

MINUTES – Woodlawn United Church Council June 19th, 2019

OPENING: Co Chair Kathy Dean brought the meeting to order at 7:00pm and called on Ralph Sams to lead in an opening prayer.

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

WELCOME & INTRODUCTIONS: Co-chair Kathy welcomed Dodie Covert, representing the Music Committee.

APPROVAL OF AGENDA: Agenda items added: Correspondence from Region 15, New Business 135 Anniversary, Report from Rev. Mary Lynne and Council Executive. **Revised Agenda was approved by Consensus.** (Appendix A)

- *Council agreed, by consensus, on an adjournment time of 9:30pm*

APPROVAL OF MINUTES: *Minutes of May 21st, 2019 were approved, as circulated, by Consensus.*

CORRESPONDENCE:

1. **Congregation email – Out - Community of Faith Profile Notice** – for reference (Appendix B1)
2. **Congregation email – Out - Ellis family appeal** – for reference (Appendix B2)
3. **Letter from Region 15 – In - Approval of Rev Mary Lynne’s appointment** – (Appendix B3)

OLD BUSINESS & BUSINESS ARISING:

1. **Ad-Hoc Music Committee Proposal** - Co-Chair Kathy, with agreement from the meeting altered the Agenda sequence and addressed the Ad-Hoc Music Committee Proposal. On behalf of the Music Committee and M&P Dodie Covert presented a draft contract which offered part-time employment to Gus Webb as organist/accompanist. The contract is based on 5 hours/week, effective September 1/2019 through to August 31/2020. After thorough discussion of benefits Dodie was requested to consult with M&P and, addressing the issues raised, revise the contract. As Council is not scheduled to meet until mid September, Dodie will present, in concert with M&P, the revised contract to Co-chairs Kathy & Peter for ratification and Gus may begin employment on September 1st, 2019. **Agreed by consensus. Action – M&P and Co-chairs of Council**
2. **Community of Faith Profile** – Co-chair Kathy called on the secretary to read the names of nominees to the Community of Faith Profile Team which were received in response to the congregational communication circulated by email. Prior to the names being read a discussion around whether nominations, in addition to those recommended by Council, could be made at the Congregational Meeting. The accepted interpretation of the revised Manual is that the responsibility of appointing the CoFP Team falls on the governing body i.e., Council. The secretary provided the names received in nomination and which will be presented to the congregation, for ratification, at the Congregational Meeting June 23rd, 2019: **Jane Cushing** nominated by Joyce Dillman, **Faye Gunter** nominated by Janet Major, **Jerry Jackson** nominated by Joyce Dillman, **Maarten Kramers** nominated by Ernie Nickerson, **Don Trider** nominated by Brian Moors, **Barry Zwicker** nominated by Murdock Morrison. All six have agreed to serve. Further discussion followed on eligibility of members of previous JNAC and/or existing members of Council to serve on the CoFP Team. There were concerns that these topics had been raised

at the May 21st meeting and that the secretary may have omitted recording these concerns. (See postscript). Don Trider, for optics and on his own initiative, resigned as Co-chair of M&P. **It was agreed, by Consensus, that the chair of the Congregational Meeting explain the changes in procedure and present the six names for ratification.**

3. **Designated Funds Policy Review** – Prior to Keith M (A&M) presenting proposed recommendation to the remaining policies to be reviewed, the question of ‘cheque authorization’ and ‘adherence to policy’ was raised and discussed. Keith will bring the concern raised to the next meeting of A&M. Keith presented the proposed policies for the Music Program Fund, Music/Instrument Fund, Solar System Fund, Church Outreach & White Gift Fund and YAYA (Youth and Young Adult) Fund. Keith agreed to make the changes recommended by Council, to identify the current balances as of June 19th 2019 and to make available by the September meeting of Council, a copy of all the Designated Funds Policies ‘managed by A&M’.
Action – Administration & Management
4. **Governance & Policy Review** – Update provided by email from Cathy Kay indicating her inability to assist with the process and an email from Stewart Sampson indicating his progress. (Appendix C)
5. **Communications Team – Policy Memorials/in Honor** – Information attached provided by the Communications Team. M&P have been involved and will monitor the situation. **Action – M&P** (Appendix D)
6. **Worship Team – Approval of Baptisms, Confirmations, Marriages, Transfer and Record Keeping** – Brian M (Program Team) gave a verbal presentation as a follow-up to topic raised by Rev. Phillip at the April 24th meeting of Council. The Worship Team recommended that approval and acceptance of persons for Baptism, Confirmation, Marriages and Transfer In reside with the clergy and the record keeping was in the job description of the Church Administrator. No reports or minutes of Worship Team are provided to Council. Because the hour for adjournment was approaching Co-chair Kathy requested Brian to circulate a copy of his report for discussion and/or clarification, if necessary, at the September Council Meeting.
Agreed by consensus. Action – Brian Moors

NEW BUSINESS:

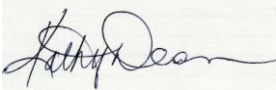
1. **NOMINATING TEAM – YOUTH LEADER APPROVAL:** - Adelia Holloway brought forward the name of Kerri Graham to serve as Chair of the Youth Team replacing Sue Cuthberston who resigned effective June 2019. There was uncertainty of the requirement of Council members to be ‘full members of Woodlawn United’. **It was agreed, by consensus, that Kerri Graham would be appointed chair of the Youth Team subject to clarification of the membership requirement and Kerri’s membership be transfer to Woodlawn if required. Action: Co-Chairs of Council, re: requirement and Adelia & Shannon re: ‘Transfer In’ if required.**
2. **M&P Contract** – Item addressed under Old Business, Ad-Hoc Music Committee Proposal. Contract will be revised.
3. **COUNCIL EXECUTIVE** – For information purposes Co-chair Kathy circulated a copy of ‘Church Council & Executive’ from the Woodlawn United Church Governance Document dated May 2014. (Appendix E)
4. **COUNCIL RETREAT:** Email communication will be circulated. **Action – Co-chairs of Council**
5. **135 ANNIVERSARY** – Email communication will be circulated. **Action – Teri Giannou**

6. **Report: Rev. Mary Lynne Whyte** – Rev Mary Lynne informed Council that at the most recent Regional meeting an Association of Ministers was formed and that she is a member of the steering committee. This responsibility should end sometime in the fall of 2019. Rev Mary Lynne has also been requested, and has accepted the role of Pastoral Supervisor for the Lower Musquodoboit and Middle Musquodoboit Pastoral Charges.

NEXT MEETING – September 18, 2019, 7:00 p.m.

CLOSING PRAYER – Ralph Sams lead the Council in a closing prayer.

ADJOURNMENT: At 9:35p.m. chair Kathy sought consensus for adjournment.



Kathy Dean – Co-Chair of Council

Submitted



J Robert Watt - Secretary, WUC Council

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

1. Shannon's Report – Addendum 1
2. A&M May Financial – Addendum 2
3. A&M June Report – Addendum 3
4. M&P June Report – Addendum 4

Postscript: *The secretary has subsequently reviewed the audio recording of the May 21st meeting. Topics discussed were timing of the Congregational Meeting, correspondence response from Rev. David Hewitt, size of the committee and with consensus it should be limited to six, Rev. Linda Yates assignment as Region representative, her location, status etc.; focus of CoFP Team should be future and not just present; process of how the congregation should be notified, what information should be included in the notice; the process the COFP Team should follow be one of consultation and openness; consensus that the Council should recommend the nominees after giving the congregation the opportunity to make nominations via email, that not all groups need be represented on the CoFP team, that maybe there should be no self-nominees, that the chair would have to deal with 'nomination from the floor' if the situation arose, that the Council now assumed some responsibilities formally belonging to the Congregation and that Barry Zwicker would make an initial draft of the communication which would be sent to the congregation.*

The subject of former JNAC members being eligible to serve on the CoFP Team was raised as a question only, with NO discussion after the co-chair mentioned there might be value in having a former JNAC for historical and continuity purposes. There was absolutely NO discussion on whether Council members could serve.
(JRW)

Woodlawn United Church Council – *AGENDA*

June 19 2019
7 PM - MEETING ROOM B

APPENDIX A

Call to Order

Opening Prayer

Welcome and Introductions

Approval of Agenda

Approval of Minutes of May 21st, 2019

Correspondence: 1) Congregation email re: Community of Faith Profile
2) Congregation email re: Ellis appeal
3) [Region 15 re: Appointment Renewal Rev Whyte](#)

Old Business: 1) Community of Faith Profile
2) Designated Funds Policy Review
3) Ad-Hoc Music Committee Proposal
4) Governance & Policy Review - Update
5) Communications Team – Policy Memorial/In Honor
6) Worship Team - Approval of Baptisms, Confirmations, Marriages, Transfers and Record Keeping.

New Business: 1) Nominating Team – Youth Leader Approval
2) M&P Contract – Organist/Accompanist
3) Council Retreat
4) [Council Executive](#)
5) [135 Anniversary](#)
6) [Report – Rev Mary Lynne Whyte](#)

Next Meeting Date:

Closing Prayer:

Adjourn:

Reports: 1) Shannon's Report - Addendum 1
2) A&M May Financial - Addendum 2
3) A&M June Report - Addendum 3
4) M&P June Report - Addendum 4

APPENDIX B1

Dear members and adherents of Woodlawn United:

Our church is embarking on its next journey of spreading the word of God and all it stands for in our community of faith and beyond. Recently we learned that as of June 30, 2020 Rev. Phillip will be seeking a change in his pastoral relationship (leaving Woodlawn); our Youth Minister Shannon is approaching ordination in the United Church in May 2020 and will be seeking a full-time call (leaving position as our Youth Minister); and Rev. Mary Lynne is on appointment until October 2020.

In the United Church, staffing ministerial positions is done through a process that requires us to undertake a comprehensive assessment of our congregation, its needs and its viability. This process, formerly called a "Joint Needs Assessment" is now called a "**Community of Faith Profile**". The process requires Woodlawn to appoint/elect a team from the congregation to undertake this review and report back to Council and the congregation with recommendations. The newly formed Region 15 will also appoint a liaison to help us with this process. We recently dealt with a JNAC report dealing with the earlier retirement of Rev. Valerie. The congregation at the April 29th Congregational Meeting, agreed to accept the recommendation of Council and take no action on the recommendations from that report. At that same meeting there was overwhelming support to seek approval from Regional Council to carry out a new, broader, needs assessment. This approval has now been received.

A 'Community of Faith Profile' is carried out by a review team, appointed by the congregation. The review covers elements such as our faith story, our demographics, our financial viability and trends, examines our current programming, and considers future programming needs. Finally, it sets out the staffing required to meet these future needs.

Once the review has been completed a full report is submitted by the review team to Council for its recommendations; the report, complete with both the recommendations of the review team and the recommendations of Council, is then shared with the congregation; a Congregational Meeting is called by Council; and members of the congregation are provided an opportunity to ask questions and/or seek clarification on all aspects of this process. Finally, the congregation will accept, not accept, or modify the recommendations contained in the Community of Faith Profile. If accepted, Regional Council will be asked for formal approval to proceed with the recommendations as accepted by the congregation.

Council has sought advice from Region 15 staff and we have been advised to keep the team at a working size. Advice from the Region was "*Do not try and get representation from every group or segment of the congregation. Instead focus on getting folks who have very good skills in communication and consultation as well as being analytical in their thinking.*" Council has also discussed how this team must be open to discussing current and future ideas and concerns throughout the process, while at the same time being as transparent and non-secretive as possible.

To assist in the selection/election process, Council has prepared the following guidelines:

- Size of team: six (6)
- The team will be selected by the Congregation at a specially called Congregational meeting set for June 23rd 2019 immediately following the 10 a.m. service.
- The team will meet with any and all groups within the church organization. These meetings or consultations can be with individual groups or a number of groups together.
- In addition to meeting with organized groups and committees it is expected that the review team will conduct several open meetings with members of the congregation who might want to discuss their thoughts, concerns, and wishes.

The purpose of this communication is to familiarize you, our congregation, of the process we must follow when dealing with a change in pastoral relations. Council has already notified Region 15 of the pending vacancies of all three of our ministerial staff positions, received approval to proceed with the Community of Faith Profile and has been assigned a Region Liaison (Rev. Dr. Linda Yates). The liaison will provide the team with the materials, documentation and guidance to complete the Community of Faith Profile. Council anticipates receiving the recommendations of the review team by January 2020.

Council would like, at the congregational meeting on June 23rd, to recommend a slate of nominees to serve on this extremely important team. To that end the Council would like to receive by June 16th, 2019 expressions of interest or nominations for people to serve. Names will be put forward to the June 23rd congregational meeting. If you are recommending or nominating someone please have their written consent that if elected, they agree to serve. We believe the task will be arduous and time consuming, but rewarding. Please forward the names of any recommended nominees to your Council secretary, Bob Watt at email jrwatt.bob@gmail.com

If you have any questions regarding this process please contact one of our Council co-chairs. Thank you, hope to hear from you soon and to see you on June 23rd.

Co-Chairs WUC Council,

Kathy Dean (ddean@ns.sympatico.ca)

Peter Woods (commonkore@gmail.com)

APPENDIX B2

Woodlawn Office

to Woodlawn, bcc: me

Tue, Jun 11, 3:03 PM

As the body of Christ, we are here to love and support each other, especially during the difficult times. We have recently been informed of a tragic situation involving Kelly, daughter of Todd & Elena and granddaughter of Alan & Mona Ellis. We have been asked to forward you this email from Todd.

Blessings,

Your Ministry Team & Church Council

“It was around 5:30 am on Tuesday May 21st when we would receive the first of two calls that would change our families’ lives forever. The first was to inform us that our daughter Kelly had been taken to hospital and was in a coma due to a massive stroke. And the second was to have us authorize a high risk procedure to remove the clot in her artery that was her best chance to regain any mobility as she was paralyzed from the neck down with a respirator to help her breathe. Elena, Kristal and myself have been in Vancouver since then at her bedside. It was four days later that we found out that Kelly’s ambulance had been involved in a high impact car accident enroute to the hospital which doctors were unaware of. <https://www.cbc.ca/news/canada/british-columbia/vancouver-ambulance-crash-1.5142984> Doctors have said that hope is what we have to hold onto. So please keep praying for Kelly and us to have the strength needed in the days ahead. Kelly has had surgery to insert a feeding tube in her stomach and a tracheotomy, which makes it easier for her to communicate. She will remain in the ICU at Vancouver General until a bed is available in the spinal cord unit. Afterwards, she will be moved to rehab at GF Strong. With the assistance of family we have established a Go Fund Me page for Kelly to assist in supporting her recovery. <https://www.gofundme.com/jgfk5f-help-kelly039s-fight>

We wish to thank our family and friends for their love and support at this most difficult time, Todd”.

If you have any questions or require further information, please contact your Church Council Chairs, Peter Woods or Kathy Dean.



The United Church of Canada
L'Eglise Unie du Canada

Regional Council 15
21 Wright Street, Sackville, NB E4L 4P8
Tel: (800) 268-3781 ext. 6142 • Email:

June 19, 2019

via email: marylynne.whyte@woodlawnunited.ca

Rev. Mary Lynne Whyte 132
Bradorian Drive
Darthmouth, NS B2W 6G9

Dear Mary Lynne:

The Division of Ministry Resources of Region 15 met on June 14, 2019, and the following motion was made:

Region 15 has approved the renewal of Appointment for Rev. Mary Lynne Whyte to Woodlawn Pastoral Charge, full time, September 1, 2019 to October 31, 2020.

Please find enclosed the completed Record of Appointment.

If you have any questions, please do not hesitate to be in contact.

Sincerely

Tracey Rose
Administrative Support Regional Council

Cc (via email):

David Hewitt, Regional Minister
Tom Woods, Pastoral Relations Chair
Nan Corrigan, Secretary, Division of Ministry Resources, Region 15
Don Trider Co-Chair Ministry & Personnel
Angie Musonza — GCO
Sandie Franklin - Churchhub Data and Customer Service Administrator

APPENDIX C

From: **catherine kay** <kavclynn21@gmail.com>
Date: Mon, Jun 3, 2019 at 11:03 AM
Subject: Re: Review of Woodlawn policies
To: Peter Woods <commonkore@gmail.com>, Stewart Sampson <stewartssampson@gmail.com>

Good Morning Stewart:

Thank you for clarifying the task which is a major piece of work with an aggressive timeline for completion. I have given thought to the request and I am sorry to advise that I have a very busy summer planned and do not have the time this project would require.


I will cc Peter Woods on this email to inform that I am unable to work with you on this task.

My apologies and good luck with this piece of work.

Cathy

On Mon, Jun 17, 2019 at 6:43 PM Stewart Sampson <stewartssampson@gmail.com> wrote:
Peter:

Just an update here on this process.

- 1) I have read the UCC Manual (in all its fascinating detail ) , so I know many rules of the game;
- 2) I have read the UCC Act (more fascination). Actually some interesting points in there related to who does what
- 3) I have downloaded a host of documents from the UCC website (not actually sure how many documents are in a "host", but I think it is a good Biblical word)
- 4) I have contacted Barry Zwicker to try to arrange a meeting to get his thoughts on the Governance document. I am waiting to here back on a time/date.

Once I get Barry's thoughts, I will rewrite the Governance document as a first part, before starting on procedures (since I think one of governance issues is who and how procedures are written). I would like to get Council comment on that and finalize Governance before jumping to procedural issues. (Just a point in detail here: Finalization actually takes Regional Council approval, which I do NOT plan to wait for. I suggest we deal with whatever points Regional Council has when they arrive rather than hold up the process).

I have closed off some larger non-Church projects now so will have more time now.

Still projecting a fall close-out time.

Talk soon.
Stewart.

APPENDIX D

From: Donald Hill [<mailto:don.hill@ns.sympatico.ca>]
Sent: June 10, 2019 10:34 AM
To: Joan Mikkelsen
Cc: Peter Woods; Stewart Sampson; Office Woodlawn; Kathy & Dennis Dean
Subject: Recognition of monetary gifts in bulletin

Hi Joan,

The Communications Team has been requested by Council to review the policy surrounding recognition in the bulletin of monetary gifts and how that might be best accommodated.

Please share with us the frequency and nature of such monetary gifts - i.e. memorials; recognition of occasions other than memorials.

Is it possible to determine the % each comprises of total number of those gifts?

I hope this request does not add significantly to your burden!

Thank you,

Don H.
For Communications Team.

On Jun 10, 2019, at 11:44 AM, Joan Mikkelsen <info@joanmikkelsen.com> wrote:

Hi Folks,

If my counting is correct:

Year	In Honour of	In Memory of	Total
2016	7 (0.03 %)	234 (97%)	241
2017	1 (0.004%)	231 (99.5%)	232
2018	1 (0.004%)	262 (99.6%)	263
27-May-19	1 (0.02%)	59 (98.5%)	60

I started receiving gifts in 2016 for living persons, which felt awkward posting to "Memorial", so I added "Honour" to "Memorial" in 2016 (see attached printout of competitive years givings).

The purpose of the gifts are usually Birthday (we receive one particular one annually—probably later this month), anniversaries (25th, 50th, & 60th in 2016), and I don't know the reason for the one last month, but it was close to Mother's Day.

I hope this helps.

Joan

From: Donald Hill <don.hill@ns.sympatico.ca>
To: Joan Mikkelsen <info@joanmikkelsen.com>, Office Woodlawn
<office@woodlawnunited.ca>, "dtrider72@gmail.com" <dtrider72@gmail.com>
Cc: Peter Woods <commonkore@gmail.com>, Stewart Sampson
<stewartssampson@gmail.com>, Kathy & Dennis Dean <ddean@ns.sympatico.ca>
Date: June 10, 2019 at 8:11 PM
Subject: Re: Recognition of monetary gifts in bulletin

Thank you, Joan.

That is helpful and appreciated.

It is clear that we need to be thankful for all donations and find the appropriate means of recognizing them.

I have added the % figures to the table - someone might want to check my math.
It is very clear that donations other than the memorial ones are an exceedingly small part of the total picture.
Nevertheless, they still need to be recognized, though that shouldn't require much time to do nor bulletin space to be consumed.

As to reviewing policy in this regard, my suggestion would be that we agree to continue the practice of recognizing such gifts in the current manner including receiving "In Honour" donations.
I am asking all recipients of this to advise the group copied of your concurrence, or otherwise.
If otherwise, please provide the details leading to your non-concurrence.

Don H.
for C/PR

APPENDIX E

Section 1

Woodlawn Pastoral Charge Governance

Church Council & Executive

THE CHURCH COUNCIL & EXECUTIVE

The Church Council and its Executive holds all the responsibilities of the governing body as outlined in the UCC Manual. The Executive receives its authority through the Church Council and must report to the full body of Church Council.

Church Council will assume the responsibilities and duties of Session. As defined in The UCC Manual, Church Council members shall be Elders and meet the requirements of the United Church of Canada in that matter. Life Elders will retain their honorary position. (Manual: 221-223) **See Appendix A**

The Church Council shall be made up the Chair or Co-chairs of each of the Council Team, Chair or co-chairs of M&P, The Chair or Co-Chairs of Trustees, Representatives from UCW, UCM and all ministerial staff.

The Council Executive shall include the Chair or co-chairs of Council, Chair or Co-chairs of A&M, Treasurer/budget officer, Chair or co-chairs of M&P, the Chair or co-chairs of Trustees and one member of the ministerial staff.

The Program Team and Community of Care Team and their respective team ministries will assume the traditional duties of Elders, such as visitations and serving communion.

All teams will be responsible for encouraging and facilitating evangelism as set out by the Church Council.

All Teams shall report to the Church Council. Diagram 1 shows the structure of the Church Council and the Council Executive.

A Council Executive is set in place through the following process, which shall be reviewed every two years to ensure currency.

- The chair and or co-chairs shall be elected for a two-year term. Vice chairs shall serve with one-year terms with no expectation that they will become the chair. In the absence of one of the co-chairs the past chair or one of the past co-chairs may fill the role of a co-chair
- The chair of A & M, treasurer/ budget control officer, or designated contact, shall be recommended by the Administration and Management Team and appointed by the Church Council
- The secretary of Council shall be recruited by the Recruitment Team and appointed by the Council.
- In the circumstance when either or both treasurer and secretary are not members in full communion they will be corresponding members with a voice but no vote.

The chair (co-chairs) shall be an ex officio member of all Church Council teams.

The Council Executive shall act on behalf of the Church Council between Council meetings (not the Chairperson on his or her own)

ADDENDUM 1

Report from Shannon MacLean, June 15, 2019

I have been really enjoying my time of Supervised Ministry Education. My Lay Supervisory Team (LST) and supervisor met at my house for a meal and causal "get to know you" event. I meet with Ross each week and my LST once a month. We are working on 2 feedback forms for the congregation.. one general and one specifically about my sermons.

Mary Lynne and I have been alternating hospital care and visitation as has been the tradition here. But as meetings slow down and there is more time in the week, more home visits will happen. I visited some folks in extended health care homes this week and will continue to do so. These folks are visited by our excellent Pastoral Care Team. I will see how many I can get to visit this summer. Mary Lynne and I are also visiting a number of people who might enjoy a visit according to the calls overseen by the Stewardship Team.

I have preceded at three funerals and although there are learnings from each, I think they went well. I have gained the wisdom of some of the folks deeply involved in the funeral ministries at Woodlawn. I have one more interment that will happen in August.

I officiated at a Blessing on Saturday afternoon in the sanctuary. This couple had another child blessed at Woodlawn a few years ago and have a new baby.

I have had one evening Bible study to talk about an upcoming scripture I will preach on. It seemed to be very well received and was a number of people who are not able to attend the regular Wednesday AM one. I had also run a few of the Wednesday AM bible studies that is Phillip's group and it was a great learning opportunity.

I have been trying some new things in worship to see how they are received (ie. a centering song, having a song with prayer, a three part sermon, a dramatic presentation for Pentecost, wiring a new liturgy for communion with the hope that even people who don't have a lot of experience of the Bible stories could understand, including sung responses in communion).

I have also met with the Tweens and Jr YG (youth Group) for the last session of the year. And in the fall, we will have a new Sr YG on a Tuesday night. And JLOW has had their last meeting of the year. We are hoping to visit our partners at the CCRD again next year (March 2020) but are first going to apply for some funding through the Youth Opportunity Fund before we make a final decision.

Regional meetings were an interesting experience and while the growing pains are evident, there are also signs of New Life and hope.

These next months will be an exciting time at Woodlawn as we attempt find our way into the future.

Blessings, Shannon

ADDENDUM 2

**WOODLAWN UNITED CHURCH
RECEIPTS AND EXPENSES
FOR THE 5 MONTHS ENDING May 31, 2019**

	May 2019		May 2018		5 months Budget 2019
REVENUES:					
Operating Receipts - Offerings	\$ 138,826		\$ 127,633		\$ 133,258
Other Operating receipts	<u>24,113</u>		<u>21,846</u>		<u>19,267</u>
Total Revenue	\$ 162,939	A	\$ 149,479		\$ 152,525
EXPENSES:					
Salaries & benefits	126,913	C	113,752	C	129,228
Building upkeep	44,869		38,700		46,258
Teams/Committees	5,631		6,646		5,009
General Office - supplies, telephone, etc..	7,273		9,265		8,905
Denominational Annual Assessment	5,205				5,205
Presbytery Annual Assessment			<u>6,588</u>		
Total Expenses	\$ 189,891	B	\$ 174,950		\$ 194,605
Operating Expenses exceed Revenues by:	(26,952)		(25,471)		(42,080)
	\$)		\$)		\$)
Receipts for:					
Mission & Service	\$ 27,491		\$ 28,508		
Accessibility	\$ 45,582		\$ 40,451		

Notes:

A - Revenues over Budget by approx. \$10,400.**B - Expenditures under Budget by approx. \$4,700.****C - 11 paydays in 2019, 10 paydays in 2018.**

ADDENDUM 3

A&M Report to Council for June 19/19

In consultation with Adelia (recruitment) it was agreed to approach Carol McKnight to be an official member of A&M and I am pleased to report she agreed and was in attendance at our recent meeting June 11/19.

The draft policy for nonpayment of funeral invoices has been put over to a fall staff meeting as is the discussion of complying with section 4.20 of the financial handbook relating to fees for weddings and funerals.

Discussions were had with various individuals including staff and as a result the full balance of the Camp Kidston fund in the amount of \$1,315 was sent.

We discussed the Church's current bank position and further meetings are scheduled.

The financial results to May 31st were reviewed and the results for the bulletin are being forwarded.

Meetings will not be held in July or August and the next meeting is scheduled for September 10.

ADDENDUM 4

M & P Committee Report for Council - June 2019

Don and I recently met with David Hewitt to clarify the role of M & P and our roles as chairs of M & P. We have identified some areas that we plan to follow up on as well as do one on one interviews with all staff - ministry as well as lay staff.

We have conducted an exit interview with Bob Rushton and found this to be a very beneficial process for both M & P as well as for the employee leaving.

We have developed the strategy for the performance Reviews for Phillip and for Mary Lynne. And will be moving forward with same.

We will be meeting with Mary Lynne to discuss :

1. What areas of your work is most satisfying? Most frustrating? How can we work together to alleviate the frustration?
2. What are your Ministry priorities for the coming year?
3. How can M & P Committee support you in your ministry with us?
4. Do you have areas you would like us to focus on when we go to the congregation for feedback on your Ministry with us?

We will compile and review the feedback from the congregation and will share with Mary Lynne and help to develop goals for the coming year.

With Phillip based on his status (on sabbatical and in last year with Woodlawn) we will collect feedback from the congregation first. We will compile this information and review it. We will share with Phillip and then meet with him around the following:

1. Did specific goals emerge to guide you during your last year with us? How would these impact our community of faith?
2. After reviewing the feedback from the congregation are there specific goals you believe emerge from this information.
3. What areas of your work do you find most satisfying? Most frustrating? How can we work together to alleviate the frustration?
4. How can M & P Committee support you in your ministry with us over the next year?

We have reviewed Shelley's Job Description and will be preparing a revised one to share with Council, this has not been completed at this time - stay tuned. We have concerns on duties being added to Shelley's position by individuals without M & P's knowledge. The only way for us to manage this to be aware - as this is the role of M & P it is imperative that additional duties or changes to any duties flow through M & P.

I have been away over the passed month and Don and the team have been working while I was gone. I did attend the Conference the last weekend in May. this is just my second conference but I am learning more each year. I do want to note that Shannon was a key speaker at the conference. She did a wonderful job - her presentation was very well received by all - we from Woodlawn were so proud that she was asked to do this and the warm reception she received. Her presentation was awesome.

Don has worked with the Music Search Committee looking to obtain an organist/accompanist for Woodlawn due to Bob' retirement by preparing a draft contract.

We continue to strive to work with all our staff with care, compassion, counselling and support.

Helen Dixon & Don Trider

Commented [BW1]: