



COLLIER STREET UNITED CHURCH
OFFICIAL BOARD MEETING MINUTES

Tuesday, May 22, 2018

Call to Order: Chair, Christy Manuel, opened the meeting at 7:08 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, Monica McArthur, Joyce Moore, Larry Murray, Dorothy Ramsay, Anne Snell, Bev Stockdale and Brian Young.

Guest: Karen Hilfman Millson (for Strategy discussion)

Regrets: Donna Martin, Rob Murdoch and Lianne Patterson.

Corresponding Members: none

Declaration of Conflict of Interest: Rev. Hewitt Holmes and Rev. Will Haughton for Change of Pastoral Relations.

Rules for Discussion:

As Board Chair, Christy Manuel suggested the following guidelines for best practice at Board Meetings:

1. Conversations should move back and forth between pros and cons when debating an issue.
2. People who often speak should seek to listen more and people who seldom speak should seek to talk more.
3. There should be a five minute maximum for comments to facilitate balanced discussion.

Consideration/Approval of Agenda:

Motion: Moved by Brian Young, seconded by Gord Emerson, that the agenda be approved as distributed. ***Carried***

Correspondence:

1. Lymphocare sent a letter regarding their bookings for next year and we have responded.
2. We received a note from Cathy Battaglia regarding M8 which has been redirected to the Property Committee.
3. Correspondence received from the Personnel Support and Education Commission recommended that Collier participate in a healing ministry.
4. Correspondence received from the Personnel Support and Education Committee included minor adjustments to the job description for the Minister of Worship, Congregational Care and Leadership.

Consideration/Approval of Minutes – Official Board dated April 24, 2018:

Motion: Moved by Anne Snell, seconded by Dorothy Ramsay, that the minutes of the Official Board meeting of April 24, 2018 be approved as distributed. **Carried**

Business Arising from Minutes and Reports

For Decision

- a) 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 Larry Murray, that the Official Board moves in camera for this matter. **Carried**

Motion: Moved by Joyce Moore, seconded by Larry Murray, that the Official Board moves out of camera, having completed the discussion. **Carried**

Motion: Moved by Joyce Moore, seconded by Larry Murray, that the Official Board approves the terms of the pastoral relation for Hewitt Holmes, Rev. to become the Minister of Worship, Congregational Care and Leadership effective July 1, 2018 with the agreed compensation package and forwards the same to the Toronto Conference Settlement and Pastoral Relations Committee. **Carried**

- b) **Motion:** Moved by Joyce Moore, seconded by Jean Cook, that the Administrator's hours be changed as of June 1st, 2018, at her request, from 9 AM to 2 PM Monday to Thursday. **Carried**

Motion: Moved by Joyce Moore, seconded by Jean Cook, that the new hours for custodians be as follows:

Monday to Thursday, 8:30 AM to 3 PM, 5:30 PM to 9:30 PM

Friday, 8:30 AM to 3 PM

Sunday, 9 AM to 1 PM

Carried

- c) **Motion:** Moved by Joyce Moore, seconded by Monica McArthur, that the new hours for the Custodian, at his request, begin on July 1st, 8:30 AM to 3 PM. **Carried**

Discussion took place about the job descriptions for both the administrator and the custodian and it was agreed that new job descriptions for both would be finalized by the M&P Committee and emailed to the Official Board members. John will have M&P deal with snow removal in the job description for the custodians.

As well, it was noted that the part-time custodian hours do not change until August 1st, 2018. We will need volunteers in the church building from 3 PM to 5 PM, Monday to Friday, in order to make the transition.

- d) After much discussion, it was decided to that the part-time hours of the Sunday custodian as approved above from 9 AM to 1 PM did not meet the needs of the church.

Motion: Moved by Joyce Moore, seconded by Monica McArthur, that the hours for the Sunday part-time custodian be changed to 8 AM to 2 PM from September 1st to June 30th and 9 AM to 1 PM for July and August. **Carried**

Strategy Work:

- a) Review Congregational Input to Missional Priorities gathered on May 6, 2018:
- i. Review/discuss summary of congregational input – review in small groups – share insights
 - ii. Assess congregational input
 - iii. Discuss Way Forward/Next Steps
 - iv. HOMEWORK – SWOT [Strengths – Weaknesses – Opportunities – Threats] Analysis from each committee perspective – to be prepared with committee input

Homework due September 15th, 2018 – email to Lianne – SWOT Summaries to be reviewed at September Meeting

***** Please see the following pages for a summary of the above. *****

Motion: Moved by Brian Young, seconded by John Boer, to extend the Official Board Meeting for 10 minutes. **Carried**

- e) Finance Committee – Monica McArthur

Financial Reports dated 2018 04 30

A Finance Committee Report was received from Monica McArthur (attached as Appendix A).

Motion: Moved by Monica McArthur, seconded by Brian Young that the Finance Committee Report and the Financial Reports as of April 30, 2018 (Income of \$124,304.52 and Expenditures of \$179,339.34) be accepted as presented with clarifications about the church dinner – item 53.15.

Carried

Motion to adjourn by Brian Young at 9:45 p.m.

Closing Blessing – Rev. Hewitt Holmes

Next Meeting: Tuesday, June 26, 2018 at 7:00 p.m. – Boardroom

Chair, Christy Manuel

Acting Secretary, Anne Snell

Strategy Work

GUIDELINES FOR GROUPS:

Sharing of Insights

1. What was the vibe of your mission table grouping at the congregational meeting
2. What did congregants resonate with?
3. What left congregants unsettled?
4. What were congregants willing to commit to?
5. Was anything left out of the discussion?
6. Who was at your table? Were their names recorded?

Questions

1. What questions do we have now that we have received congregational input?
2. What personality best suits which volunteer personality?
3. Are we using our resources effectively?

INPUT FROM BOARD GROUPS:

SMALL GROUPS – Jean Cook, Rev. Will Haughton, Dorothy Ramsay

VIBE: Lots of enthusiasm

Question One: What kinds of small groups would Collier like to begin with?

Question Two: How will the training, co-ordinating and on-going leadership support occur?

Question Three: How do we select Collier's small group leaders?

COMMITMENT:

- congregants were willing to commit their time, focus and energy
- it was understood that small groups were on-going
- congregants resonated with the advantages small groups provide members and with the fact that there will be a variety of group purposes and time schedules
- congregants were unsettled by the negative impacts and risks of small groups (see lists of fears)

WAYS OF WORSHIP – Monica McArthur, Larry Murray, Bev Stockdale

- Multi-step plan to implement
- gradually diversify services, music and timing of services
- variety in services
- goal of meeting multi-ages
- small groups, different styles

WELCOMING AND INCLUSIVENESS – John Boer, Joyce Moore, Anne Snell

VIBE: Welcoming and enthusiastic

- Connect first, communicate second
- 4 people willing to contribute and 1 maybe
- strong feeling about being welcoming and making people feel they want to come back
- need to find the right people in the congregation to do it

COMMUNITY OUTREACH – Gord Emerson, Rev. Hewitt Holmes, Brian Young

- We need to stay connected to community
- Busby Centre
- communion to seniors
- we need to make our space available to other
 - earning income from outside groups
 - outsourcing office space
 - technology inside and outside
 - AV in sanctuary
 - signage outside
 - social media
- dialogue more with people from other faiths
 - more communication leads to better understanding

Karen Hilfman Millson, the Facilitator from our board retreat, circulated during our discussions. She advised that out of all of it should come 7 to 9 intentions.

This fall we want to train small group leaders and keep track of all of them.

Don't condense too much – give as much information as possible.

KEY TO ALL OF THIS:

- Keep having conversations. Are there questions people have? Don't slam the door on things.
- Be aware of challenges but concentrate on strengths.
- Trends and patterns very important.
- 2 strengths, 2 weaknesses, suggestions for moving forward.
- These suggestions were Karen's follow-up.