

MINUTES – Woodlawn United Church Council April 21st, 2021

CALL TO ORDER: The meeting was called to order at 7:00pm by 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, Barry coordinated a video conference so we may continue the work of Woodlawn United Church.

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

OPENING PRAYER – Fay Gunter led the meeting in an opening prayer.

WELCOME: Barry welcomed all to the meeting. Barry then introduced a Holy Manner Covenant which he suggested become a living document directing and guiding the Council going forth. All members of Council were requested to read the covenant again, sign and return to either Bob or himself within the next week. Barry then called upon Katie Logan. Katie reported that, as she was raised in Woodlawn United, AST and Region 15 have indicated it was not possible for her to do her SMP at Woodlawn. Consequently, Katie's last day at WUC will be June 30th and she will be moving to New Minas to pursue the next phase of her journey toward ordained ministry. Katie expressed her appreciation to everyone at Woodlawn and Barry noted the positive impact Katie has made and expressed every best wish on behalf of Council.

Barry suggested that rather than call for a motion, mover and seconder on every item, that we proceed on an Approval by Consensus basis until it is evident that consensus can not be reached. At such time we would proceed with a majority vote. Agreed.

AGENDA – The agenda was modified and approved with the addition of Old Business #6: Conflict Resolution Policy and New Business #6: Strategic Planning United Church General Council. (Agenda Attached)

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

CORRESPONDENCE: Correspondence #1,7,8 will be discussed during Old & New Business. Items #2 thru 6 received for information.

APPROVAL OF MINUTES – It was agreed by consensus that the minutes of March 17th, 2021 be accepted as circulated. Brian noted that during the February or March Council meetings it was agreed that the meetings would no longer be recorded, though the minutes for those meetings never made record of the decision. Barry indicated the Bob does make audio recordings to ensure that all decisions are noted and recorded in the minutes.

OLD BUSINESS:

- 1) **STREAMING SERVICES UPDATE:** Paul indicated that he spoke with Mike Hall about providing video recording services at times volunteers from Woodlawn were not available and that such a service would be \$250.00/hr plus HST. It was suggested that while video recording of a funeral could be a welcomed service, the Communications Team had determined they were not able to provide such service. It was agreed that the subject be revisited at the next meeting of the Communications Team.
- 2) **SCHEDULE AGM – MAY 16:** Barry reported that Fay Gunter, Keith Musselman and Peter Woods had agreed to coordinate arrangements and logistics for the AGM. It was agreed that the AGM would be held following the regular worship service and because of protocols which limit movement within the

sanctuary during gatherings, the worship service should be timed to accommodate a shortened time for worship and allow the AGM to follow. It was suggested that worship and AGM be limited, as close as possible, to one hour. Discussion followed regarding emailing the congregation in advance, advising of the AGM and requesting they submit questions, queries etc. before the date of the meeting. There was discussion regarding voting process and arranging to limit the number of items requiring a vote; i.e. combine several motions into one. It was agreed that the first announcement re: calling the AGM be made during worship April 25th. (*Secretary Note: Due to new Dept of Health regulations, April 22nd, restricting faith-based meetings for a four-week period the decision was made by the Clergy and Council Chair NOT to announce a date for the AGM at this time).*)

- 3) **AGM – VACANCIES:** Barry reported that Stephanie Bennett and Murdock Morrison have agreed to serve as co-chairs of the Worship Committee. Council agreed to the appointment of both individuals. Adelia and Brian agreed to provide Barry with the names of the members of the Worship Committee so he could forward to Stephanie and Murdock. Barry suggested that two co-chairs of Council could be two of the four allowed Region 15 Representatives going forward. Helen agreed that she would continue as a representative and Kelly MacNeil agreed to offer as the fourth. During covid, local councils have been given power to make certain decisions on behalf of the congregation so the secretary will advise the Region that Helen Dixon, Fay Gunter, Kelly MacNeil and Barry Zwicker will be the representatives from Woodlawn and eligible to register for the Annual Regional Conference.
- 4) **TRANSITION TEAM UPDATE:** Teri Giannou referred council members to her written report (Attached). Jerry noted that there are additional financial obligations associated with the hiring of a Transition Minister. Teri requested Council consider approval of an \$1000.00 budget item for the Transition Team. Keith, on behalf of A&M indicated this was possible and Council agreed by consensus. Teri also indicated that the position has been posted on Church Hub and there has been interest received.
- 5) **WORSHIP PROTOCOL:** Barry indicated that until recently covid appeared to be on the decline and with that in mind he spoke to the Ushering Team about any suggestions they may have that would make attendance at worship more receptive to the congregation. After discussion there was agreement that 1) we eliminate the printed waiver in favour of a verbal response and an attendance record; 2) that mask wearing and social distancing be maintained; 3) that low and gentle response to the reconciliation, Lord's Prayer and New Creed be allowed; 4) singing remains prohibited; 5) no presentation of offering or Fellowship Hour at this point. Barry indicated he would advise the Ushering Team of the decisions of Council. A suggestion that covid protocols relating to the buildings be the responsibility of the Trustees was left unresolved. Brian suggested Art Kheuerkauf might be a candidate to take on this role.
- 6) **CONFLICT RESOLUTION POLICY:** Cathy Kay, on behalf of M&P presented the draft policy. After discussion and the recommendation that reference to 'restorative justice model' be changed to 'restorative model' the draft was approved by Council (Changed policy attached). Cathy indicated that the approved policy would be shared with staff and congregation. Lisa agreed to meet with Helen and Cathy to share information/documentation relating to conflict resolution that she has available from the public school system.

NEW BUSINESS:

- 1) **CORRESPONDENCE: RENTAL – AUTISM NOVA SCOTIA:** Barry reported that Autism NS had made arrangements with Grace United and Keith indicated that there may have been a misunderstanding regarding the serving of food. Discussion followed regarding the use of the kitchen by rental groups. Mary Lynne reported on instances where rental groups are blocking basement doors open and Keith made note for the Rental Committee.
- 2) **UPDATE/EXTEND REV. DALE'S CONTRACT:** Helen Dixon, on behalf of M&P requested Council's permission to extend Rev. Dale's contract out to May 31st, 2021. Approval granted by consensus.
- 3) **A&M – Financial Update & Advertising:** Keith indicated we continue to receive government subsidy until such time as the program is cancelled and as long as we qualify. Keith reported that

Shelley had done research into the possibility of 'paid advertisements' being included in the monthly newsletter, a practice being followed by many churches. Barry requested everyone reads the recommendations/suggestions contained in the A&M Report (attached) and bring their thoughts to Keith. Keith agreed that A&M would discuss further and may be in the position to bring a draft policy to Council at the May meeting.

- 4) **COMMUNITY CARE:** Jerry referred everyone to the written report (attached) but he wanted to highlight the Caring Card and the Tele Ministry programs currently in effect. Both ministries are being well received. Jerry had two concerns; should Statistics and the Welcome Table be responsibilities of the Community Care. It was agreed that Statistics should be the responsibility of A&M and the Welcome Table rightly belonged under Stewardship. Jerry expressed appreciation to Adelia who is stepping down as chair of Nominating and he and co-chair Dodie would be looking for a replacement.
- 5) **TRUSTEES:** Jim Allen reported that the Fire and Safety inspection have been completed successfully. In the event of a fire in either building, the occupants should rally at the pickle ball courts. Jim informed Council that the following names will be recommended to the congregation at the AGM to serve as Trustees: Gerald Settle, Kim Mitchell, Teri Giannou, Maarten Kramers. In reply to a question regarding Health & Safety Training, Keith reported that the funding was approved for the two-day training which would cover CPR, defibrator etc. training and he was unaware of what date Shelley had booked. It was agreed that Shelley Clee, Katie Logan and Gus Webb be authorized to register for the training. Helen requested Brian to inquire from the Music Committee their recommendations regarding Gus' contract. Brian indicated it was his understanding that the Music Committee were going to recommend no changes at this time but he would verify at the next Music Committee meeting.
- 6) **STRATEGIC PLANNING:** Rev. Dale advised that the letter regarding Strategic Planning came through the Moderator's Town Hall and there was little explanation but he thought it referred to the restructuring of the General Council offices and services. Helen, Rev. Dale and Barry indicated they have registered for the May 4 session and anyone else interested were invited to do so.

ROUND TABLE:

- 1) Paul reported the 'sound board' had ceased to function, we were currently renting a board, a replacement was estimated at \$2000.00 and maybe we could consider a fund raiser for a replacement. Keith suggested he would investigate if there may be funds available from one of the Designated Funds.
- 2) Barry suggested that prior to the beginning of future meetings that members gather fifteen minutes early for a period of socializing, sharing etc.
- 3) Jim reported we still have a problem with the pigeons. But they are not nesting under the solar panels.
- 4) Adelia reported the Dungeon would not be accepting donations at this time and would not be reopening until September. Jim suggested there was a need for a sign regarding Dungeon donations. Adelia also reported the UCW were investigating the possibility of a limited take-out chowder in June.

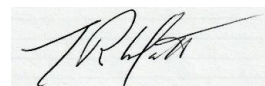
NEXT MEETING – May 19th, 2021

CLOSING PRAYER – Rev. Dale invited everyone to a time of closing prayer.

ADJOURNMENT – Barry adjourned the meeting at 9:03pm.

Barry Zwicker

Barry Zwicker, Co-Chair Council



Submitted by: Bob Watt – Secretary, Council

Woodlawn United Church Council - **AGENDA**

April 21st, 2021

7 PM – ZOOM Video Call

Call to Order – Co-chair Barry Zwicker

Opening Prayer – Co-chair Fay Gunter

Welcome and Introductions – Barry – Welcome New Members and introduce Holy Manners Covenant

Approval of Agenda -

Time of Adjournment –

Correspondence - 1) Autism Nova Scotia – **New Business #1**

2) Council to D Covert & J Jackson – Re: Community of Care – Information Only

3) Council to L Allen – Re: Youth Committee – Information Only

4) Council to Congregation – Re: Transition Team – Information Only

5) Council to B Zwicker & F Gunter - Re: Council Chair – Information Only

6) Council to B Watt – Re Council Secretary – Information Only

7) Office/Region – Re: Advertising in Newsletter – **New Business #3** (See A&M Report)

8) **United Church Strategic Planning – New Business #6**

Approval of Minutes of: March 17th, 2021

Old Business & Business Arising:

1) **Streaming Services Update –** Paul to bring update from Grace United.

2) **Schedule AGM – May 16 –** Keith update from Grace – Keith, recirculated draft information

3) **AGM –** Council Vacancies & Region Representatives

4) **Transition Team Update –** Teri Giannou

5) **Worship Protocol –** Barry Zwicker

6) **Conflict Resolution Policy –** M&P

New Business:

1) **Correspondence: Rental - Autism Nova Scotia**

2) **Update/Extend Rev. Dale's Contract –** M&P

3) **A&M – Financial Update & Advertising –** Keith

4) **Community Care –** Jerry Jackson

5) **Trustees –** Jim Allen

6) **United Church Strategic Planning -**

Round Table

Next Meeting – May 19th, 2021

Closing Prayer –

Adjourn

Attachments: Holy Manners Covenant

Policies

Transition Team Report

Correspondence

A&M Reports

Conflict Resolution Policy (approved**)**

Membership Clerk

Community Care

Holy Manners Covenant

Woodlawn United Church Council

- Respect will be shown by everyone on the council to everyone on the council. This includes how we disagree with each other. When we disagree, we can question the basis of the theory or opinion. We can ask about data and we can question the theological and philosophical rationale for an opinion, but we will not question the person's integrity or character or characteristics.
- We will share the air, which means that everyone is given room to speak and we will not interrupt each other. When someone is taking too much time, we will gently remind them of this part of the Covenant.
- We will not assume that everyone has the same knowledge base. We will not assume that everyone has the same perceptions as we do. We will take responsibility for asking clarifying questions when we do not understand something. These questions will be received graciously. The group will endeavour to help each other learn.
- We will respect confidentiality. This means that the content of conversations is assumed to be private to the group so everyone can feel free to contribute. When there is doubt about whether certain information is confidential, it is the responsibility of each person to ask about the status of permissible revelation.
- Correspondence sent to each member are assumed to be not confidential. Documents that are confidential should be identified and marked as such.
- We will endeavour to speak and write in plain language.
- We will attend to our spirituality by praying at the beginning and end of each meeting. We will try to ask the questions "What is God calling us to do?" often.
- When we are absent, one from another, we will pray for each other.
- We will begin on time and have meetings that last no longer than 2 hours. This is to respect each other's time and to ensure to the best of our ability that we are not too fatigued to make good decisions.
- There will be up to a 15-minute social time before the meeting so we can check in with each other.
- At the end of each meeting we will review what we have accomplished – even if that accomplishment was to sit in the unknown for two hours or to wrestle with differing opinions.
- When discussing staffing, we refer to the position, not the person. For example, we will say "The Pastoral Care Minister" not the name of the person filling that role.

Committee Procedures

An agenda will be sent out prior to each meeting which include all the attachments needed for that meeting. That is, one email will be sent to all.

- If a member will be absent, they are to let the Secretary or the Chair know.
- The Secretary will be responsible for a secure filing system to store confidential papers.
- We will make decisions using a modified consensus-based model. After sufficient discussion, a positive decision can be made with one or two members who do not agree but only if they have been respectfully listened to and enough time has been allotted for thorough discussion. If discussion is heated and the person(s) feels upset, the decision can be, if deemed by the group, to be tabled to the next meeting. This allows members to safely object and ensures the group does not participate in "group-think." A straw poll shall be taken regularly to check in with where people are.
- When the council has come to a decision, we will support that decision outside the group, even though we may have disagreed with it.
- The congregation will be kept abreast via regular communications.
- The council will support the Chair in their responsibilities.

Signed, _____

CORRESPONDENCE**Correspondence Re: Rental Autism Nova Scotia**

On Tue, Mar 23, 2021 at 11:40 AM Woodlawn United Church Office <office@woodlawnunited.ca> wrote: The rental committee respectfully requests Council's guidance on the following question.

Last week WUC was contacted by Autism NS to inquire about space for a summer camp. This camp would consist of 17 people, in total, including participants, supervisors, and programmers. They are specifically looking for a “gym” size space, so that they can also set up an area to have lunch. Bev Wicks (Chair of Rental Committee, and member of A&M), and I spoke about the rental rate, as well as availability. This is a do-able rental in that regard.

Also, in my opinion, this is a really good rental for us, both with this group meeting our ethos, meeting the needs of an essential service, and which will bring in approximately \$6,000 in revenue from June – August. I have shown Autism NS the space, and they have taken all of the measurements that they need, as well as a safety checklist. We meet all of their needs. They will be taking their information back to their board of directors for an approval at their end.

Having said that, we have a challenge that requires direction from Council. What has placed difficulty on us in making the decision is the food issue (allowing food into the facility). We have to consider 3 different sets of guidelines.

The current government protocols regarding food for “faith based activities and gatherings” are as follows:

Providing food and beverages before and after faith-based activities or events can occur if physical distancing and good hand hygiene practices are followed. Self-serve areas are discouraged. Designated individuals to serve food and beverages is recommended while maintaining physical distancing and wearing non-medical masks. Food and beverages should not be shared.

Autism NS falls under Day Camp Protocols. The protocols regarding food for day camps are as follows:

Food & Drink, and snacks are to be served individually to campers by staff; food must be prepared by approved adults (such as staff or food service staff). Campers are not to engage in preparing food or family style eating where they serve themselves. Eating outdoors is to be encouraged. Handwashing before and after snack is required for campers and staff.

Lastly, are Woodlawn United Church’s protocols around food which have not been updated in the past year to reflect the government changes to their protocols. At the time, OUR protocol was no food for public consumption which was based on the development of the Terms of Reference on Covid 19. We have over time allowed groups to bring in their own Coffee (i.e. from an establishment such as Tim Hortons). Without a change to Woodlawn’s guidelines, we cannot approve this rental request.

If we are to approve this request, I am of the understanding that it requires written council approval. I (we) would appreciate some direction in this regard. We propose that Woodlawn update their Covid 19 to reflect current government protocols which allows for the service of food as stated above. This will allow us to have a consistent rule for all groups, rental and non rental (i.e. Church meetings, groups, etc).

I also ask if this could be reviewed in a timely manner. If Autism NS's board approves us as a facility, it will require a fast approval from us.

Thank you for your help and guidance.
Shelley

On Tue, Mar 23, 2021 at 12:29 PM Helen Dixon <55dixonh@gmail.com> wrote:

Shelley we will get back to you shortly - I have a call into Brian to discuss - I assume the campers are not bring their own food, it will be provided to them through Autism NS

From: Helen Dixon <55dixonh@gmail.com>

Date: March 23, 2021 at 1:02:42 PM ADT

To: Woodlawn United Church Office <office@woodlawnunited.ca>

Cc: Barry Zwicker <barry.zwicker50@gmail.com>, Beverley Wicks <bwicks@ns.sympatico.ca>, Brian Moors <brianmoors49@gmail.com>, Dale Skinner <dale.skinner@woodlawnunited.ca>, Keith Musselman <krmusselman@eastlink.ca>, Mary Lynne Whyte <marylynne.whyte@woodlawnunited.ca>, catherine kay <kayclynn21@gmail.com>

Subject: Re: Request for rental accommodation with food

Shelley I have just spoken with Brian Moors and as you can imagine it is difficult to give a definitive answer at this time as everything will depend on what is happening with Covid 19.

We anticipate based on what Dr. Strang is saying that by the time June arrives the protocols will likely be relaxed even more and by the end of June everyone is supposed to have had their vaccines. Unless there is a third wave which results in things tightening up again this is likely to have a very positive outcome.

I have cc'd Barry so he can put this on our agenda for our next Council meeting.

The Association has to present to their Board and will get back to Woodlawn . If you hear from them please let us know.

Thursday, March 18, 2021 2:07 PM

To: Dodie Covert ; Jerry Jackson

Subject: Co - Chairs of Community of Care

On behalf of Council I would like to advise you that Council has approved your nomination as co Chairs of the Community of Care Committee effective immediately. The formal approval will take place at the Annual General Meeting.

Thank you both for all you do for Woodlawn. Your time and hard work are very much appreciated by all. Welcome to the team.

Helen Dixon
Rotating Chair of Council
Woodlawn United Church
March 2021

Thu, Mar 18, 2021 at 2:12 PM

Subject: Chair of Youth

To: lisa.allen@dal.ca <lisa.allen@dal.ca>

Lisa, on behalf of Council I would like to advise you that Council has approved your nomination for Chair of Youth. Your formal approval will take place at the Annual General Meeting. Thank you so much for your interest in the work of Woodlawn.

Welcome to the team.

Helen Dixon
Rotating Chair of Council
Woodlawn United Church

Thu, Mar 18, 2021 at 4:10 PM

Subject: Transition Team

To: Woodlawn Office <office@woodlawnunited.ca>

On behalf of Woodlawn Council, I have been asked to announce the names of those who have agreed to be members on the Transition Team. Council is pleased as this team will be very dedicated and prayerful as they take on this important work.

The members are Jerry Jackson, Teri Giannou, Emily Masse, and Shirley MacLeod. We would like to pass along our thanks and appreciation for all they have done for Woodlawn and all they will be doing as we move forward. Also, we would like to advise that the Regional Representatives who will be working with your Transition Team are Elaine Grey and Susan Chisholm.

This team will now begin the search for our Transitional Minister.

Helen Dixon

Rotating Chair of Council

Woodlawn United Church

March 2021

March 18, 2021 4:23 PM

To: Barry Zwicker <barry.zwicker50@gmail.com>; Fay Gunter <faygunter@hotmail.com>

Subject: Nominations for co-Chairs of Council

I have been asked on behalf of Woodlawn Council to advise that your nomination for the positions of Co-Chairs of Council have been approved by Council effective April 2, 2021. Formal approval of your nomination will take place at the Annual General Meeting.

Thank you for your on-going dedication to the work and ministry at Woodlawn.

Helen Dixon

Rotating Chair of Council

Woodlawn United Church

March 2021

Thu, Mar 18, 4:25 PM to

Bob Watt

On behalf of Council, I would like to advise you that your nomination for **Secretary of Woodlawn Council** has been approved. Council was informed that you have agreed to act as Secretary for a period of six months and will be training someone to take over after that time. The formal approval of your nomination will take place at the Annual General Meeting.

Thank you for your support to the ongoing ministry at Woodlawn.

Helen Dixon

Rotating Chair of Council

Woodlawn United Church

March 2021

From: Woodlawn United Church Office <office@woodlawnunited.ca>
Sent: April 12, 2021 9:10 AM
To: Rose, Tracey <TRose@united-church.ca>
Subject: Question

Good morning, Tracey,

Are you able to tell me (or point me in the right direction) if there is a UCC policy about advertising in church newsletters? This is an issue that has come up several times since I have been here. I have seen advertising in a few United Church newsletters over the years but am unsure if there is a "policy" or "procedure" around this. I did a quick search on the UCC website for the word "advertising" but nothing came up right away. I have been asked by our A&M committee to investigate to find out what the UCC says about this. We have been asked from time to time by congregants (who are either business owners or folks associated with preferred businesses) if they are permitted to provide a "paid ad" in our newsletter. But hoping to find something concrete to help direct A&M.

Thanks kindly, Tracey. Have a great week.

Shelley

From: **March-MacCuish, Faith** <FMacCuish@united-church.ca>
Date: Mon, Apr 12, 2021, 9:42 PM
Subject: RE: Question Re; Church Newsletters
To: Woodlawn United Church Office <office@woodlawnunited.ca>
Cc: Rose, Tracey <TRose@united-church.ca>

Hi Shelley,

There is no policy against advertising in church newsletters, in fact our General Council annual YearBook and Gathering magazine carry ads, as it helps defray the costs.

We do have an investment policy against companies making alcohol or tobacco - so any other reputable business would be a natural match for a church newsletter.

This is a matter for the local church board to decide. You would need to come up with some rules, say businesses that are locally owned and operated by professionals offering services, like insurance brokers, real estate agents etc.

If the Council agrees to doing this and puts some clear policy decisions around it, it might be a good idea and of course any revenue helps the congregation.

If you have any other questions please do not hesitate to ask.

Sincerely, Faith

Strategic Plan for the United Church of Canada

Inbox



Dear Friends:

This is an invitation to members across the church to give input into the development of a 2022–2024 Strategic Plan for The United Church of Canada, with particular shape and direction of the work of the General Council Office. The Moderator, Right Rev. Richard Bott will be hosting on-line Town Hall meetings revealing the context of this plan with an opportunity for input.

Town Halls for Eastern, Atlantic, and Newfoundland time zones in English

Saturday May 1: Noon (EDT), 1 p.m. (ADT), 1:30 p.m. (NDT). [Register now](#)

Tuesday May 4: 6:30 p.m. (EDT), 7:30 p.m. (ADT), 8:00 p.m. (NDT). [Register now](#)

These Moderator’s Town Halls are part of a consultation process that also involves focus groups, including four regional circles with the Indigenous church, and a series of interviews, surveys, and discussions with varied stakeholders. To view the full invitation please view using this link <https://mailchi.mp/united-church.ca/invite-tomoderators-town-halls-on-strategic-plan?e=53786d38a3>

If you have any questions please do not hesitate to contact the Church office at any time.

Rev. Dr. Dale Skinner & Rev. Mary Lynne Whyte

REPORTS

MEMBERSHIP CLERK REPORT – JANUARY 2021

Historical Roll – Deleted	Jack Bowen-MacLean – Transfer, Jan 7, St. Andrew’s, Truro Grace Bowen MacLean – Transfer, Jan 7, St. Andrews, Truro Julia MacLean – Transfer Jan 7, St. Andrew’s, Truro Tanya Matthews – Transfer Jan 14, Wellington United
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MEMBERSHIP CLERK REPORT – FEBRUARY 2021

Congregational Roll – Added	Rev Dale & Rev Maryann Skinner – New to Congregation Emily & Rousseaux, Sophie Cairns – New to Congregation
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Congregational Roll - Deleted	Rita Erskine – Deceased, Feb 8/2021 Joseph Baxter – Deceased, Feb 8, 2021 Olvia Vincent - Deceased, Feb 14, 2021
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Historical Roll – Deleted	Joseph Baxter – Deceased – Feb 8, 2021 Olvia Vincent – Deceased – Feb 14, 2021 Arthur Belyea – Deceased – Feb 16/2021 (By Session 2007)
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MEMBERSHIP CLERK REPORT – MARCH 2021	
Congregational Roll - Deleted	Betty Grandy – Deceased Mar 2, 2021 Don Trider – Deceased Mar 5, 2021 George MacLeod – Deceased Mar 8, 2021 Frank Moore – Deceased Mar 30, 2021 Kevin Demers – Transferred March 15,2021 Helen Elwood – Mail Returned – unable to locate Linda & Ian Allan – Mail Returned – unable to locate Sheila & Doug Campbell – Mail Returned – unable to locate Jennifer & Elijah, Kendra, Andrew Rayner-Paris - Moved

Historical Roll Added	Ferne Caldwell – Transferred In – Mar 26, 2021
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Historical Roll – Deleted	Betty Grandy – Deceased Mar 2, 2021 Don Trider – Deceased Mar 5, 2021 George MacLeod – Deceased Mar 8, 2021 Frank Moore – Deceased Mar 30, 2021 Kevin Demers – Transferred March 15,2021
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POLICIES WAITING REVIEW/UPDATE

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
Animal	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 & Finance Financial Reports

April 11, 2021

ENVELOPE DONATIONS			Deposit 1
40100	LOCAL	\$4,919.00	\$4,919.00
47600	M & S	\$567.00	\$567.00
46080	ACCESSIBILITY	\$165.00	\$165.00
40300	ANNIVERSARY	\$30.00	\$30.00
22300	BROADVIEW MAGAZINE (OBSERVER)	\$25.00	\$25.00
46000	BUILDING IMPROVEMENT FUND	\$20.00	\$20.00
40400	CHRISTMAS	\$30.00	\$30.00
40200	EASTER	\$3,940.00	\$3,940.00
45800	FOOD BANK	\$20.00	\$20.00
40500	INITIAL	\$40.00	\$40.00
46100	KIDSTON	\$10.00	\$10.00
47900	LENTEN FOLDERS	\$865.00	\$865.00
40100	MEMORIAL / HONOUR - General	\$100.00	\$100.00
46340	MEMORIAL / HONOUR - MUSIC ORGAN / INSTRUMENT FUND	\$50.00	\$50.00
40250	THANKSGIVING	\$30.00	\$30.00
	TOTAL OTHER		
TOTAL ENVELOPES		\$10,811.00	\$10,811.00

LOOSE OFFERINGS		
41200	Congregational Loose	\$23.00
TOTAL Non-ENVELOPE		\$23.00

10834.00

MISCELLANEOUS			
43500	RECEIVER GENERAL EMERGENCY WAGE SUBSIDIES	\$2,480.26	\$2,480.26
41800	RENTAL (NS WOODCARVERS	\$300.00	\$300.00
41800	RENTAL (AA SUNRISE GROUP	\$350.00	\$350.00
41500	UCW - General - 2ND Q	\$1,100.00	\$1,100.00
47700	UCW - M&S - 2nd q	\$775.00	\$775.00
4400	TOTAL MISCELLANEOUS	\$5,005.26	\$5,005.26

TOT DEP

10300	TOTAL DEPOSIT	\$15,839.26
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WOODLAWN UNITED CHURCH
Comparative INCOME STATEMENT
as of Mar. 31, 2021

08-Apr-21

	BUDGET		ACTUALS	
	12 months 2021	Expected by Mar. 31	To Mar. 31,2021	LAST YEAR Mar. 31,2020
REVENUE				
General	290,000	68,985	65,988.07	68,982.03
Easter	2,000	35	1,405.00	30.00
Anniversary	1,000	0	0.00	0.00
Thanksgiving	3,300	0	0.00	0.00
Christmas	7,500	48	50.00	70.00
Initial	800	663	400.00	720.00
Offering Envelopes	304,600	69,731	67,843.07	69,802.03
Loose	1,500	1,306	147.00	1,127.30
U.C.W.	4,400	1,375	1,100.00	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	1,625.00	8,250.00
Wedding Fees			0.00	0.00
Funeral Recoveries	1,000	456	375.00	1,400.00
Time Out for Crafts	1,000	488	0.00	500.00
Fundscrip Recoveries			1,067.89	1,835.45
Memorials - Bulletins	100	0	0.00	0.00
Misc. Non-Recurring Rev.	3,900	-1,071	423.00	-1,690.75
Total Misc.	16,000	6,691	3,490.89	10,294.70
Canada Emergency Wage Subsidy			21,835.71	---
Total General Revenue	329,850	79,113	94,476.07	82,734.83
EXPENDITURES				
Salaries & Benefits:	231,863	69,508	42,473.15	70,436.05
Property Expenses:				
Utilities	2,500	823	913.92	779.78
Water	3,000	1,693	202.94	1,447.67

Natural gas	16,500	6,067	5,748.94	5,633.43
Utilities & Heating Fuel	22,000	8,583	6,865.80	7,860.88
Property Insurance	7,700	0	0.00	0.00
Repairs & Maintenance	4,000	1,490	1,679.80	1,033.66
Maintenance of HVAC units	800	0	0.00	0.00
Elevator Service Contract	3,000	572	680.93	667.58
Security Alarm Monitoring	850	307	0.00	294.98
Fire Alarm Monit'g & Inspec.	800	0	0.00	0.00
Cleaning Supplies	600	395	0.00	144.24
Janitorial Services	17,000	5,544	5,433.73	5,434.14
Outdoor Maintenance	7,000	757	1,182.50	721.35
Property Taxes	300	0	139.54	0.00
Total Property Expenses	64,050	17,648	15,982.30	16,156.83
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	2,000	420	360.82	416.17
Program:				
Christian Development	1,000	131	112.25	33.61
Music	1,315	400	592.08	346.69
Organ Supply & Accomp.	600	0	0.00	0.00
Chancel Working Group	100	0	168.87	0.00
Outreach				29.11
Worship	750	0	0.00	-0.36
Pulpit Supply	200	0	0.00	0.00
Program Total	3,965	531	873.20	409.05
Admin. & Mgmt.	600	532	697.04	840.65
Ministry & Personnel	100	0	0.00	0.00
Youth Committee	600	672	38.70	824.50
Committee of Faith	300	0	0.00	0.00
Total Committee Expenses	8,715	2,155	2,203.29	2,490.37
Denominational Assessment	17,352	5,207	5,207.00	3,472.00
General Operating Expenses				
Photocopier	6,600	2,793	1,052.93	2,124.11
Stationary & Supplies	1,500	1,464	0.00	573.91
Office Expenses- Misc.	1,500	538	75.84	323.67
Office Expenses	3,000	2,002	75.84	897.58
Offering Envelopes	1,400	1,394	0.00	1,369.42
Telephone Services	7,000	1,686	1,606.81	1,633.11
Postage	1,000	0	568.89	0.00
Par Service Fees	540	135	135.00	135.00
ADP fees	850	265	205.37	245.58

Bank Service Fees	610	44	22.44	24.38
Finance Charges & Int.	2,000	444	362.81	404.96
Total General & Operating Exp.	21,000	8,319	3,667.28	6,429.18
TOTAL EXPENSE	342,980	102,837	69,533.02	98,984.43
SURPLUS / (DEFICIT)	-13,130			
EXCESS OF EXPENDITURES OVER REVENUE		-23,724	24,943	-16,250

A & M Report to Council April 2021

A & M met via Zoom on 14 April/2021 at 1900.

In attendance Keith Musselman, Ivan Richardson, Joan Mikkelsen, Bev Wicks, Carol McKnight, Kathy Hawkins, Kim Mitchell, Myrna Morash, Rev Dale Skinner. Special guest Shelley Clee

Business arising from previous minutes

Renters -Discussed during Bev Wicks report

New Business-Proposal for Advertisements in Newsletter- Shelley Clee was invited to the meeting to explain her findings. It's a common practice amongst UCC (Port Wallis, Cole Harbour and Fall River) and many other denominations. Rev Faith Marsh-McCuish was asked and replied in a positive manner. Email fw'ed to Bob Watt. A&M supports the idea and will draft a small policy based on Shelley's work to allow priority to our congregation, known groups who's work we support or encourage, local businesses. Please discuss at Council Meeting.

Reports from the Committee members-

Ivan-financial statement fw'ed to Bob. We are currently in good shape due to the 4 month lag in the Federal Wage Subsidy. This will probably fade out in the future. Our expenses are down for now, PAR continues to be the greatest source of income for WUC.

Kathy Hawkins-New payroll system is in place. She continues to finish the learning package to allow her better access. Joan- reported on PAR. Separate report sent to Bob Watt. Very little change and PAR continues to be a steady source of income for our church.

Keith-Tellers duties continue to be covered by A&M members and several experienced tellers.

Bev Wicks-AA has returned to meetings in the brick church basement. Several organizations have inquired about space and we have sought input from worship re; food consumption in the church .

Rev Skinner- will be staying for a while longer while the Transition Team carries on with it's task .

Keith reported update from last Council Meetings.

Meeting adjourned 2007 –

Next meeting 12 May/21 at 1900.

**PRESENTATION TO COUNCIL ON IMPORTANCE OF AND
BENEFITS FOR AN ADVERTISING POLICY
AS WELL AS 1ST DRAFT POLICY**

Is Business (specifically advertising) a dirty word in church? “Those who engage in Christian ministry should not generally be guided in ministry decisions by profit margin. This does NOT mean that it is not valid to seek by legitimate means associated with these ministries to provide for expenses involved in carrying out these ministries.”

“Those engaging in some endeavors find themselves, by their very nature, with one foot in the world of business as ministry, and another in the world of ministry as business.”

Marketing is more than just advertising. Marketing is a part of nearly every aspect of business and social organizations. Without it, we would have very little means of communication. It is an essential part of promotion and growth. The same is true within the church. Churches often stray from advertising for a variety of reasons, but marketing and promotion can be a very effective way of fulfilling the work of the church in a new, unique, and modern way. This works in both directions, incoming and outgoing advertising.

How is business ministry? First and foremost, for any of you that have not thought about this; – Business, which when you break it down says ‘busy’ ‘ness’, involves day by day decisions, interactions with people, leadership, growth strategies, organizational work, and much more. This includes integrity in not only your treatment of people but the business ethics you choose to adopt. Your attitude towards making money, being comfortable with abundance and stewarding it well, adds a perspective to materialistic and hedonistic responses to handling money. Then there is the countless opportunities to meet, serve, love and speak to all the people that come in contact with you and your church.

How God uses the market place to prepare and teach us: If you are in business or called to go into business you are in very good company. From the time Paul met Jesus on the road to Damascus to the time he was commissioned into his role as apostle we know that he had a business making tents. God was preparing him for his role as apostle. Jesus himself was a carpenter in the family business for many years, until God released him into his ministry. Many other Biblical characters spent years and years in business and most spent a lot of time ultimately fulfilling their calling.

What am I called to do? Your calling is not just about what you are called *to do*. You have a ‘being calling’ and a ‘doing calling’ Your being calling is how you are called to live out and embody Christ in whatever you do. Your being calling includes your character, and how you are able to embody Christ on earth, which comes from your experience and journey with him, the areas you have overcome, the places where He has encountered you the most. So don’t be afraid to embrace a change and know that you have been prepared but not in the way you may expect!

Integrity: Integrity plays a key role in the successful completion of many ideas or projects. For example, an entire advertising campaign could be designed around a concept that is false, however, if it is appealing to the consumer, it is considered a good advertisement. Integrity does not always make the best friend of success in many marketing situations. Maintaining integrity is important not only for one’s personal character but also for the sake of one’s company and the consumer’s ability to trust in that organization. In a church, integrity in communication will form an especially large part in advertising policy.

Name and Purpose: The Name of this policy is: *Woodlawn United Church Monthly Newsletter Content Policy*. The purpose of this policy and procedure is to assist in the creation and publication of the Woodlawn United Church Newsletter. This is to ensure that any and all submissions, including advertising, meets with the Values, Ethos, and Guidelines of Woodlawn United Church.

Scope of the Newsletter Policy and Procedure: The WUC Newsletter is one of the primary communication vehicles for congregants and it is used to effectively communicate to our community what is happening within the church, by and for its committees, and our community. The following policies and procedures are specific to the newsletter.

Monthly Newsletter Policy Proposal: As a congregant community with a variety of ministries we are challenged to ensure that we include only that content that meets with our ethos and values and priorities. As a result we have established a priority on how items submitted will be considered for publication and how they will be accepted.

Priority # 1: Items submitted by staff and ministries directly related to operations and activities of Woodlawn United Church.

Priority # 2: Items submitted by Region 15, the United Church of Canada, or other governing bodies of the United Church, upon approval by Ministry.

Priority # 3: Items submitted by Woodlawn United members, regular adherents, staff, and their families relating to congregational 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, etc)

Priority # 5: Items submitted not directly related to Woodlawn United Church or from Organizations outside of the Church scope of operation. These will only be published when there is space for filler content. (i.e. community event)

Priority # 6: The use of advertisements may be submitted by members, staff and their families, and printed on the reserved space for announcements on the last page of the newsletter. All advertisements must not oppose 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.

Half page: \$250 per month – if commits to full year \$2000 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 publish only items that will support and express our beliefs and we will not publish items contrary to these beliefs.

Community of Care Team Report to Council April 21st, 2021

Co-Chairs Dodie Covert & Jerry Jackson

... Dodie Covert & Jerry Jackson allowed their names to go forward as cochairs of this committee. To be approved at the next Congregational Meeting.

... Cochairs met with Rev. Mary Lynne Mid-March to identify all the committees/teams under the umbrella of Community of Care. We got from Rev. Mary Lynne a list of all the volunteers working on each of the teams. We split the list of volunteers in half and made contact with them all. We introduced ourselves and provided everyone with our contact information. Most of these teams work very independently and make contact with Cochairs or Ministers when they have questions or problems.

... Nominating Committee falls under our jurisdiction. After serving as Chair of Nominating for many years Adelia Holloway will be stepping down. This is a very important volunteer role, and one we must fill as soon as possible.

... Ralph Sams has agreed to Chair/Lead our New Teleministry. Ralph coordinates a team of volunteers who call members of the congregation a couple times a year. Ralph took this work on to provide Rev. Mary Lynne with support. We are encouraging Ralph to vision what this Ministry could be. As cochairs we will work with Ralph & Rev. Mary Lynne to flush out every opportunity to contact and communicate with our congregation. This Ministry has played a critical role during these Covid times.

...Caring Card Committee. Our Office Manager Shelley has been making and sending out cards of condolence to members of the congregation who have lost loved ones. Shelley and Rev. Mary Lynne had a vision this Ministry was needed and could be expanded. Fast forward a few months, Rev. Mary Lynne made contact with others who saw the vision for her and Shelley's Caring Card idea. I am pleased to introduce...our Newly formed Caring Card Committee. Heading Condolence Cards...Jennifer Taylor, Thank You Cards...Mary Osborne, Thinking of you/Praying for your Wellness Cards...Maureen Woods. We encourage the congregation to contact the office if they feel someone would benefit from receiving a card from this Team.

Dodie and I are excited to work with everyone under the **umbrella** of our committee. For everyone's information the Teams under Community of Care are;

...Pastoral Care Team Including Hospital & Home Visitation & Visiting Seniors Care Facilities.

...**Tele Ministry** led by Ralph Sams. Includes calls to the entire congregation.

...Prayer Shawl Ministry now being led by Nancy Allen.

...Kindred Spirits is a widows group that, prior to Covid, met monthly.

...Fellowship Time is led by Shirley Zwicker. Coffee, Tea and Treats after Services.

...Welcome Table Set up in our Lobby to identify and welcome newcomers & follow up.

...Widowers Group is a group of men who met from time to time for coffee and discussion.

...Records and Statistics is led by Joan Mikkelson and maintains the congregational role. ...Baptism & Wedding Follow up is led by Bev Lynch.

...Caring Card Committee is new. (explained above)

...Funeral Follow up is a team of 4-5 who send out a series of booklets and follow up.

Items for clarification...

Statistics... Should this fall under Administration & Management?

Welcome Table... Stewardship has stated in the past this is under them. Clarification is required. Given we are more than a year into Covid, should our overall **protocols** be revisited?

Respectfully Submitted,

Jerry Jackson & Dodie Covert

Woodlawn United's Transition Team Update – April 2021

To: Woodlawn Council and Woodlawn Congregation

Hello, my name is Teri Giannou and I am one of four members of the Woodlawn congregation appointed to the new Transition Team. The other three members of the team from Woodlawn are Jerry Jackson, Shirley MacLeod & Emily Masse. We are joined by Two Region 15 Representatives, Elaine Gray and Rev. Susan Chisholm.

The Transition Team was formed and populated by Council for the purpose of recruiting, interviewing, hiring & working with a Transition Minister for a period of time estimated to be 12-18 months. The Transition Ministers Position Description and the Transition Team's Goals have been approved by both Council & Region 15 and have been circulated by email to the congregation a number of months ago.

The work of a Transition Ministry is for all of us including, Ministers, Council, Council Committees, and the Congregation at large. We will all have roles and responsibilities over the term of Transition.

One very important role of the Transition Team is to communicate and consult regularly and we look forward to working for you and with you. We have listed our names and contacts below if you have any questions on our work, please feel free to contact anyone of us.

To date, I would like to report the following on behalf of the Team:

- ★ We met March 29th with Rev. David Hewitt along with Elaine Gray and Rev. Susan Chisholm and we spent a couple of hours discussing our responsibilities as Woodlawn's Transition Team.
- ★ The ad for Transition/Interim Minister was posted on Church Hub on March 31st. Applications will be received till the end of April with Interviews set up for early May.

We have agreed on the following roles for this team. Shirley MacLeod – Chair/facilitator; Emily Masse- meeting notes; Jerry Jackson – will help with administration of Zoom, Church Hub and Treasurer (pending on receiving a budget); Teri Giannou – “Council Representative who will be a member of the governing body for the duration of the interim ministry”, taken from Transition Team Handbook and also will be responsible for initiating reports in collaboration with other team members for our Council and our Community of Faith.

- ★ April 8th we meet by Zoom with Elaine Gray and Rev. Susan Chisholm
- ★ During the meeting and following it we have been working on developing our interview questions and format.
- ★ Clarification of Transitional versus Interim Ministry. Rev. David gave us the following explanation:

This position is an Interim Ministry position. As you have seen, this has a specific framework and expectations and is guided by a specific set of handbooks. There are goals, there is a Transition Team with Regional reps, and there is a reporting and accountability relationship with the Region. The category of this ministry position is “Interim Minister.”

However, every ministry may also have a descriptive title, like “Youth Minister” or “Minister of Pastoral Care” or “Minister of Social Outreach” or, in this case, “Transitional Minister.” It is perfectly appropriate to refer to this position at Woodlawn as either, “Transitional” or “Interim,” but I also appreciate that in an effort to avoid confusion within the membership it would be helpful to be consistent and to attempt to use one name for this position.

At the end of the Search process, Woodlawn will have an Interim Minister serving as Transitional Minister, in the same way that in Rev. Mary Lynne, you have an Ordained Minister serving as Minister of Pastoral Care.
- ★ Transitional Ministers have specialized skills and training and so the minimum salary is 10% above the minimum for the applicable category.
- ★ The Community of Faith is required to make an annual payment to the United Church's Interim Ministry Sabbatical Fund in the amount of one weeks pay during the interim service.
- ★ April 28th we are scheduled to meet with Rev. Catherine MacDonald to discuss her experience as a Transitional Minister and then following that we will have a meeting.
- ★ We will be reporting to Council and the Congregation monthly to keep everyone up to date.

Action Item: We would ask that we receive a budget amount for this year of \$1,000 in case we incur such expenses as printing, hospitality welcoming new Minister, congregational or training activities or other matters that might require some funds. All receipts will be dealt with by Jerry in the regular protocol of Woodlawn.

Blessings:

Teri Giannou cgiannou@accesscable.net 902-456-3188
 Jerry Jackson jerryjackson@live.ca 902-818-5028
 Shirley MacLeod shirleymacleod@ns.sympatico.ca 902-462-7790
 Emily Masse emily.a.masse@gmail.com



Woodlawn United Church
CONFLICT RESOLUTION
Approved By Council – April 21, 2021

PURPOSE:

To help resolve and bring together those involved in conflict to a mutual understanding and resolution where possible.

POLICY

In any organization where people are involved conflict is inevitable. Most conflict is not conflict at all; rather, it is a disagreement over an action or an opinion. In these instances, it is reasonable to expect the parties to meet on their own and seek a resolution.

In other instances, the conflict can be much deeper in its impact. Physical contact, in your face confrontation, and anonymous threatening letters, are examples of conflict that can cause deeper, lasting wounds. It is this kind of conflict that the process outlined below is intended to address.

PROCESS

The process can be initiated by any of the parties involved in the conflict or by the Ministry and Personnel Committee. If one of the affected parties refuses to attend, the matter could be referred to the Church Council.

The parties involved in this resolution process will include:

- The parties involved in the conflict
- One supporter for each of those involved in the conflict
- Chair of M&P Committee or designate who will act as the facilitator

Each of the parties will have an opportunity to respond to questions posed by the Ministry and Personnel member who will facilitate the discussion.

Drawing on the restorative model, the conversation will be initiated by these questions:

- What happened?
- What were you thinking and feeling at the time?
- What have you thought about since?
- Who has been affected by what you have done?
- How do you plan on moving forward in right relationship?

In those situations where a formal process is required, the United Church of Canada has trained conflict resolution facilitators available for assistance and access to further resources. Refer to Bylaws J. Oversight, Conflict Resolution, and Discipline, pg. 166 The Manual, 2021 - The United Church of Canada.

The desired outcome of this process is to restore the relationship to its original status, or, if that is not possible, to a position where the work of the church can continue in a positive manner.