



**First-St. Andrew's United Church
COUNCIL MEETING
January 17, 2017
Proudfoot Hall, 7:00 pm**

Present: Mike Bancroft, Audrey Coulthard, Barb Dalrymple, Michelle Down, John Eberhard, Steve Elson, Doug Gonder, Tara Gonder, Terry Head, George Jolink, Laurel Kenney, David Knoppert, Jean Knowles, Bruce Moor, Merran Neville, Dale Pettit, Bob Swartman, Allyson Watson, Jane Westmorland, Katherine Wonfor

Regrets: Linda Badke, Bill Knowles, David Manness, Jo Ann Silcox

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

1.0 Invocation: The Rev. Michelle Down opened the meeting with a devotion and prayer.

2.0 Welcome Remarks from the Chair: Bob Swartman welcomed members of Council to the January meeting.

3.0 Approval of Agenda

The Agenda was amended:

- to include a report from the Ad-Hoc Planning Committee
- to remove the Amendment to Hiring Practice

MOTION: That the Council Meeting Agenda of Tuesday, January 17, 2017 be approved with the above amendments.

MOVED: By George Jolink, seconded by Dale Pettit. MOTION CARRIED.

4.0 Approval of Minutes

MOTION: That the Council Meeting Minutes of November 15, 2016 be approved.

MOVED: By Allyson Watson, seconded by Merran Neville. MOTION CARRIED.

Business Arising from the Minutes

At the November 2016 meeting of Council a fees structure for weddings and funerals was approved. Barb Dalrymple questioned charging for sanctuary space for funerals. Barb has been in contact with five local United Churches and they do not charge a sanctuary fee for members. Church staff does receive compensation for all funerals.

The Property Committee informed Council that funerals and weddings are not handled through the Rental Committee but through the church office. Council was informed that Canada Revenue Agency regulations state that we cannot charge different fees for members and non-members.

Correspondence

A letter was received from Mary McKim stating that she will be transferring her membership. Bob Swartman has responded to Mary. The Membership and Nurture Committee agreed to send a note to Mary thanking her for her many years of service to FSA.

5.0 Committee Reports

5.1 Christian Development – Allyson Watson

Written report circulated.

A Lenten project is being developed by Worship, MOE and Christian Development.

5.2 Communications and Marketing – Doug Gonder

Communications and Marketing is developing a logo for FSA's 185th Anniversary.

5.3 Finance – Mike Bancroft, Dale Pettit

A written report and Financial Statements to November 30, 2016 were circulated.

MOTION: That only the Church Administrator, and in certain cases the Treasurer, have access to the personal financial information of the congregational members, including donations, pledges, income tax receipts, etc., and the personnel information provided by the payroll service.

MOVED: By Dale Pettit, seconded by Barb Dalrymple. MOTION CARRIED.

Results of the 2016 fall stewardship campaign were circulated. Finance will discuss how Mission and Service Fund contributions may be handled for those who did not return their PAR commitment form for 2017.

It was requested that the 2018 giving envelopes clearly ask how much of the donation is for operations and how much is for the Mission and Service Fund. This request will be communicated to the Church Administrator by George Jolink on behalf of the M&S Funding Formula Ad Hoc Committee.

Appreciation was expressed to Dale Pettit, Church Treasurer, for his work during the absence of a Church Administrator.

5.4 Membership and Nurture – Audrey Coulthard

Written report circulated.

Jo Ann Silcox has assumed responsibility for updating current membership data. The historic roll is a book that is the official roll of the church membership. The electronic database (the software program Donor Perfect) identifies contributors to FSA and is not a complete list of members.

It was recommended that this important position be formalized as Clerk of the Roll and that its duties are included in the Membership and Nurture Policies and Procedures. Changes to policies and procedures must be approved at the Annual Meeting of the Congregation.

5.5 Ministry and Personnel – Bruce Moor

Bruce Moor submitted the following report to Council:

With the resignation of our Administrator in November, First-St. Andrew's has come under significant stress due to the loss of services normally provided by the incumbent in this position. The fact that FSA has continued to function financially over this period is due to the extraordinary dedication of our Treasurer, Dale Pettit, who has been working almost full-time.

Although not as visible, the Ministry and Personnel Committee has also been active during this period. M&P is committed to reporting outcomes to Council, but many of the interactions and activities undertaken by the Committee are behind the scenes and are confidential in nature. We have been working with staff both individually and as a group to understand the issues, come to a consensus on the appropriate action to take to re-establish the necessary capacity, and restore confidence in the capabilities of the existing staff group. At any time, meetings to accomplish these things take time; with all that goes on in the church in December, more linear time was needed than might have been the case in another season.

Ultimately, M&P took a decision that the replacement of the Administrator was necessary and essential to the continued functioning of the church. We stand by the position description that was approved in July of 2016 for this position, and decided to offer the position to one of the candidates who we interviewed in August. I am pleased to announce the acceptance of the offer by Heather Vouvaldis, who will become the new Administrator on January 27, 2017. Heather has a life-long connection with FSA, and has been interested in this position since Sue Scorgie was the incumbent. Further, she has been very active with the Property Committee for some years, and has a thorough working knowledge of the church. Once she has had an opportunity to gain experience in the financial aspects of the administrator role, we anticipate that she will be an excellent fit for the position.

In the interim, we have engaged a temporary staff person from Drake International, Carmen Velasquez, who will be working part-time for at least three weeks and possibly four weeks to help diminish the transactional backlog. Dale Pettit has had assistance from others as well, including Kerry Stover, Jo Ann Silcox and Colleen Stewardson. Kerry did a phenomenal job adapting to the needs that arose from May through September, and Jo Ann's commitment as a dedicated volunteer during this time cannot be underestimated.

All of the existing staff are committed to their service at FSA, and deserve the congregation's understanding, patience and support as they adapt to changing working conditions and modified roles, and I trust that Council will recognize that they are doing their very best under the circumstances.

Finally, I would like to review the role and actions of M&P in the staff hiring process. For ministerial positions, the entire congregation is/was engaged in determining the changing needs of the church, and a committee is struck having suitable representation and a mandate to find the best candidate to meet those needs. Salary and benefits are negotiated within boundaries defined by the United Church of Canada. M&P is advisory, but at arm's length from the decision to call a new minister.

Similarly, for a major role such as the hiring of a new Director of Music, the congregation was actively engaged to determine the parameters of the role, a new position description was crafted and approved by Council, and a search committee was

struck with expertise and experience necessary to evaluate the candidates in the context of parameters provided by the congregational consultation. Salary was determined using RCCO guidelines which take into account experience and qualifications. Again, the M&P Committee was primarily advisory, although members were directly involved in the process.

For lay staff positions, M&P designs a description to describe the necessary components of the position, and brings that position description to Council for approval. A search committee is struck, drawing members from committees that have an interest in the position and from the congregation at large. In the case of the Administrator, that committee in the recent situation included the Chair of Finance, the acting Administrator, the Chair of M&P, and a member of the congregation with long experience in dealing with financial professionals. Following interviews, an offer is made to the candidate considered best suited for the role, and a salary offered in a range of what such personnel would command in private business or public institutions.

Hiring of the best candidate in each of these situations is frequently time sensitive, with a need to make a firm offer which will not be subject to reversal or modification by a Council process at a later date. M&P is charged with responsibility to manage these processes, and takes as its responsibility to get pro forma authorization for the hire prior to advertising the position. It is important to your M&P Committee that members of Council recognize that M&P endeavours to make the best decisions possible in the hiring process, and with limited resources and expertise, also tries to manage the issues that arise from time to time in the staff group. We are committed to doing what we think is best for FSA, and hope to have continued support from Council for our actions.

MOTION: To support the hiring of Heather Vouvalidis as Church Administrator.
MOVED: By Bruce Moor, seconded by John Eberhard. MOTION CARRIED.

A revised position description for the position of Facilities Manager was circulated. The position description now includes computer systems, security of software and data, computer maintenance and back-ups as well as coordination of the church's telephone and security systems.

MOTION: To accept the revised position description for the position of Facilities Manager.
MOVED: By Bruce Moor, seconded by Allyson Watson. MOTION CARRIED.

5.6 MOE – Barb Dalrymple
Written report circulated.

5.7 Music – Merran Neville
Written report circulated.

The Music Committee asks Council to direct the Church Administrator to provide, on a monthly basis, to the Director of Music the names and contact information of all individuals who make a donation to the Friends of Music. The Music Committee is not asking for amounts given but would like name and address information in order to thank the donors. Dale Pettit, Church Treasurer, has agreed that this information could be made available.

Informal discussions have taken place regarding moving the chapel organ from the chapel to the front of the church. The Property Committee requested that they be involved in these discussions.

5.8 Nominations – Jo Ann Silcox

Written report circulated.

A slate of candidates for 2017 committee membership was circulated. Please forward any updates to Jo Ann Silcox.

MOTION: To accept the Nominating Committee's recommendation of George Jolink as Chair Elect of Council, and to bring this nomination to the 2017 Annual Meeting of the Congregation for approval.

MOVED: By Allyson Watson, seconded by Jane Westmorland. MOTION CARRIED.

Council discussed whether non-members may participate as committee members. Council voiced approval of adherents sitting on committees and requested that the Nominating Committee review FSA's Policies and Procedures Manual to ensure compliance.

MOTION: That the Nominating Committee reviews the First-St. Andrew's United Church Policies and Procedures regarding committee membership.

MOVED: By George Jolink, seconded by Allyson Watson. MOTION CARRIED.

5.9 Property – George Jolink

Written report circulated.

- The Communications and Marketing and Property Committees would like to make the acquisition of a new exterior electronic sign their 185th Anniversary project.
- A cabaret performance by the Victoria Playhouse Petrolia will be held on April 2, 2017 at FSA. The performance is in benefit of FSA's new electronic sign (60%) and St. Paul's Daily Bread Food Bank (40%). If you can be of assistance with logistics and marketing please contact George.
- A capital requisition form (2016-330) regarding an upgrade to the lightning protection system was approved at the April 2016 meeting of Council. Property is withdrawing this request as the company engaged to do the work is unable to complete it safely and have declined the job and no other vendor is available. Although this project was an Avis recommendation it is not a requirement of FSA's insurance provider. The Board of Trustees voiced no opposition to withdrawing this request.
- The Property Committee is considering moving the Church Administrator's office to the main floor.

5.10 Stewardship – Tara Gonder

Tara Gonder announced that she will be stepping down as chair of the Stewardship Committee. Council was challenged to consider what the future of Stewardship looks like at FSA. In the past the fall campaign was run by volunteers with support from the office and there was no standing committee. Tara was thanked for sharing her gifts with the congregation.

5.11 Trustees – John Eberhard

Written report circulated.

- Trust funds total \$4,236,195, with \$3,289,756 being in restricted funds and \$946,439 in unrestricted funds.
- Investment portfolio performance is 6.1% for 2016.

5.12 Worship – Jane Westmorland

Written report circulated.

6.0 Group Reports

6.1 Presbytery – David Knoppert
No report.

6.2 UCW – Laurel Kenney

First-St. Andrew's United Church Women are hosting a special church service on Sunday, January 22nd to celebrate the 55th Anniversary of the UCW. Nancy Sutherland, National UCW President, will be the guest speaker. A women's choir will be part of the music and Kevin White and Roxanne Andrighetti who will perform the Bread Not Stones song "When Will It Happen?". A lunch will be served following the service.

6.3 Staff – Michelle Down

It is the policy of the United Church of Canada to not allow motions to be approved by email. Suggestions were made for how to handle motions that require approval before the next scheduled meeting of Council. It was recommended that the motion be circulated to Council members and a meeting be held after the Sunday service. Or motions could be handled at a meeting of the Council Executive.

Council was reminded that if a member of the Board of Trustees resigns before the end of their term the resignation must be approved at the Annual Meeting of the Congregation.

Thanks were extended to Michelle Down and Joyce Payne for hosting a Christmas dinner after the December 25th service.

7.0 New Business

7.1 185th Anniversary Committee – Bob Swartman
Written report circulated.

- The Worship Committee will be building around three themes during the year: overcoming poverty, building congregations and First Nations issues.
- Christian Development is planning a Lenten project.
- Music is planning special concerts in celebration of Canada's 150th anniversary and FSA's 185th anniversary.
- Communications and Marketing is developing a logo for the 185th and will assist with marketing events.

7.2 Report from the Ad Hoc Planning Committee – Steve Elson
Written report circulated.

- The survey report has been made available to the congregation in both electronic and paper form.
- Four new members have joined the Committee: John McDonald, Erica Zarins, Nancy Johnson and Kerry Hill.
- Weekly items to help FSA members think about the future are being included in each week's bulletin and eblast.
- Barrie Evans has met with the God Squad and will be meeting with the parents of the Sing for your Supper group to get their perspectives on FSA and its future.

- The Committee is organizing a second congregational survey to gain a better understanding of the FSA community.
- A spring retreat is being planned to bring people together to talk about future priorities and directions.
- The Committee is reaching out to David Ewart from British Columbia who has studied the United Church and how it has changed over the last 50 years.

The Committee is interested in receiving responses to the survey report from all Committees of Council.

Council expressed their appreciation to the members of the Ad Hoc Planning Committee.

7.3 Annual Meeting of the Congregation

In view of the fact that we have been without a Church Administrator, the final financial statements and the audit will not be completed before the end of February.

MOTION: That the Annual Meeting of the Congregation be postponed from February 26, 2017 to March 26, 2017.

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

7.4 Christmas Eve Service

During the Christmas Eve service, the east and west narthex doors were locked and there was no Atrium Steward present. The Property Committee reported that no custodian was on duty that night and they will discuss staffing for future services with the staff.

Benediction: The Rev. Michelle Down closed the meeting with prayer.

The meeting was adjourned at 9:28 pm.

Bob Swartman, Chair

Katherine Wonfor, Secretary