

Executive:

Chair	Kirk Wilson ✓
Vice-Chair	Regan Pfaff-MacDonald ✓
Past Chair	Barb Baxter ✓
Secretary	Diana Duke ✓
Treasurer	Wayne Pease ✓
Ministry	Pat Morrison ✓

Committee Representatives:

AOTS	Al Grimwood ✓
Christian Development	x
Communications	Christopher Cooke ✓
Congregational Care & Growth	Iris Murtha ✓
Finance	Paul Cooper ✓
Region Rep	x
Outreach	Paul Cooper ✓
Ministry & Personnel	John Cooke ✓
Planning	x
Property	Marion Staples ✓
Proclamation and Special Events	x
Trustees	Pete Melanson ✓
Worship	Val Adamson ✓

✓ = present

The Meeting was held via Zoom with 15 participants, as per adjournment and began at 7:04pm. There was a quorum.

1. Devotion

Finance – Paul Cooper shared a story ‘Learning About the What-ifs’, along with God’s words about how to handle worrying about ‘what-if’.

2. Approval of Agenda

MOTION to approve the revised agenda to remove headings ‘Pastoral Search Update’ and ‘Letter from Central UC’ .

John Cooke / Bob Newman. Carried

3. Approval of Minutes

MOTION to approve the Council meeting minutes from June 3, 2020.

Pete Melanson / Marion Staples. Carried

The following Council Executive minutes will be distributed / reviewed at the next Council meeting.

[June 23, 2020 SEARCH TEAM UPDATE and RE-OPENING COMMITTEE ...](#)

[June 26, 2020 PASTORAL SEARCH RECOMMENDATION ...](#)

[August 12, 2020 RE-OPENING COMMITTEE \(2\) ...](#)

[Sept 8, 2020 EMAIL MOTION RE: CURTIS DIXON ...](#)

[Sept 22, 2020 EMAIL MOTION RE: HOSTING REGIONAL MEETING ...](#)

4. Business Arising from the Minutes

None

5. Correspondence

Thank you letter – Received September 16, 2020 from Tom & Gayle Rodger to express appreciation of online worship services, along with a donation. Letter attached via [link](#).

6. New Business**a) CURTIS DIXON**

Curtis was on compassionate unpaid leave from March 15 to September 12 during which time he received EI Compassionate Care benefits for 26 weeks. He went on lay off due to COVID-19 starting Sept 13. He will apply for CERB benefits and the EI replacement for CERB while on lay off. Grace is paying the employee and employer UCC pension and benefits premiums while Curtis is off. We have also provided a weekly meal to the family up to August 2020.

b) ANTLER RIVER WATERSHED RC REQUEST

Antler River Watershed Regional Council (ARWRC) has requested that Grace host the regional staff for the Annual Meeting of Antler River Watershed Regional Meeting from October 29 to November 1, 2020. The Region does not, at this time, have an office space so are looking for a temporary 'home' that will allow for the staff to be in the same building for the duration of event.

The region has approached Grace because we have a reputation for reliably staging virtual, online events, both Kenji and I are on the planning team for the ARWRC meeting, we have a large building that allows for social distancing of the 6 regional staff, and a beautiful sanctuary to host the Sunday morning Celebration of Worship service.

Rooms have been booked and temporary internet bandwidth will be increased to host the meeting.

7. Pastoral Report and Teaching**PAT MORRISON**

Many have expressed concern for my well-being, and I am deeply appreciative. Although COVID has been a challenge, and Linda's departure placed a significant chunk of work on my plate, I have managed quite well. There have been many very long weeks with many late nights, but I want you to know that I am doing very well. In fact, despite the long work weeks, most of the time I've felt like I was thriving. I am tired, no doubt. But I am doing very well. I am looking forward to some time away once Kenji is settled.

Over the past 16 months since Brad's departure, I have deferred holidays and study leave, as well as a sabbatical. At this point, I have 8 weeks of holidays outstanding, 5 weeks of study leave, and a 3 month sabbatical. I will be working with M&P to construct a plan that balances my need for rest and study with the ongoing needs of Christian Development programming here at Grace.

8. Key Ministry Committee Reports**Worship**

The committee met on several occasions through the summer to support Pat and Dan. A special thank you to the Parsons family for sharing their musical and technical talents with us through the church closure. We are deeply appreciative to Beth for sharing her services and churches with us while Pat was on vacation. Finally, a sincere thank you to Gord and Bev Walkling for managing the Zoom broadcast during the services as well as arranging for the after service virtual coffee.

Gord Walkling and Bryce McGarvey participated as members of the church re-opening committee. Their focus was to develop processes and protocols for a safe re-opening of the sanctuary for the congregation. Special thanks to John Scott for his assistance with collecting measurements of the pews and room 1, so that a safe plan could be developed. Since reopening, we have seen excellent congregational participation, both in-person and via on-line options. Finally, a thank you to Pat for providing the technology to take us into the live broadcasting mode.

The committee's next order of business will be to assist with the organization of the covenanting service for Kenji, and to introduce him to the committee members and offer him our support.

Finally, the arrangement for broadcasting the services is temporary, so the committee will start the discussion with Pat and other relevant committees to evaluate the purchase of equipment that can reliably be used to broadcast services during the upcoming period of time.

Christian Development

Our work moving forward will be to receive Kenji and to re-vision how CD programming can continue.

Congregational Care & Growth

Congregational Care and Growth committee supported the congregation by organizing pastoral phone calls and the delivery of meals. A plant was given to a member celebrating a very special birthday.

We won't be starting to meet in a group at the church but rather communicate by phone and email.

Thanks to Sarah Baxter for delivery of meals to church members.

Outreach

Proclamation and Special Events

No report

9. Governance and Support Committee Reports:

Planning

Regan and Pat will initiate the repopulation of Planning Committee per the Constitution with the hopes of meeting in November. There are several medium/long-term topics for the Committee to consider including but not limited to:

- How do we redefine Grace as the Congregation emerges from the COVID pandemic?
- How to proceed with Fresh Start Modules as recommended by Regional Council?
- What are the lessons from the Halo Study?
- Is there an appetite for deep discerning, to honestly name challenges (e.g. finances, volunteerism, amalgamation)?
- Is this the moment to review our constitution and implement changes (old language, old communications)?
- How do we engage and further groom the next generation into leadership at Grace?
- How should we plan for use of the recent financial bequest?
- Branding (logo, church sign)

Finance

The final payment from the McRitchie Estate has been received. The total amount received was \$376,213.08. Finance recommends that money be spent immediately to repair the sidewalk from the parking lot to the kitchen and to repave the driveway on the Cathcart side. The rest would be invested over a period of time with annual withdrawals to be used for Capital improvements.

So far, thanks to our congregation's generosity, our financial situation is pretty good. We have not sent any money to M & S and have only made one Region 7 payment. Also, our expenses will go up with personnel changes.

We recommend sending \$10,000 to the United Church as an M & S contribution. Further money could be sent depending on how the year end turns out.

We are unsure how to handle the regional assessment. We owe three more payments of \$3675

We submit the following proposal for your consideration for the funds that came to us from the estate of Jean B. McRitchie.

Grace United Church received two tranches in the amount of:

- 1) **\$301,805.34**
- 2) **\$ 74,407.74**

Total of \$376,213.08

If we amortize this amount over the two periods noted below, we could fund the majority if not all of our Capital Replacement/Improvement needs.

- 1) **12 years = \$31,350**
- 2) **15 years = \$25,080**

In the event all the funds are not utilized for that year, the balance of the funds will be transferred to the Revenue-Other Income, for general church needs. We could designate an amount for the needed work in the general parking area.

The amount of \$376,200 (less the amount needed for parking lot repair) would be invested in GIC's laddered over 1 to 5 years. This would allow 20 percent to come due each year, and be re-invested in a 5 year GIC (less the amount noted above).

MOTION to defer the discussion regarding the use of the bequest funds until the Planning committee is defined and can bring proposals back to Council, and Finance invest the funds in a liquid investment for the next 3-9 months.

John Cooke / Chris Cooke. Carried

MOTION to repair the north sidewalk from parking lot to kitchen, up to \$2,000 from the bequest funds.

Bob Newman / Wayne Pease. Carried

Suggest that Property obtain estimates to repair the front driveway on Cathcart Blvd entrance.

OPERATING BUDGET SUMMARY – END OF AUGUST 2020 VERSUS END OF AUGUST 2019 (K\$)

	<u>2020</u>	<u>2019</u>	<u>DELTA</u>
REVENUE	243.5	280.0	-36.5
COSTS	212.0	296.3	-84.3
DELTA	31.5	-16.3	+47.8

Revenue is lower in 2020 versus 2019 mainly due to lower givings. Costs were also lower in 2020 mainly due to lower staffing costs. This resulted in a net positive position of \$31.5K at the end of September. We have qualified for one of the government assistance programs and will continue to monitor our financial data to ensure we participate in the other programs as appropriate. We made the decision in April to suspend payments for the region assessment and M&S commitment (about \$38K remaining full year impact) until our year-end financial position is clearer. Assuming full payment of the M&S commitment and the Region assessment, we are forecasting a deficit of about \$20K at year-end. With the Church reopening in September and the arrival of our new minister in October, we recognize the challenges we face going forward.

Communications

Chimes have been restarted for 9:30am

Property

Maintenance tasks ongoing and fall cleanup outside. John Scott has been extraordinary in doing maintenance tasks around the church.

Trustees

Thanks to John Scott for keeping records during closure.

Ministry & Personnel

Daniel Leaver’s contract ended on June 30.

Summer students (Chloe Brescia, Lauren Morrison and Marlaine Ramoodith) were employed July 1 to Aug 15 to support summer programming.

We continue to support Curtis. He was on compassionate unpaid leave from March 15 to September 12 during which time he received EI Compassionate Care benefits for 26 weeks. He went on lay off due to covid-19 starting Sep 13. He will apply for CERB benefits and the EI replacement for CERB while on lay off. Grace is paying the employee and employer UCC pension and benefits premiums while Curtis is off.

Cameron Scott started providing Custodial Support on Oct 1. He is working a 40-hour, split shift schedule to efficiently support reopening of the building.

We are working with Pat to ensure that he survives the long transition since Brad announced his departure.

Rev. Kenji Marui will start on Oct 15.

We developed a [New Minister Checklist](#) to help with Kenji’s orientation and introduction to the Grace Community. Committees are asked to share their “Committee Orientation” plan in their November Council report and acknowledge completion of their plan at a future Council meeting.

AOTS

The group has not formally met during this time.

Regional Council

No report.

Attendance at church services since reopening has been positive and going well with COVID protocols in place. Sept 20=57 (first Sunday), Sept 27=33, Oct 4=44. Thanks to all who provided support.

10. Meeting closed at 9:09pm

11. Closing Prayer

Pat Morrison lead us in closing prayer.

Next regular meeting: NOVEMBER 4, 2020

2020 Devotion Responsibility:

JANUARY – Communications
FEBRUARY – Property
MARCH – Planning
APRIL – Trustees
MAY – Worship
JUNE – CD
JULY - na
AUGUST - na
SEPTEMBER – na
OCTOBER – Finance
NOVEMBER – Outreach
DECEMBER – M&P

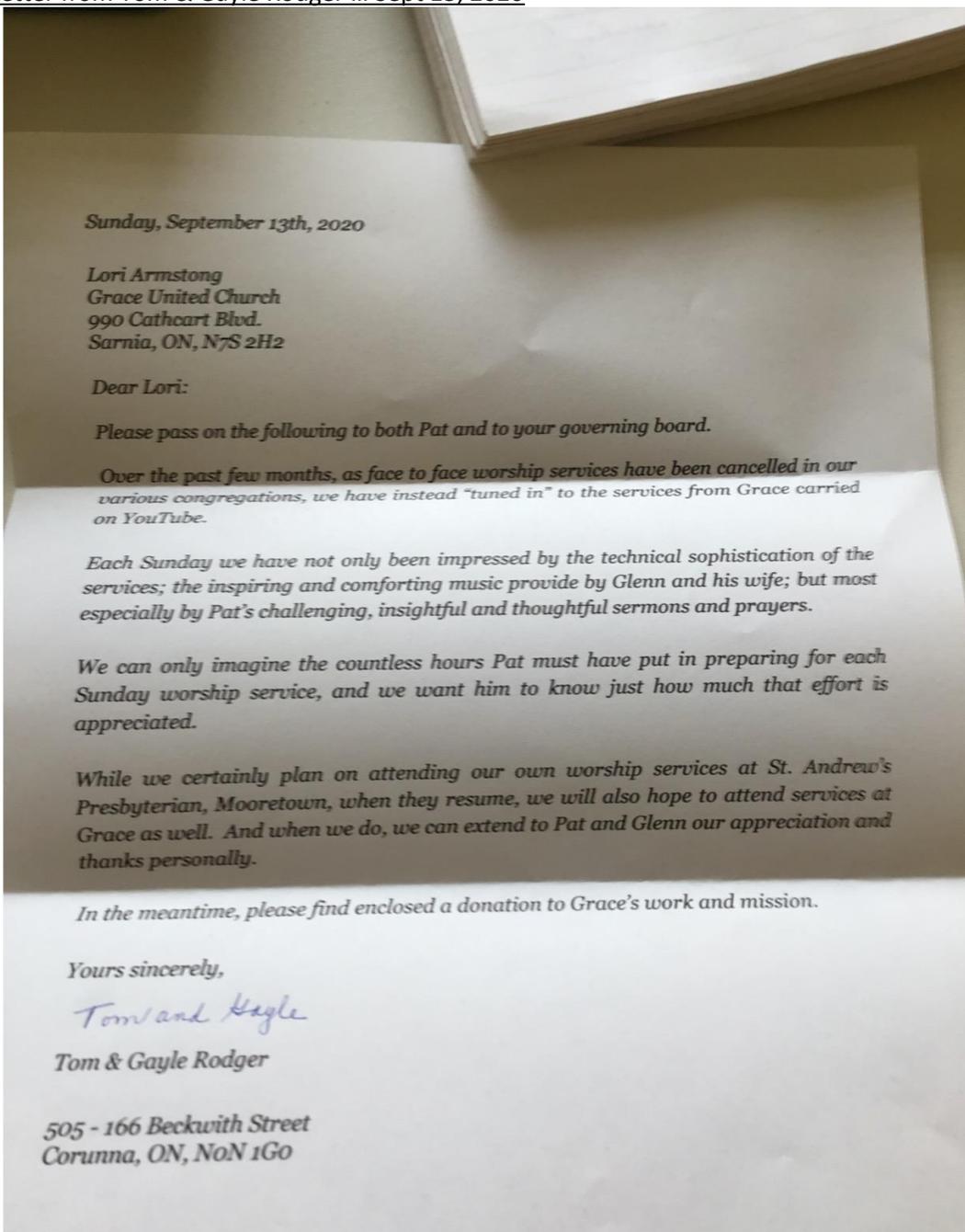
2020 Sunday Lock-up Responsibility:

JANUARY – Planning
FEBRUARY – Trustees
MARCH – Worship
APRIL – CD
MAY – CC&G
JUNE – AOTS
JULY – Communications
AUGUST – Finance
SEPTEMBER – Outreach
OCTOBER – M&P
NOVEMBER – Property
DECEMBER - Planning

Kirk Wilson, Council Chair

Diana Fisher, Council Secretary

Letter from Tom & Gayle Rodger ... Sept 13, 2020



New Minister Checklist

This checklist captures key actions to ensure Rev. Kenji’s successful orientation and introduction to the Grace community. The Key Actions listed are in no special order or timeline. The Lead Person is expected to ensure the Key Action is completed and others are engaged as appropriate.

Topic	Key Actions	Lead Person
Tour of facilities		Lori
Keys & Security	<ul style="list-style-type: none"> - Fill out key request form and return to office - 5 keys given – exterior doors, your office, main office, freezer room, all other door key (kitchen, boiler room, etc.) - Alarm goes on automatically at 11:00pm and turns off at 6:00am. If you think you need a code to manage the alarm system, one can be arranged. - Ministers aren’t required to do the lock up tour after hours if they have just been working in their office. Other groups have been told to lock up as if the minister wasn’t there. The exception is if the minister is part of a program/event. Then they may be required to lock up when that program/event is finished. 	Lori
Building signage	<ul style="list-style-type: none"> - Change any signage around the building <ul style="list-style-type: none"> o new name plate for office door o update Council bulletin board o Photo for the chapel hallway 	Lori & Marion
Minister’s Office	<ul style="list-style-type: none"> - Review Office furniture and identify any updates or specific needs Kenji may have 	Marion
Office Setup	<ul style="list-style-type: none"> - Ensure phone access and voicemail in place <ul style="list-style-type: none"> o Feel free to change the Initial VoiceMail Password, but please change back when you leave, or let Lori know what the new password is - Set up your voicemail recordings. - Set up of Photocopier Xerox Work Centre <ul style="list-style-type: none"> o Download drivers to print from your laptop o Call second level if you have issues 1-800-275-9376 - Ministerial printing codes (will allow colour, but use sparingly) 	Lori
Basecamp	<ul style="list-style-type: none"> - Our way of recording cards that have been sent out by the office, and/or any pastoral concerns that need to be shared with the team 	Lori
Computer Setup	<ul style="list-style-type: none"> - Review Login and password for Grace WIFI - Set up of Grace email for minister - Copy of Grace photo directory - Update Grace website with new minister information 	Communications

Topic	Key Actions	Lead Person
Grace Website and Associated Documents	<ul style="list-style-type: none"> - Review Grace Constitution and Associated Documents - Review online Worship Schedule <ul style="list-style-type: none"> o Online document that records liturgical season, special music guests, congregational hymns, preacher, etc. o It can be viewed from the Grace website o If you would like to have editing power, it can be arranged through the office, or o direct office to make changes for you 	Lori
Payroll Sign-On	<ul style="list-style-type: none"> ADP Requirements <ul style="list-style-type: none"> o Legal name including first name, middle initial and last name o Address o Date of Birth o SIN o Completed TD1 and TDON1 o Void cheque or info from bank for direct deposit o Select benefits options o Review allowances 	John C
Health, Safety and Security	<ul style="list-style-type: none"> - new minister to provide up to date police check - complete online safety training by OHS - review Grace Health and Safety Procedures and Incident Reporting Guidelines - review anti harassment /violence procedures - review office ergonomics 	Laura B
Ministerial Team	<ul style="list-style-type: none"> - team covenant - roles, divisions, accountabilities - visit job descriptions 	Pat
Covenanting service	<ul style="list-style-type: none"> - plan service - Invite Dave Hewitson from Regional Council 	Worship/Search Committee
Congregation introduction	<ul style="list-style-type: none"> - attend events as appropriate - visitation - introduction to the hospital chaplain 	Kenji
Staff Introduction	<ul style="list-style-type: none"> - organically at staff meetings - Share expectations and communications processes - share how do we do admin - Clarify roles 	Staff Group
Governance Overview	<ul style="list-style-type: none"> - Introduction to council chair and chairs of committees - Review Council structure and mode of operation 	Kirk

Topic	Key Actions	Lead Person
Committee Orientation	<ul style="list-style-type: none"> - Committees to devise/submit a new minister orientation plan including <ul style="list-style-type: none"> o invitation to a meeting o introduction to members o review the committee role per the constitution o Committee areas of focus and challenges o Issues for the Ministerial Team o Community partners o Opportunity for dialogue and clarification 	Committee Chairs
Worship Leadership	<ul style="list-style-type: none"> - Transition Kenji into the Worship leadership role 	Pat, Worship Committee