

MINUTES – Woodlawn United Church Council**January 15th, 2020**

CALL TO ORDER: Council Co-Chair Peter Woods called the meeting to order at 7:00 p.m.

In Attendance: Barry Zwicker, Bob Watt, Brian Moors, Dennis Dean, Fred Evans, Kathy Dean, Keith Mussleman, Kerri Graham, Paul Whyte, Peter Woods, Rev Mary Lynne Whyte, Rev Phillip Kennedy, Shannon MacLean,

Regrets: Allan Eddy, Helen Dixon

OPENING PRAYER: Brian Moors, Program Team, led in an opening prayer.

WELCOME: Peter welcomed Paul Whyte as the representative of the Communications Team and Fred Evans who was standing in for Allan Eddy as the Stewardship representative. Peter then asked those in attendance to share how they spent Christmas and time since the last meeting.

APPROVAL OF AGENDA: Peter requested approval of the agenda with the following changes:

1) Brian requested addition to New Business the 'Resignation of Food Bank COO'; 2) Correction to Reports – Change CoFP Team to 'Governance Document – Ministers Comments with Team Comments'; 3) Addition of A&M Report; 4) Addition of Rev Hewitts's letter to Correspondence. **The Agenda, as changed, was approved by Consensus. (Appendix A)**

APPROVAL FOR TIME OF ADJOURNMENT – 9:00PM – Agreed by Consensus.

APPROVAL OF MINUTES: Peter requested approval of the Minutes of December 17th, 2019. *Minutes were approved by Consensus.*

CORRESPONDENCE:

All 'Correspondence', as per attached, received for information. Secretary was requested to relay the appreciation of Council to Grant Warwick for his contribution of time and expertise.

Chair Peter suggested, to meet adjournment time, the meeting address items 1,4,5 of Old Business and items 2,3,4 of New Business and the others as time permits. – Agreed by Consensus.

OLD BUSINESS & BUSINESS ARISING:

1 - Resignation Records Clerk – Peter advised that several meetings between Council Co-Chairs & the Records Clerk and A&M & Program and the Records Clerk were held and a mutual understanding has been achieved and the resignation has been withdrawn.

4 - Designated Funds Policy Review – Keith M (A&M) presented CHURCH OUTREACH FUND, WHITE GIFT FUND, MUSIC ORGAN/INSTRUMENT FUND, FOOD BANK FUND, MUSIC PROGRAM FUND for review and acceptance by Council. Keith indicated mutual agreement had been achieved between A&M and the related Committees. There was a suggestion that the wording of the White Gift Fund (line 4) be changed to 'assist families/individuals referred....'. Brian Moors moved the Designated Funds as presented, with the change to the wording of the White Gift Fund, be adopted. **Agreed by Consensus.** (See Attached)

5 - Budget Co-ordinator Vacancy – Peter W and Keith M explained that with the resignation of Grant Warwick as Budget Co-ordinator, A&M was left with a draft budget that required changes as per the budget meeting of December 17th. The Co-Chairs of Council enlisted the assistance of Barry Z as past chair of A&M and between them they incorporated the recommended changes from December 17th

meeting into the original draft budget. Barry met with A&M, presented the changed draft and the resulting document will be presented as New Business. Barry has agreed to present the budget at the AGM.

NEW BUSINESS:

2 – Annual General Meeting – It was suggested that the Annual General Meeting be held February 23rd, 2020. Keith was requested to confirm that Ivan Richardson will present the 2019 Financial Statement. Peter W & Kathy D will act as co-chairs of the AGM. It was recommended that the AGM be held following a shortened worship service on February 23rd 2020. **Agreed by Consensus.**

3 - 2020 Fiscal Year Budget – Peter turned the meeting over to Barry Z to present the revised draft budget. On the Revenue side it was noted the Christmas Fund offering was lower than expected in 2019 and emphasis may be required to bring it to the 2020 budget figure; the UCW donation is expected to be lower than previous years; Rental income remains steady; bulk of Miscellaneous Income results from funeral revenue.

Referring to the Disbursements Barry indicated the amount budgeted for salaries and benefits should cover all salaries to June 31st and the salaries from July 1st and required pulpit/ministerial temporary/assistance and/or part time staff to meet our pastoral requirements to the end of 2020.. Discussion ensued around a balanced budget forecast and the likelihood of achieving a year end balance. Barry provided example of where we have a discretion in spending to achieve a balance. In response to questions on the Solar Panel Loan/Fund/Payment, Kathy provided an explanation that the line item was presented last year as Utilities and this year as Loan Payment. Barry explained the Maintenance & Repairs Buildings line item was reduced by \$5K with the explanation that the \$5K difference, allocated for modifications to the pews, would come from the Building Fund as a 'capital project' initiated by the Trustees. Dennis requested the Maintenance & Repairs line item be broken out to provide more detail of the expenditures. It was noted that the Committee Expenses were very much in line with previous year. Barry explained that the Assessment amount would increase dramatically in 2023. General and Operating Expenditures are consistent with previous year; the exception being a decrease in 'Telephone' because there will be lower cell phone costs during the last six months, and an increase in 'Photocopier' costs because of the cost benefit when copier was changed part way through 2019.

Brian Moors moved, with the assurance the budget would not be used as an excuse not to proceed with permanent staff hiring and with the change to the breakout of Maintenance & Repairs line item, the acceptance of the proposed 2020 Budget. **Agreed to by Consensus. (Approved Budget attached)**

Peter noted that many people provide endless volunteer hours to ensure Woodlawn United functions properly, that we are missing people in a number of key positions and that we should be aware not to make too many expectations on our volunteers. Brian Banks has undertaken a financial review to provide the assurance the books are managed properly. It was noted that A&M do receive monthly reports of Income & Expenditures and that in the future it may be possible to circulate such reports to the Teams/Committees. There was a short discussion around the fact that not all expenditures for various projects, etc. are from our Operating Budget. Many such expenditures actually are paid for from Designated Funds and/or designated donations from congregants, Couples Club, etc. etc. All such funds are captured in our accounting system, however, but may not be easily evident when looking at Operating Budget reports. It was agreed that the reporting of such expenditures should be included in regular reports to Teams and their respective committees to ensure that they are kept abreast of how their programs are funded and being financially supported. It was agreed that our accounting system is adequately capturing all expenditures including those from our operating budget as well as specifically designated funds and donations. Keith agreed to discuss with A&M how they may be able to produce regular reports to all Teams and their committees which reflect all expenditures as well as the source of funds for these expenditures.

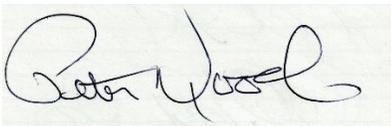
4 - Foodbank COO Retirement – Brian M reported that Pat Rodenhizer has retired as COO of the East Dartmouth Community Food Bank and has been replaced by Shaureen Tweeil from St. Luke’s Anglican Church. Brian suggested that Pat’s 25 years of service to the Foodbank be recognized by Woodlawn inasmuch as Pat’s association with the Food Bank began well before the amalgamation of the EDCFB. The EDCFB board will be doing something to recognize Pat’s service. It was suggested that Outreach be approached to plan a recognition of Pat’s service. Recommendations to Outreach would be a brick on the ‘In Honor Wall’, or maybe a special ‘Donation to the Food Bank Sunday’. **It was agreed, by Consensus, that Brian would bring the recommendations to Outreach.**

NEXT MEETING DATE – Peter noted a tentative meeting to discuss the Governance Document was scheduled for January 29th, and that for the time being, further work on the Governance Document be ‘put on hold’.

The next meeting of Council is scheduled for February 19th, 2020.

ADJOURMENT – Chair Peter adjourned the meeting at 9:10 p.m.

CLOSING PRAYER – Brian Moors lead the Council in a closing prayer.



Peter Woods: Co-Chair of Council

Submitted



J Robert Watt - Secretary, WUC Council

Woodlawn United Church Council - **AGENDA**

January 15th, 2020

7 PM - MEETING ROOM B

Call to Order - Co-Chair Peter Woods

Opening Prayer – Program Team – Brian Moors

Welcome and Introductions

Approval of Agenda

Time of Adjournment – 9:00pm by Consensus

Approval of Minutes of December 17th, 2019,

Correspondence – Letter Resignation – Grant Warwick as Co-Chair A&M
Letter Leave of Absence – Don Hill – Chair CPR
Letter Welcome Paul Whyte – CPR Representative
Letter New Chair of Stewardship Kelly MacNeil
Rev. Faith March-MacGuish – Re: Privacy
Rev David Hewitt – Re: Governance Document

Old Business & Business Arising:

- 1 – Resignation Records Clerk – Update**
- 2 – WUC Policy Review – Updates from Teams/Committee (Defer)**
- 3 – WUC Governance Document Update – Council Co-Chair (Defer)**
- 4 – Designated Funds Policy Review – Chair A&M**
- 5 – Budget Co-Ordinator – Vacancy - Council Chair/A&M**
- 6 - Council Retreat – Council Co-Chair (Defer)**

New Business:

- 1 – Admin & Mgt – Rental Policy – Soft Gaming (Defer)**
- 2 – AGM Annual Meeting – Set date**
- 3 – 2020 Fiscal Year Budget – Admin & Management**
- 4 – Food Bank COO Retirement – Program Team Chair Brian Moors**

Next Meeting Date – February 19th, 2020

Closing Prayer – Program Team – Brian Moors

Adjourn

Reports: Governance Document Ministers Notes & Team Comments

Proposed 2020 Budget Designated Funds A&M Report

CORRESPONDENCE**Grant Warwick**

to Bev, Carol, Ivan, Joan, Kathy, Keith, Malcolm, Mary, me, Peter, Dennis

I have decided for health reasons (too many sleepless nights) to resign effective immediately as a member and co-chair of A&M. I will no longer have responsibilities related to the budget for 2020 nor will I be doing the bi-monthly miscellaneous deposits. Since I have recruited Brian Banks to do the audit review, I will assist him.

I wish you all the best in 2020.

Sincerely

Donald Hill

Jan 5, 2020

to me, Peter, Kathy

With Vivian's current health situation and all its ramifications, I must request a leave of absence from Council.

I hope that all will continue in a positive manner for the Council and its work.

I will seek a replacement if that is seen as appropriate. Please advise.

May God bless you all!

Don

Peter Woods

January 7, 2020

to Don, Murdock, Steve, Paul, Bev, Stewart, Jennifer, Mary-Kate, me, Kathy

Thanks you Don for attending to this so quickly:

And I join with you in thanking both Paul Whyte for his willingness to take this on and to Murdock for his offer as well. I am copying this to both Bob Watt, our Council Secretary so that he may add Paul's name to our Council distribution list until such time as you are able to return, and to my Co-Chair, Kathy Dean for her helpful information.

Peter

Teri Giannou

January 6, 2020)

to Phillip, Shannon, Mary, ddean@ns.sympatico.ca, Peter, me, marionandfredevans@gmail.com, Ke

Happy New Year to all of you!

Great news..Kelly MacNeil emailed me the other day and would like to be the new chair of Stewardship.

We are very excited that she is taking this role as she is full of faith, spirit and enthusiasm! Not too mention extremely smart!

Thanks Kelly! You will be awesome. Such a great positive group of people to work with.

Teri & Fred

March-MacCuish, Faith

January 7, 2020

to commonkore@gmail.com, ddean@ns.sympatico.ca, me

Hi Bob,

Here is the answer from our privacy officer (Cynthia Gunn) to your question. If you have any other questions please do not hesitate to be in touch.

Faith

I think the concerns here are mostly about best pastoral/communication practices rather than actual legal compliance.

If the Council is really concerned about including names of children in the minutes that it posts on the church website, they could always redact the names in the website version. In that case, they should also include a note indicating the names were not included because of privacy concerns so that people know why that is happening. As long as the names are included in the official version of the minutes kept by the Secretary, that's still acceptable compliance with The Manual.

But legally, I don't see including names on the website as an issue. There's no law that says names of minors need to be concealed in this kind of situation. In the UCC, baptisms are conducted as part of a public service of worship, not as private services with restricted access. Anyone is entitled to attend the service, and the names of children being baptized are often included in the order of service handed out to anyone who comes in the church door. If baptism services are already public events, and the names of those baptized are essentially public information that way, that also extends to the record of the names in the Council minutes and posting them on a website. It's all public information in our polity.

The parents of the child will presumably be aware of these practices, or will be informed as part of the preparation for baptism. In fact, it's a good idea to remind/inform all parents about this when they ask to have their child baptized. That includes the live streaming of the service. As long as the parents are aware of it in advance and have an opportunity to object, all of this can proceed as usual.

If a parent does object to the names being included in the minutes/live streaming of a baptism because of safety concerns, that could be dealt with on a case-by-case basis. For example, we had a situation once where the child's mother had left the father because of domestic violence, and didn't want him knowing where she was living (and feared he might find the child's name in the Council minutes on the congregation's website through a google search). However, the parent should also be aware that their child's name will be spoken out loud at the worship service so that anyone present will know who is being baptized. If the circumstances are so extreme that the parent wants the child baptized privately with no one else present, I'd say that's a matter between them, the Council and the minister to work out.

All of the above would also apply to admitting young people as members through confirmation. The only difference there is that parents aren't necessarily as involved as with infant baptisms. But it would still be a good practice to ensure that parents of confirmands are aware the names will be included in Council minutes posted on the website, in the order of service for the confirmation, and that they will be spoken out loud during a public service of worship.

Of course, youth being confirmed are usually children of members of the congregation and will already be familiar with all of this. But there could be a situation where the youth's parents aren't involved in the church at all. Maybe the youth has always gone to church with a friend whose family are all members, and the youth wants to join the congregation through baptism when their friend is confirmed. In those cases, it would be a good idea to inform the youth's parents beforehand (including the 'public' implications), especially since they will not be familiar with church practices. We had one situation like that where the parents - once they were informed that their 13 year old wanted to be baptized - strongly objected, and the baptism was postponed.

One final point about live streaming, since it affects all people in the congregation, minors and adults. The best practice would be to remind people through an announcement at the start of every service that it is being live-streamed - or at least, to include that information in the order of service. Again, I think it's less of a legal issue than a pastoral and communication one: the goal is to ensure no one is surprised they are 'on camera' on a public website, and to give them a chance to make alternative arrangements if they choose (e.g. sitting in a part of the sanctuary not shown on camera).

Peter Woods

January 7, 2020

to Faith, me, ddean@ns.sympatico.ca

Greetings to you all:

On behalf of Council and my Co-Chair, Kathy Dean, I thank both our Secretary, Bob Watt for so effectively and efficiently dealing with this matter which came to our attention several weeks ago, and to you Faith, and through you, to, Cynthia Gunn, for a very thorough and helpful response. It is extremely helpful to have this guideline to inform our decisions/actions going forward in regard to ensuring due diligence in terms of how we deal with such matters. We will definitely share this with our Council members. Once again, thank you and Blessings to you all.

Peter Woods

Hewitt, David

Nov 18, 2019

Reply

to Shannon, Faith, Peter, Kathy, me

Hi Peter,

Thanks for providing more detailed information following our phone conversation.

In addition to the sentences that you have referenced from the Introduction to the Manual, I would also highlight the following section, which appears in between the sentences previously quoted:

“At the same time, The Manual is clear and precise on the roles of each of the councils, the Office of Vocation, and their respective bodies and officers to avoid any uncertainty in governance requirements. The content of The Manual has also been designed to fulfill the legal requirements for corporate bylaws, since The United Church of Canada was formed as a corporation for legal purposes.”

When our Methodist, Presbyterian and Congregationalist forebears created The United Church of Canada in 1925, it was clear in their minds that ministers hold a distinct place within the organization that makes them office holders and not simply employees. Two examples:

1. A minister is the chair of the Trustees, unless and until they specifically name an alternate -- the office of minister is the chair of the body that holds property.
2. The Governing Body cannot meet unless a minister is present – the office of minister is essential for good governance and official decision making.

While I completely understand the arguments of efficiency, delegation, representation and avoidance of duplication that are present with the materials you have provided below, our forebears created the system in which the ministers hold specific and required roles, and therefore they all have membership on the Governing Body as stated in B.7.3.1 b.

However, it is further stated at B.7.7.4 b.i that, ***“A meeting of the governing body may take place only if one of the following people is present: i) a member of the order of ministry who has been called or appointed to the pastoral charge;”*** This means that regardless of how many ministry personnel there may be in the charge, while they all may claim membership on the Governing Body, they do not all need to be

present in order for the Governing Body to meet and make official decisions – one is sufficient. This then becomes a matter of negotiation and teamwork among the ministry personnel, in concert with the M&P Committee – do we all need to attend every meeting of the Governing Body, or is there a way we can share and distribute this work? Because of the stipulations of the Manual, this cannot be restricted within a Governance document; however, it is sensible for consideration in the matter of work management as exercised by the ministry team and M&P Committee.

I have copied this response to Shannon MacLean who, as you indicated, messaged me on behalf of the Council in the midst of your recent meeting.

I should also remind you, as I stated on the phone, that the role of governance interpretation belongs to our Executive Minister Faith March-MacCuish, and she can facilitate further governance exploration with the General Council legal team as needed. If the governance development work underway at Woodlawn wishes to depart from the stated expectations of the Manual, and create a Governance model that is unique to your situation and different from the standard models provided in the Manual, you will need to be in communication with Faith in order to follow the requirements of the Region and seek approval of a unique Governance structure. I am copying this email to Faith for her information, and as background in case of further contact from Woodlawn.

In Peace,

Dave

David Hewitt

Regional Minister, Region 15
The United Church of Canada
1-800-268-3781 ext. 6154

APPROVED DESIGNATED FUNDS

Church Outreach Fund

- 1) **Purpose: Outreach of the Church in the Community.**
- 2) **Target funds to be raised: \$5,000.00**
- 3) **Term of the Fund: Annual**
- 4) **Where are the funds from the FUND to be spent/allocated: Outreach in the Community.**
- 5) **All funds raised or deposited in the fund beyond the target in each calendar year shall be reallocated to the General Operating Account.**
- 6) **Who within the Woodlawn Governance structure will manage the fund: A & M committee of Council.**
- 7) **Who within the Woodlawn Governance structure will have authority to withdraw/spend fund from the Fund: Outreach Committee of Council.**

Date Approved by Council;

Final Version Approved by Council:

Value of fund as of 06 Jan,2020 \$

White Gift Fund

- 1) **Purpose:** to assist families in need to celebrate the Christmas season.
- 2) **Target funds to be raised:** \$5,000.00
- 3) **Term of the Fund:** Annual
- 4) **Where are the funds from the FUND to be spent/allocated:** All funds raised will go to assist families/individuals referred to the Outreach Committee, during the Christmas season.
- 5) **All funds raised or deposited in the fund beyond the target in each calendar year shall be reallocated to the General Operating Account by Jan. 31 of the following year.**
- 6) **Who within the Woodlawn Governance structure will manage the fund:** A & M committee of Council.
- 7) **Who within the Woodlawn Governance structure will have authority to withdraw/spend fund from the Fund:** Outreach Committee of Council.

Date Approved by Council;

Final Version Approved by Council:

Value of fund as of 31 Jan, 2020: to be provided by Ivan Richardson

Music Organ/Instrument Fund – Proposal by A&M

- 1) **Purpose:** to replace or acquire music equipment. This fund will consolidate two former funds (Organ replacement fund and Organ Fund) into one.
- 2) **Target funds to be raised:** \$100,000.00
- 3) **Term of the Fund:** 5 years
- 4) **Where are the funds from the FUND to be spent/allocated:**
All funds are to be utilized to replace existing music equipment or acquire new additional equipment (drums, pianos, organ, guitars etc.). This fund is not to be used for items considered to be annual operating expenses such as sheet music, music supply, accompanists, special event costs etc. All capital expenditures must be based upon an approved capital budget approved by the Congregation or Council.
- 5) **All funds raised or deposited in the fund beyond that used in each calendar year shall be reallocated to the General Operating Account. N/A**
- 6) **Who within the Woodlawn Governance structure will manage the fund:** A & M committee of Council
- 7) **Who within the Woodlawn Governance structure will have authority to withdraw/spend fund from the Fund:** Music/Worship Committee of Council with approval of WUC Council.

Date Approved by Council;

Final Version Approved by Council:

Value of fund as of 31 Oct, 2019 \$33,016.32

Food Bank Fund – Proposal by A&M

- 1) **Purpose:** to help fund the operations of the East Dartmouth Christian Food Bank.
Funds are received from the congregational giving and specific donations as well as donations from groups such as UCW, Couples Club, UCM etc.
- 2) **Target funds to be raised:** No Target
- 3) **Term of the Fund:** Until the food bank is no longer needed
- 4) **Where are the funds from the FUND to be spent/allocated:**

Regular monthly distributions to the Dartmouth East Food Bank.

Distributions are based upon amounts received over each 12 month period with a current minimum contribution of \$500.00/month

- 5) **All funds raised or deposited in the fund beyond the target shall be reallocated to the General Operating Account or another Fund as directed by Council:** N/A
- 6) **Who within the Woodlawn Governance structure will manage the fund:** A & M committee of Council.

- 7) **Who within the Woodlawn Governance structure will have authority to withdraw/spend fund from the Fund:** Woodlawn Church Food Bank Directors

Date Approved by Council;

Final Version Approved by Council:

Value of Fund as of 06 Jan, 2020 \$

Music Program Fund – Proposal by A&M

- 1) **Purpose:** to provide funds for the ongoing development of the music program at Woodlawn. This fund is independent of the Organ/Instrument Capital Fund.
- 2) **Target funds to be raised:** \$0
- 3) **Term of the Fund:** 1 year with review to follow end of 2020
- 4) **Where are the funds from the FUND to be spent/allocated:**

This fund is to be used for items considered to be necessary for the development and operation of the music program at Woodlawn. Funds may be used for sheet music, hymn books, special event costs etc.

- 5) **All funds raised or deposited in the fund beyond that used in each calendar year shall be reallocated to the General Operating Account.**
- 6) **Who within the Woodlawn Governance structure will manage the fund:** A & M committee of Council.

7) Who within the Woodlawn Governance structure will have authority to withdraw/spend fund from the Fund: Music/Worship Committee of Council with approval of WUC Council.

Date Approved by Council; 19 June 2019

Final Version Approved by Council:

Value of fund as of 31 Oct, 2019, \$4017.55

REPORTS

Notes from Ministers on Draft “Governance of Woodlawn United Church” pages 15+ Dec 19th, 2019 (using – same draft we were given at Council) Comments by Governance Team.

1. Teams and Committees line 409. **SEE FIGURE 2** We are proposing a change to how we look at what constitutes a team and a committee and who sits represents them on Council. Over the last couple years we have been doing some visioning about what is important to WUC, including the work done on the first JNAC, the visioning with Ross Bartlett, a staff meeting devoted to visioning and different discussions we have had. We are proposing a change in our governance model (figure 2).

a. TEAMS are the Pillars who hold the core mission and ministry we do at Woodlawn. We spent some time thinking about what the Pillars of Woodlawn are and came up with the following suggestions:

We appreciate very much the thought that has gone into the proposed changes to how Woodlawn sets up/organizes our various functions and activities. We think a reorganization is a good idea but may need a little further thought. We agree that Worship and Music make a logical team.

i. **Worship and Music Team** – this is such a vital part of what we do at Woodlawn that as such we felt it should be a TEAM on its own. Under this team heading would be worship committee, music committee, and also we thought Communication and Public Relations Committee because such a large part of their work is sound (hearing loops), recording and distributing CDs for worship and funerals, posting worship services on website, PP and creating bulletin announcement policies. *(But an alternative would be to put this committee under the Outreach TEAM because of the Outside Sign, social media etc).*

We agree that Worship and Music make a logical team.

ii. **Faith FORMATION Team** – under this we put: Christian Development and Youth Committee as these two committees oversee the Faith Formation of people of all ages (Sunday School, Youth Group, Bible Study, TGIT, Confirmation of youth and adults etc).

ii. We would suggest “Faith Formation” be changed to “Faith Development” and include the YAYA group along with CD, Youth Committee. This team would include the other functions as listed above.

iii. **Finance Team** – This would include A&M, Sustainability *(if it continues to exist)*, Accessibility *(if it continues to exist)*.

We would suggest naming this team “ Financial Management” and should include the current A&M plus Sustainability even though Sustainability deals with more than financial issues

iv. **Mission & Ministry Team-** Outreach Committee, Community of Care Committee (this is presently a team but we feel it’s mandate has been: to oversee community building Social events (like the Welcome Back Sunday Sundaes, Anniversary Pot luck, community meals etc) and so it makes more sense for it to be a committee, we realize that since we haven’t had chairs, Stewardship has taken on much of these responsibilities but ideally, it would stay within this committee so Stewardship could focus on Stewardship), Pastoral Care Committee (this would become its own committee, no longer

under committee of care, and it would have sub committees, like prayer shawl ministry etc, home lay visitation, hospital visitation).

We would suggest this team be named Mission, Pastoral Care and Ministry. We also agree with the general functions proposed to come under this Team's responsibility.

- v. **YAYA (Youth / Young Adult Rep):** It is vital to have at least one voice on council representing the young people. So we suggest that we have a YAYA Rep who doesn't necessarily sit on any other committee but hold up the youth perspective on Council. So this could be a youth, young adult or a parent with children involved in the youth programming at Woodlawn.

As noted above we suggest YAYA become part of "Faith Development". We do not agree that a specific youth position be established outside of this Team.

- vi. **Stewardship TEAM** – This includes the Stewardship Committee (and its sub committees like the Welcoming committee) and the Recruitment Committee.

Stewardship is a very important team and it needs to have its terms of reference reviewed to eliminate some current overlap and attempt to create a clearer focus.

- vii. **Small Group Ministries** – We have so many VITAL small group ministries we thought it would be good for them to have a rep they can go to to have anything brought before Council and to also a way to report their activities to Council.

We do not agree for the need for such a Team. The activities should all fall within the "Faith Development Team"

- viii. **Ministers** – We have been discussing at Council whether having all ministers as members of Council is a rule or a suggestion/guideline that may or may not be followed in the Manual.

We have given a lot of thought to this issue. We believe the Governance document needs to acknowledge that the Manual indicates all called or appointed ministers are able to be part of the Council. The issues we were trying to consider, efficiency, best use of time and sharing the work load between staff members can be dealt with at a later time and through a different mechanism.

As is noted in the minutes, Shannon was tasked with reaching out to David Hewitt and did so, as did Peter and his correspondence says:

"Hi Peter,

Thanks for providing more detailed information following our phone conversation. In addition to the sentences that you have referenced from the Introduction to the Manual, I would also highlight the following section, which appears in between the sentences previously quoted:

"At the same time, The Manual is clear and precise on the roles of each of the councils, the Office of Vocation, and their respective bodies and officers to avoid any uncertainty in governance requirements. The content of The Manual has also been designed to fulfill the legal requirements for corporate bylaws, since The United Church of Canada was formed as a corporation for legal purposes."

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specific and required roles, and therefore they all have membership on the Governing Body as stated in B.7.3.1 b.

However, it is further stated at B.7.7.4 b.i that, ***“A meeting of the governing body may take place only if one of the following people is present: i) a member of the order of ministry who has been called or appointed to the pastoral charge;”*** This means that regardless of how many ministry personnel there may be in the charge, while they all may claim membership on the Governing Body, they do not all need to be present in order for the Governing Body to meet and make official decisions – one is sufficient. This then becomes a matter of negotiation and teamwork among the ministry personnel, in concert with the M&P Committee – do we all need to attend every meeting of the Governing Body, or is there a way we can share and distribute this work? Because of the stipulations of the Manual, this cannot be restricted within a Governance document; however, it is sensible for consideration in the matter of work management as exercised by the ministry team and M&P Committee.

I have copied this response to Shannon MacLean who, as you indicated, messaged me on behalf of the Council in the midst of your recent meeting.

I should also remind you, as I stated on the phone, that the role of governance interpretation belongs to our Executive Minister Faith March-MacCuish, and she can facilitate further governance exploration with the General Council legal team as needed. If the governance development work underway at Woodlawn wishes to depart from the stated expectations of the Manual, and create a Governance model that is unique to your situation and different from the standard models provided in the Manual, you will need to be in communication with Faith in order to follow the requirements of the Region and seek approval of a unique Governance structure. I am copying this email to Faith for her information, and as background in case of further contact from Woodlawn.

In Peace, Dave”

This letter was later confirmed by Faith March-MacCuish after she checked with the legal team. Therefore we have kept the all called and appointed ministers as members here.

ix. Trustees

x. M&P

xi. Council Co-Chairs & Secretary

- b. Before the UCC went to the three Court System, Presbytery reps were tasked with going to 5 meetings per year in addition to the annual Maritime Conference. As such they reported directly to Council on the happenings at Presbytery. As such Councils had to have representation of presbytery reps. Now, that has changed. Regional Reps are tasked with going to Regional Council one time a year. As has been tradition at Woodlawn they report to the whole Community of Faith during worship a Sunday in June. Because of this change the Manual does not state they are required to be reps on Council. As such, we suggest that we do not have a position on Council for regional reps as they already report to the whole community of faith. Even if they are on a sub-committee if the region (as they should be) this is not something that would be reported to council.

2. line 421 – We suggest it be changed to reflect the empowerment of the committees/teams to say “All committees/ teams are eligible to make decisions that fall within their mandate. These decisions may be appealed to Council and modified as Council sees fit.

The new line # in version 8 is 510. We disagree with the suggested change. The current wording reflects the concept of sub committees of a team. In which case the The team would be the appropriate body not Council.

3. line 437+ Responsibilities (of M&P) this is taken from section B.7.8.5 of the Manual – except part e was changed as per Stewarts notes.

New line #526 We see no reason to change current wording.

4. Line 433: regarding members of the M&P committee being approved at the AGM, this is true of ALL committee members and should just be a blanket statement somewhere else. We have only voted on those Council members at the AGM up to this point and so now we must vote on a list of all members of all committees according to B.5.2.c.

New line # 522-525 No change needed. The proposed draft covers what is needed including power to add. In addition to B.5.2.c check 8.7.8.3 this covers electing committee members.

5. B.7.4.6 Property Matters The governing body gives orders and directions to the trustees on property matters.

This already covered in the Trustee section of current draft lines 559-561

6. Line 497 & 511: should say minister called or appointed (not just called).

New line # 586 & 600 Agree

7. Line 497 should have the addition of G.3.5 which says:

a. Organization Any of the following may decide to be the chair of the board of trustees:

- a) the member of the order of ministry who has been called or appointed to the pastoral charge;
- b) the designated lay minister who has been recognized by the regional council and appointed to the pastoral charge; or c) the pastoral charge supervisor. If the person decides not to be the chair, they may appoint another trustee as deputy chair. If the chair and the deputy chair are both unavailable for a meeting, the trustees at the meeting may elect a chair.

Disagree we do not need this addition

8. Also, line 497 – it says “as well one of the ministers called to Woodlawn United church is deemed to be a Trustee” – question: does the minister always have to be the same minister or can it be any one of them? For example, if the minister who was appointed as the Trustee was away for a few months on Sabbatical or on sick leave, would that mean Trustees could not meet? Or is it fillable by any of the called or appointed ministers?

No need for this suggested change. This is where common sense comes into play.

9. Line 557+ (this part is unclear and we would suggest the following:)

The COF must establish or remove permanent teams. The COF establishes search teams as well. The Council has the authority to establish other short-term, ad-hoc teams that are created for particular tasks.

New line #647 No Change needed it is clear as written.

10. Line 565 – “Aside from Council and the Executive (whose membership includes only one minister), all ministers called to Woodlawn United Church are automatically members of all teams with three exceptions:” We do not believe there is a need for an executive (see Figure 2) and also, we have previously been informed by the Region that all called or appointed ministers are members of Council so we suggest the following: “All ministers called to Woodlawn United Church are automatically members of all teams with three exceptions:” (eliminating the first part of the sentence.

New line #654 Dealt with in Number 1 above

11. Line 571 – This seems like a strange statement as any member of the community of faith can come to any team or committee meeting with the exception of M&P, correct?

New Line # 660 It is not clear that all Teams or committees are open so this makes it clear about the roles of the Co-Chairs. We are not aware that there is an exception for M&P. If appropriate M&P as an example could go in-camera to discuss sensitive issues as could Council.

12. Line 577 – this document is still confusing teams and committees. And so this should say

Teams/committees because committees also elect a chair. In fact, some TEAMS don't actually meet presently like: Program Team. If we move forward with our proposal for having Team Reps on Council, then there would be no Team meetings, a team is just a group of similar committees with one rep that sits on Council, representing all the committees that fall to that team. For example: there would be a Ministry and Mission team rep.... the Outreach Committee, Community of Care committee & Pastoral Care committees would all meet, they would send their reports to their rep and that rep would sit on council. But there would be no team meeting. If we went this idea, the wording would need to be changed in various places in this document.

New Line # 667 The resolve to this point will get dealt with in phase two of this process when each team is looked at in detail in order to develop a clear set of objectives and responsibilities.

13. Line 603 – it says that “The Council Co-Chairs will decide if the team raised any issues which should be raised by Council.” This is different than what has been happening. It has been our practice that the reports would indicate any “Actionable” item and list them in their report or ask for them to be out on the agenda. Is this changing? Does it not disempower the Committees?

New line # 691 Yes this is different than what has been happening. The teams need to be reporting to Council regularly so Council as a Team has good knowledge of what they are doing to achieve their objectives. This is part of an oversight that Council has and needs a system to ensure it works. This is not disempowering the committees.

14. Line 652 – instead of “the salary” it should say remuneration, as it does in the Manual, since this includes all benefits.

New line # 740 we agree

15. Line 735-737: Any committee may develop policies... and all committee policy proposals must be forwarded to the Council for Approval (not review) since they must voted on by Council before they are a policy.

New line # 824 Agree

16. Line 743 - Committees cannot make policies, they can only make policy proposals to Council for Approval. We suggest the change: “Any policy may be revised by the group which developed the policy and a proposal can be sent to the body which has the authority to accepted, rejected or amend the proposal (normally the Council or Community of Faith).”

New line # 833 Agree we will change to approve

17. Line 749 – editorial changes should be made by the group (not just the chair).

New line # 838 Disagree read 838 closely

18. Line 767 – it says “Woodlawn United Church ministry every three years” we suggest it say “Woodlawn United Church mission and ministry every three years”

New line# 856 disagree no need to change a three year review will cover everything.

19. Line 784: Should include the end of the sentence from the Manual ” a change to the covenant between the congregation or other community of faith and the regional council, which must be approved by both of them.”

New line # 873 Once we have a covenant we can figure out how to change it. This is only relevant once we undertake our first review and even then if there is a covenant that is not consistent with the results and decisions coming out of the review.

20. Line 802 should include the rest of the section of the Manual: G.2.2.1 The trustees hold the congregational property for the congregation as part of the United Church. They must comply with the United Church's requirements for trustees and congregational property.

New line # 891 covered in line 555.

A & M Report to Council January 2020

A & M met as our regular date on the second Tuesday Jan 14/2020 at 1900. We had regrets from several members but were able to proceed with the meeting. As previously requested by Barry Zwicker, the Community Profile Team met with the A & M Committee for the ongoing consultation process being conducted. A spirited discussion ensued, led by Barry. This took up 1:30 of our meeting, but all members of A & M were involved in the process so it was time well spent. At the conclusion, Barry promised to have a summary of the meeting to us by the next day (and he did).

After that, we digressed from the agenda so that Barry could brief A & M on the final version of the budget that had been prepared by him and the Council Co-Chairs. This was due to the recent resignation of Grant Warwick as a Co-Chair of A & M, who had been previously working on the 2020 budget. Most of his work was unchanged, however several budget items were fine tuned to allow for the projected balanced budget Grant had been striving for. A & M agreed with the changes to the budget and were satisfied with it going forward to the Council meeting the following evening.

Old Business- Keith reported a successful meeting on 13 Dec/2019 with Dodie Covert, Brian Moore, Joan Mikkelsen, Grant Warwick and himself regarding the Designated Funds for the Food Bank, Music Program, Music Organ/Instrument, White Gift and Church Outreach. All concerned were in agreement with the plans. He will present them to Council for final approval.

Brian Banks has started the independent financial review with the assistance of Ivan Richards.

Keith discussed the new funeral policy and proposed an amendment to it. A & M were in agreement with him and he will put it forward at the council meeting.

New Business- We discussed Grants resignation as Co-Chair. As expressed in our email responses, everyone wishes him the best and thanked him for his efforts.

Keith expressed the need for a new Co-Chair and would appreciate any names to pursue.

Reports from the Committee members;

Ivan had the financial results for 12 months to Dec 31. WE had predicted an approximately \$7,500 deficit but finished with a \$3,262 deficit.

Joan indicated 4 changes to PAR since our last meeting with a slight decrease in local giving for the year of \$568.

Keith touched on Tellers. An email was sent, encouraging people to sign up for the new year.

Malcolm reported that there hadn't been a Trustee meeting yet but some work being done in the Heritage Center to fix a basement water problem.

Bev Wicks reported a few changes in rentals. English as a second language has cancelled due to lack of participation, but several new clients have approached WUC. More to follow. She has taken the responsibility as the Miscellaneous Deposit Teller with Grants resignation. Thanks Bev

Keith reported update from last Council meeting but the new proposed Budget will supersede the old budget.

Keith expressed thanks for everyone staying till the end. Next meeting 11 Feb/20 at 1900

Meeting adjourned at 2119

APPROVED 2020 BUDGET

**WOODLAWN UNITED CHURCH
STATEMENT OF BUDGETED INCOME AND DISBURSEMENTS
FOR YEAR ENDED DECEMBER 31, 2020**

	2020 BUDGET	2019 Actual	2019 BUDGET
INCOME FROM OPERATIONS			
<u>Envelope Offerings</u>			
General	335,000	332,547	\$332,000
Easter	5,000	4,822	5,400
Anniversary	1,000	1,485	3,500
Christmas	10,000	7,555	12,000
Initial	1,000	1,057	1,125
Thanksgiving	3,000	2,640	9,000
TOTAL Envelope Offerings	\$355,000	\$350,106	\$363,025
<u>Other Income</u>			
Loose Offerings	7,000	7,076	7,000
Woodlawn United Church Women	4,400	8,382	8,300
Investments- General	700	760	500
Investments- Trust	2,700	2,723	2,650
Sunday School and Youth Groups		0	100
Rentals - Space and Facilities	32,000	29,770	26,000
Miscellaneous Income	16,000	20,613	19,000
Music Program Fund	800		
TOTAL Other Income	\$63,600	\$69,324	\$63,550
TOTAL LOCAL / OPERATING REVENUE	\$418,600	\$419,429	\$426,575
OPERATING DISBURSEMENTS			
<u>Salaries and Benefits</u>			
Salaries	229,700	241,746	\$244,035
Benefits	29,200	46,324	45,206
<i>This Budget amount reflects staff change to take effect Jul 1 with allowance for supply to December 31st, 2020</i>			
Travel Allowances	3,000	2,917	2,830
Staff Training and Meetings	1,000	1,132	1,500
Book Allowance	500	566	900
Training and Education	2,000	1,507	4,410
TOTAL Salaries and Benefits	\$265,400	\$294,192	\$298,881
<u>Property Expenditures</u>			
Water	3,000	2,802	2,500
Utilities (Electricity) Heritage Center	3,000	3,185	10,500
Solar Panel Loan (diverting what would normally go to NSP)	10,000		

Heating Fuel (Natural Gas)	27,000	22,794	20,000
Maintenance and Repairs- Buildings	10,000	5,011	7,500
Maintenance and Repairs- Outdoors	9,700	7,021	7,500
Maintenance of HVAC units	700	883	640
Elevator Service Contract (Licensing every three years \$600.00)	3,200	3,131	2,600
Security Alarm Monitoring (both buildings)	600	860	516
Fire Alarm Monitoring and Inspection	1,100	799	1,048
Cleaning Materials	2,000	2,247	2,000
Kitchen Cleaning, 2 deep cleans annually	1,000		
Exterior Window cleaning, once a year	400		
Janitorial Services	20,300	21,070	19,950
Property Insurance	7,000	6,929	6,500
Property Taxes	300	259	260
TOTAL Property Expenditures	\$99,300	\$76,991	\$81,514

* 2019 actual does not include funds utilized from Building Fund

Committee Expenditures

Council	1,000	122	200
Administration and Management	850	773	1,000
Communications and Public Relations	2,000	2,135	2,000
Music Committee	2,000	1,303	1,525
Organ Supply & Accompanists	1,350	3,550	3,350
Worship	600	631	615
Chancel Working Group	600	58	300
Pulpit Supply	500	1,350	450
Outreach Committee	300	300	0
Christian Development	2,250	1,253	2,000
Community of Care	500	30	500
Stewardship Team	700	1,191	600
Ministry and Personnel	200	0	200
Youth	1,200	578	1,000
Community of Faith	1,000	0	500
TOTAL Committee Expenditures	\$15,050	\$13,274	\$14,240

Conference and Presbytery Expenditures

Annual Assessment

Regional Council 15

Annual Assessment	17,350	17,353	17,353
TOTAL Conference and Presbytery Expenditures	\$17,350	\$17,353	\$17,353

General and Operating Expenditures

Professional Accounting Services	0	25	0
Photocopier	7000	6087	6,900
Telephone	7000	8032	8,500
Postage	500	274	1,000
Office Supplies	3000	2522	2,200
Offering Envelopes	1500	1447	1,300
Bank, ADP and Par Fees	2500	2125	2,250
TOTAL General and Operating Expenditures	\$21,500	\$20,512	\$22,150

TOTAL LOCAL EXPENDITURES	\$418,600	\$422,322	\$434,138
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OPERATING Revenues Less Expenditures SURPLUS (DEFICIT)	\$0	(\$2,893)	(\$7,563)
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