



COLLIER STREET UNITED CHURCH  
**OFFICIAL BOARD MEETING MINUTES**  
Tuesday, April 24, 2018

**Call to Order:** Chair, Larry Murray, opened the meeting at 7:05 p.m. Rev. William Haughton offered the opening prayer and the Board recited together the Living Waters Presbytery Covenant.

**Present:** John Boer, Jean Cooke, Gord Emerson, Rev. Will Haughton, Rev. Hewitt Holmes, Christy Manuel, Donna Martin, Joyce Moore, Larry Murray, Lianne Patterson, Dorothy Ramsay, Anne Snell, Bev Stockdale and Brian Young.

**Regrets:** Monica McArthur and Robert Murdock.

**Corresponding Members:** none

**Declaration of Conflict of Interest:** Rev. Hewitt Holmes for Draft Job Description for Minister of Worship, Congregational Care and Leadership and Change of Pastoral Relations

**Consideration/Approval of Agenda:**

One item added – Capital Funding Available for Property Projects

**Motion:** Moved by Donna Martin, seconded by Joyce Moore, that the revised agenda be approved. **Carried**

**Correspondence:**

- a) Correspondence was received from Richard Floyd resigning from his Official Board position of Representative for Learning and Growing in Faith. It was received with regret and agreed by board consensus.

**Consideration/Approval of Minutes – Official Board dated March 27, 2018 and Congregational Meeting dated April 15, 2018 (for information):**

**Motion:** Moved by Lianne Patterson, seconded by Brian Young, that the minutes of the Official Board meeting of March 27, 2018 be approved as distributed. **Carried**

The minutes of the Congregation meeting of April 15, 2018, were received for information.

**Business Arising from Minutes and Reports**

**For Decision**

- a) Review of Draft Job Description for Minister of Worship, Congregational Care and Leadership and Change of Pastoral Relations (Rev. Hewitt Holmes)

Rev. Holmes and Rev. Haughton left the room for the discussion and returned for the motions.

**Motion:** Moved by Joyce Moore, seconded by Donna Martin, that the Official Board approves the ministry description for the Minister of Worship, Congregational Care and Leadership with the

following changes – the addition of coordinating and overseeing congregational groups/worship calendar/church life and removing the Compensation Section and forward the final document (in form TC 425 PD) to the Living Waters Presbytery. **Carried**

**Motion:** Moved by Bev Stockdale, seconded by Jean Cooke, that the Official Board requests Larry Murray, Lianne Patterson, Joyce Moore and Dave Lord to engage in a conversation with Rev. Hewitt Holmes about changing the terms of his pastoral relationship with Collier Street United Church. **Carried**

The next round table meeting with Presbytery and Toronto Conference Reps. on this matter will be May 15, 2018 at 10:00 a.m; Christy Manuel, incoming Chair, may attend as scheduling permits.

b) Finance Committee – Rev. Hewitt Holmes for Monica McArthur

Financial Reports dated 2018 03 31

A Finance Committee Report was received from Monica McArthur (attached as Appendix A). It was noted that between January and March 2018 our expenses exceeded our income resulting in a loss of -\$55,000 which is over-budget; the budgeted loss was an estimate of -\$11,329. It was noted that March 2018 Givings exceeded March 2017 Givings. Expenses for Other Salaries is over-budget due to the delay in implementing the change in working hours.

The hydraulic test for the elevator was approved in 2017, to be completed in 2018. The cost for this test was paid by the operating budget however the cost of \$2,690 was not put in the 2018 Budget. It is to be confirmed that this cost is to be paid by the Trustees. Sunday attendance is an average of 165. The bank account has recently been in overdraft. Transfers from the UCW and Trustees are being completed at present to avoid having to utilize the Line of Credit.

**Motion:** Moved by John Boer, seconded by Anne Snell that the Finance Committee Report and the Financial Reports as of March 31, 2018 (Income of \$84,052.06 and Expenditures of \$139,197.17) be approved. **Carried**

**Motion:** Moved by John Boer, seconded by Joyce Moore that the costs to cover the elevator hydraulic test be transferred from the Trustees. **Carried – the Trustee Representatives abstained from the vote.**

**Motion:** Moved by John Boer, seconded by Anne Snell that the Balance Sheet as of March 31, 2018 be approved. **Carried**

**Strategy Work:**

a) Preparation for Congregational Input to Missional Priorities:

- i. Summary of Board Retreat Work for Congregational Input on May 6/2018 –  
The missional priorities will be introduced on May 6<sup>th</sup> during a shorter service and the congregational work will continue in the hall. The Board reviewed the summaries of the 4 areas. We will follow-up with Rev. Karen Hilfman-Millson who facilitated our board retreat on follow-up questions/resources available to facilitate the congregation discussion. Rev. Will Haughton, Rev. Hewitt Holmes, Larry Murray, Christy Manuel and Lianne Patterson will continue the plans to facilitate the service on May 6<sup>th</sup>.

Our expectations for May 6, 2018 –

To generate ideas which help the church to move ahead and grow using the 4 suggested areas as guidelines.

1. To get input on the missional priorities which were suggested from the board retreat
2. Are there additional priorities to be included?
3. How are they willing and able to be part of the missional priorities?

Next Steps? Out of the discussion small teams could be put together to generate SMART goals and a concrete plan of action in each of the 4 areas. A sign up area for congregation members with a passion for a particular area could be available. The Planning Team will assign board members to the tables to facilitate the discussion.

- ii. Dream Missional Statement/Missional Priorities document  
Rev. Hewitt Holmes reviewed the dream missional statement/missional priorities document and the board determined the statements to be presented to the congregation.

**Motion:** Moved by Lianne Patterson, seconded by Dorothy Ramsay, to extend the meeting by 30 minutes. **Carried**

#### **For Decision/Information**

- a) Capital Funding Available for Property Projects – John Boer  
The Property Committee has requested identification of 2018 capital improvements funding. The 2018 Budget has \$82,000 in capital improvements for the steeple and \$32,500 for Property Maintenance; there is no further funding for 2018 capital projects. A \$15,000 donation was received specifically for parging work. A meeting is to be arranged between representatives of the Finance Committee, Property Committee and Trustees to discuss the required projects, identify the required resources and where they are to be sourced, which will then be brought to the board for decision.

Motion to adjourn by John Boer at 10:00 p.m.

**Closing Blessing** – Rev. Hewitt Holmes

**Next Meeting:** Tuesday, May 22, 2018 at 7:00 p.m. – Boardroom

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Chair, Larry Murray

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Secretary, Lianne Patterson