

MINUTES – Woodlawn United Church Council September 16th, 2020

CALL TO ORDER: Council Kathy Dean 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, co-chair Peter coordinated a video conference so we may continue the work of Woodlawn United Church.

IN ATTENDANCE VIA VIDEO: Allan Eddy, Barry Zwicker, Bob Watt, Brian Moors, Cathy Kay, Dennis Dean, Helen Dixon, Kathy Dean, Kerri Graham, Keith Musselman, Rev Mary Lynne Whyte, Paul Whyte, Peter Woods.

Guests – Shelley Clee, Fred Evans

OPENING PRAYER: Cathy Kay led the meeting in an opening prayer.

WELCOME: Kathy welcomed Shelley and Fred to the meeting.

APPROVAL OF AGENDA – Following changes to the agenda were agreed to:

- 1) Move Old Business # 2 to end of the meeting
- 2) Move New Business #4 to New Business #1
- 3) Add New Business #1 Update on office email change

TIME OF ADJOURNMENT – It was agreed by consensus that the time for adjournment be 9:00 p.m.

CORRESPONDENCE – 1) Paul Whyte – Live Stream proposal (Old Business #1)

2) Atlantic Live Stream – Equipment and services quote (Old Business #1)

3) WUC Council to Region 15 – Interim Ministry & COFP Team (Old Business #5)

APPROVAL OF MINUTES - The minutes of August 19th, and September 2nd, 2020 were approved.

OLD BUSINESS AND BUSINESS ARISING

1 – Update Re: Live Streaming – Paul requested formal council approval of the ‘approval by email’ received for the expenditure of up to six thousand dollars (\$6000.00) covering the quote from Atlantic Live Streaming. Agreed by consensus. It was agreed by consensus to reallocate designated funds to cover the \$6000.00 as follows: \$2000.00 from Building Fund, \$3000.00 from Accessibility Fund, \$1000.00 from Hearing Accessibility. I was also agreed to cover the twenty dollar/month charge, to year end, that would allow streaming to facebook and utube and that this item become part of the 2021 Communications budget. Keith requested that a chair of council make a courtesy call to Ralph Sams to advise of the transfer of funds from the Accessibility Fund. Paul reported that all equipment for live streaming has either arrived or in transit and the first live streaming of in sanctuary services is scheduled for September 27th. Peter raised the question of a fund raiser to cover the cost of the funds transferred from the Designated Funds. No decision was arrived at but suggested as future discussion item.

2 – Policy Review – Bob reported that there remain policies yet to be brought to Council for ratification and approval.

3 - Council Retreat – Council Co-Chair (**Deferred**)

4- Governance Document Update – (**Deferred**)

NEW BUSINESS

1 – Update with Bulk emails – Paul and Shelly reported that there have been a number of different problems with people not receiving their copy of bulk emails sent from the office. Shelly reported that she has had discussions with our service provider and the resolution is to go from a ‘free bulk email service’ to a ‘paid bulk email service’ at the cost of fourteen dollars and thirty cents per month (\$14.30). The Communications Team authorized the payment to the end of the year and will include it in the 2021 budget.

2 – Update from Rental Committee – Shelley spoke of all those that have rented and/or used our facilities in the past and identified those that have cancelled or postponed their reopening’s. To date only the AA have returned, the Wood Carvers are pending, she is working to accommodate the YMCA, a new rental, the KDS Karate Club have contracted for space and the McKenna Driving School has expressed an interest if we are able to accommodate them.

Shelley brought attention to the situation where according to our protocols, all tables/chairs must remain in place after a meeting for cleaning and be restacked afterwards. The restacking function is not included in the contract with our cleaner and she would be currently unable to do this due to physical limitations. Kathy asked Shelley for a financial update. Shelley indicated that during 2019 the revenue from rentals was approximately \$27,000.00 and the forecast for 2020 is \$9,000.00; a loss of approximately \$18,000.00. Keith suggested that the Trustees be requested to investigate volunteer assistance to do the restacking of table/chairs after the cleaning and before the next scheduled use of the facility. Kathy indicated she would forward the request and advised that all money for cleaning has been currently budgeted. Shelley indicated that if she is able to juggle meeting spaces for the Guides and we are able to accommodate McKenna Diving School the revenue between now and year end would increase approximately \$4,400.00. Shelley, replying to a question indicated the registration for Sunday service was 14.

Kathy and Barry thanked Shelley for her input and for her continuing involvement with the rental committee.

3 – In Person Worship – Paul reported that a rehearsal, which included the ushers, for Sunday’s first return to ‘in-sanctuary worship’ was held and everything is expected to go according to plan. Kerrie reported that Katie Logan and Jennifer Evans have decided to delay Sunday school opening until October 4th and it will be held in the Heritage Center. Katie will forward to the parents a procedure to follow regarding drop off and pick up.

4 – Worship Committee Recommendation – Brian, on behalf of the Worship Committee, reported their recommendation that attendance at in-sanctuary funeral services be limited to forty (40) family members and guests and that the funeral coordinators were in agreement. Brian explained the rational for limiting the number to 40. Council agreed with the recommendation with the understanding that the attendance number could change in the future. Mary Lynne inquired if live streaming of a funeral would be available. Peter and Paul indicated that more research into streaming to the Woodlawn web site was required before they could give a definite answer and would also be dependent upon the volunteers needed to run the sound & camera equipment. They also indicated that they would inquire into the possibility that in the event of the loss of internet if a service could be ‘recorded’ and placed on the web site later.

5 – Plans for Worship re: Thanksgiving, Remembrance, Christmas - Mary Lynne indicated she saw no problems in planning the Thanksgiving service. Mary Lynne reminded the meeting that Council had previously agreed to ask Philip and Shannon to participate in the Anniversary Service and complete the confirmation of seven confirmands and that the logistics regarding numbers and the laying on of hands had to be addressed. She also indicated there may be a baptism that would create the same challenges as confirmation. The plan is for Philip to preach, Mary Lynne would assume other liturgy duties and all three would be involved in the laying on of hands. There was no expectation of problems in holding the Remembrance Day service and that Keith would recommend any changes required due to the covid protocols. Mary Lynne recommended, and council agreed, to two services on Thursday, December 24th; a

family service at 4:00 p.m. and communion service at 8:00 p.m.. Discussion ensued on a procedure to follow which would allow communion on October 4th and December 24th. The recommendation for October 4th is that, pending any other suggestion received beforehand, that everyone be advised and invited to bring their own elements. Mary Lynne also suggested that the pageant and White Gift must be on someone's agenda shortly. Peter inquired if there were plans for the Blue Christmas, Hymn Sing services and if there was 'supply' available to give Mary Lynne relief during December. Helen informed the meeting that she was working on getting a short-term supply minister in place that would provide relief for Mary Lynne.

6 – Admin & Mgt Update – Keith indicated that the Comparative Income Statement dated September 2nd had been circulated and that attention should be paid to the margin comments. He emphasized the importance of trying to accommodate the McKenna Driving School as a source of revenue. Keith noted that the government subsidies would be reduced and disappear. Currently the church is \$19500.00 below budget and without the government subsidy we would be \$53700.00 below. Keith report revenue from PAR is approx. \$600.00/month below what it was this time last year. Envelope donations are about half of normal. Keith indicated he would contact HRM regarding deferring the Solar Panel payment and that he would verify the balance in the Building Fund. Keith also indicated he was attempting to set a meeting with CIBC to investigate e-transfers for receiving church donations.

Kathy noted that the 2021 budget discussions should begin shortly and requested that all committee/teams review their 2020 budget status and advise A&M, by the end of September, of potential unused budgeted amounts.

7 – Congregational Update – Kathy indicated that they had not had the opportunity to discuss the next update but recognized the need that this be done.

OLD BUSINESS CONTINUED:

5 – Temporary Staffing & CoPF – Peter informed the meeting that a reply from the Region regarding our September 9 letter was received at 5:00 p.m. today and that everyone probably has not had an opportunity to read it. Barry indicated that the next meeting of the CoFP Team was scheduled for tomorrow (Sept 17th), the purpose being the finalization of the CoFP Report and that the response received today from the region would definitely be discussed. It was agreed that a special meeting of Council meeting would be called for September 22nd to discuss the reply received from David Hewitt, dated September 16th.

ROUND TABLE – Covid 19 Recovery – in the interest of time, Kathy requested that all committee/teams complete the short survey that had been circulated and return the findings to Bob.

Allan reported that Stewardship has plans in place to mail out the Thanksgiving letter.

Brian indicated a congregant had asked him about a financial statement and that he had referred him to the on-line minutes. It was suggested that Shelley include the financial update in the virtual bulletin and/or newsletter and also a reminder that Council minutes are posted on the web site.

CLOSING PRAYER – Cathy Kay offered a closing prayer.

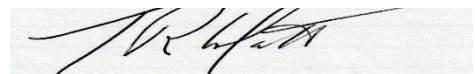
ADJOURNMENT – Kathy adjourned the meeting at 9:10 p.m.

NEXT SPECIAL MEETING – September 22nd, 2020

NEXT SCHEDULED MEETING – October 21st, 2020

Kathy Dean

Co-Chair: Kathy Dean



Submitted by: J. Robert Watt

Woodlawn United Church Council - *AGENDA*

September 16th, 2020

7 PM – ZOOM Video Call

Call to Order - Co-Chair Kathy Dean

Opening Prayer – Cathy Kay

Welcome and Introductions

Approval of Agenda -

Time of Adjournment –

Correspondence – 1) Paul Whyte – Live Stream proposal (Old Business #1)
2) Atlantic Live Stream – Equipment and services quote (Old Business #1)
3) WUC Council to Region 15 – Interim Ministry & COFP Team (Old Business #2)

Approval of Minutes of: 1) August 19th, 2020
2) September 2nd, 2020

Old Business & Business Arising:

- 1 – Update Re: Live Streaming – Paul Whyte**
- 2 - WUC Policy Review – Updates from Teams/Committee (See Reports)**
- 3 - Council Retreat – Council Co-Chair (Deferred)**
- 4 - Governance Document Update – (Deferred)**

New Business:

- 1 – Update Re: Bulk emails**
- 2 – Update From Rental Committee –**
- 3 – In Person Worship – Worship Team – Brian Moors**
- 4 – Worship Committee Recommendation – Re; Funeral during Covid – Brian Moors**
- 5 – A&M Update – Keith Musselman**
- 6 – Plans For Worship Re: Thanksgiving, Remembrance, Christmas -**
- 7 – Congregational Update – Who, What When?**

Old Business # 5 - Temporary Staffing & CoFP – Correspondence from WUC Council to Region 15

Round Table: Covid19 Recovery – All Teams response to questionnaire

Next Meeting Date – October 21st, 2020

Closing Prayer – Cathy Kay

Adjourn

Reports: **Membership Clerk** **Policies**
 A&M – Comparative Income Statement and Balance Sheet

MEMBERSHIP CLERK REPORT – AUGUST 2020	
Congregational Roll – Deleted	Harold Sinclair – August 12, 2020 - Deceased
	Severino Venturini – August 22, 2020 - Deceased

Historical Roll – Deleted	Severno Venturini – August 22, 2020 - Deceased

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?

Paul Whyte

August 30, 2019

to me, Peter

Hi Bob. Could you please forward this to council?

Attached please find the proposal for a new live streaming setup for Woodlawn. Steve Rigden and myself met with Mike Hall of "Atlantic Live Streaming" earlier this week and this is the result of those discussions.

The proposed system is composed of 1 camera, one switcher (allowing addition of other cameras at a later date and direct inclusion of our powerpoint slides into the feed) and one encoder (this would send the video directly to our facebook page or to a website (\$19 US/month fee) that would direct it to facebook and youtube at the same time (recommended) all of which would be mounted up in the tech booth. This system would be as simple as it can get. Power up the equipment and press 1 button to live stream (a bit more work to include powerpoints, but much simpler than what we currently do).

So we buy the equipment under Mike's direction and he would come and set it up with us and provide training and support afterward as indicated in his proposal.

The price is just under \$6000.00 taxes included. Unless we have some available funds, there will need to be a congregational ask.

Question: Given the desire to continue with live streaming the service precipitated by COVID-19 and the assistance this will provide as we move back to live services (ie all the folks who are not yet comfortable coming back to the sanctuary), I would ask:

- a) approval of the costs once funding is identified/received
- b) is there any pre existing funds that could be used for this (accessibility or others)?
if not
- c) permission to send a congregational email/facebook post and include an announcement in a future service explaining the proposal and benefits and asking for special donations for this purpose (either by me or someone else if deemed more appropriate).

Thank you

Paul Whyte
Communications

Live Streaming Proposal for Woodlawn United Church

Written by Mike Hall at Atlantic Live Stream

Introduction

Atlantic Live Stream will provide live streaming consultation services to Woodlawn United Church that will include finding the right equipment for your needs, as well as hands on training and support to get you live streaming with ease, confidence and reliability. We want you to be successful and take great pride in offering exceptional customer service.

Atlantic Live Stream does not sell equipment. We will walk you through the purchase process from our trusted suppliers and will provide loaner equipment to get you up and running while you wait for your order to arrive.

Whats Included

- Discovery call to understand your needs and determine the best equipment
- Purchasing guidance to help you source the equipment from our trusted suppliers
- One, three-hour install and training session. We will set up all the equipment while walking you through the setup process. We will setup a test stream and go through all of the steps to go live and schedule your streams ahead of time. A screen recording of these steps will be included.
- Two Sundays of onsite training and support. We will attend two services to ensure you have the knowledge and confidence you need to be successful. (Four hours on site)
- Ongoing remote support up to two hours total. Emails, phone calls or videoconferencing.

The Equipment

Camera: A 4k capable Sony camcorder with a 24x optical zoom. This camera will provide exceptional quality in low light environments.

Switcher: A four input switcher that will allow expansion to add more cameras as well as the feed you send to your projector allowing you to switch between your camera and any media that you display on your projector.

Encoder: This device takes the video signal from the switcher and send it out to the the internet connec tly directly to your destination such as Facebook or YouTube. The device takes away the need for a computer and is extremely robust and reliable. It cam also be setup remotely through a web browser and allows for a one button press to go live, making it extremely easy to use by anyone.

Your Equipment

Our fee: \$ 750

Equipment Cost:

Camera: \$1299

Switcher: \$ 879

Encoder: \$1500

Accessories: \$ 250

Total Investment: \$4,678 before taxes

*Please note equipment prices are subject to change

September 9th, 2020

Rev. David W. Hewitt
Regional Minister
Regional Council 15, United Church of Canada
21 Wright Street
Sackville, NB E4L 4P8

Dear David,

Re: Motion of Region 15 Pastoral Relations Committee

The purpose of this letter is to formally respond on behalf of the Governing Body of Woodlawn United Church (WUC) to your correspondence of August 14th, 2020 wherein you informed us that:

"...., The following motion was passed by the Region 15 Pastoral Relations Committee within their authority and on behalf of the Region:

Moved that Region 15 approve the development of an Interim Ministry at Woodlawn United Church, Dartmouth. Development shall include:

- a. The current Community of Faith profile preparation team shall develop the Interim Ministry plan in cooperation with Region 15 and then disband.*
- b. Linda Yates will continue as Region 15 Liaison with Woodlawn until the plan for Interim Ministry is finalized, and receives Region 15 approval.*
- c. The requirements for Interim Ministry as expressed in the Manual and applicable handbooks of The United Church of Canada will be followed, including the establishment of a Transition Team to work with the Interim Minister during the Interim Ministry.*
- d. The Appointment of Mary Lynne Whyte will continue for the duration of the Interim Ministry. Mary Lynne will be considered eligible to apply for any permanent positions that may emerge following the Interim Ministry.*

In the interest of common understanding and by means of this communication, our Governing Body is acknowledging the Authority of the Pastoral Relations Committee, on behalf of Region 15 Council, to direct WUC to follow the course/take the actions inherent in the Pastoral Relations Committee's motion under the Authority of Region 15 and concomitantly WUC's obligation within the United Church to comply with such direction.

For further clarity, it is our understanding that the official Handbook titled "Intentional Interim Ministry, Resource for Governing Body of Community of Faith" of the United Church, states that "Intentional Interim ministry is essential for communities of faith that are in crisis." Neither Council nor the Community of Faith Profile Team (COFPT) are aware of any circumstances which would justify characterizing WUC as a community of faith in crisis nor have we received any explicit support or information from Region 15 Council to help us understand the nature and cause of such crisis.

The official Handbook titled "Intentional Interim Ministry, Resource for Governing Body of Community of Faith" under the heading "who decides on Interim Ministry" specifies "Interim ministry may be requested by the governing body of a community of faith, recommended through a community of faith profile, or required by the regional council. Again for clarity of understanding, and following from our recent meeting on August 27th with yourself, the chair of Region 15 Pastoral Relations Committee, Reverend Tom Woods, and Reverend Dr. Linda Yates wherein our discussion clarified how WUC's perspective on Interim Ministry differed markedly from the Region's; please be advised that Interim Ministry as specified in the Pastoral Relations motion has not and

is not being requested by the governing body of WUC, and, is not and has not been recommended through our Community of Faith Profile Committee. However, by means of the aforementioned motion we acknowledge and accept it is being required by the Region 15 Council.

As expressed at our Council meeting of June 24th on this matter, which was attended by yourself and Reverend Dr. Yates and reiterated in our meeting on August 27, this matter has taken both Council and the COFPT unawares and has severely strained the necessary bonds of relationship and trust between WUC Governing Body and Region 15 Council. As such in the spirit of transparency and with a sincere wish to find a path to healing, we have to communicate to you the feelings of despair and hurt that have been engendered by what the Governing Body of WUC has perceived to be a lack of any sense of respect, empathy and collaboration from the representatives of Region 15 in this matter. It is difficult to express the extent to which this has undermined the spirit and the will of the volunteer leadership that is the essence of both our Governing Body and the COFPT.

As you are aware, the motion from the Pastoral Relations committee was in part a reply to a proposal submitted by the Governing Body of WUC. This proposal had been forwarded to the Region 15 Pastoral Relations Committee following the receipt by Council of a report from the Region 15 WUC COFPT liaison. Our firm belief is that this motion provided essentially the same direction through recommendations forming part of this report. The above referenced proposal was sent to Region 15 Pastoral Relations Committee as the Governing Body did not believe Reverend Dr. Yates' recommendations were based on well substantiated evidence and would not serve the best interest of the Congregation of WUC. Once again, for complete clarity and transparency, we understood our responsibility within the Polity of the United Church and were seeking the opportunity to develop a collaborative approach that would incorporate the wisdom of the larger church governance and best serve the specific needs of WUC's congregants.

At both the Governing Body meeting and the subsequent meeting on August 27th both noted above, representatives of WUC's Governing Body expressed that the manner in which the issues were brought forward was not perceived as having respected the local process or honored the volunteer work and commitment of those involved.

Regions 15 Council's response has been to highlight that it is WUC's obligation to comply and no efforts have been made to address the underlying concerns. For our part, as a long standing member of the larger Faith based structure of the United Church of Canada, we feel that this obfuscates our understanding of what sets us apart from non-faith based organizations in terms of working alongside each other in love and compassion at all times and most importantly during times of constant and compelling change and uncertainty. As we have been repeatedly reminded over the recent past, the Manual exists primarily because people cannot get along. While this may be a true statement for some, we are reminded that it is incumbent on all parties to a disagreement to seek a common place for resolution and indeed a path forward in a response to the question "What would Jesus Do?" Evidence of this to date remains obscure to us.

This negative dynamic was further emphasized and exacerbated by the latest correspondence from Reverend Dr. Yates on Sept 1, 2020 where she felt compelled to state "*Actions by the Woodlawn governing body that seek to circumvent Region 15 motions and requirements would not only raise ethical and legal issues; they may also have an effect on Woodlawn's insurance coverage as all insurance providers assume employees, Staff and clergy have been vetted, called and employed by following an organization's own institutional requirements, in this case United Church of Canada polity.*"

That Reverend Dr. Yates would postulate that the governing body of WUC would not comply with its responsibility within the Polity of the United Church is both illustrative of potential bias and deeply wounding to all those who volunteer their time talent and treasure to further God's kingdom on earth through the work of and life of WUC. The basis of Reverend Yates' concerns remains opaque but her correspondence did serve to underline a sense that biases based on issues of the past, were being comingled with issues of the present given her assertion during our August 27th meeting that "*Woodlawn is doing what Woodlawn always does....*"

This correspondence and its precedents clearly identify that there are issues to be resolved. The challenge from WUC's perspective is while we are capable of elucidating our concerns and issues that need to be addressed with our relationship with Region 15, we remain in the dark as to the elements of the crisis the Region perceives our community of faith to be experiencing. During the Aug 27th meeting, Reverend Dr. Yates informed us that in a formal study of congregational behavior there is a scale from 1-10 that describes the anxiety level of a congregation and she opined that Woodlawn would score between 4 and 5 on this scale. She further stated that such a score indicated significant action was required. We believe it will be essential for the congregation to understand this assessment and the data on which it was built, if they are to gain an understanding of why Region has chosen to direct WUC as it has.

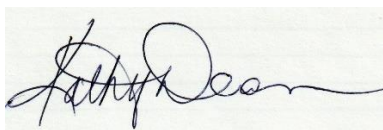
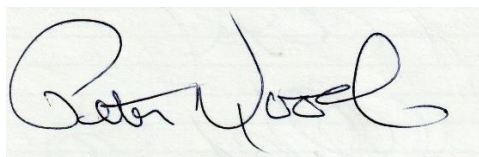
It is important to note that over the past year, the COFPT have held 15 separate consultation engagements with congregants taking their time to come forward in person, gathering input from over 100 individual members of the congregation as to their prayers and vision for the future of WUC. The development of the COFPT's specific report has further engaged the congregation through responding back to seek confirmation in terms of what they collectively said, such that there is a high anticipation of its release early this fall and the Congregation are eager to move forward. To avoid enhancing the crisis Region 15 has deemed WUC to be experiencing, it will be extremely important that the congregation's expectations around their input to the COFPT be recognized and addressed in the interaction between Region 15 and WUC's Governing Body.

The Governing Body of WUC concedes that Region 15 has no administrative imperative to explain its rationale but in the spirit of collaboration and the peace and good order of the congregation, asserts that Regional representatives have a moral responsibility to ensure a broader understanding of its actions.

As expressed in earlier discussions with Region 15 representation, in the light of the COVID 19 reality, WUC's Governing Body has significant concerns for the capacity to address this issue with the congregation and for the impact of this added stress in the face of all that people are coping with and enduring in these very unique times. That Region 15 Council feels compelled to proceed in these very trying circumstances in the face of the potential impact on what has been frequently described as one of the tall ships of the United Church fleet, highlights the strength of the data Region 15 must possess and have analyzed and as such further strengthens the imperative for Region 15 to clearly outline and help WUC understand the crisis the Region 15 Council has deemed Woodlawn to be suffering.

The reality of WUC is that it must move forward, and it requires additional Ministerial support to do so. Under the Polity of the United Church, Region 15 Council is the gate keeper of access to that support. The implementation of a meaningful congregational meeting in these restricted COVID times is going to be very difficult if not impossible. The congregation of WUC needs to see collaborative actions by our two bodies in order to move forward. Given the clear differences between the perspective of Region 15 Council and the current leadership team of the Governing Body of WUC; we believe it will be vital for the governing body of WUC and Region 15 to meet and review the material to be presented to the Congregation in support of Region 15 Council's directive for WUC to undertake Interim Ministry. Failing this, we request direction as to when and how to call a congregational meeting at which, Region 15 will communicate its directive to the congregation and seek leadership to pursue its implementation as required.

By agreement of those names listed in the appended document

A handwritten signature in dark ink, appearing to read "Father Dean", on a light-colored rectangular background.A handwritten signature in dark ink, appearing to read "Peter Wood", on a light-colored rectangular background.

Kathy Dean

Peter Woods

Council Co-Chairs

Cc: Reverend Tom Woods, chair of Region 15 Pastoral Relations Committee
Reverend Faith March-MacCuish, Executive Minister, Region 15
Janet Sollows, President of Region 15
Right Reverend Dr. Richard Bott, Moderator of The United Church of Canada

Names of those who have provided their support for the formal letter of response to the
Motion of August 14th by the Pastoral Relations Committee of Region 15

Members of the Governing Body

Dennis Dean, co-chair of Trustees

Jim Allen, co-chair of Trustees

Kerri Graham, chair of Youth Team

Brian Moors, chair of Program Team (Includes Worship Committee, CD Committee, Music Committee, and Outreach Committee)

Keith Musselman, chair of Administration and Management Team

Barry Zwicker, chair of Sustainability Team

Allan Eddy, Governing Body rep from Stewardship Team

Paul Whyte, chair of Communications Team

Bob Watt, Secretary

Kathy Dean, co-chair

Peter Woods, co-chair

Members of the Community of Faith Profile Committee

Barry Zwicker

Jerry Jackson

Stephanie Bennett

Maarten Kramers

Fay Gunter

Subject: August Results

Hi fellow A & M. Committee members,

In the attachment please find the Actuals to the end of August 2020 compared with the portion of the Annual Budget expected to the end of August and the Actuals to the end of August 2019.

With the \$22,000 from the Canada Emergency Wage Subsidy we have been able to hold our deficit to the end of August to \$31,700. Although the balanced Budget approved at last year's AGM would have had us at a \$12,000 deficit as of August 31st, we can be happy with the comparison to 2019 when we had a deficit of \$27,500. Last year we ended the year with a small surplus by the end of December. We are on a pace to emulate last year if no major expenditures are attempted for the rest of 2020 - stay the course and stick to the approved operational Budget.

Stay safe and well.

Ivan

WOODLAWN UNITED CHURCH
Comparative INCOME STATEMENT
as of Aug. 31, 2020

02-Sep-20

	BUDGET		ACTUALS		COMMENTS or EXPLANATIONS
	12 months	Expected by	To	LAST YEAR	
	2020	31-Aug-20	Aug. 31, 2020	Aug. 31, 2019	
REVENUE					
General	335,000	230,488	180,108.93	210,931.83	Down \$30,800 fr. 2019; 25 Sundays with
Easter	5,000	5,000	1,700.00	4,822.00	No physical Easter service in 2020.
Anniversary	1,000	17	0.00	25.00	
Thanksgiving	3,000	0	0.00	0.00	
Christmas	10,000	94	80.00	70.69	
Initial	1,000	896	750.00	947.00	
Offering Envelopes	355,000	236,495	182,638.93	216,796.52	
Loose	7,000	3,038	1,127.30	3,071.17	Down - no Sun. services in late March to
U.C.W.	4,400	1,128	3,700.00	2,150.00	
Invest. Int. -General	700	499	32.40	541.85	
Invest. Int. -Trust Port.	2,700	0	0.00	0.00	
Miscellaneous:					
Rentals	32,000	20,021	8,600.00	18,625.00	No rentals for March to Aug. 2020.
Wedding Fees	0	0	425.00	1,450.00	
Funeral Recoveries	7,500	4,120	1,750.00	7,940.00	1 funeral since March
Blessing Service Fees	0	0	0.00	0.00	
Time Out for Crafts	1,100	600	975.00	600.00	
Fundscrip Recoveries			1,835.45	1,849.93	
Memorials - Bulletins	500	0	0.00	0.00	
Misc. Non-Recurring Rev.	6,900	334	-1,936.75	99.60	

Music Program Funds	800	800	0.00	0.00	
Total Misc.	48,800	25,875	11,648.70	30,564.53	
Canada Emergency Wage Subsidy			22,086.21		Federal Government payments (6) received
Total General Revenue	418,600	267,035	221,233.54	253,124.07	\$32,100 below 2019; \$46,000 below Budget
EXPENDITURES					
Salaries & Benefits:	265,400	172,241	181,438.39	191,416.37	
Property Expenses:					
Solar Panel Loan	10,000	7,450	0.00		
Utilities	3,000	1,800	1,634.40	2,104.23	
Water	3,000	2,428	1,932.69	2,265.92	
Natural gas	27,000	20,830	11,832.30	17,529.43	Facilities not in use.
Utilities & Heating					
Fuel	43,000	32,508	15,399.39	21,899.58	
Property Insurance	7,000	8,286	8,787.00	6,928.80	Major increase of approx. 30% in premium
Repairs & Maintenance	10,000	3,901	2,411.15	1,954.89	
Maintenance of HVAC units	700	454	172.00	573.83	
Elevator Service Contract	3,200	1,977	2,606.71	1,935.00	
Security Alarm Monitoring	600	435	558.61	623.40	
Fire Alarm Monit'g & Inspec.	1,100	740	937.71	537.68	
Cleaning Supplies	2,000	1,521	219.25	1,708.34	
Kitchen Cleaning	1,000	1,000	0.00		
Exterior Window Cleaning	400	400	0.00		
Janitorial Services	20,300	13,320	9,297.69	13,824.48	No billing for April May June & July 2020
Outdoor Maintenance	9,700	9,135	6,513.48	6,612.66	
Property Taxes	300	150	129.57	129.57	
Total Property Expenses	99,300	73,827	47,032.56	56,728.23	
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	325	40.79	538.93	Postage for Easter letter in 2019.
Communications	2,000	517	668.49	552.04	
Program:					
Christian					
Development	2,250	1,440	79.62	813.05	No TGIT and Sunday school.
Music:	2,000				
Mailing		0	0.00	0.00	
Office supplies		0	0.00	0.00	
N.S. Choral Fed'n Fees		38	0.00	75.00	
Piano tuning		270	0.00	322.50	
General Music items		0	0.00	0.00	
Music Purchasing		0	346.69	0.00	
Guest Musicians		0	0.00	0.00	
Copyright Licensing		1,244	618.65	703.00	

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	0.00	
Worship	600	320	219.39	336.21	
Pulpit Supply	500	389	0.00	1,050.00	
Program Total	7,600	4,994	1,293.46	6,699.76	
Admin. & Mgmt.	850	800	948.14	727.87	
Ministry & Personnel	200	0	30.48	0.00	
Youth Committee	1,200	45	735.60	21.61	
Community of Faith	1,000	0			
Miscellaneous			0.00	0.00	
Total Committee Expenses	15,050	7,223	3,491.96	8,782.90	
Denominational Assessment	17,350	12,145	8,677.00	10,410.00	Only 5 installments paid, 7 in Budget.
General Operating Expenses					
Accounting Services	0	0	0.00	25.00	
Photocopier	7,000	3,726	3,523.79	3,239.48	
Stationary & Supplies	1,500	1,268	587.88	969.41	
Office Expenses- Misc.	1,500	777	441.79	713.29	
Office Expenses	3,000	2,045	1,029.67	1,682.70	
Offering Envelopes	1,500	1,500	1,374.79	1,447.42	2020-21 envelopes already purchased.
Telephone Services	7,000	4,476	5,129.24	5,275.17	
Postage	500	373	92.72	204.32	
Par Service Fees	540	360	360.00	360.00	
ADP fees	850	564	558.56	494.24	
Bank Service Fees	1,110	687	236.45	518.82	Rec'd \$65/mo. fee waiver for part of 2020
Finance Charges & Int.	2,500	1,611	1,155.01	1,373.06	
Total General & Operating Exp.	21,500	13,731	12,305.22	13,247.15	
TOTAL EXPENSE	418,600	279,167	252,945.13	280,584.65	Under Budget by \$26,300; 2019 - \$27,700
SURPLUS / (DEFICIT)	0				
EXCESS OF EXPENDITURES OVER REVENUE		-12,132	-31,712	-27,461	Over Bud. by \$19,580; W/o Subsidy 53,700

Woodlawn United Church
Balance Sheet As at Sep 10, 2020

ASSET

CURRENT ASSETS

Petty Cash		200.00
Scotiabank - Accessibility Funds		8,479.57
Scotiabank - Savings Account		98,730.94
CIBC: Operating		48,222.77
TD Trustee Investments		474,473.69
Receivable Due from Access. - ...		0.00
Account Receivable- HST Reb...		1,075.66
Prepaid Expenses		2,815.41
Prepaid Electrical Credits		0.00

TOTAL CURRENT ASSETS		<u>633,998.04</u>
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FIXED ASSETS

Land & Parking Lot		146,363.60
Brick Church: Building	2,683,553.68	
Brick Church: Contents	297,346.71	
Brick Church: Total		2,980,900.39
White Church: Building	307,826.92	
White Church: Contents	41,147.14	
White Church: Total		348,974.06

TOTAL FIXED ASSETS		<u>3,476,238.05</u>
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TOTAL ASSET		<u><u>4,110,236.09</u></u>
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LIABILITY

CURRENT LIABILITIES

Accounts Payable	15,454.58	
Accounts Payable	-13,595.83	
Accounts Payable		1,858.75
Due to Halifax Reg. Municipality		30,000.00
Observer Funds Payable		430.00
Deferred Revenue		330.00

TOTAL CURRENT LIABILITIES		<u>32,618.75</u>
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FUNDS

White Gift Fund		1,613.96
Cemetery Fund		60.45
Food Bank Fund		3,718.55
Building Improvement Fund		12,872.91
Building Improvement - Commu...		0.00
Building Improvement-Heritage ...		0.00
Building Improvement Fund - P...		1,345.97
Solar System Fund		3,839.10
Mortgage Account Bank fees	0.00	
Mortgage Account Other Charg...	0.00	
Mortgage Account transactions		0.00
Building Fund- Accessibility		11,980.40
Building Fund - Access. Projects		8,783.50
Camp Kidston Fund		458.00
Hearing Accessibility Fund		1,281.55

Woodlawn United Church
Balance Sheet As at Sep 10, 2020

Music Capital Fund	4,017.55
Music Program Fund	0.00
(OLD) Organ Replacement Fund	0.00
Music Organ/Instrument Fund	29,385.09
Bursary Fund	317.70
Minister's Benevolent Fund	3,668.79
Community Outreach Fund	3,345.00
Youth and Young Adult Fund	2,439.82
Youth and Young Adult Fd - Pr...	-462.82
"I Lived My Dream" Book Sales	0.00
Miscellaneous Funds	150.15
Visioning Grant	309.33
TOTAL FUNDS	89,125.00
LONG TERM LIABILITIES	
Mortgage Payable - Scotiabank	0.00
TOTAL LONG TERM LIABILIT...	0.00
TOTAL LIABILITY	121,743.75
EQUITY	
EQUITY	
Equity Account	3,514,440.57
Prior Years Surplus	7,925.22
Restricted Surplus	474,473.69
Current Surplus	-8,347.14
TOTAL EQUITY	3,988,492.34
TOTAL EQUITY	3,988,492.34
LIABILITIES AND EQUITY	4,110,236.09