

MINUTES – Woodlawn United Church Council October 21st, 2020

CALL TO ORDER: Acting Chair Helen Dixon called the meeting to order at 7:00 p.m.

In light of the COVID-19 pandemic and ensuring WUC follows the recommendations of our federal, provincial and municipal leadership to refrain from public gatherings and meetings, Peter Woods coordinated a video conference so we may continue the work of Woodlawn United Church.

IN ATTENDANCE VIA VIDEO: Barry Zwicker, Bob Watt, Brian Moors, Cathy Kay, Helen Dixon, Keith Musselman, Kelly MacNeil, Rev Mary Lynne Whyte, Paul Whyte.

Regrets – Jim Allen, Kerri Graham

OPENING PRAYER – Keith Musselman led the meeting in an opening prayer.

WELCOME: Helen welcomed all.

AGENDA – The agenda was approved as presented (Copy attached)

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

CORRESPONDENCE – It was agreed that correspondence #s1,2,4, 5 be accepted for information and #s3,6 for discussion. (Copies attached)

APPROVAL OF MINUTES – It was agreed that the minutes of September 16th be accepted with correction and September 22nd and September 29th be accepted as circulated.

OLD BUSINESS:

- 1) **Update re: Live streaming –** Paul indicated that the live streaming attracts 30 to 40 viewers and considerably more, approximately 600 view at least cursory, the recorded version, at a later date. Volunteers are key and more are needed. The team have lived streamed one funeral and made the utube link available to the funeral home and are working with Ralph to do a Terry Kelly concert. Video viewing is now available on all monitors in the building. The bulletins will be advising everyone that the service is being live streamed and their image may be broadcasted for viewing. The old camera, even though the resolution is not as good, is now operational and being used. Brian brought up the subject of a problem with the ear microphones and Paul indicated it was under investigation.
- 2) **Temporary Staffing & CoFP –** Cathy Kay referenced the document she had circulated regarding the job description for short term supply which has been posted on the church hub. (included with attachments). In response to who has access, Cathy indicated that only ministers, representatives of the M&P Committee and the church administrators have access to 'church hub'. Helen indicated they would research the date of the Woodlawn profile that is currently posted and Cathy agreed to obtain a copy of what is currently posted. A question raised was not with the content of the job description but that the position was posted without Council being advised. Cathy indicated the rationale was that the position was for only 20 hours/week and intended as a short-term position. Brian informed the meeting that in the past he could obtain names of available personnel for short term supply from Presbytery but David Hewitt informed him that the 'new rules' were that the Region required a position description be posted on 'church hub' before assisting with names. Asked what the next step would be Brian indicated that Council would have to approve individuals to serve on a 'search committee' to interview interested individuals; of which there currently are two. Brian thought it would be February before the short-term position could be filled because the potentially interested individuals may have to give notice to their current church. Barry indicated that during the recent CoFP meeting with David Hewitt it was thought that the short-term supply would be 20 hours/week assistance for Mary Lynne until the CoFP Report was approved and a call was issued for a full-time interim minister to serve until a search was completed in finding the individual that fitted the requirements as identified in the final CoFP report. Brian indicated that the short-term individual and the full-time interim minister could well be the same person. There was an expression of disappointment that it is going to take 3 to 4 months to get ministerial assistance for the 3 to 4-month period. **Brian submitted the following names, all of who have agreed, to serve as a 'search committee': Kerri Graham, Adelia Holloway, Emily Masse, Helen Dixon and Brian Moors. Council approved the individuals to act as the 'search**

committee'. It was suggested that a special meeting of Council be called to receive the name of the recommended short-term supply minister as soon as the committee has completed their interviews and the selection is made.

- 3) **Youth Coordinator Position** – Cathy Kay referenced the document concerning the employment situation for Katie Logan which she, Cathy, had circulated. (Attached). Cathy indicated M&P had been in discussion with David Hewitt regarding Katie's employment, the current job description and the impact it would have on her studies as a candidate for the ministry. The difficulty with the original job for a Youth Coordinator description was the references to 'ministry and Sunday school'. David, in consultation with M&P, recommended these references be removed and a new position description was approved by the Region. Council at this point has no idea what is stated in the position description document. Barry informed the meeting that David, during the meeting with the CoFP Team agreed to review the Youth Coordinator job description as currently identified in the draft CoFP Report and advise the Team of changes required that would allow Katie to remain employed at Woodlawn and receive 'credit' towards her education program. **M&P agreed to speak with Katie to determine the length of Katie's employment plans, to circulate to Council both the original and the job description as modified by David Hewitt and to inquire from the Region if there were salary considerations i.e., housing allowance that would be required if 'worship and Sunday school' were included in a final job description.** Katie's current contract expires December 31, 2020.
- 4) **WUC Policy Review** – Helen questioned why 'Conflict Resolution' was on the Policy Review list as it had been approved in 2017. Bob explained that the idea of having committees review policies that fell under their purview was to ensure they were still relevant, advise changes if required and be brought to Council for proper record keeping.
- 5) **Governance Document Update** – Deferred.

New Business:

- 1) **Appeal Pastoral Relations Action** – Barry indicated that while the relationship with the Region during the last meeting with the CoFP Team had shown a definite improvement, he thought it would be wise to file an appeal in the event the ability to work together fell back to the earlier relationship. It was noted the time limit for an appeal had passed, Barry noted that Woodlawn had not been notified of the option to appeal nor that there was a time limit to appeal. Discussion, pro and against the option to appeal followed. It was again stated that neither CoFP Team nor Council has ever received an explanation of the basis of Linda Yates report that ultimately resulted in Pastoral Relations of the Region recommending Intentional Interim Ministry for Woodlawn and there is no evidence that the recommendation of the Pastoral Relations Committee has changed. Barry did indicate that though the atmosphere between the CoFP Team and the Region had improved, he thought the notice to appeal would impress upon the Region that Woodlawn takes very seriously the implications made by Linda Yates and were backed up by the Region. **It being evident consensus would not be achieved, Barry made the motion, seconded by Bob, that "Woodlawn give notice to appeal the decision of the Pastoral Relations Committee which resulted in the recommendation to appoint an Intentional Interim Minister to Woodlawn United". By a vote of 5 to 3 the motion was defeated.**

Round Table – Brian reported that Linda MacCulloch was available to provide pastoral care while Mary Lynne is on study leave in November. Bob suggested the nominating committee should start to identify vacancies in committees and council.

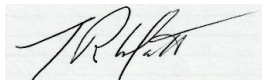
Next Meeting – November 18th, 2020. Cathy Kay will be acting chair person.

Closing Prayer – Rev. Mary Lynne offered a closing prayer.

Adjournment – Helen adjourned the meeting at 8:35 p.m.

Helen Dixon

Helen Dixon – Acting Chair



Submitted by: J Robert Watt – Secretary, WUC Council

AGENDA

Woodlawn United Church Council - AGENDA

October 21st, 2020

7 PM – ZOOM Video Call

Call to Order – Acting Chair Helen Dixon

Opening Prayer – Keith Musselman

Welcome and Introductions

Approval of Agenda -

Time of Adjournment –

Correspondence – 1) Region 15 - Letter Re-call Meeting. (For information)
2) Nell Mallett – Letter re: Council Resignations (For information)
3) Cathy Cay – Re: Job Posting and Position Description (Old Business #2)
4) Region 15 – Re-entry Sunday School and Youth Groups (For information)
5) CoFP Team – Letter Re; Hewitt/Yates Meeting (For information)
6) Rev. Faith March-MacCuish – Re Appeal Process (New Business #1)

Approval of Minutes of: 1) September 16th, 2020 – Regular Meeting
2) September 22nd, 2020 – Special Meeting
3) September 29th, 2020 – Special Meeting

Old Business & Business Arising:

1 – Update Re: Live Streaming – Paul Whyte
2 - Temporary Staffing & CoFP – Job Posting - Position Description (Correspondence #3)
3 – Youth Coordinator Position – M&P
4 - WUC Policy Review – Updates from Teams/Committee (**See Reports**)
5 - Governance Document Update – (**Deferred**)

New Business:

1 – Appeal Pastoral Relations Action

Round Table

Next Meeting – November 18th, 2020

Closing Prayer – Keith Musselman

Adjourn

Reports: Membership Clerk Policies Admin & Mgt Reports

Attachment – United Church Manual Excerpt – Appeal Process

M&P Memo – Youth Coordinator vrs minister

REPORTS

MEMBERSHIP CLERK REPORT – SEPTEMBER 2020	
Congregational Roll – Deleted	Luc Lemieux – Deceased – Sept 7/2020
	Jeanne Young – Deceased – Sept 18/2020
	Betty Sweet – Deceased – Sept 29/2020
Historical Roll – Deleted	Jeanne Young – Deceased – Sept 15/2020
	Betty Sweet - Deceased – Sept 29/2020

Policy Review Update

During the September 2019 Council Meeting the secretary circulated a schedule of the Woodlawn United Church Policies. It was agreed that the Teams responsible for initiating a specific policy would review the policy and report back to council if the policy was still relevant, recommended change etc.

Currently the following policies have not yet been brought back to Council.

Policy Name	Responsible Team	Pages	Date Approved	Date Revised
Animal	Stewardship / Trustees	1	Sept 15 2015	
Communication	Communication	2	May 20 2015	
Conflict Resolution	Ministry & Personnel	1	Not Approved	
Facility License & Space	Admin & Management	5	June, 2017	
Personnel Policy	Ministry & Personnel	10	Jan 20 2016	
Sabbatical Leave	Ministry & Personnel	3	2013	
Screening of Volunteers	Community Care & Youth	2	Apr 21 2010	Feb 21 2018

Covid 19 Recovery Questionnaire

Questions for each Council Team to Consider for Council Meeting September 16th:

- 1) Have your Committees been meeting, if so how?
- 2) If not meeting, why not? Are there plans for meeting in the future? Will you be considering in person meetings?
- 3) Where are we with respect to Volunteers? What positions does your team need to fill?
- 4) What are your thoughts, hopes and dreams for 2020-2021? Is there Fall Programming, Fund Raising, Projects or Events being considered?
- 5) How do you feel about meeting in Person for future Council meetings?

CORRESPONDENCE

The United Church of Canada L'Église Unie du Canada

Regional Council 15
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M E M O

TO: All Ministry Personnel and Lay Members of Regional Council 15, Staff, Divisions and Committees

FROM: Janet Sollows, President and Faith March-MacCuish, Executive Minister

RE: Re-Call Meeting of Regional Council 15

DATE: September 16, 2020

At the June 4, 2020 meeting of the Regional Council Executive, a motion was passed that the regional council be recalled for an additional virtual session in the early fall to allow time for proposals, matters from Justice, Mission and Outreach, and any other additional items deemed necessary at the time.

The re-call meeting is scheduled on **November 5, 2020** at 6:30pm, to be held as a virtual meeting using Zoom video conferencing. If you are not able to join by Zoom then you can still join the meeting by phone.

Proposals deadline: October 22, 2020 at 12:00am (midnight)

Please note that all ministry personnel and lay members will need to register for the November meeting in advance.

Registration deadline: October 22, 2020.

The proposals template, registration, and materials for the meeting will be posted on the regional website as they become available using this link: [Regional Council Re-Call Meeting 2020](#)

Please know that we continue to hold you all in our prayers as we work through this planning.

Please do not hesitate to be in contact if you have questions or concerns.

Blessings,

Janet Sollows

Faith March-MacCuish

President

Executive Minister

From: **Nell Mallett** <nellcmallett@gmail.com>

Date: Mon, Sep 28, 2020 at 11:11 AM

Subject: Very Very Sorry to lose Woodlawn UC Strong and Valuable Leaders

To: Dean, Dennis and Kathy <ddean@ns.sympatico.ca>, Peter Woods <commonkore@gmail.com>, <jameddy@ns.cympatico.ca>

Cc: WUC Office <office@woodlawnunited.ca>

Dear Dennis, Kathy, Peter and Allan

Please accept my sincere thanks for your years of dedicated service and leadership to Woodlawn United Church. This is a very sad day for Woodlawn United Church and I personally am very disappointed in the actions of people who have caused this to happen including Region 15 COFPT liaison, Rev Dr. Linda Yates who must have received a very misleading interpretation of how things actually are at Woodlawn United Church. There are so many dedicated volunteers serving the mission of the United Church of Canada at Woodlawn United Church. This is wrong and the congregation should know all the facts that caused this to happen leading up to us losing such important volunteers who have been loved and respected for their work for so many years. I hope when we see more minutes of recent Council meetings on the web we will gain a better understanding of why this happened. Please know Dennis, Kathy, Peter and Allan you deserve great respect and thanks from members of Woodlawn United Church for the service you have given to the church on our behalf.

Nell Mallett

Funeral Liaison and member of WUC Worship Committee and Rebecca Unit UCW

PS Shelley would you please forward my email to the members of Council and the members of the Community of Faith Team. Thank you.

catherine kay

Thu, Oct 1, 12:41 PM ()

Reply

to Bob

Good Afternoon Bob: Sorry for the delay I have been in and out all morning. Please find below information regarding the process and the attached job description. Any further questions regarding this item will be discussed at the October 21st Council Meeting. Could you please ensure that this item is on the agenda for that meeting.

Please find an update and clarification on what is currently happening and where things stand with the supply ministry at Woodlawn.

As you are all aware two Ministers have been gone since June at Woodlawn. We are now into October where the situation continues to be that we are without hiring a temporary Minister to help with the Ministry at Woodlawn. Peter and Brian were both struggling to find a supply Ministry person willing to come to Woodlawn to help us out. M&P offered to help Peter and Brian with this process.

In a conversation with David Hewitt regarding the designation for Woodlawn and particularly regarding the youth co-ordinator vs youth minister it was also discussed that in order to get a temporary person to fill supply for two to three months a job description would be required. David had a few names he felt would have the skills and attributes required to assist Woodlawn for a temporary period.

At this point Peter was contacted to see if this was something that Woodlawn should consider. Peter indicated that with the time constraints, to do what needed to be done, moving forward as a supply ministry situation, which the Council had already approved and was in agreement with.

A job description was completed based on the approved job description by Council with modifications to fit the temporary part-time 20 hour a week position. Both David and Mary Lynne had concerns that the original job description was requesting full time work for 20 hours. The job description (attached) was modified and approved by Pastoral Relations. In today's world in order to get final approval from the region the job description is also required to be placed on the Church hub.

Given the ongoing situation that the Council has been focused on in the last four months, coupled with the difficulty of finding supply the job was posted to the Church Hub which could attract a larger audience. This was done to move forward and get Mary Lynne and Woodlawn the ministerial support required.

M&P in their role to support staff and the congregation moved the process forward to help secure supply ministry for Woodlawn.

Job Description

Minister of Worship and Sacraments

Temporary - Part-Time (20 hours per week)

Woodlawn United works with a team ministry environment. The Minister of Worship and Sacraments works collegially with the Ministry team and lay members of the Woodlawn congregation to build a strong, responsive and compassionate pastoral ministry.

Primary Role

Worship and Sacraments (70% - 14 hrs per week)

The incumbent will:

- have primary responsibility for leading worship and overseeing sacraments on alternating Sundays or as required.
- plan, facilitate and lead congregational worship with input from the Worship Team, the Music Director and others as required.
- manage within their normal duties and as opportunities present themselves, actively develop a relationship with the congregation. Given Public Health restrictions on gatherings this will require creativity and the ability to develop and work within new paradigms for all worship related development.
- be responsible to conduct weddings, baptisms, memorial and funeral services as requested in consultation with the Pastoral Care Minister.
- celebrate communion when requested on their alternate Sunday.
- provide meaningful, relevant and engaging worship for all segments of the congregation.
- demonstrate flexibility, adaptability and creativity in identifying and presenting regular and special worship activities.
- provide information for Sunday bulletin to the Office Administrator.

Secondary Role

Administration (30% - 6 hrs per week)

The incumbent will:

- attend as a member of Council, general administration and staff meetings.
- actively participate and support Council, Ministry and Personnel, Administration and Management, and the Board of Trustees.
- communicate with the Office Administrator, the Music Director, Council, M&P Committee and the congregation on a regular basis through a variety of means (personal conversations, phone, social media, email, newsletters and newspaper articles).
- provide mentorship and supervision of the Youth Co-ordinator and the Office Administrator.
- participate in the planning and operation of the work, mission and ministry of the church.
- actively represent Woodlawn United Church to the external community.

Required Skills Set, Knowledge & Assets

The incumbent will:

- be experienced in Leadership pastoral care and Worship.
- be a good communicator and relate to all ages.
- be approachable, encouraging, collegial and consultative.
- be proficient with social media and technology.
- be energetic, with an engaging personality.
- be able to delegate where appropriate and have good time management skills.
- support the involvement and development of an active lay minister.

Terms of Employment – Position – Ministry Personnel (20 hours per week)

The United Church Manual, United Church Employment Guidelines, the original Call/Appointment form and any relevant provincial legislation shall be used as terms of employment for this part-time position. Increments of salary and benefits, consistent with national United Church Schedules, are to be determined by Council, in consultation with the incumbent and the M&P Committee.

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Guidelines and Check list for Re-Entry: Sunday Schools and Youth Groups

With many of our Communities of Faith looking at some form of re-entering buildings for worship during the fall months, numerous questions have been asked about programming for children and youth. There is a great deal to consider, and while many might be anxiously awaiting the return of these age groups, as always, cautious attention and consideration must be given to protocols and practice in order to safely welcome children, youth, and their families back into places of worship and the programs that are offered by our faith communities. The following is offered as cautious ways forward, for both in person gatherings and online/at home alternatives:

BEFORE any of these activities are started, Communities MUST include plans for Children and Youth in their Re-Entry Plan, as well as communicating that plan with leaders and families. As with any gatherings, if participants are unwell, they should NOT participate.

1. Because so much is unknown about COVID-19 and how it will spread now that schools and other activities have re-opened, it is recommended that communities of faith DO NOT resume in person Sunday school concurrent with Sunday Worship. These activities can happen at other times during the week, preferably in family groupings, outside. Some communities have chosen "family style" worship around tables so that families can worship together. Others may choose to have strictly online Sunday school programs, or to provide at home materials for faith formation. Activities such as Youth Group that happen at times outside of worship can occur if the group is less than the number suggested by provincial health authorities, while maintaining social distancing, wearing masks, and cleaning the space before and after use. Water bottles must be filled at home and not shared, and supplies for activities not shared, unless participants are members of the same family. At this time it is recommended that NO FOOD be served. Please consult your jurisdiction's guidelines concerning daycares, day camps, and recreation/sports based programs for more localized guidance.
2. It is recommended that in person activities concurrent with worship resume for school-aged children and teens later in autumn (late October-November). As stated above, Communities of Faith can only hold these programs IF these age groups have sections in the community's re-entry plan, as provincial protocols for safety such as social distancing, wearing of masks, separate supplies for each participant and sanitization must be maintained. For those below school-age, in person activities are not recommended at this time, as social distancing and mask wearing are not possible.
3. As always, these guidelines are subject to change, in alignment with our provincial/national guidelines and protocols.

Should your Community of Faith wish to have online programs, the following are some best practices to ensure safety of all children and youth involved:

1. As with in person programs, all leaders must have a Police Record Check and Vulnerable Sector Check completed and a copy (not the original) held by the Community of Faith. 2. When in an online

activity, there must be two leaders present at all times. 3. During a gathering, if a one on one conversation happens, take notes.

4. Consent forms indicating permission for online programming should be signed by guardians if the participants are under the age of consent.
5. Ensure that schedule for being online is shared with parents/guardians. 6. Make sure that all rules are clear, just like in person gatherings.
7. When using Zoom or other online platforms, use accounts that belong to your community of faith. Leaders should NEVER use personal accounts for group gatherings.
8. Never post links for gatherings in public places. Always email participants directly. This is to avoid, as much as possible, unwanted attendees.
9. When using Zoom, always use the waiting room function, only admitting known participants.
10. When using the "chat function," ensure participants know that even the "private" chat function can be viewed and will be saved.
11. When you save records of chats, make sure they are sent to the office of your community of faith. Never store them on a personal device.
12. In case of an emergency with a participant, ensure that you know where they are physically located so that local authorities (fire, police, etc.) can be contacted if necessary.
13. Know how to mute your participants and how to turn off their camera if you suspect they might be doing something inappropriate, such as going to the bathroom, having another conversation, etc.

Should your Community of Faith choose to have in person programs (see above for suggested start times), the following are some best practices to ensure the safety of children and youth involved:

1. Have designated space apart from the worship space for children and youth to gather which enables social distancing protocols.
2. Upon entry into the building, children and youth should be greeted by a greeter and taken to the designated space.
3. Children and youth are met by their teachers, socially distanced and placed in position following social distance protocols.
4. Individual craft supplies and Sunday school material shall be provided for each participant and sanitized at the end of the session.
5. At the conclusion of your time together, parents/guardians should indicate to the greeters to retrieve their child/youth. They exit as a family grouping/bubble.
6. If a child/youth requires a parent/guardian at any time during the session, they should indicate that need to their leader who will inform the greeter/usher to retrieve the parents/guardians, respecting social distancing guidelines.
7. At this time, no programming for children under school age shall occur. Those children must remain in the worship space with their adults. Children/youth who are school age shall wear masks and follow social distancing rules.
8. Should children/youth require water during the session, they must bring their own containers from home and not share with other participants.

These guidelines are set out, based on many public health documents, and in consultation with The United Church of Canada's emergency response documents. For more information, or if you have any questions, please contact Catherine Stuart, Regional Minister for Children, Youth and Young Adults at cstuart@united-church.ca or at 1-800-268-3781 ext. 6158.

barry.zwicker50@gmail.comWed, Oct 14, 11:29
AM Reply

to Bob Watt

Good morning Bob. I thought I should put together a brief overview of our meeting last night with David Hewitt and Rev. Linda Yates. Our entire CoFP committee were in attendance and participated in the meeting. We met in Room A-B with all the appropriate spacing, masks etc. Two of our members who could not attend in person participated through ZOOM..

We met for about 2.5 hours. Our committee had prepared a number of questions we wanted answered and circulated them to David and Linda before the meeting. After introductions and a short overview we attempted to get into the questions. Linda had prepared a response to the questions which she presented verbally but did not leave a hard copy. It is accurate to say we did NOT get adequate answers to most of our questions. However through discussion and further questions and points raised by our committee members both David and Linda got the message that Region 15 cannot make the statements they have made, write a report as Linda has presented and pass motions such as the Pastoral Relations Committee has passed and created a directive to Woodlawn as they have without explicit proof behind the statements. We pushed very hard on this point and with a number of examples from our members I believe they got the message.

Linda spent a lot of time focusing on "The high level of anxiety" within Woodlawn and that alone is grounds for Intentional Interim Ministry. The response from our team was the only anxiety any of us are aware of began on June 11th with her report and continued to increase with their participation in our council meeting, slow and unsupported responses to our letters to them. Interestingly Linda stated she felt the letter Council sent to the congregation added to the anxiety and was slanderous toward her and David. We disagreed strongly and praised the council for trying to keep the congregation informed. This level of discussion continued for more than an hour and there came a time when David finally offered that they, THE REGION, could have handled the situation differently and better. His first point was that Linda's report should have been sent to CoFP only and that we should have been given a chance to review, and discuss before it went anywhere else. David also agreed that some of the statements in her report were not well founded. He also stated that disbanding the CoFP, while expected when Interim ministry is entered was not presented properly and misunderstood by us.

Once we got into this mode the atmosphere in the meeting changed. It became a discussion around how do we go forward and what did the Region really think they were going to achieve by forcing the Intentional interim ministry on Woodlawn the way they have.

We spent the next period of time discussing how the CoFP report impacts the objectives of Interim ministry. One of the primary objectives of the Intentional Interim Ministry program is to help congregations set a path for the future and develop an implementation plan. We offered to them that our report does just that. We believe that we have heard the congregation and we have included their wishes and desires as best we could in this go forward plan. Of course neither David or Linda had seen the report and at one point David stated that we should have sent it to our liaison person, Linda. We let him know that it was clear she had resigned and until now there has been no new person appointed. We agreed to send them the report, I sent it last night. As the discussion continued it was clear we were coming closer to a consensus as to how to go forward. This was the highlight of the evening and we agreed to meet again once they had both read the report.

I let them both know that Council had set a date to review the report, next Tuesday and also that our regular meeting was being held on Wednesday so we had no time to waste.

Next steps:

We are holding a follow up meeting next Monday evening. The purpose of the meeting is to first hear from David and Linda their comments and suggestions on our report. Assuming they are generally in support of the report we plan to develop a strategy by which we propose a hybrid model to that in the Pastoral Relations Directive. We need collectively to agree on the meaning of specific terms and state a clear goal or goals as we move forward.

We suggested to David and Linda that we need ministerial support sooner versus later and we need to get going on this, they agreed. We stated that one of the primary goals for our Council should be developing a better relationship with Region 15 and vis a versa. We suggested that a supply or interim minister could be that conduit. We discussed the length of time we would need or want an interim/supply person and while there was no definitive time line we considered how long it would take us to get our report reviewed and approved by our congregation and then the Region and then how long would it take to find the right people to fill the positions. Generally we all agreed that might be 12-18 months.

So while very frustrating and trying at times I believe the meeting was a success. Assuming the meeting next Monday happens and goes well I will present to Council at our regular meeting or the special meeting how we see this proceeding. Interestingly There was no suggestion that we should stop proceeding with the CoFP report and review/approval process. In fact David stated we should keep going.

Barry

March-MacCuish, FaithOct 16, 2020,
Reply

to me, David, Tom, Janet

Dear Mr. Watts,

David Hewitt followed up with me after your meeting to say that you were wanting more information about how long an appeal might take and that he directed you to me for this information. As I have not heard from you, I am including the information for you so you are aware of the process of appeal. I have attached the United Church of Canada's handbook for appeals for your information.

Appeals do have tight timelines from the time of the communication to you of the decisions. Notice of appeals, are to be filed within 30 days of the communication of the decision.

I realize that the 30 days have passed and that you have been working with Pastoral Relations to make some decisions on a way forward.

If, however, you are still an appeal, I would suggest that you send your notice of appeal based on the relevant dates and give a timeline to explain the delay. It is up to the respondent to decide whether or not to object and raise the issue of timeliness.

If you wish to appeal I would suggest you do that as soon as possible. And if possible include the appellant's statement with the notice. The first part of what the Judicial Committee does is decide whether or not to hear the appeal. The respondent has 30 days from when the appellant statement is sent to them to file their response. Once those two documents are received by the Judicial Committee the committee decides when to meet and considers whether to hear the appeal.

If you wish to discuss this further please do not hesitate to give me a call.

Sincerely,
Faith

Bob WattOctober 17,
2020 Reply

to Faith, David, Tom, Janet

Good morning Faith. First, I'd like to express my appreciation to both David and yourself for following up.

The subject of "appeal" is an item on our next Council meeting scheduled for October 21st, 2020. Since our last Council meeting, which David and Tom attended virtually, the CoFP team has met with both David and Linda Yates and it is my understanding there is another meeting scheduled before our next Council meeting.

It is our prayerful hope that a way forward can be found and we will not have to pursue the option of an appeal.

Again, thank you for following up,

Sincerely,
Bob Watt

Secretary - WU Council

ADMIN & MANAGEMENT

A & M Report to Council October 2020

A & M met via Zoom on 14 October/2020 at 1900.

Business arising from previous minutes

Keith/Ivan-Solar panel Loan-In the current financial climate may be prudent to wait till end of year before making a payment. Consider making an effort to fundraise within the congregation. Approx. 7 panels are still available. One was just “purchased” in October. There is approx. \$4,000 in DF. If we can sell the other panels at \$500 each we would have approx. \$8,500 for a payment this year. Item for the next newsletter.
 Keith-Finally got a response from CIBC regarding e transfers. Keith is arranging an on line meeting or conference call for Keith, Joan Mikkelsen and Ivan Richardson to answer their questions. Joan will prepare a policy for the office staff on what information will be required to track e transfers for charitable donations.

New Business-

Joan-Blessing Policy- Clarification needed on how to classify the fees for Blessing. Is it a rental or a fee. I have since talked to Bob Watt and believe we have clarified the situation.

Reports from the Committee members;

Ivan had the financial results for September. I’ve forwarded to Bob Watts for distribution. He also provided a **forecast** for end of year. If we stay the course and don’t make the solar panel payment, we will break a little above even. (See my comment above re: Solar Panel Loan)

- Small influx of revenue includes rentals, offering plate. At this point PAR is still supplying almost all of our revenue. The Federal plans helped somewhat but won’t continue till the end of the year.

Joan report on PAR is included in the Agenda. We still encourage people to transfer to PAR as it’s our major source of income at this time

Keith briefed on Tellers. Tellers duties have been covered by A&M and several of the experienced tellers as they attend service. Offerings are collected, secured and counted by Joan Mikkelsen and Bev Wicks later in the week.

Bev Wicks reported all rentals. Some return of groups but others like Kiwanis are gone. A number of inquiries including McKenna Driving School considering several rentals of large spaces this Fall. She continues to be the Miscellaneous Deposit Teller. Thanks Bev & Shelley

Keith reported update from last several Council Meetings.

Meeting adjourned prior to 2100 (see, it can be done!)

Next meeting 11 November/20 at 1900.

**WOODLAWN UNITED CHURCH
 Comparative INCOME STATEMENT
 as of Sept. 30, 2020**

05-Oct-20

	BUDGET		ACTUALS		COMMENTS or EXPLANATIONS
	12 months 2020	Expected by 30-Sep-20	To Sept. 30,2020	LAST YEAR Sept. 30, 2019	
REVENUE					
General	335,000	257,682	205,005.94	237,926.76	Down \$32,900 fr. 2019; \$52.600 below Budget
Easter	5,000	5,000	1,720.00	4,822.00	No physical Easter service in 2020.
Anniversary	1,000	17	80.00	25.00	
Thanksgiving	3,000	0	0.00	0.00	

Christmas	10,000	94	110.00	70.69	
Initial	1,000	905	760.00	957.00	
Offering Envelopes	355,000	263,698	207,675.94	243,801.45	
Loose	7,000	3,446	1,149.30	3,483.47	Down - no services in late March to Sept. 2020
U.C.W.	4,400	1,128	3,700.00	2,150.00	UCW not active.
Invest. Int. -General	700	509	670.93	552.29	
Invest. Int. -Trust Port.	2,700	0	0.00	0.00	
Miscellaneous:					
Rentals	32,000	21,558	9,245.00	20,055.00	No rentals for March to Sept. 2020.
Wedding Fees	0	0	425.00	550.00	
Funeral Recoveries	7,500	4,801	1,750.00	9,252.50	Funerals not occurring due to COVID19
Blessing Service Fees	0	0	0.00	0.00	
Time Out for Crafts	1,100	1,100	975.00	1,100.00	
Fundscrip Recoveries			1,835.45	1,849.93	
Memorials - Bulletins	500	0	205.00	0.00	
Misc. Non-Recurring Rev.	6,900	334	-1,788.62	99.60	
Music Program Funds	800	800	0.00	0.00	
Total Misc.	48,800	28,593	12,646.83	32,907.03	
Canada Emergency Wage Subsidy			22,731.84		Federal Government payments (7) received
Total General Revenue	418,600	297,374	248,574.84	282,894.24	\$34,300 below 2019; \$48,800 below Budget
EXPENDITURES					
Salaries & Benefits:	265,400	192,671	193,825.98	214,152.40	
Property Expenses:					
Solar Panel Loan	10,000	8,750	0.00		
Utilities	3,000	1,886	2,076.07	2,404.49	
Water	3,000	2,428	1,932.69	2,265.92	
Natural gas	27,000	21,047	11,832.30	17,706.68	Facilities not experiencing usual usage.
Utilities & Heating Fuel	43,000	34,111	15,841.06	22,377.09	
Property Insurance	7,000	8,286	8,787.00	6,928.80	Major increase of approx. 30% in premiums.
Repairs & Maintenance	10,000	6,009	2,441.25	3,011.40	
Maintenance of HVAC units	700	454	172.00	573.83	
Elevator Service					
Contract Security Alarm Monitoring	3,200	1,977	2,606.71	1,935.00	
Fire Alarm Monit'g & Inspec.	600	435	558.61	623.40	
Cleaning Supplies	1,100	740	937.71	537.68	
Kitchen Cleaning	2,000	1,521	219.25	1,708.34	
Exterior Window Cleaning	1,000	1,000	0.00		
Janitorial Services	400	400	0.00		
Outdoor Maintenance	20,300	15,065	11,109.06	15,635.86	
Property Taxes	9,700	9,700	6,513.48	7,021.46	
	300	150	279.08	129.57	

Total Property Expenses	99,300	79,848	49,465.21	60,482.43	
Committee Expenses:					
Executive Council	1,000	1,000	0.00	122.27	
Trustees				148.35	
Community of Care	500	-458	-225.00	-27.93	
Stewardship	700	343	40.79	569.04	Postage for Easter letter in 2019.
Communications	2,000	517	787.47	552.04	
Program:					
Christian Development	2,250	1,529	79.62	863.05	No TGIT and Sunday school.
Music:	2,000	2,027	965.34	1,100.50	
Organ Supply & Accomp.	1,350	1,293	0.00	3,400.00	
Chancel Working Group	600	0	0.00	0.00	
Outreach	300	0	29.11	300.00	
Worship	600	352	303.08	369.82	
Pulpit Supply	500	389	0.00	1,050.00	
Program Total	7,600	5,590	1,377.15	7,083.37	
Admin. & Mgmt.	850	825	948.14	750.44	
Ministry & Personnel	200	200	30.48	0.00	
Youth Committee	1,200	45	735.60	21.61	
Community of Faith	1,000	1,000			
Miscellaneous			0.00	0.00	
Total Committee Expenses	15,050	9,062	3,694.63	9,219.19	
Denominational Assessment	17,350	13,880	10,412.00	12,145.00	Only 6 installments paid, 8 in Budget.
General Operating Expenses					
Accounting Services	0	0	0.00	25.00	
Photocopier	7,000	4,570	3,858.48	3,973.10	Lease payments continue; usage down.
Stationary & Supplies	1,500	1,452	587.88	1,110.25	
Office Expenses- Misc.	1,500	882	474.01	809.99	
Office Expenses	3,000	2,334	1,061.89	1,920.24	
Offering Envelopes	1,500	1,500	1,374.79	1,447.42	2020-21 envelopes already purchased.
Telephone Services	7,000	4,958	5,606.21	5,775.60	
Postage	500	-174	566.80	-95.68	2mailings paid out of Comm. Budgets LY
Par Service Fees	540	405	405.00	405.00	
ADP fees	850	625	558.56	548.12	
Bank Service Fees	1,110	768	247.45	580.26	Rec'd \$65/mo. fee waiver for part of 2020
Finance Charges & Int.	2,500	1,798	1,211.01	1,533.38	
Total General & Operating Exp.	21,500	14,986	13,679.18	14,579.06	
TOTAL EXPENSE	418,600	310,447	271,077.00	310,578.08	Under Budget by \$39,400; 2019 - \$39,500
SURPLUS / (DEFICIT)	0				

**EXCESS
EXPENDITURES OVER
REVENUE**

-13,073 -22,502 -27,684

Over Bud. by \$9,429; W/O Subsidy 32,161

September 2020 PAR Report

PAR changes	2017	2018	2019	2020	Comments
Add	8	3	8	6	
Cancel / Transfer	6	6	12	9	
Decrease	7	2	2	4	
Increase	4	38	39	7	
Re-Distribute	1	1	4	0	
Total	26	50	65	26	No changes from Sept to Oct 2020 report
			#164 Oct 2019		
# 158	08-Sep-20	Oct-19			
Local	\$14,939.00	15,366.00			
M&S	\$2,092.00	2,173.00			
Other	\$1,442.00	1,707.00			
Total	\$18,473.00	19,246.00			No changes from Sept to Oct 2020 report
Local increase/decrease from previous year	-\$427.00				

Teller & PAR Deposits via Record's Clerk

	Deposit	Local	
Sept 14th 2020	\$9,873.00	\$3,816.00	
		\$30.00	Anniversary
		\$30.00	Christmas
		\$10.00	Initial
		\$520.00	Momorial
		\$345.00	Rental
Sept 17 PAR 2020	\$18,428.40	\$14,939.01	
Sept 28th 2020	\$6,571.00	\$5,622.00	
		\$50.00	Anniversary

	\$20.00	Easter
	\$205.00	Memorial
	\$22.00	Loose
	\$300.00	Rental
Total for September 2020	\$34,872.40	\$25,909.01

M&P Memo – Youth Coordinator vrs Minister

Up until very recently, Katie Logan was a lay person with no recognized ministry personnel eligibility in The United Church of Canada. Therefore, she was not eligible to be considered for a ministry personnel position like the one recently vacated by Shannon MacLean. However, the United Church has a category known as Congregational Designated Minister (CDM) which provides for a lay member to be employed locally in a finely defined single-role position. As a temporary measure, I worked with the M&P reps to create a CDM position description and to have that position approved by the Region. Katie has since been employed as a CDM, while awaiting further credentialing by the United Church.

Katie is now a Candidate for ministry in the United Church, and has been approved as eligible for appointment as ministry personnel. She is therefore eligible to be offered a ministry personnel position like the one recently vacated by Shannon MacLean. Given other circumstances in Woodlawn, that would initially only be able to be as a short term appointment, while other issues are being addressed, leading to an approved Profile and approved position descriptions for Search.

As a Candidate, Katie is not eligible to hold a CDM position, since CDM positions, by definition are for lay members. Katie is now in a murky middle ground between having been lay, but not yet fully credentialed as a minister. However, as a Candidate, she is eligible to be a Student Minister, which is a category of ministry personnel in the United Church. Again, ministry personnel cannot hold a CDM position. To do so would effectively prolong her status as lay, when the objective is to become a minister.

It is a part of the preparation process that Katie has embarked upon to seek ministry employment as experiential and reflective opportunities to further the learning and preparation towards full credentialing as a minister in the United Church. (This is known as Supervised Ministry Experience – SME) A CDM position is not creditable towards this goal.

Woodlawn could seek to continue to employ Katie in a CDM role, and Katie could choose to accept such a position. However, doing so would effectively stall her progress as a Candidate. Certainly in the early stages of her Candidacy, she could continue to work in the CDM role, and have reflections on that work contribute to her learning, but very soon she would need to seek another position elsewhere as ministry personnel in order to continue to progress in her Candidacy. The “crunch time” of these decision would depend on how quickly Katie completes certain milestones her education and in the Candidacy process, which I am not privy to.

In brief, I don't think it would be a problem for Katie to continue in the CDM role for a couple more months, but very soon she'll need to have a position that fits within her needs according to the Candidacy process, and that cannot be a CDM position. In order to retain Katie, Woodlawn would need to redefine the position back to its former status as a ministry personnel position, or accept that Katie will need to go elsewhere, and seek another person to fill the Youth staff CDM role.

Given the former position description, Woodlawn has had a vision for the position that is broader and more multi-faceted than can be attributed to a CDM narrow-focus position. Reflection also is necessary about what's right for Woodlawn in the position, and can a CDM meet that vision or does it need to be a ministry personnel position