

**Executive:**

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

**Committee Representatives:**

AOTS	Al Grimwood
Christian Development	x
Communications	Christopher Cooke ✓
Congregational Care & Growth	x
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 7:08pm. There was a quorum.

**1. Devotion**

Outreach – Minutes for Mission booklet issued by UCC which is stories of mission. ‘We Love Our Ministers’ story was shared by Paul Cooper.

**2. Approval of Agenda**

**MOTION to approve the agenda as distributed.**

Wayne Pease/Regan Pfaff-Macdonald. Carried

**3. Approval of Minutes**

**MOTION to approve the Council meeting minutes from OCTOBER 7, 2020.**

Val Adamson/Bob Newman. Carried

**MOTION to approve the following Council Executive minutes.**

[June 23, 2020 SEARCH TEAM UPDATE and RE-OPENING COMMITTEE](#) .... Wayne Pease/Barb Baxter. Carried

[June 26, 2020 PASTORAL SEARCH RECOMMENDATION](#) ... Baxter/Regan Pfaff-Macdonald. Carried

[August 12, 2020 RE-OPENING COMMITTEE \(2\)](#) ... Regan Pfaff-Macdonald/Wayne Pease. Carried

[Sept 8, 2020 EMAIL MOTION RE: CURTIS DIXON](#) ... Wayne Pease/Regan Pfaff-Macdonald. Carried

[Sept 22, 2020 EMAIL MOTION RE: HOSTING REGIONAL MEETING](#) ... Regan Pfaff-Macdonald/Barb Baxter.

Carried

**4. Business Arising from the Minutes**

None

**5. Correspondence**

[Letter from Central UC](#): assets to be offered to area churches. Response required by Oct 21.

Jim Wicks visited Central UC and we are receiving the piano.

[CC&G: Iris Murtha](#) has resigned from CC&G committee, effective October 8, 2020. Positions to be filled are chair, secretary, rep to Council.

Each committee is usually responsible for replacing/naming chair, secretary and rep to Council. Council has sent email/letter to Iris to express appreciation for years of work and devotion to this committee.

Regional Council email: assessments

Email summary from Region ..... "While we were offering assessment deferrals earlier in the year, many pastoral charges have now taken steps to resume payment. The full statement amounts remain payable in order to fund region and denominational budgets where most expenses are incurred before the revenue has come in. We are anticipating that our pastoral charges will be able to pay their 2020 assessments before the end of the year. While we recognize there are many of our churches that are still in financial hardships as we learn to 'do church' in different ways, any outstanding balance at the end of 2020 will be carried forward to 2021 (with no penalty)."

We have already paid  $\frac{1}{4}$  of the assessment. 2020 assessment is  $\$3,675 \times 4 = \$14,700$ .

Assessment is based upon rolling average % of the operating budget of the last 3 years.

It was recommended that we pay the remaining assessment in 3 installments accompanied by a letter from Council regarding the harsh tone of the letter and lack of financial compassion/options extended to Churches at this time.

French Community Center email: David Laurier

Increase visibility with the French community in the Sarnia/Lambton area by forming a partnership with Grace UC to advertise each other's groups, events, etc.

Chair will reply to express our lack of interest in this venture.

**6. New Business**

None

**7. Pastoral Report and Teaching**

PAT MORRISON

The past two weeks have been focused on receiving Kenji and transitioning him in. The staff is using Kenji's arrival to transition to Microsoft Teams as a platform to organize ourselves.

Over the next few months I will continue to return my focus to Christian Development programming. Much has changed in the past 8 months, so I will take some time to consult, dream, discern and assess our path forward together with the CD Committee, Grace groups, parishioners, and colleagues.

I want to thank Grace for hosting the Regional Meeting last week, and particularly for hosting Sunday's Celebration of Ministry Service. Grace shares a mutual respect and a healthy relationship with the Region.

I will be on holidays for two weeks from November 9-22.

KENJI MARUI

In nineteen days, I've settled into the office with updated furnishings, unpacking, filing, shelving my items. I'm mostly through the orientation document with Bluewater Health pastoral care credentialing still outstanding. I've been to a few committee meetings, called and emailed a few parishioners and will rely on Lori Armstrong and Sylvia Rose to direct my attention to pastoral care needs.

In addition to my work with Grace, I have recently attended on-line meetings of the 43<sup>rd</sup> General Council as a Commissioner, the Antler River Watershed Regional Council as chair of Business & Agenda, and Affirm United's "Kitchen Sink" conversation series as an equity monitor.

## **8. Key Ministry Committee Reports**

### **Worship**

The committee met in October, and we were able to welcome Kenji to the committee and to Grace. The committee provided a high-level overview of Worship-related activities at Grace, and also to reinforce our intention to support Kenji and Pat as we enter this next period of time at Grace. Early discussions were held to begin planning for Kenji's covenanting service.

Much of the meeting and the committee activities have continued to focus on the hybrid mode of holding worship services in the sanctuary and via Zoom and You Tube. In order to continue to provide meaningful contact to members of the congregation through on-line Worship options, the committee has been working with Communications and others to establish the scope of equipment that is required to replace the loaned equipment that is currently in use.

Glenn indicated that he has had excellent support for music leadership during worship services. In addition to working with the weekly vocal leaders, Glenn continues to work with the choir to record anthems with members who can access the technology requirements.

### **Christian Development**

No report

### **Congregational Care & Growth**

No report.

### **Outreach**

Served 85 clients at the October 28 IOGS meal. Thanks to all the Grace volunteers who are continuing to help with this essential ministry.

Brigden UC advised that the Food Grains Bank harvest was completed on November 3. We await the final financial tally and look forward to another project in 2021

### **Proclamation and Special Events**

No report

## **9. Governance and Support Committee Reports:**

### **Planning**

This committee has just reconvened. We have 3 members so far, still recruiting.

This committee has received one project proposal for AV System Revamp. Current equipment being used for online and YouTube worship is on loan from Pat and will be unavailable in December 2020.

Committee scores this proposal as 21-Do it ASAP.

A/V upgrade estimated at \$27,068.

Propose financing as follows: 1/3 from Memorial Fund, 1/3 Communications Initiatives, 1/3 Inspiration fund.

**MOTION that Grace Council approve this project, with 2 outside proposal/estimates, and work with Finance to fund up to \$27,068.**

Val Adamson/Chris Cooke. Carried

**Finance**

**2021 Operating Budget Process**

**November 2020**

- All committees requested to submit 2021 cost plans (e-mail request will be issued).
- 2020 October YTD actual and 2020 budget cost data available as a reference.
- Rationale for any significant changes for 2021 requested. Also, any significant cost items for remainder of 2020 or anticipated cost overruns would also be appreciated.
- Submissions requested by **November 30, 2020**

**December 2020**

- First pass 2021 Budget to be reviewed at December 2020 Council meeting
- Issues flagged (both cost and revenue) for follow-up by Council sub-committee
- **2021 revenue assumptions will be key issue**

**January 2021**

- Council review/endorsement of final 2021 Budget (after year-end data available)
- Printing of 2020 Annual report includes 2020 year-end data and 2021 Budget

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

	<u>2020</u>	<u>2019</u>	<u>DELTA</u>
REVENUE	278.8	318.7	-39.9
COSTS	248.0	328.3	-80.3
DELTA	30.8	-9.6	+40.4

Revenue is lower in 2020 versus 2019 mainly due to lower givings and rental income. Costs were also lower in 2020 mainly due to lower staffing costs. This resulted in a net positive position of \$30.8K at the end of October. We have qualified for one of the government assistance programs and may be able to qualify for a second program. We made a payment in October of \$10K to M&S; our remaining additional commitment for M&S and ARWS assessment is about \$26K for 2020 (\$15K and \$11K respectively). An update will be provided to Council for the year-end forecast. With the Church reopening in September and the arrival of our new minister in October, we recognize the challenges we face going forward.

Thank-you to the congregation for their support of the operating budget in 2020.

**Communications**

The church internet was updated to a 1Gbps connection for one month and a new wifi access point was installed in the Friendship Room to support the Region annual meeting. The Region covered the costs.

The staff email was migrated from IMAP to Exchange at no additional cost. Exchange is simply a more modern and reliable service and provides the ability to share calendars.

The staff are experimenting with Microsoft Teams in order to collaborate on worship prep and other activities. They appreciate being able to edit a single file as a group, rather than emailing updates to each other. This tool is a free add-on to our existing Microsoft 365 subscriptions.

The committee met with Pat, Kenji and Lori to review its section of the Constitution and consider how the committee might best support the mission of Grace United Church going forward.

- Branding is one area of interest. Developing a logo is one aspect. Finding the right person to help us with this task is critical. It will also require some consultation with Council and possibly the wider congregation. Even more critical than a quality logo is to consider how we market the church during Covid. For years, we've used events as a marketing tool. Highlighting "what's going on at Grace" let folks know that we are an active congregation interested in the community around us. Unfortunately, during Covid, we are not hosting events. Do we wait for them to return, or is there another approach we should take?
- Expanding social media presence is another area of interest. Unfortunately, expanding to Instagram or other platforms will take considerable effort. Each platform has a unique demographic, so our messaging needs to be unique as well. Who will do this work?

**Property**

**Asphalt Pricing - Cathcart**

Hollinworth		14,987
Total Driveway Maintenance		14,500
Seu-Con		15,643

**Asphalt pricing for Indian Rd Parking**

Seu-Con		67,147
South catch basin	5,050	
North catch basin	8,960	
Hollinworth *high price due to projected price for asphalt – will review in spring		126,874

Additional cost re: Pitts driveway est.  
 400.00 Total Driveway Maintenance  
 400

**Catch Basin Scoping**

Bluewater Plumbing		
2 employees	hourly rate	173.5
Camera		160

Misc Equipment i.e. gas, generator  
 ?

Will be reviewing Blueway estimate for small business lighting program

Damar - Alarm Maintenance	?	
Vacuum Cleaner - Al's		624.99

Holland- bags 7 @19.42	892
U-Line	590

All vacuums commercial and are upright models

Each project proposal must be completed and sent to Planning committee for review and scoring and then to Council for review and approval.

Community Living wants to cut-down an old and dying tree in backyard. Outreach agrees and will talk to tenants of manse.

### Trustees

No report.

### Ministry & Personnel

Committee developed a proposal for special compensation for Pat. Motion to be presented.

Kenji's Introduction/Orientation to M&P Committee will include:

- Invite Kenji to November 2020 M&P Zoom meeting
- Introduce M&P members
- Review the committee role per the constitution
- Review Yearly M&P Schedule and M&P Task List
- General Discussion on how M&P and Kenji work together

**MOTION to approve special recognition proposal for Pat Morrison in appreciation of all the support and leadership he provided for the ongoing operation of Grace UC, pastoral search, covid online worship from June 2019 (Brad's departure) to October 2020 (Kenji's arrival). This approval stipulates 2 weeks extra vacation, above the normal entitlement, and \$5,000 taxable bonus.**

John Cooke/Val Adamson. Carried

### AOTS

No report.

### Antler River Watershed Regional Council

The regional council held its annual general meeting on-line with Grace providing a central meeting space (with physically distant COVID protocols in place) for the leadership team to operate. Approximately 160 people attended each of the four business sessions, spaced out through 3 days, culminating in the Celebration of Ministry worship service that commissioned 2 diaconal ministers and admitted 1 minister from another denomination. Thank you to Grace United Church for hosting and giving up its own worship time and space for this to happen.

The region conducted the following business:

- committed to becoming an Affirming ministry and outlined an action plan
- supported a proposed change in the Basis of Union that ministry "be open to ~~both men and women~~ people of all gender identities."
- approved the 2021 budget which forecasts a \$41,000 deficit
- elected the Rev. Jane Van Patter as president
- re-appointed Kenji Marui to a 3-year term on the Executive

**10. Meeting closed at 9:30pm**

**11. Closing Prayer**

Kenji lead us in closing prayer.

Next regular meeting: DECEMBER 2, 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

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Kirk Wilson, Council Chair

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Diana Fisher, Council Secretary