

MINUTES – Woodlawn United Church Council May 19, 2021

CALL TO ORDER: The meeting was called to order by the Co-Chair Barry Zwicker.

In light of the Covid-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial, and municipal leadership to refrain from public gatherings and meetings, Paul Whyte coordinated a ZOOM video conference for this meeting.

IN ATTENDANCE VIA VIDEO: Adelia Holloway, Barry Zwicker, Bob Watt, Brian Moors, Cathy Kay, Fay Gunter, Fred Evans, Helen Dixon, Jerry Jackson, Keith Musselman, Lisa Allen, Paul Whyte, Rev. Dale Skinner, Rev. Mary Lynne Whyte, Teri Giannou.

OPENING PRAYER: Barry led in an opening prayer.

WELCOME: Barry welcomed all to the meeting and suggested that we could convene at around 6:50 for our next meeting to allow an opportunity to 'catch up' prior to the getting the meeting underway.

AGENDA: Brian requested an addition to the agenda, Food Bank Refrigeration, to follow New Business #1. The agenda was approved by consensus with the addition.

TIME OF ADJOURNMENT: 9:00 pm adjournment agreed to with consensus

CORRESPONDENCE: Two items of correspondence (see attachments) received for information.

APPROVAL OF MINUTES: The minutes of April 21st, 2021 were approved by consensus. The minutes of May 13th were approved by consensus and noted not to be posted until after the AGM.

OLD BUSINESS & Business Arising:

- 1) Sound Board Update:** Paul noted that Steve Rigden was investigating the replacement of the defective sound board and that there has already been a donation made toward the cost.
- 2) AGM Date & Process –** Barry reported that Fay, Keith, Emily Masse and himself had met to develop the agenda and process for the AGM which is scheduled for May 30th following the 10:00am worship service. The meeting will follow a Zoom format and the congregation would be advised by email in advance and requested to reply with questions etc. prior to May 27th. Another email would be sent before May 30th responding to queries/questions which would hopefully allow the zoom meeting to flow with less interruption. Barry suggested there may be approximately twelve motions to be dealt with and that Paul had agreed to run the polling option incorporated in the Zoom program. The advance email will also offer assistance to any who indicate a need in setting up the Zoom program. Rev. Mary Lynne has agreed to read the names in Memoriam and Teri will present the motion on behalf of the Transition Team. It was suggested the Zoom invite be circulated on May 27 or May 28.
- 3) Holy Manners Discussion:** Barry opened the discussion by indicating eight members had signed the Holy Manners document circulated at the last meeting and that it was suggested it be brought forward for further discussion. ***After discussion Keith moved, seconded by Paul, that we, as Council adopt and commit to follow to the best of our ability the Holy Manners as documented in the United Church Manual. Agreed by consensus.*** It was suggested that going forward the Holy Manners be included with the agenda and occasionally read aloud if deemed necessary i.e., when new members are present etc. (Note: Holy Manners as per United Church Manual attached)

NEW BUSINESS:

- 1) Renew Organist/Accompanist Contract – Helen, on behalf of M&P and on recommendation of the Music Committee moved, seconded by Adelia, that the Organist/Accompanist contract, all terms and conditions remaining the same, be**

extended for another year. Motion approved by consensus. Helen also reported that the Pastoral Relations of Region 15 has conditionally approved the appointment of Rev Dale to the position of Transitional Minister, effective June 1st, 2021, pending approval by the congregation during the AGM on May 30th.

- 2) **A&M Financial Update and Advertising** – Keith referred the meeting to the Financial Report which was circulated by Ivan and noted that the Budget would be updated to include the costs associated with the Transitional Minister position before being resent to the congregation for the AGM. Keith also reported that he had discussion with the bank regarding a 'line of credit' to pay off the solar panel loan and it was decided the present terms are the most beneficial for Woodlawn. Keith presented the recommended policy regarding 'Newsletter Advertising'. It was suggested that Priority #2 be amended to read "...upon approval by A&M Representative in consultation with Woodlawn United Church staff". **Keith moved, seconded by Teri, that the Newsletter Advertising Policy, as amended, be approved. The motion was approved by consensus.** (Copy attached)
- 3) **Food Bank Refrigeration** – Brian reported, for information, that the EDCFB had need to replace one of its refrigerators, and with the help of grant money, were sourcing a commercial refrigerator. Brian also noted that the Trustees would be approached to have installed, at the Food Bank expense, an additional electrical outlet.
- 4) **Governance Discussion** – Barry indicated the item found its way unto the agenda as a result of topics raised by Adelia relating to the Holy Manners. Barry noted that he hoped to raise awareness of the Governance Document that had been placed on hold, that was now the responsibility of the Transition Team and that the Council was in a position to offer input, suggestions, recommendations to the Transition Team. Jerry noted that the work of the Transition Team was to ensure the involvement of the Council and congregation as a whole. Barry suggested time could be set aside during the next Council meeting for discussion.

ROUND TABLE:

- 1) Brian noted the Outreach Committee made a donation to Hope for Wildlife in memory of David Cushing.
- 2) Barry informed the meeting of the passing of Malcolm Morash on May 18th.
- 3) Paul suggested that hopefully Council could take a summer break during July and August.
- 4) Jerry spoke of the success of the Tele ministry project coordinated by Mary Lynne and Ralph Sams.
- 5) It was suggested that with the approval of Myrna, a congregational email could be circulated regarding Malcolm Morash's passing and his contribution to Woodlawn.
- 6) Adelia reported that she, Teri G, Kim M and Shirley Z were helping with the church gardens.

Next Meeting: June 16, 2021

Closing Prayer: Rev. Mary Lynne closed the meeting with prayer.

Adjournment: Barry adjourned the meeting.

Submitted: Bob Watt
 Secretary – WUC Council

 Barry Zwicker
 Co-chair – WUC Council

Woodlawn United Church Council - **AGENDA**

May 19th, 2021

7 PM – ZOOM Video Call

Call to Order – Co-chair

Opening Prayer – Co-chair

Welcome and Introductions –

Approval of Agenda –

Time of Adjournment – 9:00pm

Correspondence - 1) Region 15 - Renewal of Appointment Approval Re: Rev. Dale Skinner.
(info only)

2) Region 15 – April 28 Covid Update (info only)

Approval of Minutes of: April 21st and May 13th, 2021 (Note May 13th Minutes not to be posted until after
AGM)

Old Business & Business Arising:

- 1) **Sound Board Update – A&M Re: Designated Funds**
- 2) **AGM Date (May 30th) & Process –**
- 3) **Holy Manners Discussion – Open discussion re: concerns/issues**

New Business:

- 1) **Renew Organist/Accompanist Contract – M&P**
- 2) **A&M Financial update & Advertising – A&M**
- 3) **Food Bank Refrigeration – Brian Moors**
- 4) **Governance Discussion – Open Discussion - see email & discussion points in attachments**

Round Table

Next Meeting – June 16rd, 2021

Closing Prayer – Rev. Mary Lynne

Adjourn

Reports: Membership Report Policy Report A&M Reports Transition Team

Attachments:

CORRESPONDENCE

From: Hewitt, David <Dhewitt@united-church.ca>
Date: Fri, Apr. 30, 2021 at 12:10 PM
Subject: Skinner Appointment Renewal
To: Helen Dixon <55dixonh@gmail.com>, Dale Skinner <dale.skinner@woodlawnunited.ca>
CC: Tom Woods <tomwoods188@gmail.com>

Hi folks,

Region 15 Pastoral Relations Committee met this morning and approved the Renewal of Appointment for Dale Skinner with Woodlawn United Church, 20 hours per week, for the month of May 2021. Hopefully this will provide sufficient additional time for the Transition Team to recruit an Interim Minister to begin.

The confirmation email from ChurchHub should include a completed Record of Appointment; however, if it does not, you can view the Record in the private files section of ChurchHub at any time.

Blessings on your continued ministry together!

In Peace,
Dave
David Hewitt
Regional Minister, Region 15
The United Church of Canada
1-800-268-3781 ext. 6154



The United Church of Canada
L'Église Unie du Canada

Regional Council 15
21 Wright Street, Sackville, NB E4A 1P8
Tel: (800) 2683781 ext. 6142 • Email: info@rc15@unitedchurch.ca

Covid-19 Update April 28, 2021 (Nova Scotia)

Dear Regional Council 15 Members (Ministry Personnel and Lay Members),
Please see below the information received on Tuesday, April 27, 2021 from Dr. Strang. I have bolded information important to our Faith Gatherings. The restrictions are effective on Wednesday, April 28, 2021 and will remain in effect until at least May 12, 2021. **They apply to all areas of Nova Scotia.**

*I regret to say that due to rapid progression in the COVID situation in Nova Scotia, at 8 am, April 28, 2021, the COVID restrictions were significantly increased across the entire province. Unfortunately, **a key prevention step needs to be closing all gatherings, including faith gatherings.** I appreciate how challenging this will be for you and your congregations but we are in a very serious situation. I ask for continued prayer for the safety of all Nova Scotians at this time.*

Here are the details of the restrictions:

Approved Minutes of Council Meeting – May 19, 2021

Gatherings, Schools and Daycare

- Nova Scotians can only gather indoors or outdoors with their household bubble, which is the people they live with
- households of two or less people can socialize with one or two others but they must be the same people for this two-week period
- no unnecessary travel between communities; a community is defined as the municipality where you live – people should stay as close to home as possible when accessing essential or necessary services or products
- all public and private schools are closed
- day cares will remain open, with the focus on providing service to those providing essential services or have no other child-care option; essential workers who need help to access childcare supports can contact ECDSERVICES@Novascotia.ca or call 1-877-223-9555

Masking

- mandatory masking for staff, visitors and children over two years old in indoor child-care settings
- mandatory masking outdoors where physical distancing cannot be maintained, including playgrounds and parks
- in private indoor workplaces such as offices or warehouses, masks are mandatory in all common areas, places where there is interaction with the public, areas with poor ventilation, and areas where distance cannot be maintained

Retail and Business

- retail stores are closed for in-person service unless those stores provide services essential to the life, health or personal safety of individuals and animals. These stores can remain open at 25 per cent capacity and include those that provide:
 - food
 - pharmaceutical products, medicine and medical devices
 - personal hygiene products
 - cleaning products
 - baby and child products
 - gas stations and garages
 - computer and cellphone service and repair
 - electronic and office supplies
 - hardware supplies
 - pet and animal supplies
- restaurants and licensed establishments are closed for dine-in service, but contactless take-out or delivery is allowed
- Nova Scotia Liquor Commission stores can remain open at 25 per cent capacity
- personal services such as hair salons, barber shops and spas are closed
- regulated and unregulated health professions can remain open with an approved COVID-19 plan
- Casino Nova Scotia in Halifax and Sydney and First Nations gaming establishments and VLTs must close

Events, Recreation, Arts and Culture

- **wedding and funeral ceremonies can have five people, plus officiants**
- **no social events, special events, festivals, arts/cultural events, sports events, faith gatherings, wedding receptions, or funeral visitation or receptions**
- no meetings or training except mental health and addictions support groups, which can have 10 people with physical distancing and masks
- **virtual gatherings and performances can be held with a maximum of five people in one location**
- all fitness, recreational and sports facilities are closed
- licensed and unlicensed establishments cannot host activities such as darts, cards, pool and bowling
- indoor fitness facilities like gyms and yoga studios and sport and recreation facilities like pools, arenas, tennis courts and large multipurpose recreation facilities are closed
- businesses and organizations offering a wide variety of indoor recreation activities are closed, such as indoor play areas, arcades, climbing facilities, dance classes and music lessons
- outdoor recreation activities, including individual sports, are allowed and encouraged; outdoor fitness and recreation businesses and organized clubs can operate with a maximum of five people and physical distancing
- museums, libraries and the Art Gallery of Nova Scotia are closed, but libraries can offer pick-up and drop-off of books and other materials

Long-term Care/Special Care

- **there will be no visitors or volunteers allowed inside long-term care facilities except for designated care providers and no visits to the community**
- all adult day programs for seniors closed
- all homes licensed by the Department of Community Service under the Homes for Special Care Act cannot have visitors and residents cannot have community access
- all adult day programs for persons with disabilities funded by the Department of Community Services will be closed except for scheduled vaccine clinics at three of these programs

People who do not follow the public health measures can be fined. For example, the fine is now \$2,000 for each person at an illegal gathering.

I wish to thank Dr. Strang and his team for meeting regularly with Faith Leaders and for providing very timely emails for our information.

What does this now mean for our Nova Scotia Churches:

While virtual gatherings of up to 5 are permitted in one location, if you are able to video your services from your home, then I would encourage you to continue with your virtual services in this manner. If you are not able to record from home, we recommend that you take a two week “circuit break” to protect each other and your communities. I would not recommend taking hard copies of services to people’s homes at this time. People will need to stay home as much as possible. For weddings and funerals, it would be wise to postpone for the next two weeks. If you are not able to postpone, you are permitted to have 5 (five) people plus the officiant, meaning a maximum of 6 (six) people present, with all of the COVID restrictions in place.

I would like to encourage you to make phone calls to one another and to your members, check in with one another, and especially the vulnerable and those who live alone.

The one way to flatten the curve of this virus is to follow the regulations and, if at all possible, to go above and beyond. If you have any questions please do not hesitate to be in contact. I know these are difficult times and there is a sense of exhaustion and extreme fatigue as we go through the ups and downs of this virus. Let us hold each other in prayer. Together, with everyone doing their part, we will get through this!

Faith

Faith March-MacCuish
Executive Minister

REPORTS

MEMBERSHIP CLERK REPORT – APRIL 2021		
Congregational Deleted	Roll	– Murray, Danial, Christopher Hare – Requested - Moved – David Cushing – Deceased – April 28, 2020

POLICIES AWAITING REVIEW

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
Animal	Stewardship / Trustees	1	Sept 15 2015	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018
Facility License & Space	Admin & Management	5	June, 2017	
Communication	Communication	2	May 20 2015	
Conflict Resolution	Ministry & Personnel	1	Apr 19 2017	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Blessings	Worship	1	May 20 2015	Jul 15 2020

Admin & Management Reports

WOODLAWN UNITED CHURCH
Comparative INCOME STATEMENT
as of Apr. 30, 2021

07-May-21

REVENUE	BUDGET		ACTUALS	LAST YEAR Apr. 30,2020
	12 months 2021	Expected by Apr. 30	To Apr. 30,2021	
	General	290,000	89,914	
Easter	2,000	1,268	5,445.00	1,090.00
Anniversary	1,000	0	30.00	0.00
Thanksgiving	3,300	0	30.00	0.00
Christmas	7,500	48	80.00	70.00
Initial	800	663	440.00	720.00
Offering Envelopes	304,600	91,893	91,978.79	91,790.26
Loose	1,500	1,306	170.00	1,127.30
U.C.W.	4,400	1,375	2,200.00	1,500.00
Invest. Int. -General	650	10	59.40	10.80
Invest. Int. -Trust Port.	2,700	0	0.00	0.00
Miscellaneous:				
Rentals	10,000	6,818	2,275.00	8,250.00
Wedding Fees			0.00	0.00
Funeral Recoveries	1,000	456	225.00	1,400.00
Time Out for Crafts	1,000	951	0.00	975.00
Fundscrip Recoveries			1,067.89	1,835.45
Memorials - Bulletins	100	0	0.00	0.00
Misc.				
Non-				
Recurring				
Rev. Total Misc.	3,900	-1,227	1,573.00	-1,690.75
	16,000	6,998	5,140.89	10,769.70
Canada Emergency Wage Subsidy			24,315.97	---
Total General Revenue	329,850	101,582	123,865.05	105,198.06
EXPENDITURES				
Salaries & Benefits:	231,863	92,079	65,807.40	93,604.57

Property Expenses:					
Utilities	2,500	823	913.92	911.66	
Water	3,000	2,020	202.94	1,447.67	
Natural gas	Utilities & Heating Fuel	16,500	8,779	8,313.98	8,199.11
		<u>22,000</u>	<u>11,622</u>	<u>9,430.84</u>	<u>10,558.44</u>
Property Insurance	7,700	0	0.00	0.00	
Repairs & Maintenance	4,000	2,550	1,712.05	1,769.29	
Maintenance of HVAC units	800	0	0.00	0.00	
Elevator Service Contract	3,000	1,144	1,361.86	1,335.16	
Security Alarm Monitoring	850	307	698.75	294.98	
Fire Alarm Monit'g & Inspec.	800	652	0.00	937.71	
Cleaning Supplies	600	395	0.00	144.24	
Janitorial Services	17,000	5,544	7,245.10	5,434.14	
Outdoor Maintenance	7,000	757	1,182.50	721.35	
Property Taxes	300	0	139.54	129.57	
Total Property Expenses	<u>64,050</u>	<u>22,971</u>	<u>21,770.64</u>	<u>21,324.88</u>	
Committee Expenses:					
Executive Council	150	0	0.00	0.00	
Community of Care	500	0	167.58	0.00	
Stewardship	500	0	65.95	0.00	
Communications Program:	2,000	443	537.51	439.16	
Christian Development	1,000	395	283.25	101.63	
Music	1,315	400	796.33	965.34	
Organ Supply & Accomp.	600	0	0.00	0.00	
Chancel Working Group	100	0	168.87	0.00	
Outreach				29.11	
Worship	750	0	38.70	-0.36	
Pulpit Supply	200	0	0.00	0.00	
Program Total	<u>3,965</u>	<u>795</u>	<u>1,287.15</u>	<u>1,095.72</u>	
Admin. & Mgmt.	600	532	907.04	840.65	
Ministry & Personnel	100	0	0.00	0.00	
Youth Committee	600	600	38.70	735.60	
Committee of Faith	300	0	0.00	0.00	
Total Committee Expenses	<u>8,715</u>	<u>2,370</u>	<u>3,003.93</u>	<u>3,111.13</u>	
Denominational Assessment	17,352	6,942	6,942.00	3,472.00	
General Operating Expenses					

Photocopier	6,600	3,138	1,331.26	2,386.36
Stationary & Supplies	1,500	1,464	20.41	573.91
Office Expenses- Misc.	1,500	783	75.84	471.35
	3,000	2,247	96.25	1,045.26
Offering Envelopes	1,400	1,394	1,506.17	1,369.42
Telephone Services	7,000	2,642	2,257.39	2,597.96
Postage	1,000	89	568.89	92.72
Par Service Fees	540	180	180.00	180.00
ADP fees	850	326	286.79	302.02
Bank Service Fees	610	44	41.80	24.38
	2,000	550	508.59	506.40
Total General & Operating Exp.	21,000	10,060	6,268.55	7,998.12
TOTAL EXPENSE	342,980	134,422	103,792.52	129,510.70
SURPLUS / (DEFICIT)	-13,130			
EXCESS OF EXPENDITURES OVER REVENUE		-32,840	20,073	-24,313

DESIGNATED FUND ACTIVITY

Jan. 1, 2021 to Apr. 30, 2021

New Fund / Old Fund	Bal. Jan. 1	Receipts	Expend.	Bal. Apr. 30
White Gift Fund	3,793.84	0.00	400.00	3,393.84
Community Outreach Fund	5,050.00	0.00	1,175.00	3,875.00
Cemetery Fund	58.14	0.00	0.00	58.14
Food Bank Fund	4,691.55	1,109.00	2,000.00	3,800.55
Building Improvement Fund	11,284.83	393.94	11,233.75	445.02
Building Improvement Fund - Projects	1,345.97	1,100.00	0.00	2,445.97
Solar Panel Project	2,290.90	350.00	1,561.25	1,079.65
Building Fund - Accessibility	18,812.64	3,792.68	0.00	22,605.32
Building Fund - Accessibility-Projects	11,548.89	0.00	0.00	11,548.89
Accessibility- Honour Wall	950.00	0.00	158.92	791.08

Camp Kidston Fund		0	65.00	0.00	65.00
Hearing Accessibility Fund		281.55	0.00	0.00	281.55
Music Capital Fund		4,017.55	0.00	660.00	3,357.55
Music Organ/Instrument Fund		35,999.79	250.00	0.00	36,249.79
Bursary Fund		383.53	0.00	0.00	383.53
Ministers' Benevolent Fund		1,767.11	543.32	0.00	2,310.43
YAYA Fund		2,277.00	20.00	0.00	2,297.00
Miscellaneous Fund		170.15	0.00	0.00	170.15
United Church Women					
		\$104,723.44	\$7,623.94	\$17,188.92	\$95,158.46

TRANSITION TEAM REPORT – MAY 2021

To: Woodlawn Council and Woodlawn Congregation

- The Transition team has continued to meet by Zoom during the past month
- We have gone through the interview process for the Transition minister
- References were checked
- Unsuccessful applicants were notified
- Negotiations were held with the prospective applicant and agreed upon
- A special council meeting was held on Thursday, May 13, 2021 and the appointment of the recommended applicant was approved.
- We are recommending that this will be a two year appointment starting June 1, 2021 till May 30, 2023
- The next step is that this recommendation is to be made to the congregation for approval. Plans are being made to hold the AGM with this as one of the agenda items for Sunday, May 30, 2021 following the morning service. More information will be forth coming on this soon.
- If the Congregation approves this recommendation then we will seek approval from Region 15. They are up to date as to what has been happening and that should not cause any delays.
- Confidentiality of the successful applicant is very important until all the steps are finished.
- Once we get through these steps the real work will begin.

We look forward to working with the new minister, the Council and the Congregation.

We will continue to keep everyone updated as to what is happening as much as possible but please do not hesitate to contact any one of us with comments and or questions.

Blessings:

Teri Giannou cgiannou@accesscable.net

Jerry Jackson jerryjackson@live.ca

Shirley MacLeod shirleymacleod@ns.sympatico.ca

Emily Masse emily.a.masse@gmail.com

Holy Manners as per The United Church Manual

We will



- keep God at the centre of everything we do;
 - each speak for ourselves;
 - speak for a purpose;
 - separate people from problems;
 - allow for full and equitable participation;
 - attend to others carefully without interruption;
 - welcome the conflict of ideas;
 - take a future orientation;
 - demonstrate appreciation;
 - honour the decisions of the body;
 - commit to holding one another to account when we do not keep our holy manners;
 - keep the discussion at the table;
 - be mindful of our body language;
 - check in about good use of time;
 - allow the quiet people to speak, with an invitation to speak; and
 - sincerely say what we really feel.
-



Woodlawn United Church
NEWSLETTER ADVERTISING POLICY

Approved at Council: May 19, 2021

Modified/Revised: _____

MONTHLY NEWSLETTER ADVERTISING POLICY

May, 2021

PURPOSE: The Name of this policy is: *Woodlawn United Church Monthly Newsletter Advertising Policy*. The purpose of this policy is to allow for external advertising in the monthly newsletter, by way of paid advertising as outlined below. This is to ensure that any and all submissions, including advertising, meets with the Values, Ethos, and Guidelines of Woodlawn United Church. The following priorities shall be applied in all considerations for space in the monthly newsletter:

Priority # 1: Items submitted by staff and ministries directly related to operations and activities of Woodlawn United Church, and information from WUC Committees (i.e. Chowders, Fundraisers)

Priority # 2: Items submitted by Region 15, the United Church of Canada, or other governing bodies of the United Church, upon approval by A&M Representative and in consultation with the Woodlawn United Church staff.

Priority # 3: Items submitted by Woodlawn United members, regular adherents, staff, and their families relating to congregational or family matters (such as celebratory greetings, blessings, baptisms, weddings, etc).

Priority # 4: Items submitted by organizations in direct support of Woodlawn United Ministries and Activities. (i.e. Margaret's House, Phoenix House, Food Bank, etc)

Priority # 5: Items submitted but that are not directly related to Woodlawn United Church or from organizations outside of the Church scope of operation. (i.e. community event, public events such as forums, etc)

Priority # 6: Advertisements may be submitted by members, staff, and their families, for business purposes and printed on the reserved space for announcements on the last page of the newsletter. All advertisements must be in harmony with the values and ethos of Woodlawn United Church.

Advertisements: Business Card Size ad: \$50 per month – if commits to a full year (10 issues) \$400 per year. (We don't do a newsletter in July or August). Quarter page: \$100 per month – if commits to a full year, \$800 per year.

- All items submitted for the newsletter will be subject to editing and corrections.
- Any item that is in question as to the appropriateness of its content will be reviewed by A&M Committee.
- WUC reserves the right to remove or edit any advertisement or submission.