

MINUTES – Woodlawn United Church Council

May 21st, 2019

OPENING: Co Chair Peter Woods called the meeting to order at 7:00pm

- **In Attendance:** Rev. Mary Lynn Whyte, Kathy Dean, Dennis Dean, Fred Evans, Teri Giannou, Don Hill, Adelia Holloway, Brian Moors, Shannon MacLean, Keith Musselman, Ralph Sams, Don Trider, Grant Warwick, Bob Watt, Peter Woods, Barry Zwicker
- **Absent:** Rev. Phillip Kennedy, Jim Allen, Bev Lynch
- **Regrets:** Helen Dixon
- **Guest:** Dodie Covert

WELCOME & INTRODUCTIONS: Chair Peter welcomed Bob Watt as the newest member of Council in the role of Secretary. Bob's position on Council was ratified by consensus. Peter extended a welcome to Dodie Covert who will make a presentation on behalf of the "Music Search Committee".

APPROVAL OF AGENDA: The revised agenda was approved by Consensus. (Appendix A)

- Council agreed, by consensus, on an adjournment time of 9:00pm

APPROVAL OF MINUTES: Minutes of April 24th, 2019 were approved by Consensus, with corrections as noted in the Agenda.

OLD BUSINESS & BUSINESS ARISING:

1. **Ad-Hoc Music Committee Proposal:** Dodie Covert spoke to the proposal submitted by the committee. Dodie made the suggestion that the Music Search Committee modify their search to finding an interim organist/accompanist and choir replacement for a one-year term while bearing in mind this years set budget. With consensus approval of Council, Dodie is to bring the recommendation to her committee.
2. **Follow-up of Gift Suggestion for Kim Curlett:** Chair Peter relinquished the chair to co-chair Kathy for this item. Kathy suggested that the gift (wooden necklace, made of a fallen hemlock tree from Berwick Camp, with several strings of coloured beads to match the church liturgical calendar) might be presented during a celebration of Kim's ordination to be held at Woodlawn at a date to be determined. (See item 3). Agreed by consensus.
3. **Follow-up of Kim Curlett's Ordination at Woodlawn:** Co-Chair Kathy also acted as chair for this item. Kim, in consultation with Kathy, has agreed to attend an event in celebration of Kim's ordination. Council discussion settled on, pending Kim's availability, a June 9th evening service during which Kim would be invited to preach. It was suggested that an invitation be extended to all Dartmouth United Churches and the United Churches in Rawdon and Elmsdale; a reception with a celebration cake to follow. The gift (item 2) would be presented during this event. **Action: Kathy D will follow up with Kim for concurrence.**
4. **Go Project Summer Program:** Co-chair Peter assumed the chair: It was agreed that we would not accept Islington United Church's invitation to conduct a summer camp at Woodlawn. **Action: Shannon will advise Islington United of our decision.**
5. **Rev. Mary Lynn's Appointment:** After discussion around the timing of the pending staff vacancies, the wisdom of continuity and the impact on Rev. Mary Lynn's option to seek 'a call', it was, by

consensus, agreed to extend her appointment to Oct 31st, 2020. Action: M & P to follow up and submit, as soon as possible, the appropriate forms with Region 15.

6. **Governance & WUC General Policy Review and Update:** Peter reported that upon he and Kathy assuming co-chair positions it was realized that a review of the Governance Document was overdue. Issues such as the change of the UC structure from Presbytery to Region, omission of Council Secretary, as a formal position for the approval by the congregation, reformatting, etc. of the document necessitated a review. Stewart Sampson, member of WUC, was approached to undertake a review and to make recommendations to Council. As well, during the March 2019 meeting, Council was presented with a file of Woodlawn United Church Policies which had been collected and reformatted by Shannon MacLean, Cathy Kay and Shelley Glee. (*This file of reformatted policies has never been approved by Council.*) Peter also asked Stewart if he would review the file of collected policies, especially those that have not been approved by Council, in consultation with those Teams responsible for each policy, and make a recommendation to Council for approval. Stewart has agreed to undertake both of these projects with the aim of an Oct 31st, 2019 completion date. Council agreed by consensus to accept Stewart's offer to review the Governance Document and the File of WUC Policies and make recommendation. Barry Zwicker offered his assistance to work on the Governance Document and Cathy Kay was suggested as one who might work with Stewart on the file of WUC Policies. **Action: Peter W will consult with Stewart, extend the thanks of the Council and advise Stewart of persons with whom he may want to consult. Peter will also contact Cathy Kay to work along with Stewart on the Policies file.**
7. **Designated Funds Policy Review:** Chair Peter suggested we defer discussion until next Council meeting. Agreed.

CORRESPONDENCE:

1. **Community of Faith Review Request:** Sent of Council co-chairs (See Appendix B1)
2. **Community Faith Review Reply:** Received from Rev David Hewitt, Region 15 (See Appendix B2)
3. **Confirmation Policy:** Received from Program Team (See New Business, item 2)

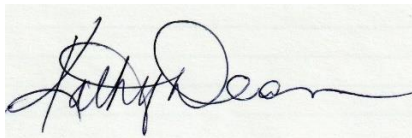
NEW BUSINESS:

1. **COMMUNITY OF FAITH REVIEW (JNAC):** Chair Peter opened the discussion by articulating the need and the urgency of striking a Community of Faith Review (to be referred to as JNAC). Lengthy discussion followed around terms of reference, how individuals would be selected, information about expectations of members on the committee, size of the committee, should Council 'recommend' individuals for nomination, should there be representation from previous JNAC etc. There was agreement that the JNAC should be mandated to look at the 'future staffing requirements' and not just the current situation. It was also agreed that the size be limited to six (6) individuals pending agreement from the Region that it is within our mandate to do so. It was agreed that the congregation be notified (email, bulletin) of the pending JNAC, be informed of the responsibilities of individuals on the committee, asked to consider individuals as members of the committee and seek their permission to stand in nomination, etc. It was agreed by consensus that pending the availability of Rev. David Hewitt, a Congregation Meeting be called for June 23rd, 2019 for the purpose of forming a JNAC. **Action#1: The Council Chairs confirm with Rev. Hewitt. Action #2: Barry Zwicker to draft a list of items for the information notice and to circulate to Council for consideration.**
2. **CONFIRMATION POLICY:** New policy on 'Confirmation' was presented by Program Chair Brian Moors on behalf of Worship Committee. The policy received Council approval by Consensus. **Action: Secretary**

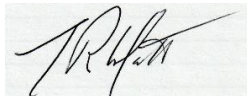
was requested to format the policy to conform with the 'policy template' referred to in Old Business, Item 3. (See Appendix C)

3. **POLICY RE: ACKNOWLEDGEMENT OF CASH 'MEMORIALS' AND/OR 'IN HONOUR OF':** The church administrator has expressed concern and confusion over no clear policy defined as to how to handle the acknowledgement and publication of gifts of cash donated "in memory of" versus "in honour of"; i.e. what gets published in the bulletin, recorded in the Memorial Book etc. By consensus, the task of investigating and establishing a policy was referred to the Communications Team. **Action: Don Hill, chair of Communications, was requested to work with his Team to develop such a policy for recommendation to Council at the next meeting.**

ADJOURNMENT: As the 9:00p.m. hour of adjournment arrived chair Peter sought consensus on the next meeting as June 19th, 2019. Agreed. He offered a closing prayer and adjourned the meeting.



Kathy Dean or Peter Woods
Co-chair of Cancel



Submitted –

J Robert Watt
Secretary, WUC Council

ADDENDUM TO THE MINUTES: The following Committee Reports were received and are attached:

1. Administration & Management: Appendix D1, D2
2. Ministry & Personnel: Appendix E
3. Stewardship: Appendix F
4. Trustees: Appendix G1, G2
5. Communications: Appendix F

APPENDIX A

Woodlawn United Church Council - AGENDA

May 21st, 2019
7 PM - MEETING ROOM B

Call to Order

Opening Prayer

Welcome and Introductions

Approval of Agenda

Approval of Minutes of April 24th, 2019 (with following corrections)

- 1) Council's Recommendation to JNAC: Kathy and Jennifer allowed their names to stand to be nominated as Chair and Secretary.
- 2) Music Directors Retirement: Paul Whyte to emcee Bob Rushton's Farewell party.

Old Business & Business Arising:

1. Ad-Hoc Music Committee Proposal
2. Follow-up of Gift Suggestions for Kim Curlett
3. Follow up Kim Curlett's Ordination at Woodlawn
4. GO Project Summer Program
5. Rev Mary Lynn's appointment
6. Governance & WUC General Policy Review and Update
7. Designated Funds Policy Review

Correspondence:

1. Community Faith Review Request
2. Community Faith Review Reply – David Hewitt
3. Confirmation Policy – Addition to WUC Policies

New Business:

1. Community of Faith Review (JNAC)
2. Confirmation Policy
3. Policy re: Acknowledgment of Cash 'Memorials' and/or 'In Honour of'
4. Council Executive
5. Other

Reports:

Next Meeting Date:

Closing Prayer:

Adjourn

APPENDIX B1

David Hewitt
Regional Minister for Region 15
21 Wright Street
Sackville, NB E4L 4P8
Email: dhewitt@united-church.ca

Dear David,

As you are aware, on April 24, 2019, the congregation of Woodlawn United Church met to consider the JNAC Report and Recommendations of May 2018. In advance of the meeting, Council provided the congregation with the JNAC Report and Recommendations, the Unofficial JNAC Suggestions and the recommendation of Council for their review. By a duly passed motion at that meeting, it was decided that "No Action" be taken with this JNAC Report and that the Congregation seek approval from Region 15 to begin a Faith Community Review process encompassing all three current Ministerial positions.

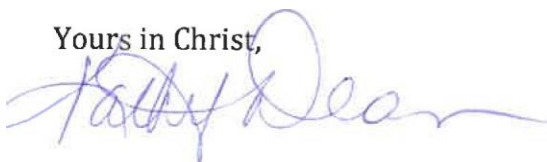
We have formal notification from Rev. Phillip Kennedy of his intention to seek a Change in Pastoral Relations effective after worship Sunday June 28th, 2020. Council, through the M&P Committee, have recently had formal discussions with Rev. Mary Lynne Whyte with respect to extending her current appointment pending the outcome of the congregation's consideration regarding the current JNAC Report and Recommendations. Rev. Whyte is agreeable to an extension for which we will be seeking formal approval from Region shortly. Finally, it is our understanding that Shannon MacLean will be ordained in May of 2020 and will be seeking a call to Ordered Ministry at that time.

Further, it was agreed that any recommendations from this Faith Community Review process would not be implemented until June 30th, 2020 at the earliest.

Therefore, on behalf of the Congregation of Woodlawn United Church, Council is formally seeking the approval of Region 15 to begin a Faith Community Review process incorporating all current Ministerial positions as soon as possible.

If you have any questions regarding this request or require any additional information, please contact me at your convenience. We leave you with this request and look forward to your approval of our request as your earliest convenience. Your in Christ ,

Yours in Christ,



Kathy Dean and Peter Woods,
Co-Chairs of Woodlawn United Church Council

APPENDIX B2

----- Original Message -----

From: "Hewitt, David" <DHewitt@united-church.ca>
 To: Kathy & Dennis Dean <ddean@ns.sympatico.ca>
 Cc: Peter Woods <commonkore@gmail.com>
 Date: May 13, 2019 at 2:17 PM
 Subject: RE: WUC Request for Faith Community Review

Hi Peter and Kathy,

Rev. Linda Yates will be the Regional Liaison to work with Woodlawn United Church. However, she won't be available to physically meet with the committee until mid-September. In order to not delay the process, I will act in her place until then.

Please let me know when you have the committee appointed to begin this work. I'll meet with them for some initial orientation and the preparation of some of first steps of the process. If you feel that my assistance is needed for the congregational meeting to appoint the committee, please let me know.

In Peace,

Dave

[David Hewitt](#)

Regional Minister, Region 15

The United Church of Canada 1-800-268-3781

ext. 6154

From: Hewitt, David
Sent: May 9, 2019 8:33 AM
To: Kathy & Dennis Dean <ddean@ns.sympatico.ca>
Cc: Peter Woods <commonkore@gmail.com>
Subject: RE: WUC Request for Faith Community Review

Hi Kathy,

Letter received. I will forward it to the appropriate body at the earliest opportunity. In the meantime, this task will take a committee, of course, so some thinking can begin about who would be the best group of people to ask to carry this important work forward. A small group with excellent consultative and analytical skills would be best. They don't need to all be representative of some identifiable group in the congregation, and not all identifiable groups in the congregation need a rep. Rather, the committee should know and understand the congregation well, and know how to consult with all interested parties in order to create a comprehensive picture of the congregation, it's needs and aspirations. Ultimately, the descriptive material in the previous JNAC report will need to be reviewed, revised and augmented as necessary, and position descriptions for the recommended ministry staff complement created.

I'll be back in touch once I have direction from the Region.

Blessings to Woodlawn on this exciting new stage in the journey!

In Peace,

Dave

[David Hewitt](#)

Regional Minister, Region 15

The United Church of Canada 1-800-268-3781

ext. 6154



Woodlawn United Church

Confirmation Policy XXX.XX

Approved at Council: May 21, 2019

Modified/Revised:

APPENDIX C

PURPOSE

People become full members of Woodlawn United Church (WUC) through adult baptism or confirmation. Confirmation is the process of a person confirming the baptismal vows that were made on their behalf before they were too young to understand. The vows for baptism and confirmation are the same.

POLICY

In order for a person to be baptised as an adult, or confirmed, at Woodlawn United Church they must meet the following requirements:

- be an active member of Woodlawn United Church through their participation in the community of faith (in the case of youth, their involvement may be through the youth group),
- completion of confirmation classes with one or more of our ministry staff, be in Grade 8 or older.

FOR OFFICE USE ONLY: PLEASE NOTE BELOW THE PURPOSE OF ANY CHANGES, ADDITIONS, OR AMENDMENTS TO THE POLICY.

Date of Revision: _____ **Committee:** _____

_____ Reason

for Revision: _____

APPENDIX D1**A&M Report to Council for May 21, 2019**

I chaired the meeting on May 14, 2019, as Grant Warwick and I are co-chairs. Malcolm Morash sent regrets he was unable to attend. Mary Lynn was on Study Leave.

Committee members gave an update of their areas of responsibility. Carol McKnight sat in with Ivan on her first A & M meeting and I agree with Grant that she will be a great asset. Ivan discussed financial results for the four months to April 30 and as per Councils request will post monthly results. Joan has transferred the Admin rights to on- line Teller Scheduling to Keith.

Rental Committee. Bev Wicks reports Shelley received a number of inquiries about rental space, and tries to accommodate as many groups as possible. She has sent a letter for next years rentals with contracts, insurance info, conditions, schedules etc. She's on top of it.

Payroll Administrator Kathy Hawkins informed us, as per Shannon's position as a Student Minister, her pay will increase to a 40 hr week (full time).

The designated fund policy was discussed and A & M was informed the remainder should be ratified at the May 21st Council meeting.

We discussed a draft policy regarding staff's approach or procedures relating to nonpayment of funeral fees. Grant and I will attend a staff meeting to get further input before finalizing and presenting it to Council.

We discussed next years offering envelopes and suggest the removal of the accessibility envelope, as the loan should be paid off in 2020. We will draft a letter, in conjunction with Stewardship, to PAR members to suggest their change in allocation from accessibility. This will go out when we know the loan is close to being paid.

We discussed the distribution of the current balance of the Camp Kidston Fund in the amount of \$1315. April 30th. We noted the current sponsorship program and the requirement to replace mattresses in the near future. Direction from Outreach would be appreciated.

We discussed Joan's concern and rationale for not having a fee related to Blessings. The website suggests a donation but there is a fee for the use of the sanctuary for funerals. We are asking the Worship Committee to reconsider and advise.

We discussed the fact WUC doesn't comply with section 4.20 of the financial handbook of the UC of C relating to fees for weddings and funerals. Considering the changes with music staff in the near future we ask the worship committee to review current practice.

Our next meeting is June 11th.

Keith Musselman

Co-Chair A&M

APPENDIX D2

**WOODLAWN UNITED CHURCH
RECEIPTS AND EXPENSES
FOR THE 4 MONTHS ENDING Apr. 30, 2019**

	Apr. 2019	Apr. 2018	4 months Budget 2019
	<u> </u>	<u> </u>	<u> </u>
REVENUES:			
Operating Receipts - Offerings	\$ 113,112	\$ 104,374	\$ 108,909
Other Operating receipts	<u>21,426</u>	<u>18,447</u>	<u>15,729</u>
Total Revenue	\$ 134,538	\$ 122,821	\$ 124,638
EXPENSES:			
Salaries & benefits	92,999	90,151	93,526
Building upkeep	34,325 A	27,441	32,770
Teams/Committees	3,956	5,478	3,621
General Office - supplies, telephone, etc..	5,814	8,223	7,894
Denominational Annual Assessment	3,470		3,470
Presbytery Annual Assessment	<u> </u>	<u>5,273</u>	<u> </u>
Total Expenses	\$ 140,565	\$ 136,567	\$ 141,281
Operating Expenses exceed Revenues by:	\$ (6,026) A	\$ (13,746)	\$ (16,643)
Receipts for:			
Mission & Service	\$ 20,241	\$ 20,975	
Accessibility	\$ 38,827	\$ 35,842	

Notes:

**A: Snow plowing and salting invoice received May 7, 2019
will add \$5,955.50 to Building Upkeep.**

APPENDIX E**Ministry and Personnel Committee Report for May 2019**

During the past month M & P Committee and the Woodlawn Congregation have supported Reverend Phillip taking his Sabbatical for the months of May, June and July 2019.

We also have supported Shannon as she graduated from AST in May and began her Supervised Ministry Education (SME) by filling in for Phillip during his Sabbatical and vacation in August. Shannon will continue her SME in her role as Youth Ministry and if there are any other activities that her Supervising Minister, Ross Bartlett and her Lay Supervisory Team (LST) feel she may need.

Don Trider and Myself met to review Shelley's Job Description. There are a number of additional duties which have migrated to Shelley over the past couple of years as she settled into her role as Office Administrator. Some of these items have added additional time to her role. We also must keep in mind that as Shelley settled in she become more efficient in the duties and was able to take on more. Don and I also met with Shelley to get her perspective on the role. We are looking to have a revised job description available for June Council Meeting. We will need to have a Committee Meeting before presenting to Council.

Plans are in place to begin the prep work for Performance Reviews so we are ready to review with Phillip and Mary Lynn in September. Phillip when he returns from Sabbatical, and Mary Lynne's is not due until then. As Shannon is now under the Supervision of her Supervising Minister and Lay Supervisory Team we will not be doing a review with her.

We will be doing an exit interview with Bob in June and will do a review with Shelley over June/July.

Helen Dixon

APPENDIX F

Stewardship Report for Council
May 20, 2019

- A large number of the Stewardship Team have been working on making calls to congregational members and also Shannon MacLean, Maureen Woods, Helen Dixon and Ralph Sams. Thanks to all those people for their time in doing this ministry. Lots of information was gained to those that we could reach. There were 40 households out of the 250 that we had listed that we did not contact as we didn't have enough people to cover these. Joan Mikkelsen and Teri will go over all those contacted and will pass on any information gained to staff that hasn't been done yet. Will be discussing how to handle those that we tried to reach but couldn't.
- Looking for anyone interested in helping out with the Ambassador program which is meeting up with any one new or anyone who needs assistance after the church service to take them to Fellowship time. Would take them downstairs and get them coffee/tea and introduce them to as many people as possible to make them feel welcome. Whoever is doing it that Sunday would be introduced during the announcements. We have a flag that is on the welcome table that you can use so you can be easily recognized.
- Any group wanting to promote what they do and would like to do a minute for mission (local) on it in the fall should contact one of us.
- 135th anniversary celebration service and potluck lunch will be held on Sunday, October 27th and the theme is Homecoming. Andy O'Neil will be the guest speaker and we are making plans for promotional material on this. Slogan is, 'Past, Present, Future... Arrive to Celebrate 135'. Have a subcommittee formed to work on this and any help or suggestions on this are welcome.
- Keep the fall date of October 10th in mind as there will be a another Funeral workshop held in the afternoon. Rev. Mary Lynne and Shirley MacLeod will be looking after this.
- Kick off Sunday for the beginning of fall programs will be Sunday, September 8th. Plans at this time are that ice cream sundaes will be available for all and the youth will be selling takeout soup.

Respectively Submitted,

Co-chairs - Fred Evans and Teri Giannou

APPENDIX G1Trustees Report to Council
May 21, 2019

- 1) Solar Panel Update- Jim gave a report prepared by Peter Allen on the Solar Panel performance to date. The panels are functioning well and a separate report is attached. We are expecting to be on track for the first year of performance as long as the sunshine co-operates.
Grant gave a separate report of donations towards the cost of the Solar Panel Fund. As of May 9, 2019, there has been \$93,790. received which also includes the \$29,000 from the Faithful Footsteps Program of the United Church of Canada. The HST rebate has been received for the 50% of the amount paid on the total expense and we will be using this to make another down payment to Solar City in the near future.
- 2) Update on Heritage Centre – The final phase of the renovation to make the Heritage Centre more accessible is almost complete. The newly renovated Settle Room is complete and being used by the Foodbank weekly and is available now for rental as well as for church activities. The Trustees has a number of projects they will undertake in the near future. Touch-up painting, cleanup of storage cupboards, completion of the entrance to Settle Room and repairs to the main entrance. We are planning to use some evenings to do the necessary work in late May and early June and will be asking for volunteers to help the Trustees.
- 3) Spring Cleanup is necessary throughout the property by all groups. We will be asking all groups to do a cleanup and discard of any unnecessary clutter.
- 4) Gardening & Landscaping will require some cleanup and we are seeking volunteers to work with us to do watering and weeding throughout the summer months.
- 5) Sidewalk repairs have been completed at the front entrance. Unfortunately, not before a fall from one member of our congregation. Trustees are looking into possible disbursement of expenses to Fran Essex for repairs to her glasses as a result of her fall.
- 6) There have been heating issues in the Brick Church of late and these are been addressed and solutions are being sought.
- 7) 5 Year Plan – Trustees will be working on a 5 year plan in the months to come.

Respectfully submitted

Dennis Dean, Co-Chair Trustees

APPENDIX G2**Woodlawn United Church Photovoltaic System**

- 140 modules x 345 watts per module = 48,300 watts (rated peak power)
- System installed in September 2018
- Solar power delivery started on September 28, 2018
- NS Power installed a new bi-directional meter on November 6, 2018
- The following data is for the period November 6, 2018 to April 10, 2019 (as per the NS Power billing periods)
- During this period WUC was billed for 11,460 kilowatt-hours (kWh) of consumption
- Based on the previous two years' consumption pattern, in this same period of time, WUC typically consumed 30,154 kWh
- The inferred delivery of solar energy is the difference, which is 18,694 kWh
- The value of this saved energy is \$3,136, for 145 days, and the 145 days during which the output from the solar system is the lowest during the year.
- Prorating for the full year, the savings should be \$9,240 for the first year of operation.
- NS Power does not measure the solar energy produced by the PV modules.
- Thermo Dynamics measures directly the solar energy produced. Our monitor indicates that in the period November 6 to April 10, the system produced 13,820 kWh, however, the internet-based monitor was down for almost 45 days.
- In the last billing period February 11 to April 10, 2019, the billed kWh was zero – that is the PV system covered the entire two-months consumption.
- During the previous two billing periods the WUC consumption exceeded the PV production
- We expect that for the next three billing periods (6 months) there will be a surplus of kWh's from the solar system
- If there is a surplus on the anniversary date (November 6, 2019) NS Power will issue a credit to WUC for this surplus.

APPENDIX H

Communications Report to May 21 Council Mtg.

1 WUC Council x



Donald Hill

Tue, May 21, 11:52 AM (2 days ago)

to me, Peter, Paul, Stewart, Murdock, Steve, Bev, Adelia, Barry, Brian, Dennis, Don, Don, Fred, Grant, Helen, Jim, Keith, Mary, Phillip, Ralph, Shannon, Teri

Greetings,

The Communications Team remains in action all year, though during the summer, the on-screen video for services will take a break, returning in September.

Each of the services has a planned audio operator, and the services will continue to be placed on line. Audio for funeral services is organized as the situations warrant.

The planned refurbishment of the Audio Loop System is to occur in late June. This is to be funded by the grant received from the Federal Government, supplemented by funding from the Couples Club and memorials received for that purpose. The plan is also to include audio loops in the Fellowship Hall and Rooms A/B. Part of that plan is dealing with sound amplification needs in the latter 2 spaces, as that is required to provide an audio signal to drive the loop.

Respectfully submitted,

Don Hill
for the "Communications Crew"
on whose behalf this report is submitted.