

Humbercrest United Church
Minutes of Church Council Meeting
May 26th, 2020
Via Video Conference
(commenced 7:00 pm.)

Attendance: Jessice McCrae, Fern Steggles, Dianna Seth, Marg Garrie, Beverley Burke, Aileen McGregor, Linda Steggles, Charlie Evans, Howard Gaskin,
Regrets: Brian Packham

Gathering

1. Welcome by Beverley.
2. Worship: Jessica prayed for us.

Administrative Ministry of the Church

3. Approval of Minutes of the April 28th 2020 Council meeting.

Motion: Linda/Howard

CARRIED

That council approve the revised minutes of the April 28th 2020 council meeting.

4. Approval of the Agenda and addition of two items of business
Summer Services and Rental Committee Report

Motion: Aileen/Charlie

CARRIED

That council approve the agenda for the April 28, 2020 meeting.

5. Chair Report/Correspondence

We had an informal council meeting on May 13th, we were unable to make and Pass motions as Rev. Jessica was not present.

We discussed moving forward with a 3- step plan for Humbercrest.

Step 1 Hire a short -term supply minister starting September 1. Appoint a search committee to work with the liaison from Region 10 until we hire an intentional interim minister.

Step 2 Hire an intentional interim minister working with the Region 10

Representative, and a transition team from Humbercrest. This is usually a 2-3 year process.

Step 3 Advertise for a call on the church hub for a new minister. We need to submit our profile at that time.

Approved by HUC Council

Beverley read the official letter of acknowledgement of the end of the pastoral relationship as of August 31st 2010 sent from M and P to Rev. Jessica. She was thanked for her many gifts and wished all the best in her journey forward. David Gilmour is taking a 6 month leave from his position as secretary. We thank David and welcome Dianna Seth as acting secretary and executive member of council.

6. Follow-up / New Business

To appoint Dianna Seth as acting secretary

Motion:Linda/Marg

CARRIED

To move forward with a three-step plan for Humbercrest

Motion: Howard/Dianna

CARRIED

(Jessica Abstained)

To appoint a search committee of Linda Steggles, Aileen McGregor, Howard Gaskin and Dorothy Lothian to work with Paul Stott to hire half-time short term_supply Minister

Motion: Linda/Marg

**CARRIED
(Jessica abstained)**

To pursue hiring an intentional interim Minister

Motion: Fern/Dianna

**CARRIED
(Jessica abstained)**

To approve a job description for the half time short term supply Minister. (Job description attached to Minutes)

Motion: Aileen/Howard

**CARRIED
(Jessica abstained)**

To approve an M and P report of proposed staffing for the summer with the amendment as shown below

Discussion took place regarding the report (which had been available prior to meeting) and the proposed staffing arrangements.

The director of music's role and proposed remuneration was discussed at length. Clarification of persons entering the church at this time is needed. It was agreed there should be a protocol. The protocol would be written by the ERTas soon as possible. This would ensure outside contractors and others from Humbercrest who might assist or need to be in the church would be safe. It was noted that a thorough check of the building including the heating system would be required.

Approved by HUC Council

Aileen would meet with Mel and Besnik to explain the relevant parts of the proposed report

There was a proposed amendment to the report that the Music Director would be able to work 100% time when it was physically safe to be at the church and congregational singing is deemed appropriate and resumes at Humbercrest.

MOTION Aileen/Howard

CARRIED 6-2

Jessica abstained

Dianna and Marg voted against the summer arrangements for the Director of Music

7. We approved a 3-step plan for Humbercrest's future leadership.

This approved plan would be emailed or mailed to the Humbercrest Members and Adherents.

Step 1: Hire a 1/2 time (20 hour) Short-Term Supply Minister starting Sept 1, 2020, to provide leadership while we work with Region 10 to get to Step 2. (Locating an Intentional Interim Minister usually takes 6 to 8 months.)

Approved a Position Description for the Short-Term Supply. A half time position provides us with the three basic components of Worship, Pastoral Care, Governance and Communication. Please see the full position description at the end of this summary for details.

Approved a Search Committee naming Linda Steggles, Aileen McGregor, Dorothy Lothian and Howard Gaskin to work with Paul Stott, our appointed Pastoral Relations Liaison for this position.

Step 2: Hire a full-time Intentional Interim Minister to work with a Region 10 Representative and a Transition Team from Humbercrest. This is usually a 2-3 year process. An IIM will support us while we work on our goals.

Approved three Preliminary Goals for interim ministry as below. These will be developed or changed and other goals may emerge as we get into the transition work.

- 1) Become a more relevant presence in our own and in the larger community, by building partnerships, including with other faith communities.
- 2) Work on issues that have led to conflict and develop healthier ways of resolving these.
- 3) Reach financial stability (developing partnerships with long and short term renters).

Established that Council needs to approve a Transition Team promptly. Goals and a Team must be provided to Region in order to start the process of finding an Intentional Interim Minister. Please see below for important information on the requirements of team members, how to nominate someone for consideration and the criteria that will be

7/21/20

Approved by HUC Council

used to create a slate for Council to approve mid-June.

Step 3

Make the Call for a new Long-Term Minister, once our transition work is completed (see above). We will need to submit our community profile to ChurchHub (a UC online data base for finding ministers) at that time.

Transition Team Requirements and how to Nominate someone for consideration as a member:

Made up of: - 4 to 6 active members + 1 or 2 appointed Regional Reps, plus the Intentional Interim Minister, once chosen

Responsibilities:

- lead the community of faith through the transition process
- select the IIM, and work with the IIM
- guide implementation of the goals and review progress; provide reports
- make recommendations to the community of faith and Council as to future directions and next stages beyond the interim period

Qualities of Transition Team members:

- trusted
- respected
- prayerful
- spiritually wise
- gentle truth-teller
- able to listen and hear all perspectives
- able to commit time and energy
- attends worship regularly
- regular contributor to the life of the community

The members of the Transition Team:

- are active participants in the community of faith
- represent a cross-section of the community of faith
- include some of the community of faith's key leaders
- each understand the challenges ahead and are prepared to make a time-intensive commitment over the entire period of the interim ministry
 - are not members of the M&P Committee or staff

Team members are ready to:

- consider the well-being of the community of faith first
- listen to one another and to the community of faith, and consider differing points of view
- work as members of a team, cooperate, and be prepared to be challenged
- hang in and speak up when feeling uncertain or hesitant, in order to create a faithful vision

Approved by HUC Council

- educate themselves about the process
- research options, think outside the box, take risks, and make room for learning
- invest time and energy to do the work well

How to Nominate Someone to be Considered for the Team:

Please send an email to or phone, Beverley Burke, Council Chair, and/or Linda Steggles, Council Vice-Chair by June 15.

beverley.burke@rogers.com. 416-766-7360

linda.steggles@sympatico.ca. 416-766-7760

Approved Short Term Supply Position Description

Job Description – Half-Time (20 hours), Short Term Minister, Ordained or Diaconal preferred

Purpose:

To provide leadership and support in worship, pastoral care, governance and communication in accordance with the Church Mission Statement, "A welcoming and inclusive church, we walk with Christ through changing times with faith and hope."

Major Responsibilities:

Worship (*12 hours*):

The successful candidate will be the team leader in a dynamic ministry, working with the Music Director, the Child and Youth Coordinator, and the Office Administrator as appropriate for weekly worship planning.

- *Prepare and deliver weekly Sunday worship services*
- Convey the scripture-based Christian message in a clear, concise manner that is easily understood, relevant and relates to the daily lives of the congregation
- Work with the Music Director and Worship Committee to plan worship for church seasons
- Encourage and promote lay involvement in worship service, assisted by the Worship Committee
- Deliver the sacraments of communion and baptism

Pastoral Care (*4 hours*):

- *Provide pastoral care, especially to those with acute needs, by visiting those unable to attend church, those who are sick and/or hospitalized.*
- Support and inspire the lay pastoral care team to assist with pastoral care needs of the congregation

Governance, Administration and Communication (*4 hours*):

- *Assist Council Chair in preparing for monthly Council meetings, call and lead worship team meetings as required, attend Worship Committee meetings, meetings of the Trustees, and provide consultative support to other committees in doing their work.*

Approved by HUC Council

- Encourage and engage the talents and gifts of members so as to involve them in the mission and life of the church
- Communicate with congregation via bulletin and/or weekly newsletter
- Engage in activities that promote the faith community and expand the reach of the church in the community
- Stay abreast of and communicate as appropriate Shining Waters Regional Council and/or General Council of the United Church of Canada **policies**

Desired Skills Profile:

- Demonstrate excellence in preaching that is passionate, articulate and reflective
- Ability to relate biblical text to current issues and personal experiences
- Strong, positive and open communication, interpersonal and administration skills
- Ability to promote an environment of collaboration and respect
- Excellent relationship builder with ability to work collaboratively with staff and lay people
- Computer and technological expertise (e.g. comfort with leading worship online, through Zoom, although others can host, some familiarity with social media would be an asset; a church-provided lap-top and head-set can be discussed)

Accountability

- Minister is accountable to the pastoral charge, Humbercrest United Church, through the Ministry and Personnel Committee

Salary & Benefits

- Salary depends on experience and qualifications
- Benefits include a Communications Allowance, and other benefits as prescribed by the UCC Manual

8. Long Term Rental Report

Marg reported on the Rental Committee meeting held on Friday 22nd May. The Meeting House has requested that two or three of their members be allowed to visit Humbercrest by arrangement with David Drake and Katya. This would enable them to make a decision whether it was a viable option for rental for their services. Further discussion took place regarding the need to move forward immediately with communicating that Humbercrest is available for rent when the current government protocols regarding Covid 19 permit. It was agreed that this was feasible but Humbercrest ERT protocols would be in place prior to any visits and strictly adhered to. The ERT would provide the protocol as soon as possible.

9. Summer Services

A letter has been received from Brian Packham regarding his willingness to host our summer services in August. He was willing to do these services for a tax receipt in lieu of a remuneration.

Motion: Fern/Howard

Council approve Brian's offer to hold summer services in August and that a tax receipt would be issued.

CARRIED

10 Annual General Meeting

David Drake reported that the 2019 Annual Report is ready and it was agreed that a PDF of the report would be emailed at this time. Reports would be mailed with the Friday Newsletter to those without internet.

Stewardship of Our Resources

11 Treasurer's Report

Charlie presented the April financial statements. Overall donations were about 50% of the prior year although there has been a pick up in May. As a result we would qualify for the 75% wage subsidy program for April which should be about \$5,000 (first rebate was received in May).

Overall expenses were generally as expected (primarily personnel costs) with payments to the leads as agreed with M & P.

Deficit of \$42,000 was \$12,000 worse than prior year, due primarily to the loss of rental revenue – May will be challenging without the spring sale.

Charlie feels there is comfortable cash balances (particularly after some significant one-time contributions in May) and this will carry us through the summer.

It is hard to predict the Fall until there is a better idea of the use of the church.

Motion: Charlie/Dianna

CARRIED

That the April 2020 financial statements and cheque register be approved as circulated.

A Time of Reflection and Discernment

12. Minister's Report

Worship continues well using zoom platform, and I am grateful to Howard for taking on co-hosting duties relieving me of some tasks.

We will be celebrating communion on Sunday as we recognize Pentecost.

The visitation team created for this time continues regularly connecting with congregation members, while I address more critical pastoral care issues

This month I distributed \$300 in aid from the pastoral fund to help with groceries and rent assistance. Thanks to a generous donation from Toronto Police Services I was also

7/21/20

Approved by HUC Council

able to donate 3 large bags of new kitchen supplies to the Furniture Bank, in partnership with Runnymede UC, to help those moving from the shelter system into new homes.

This month I attended the Festival of Homiletics virtually. The subject was preaching on and responding to the climate crisis, but a large focus of the event was on the current covid crisis, understandably. There were over 13,000 in attendance from 56 countries. It was encouraging to gather, to worship and learn together in such a changed and changing time. It was also encouraging to see how we are adapting to the covid reality.

As part of the Festival I created a virtual discussion group with over 50 clergy from the UCC across Canada. It was a needed and important addition to the festival and will continue meeting monthly going forward for discussion and support.

On Tuesday morning I attended a zoom session from Shining Waters about reopening the church buildings and what we must consider before we do so. A separate report on that will follow to be given to the Emergency Response Team.

I have been hearing about many churches, clergy and music directors who have been approached about broadcast copyright infringement and threatened with law suits. I remind everyone again how important it is to be in compliance as music is broadcast during this time.

I am looking forward to the virtual trivia night party June 14 hosted by Meredith and the Community Team

Our Shared Ministries

Committee Reports -

11. Trustees
No report

Devotions
No report

Facilities
Now tht the bubble has expanded five people can be in the church at a given time. The church Administrator can work in the church. As there is currently no chair of Buildings and Grounds Linda and Beverley will help with organization relating to the building. Linda will ask B and G for a list of work needing to be done to make the building presentable for future renters
Anyone entering the church should ensure the doors kept locked and the protocols followed for safety.

Resources
No report.

7/21/20

Community

A Celebration of Rev. Jessica's ministry will take place via zoom on Sunday June 14th at 7.30 pm. Meredith, supported by Congregational Life and Beverley, and in consultation with M and P, is organizing a few rounds of casual trivia, and a time to honour Rev. Jessica. More details will follow.

Ministry and Personnel

An update on ongoing arrangements with staff: This report was presented and discussed under follow up and new business

- Besnik – As of Monday, May 25, 2020, along with his security check throughout the church building, Besnik will cut the church lawn each week on Mondays going forward throughout the summer until such times as I instruct him to stop. His compensation for doing the building security check and lawn cutting will be at a 4 hour call per week. So for May there will be 3 weeks at 2 hours/week and 1 week at 4 hours/week. June, July and August will be 4 hours per week. Besnik will purchase the necessary gas for the lawnmower and submit the receipt to the office for reimbursement.
- Sam & S6 Cleaning – Sam's service contract has been renewed as of May 23, 2020. His contract allows for an hourly billing rate of \$20.85/hour for services rendered.

When we first closed the church back in mid-March, it was decided to pay Sam a 'good-will retainer' of \$100/month. This was done with the thought that we might be closed for a couple of weeks, perhaps a few months. As we now know, the time frame has been extended and there remains considerable uncertainty as to when it may be safe for us to gather in the church building again. In discussion around renewing Sam's contract, it was decided the gesture of \$100/month would stop with his current contract (end of May). In my discussion with Sam, he was completely understanding. We discussed the Dry Steam Cleaning and ULV Disinfecting Service that he now offers and arranged that I will contact him when we need this service, closer to the time that we plan on moving back into the church building.

- Meredith – continues to prepare and presents her weekly message/activities for Sunday school online, along with activities to be included in Rev. Jessica's Reflections. Payment arrangements remain as mentioned previously. As in previous years, there will not be Sunday School during July and August, Meredith will be off.
- The Section Leads – the 6 section leads will be paid 1 call per week for May and June (\$55 per call), at which point their current contract ends and payment stops.

Given the Public Health restrictions and recommendations for social distancing plus concern around aerosols created with singing, this is the proposal for section leads:

Approved by HUC Council

Proposal: Mel should be advised that he is not to enter into any new contracts with the section leads for the fall. Rather, he should discuss the uncertainty of the situation and ask that they keep Humbercrest at the forefront of their minds until such times we are able to sing again in the church safely.

Also for the foreseeable future, Mel should not have any organ or piano students at the church until he has been given written authorization from Council that he can safely resume.

- Mel, our Music Director's new contract and remuneration

This is a difficult topic to discuss and we would not need to have this discussion if not for the financial bind that we are in, which is made all the more dire by the loss of revenue from donations and rental income during the COVID19 pandemic.

Humbercrest intends to honour Mel's current contract through to June 30, 2020. Mel's contract is up for renewal on July 1, 2020.

The main part of Mel's job as Music Director is dependent on being in the church building with the choir members which cannot be done from home

During this pandemic, Mel's services, provided through Zoom (as we are not able to safely gather in the church building), are limited to:

- Playing of hymns during Sunday worship
- Thursday Evening Hymn Sing which includes up to 6 hymns, some of which he selects and others are requests from the congregation

because Mel has no choir, soloists or congregation to direct or rehearse with, and is not planning, selecting or playing the normal music contribution for our worship service.

As Mel is not performing all of the services, M&P (in consultation with the Worship Committee) recommends that his remuneration under the new contract starting July 1, 2020 be reduced to reflect the actual services performed:

- 60% of the fee, where there is no choir, no soloists, no congregational singing, no musician, at the church
- 70% of the fee, where there is no choir, no soloists, no congregational singing, yes musician, at the church
- 100% of the fee, where there are choir, soloists, congregational singing and musicians at the church (i.e. when it is physically safe to be at the church)
-

Schedule of those entering the church:

- Monday – Besnik for security check of church building & lawn cutting, 3 – 7 pm

7/21/20

Approved by HUC Council

- Tuesday – nobody
- Wednesday – David Drake for mail pick up, bill payments, security check of church building – morning only
- Thursday – Jessica as needed to collect personal belongings
- Friday – nobody
- Saturday – Charlie Evans, treasurer, for financial business – morning only
- Sunday – nobody

Hand sanitizer and disinfectant wipes have been placed by the alarm panel at the entrance of the church for individuals to use.

Signing Cheques during church closure: While David Gilmour is taking a break, the two people signing cheques will be Charlie Evans and Dianna Seth.

Closing Remarks/Adjournment

Adjournment: Dianna 8.56 pm

Next regular council meeting is June 23rd, 2020 @ 7:00 pm.

B. Burke – *Council Chair*

D Seth – *Secretary*