

MINUTES – Woodlawn United Church Council May 13th, 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, Paul 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, Fred Evans, Helen Dixon, Jerry Jackson, Jim Allen, Kelly MacNeil, Keith Musselman, Lisa Allen, Paul Whyte, Rev. Mary Lynne Whyte, Teri Giannou

GUESTS: Shirley MacLeod, Emily Masse, Elaine Grey, Rev. Susan Chisholm, David Hewitt.

OPENING PRAYER – Barry Zwicker led the meeting in an opening prayer.

WELCOME: Barry welcomed all to the meeting, noted that due to the topic of the meeting Rev. Dale had excused himself from attending and that discussion and decisions made during the meeting were to remain confidential. Shirley MacLeod noted that confidentiality was to be held until such time as a Congregational Meeting is held to announce the decision of Council. Shirley introduced the members of the Transition Team.

AGENDA – Barry reminded everyone that the purpose of the meeting was, 1) to receive the report from the Transition Team and 2) to determine a date when the report could be presented to the congregation.

- 1) Barry called upon Teri Giannou, Transition Team representative to Council to present the recommendation. Teri made the following motion, seconded by Helen Dixon.

“On behalf of the Transition Team, I, Teri Giannou, would like to make the following motion to Woodlawn Council this evening, Thursday, May 13, 2021. We recommend to Council that; Rev. Dr. Dale Skinner be appointed to the position of Transition Minister at Woodlawn United. The Term for this appointment is to be two (2) years. The date of the appointment is to be from June 1, 2021 to May 30, 2023. Should the work of the Team be completed earlier, Council will be informed. Should an extension of the appointment be required, Council will be advised”.

Barry opened the floor to questions and discussions. Responding to a question of whether or not the Transition Minister was eligible to apply for the position of full-time minister at the end of the transition period, David Hewitt (Region 15 Regional Minister) informed the meeting that regardless of the term, the position was that of an Intentional Interim Minister and as such under current United Church policy the Transition Minister or Intentional Interim Minister was not eligible to apply. David also noted that circumstances change and it was not possible to say what the outcome may be in two years time. Jerry noted that as a member of the CoFP Team and the Transitional Team it was important to remember that Council, the Congregation and the Region 15 all agreed to the Position Description and the Goals that will become the foundation of work of the Transitional Minister going forward.

The motion was approved by consensus.

- 2) Barry began the discussion re: date for AGM by noting the original date for the AGM had been postponed due to current Covid restrictions. ***It was agreed by consensus that the AGM meeting would be called for May 30th immediately following the 10:00am worship service.*** The AGM would include an agenda item indicating a report and recommendation from the Transition Team. The congregation would be informed of the meeting by email immediately, followed up by a second email during the week of May 16th providing updated Budget and process information. Helen agreed to forward information on Rev. Dale’s appointment (financials, benefits, etc) to Ivan, Kathy and Keith to allow updating of the 2021 Budget. Further announcements will be

made from the pulpit on May 16, May 23 and May 30. Barry noted that Fay, Keith and Peter Woods had previously agreed to coordinate the AGM and Emily Masse offered her assistance with information she has obtained from the Region which would provide opportunity for as many people as possible to engage in the meeting.

Barry thanked everyone for attending and closed the meeting at 7:50pm with prayer.

Submitted J. Robert Watt
Secretary – WUC Council

Barry Zwicker
Co-Chair – WUC Council

Attachment: Position Description & Goals for Transitional Minister, Woodlawn United, Approved Nov 25, 2020.

POSITION DESCRIPTION TRANSITION MINISTER

Woodlawn United Church

ACCOUNTABLE TO:

All members of the Ministry Team are accountable to Woodlawn United Church, Dartmouth, NS, through the Church Council and the Ministry and Personnel Committee for the fulfillment of the job functions described in this position description. All Ministry Team members are accountable to Region 15 for support, collegiality, oversight, and discipline.

PRIMARY ROLE:

The Transition Minister is an integral member of Woodlawn's Team Ministry. While fulfilling the roles as outlined below the intent of this position is to help pave the way for Woodlawn's Future Team Ministry who are expected to be called or appointed within the next 12-18 months. This position will work closely with the Minister of Pastoral Care in developing and leading worship at Woodlawn, and when necessary, assist in the Pastoral Care Ministry.

The CoFP Team have made many recommendations with respect to the future direction of Woodlawn United. A key role of this position will be to work with the Transition Team to develop a strategy for the orderly and timely role out of the recommendations.

Woodlawn has had its current governance system/model in place for 15 years and are seeking a review and potentially significant changes to the model. This position will play a key role in this Governance Review.

This position in conjunction with the Worship Team plans and leads in worship and sacramental leadership. Woodlawn is moving into alternative forms of worship including a more contemporary approach, while maintaining our traditional style of worship. This position will be expected to provide leadership and assist a team of lay volunteers in developing and delivering the alternative approaches.

Given the experiences during the COVID 19 lockdown and restrictions this position must demonstrate knowledge and willingness to develop on-line programming as part of our worship and program offerings.

The Transition Minister in the course of his/her normal duties, and as the opportunities present themselves is to develop a relationship with the congregation by participating in structured and unstructured fellowship opportunities. Given Public Health restrictions on gatherings this will require creativity and a willingness to develop and work within new paradigms.

This position will provide spiritual mentorship and supervision of the Youth Coordinator position and the Office Administrator position.

SECONDARY ROLE:

The Transition Minister works collegially with the Ministry Team and lay members of the congregation to build a strong, responsive, and compassionate pastoral ministry.

Pastoral Care is a priority at Woodlawn for all segments of our congregation. The Minister of Pastoral Care will have the primary responsibility for this aspect of Woodlawn's Ministry. This includes coordinating leadership around this Ministry for the Ministry Team and lay members of the pastoral care committee. Each member of the ministerial team is expected to participate and share in this important ministry.

In close cooperation with the other members of the Ministry Team develop and offer programs and activities that help Woodlawn process some history by identifying strengths and challenges with a view to maintaining and enhancing congregational health and vitality. The Transition Minister working with the Church Council, will help develop new approaches to improving communication, interacting, strategic planning and visioning, particularly as they relate to the new programs and changes as recommended by the CoFP Team report. The Minister will develop and offer activities and services that nurture and promote spiritual growth within the congregation.

The Transition Minister participates and coordinates with other staff members and lay volunteers through participation in staff meetings. All Ministry Personnel are entitled to participate in Church Council meetings. This position will be the designated link with the Church Council.

RESPONSIBILITIES:

Administration:

The Transition Minister will:

- Communicate well with the Office Administrator, the Music Director, the Council, the M&P Committee, and the Congregation on a regular basis through a variety of means (personal conversations, phone, social media, email, newsletter articles, newspaper articles, etc.)
- Keep track of appointments and events and communicate these to the Office Administrator
- Assist the Office Administrator in compiling statistics for our pastoral charge for the United Church Yearbook
- Remain current on the United Church of Canada's policies, procedures, and requirements, as well as our own congregation's policies and procedures.
- Attend all Church Council meetings (or arrange for another member of the Ministry team to attend)
- Respond in a timely manner to correspondence and telephone inquiries that cannot be handled by the Office Administrator or are better handled by the Ministry Team.
- Provide oversight for the planning and operation of the work, mission, and ministry of this church Community

Outreach and Social Justice:

The Transition Minister will:

- Support the congregation in its many congregational projects and activities Work with and offer encouragement to the outreach and social justice teams
- Assist the congregation to be aware of and to understand United Church policies and actions in the area of social justice

Congregational Building:

The Transition Minister will:

- Participates as a member of the Ministry Team in internal staff meetings

- Contributes to communications among staff and with the congregation and coordinates and presents regular reports to Council.
- Assists with conflict resolution within the congregation as required
- Actively represents Woodlawn United Church to the external community
- Works with the Council, Congregation and Transition Team on Transition goals **Ministry of Word and Sacrament:**

The Transition Minister will:

- With a significant online and small group focus, plans services of worship, including alternative worship programs
- Trains and supports worship volunteers
- Prepares and delivers sermons
- Conducts, and participates in, the sacraments, weddings, and funerals
- Offers the program leading to the Sacrament of Baptism
- Oversees the marriage preparation process
- Works closely with lay volunteers in developing and delivering alternative/contemporary forms of worship

Community building, program development, and teaching:

The Transition Minister will:

- Supports the development of new member ministry programs
- Develops and leads adult Christian Education programs through creative use of time and space, maximizing all opportunities for fellowship
- Supports the development of small group ministries.
- Equips Lay Leaders to lead baptismal and confirmation preparation.
- Leads in marriage preparation.

Pastoral Care:

The Transition Minister will:

- Participates in hospital and home visitation as well as grief and spiritual counseling in consultation with the Minister of Pastoral Care **Professional and spiritual growth:**

The Transition Minister will:

- Actively pursues personal spiritual growth and skill development through study leaves, and other continuing education opportunities.
- Maintain a healthy lifestyle physically, emotionally, spiritually, and professionally

Commitment to the wider church:

The Transition Minister will:

- Represents Woodlawn United Church at Region 15 through attendance and committee participation

Other Required Knowledge, skills, and abilities:

The Transition Minister will:

- Be experienced, especially in the areas of leadership and Worship.
- Be a good communicator who can relate to people of all ages.
- Have a liberal philosophy and is open minded.
- Be approachable, encouraging, collegial, and consultative.
- Be proficient with social media and technology.

Recognize the importance of alternative spiritual practices such as the healing Ministry and Contemporary worship services.
 Possess good presentation skills
 Possess good time management skills
 Have the requisite skill sets for Transition Ministry.
 Has particularly good listening skill.

Other “Preferred” Assets:

The Transition Minister will:

- Be energetic, with an engaging personality
- Be able to delegate where appropriate and have good management skills
- Be able to spark interest and involve the congregation in attracting new members
- Be able to relate to younger families
- Support the involvement and development of an active lay ministry
- Be able to provide non-anxious, principle-based leadership in a time of significant change

General:

The Transition Minister will focus all activities based upon the stated goals for this position. While all activities and tasks listed above are important, they must be approached from the perspective of “How does this relate to achieving the approved Goals?”

From time to time each member of the Ministry Team will be expected to attend to the duties and responsibilities of other members of the team who may be ill, on vacation, sick leave, study leave etc. This is fundamental to the successful implementation of Team Ministry.

The successful candidate will be eligible to apply for any of the positions being recommended by the CoFP report.

Approved Goals for the Transition Ministry Position

- 1) Woodlawn’s governance system has been in place for approximately 15 years. During this Transition time, we are seeking to review the current model with specific attention to its ongoing relevance and effectiveness. There are specific areas we hope to review and address:
 - a) Clarify the lines of authority/expectations and communications between Council and Ministry Team.
 - b) Clearly identify roles, responsibilities and relationships between lay leaders and the Ministry Team
 - c) The CoFP Team recommendations are proposing new approaches to worship, fellowship, youth ministry etc. How does the governance model fit into these proposed changes?
 - d) We have a long history at Woodlawn. What have we learned from our history that can help us into the future with respect to governance models?
- 2) The CoFP Team proposes new approaches and trying new, alternative approaches to programs and services. A strategy and timeline need to be developed to ensure an organized, timely roll out.
- 3) During this Transition period focus must be put on improving our understanding and working relationship with Region 15 and the wider church.
- 4) COVID 19 has caused many changes to how we develop and offer services and programs. One specific area that was highlighted during the CoFP Teams consultation process was

developing more opportunities around Fellowship within our Woodlawn family. There has been little considered around how we do this with COVID restrictions and concerns. We need to spend time developing creative ways to get together, electronically, or via other creative means, for Bible study, Prayer Circles, Faith Formation, Virtual Crafts, Coffee Hours, etc. while respecting the health and safety of all.