

Woodlawn United Church

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Meeting of Woodlawn United Church Council

March 27, 2019

7:00 pm – Room B

Call to Meeting and Opening Prayer: Kathy Dean

Present: Kathy Dean, Peter Woods (Face Time), Don Trider, Grant Warwick, Adelia Holloway, Shannon MacLean, Rev. Mary Lynne Whyte, Don Hill, Helen Dixon, Rev. Phillip Kennedy, Teri Giannou, Dennis Dean, Barry Zwicker, Keith Musselman, Ralph Sams,

Regrets: Fred Evans, Brian Moors, Jim Allen, Bev Lynch

Welcome to the new members that have joined Council. Thank you to Adelia for taking minutes.

Approval of Agenda:

The agenda was approved with the only change being to move the Designated Funds Report to later in the meeting.

Review of Meeting Process:

Kathy and Peter reminded us that during the meetings, we should be respectful of each other, transparent, share our opinions and questions, and discuss issues in healthy conversation. Listen to the Spirit. Written correspondence to co-chairs will be shared with all members of Council. Decision making will be by a consensus model. All members are encouraged to freely participate in discussion leading to a consensus. Motions will only be used if there is a failure to reach a consensus following a reasonable attempt to do so. All Committee Reports will be circulated prior to the meeting for information purposes. If there is something from a report requiring a decision by Council, it will be put as an agenda item.

Approval of Minutes from February 20, 2019

The minutes were approved with the following amendments being made:

Page 1: **Under Approval of Minutes** – amendRev. Phillip Kennedy during his sabbatical *and vacation.*”

Page 2: Under New Business: **Update – Meeting with Regional Minister** – Add the following action item: *Action: Phillip will draft an email of a second letter to the congregation and forward to council for input before circulating to the congregation.*

Page 2: Under Staff Contracts: ...add...to renew Shannon’s *Youth Ministry Contract of 35 hours/week* from September 1, 2019 to June 30, 2020.

ACTION: *Adelia will forward these changes to Diane Avery to amend the document.*

Old Business and Business Arising:

- 1. Designated Funds:** The Designated Fund Policies document was previously circulated to Council and needs to go to each committee/team for final comments/concerns. This will be discussed at the April meeting to review concerns. If there is no feedback, it will be assumed to have been met with approval by the teams. The final copy will be approved by Council at the April meeting.

ACTION: The document is to be circulated to all committees/teams by each co chair for input.

ACTION: Email any comment/concerns prior to the April meeting.

The Policy Document recently sent out by Shelley was to reflect the use of a standard format. These policies need to be reviewed and updated if required with dates of approval.

ACTION: Add this as an agenda item for the April meeting.

- 2. Audit Update:** Barry contacted MNP about the status of the audit. (Ivan was the previous contact.) There are still outstanding internal things for them to complete and will take at least another couple of months. Progress payments have been made for the work done to date on this Audit. Final payment will not be made until the Audit has been completed.

ACTION: Barry, Grant and Keith will follow up and update Council accordingly.

- 3. Report from Meeting of M&P and Rev. Mary Lynne:** Helen and Brian met with Rev. Mary Lynne and recommended that her contract be extended until October 31, 2020. Because the 2018 JNAC has still not been voted on by the congregation, we felt we should delay this item until after the congregational meeting on April 28, 2019. Mary Lynne is in agreement with delaying the final decision.

New Business:

- 1. Correspondence flowing from AGM:** After the AGM, council chairs received correspondence from members of the congregation outlining several concerns. Process and Procedure concerns were reviewed and it was agreed that we will learn from this experience and try to improve in future Congregational meetings. The letter read at the AGM, was brought to Council Meeting of February 20th and offered to circulate to all members in advance of the AGM but there was no response from Council. It should have then been considered if it was appropriate to add as correspondence to the Agenda and be read by the secretary.

- 2. Overview of Teleconference with David Hewitt and Co Chairs of Council:**

Overview of the United Church Manual and its use:

- a. Governance Structure** – After reviewing the current Governance Document for WUC, it is clear that there is no position identified as Secretary. David advised that new positions can be added to our Governance structure requiring only approval by the congregation

and not from the Regional Council. It was discovered that there is nothing in the Manual requiring that correspondence must be both received and read by the elected Secretary of a Congregational meeting. It is however noted as a requirement for the Secretary of the Governing body. (In the case of WUC, this is Council).

Discussion was had about the need for a review and update for our Governance Model Document. Shannon noted that Cathy Kay might be a person to do this as this is an area of expertise which she apparently has.

ACTION: Co-Chairs will take that under advisement to source one or more individuals who might take this on as a project on behalf of Council.

- b. Current Status of Existing JNAC** – David was surprised that the current JNAC has not yet been dealt with by the Congregation. He strongly recommended that this be done as soon as possible. He also noted that he has not received any formal notification of Rev. Phillip’s retirement date. Note: Rev. Phillip has since sent a formal notice to David and the co-chairs of Council of his intentions to seek a change in Pastoral Relations effective June 30, 2020. David also noted that a formal notice from Shannon in regard to her intentions respecting any changes for ongoing work as Youth Minister at WUC in terms of her impending Ordination in May of 2020 may be in order. This to enable the congregation to discern the needs of the congregation once these positions have been vacated or notice of such is given.

ACTION: Shannon agreed to look into how is best to convey her intentions as it would differ from Rev. Phillip’s.

- c. Formal process for Congregation appointments to vacant Council Positions:** All vacancies filled by Council since the most recent meeting of the congregations must be ratified by the congregation at the next congregational meeting.

- 3. Current JNAC 2018:** Kathy and Peter have consulted with David Hewitt about JNAC. Council has decided to have a Congregational Meeting following worship on Sunday, April 28, 2019 to discuss the JNAC Report and the recommendations from Council. The information gained from current JNAC can be used in any future Community of Faith Review. (the new term replacing JNAC)

ACTION: Adelia will have the announcement put in the bulletin for March 31.

ACTION: The JNAC 2018 report needs to be re-circulated by email and hard copies made available. It must be announced on two consecutive Sundays before the meeting.

ACTION: Prior to finalizing a recommendation from Council with respect to the current JNAC report, Peter/Kathy will seek the following information/guidance from David Hewitt.

- 1. *Can Council recommend to the Congregation that the JNAC be accepted with amendments? One of the amendments would be to use the position description for a contract position for a year with extensions if mutually agreed to by the parties pending the outcome of a second and more encompassing Community of Faith Review. Or are we confined to a call position only?*

2. If Council recommends to reject the JNAC, or accept it with amendments, can we also establish another **Community of Faith Review** (formerly JNAC) at the same meeting or do we need to have a separate meeting?

3. Is it necessary to have someone from the Region present for this meeting?

ACTION: It was also noted that the Committee which prepared the current JNA needs to be formally thanked and relieved of any further responsibilities. This should take place at the planned meeting of the Congregation for April 28.

4. Regional Representatives Appointments for Meeting in May:

Helen Dixon and Barry Zwicker are two of the four representatives from WUC for Region 15. They will register on line per the circulated information for Conference. Barry will be on the Board of Trust and Investment committee. To be a representative, you have to be a member of WUC. It was noted that WUC can have up to 4 representatives on the Regional Council. The Recruitment Team will continue in an effort to recruit two additional members. The Regional Council is scheduled to hold their first meeting during the combined Regional Council's meeting to be held May 24th to 26th.

ACTION: Adelia will confirm if Dwight Perkins would like to be a rep.

5. Update on Approval Status for Shannon's SME from the new Regional structure:

Decisions made about Shannon's Supervised Ministry Education Proposal when Presbytery was in place have been affected by the new structure. This affects all students. Now Shannon is to complete 12 months instead of 4 months (May – August 2019). The current Lay Support team (3-7 members) consists of Adelia Holloway, Teri Giannou, Jim Allen and Fred Evans. There were concerns raised that it does not represent fully the makeup of the Congregation and it was suggested we have Youth or young family representation. educational supervisor is now Ross Bartlett, and not someone from WUC. From September 2019–April 2020, Shannon will do extra work as required for things not covered in the May - August rotation. She has been doing 20 hours of study work for the past number of years, so it is felt she will accomplish these requirements on top of her work hours. Shannon will find out more information and report back to Council. Following some discussion, there was a consensus to approve the change in her rotation to 12 months, with the understanding that we will revisit this after further feedback from Shannon.

ACTION: Shannon will provide more information about the expectation of the 8 month period.

ACTION: It was suggested to ask Jamie/Emily Masse if they would join the Lay Support Team.

6. Council Retreat: A suggestion was made by Peter and Kathy for council to have social/spiritual retreat, for members on a Saturday morning perhaps in May or June. No formal decision was reached on this and will be added to the Agenda for our next meeting of Council.

7. Bob Rushton's Retirement Date :

Following speculation of Bob's possible plans to retire as Music Director, Don Trider met with Bob discuss a potential date of retirement. Bob conveyed the he does not have a set date in mind. He will be here until after Easter for sure. A definite date will depend on his health. When he decides, Don told him that a letter of his intent should be sent to Council and M&P giving sufficient notice, so Council can decide how they want to proceed with a replacement. We will delay reviewing the Job Description until that time.

8. Kim Curlett's Ordination in May 2019:

Kim will be ordained at Conference on Sunday, May 26, 2019 and WUC would like to present her with a gift.

ACTION: Shannon will check to see what color of a stole Kim would like.

ACTION: Kathy will ask Fay to make the stole.

ACTION: Mary Lynne will check will the United Church in Rawdon to see if they were planning on giving her a stole.

9. Other reports and information:

a. Stewardship:

Teri reported that the Stewardship Team will be calling 250 households in the next month and they will be arranging for these members to be called by recruiting volunteers who will call 10 people from the list. Each caller will be provided with a script. Teri asked for volunteers from Council members. This will help to update our files and see if there is anything these members need.

b. Communications:

Don reported that having now received the Federal Grant funds for the upgrade for the Audio Loop System that work is about to get underway very soon.

c. Recruitment:

Since the AGM, Adelia reported that we now have a chair of Christian Education, Stephanie Bennett, and vice chair, Shannon Olson. Grant Warwick is now co chair of A&M. Don Trider is now co chair of M&P. Barry Zwicker and Helen Dixon are now representatives for Region 15 Council. All were approved by Council, by consensus.

ACTION: Adelia will provide an updated list of positions at the Congregational meeting on April 28, 2019.

d. A&M: Grant reported that the financial report would be available every 2 or 3 months.

e. Pinehill Divinity: Barry has been asked to join the Finance Committee at Pinehill Divinity and has accepted.

f. CBC Radio had a report this week from the National Trust of Canada. About 9000 churches of all denominations will be closing within the next 10 years. They recommended ways to stay alive: make your church a community center, make it accessible, rent out space and make it sustainable looking cost control measures like solar panels.

Next Meeting Date: Wednesday, April 24, 2019

Closing Prayer: Kathy Dean

Adjournment

Submitted by Adelia Holloway