

MINUTES – Woodlawn United Church Council February 18th, 2021

CALL TO ORDER: Acting Chair Paul Whyte called the meeting to order at 7:05 p.m.

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 this video conference so we may continue the work of Woodlawn United Church.

IN ATTENDANCE VIA VIDEO: Adelia Holloway, Brian Moors, Cathy Kay, Helen Dixon, Art Theuerkauf for Jim Allen, Keith Musselman, Kerri Graham, Rev. Mary Lynne Whyte, Paul Whyte, Kelly MacNeil, Jerry Jackson, Rev. Dale Skinner. **Regrets:** Jim Allen

IDENTIFY MEETING SECRETARY: Kerri Graham agreed to serve as meeting secretary for the meeting of February 18, 2021.

OPENING PRAYER – Rev. Mary Lynne Whyte led the meeting in an opening prayer.

WELCOME: Paul welcomed all to the meeting, with a special welcome to Rev. Dale Skinner and Art Theuerkauf, who attended as an alternate for Jim Allen (Trustees).

AGENDA – The agenda was approved as written

TIME OF ADJOURNMENT – It was agreed to a 9:00 p.m. adjournment.

APPROVAL OF MINUTES – It was agreed by consensus that the minutes of January 20, 2021 be approved with the following amendments:

- Kelly MacNeil to be added onto the attendees list
- To clarify the following sentence: *Cathy suggested that only Barry and Paul were aware of the content of both emails but Brian indicated that he did see and authorize Shelley to send.*
 - o Brian indicated that during the January meeting he said he *may* have seen the letter, but upon reviewing his emails, he found that he had not received it in advance of it being sent out.

OLD BUSINESS; BUSINESS ARISING:

1) Transition Minister – Update – Jerry Jackson

a. Approval of goals and job description documents

Jerry and Paul provided updates as it relates to the next steps in the transition ministry.

- Answers to questions posed by the congregation pertaining to transition minister were distributed to congregation on February 12 by email.

- Questions received about the Community of Faith Profile Report that did not directly pertain to the transition minister description and goals during the transition period were followed up upon separately. The COFP Report will be a living document.
- It was confirmed that Region 15 indicated that there is no need for a livestream to respond to questions about these two documents; the letter sent to the congregation satisfies the obligation to communicate to congregation.

Helen Dixon made a motion that Council approve the transition minister description and goals; Jerry Jackson seconded. The motion was carried.

b. Next steps

It was noted that Council has approved the COFP report and the congregation has now received it. Paul agreed to seek direction (in writing) from Region as to when the COFP document is turned over to the transition team and to share this information with the COFP team.

A team of 4-6 people must be appointed to be on the transition team. It was agreed that an email would be sent to the congregation on Monday, February 22 including the document outlining expectations of those on the transition team. This email will seek volunteers or nominations, with a deadline of February 26. Council will convene an *ad hoc* meeting on March 2, 2021 specifically to address the composition of the transition team.

2) Budget status and approval – Admin & Management

It was agreed that the Budget was approved at the January meeting and that the next step is to share it with the congregation. (*See New Business, item 1 below*)

3) Sanctuary Painting Project – Trustees update

It was noted that the sanctuary painting is complete, a week earlier than expected. The invoice has been received and given to Ivan for payment. Thanks was offered to the Trustees for the excellent work.

4) Governance Document – Deferred

It was agreed to remove this from old business since it is now in the goals of the Transition Team and will be addressed through that mechanism.

5) Tri-regional town hall – update

Mary Lynne and Keith attended, where discussion took place on congregational annual meetings. Mary Lynne indicated that each Pastoral Charge must have an AGM once a year (i.e. this year, it would be February 2021- one year after the last meeting), however Region 15 has allowed us to delay the annual meeting as late as June 30th, 2021 at this time.

6) Review Protocol re: In Person Worship – (in light of Feb 5 restriction changes, congregational singing)

It was agreed that there will be no change at this time for congregational singing; humming is still permitted. Soloists and small groups can be permitted to sing with adequate spacing and the use of singers' masks.

Concerns about increasing the size of funerals to align with public health advice was expressed, as volunteers are most comfortable with keeping numbers around 25 people. It was suggested that there be consideration for having additional ushers to assist in seating people, including those who may come in larger family bubbles than are typically received in a worship service. It was also noted that those who attend funerals may not be familiar with church protocols and in emotional circumstances may be less receptive to abiding by protocols. It was suggested that a protocol document/guideline could be prepared and shared in advance to minimize uncomfortable interactions during a funeral.

Brian offered to communicate with funeral ministry volunteers to determine what support they might need in order to consider greater numbers of attendees at funerals.

Kerri raised the idea that Sunday School return to being at the Brick Hall. She will follow up with Katie and Shelley to verify appropriate cleaning schedules and work to update the ToR and procedures if this change were to take effect.

7) Council Vacancies – Adelia Holloway – Nominating Committee update

Adelia updated Council on nominations to date. These can be found in the report appended to an email to the congregation on February 18 and also in the attachments to these minutes (below).

8) Zoom update – Paul Whyte- Communications

Council is using new Zoom account and it is expected that rotating Council chairs learn to use it. Paul has developed a step-by-step guide, which he will send out in the next few days.

NEW BUSINESS:

1) AGM planning – when, why (pros and cons of now vs later), how

Brian Moors put forth a motion that the AGM be held in May or June, in person to the extent possible, anticipating some level of vaccination against COVID-19. Seconded by Helen Dixon. The motion was deferred.

Keith offered to convene a group to conduct research on blended meetings or other options for innovative approaches for large meetings and to make a recommendation to Council. Council will defer a decision on the annual meeting until it receives further information and a recommendation from Keith.

It was agreed not to delay the distribution of the budget to the congregation until the time of the AGM. Rather, approval of congregation will be sought as part of the annual report. (see item 2 below)

2) Annual report - when and how to release

Shelley will be asked to release the report on February 26th. Council chairs are reminded to have their reports in by Monday, February 22.

It was agreed to ask Shelley to print about 10 copies of the Annual Report for those who may want a copy, and otherwise print on demand (as requested).

As it pertains to the budget (which will be part of the annual report), Council will approve on behalf of the congregation, after the congregation has the opportunity to pose questions to A&M via church office email. An email explaining some of the context of the budget will accompany it in distribution.

3) Additional payment on solar panel loan

Due to the favorable financial position of the church at the end of 2020, Keith Musselman moved that \$10K be placed down as an instalment on the solar panel from general funds. Helen Dixon seconded. Motion carried. Details can be found in the appended document "Solar Panel Payment". In addition, Keith agreed to investigate rates for lines of credit as a potentially better option than the existing loan.

Correspondence -

- 1) Solar Panel Loan - A&M: treated in new business
- 2) Ralph Sams - offer to serve on transition team
- 3) Region 15 - regional council reps (we need 4)
- 4) Barry Zwicker - Resignation
- 5) Maartin Kramers re Barry resignation

The letters were acknowledged. A response to Maartin Kramers will be prepared, which will include reference to the need for Council to abide by Holy Manners in all aspects of its work.

Round Table

- **Results of Fire Inspection**

Art provided an update on the recent Fire Inspection of the church. The church was issued an order under the *Fire Safety Act* for three issues (Smoke detector in the Dun-Gen; electrical panel repair; fire safety plan visible and hanging in the church). There is a plan to recruit retired firefighters in the congregation to help prepare the fire safety plan.

At this point, it was noted that some movement in the Heritage Centre had occurred and needed to be formalized. Adelia Holloway moved that Council approve the movement of the Dun-Gen to the preferred space and the movement of the Youth Group to the upstairs room. Motion carried.

- **Food Bank Annual Meeting**

Brian mentioned that the Food Bank annual meeting will take place on Monday, February 22.

Next Meeting – March 17th, 2021 - Identify new chair

- Helen will be rotating chair for the month of March (including ad hoc meeting on March 2)

Attachments:

- 1) Agenda- February 18, 2021
- 2) A Whole Peoples Covenant / Holy Manners for Meetings
- 3) Nominations Report
- 4) A&M Report to Council
- 5) Solar Panel Payment
- 6) Ralph Sams re: transition team
- 7) Barry Zwicker – Resignation
- 8) Maartin Kramers re Barry resignation
- 9) Region 15 – regional council reps (we need 4)
- 10) Region 15 update from Dr. Strang

AGENDA
February 18th, 2021
7 PM – ZOOM Video Call

Call to Order – Acting Chair Paul Whyte

Identify meeting Secretary

Opening Prayer – Rev Mary Lynne

Welcome and Introductions - Chair

Approval of Agenda –

Set Time of Adjournment –

Approval of Minutes of: Regular Meeting – January 20th, 2021

Old Business & Business Arising:

1) Transition Minister – Update – Jerry Jackson

a. Approval of goals and job description documents

b. Next steps

2) 2021 Budget status and approval – Admin & Management

3) Sanctuary Painting Project – Trustees update

4) Governance Document – Deferred

5) Tri-regional town hall – update

6) Review Protocol re: In Person Worship – (in light of Feb 5 restriction changes, congregational singing)

7) Council Vacancies – Adelia Holloway – Nominating Committee update

8) Zoom update - Paul

New Business:

1) AGM planning – when, why (pros and cons of now vs later), how

2) Annual report - when and how to release

3) Additional payment on solar panel loan

Correspondence –

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2) Ralph Sams – offer to serve on transition team

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Round Table

Next Meeting – March 17th, 2021 - Identify new chair

Closing Prayer – Rev Dale

Adjourn

A Whole People's Covenant

The 41st General Council 2012 used A Whole People's Covenant to help define the way in which the members of the General Council sought to work together. It has been adapted here for use as a resource by all councils and church bodies.

Each of us comes as a pilgrim to this gathering of siblings in Christ. Each of us comes with our own cultural values, assumptions, and world views. Each one of us, and the cultures we represent, are God's living letters of faith, hope, love, and beauty.

Therefore, we embrace the following Christian virtues that honour God and promote right relationship between us as we gather together and learn from one another:

We **promise** to relate to one another with

- respect;
- humility;
- patience;
- open-mindedness;
- courage; and
- the spirit of grace and forgiveness we have received in Christ Jesus.

We acknowledge the land that we stand upon by

- remembering that Indigenous peoples have walked these paths;
- understanding that we are one part of God's creation; and
- honouring future generations by preserving this land as they find their own paths.

In our Christian love for one another we will

- invite the Spirit into both our worship and business;
- attend to others with our whole selves: our physical senses, intuition, imagination, and intellect;
- speak for ourselves in the spirit of truth and gentleness, avoiding unhelpful generalizations and racial stereotypes;
- not interrupt when others are speaking;
- be mindful of language that is not inclusive;
- affirm the deep wisdom of silence and pause, as necessary, to ponder what others have said;
- seek to understand rather than win arguments and assume best intentions;
- hold our beliefs and opinions lightly; and
- hold one another in prayer.

Today this pilgrimage will lead us to becoming a whole people. With God's help, I will leave behind what I must to make this journey. Thanks be to God.

Procedures for Holding a Meeting and Decision-Making: The Manual, 2019 188 The United Church of Canada

2. Holy Manners

The Very Reverend Marion Pardy introduced Holy Manners as a resource for the 38th General Council 2003. Holy Manners has been used as resource for the conduct of meetings by subsequent General Councils and the executives. It has been adapted here for use as a resource by all councils and church bodies.

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.
-

Volunteering at Woodlawn United Church

Letter to congregation February 2021 and Updated Report to Council – Feb 17/2021

It's the time of year again when we look at volunteering at Woodlawn. Although we have not been physically together for almost a year, we hope that soon we can reestablish routines and reunite in person with our church family. The telephone, email, Face book, live streaming, and ZOOM meetings have allowed us to maintain a connection with each other. At this time of year, we review the committee chair vacancies to be filled, before the AGM. (The date not yet determined.) Things are a little different this year, so the volunteer/nominations team wanted to communicate with you by email. We have received some nominations for some co-chairs and other positions, but would like to list all the openings at this time.

We have some received nominations for the following committees 2021:

1. Co Chairs of Council 2 nominations (updated)
2. Secretary of Council *1 nomination*
3. Co chairs of Community of Care *2 nominations*
4. Co chair of Trustees *1 nomination*

The following Committees also have vacancies 2021:

5. Youth - **Chair or Co Chairs needed**
6. Program – Brian Moors – **Co chair needed**
7. Administration and Management - Keith Musselman – **Co chair needed**
8. Region 15 Representatives – **Three positions are vacant**, one is filled
9. Ministry and Personnel – Helen Dixon – Cathy Kay (filled)
10. Stewardship – Kelly MacNeil and Fred Evans (filled)
11. Communications/Audio Visual/PR – Paul Whyte – **Co chair needed**

Community of Care Committee is looking for new members to help us keep connected as a caring congregation. Rev. Mary Lynne has been very involved and soon will have co chairs to help her.

UPDATE: Adelia Holloway will be finished as the Chair of the Recruitment/Nominations Team at AGM 2021.

Communications/Audio Visual/PR is looking for helpers to assist with Sunday morning services. Paul Whyte (Co Chair) would love to add you to the technology team.

We also need a **Sunday School Superintendant** and **Co Chairs of Christian Development**.

If you want more information, you can look at the WUC Website (or contact Adelia Holloway at adeliamholloway@gmail.com or 902 462 6744. (or Shirley MacLeod, Teri Giannou, Brian Moors, or Helen Dixon)

NOTE: Communication to the congregation will be sent out about the need for **Worship Co Chairs** which fall under Program.

A&M Report to Council

A & M met via Zoom on 10 February/2021 at 1900.

Business arising from previous minutes

Ivan, Joan-E transfers and Direct Deposit. Office staff now has a procedure developed by Joan Mikkelsen. \$25 minimum for donations. Ivan, Joan and Keith had a meeting with CIBC staff Wednesday 20 th to sign documents and set up process.

Keith-Minor budget changes done as agreed on at last WUC Council meeting.

Trustees-Rev Skinner's and Rev Whyte's offices has been painted. New furniture moved in Keith-As discussed last year, Keith has revisited the Solar Panel loan situation. After discussion with A&M Committee, we recommend a \$10,000 payment. This will cover the 1561.25 due 04 Feb (plus daily interest). The remaining sum will be applied against the principle.

New Business- Funding for Health and Safety Committee. We currently have some money in our 2021 budget. As Shelley has agreed to take on this role and was previously trained, we are supporting training for 1st Aid, AED and CPR training for both Office and Ministerial Staff.

Year End report- Keith has submitted A&M report for 2020.

Reports from the Committee members-

Ivan-

Kathy Hawkins-payroll inputs for new staff in place.

Joan- reported on PAR. Separate report.

Keith-Tellers duties have been covered by A&M and several experienced tellers.

Bev Wicks-AA has returned to meetings in the brick scorch basement. YMCA still in arrears.

We sent a letter encouraging them to sort out their billing & invoicing, but received no response. Since then we have sent them correspondence explaining we will need payment on arrears prior to recommencing their use of spaces.

Rev Mary Lynne Whyte-Work hours have changed due to Rev Skinner's arrival.

Keith reported update from last Council Meetings.

Meeting adjourned 2040

Next meeting 10 March/21 at 1900.

Notes re extra payment to solar panel loan

Explains the loan and why A&M agrees we should make a payment. We ended the year in a roughly \$22,000 surplus due to the Federal assistance. Golden opportunity to reduce the loan and have the \$10k in reserve as we are predicting a \$14k deficit this year.

From: Noseworthy, Amy

Sent: Wednesday, February 10, 2021 4:27 PM

To: Keith Musselman

Subject: RE: [External Email] Solar Panel Project Woodlawn United Church

Hi Keith,

The interest is always paid first. If you pay \$1561.25 then say a lump sum, if there is any extra interest it will get paid and then the remainder will get applied to the principal. The daily interest applied to your account as of today is \$3.92

Hope this helps

Regards

Amy

From: Keith Musselman <krmusselman@eastlink.ca>

Sent: Wednesday, February 10, 2021 4:11 PM

To: Noseworthy, Amy <nosewoa@halifax.ca>

Subject: [External Email] Solar Panel Project Woodlawn United Church

[This email has been received from an external person or system]

Hello Amy,

I'm a member of Woodlawn United Church and Chair of the Administration & Management Committee. We are looking at the recent statement from our loan for our solar panel project, account # 04716698SOL. I would like to confirm something with you. I see the statement date was 04 Jan 2021 and the due date is 4 Feb 2021. I understand we are behind a little on this and if a penalty applies, so be it. The minimum amount due is \$1561.25. We have reviewed our last fiscal year and may be in a position to make more than this minimum payment. I would like to confirm that any payment in excess of the minimum will be applied against the remaining principle amount of the loan. This appears to be \$30,142.85. I hope to bring this forward to our general council meeting, next week, so would appreciate clarification so they can make an informed decision.

Thank you in advance, for your assistance.

Keith Musselman

Letter from Ralph Sams re Transition Team

Hi Barry;

I understand you have not yet reached the projected number to serve on the transition team. I served with Peter Woods on two in the past, Ray & Sarah and Rollie and Bob. I also have had some contact in the recent past with Rev. Dale during and after the passing of his brother Mark in February 2019. I attended the funeral, chatted with Dale afterward and then ordered and installed for Dale a brick in memory Mark. Dale's dad, Robert was our chowder dipper for several years.

I am willing and I hope qualified to serve on this one should you still have an opening.

Ralph

Barry Zwicker- resignation letter: Jan. 21, 2021

To: members of the Woodlawn Council and members of the Woodlawn Congregation.

It is with very mixed emotions that I submit my letter of resignation from each of the teams and committees that I have been serving on over the last number of years. Since the

resignation of our Council Co-Chairs, Co Chair of Trustees and the Council representative from the Stewardship Team I have felt I had a duty to the Congregation to stay involved and attempt to work through the issues that developed over the last ten months with Region 15. During this time with the hard work of the Community of Faith Profile Team we were able to complete our mandate and present to Council in September our final report and recommendations. Since that time the CoFP was asked and accepted the responsibility of meeting with representatives of Region 15 to address the directive from Pastoral Relations to force Woodlawn United into an intentional Interim Ministry. Through a number of meetings we were able to come to a compromise of sorts agreeing to put in place a Transition Team who will seek a Transition Minister, to work with that person to achieve a set of goals and help prepare us for the future. These goals and position description have been approved and were sent to the Congregation in December and January. We received thirteen comments/questions mostly positive, along with several folks who have agreed to be part of the Transition Team.

At the same time as Chair of CoFP I was seeking council's approval to present the long-range report with a positive recommendation for implementation to the Congregation. We received the positive recommendation in November. At that time it was the direction of Council that the full report would NOT be circulated to the Congregation until after the comment/question period had expired relative to the Transition Ministry goals and position description (Jan.15,2021). This timing was included in the notice to the Congregation in December and again in early January.

Wednesday Jan.20th at the regular monthly Council meeting I was openly challenged relative to how this process had been handled and questioned about my personal integrity related to how the three volunteers were selected or brought forward. Council refused to agree to the three persons who volunteered at that meeting. After being personally slighted by one of the members I left the ZOOM meeting. Later in the evening I received calls and personal visits from several Council members and they informed me that I was also chastised for sending the CoFP report out to the congregation on Jan. 18th. I have no idea why members of Council would want to hold back that report. It is clear that my participation and efforts have been for not and in order to maintain my personal well being I will be putting my volunteer efforts in different directions where I hope they will be appreciated and valued.

As of today, I am resigning as Chair of the Sustainability Team, Chair of the Community of Faith Profile Team. Woodlawn United representative to Regional Council and from Woodlawn Council itself.
Respectively Submitted

Barry Zwicker

Letter from Maartin Kramers re: Barry's resignation

52 Elwin Crescent
Dartmouth, N.S
24th January, 2021

To: Members of Council

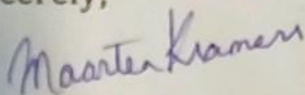
I am a member of the Congregation appointed CoFP Committee. I am very disappointed and confused on how our hard working Chair, Barry Zwicker was treated when he attended the WUC Council Meeting last Wednesday and how he was supposedly critized by some Council members after he left the Zoom meeting. For Barry to resign would take a lot as he has always been committed to WUC. "Barry deserves better".

I am now wondering if our Committee led by Barry, was even appreciated. I will say I have heard positive comments from members who participated in our consultation sessions. Our Committee without our leader Barry now have one more task to complete and then it is up to you, the Council.

I am sure most of you heard the excellent sermon preached by Mary Lynne on Sunday the 24th of this month. We could all learn from this. She mentioned "mending nets". I feel we have to mend some nets at Woodlawn and perhaps a good way to start would be a written apology from Council to Barry.

I think we need to ask ourselves "What would Jesus do"?

Sincerely,



Maarten Kramers