seconded by Bruce Moor. MOTION CARRIED.

**4.0 Declaration of Conflicts of Interest**

No Conflicts of Interest were declared.

**5.0 Approval of Minutes**

MOTION: That the Council Meeting Minutes of March 16, 2021 be approved.

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

**6.0 Correspondence**

**6A Letter of Condolence**

David McKane has written to Her Majesty Queen Elizabeth II offering condolences on behalf of FSA on the death of her husband Prince Philip.

**6B Camp Kee-Mo-Kee**

A letter has been received from Camp Kee-Mo-Kee thanking FSA for the final installment on our pledge to the Revitalize Kee-Mo-Kee Campaign. It is hoped that we will be able to visit the camp and tour the upgrades in the near future.

## **7.0 Staff Report – David McKane**

David McKane recognized the work of the staff in preparing virtual services and finding ways to continue the programs and outreach of FSA during the COVID-19 lock-down.

Heather Vouvalidis, Church Administrator, will be retiring at the end of June. Steve Elson offered his congratulations to Heather and thanked her for her dedication to FSA.

## **8.0 Business Arising from the Minutes**

### **8A Antler River Watershed Region**

Steve Elson has forwarded a link to members of Council so we may sign up to receive the Antler River Watershed Region newsletter.

### **8B Donation notices added to the on-line church services**

Steve Elson reported that a link to donate on-line has been added to the virtual church services. At the end of the service a statement thanking people for supporting FSA's ministry is shown.

Heather Vouvalidis reported that on-line donations have increased during the pandemic.

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

### **9A Establishing, Supporting and Sustaining Positive Working Relationships – Steve Elson**

A paper has been prepared to give guidance and direction to FSA in light of the pending recruitment and welcoming of a new minister to FSA. Recommendations have been made for establishing, supporting and sustaining positive working relationships among the staff, committees, lay leaders and the congregation of FSA.

#### **Recommendation 1**

That the Leadership Council of FSA together with its new Minister establish and implement a process of reviewing the pastoral relationship between the minister, the Leadership Council and the congregation as a whole.

#### **Recommendation 2**

That early in the tenure of the new Minister at FSA that a facilitated team building exercise be undertaken which would include staff, Leadership Council members and key stakeholders. This exercise should include developing a statement of responsibilities and expectations. Responsibility for implementing this recommendation lies with Council.

#### **Recommendation 3**

That the M&P Committee, in consultation with the Leadership Council Executive, develop a revised annual performance review (APR) procedure for all staff members of FSA, eventually bringing a proposal to the Executive Committee for any further consideration and eventual submission by the Executive Committee to Leadership Council for formal approval/endorsement. The intention is that an approved revised APR procedure be in place for the next performance review cycle.

#### **Recommendation 4**

That M&P develop a formal exit interview process and tools for use upon the departure of staff, so that FSA has the opportunity to learn lessons, both positive and negative, based on the staff member's experience at FSA.

Council discussed the recommendations.

- Council has committed to participate in the United Fresh Start program to help build a strong relationship between the new minister, lay leadership, and the congregation.
- The importance of the covenanting relationship between the minister, congregation and Antler River Watershed Regional Council was discussed.
- A retreat would give the opportunity for team-building, visioning and strategic planning.
- It was suggested that the document be appended to the FSA Policies and Procedures Manual. Council agreed that the recommendations be tested with the new minister and staff, evaluated, and modifications made before finalizing and appending to the Manual.

MOTION: That the paper on Establishing, Supporting and Sustaining Positive Working Relationships be accepted by FSA Council.

MOVED: By Allyson Watson, seconded by Jo Ann Silcox. MOTION CARRIED.

The paper will be shared with the Antler River Watershed Regional Council.

### **9B A Collaborative Partnership – Youth Ministry Proposal – Allyson Watson**

Allyson Watson has been representing FSA in meetings with members of Colborne Street, Metropolitan and Siloam United Churches to discuss initiating a collaborative program for high school students and young adults.

- Other London United Churches will be invited to join the program.
- The program would include youth groups, retreats, social justice projects and confirmation.
- By collaborating with other churches young people will have opportunities to connect and enjoy fellowship.
- The working group is developing a partnership agreement and budget and has been in contact with the Antler River Watershed Region.
- It is proposed that a full-time ordained minister be hired to lead the youth ministry partnership. The minister and program expenses would be shared amongst the partnership.

Allyson reported that tentative conversations have been held regarding the financial commitment.

- The working group has a proposed budget of \$85,000 a year.
- All United Churches taking part will be equal partners regardless of their ability to contribute financially.
- FSA's ability to contribute will be discussed at a meeting of the Jean Brown Fund Committee.
- The availability of grants from the United Church will be explored.
- Allyson Watson will be in contact with representatives from the Finance Committee, Board of Trustees, and Ministry and Personnel to continue to discuss details of the proposal.

MOTION: That FSA Council supports in principle a collaborative youth ministry program and to contribute financially as able.

MOVED: By Allyson Watson, seconded by Jo Ann Silcox. MOTION CARRIED.

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

### **10A Finance Committee – Kerry Hill**

The FSA Income Statement at March 31, 2021 was circulated.

At March 31<sup>st</sup>, revenue is over budget and expenses are less than budgeted. Trust Fund support to bring the deficit to \$0.00 is \$23,280.

The 2020 Financial Statements have been received and are being reviewed.

## **10B Membership and Nurture Committee -- Heather Locking-Cusolito**

Heather Locking-Cusolito, Russ Gonder, Deanne Pederson and Jo Ann Silcox have met to discuss a proposed Time and Talent Award. A survey has been developed to receive feedback from the congregation regarding the proposed award. The survey will be distributed through the weekly e-blast.

Doug Jones reported that after the introduction of the Proudfoot Benefactor Program, inquiries were made to learn if there is a way to recognize people for non-financial contributions to FSA.

Council discussed when to distribute the survey. As May is Proudfoot Month, it was suggested that the survey be sent in early June.

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

**11A Property Committee** – George Jolink  
Report accepted as circulated.

**11B Board of Trustees** – Doug Jones, Jackie Williams  
Report accepted as circulated.

**11C Music Committee** – Merran Neville  
Report accepted as circulated.

The current Eberhard Vocal Scholars, Natalie Nelson and Camila Montefusco, will be graduating and leaving London at the end of April. They will be recognized during the May 2<sup>nd</sup> service. Emma Battel, soprano and Ellita Gagner, mezzo soprano will be joining the music program as the new Eberhard Vocal Scholars.

**11D Worship Committee** – Jo Ann Silcox  
Report accepted as circulated.

**11E Search Committee** – Kerry Hill

Kerry Hill reported that the Search Committee has conducted second interviews and is meeting April 20 to discuss the candidates.

**11F COVID-19 Update** – George Jolink, Erich Knapp

During the current COVID-19 province wide stay at home order, the entrance code for the Atrium doors has been deactivated. If you require access to the building, please contact Kathryn Skelly.

Erich Knapp reported that under current restrictions only 10 people are allowed in the sanctuary. The worship service is being recorded in segments to reduce the number of people in the sanctuary. Plexiglass barriers have been added to the balcony.

Doug Jones offered a supply of face masks for use by worship participants.

**11G Ministry and Personnel Committee** – Bruce Moor

Heather Vouvaldis, Church Administrator, is retiring at the end of June. Plans are being made to recognize Heather for her contributions to FSA.

Bruce Moor asked Council members to contact him if they have input on the future of the role of Church Administrator.

## 12.0 Other Business

Linda Badke reported that the annual Grow A Row campaign starts in May. A Minute for Mission has been recorded and will be included in the April 25<sup>th</sup> service. Information about the campaign and how to donate will be posted to the FSA website.

## 13.0 Adjournment

The April 20, 2021 Meeting of Council was adjourned at 5:57 pm.

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Steve Elson, Chair

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Katherine Wonfor, Secretary