

Council Meeting Minutes
Wednesday April 20, 2022 at 1900h
Via Videoconference

Present: Al Hubbard (video conference host), Andy Choles, Carol Wilson, Christine Whiting, Clarke Grice, Dana Bryant-Giguere, David Wheeler, Elisabeth Evans, Joanne Quennell, Kay Cranston, Louise Sinclair, Marg Shaver, Mary Dowding-Paré (representing Search), Richard Cranston, Rick Donaldson, Steve Shaver, Susan Gittings, Teresa Madeira

Regrets: Heather McGillis, Pat Skinner, Shawn Bausch

Ministry Staff: Rev. Dr. Morar Murray-Hayes, Victoria Keane

Reports attached this month: Communications, Congregation Support, Emergency Preparedness, Ministry & Personnel, Property, Real Estate Oversight, Search, Spiritual Development, Stewardship, Welcoming & Fellowship, Worship, Financial Statements & Treasurer's Report, Senior Minister, Youth Music & Ministry/Community Hub Coordinator

Call to Order

Richard Cranston called the Council Meeting of **April 20, 2022** to order.

A quorum (18) of Council members were present.

Opening Prayer Rev. Morar

Opening Remarks Richard Cranston

Richard welcomed everyone to the meeting and reviewed video conference courtesies and procedures, including voting by verbal response for opposition or abstention. Item 9 on the circulated agenda was corrected to read "2022 Financial Update – March".

Review & Approval of March 16, 2022 Council Meeting Minutes

No errors or omissions were noted.

- MOTION to Council by Rick Donaldson that the Council minutes of March 16, 2022 be approved. SECONDED by Andy Choles. Motion CARRIED.

Ministry Transition Update Mary Dowding- Paré

Mary thanked everyone for their assistance in preparing for Rev. Heather's transition to ministry at Christ First and gave an overview of the orientation itinerary for her first week. Mary added the following:

- Rev. Ted Lutz will preach on May 1

- Meet and greet with Rev. Heather – May 2
- Rev. Heather's first Sunday – May 8
- Reminder to committee chairs to start submitting requests for meeting dates in May so they can be added to Rev. Heather's calendar

Semi-annual Congregational Meeting – June 12, 2022 Carol Wilson

A discussion took place around logistics considerations, including best timing and format:

- Although we have reopened for in person worship, we may not yet achieve the attendance for an in-person meeting that matches what we have seen for our past 3 successful Zoom meetings
- A hybrid approach (in person + Zoom) is likely to be technically complex and present challenges for allowing the 2-way communication required for full participation by attendees
- There was general agreement that we should hold the meeting via Zoom at 2 pm, allowing sufficient time for Rev. Heather to travel home following the combined service at 10 am
- Carol Wilson and Al Hubbard to steer logistics and technical aspects

The 2022-23 Nominations Report will be received and approved on June 12. In the absence of a Recruitment chair, the following plan was agreed upon:

- Committee chairs to survey their teams as soon as possible to identify vacancies
- Promotion of opportunities to serve on committees: committee chairs to prepare a short paragraph describing work of committee and inviting participation from the congregation; submit to the office by April 27 for inclusion in weekly announcement eblasts (a few each week) over the coming weeks.
- Carol to compile the draft 2022-23 Nominations Report with information received from committee chairs; to be approved at May Council meeting for presentation to the congregation

Reports from Ministerial Team

Rev. Dr. Morar Murray-Hayes – Senior Minister

Rev. Morar highlighted her circulated report which provides guidance for fostering a healthy, long-term pastoral relationship:

- Understand the difference between criticism and feedback
- Council has a role in listening for feedback and deflecting criticism
- 8 things to do in caring for a minister

Victoria Keane – Youth Music & Ministry/Community Hub Coordinator

- Victoria encouraged everyone to read her circulated report which focused on accessibility and inclusivity in ministry. Carol Wilson thanked her for her insightful report and encouraged committee chairs to consider using the hearing accessibility equipment at in person meetings.
- Victoria provided an update on plans for the Lawn Sale – set up on May 13, sale on May 14

Committee Reports

No issues or discussions arose from the committee reports submitted by Communications, Emergency Preparedness, Real Estate Oversight and Worship.

Congregation Support – Marg Shaver

- MOTION to Council by Marg Shaver that Lorna Robb, Julia Campbell and Anna Campbell be reinstated as members of Christ First United Church and included in the Church Roll and Church directory. SECONDED by David Wheeler. Motion CARRIED.

Ministry & Personnel – Susan Gittings/Heather McGillis

- MOTION to Council by Sue Gittings, SECONDED by David Wheeler, that the title of Office Administrator be changed to Administration and Programs Support Manager consistent with the re-vi-sed role description. Motion CARRIED by overwhelming majority.
 - Sue clarified that the revised role description was circulated in advance of this Council meeting to show that the new title is more reflective of the work currently performed by Christine Barlow
 - A concern was raised about the methodology around defining a role based on the individual in the position. It was clarified that the role description and title update were a collaborative effort between M&P and Christine Barlow, in response to the changing demands of the role that have arisen during the pandemic
- Committee is considering holding a celebration of thanks for Rev. Scott Beckett's on June 19

Property – David Wheeler

- David highlighted the potential safety concerns inherent in some of the tasks being performed by Sip n Serve members, particularly as the volunteer pool ages

Spiritual Development – Teresa Madeira

- Easter Egg Hunt has been rescheduled to May 8 and will be held outdoors following the 9:02 service; plan confirmed by discussion between Victoria and Rev. Heather

Stewardship – Louise Sinclair

- Louise is starting to work on a time & talent form to be sent out in May or June; she needs committee chairs to submit the roles and opportunities they need to fill; focus is on specific skills and gifts and tasks that committees could use help with
- Survey does not replace the need for a recruiting effort but will complement it

Welcoming & Fellowship – Elisabeth Evans/Joanne Quennell

- Elisabeth asked when we may resume serving of refreshments; suggestion offered to hold refreshments outdoors on May 8, including during the Easter Egg Hunt

2022 Financial Update – March Dana Bryant-Giguere

- Dana reviewed the financial statements setting out the position of Christ First as of March 31, 2022. She noted a correction to her comments on page 2 of the Financial Summary: Property expenses are *over* (not under) budget.

- MOTION to Council by Dana Bryant-Giguere that the financial statements of Christ First as of March 31, 2022 which have been reviewed and approved by the Finance Committee be accepted as amended. SECONDED by Steve Shaver. Motion CARRIED.

Business Arising from Previous Minutes

Electronic Council records:

- Carol Wilson reported that Rev. Heather will have access to electronic Council records in the next week; access will be provided to Council members in the near future;
- Documents for access by Council members and Office Staff will consist of the following:
 - Committee reports to Council
 - Approved Council minutes
 - Governance documents including approved policies
 - Tools, e.g. templates, etc.
- There is no UCC Manual requirement to store committee minutes centrally but these should be maintained by the committee chairs for their committees' use

Privacy Policy Review:

- Richard Cranston reported the working group is gathering information and will meet next week.

New Business

- Change of May meeting date to May 25
- Richard Cranston closed the meeting with final words of appreciation to Rev. Morar and best wishes in her retirement.

Closing Prayer Rev. Morar

Adjournment Andy Choles

The meeting was followed by a social time with Rev. Morar.

Next Council Meeting May 25, 2022

Council Chair – Rick Cranston

May 25, 2022

Date

Council Secretary – Carol Wilson