

ST. ANDREW'S UNITED CHURCH COMMUNITY OF FAITH

BOARD MEETING "MINUTES"

TUESDAY, JANUARY 17, 2023, 7:00 P.M.

PRESENT: Janis Peters, Lenore Lennox, John Lennox, Doris Coulter, Barb Hazen, Don Brockway, Donna Dunlop, Joan Cooke, Bob Thomas, Alain Beaudin, Shanda Licop, Debbie McMillan, Janis Webster, Jessica Edmonson, Cindy Juriga

REGRETS: Diane Cowley

1. WELCOME – Janis Peters welcomed everyone.

Farewell to Janis Peters, Board Chair for 2021 and 2022. Cake and celebration.

2. LIGHTING OF THE CHRIST CANDLE – Donna Dunlop

3. OPENING PRAYER – Rev. Debbie McMillan

4. AGENDA REVIEW:

Addition – New Business Memorial Cards & Envelopes

Business Arising Additional Proposed 2023 Budget Discussion

Outreach – Committee Report

5. APPROVAL PREVIOUS MINUTES.

MOTION made by Don Brockway, seconded by Donna Dunlop that "the December 13, 2022 Board Minutes be approved as distributed." Carried.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

- a) Photo Directory – Waiting for Draft Copy from IPC. There are three proofreading volunteers.
- b) Nominating – in progress
- c) AGM – Janis & Joan will arrange for dessert. All Board members available hands-on deck for set up at 9:00 a.m. Sunday. LOOP - electronic Annual Report will be available on website. 60 hard copies will be printed in-house with 30 copies available at each entrance of the Sanctuary.
- d) COVID Policy & Procedure – There have been no further changes from Government or Health officials; therefore, status quo P&P.
- e) Additional 2023 Proposed Budget Discussions – In Camera

7. CORRESPONDENCE

- Rev. Debbie circulated literature from other community churches as examples of their programming, Sunday Service content, events, etc. Eliot Gates handouts were attached to the agenda as well. Rev. Debbie indicated that this information-gathering pertaining to other churches will continue as part of making the Board more aware of other opportunities for St. Andrew's. It was

agreed that the Visioning Team would request information on holding facilitated conversations with TUCC to take stock of where people are and to explore where their energies might lie.

- The UC of C Stats for 2022 must be submitted by March 6, 2023. Debbie indicated the importance of this information as the church 2023 assessments are based on this input. The information needs to be submitted on the HUB. Janis, Jessica and Alain will look for 2021 stats forms and ask for help from various committees and individuals as needed to complete the 2022 forms.

8. **DEFERRED & FUTURE BUSINESS** (These items are either deferred or are pending future action.)

- Community of Faith & HFRC Covenanting Service
- Church Archives – need a 3-person working sub-committee – B/F 2023
- Communication Sub-Committee 2023
- Structure Review for 2023
- Church Role Review 2023 – Board Motions to add or remove names as necessary.
- HFRC – St. Andrew’s Profile Updated in February 2023
- AGM Minutes sent to HFRC within three weeks of AGM meeting each year.
- Defibrillator Refresh Training – Lloyd Spalding has a contact and will follow-up in January 2023.
- Accessibility of Ontarians with Disabilities Act – Electric Door Grant Application - Bob Thomas

9. **NEW BUSINESS**

- Memorial Pages – a new, 3-ring binder was purchased, and a new volunteer recorder will be found.
- Logistical Information and Check Lists – Lloyd Spalding – Deferred
- Memorial Cards & Envelopes – as requested, Jessica researched vendors to provide these cards and pre-printed St. Andrew’s return envelopes. The cost was too high for the number needed; therefore, a church address stamp was purchased, and Joan Cooke will pre-stamp envelopes.

10. **JANUARY 2023 COMMITTEE AND STAFF REPORTS TO THE BOARD – (see attached reports)**

11. **COMMENTS/RECOMMENDATIONS ON THE JANUARY 2023 COMMITTEE AND STAFF REPORTS**

- Finance Committee – Alain pointed out the \$50,000 shortfall predicted for 2022 and the final deficit of only \$9,500. However, 2023 prediction is a \$28,000 shortfall.
- Minister’s Report -

Accessibility Policy Needed for St. Andrew’s – not a list of dreams, but a reality check ...

MOTION was made by Barb Hazen. Seconded by John Lennox “that the Board commission a Task Group to create an Accessibility Policy by April 18, 2023.” Carried.

Comments – Church website is 100% accessible. Sample questions that need to be asked - What if our accessible washroom was out of service? Do people know we have listening devices? Can people with site impairment problems understand what the slides are representing each Sunday? etc., etc.

- Outreach Committee Report – Welcomes a new member, Doug Geddy.

- CD Committee Verbal Report – As per Co-Chairs - There will be no more youth groups scheduled due to lack of interest and church school will only be offered 3 times a month, due to lack of volunteers. The Sunday School coordinator's hours will continue to be submitted as worked. If we are able to attract a P-T Minister in 2023, we hope our children and youth attendance will grow once again.

CLOSING PRAYER – Rev. Debbie McMillan

ADJOURNMENT 9:25 p.m.

**ANNUAL GENERAL MEETING: Sunday, January 29, 2023, 11:30 a.m.
Brown Bag Lunch
with beverages and dessert provided.**

NEXT BOARD MEETING: Tuesday, February 21, 2023, 7:00 p.m.

JANUARY 2023 COMMITTEE & STAFF REPORTS TO BOARD

Buildings and Grounds

Routine maintenance continues, requiring several visits per week. A portion of the parking lot wall in the kinderkids room has been ground down, sealed, and painted. Several other locations in the Sanctuary have had "touch up " paint applied. As directed by the Board, a letter terminating the caretaking services of " Durals Cleaning Services Inc. " has been forwarded to Durals on December 26, 2022, as well as being discussed in a phone conversation with Zenon. The termination is effective January 31, 2023.

FINANCE COMMITTEE REPORT TO THE BOARD JANUARY 2023

2022 Budget Performance

Budgeted Offering Income in December was a record high of \$24,000, reducing the ytd. Offering Income Deficit to \$14,000. This was more than offset by rental income which was \$18,000 above budget.

Under Budget Expenses were \$38,000 - primarily from reduced HR costs. .The bottom line is that we ended the year favourable to budget by \$40,000.. We budgeted a \$50,000 deficit for the year & realized a \$9,500 **deficit**

This resulted in a year end surplus going in to 2023 of \$116,500.

2023 Budget

Alain will be presenting an updated 2023 budget reflecting a \$28,000 **deficit**, subject to clarification from the Board on one item.

Rentals

Lloyd will be attending the Board Meeting to update the Board on rental issues & seek guidance/ approval on policy items.

TRUSTEES REPORT TO THE BOARD JANUARY, 2023

MEMORIAL FUND

Revenue for the 12 months totaled \$5,702, consisting of \$5,647 in memorial gifts & \$55 in interest.

Expenses were \$13,186 which included \$243 in Canada Helps Fees plus \$12,943 for the new sign.

The balance in the fund is \$7,166..

TRUSTEES FUND

Revenue for the 12 months was \$80,478, consisting of \$10,371 in GIC interest, \$211 in bank interest & \$59,301 from matured GIC # 24. In addition \$10,593 of Operating Fund monies were transferred to the Trustees to pay the insurance premiums.

Expenses for the period were \$72,770, consisting of \$10,593 for 2022 insurance, \$684 down payment for 2023 insurance, the \$3,656 in Manse GIC income transferred to the Operating Fund & \$2,915 in GIC interest rolled over. Of the \$59,301 matured GIC revenue a new GIC was purchased for \$54,972.

The balance in the fund is \$272,748, plus the Building Fund Entrusted Monies of \$128,990, plus Operating Fund entrusted Monies of \$93,889 for a total of \$491,256.

INSURANCE

The new insurance program has been launched through the UC of C. We have exactly the same coverage as before with a new premium of \$7,905.60. This compares to the previous premium of \$10,592.92 + \$216 brokerage fee. The overall **saving** is \$2,903.32 - 27% less.

Minister's Report January 2023

Wedding Prep: Jessie Nabuurs to Paul Famy (February 2023)

Funeral Care and Bereavement: 5

Local Ministry Cluster: Upcoming—January 18 (here)

Community Contact Meetings: I heard back from Karen Cumming about offering a talk about LTC and what families need to know. We're looking ahead to March.

Extra Service Prep: Christmas Eve Pyjama Service and communion, Christmas Day and New Year's Day, wrote a prayer for use in the candlelight service. (First time I've written anything Christmassy since 2015.) I am also beginning to brainstorm Good Friday. I'll be meeting with Cindy and Jim.

Visioning Conversation with Jill Strapp and Ron Ewart of TUCC: I had a virtual meeting with Jill and Ron on Thursday, January 12. The purpose was to set up a meeting with a smaller group of folks who had attended on the 4th of December. These are the names I forwarded along with my own:

John Lennox
 Shanda Licop
 Ron Webster
 Don Brockway
 Rich Cooke
 Alain Beaudin
 Judy Munro
 Pieter Vander Laan de Vries
 Donna Dunlop

Also: if we are blessed and hire someone for the position of Minister to Children, Youth and Young Families, that person will also have a place in this group.

If you are on this list and you don't wish to be, please let me know so I can ask Jill to remove it.

Event Planning: I worked with Lloyd to draft some duties and responsibilities connected to running events at the church. He'll say more about that. I also co-created materials and copy to help promote my friend Liz and her duet partner Allison's fundraising concert here on the 21st.

Programs and Programming: Sourced materials for monthly prayer group, and a United Church Bible study "class" that will not be as boring as it sounds. Jessica will make copies of the book we will use for Bible Study since it is out of print. Dates are in The Loop.

What: Accessibility Policy Needed for St. Andrew's

Rationale:

- 1) It is long overdue. (2011 Was when our denomination began to ask for policies from each church).
- 2) It is outreach.
- 3) It affirms human dignity.
- 4) It provides direction for staff, volunteers and church leaders in the areas of worship, technology and property use. The process of policy drafting itself also raises up areas where accessibility can be improved.
- 5) Churches are considered to be service providers; therefore, the Customer Service Standard for the Province of Ontario applies to St. Andrew's United Hamilton. See below:

"The Customer Service Standard mandates that service providers must find ways to break down barriers that prevent customers with disabilities from accessing the services they need. Barriers may be due to:

Physical obstacles

Technology

Information and communication

An organization's practices or procedures

Attitudes of staff

(From the ODA webpage (<https://aoda.ca/what-is-the-customer-service-standard/#:~:text=The%20Customer%20Service%20Standard%20mandates,Technology>)

6) It is part of what it means to be part of the United Church of Canada:

(<https://united-church.ca/leadership/church-administration/duty-care/caring-community/accessibility-and-church>)

“As welcoming communities of faith, we should strive to eliminate all barriers that may limit the full participation of individuals. These barriers may be visible or invisible and are not restricted to the physical environment.”

ACTIONS: In November, I asked the board for the location of the Accessibility Policy for our church. I was directed to the Rick Hansen report. *The report did not contain St. Andrew’s Accessibility Policy.* I mentioned its absence in my last report; however, the matter was deferred until January with consent. I checked files, file folders. I have found nothing. Since that meeting:

- 1) I searched for and found an *Accessibility Policy Template* used by the United Church of Canada. While this template was updated in 2019, the policy itself is not a new idea. Our churches were introduced to this policy in 2011—with the goal of having it completed by 2015. The word usage in the policy meets “the customer service standard” for the province which and the United Church of Canada. Unfortunately, the document is in PDF. *(I have made two copies in case people couldn’t access the link.)* The document can be accessed and downloaded using the link below.

<https://hfrucc.ca/wp-content/uploads/2019/12/Accessibility-Policy-Training-Template.pdf>

- 2) I have also attached a link showing an example of what will need to go our webpage once the policy has been drafted.

<https://standrews-northbay.ca/inclusivity/accessibility/>

- 3) I’m asking for a motion: that the board commission a task group to draft an Accessibility Policy to be completed no later than *Tuesday, April 18, 2023.* *(For the most part, drafting policy is filling in blanks. I’m willing to serve in the task group as I have done this work before.)*

WHAT: CDM for the Part-time Position

We are currently waiting for HFRC to answer a critically important question about the part time ministry position. Once the question is answered, more can be said. In the meantime, I can say I have been working on this whole situation quietly since Christmas week. Shanda Licop and John Lennox have been apprised of the situation.

WHAT: Study Leaves and Vacation for 2023

I met with John Lennox of M and P. The proposed dates for Study Leave and Vacation are as follows:

Study Leaves:

January 31-February 7

May 2-May 9

November 7-November 14

December 26, 2023, to January 2, 2024

Vacation:

July 2-August 1

Meghan Gilholm will be offering pulpit supply on Sunday, February 5th in my absence. I will connect her to Jessica, Cindy, Megan W and Luke.

I will find coverage for the remaining leaves and vacation

What local churches are doing!

As we continue to talk about visioning, it’s always helpful to see what other mountain churches are doing. Recently, Stewart brought some materials to me from his church Elliot Heights Baptist Church. He brought them as information to share. I am sharing them with you along with some pages from their website that was easily converted to word.doc. Unfortunately, the other materials can’t be converted to word.doc.

Congregational Life Surveys: Just wondering what the status is.

Additional Visioning Surveys: Shanda and I will meet to update the report with the surveys which came in after the original deadline. Neither of us were free enough through December.

And to our board chair, Janis Peters: You were and are and excellent chairperson. As I have said to you before, you are the best chairperson I have ever witnessed in a church setting. I want to thank you personally and professionally for the leadership you demonstrated during your most recent “adventurous” term on the board. Your leadership was strong, fair, flexible, courageous and committed to the well-being of the people of St. Andrew’s. I was privileged to serve with you. It was an honour to learn from you and with you. God bless you during this hiatus. Well done, good and faithful servant! You have earned your rest.

Peace and blessings,
The Rev. Debbie McMillan



Part of Minister’s Report - Church Covenant elliotttheheights.ca/church-covenant/

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Ghost, we do now in the presence of God, angels and this assembly most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit:

- To walk together in Christian love.
- To strive for the advancement of this church in knowledge, holiness and fellowship.
- To promote the church’s spiritual vitality and fruitfulness.
- To sustain the church’s worship, ordinances, discipline and doctrines.
- To contribute cheerfully and regularly to the support of the church’s ministry and general expenses, the relief of the poor and the spread of the Gospel among all nations.

We also engage:

- To maintain family and personal devotions.
- To educate our children in the Faith.
- To seek the salvation of the lost.
- To walk circumspectly in the world, to be just in our dealings, faithful in our engagements and exemplary in our deportment.
- To avoid all gossip and backbiting.
- To resolve all conflict in a God honouring fashion.
- To abstain from every appearance of evil.
- To maintain sexual purity by limiting sexual fulfillment to the confines of heterosexual marriage.

We further engage:

- To watch over one another in brotherly love.
- To remember each other in prayer.
- To aid each other in sickness and distress.
- To be slow to take offense, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.
- We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principles of God's Word.

- **Six Essentials**

At Elliott we seek to obey the word of God as commanded in Matthew 22:36-40, to Love God and to Love others. We view this in the context of six essential values.

Love God**Biblical Obedience**

We expect people to know the word of God and be living their lives accordingly. We seek to raise the significance of knowing and following God's word as an expectation for every Christ follower.

Empowered Prayer

We expect people to be engaging personally and corporately in Spirit-empowered prayer. It is prayer that is heartfelt, personal and should be “scripture fed” and “Spirit led.” We seek to increase the understanding and priority of prayer in the lives of the people at Elliott.

Participatory Worship

We expect people to participate in Sunday morning worship as an outflow of their individual worship of God, and as an encouragement to build up fellow believers. We seek to increase the level of engagement in participatory worship at Elliott.



Love Others

Intentional Evangelism We expect disciples to build on their relationships with unbelievers and to prayerfully look for opportunities to share Christ with them. We seek to reinvigorate a passion for intentional evangelism at Elliott.

Committed Fellowship We expect people to be committed to the body of Christ by building community, maintaining unity and practicing the “one anothers” of Scripture. We seek to promote a culture of committed fellowship amongst the believers at Elliott.

Sacrificial Service We expect people to serve one another sacrificially; investing time, energy and other resources to fulfill their role as part of the body of Christ. We seek to promote a culture of willing sacrificial service at EHBC.

UCW Report for the Board - January 17, 2023

I hope you all had a wonderful Christmas and I wish you all health and happiness in the New Year!

Next Executive Meeting is January 23, 2023 to decide changes to UCW commitment, which members have been informed. Next Month UCW will inform board of their decision. Sorry this matter could not have been concluded for the annual meeting. UCW President, Diane Cowley Sister in Faith