

# Westminster United Church

## General Board Meeting

Minutes: November 20, 2018

### In Attendance:

Carol Latter	Chair
Ted Barnett	Past Chair
Mary Scott	Secretary
Brandon Johnston	Property
Rita Menzies	Communications
Helen LaRue	Membership, Fellowship, Pastoral Care
Rebecca McIntosh	Stewardship
Fred Aoki	Ministry and Personnel
Pat Miles	Inner and Outer Connections
Wayne Arnould	Trustee
Sherri McConnell	Ministry Staff

### Regrets:

Cheryl Drachuk	Budget and Management
John Mort	Treasurer
Boyd Rausch	Presbytery

Call to order: 7:00 pm

1. Carol Latter, Chair, called the meeting to order.
2. Carol Latter offered an opening reflection, theme of "Thank You".
3. Approval of Agenda

**Motion: (F. Aoki/B. Johnston)**

**That the agenda for the meeting of November 20, 2018 be approved as circulated.**

**Carried**

4. Approval of Board Minutes of October 16, 2018

**Motion: (F. Aoki/T. Barnett)**

**That the Board Minutes of October 16, 2016 be approved as circulated.**

**Carried**

5. Correspondence

- a. Notice Denominational Assessment from Presbytery. Assessment is \$16,149, compared to last year's assessment of \$20,717.
- b. Information from House of Hesed, whose mission is to provide a home for persons living with HIV/AIDS. Referred to Ted Barnett and Worship Committee.

6. Remarks from the Chair

- a. Carol Latter spoke of the November 11<sup>th</sup> Remembrance Day service, with the ringing of the 100 Bells of Peace at dusk.
- b. Issues dealing with the Blue Sky Contract have been turned over to the lawyers.
- c. The Concert with Emmet Cahill is tentatively scheduled for Wednesday, May 1, 2019, in the evening.

7. Bell Tower Community Café

- a. Meaghan Pauls gave an update of the activities of the Bell Tower, including showing the graphic outlining the Café's values and general policies. There is a growing sense of community. The new process for registering walk ins is working well. Encouraging discussion and feedback from participants.
8. Business Arising from the Minutes
- a. Letter has been sent to Mr. and Mrs. Neufeld, stating the ringing of the bells has been set to a maximum of 6 minutes as agreed to in September.

9. **Committee Reports**

- a. Budget and Management
  - Suggestion that Budget and Management report Caretakers and Stage Work as one line.
  - Question as to where the fall supper costs and income fall in the report?
  - Bank balance as of October 31 is \$38,307, which includes temporary funds from segregated accounts.

**Motion: (H. LaRue/F. Aoki)**

**That the financial results to October 31, 2018 be accepted for information purposes.**

**Carried**

- b. Communications
  - Rita Menzies referred to her written report. She noted the need to remove materials that are now stored in the Archives Room. Other space will be explored for storage of materials that are used for worship services during the year.
  - General discussion regarding a request from Balmoral School to have paid advertising at Westminster. The relationship and proposal needs to be explored further.
- c. Inner and Outer Connections
  - Pat Miles referred to her written report. She noted that Katelyn McIntyre's work with the children during Sunday service is working well.
  - A new Centering Prayer group will be starting. People attending that don't necessarily belong to Westminster.
  - The Children's Christmas sale is coming up, and there will be a sign up sheet for volunteers this Sunday.
  - A book study group is planned for the new year.
  - An evening talk and discussion on the theme of the Truth and Reconciliation is planned for the spring.
- d. Property
  - Brandon Johnston referred to his written report, noting the front steps are now complete, coming in on budget. The railing is expected to be installed before the spring.
  - The water heater is being replaced.
  - Attended recent meeting of the National Heritage trustee along with several churches.
  - The Dual Projection system is going ahead, with additional enhancements considered for the future.
  - Plans for improving accessibility in the Sanctuary by removing pews in front of balcony. Referred to Worship for review.
- e. Welcome to Mary Best (Presbytery)
  - Note: Sherri McConnell left the meeting.

- Brandon Johnson and Rebecca McIntosh represented the Ministry Profile Team.
- 3 documents were distributed from the committee, The United Church of Canada Ministry Profile dated November 18, 2018; Job Description, dated November 2018; and Financial Viability Review. The documents were reviewed by the board.
- Mary Best responded to questions, and explained the new process of hiring/calling a United Church minister.

**Motion: (B. Johnston/R. MacIntosh)**

**That the board recommends to the Congregation that a full time vacancy be declared for Westminster Church effective July 1, 2109.**

**Carried**

- The Board, following discussion, recommended the Ministry Profile Team meet with Rev. Sherri McConnell to discuss offering the call to Sherri.
  - A Congregation Meeting will be held December 9<sup>th</sup>, 2018 to accept the report of the Ministry Profile Team.
  - Note: Sherri McConnell returned to the meeting following the above discussion.
  - Mary Best left the meeting.
- f. Stewardship
- Rebecca McIntosh reviewed the Narrative Budget. It is colourful, and informative. Changes include the stewardship email, a donation button pledge card. Appreciation to Rebecca McIntosh, Sherri and the Stewardship committee for their work. A Letter will go out by congregational email to distribute the narrative budget.
- g. Trustees
- Wayne Arnould indicated the invoice from the insurance company has not arrived.
- h. Membership, Fellowship and Pastoral Care
- Helen LaRue spoke of the success of the Fall Supper. Sold 130 tickets. Lunch is planned for December 23<sup>rd</sup>.

**Motion: (H. LaRue/R. McIntosh)**

**That the 35 names as circulated be removed from the active roll of Westminster Church.**

**Carried**

i. Ministry and Personnel

- Fred Aoki distributed the schematic showing reporting lines for staff and committees of Westminster Church. Comments to Fred Aoki from board members after review within one week requested.

**Motion: (F. Aoki/H. LaRue)**

**That the office of Westminster Church be closed from December 24, 2018 to January 2<sup>nd</sup>, 2019, inclusive.**

**Carried**

j. Worship

- Ted Barnett reviewed recent services at Westminster. The Jazz Vespers was well received with many of the folks not members of the congregation. It was noted Red Moon Road will be part of the service being held the 3<sup>rd</sup> Sunday in December.

**Motion: (T. Barnett/P. Miles)**

**That the December Communion offering be forwarded to the West Broadway Community Ministry to support the Christmas Day dinner on December 25<sup>th</sup>, 2018.**

**Carried**

k. Nominating

General discussion. A meeting to be held in December.

**10. New Business**

- The Chair recommended a small group review the Vision, Mission and Values, considering the input from the two recent congregational meetings. Carol Latter will lead, with Sherri, Rebecca McIntosh and Helen LaRue participating.

**11. Closing Prayer**

- Sherri McConnell closed the meeting, and board members shared where they “saw the holy”.

12. Meeting adjourned 9:15 pm

Next Board Meetings:

December 18<sup>th</sup> if required.

**2019:**

January 15;

February 19;

March 26;

April 16;

May 21;

June 18

DRAFT