

**EXETER UNITED CHURCH
LEADERSHIP TEAM
AGENDA**

Meeting Held: February 24, 2021 4:00 pm via ZOOM

1. Opening Prayer & Check In
2. Approve Agenda
3. Approve Minutes of Leadership Team Meeting
January 27, 2021
4. Matters Arising
 - Boiler Inspection
 - South Huron Foodgrains Bank service - update
 - update re inquiry of Peter Moseley-Williams to replace Janice Brock on the Leadership Team
 - *update on Heather's status*
5. Finance & Stewardship Report
6. Office/Communications Report and Correspondence
7. Nominations
8. Minister's Report - *spiritual care connectors - better boundaries re Heather/staff; sermonbyphone - wk1 - 3; wk2 - 5; wk3 - 6; pulpit supply*
9. New/Other Business - *discussion/direction about when/how resume in person worship*
10. Adjournment

Next Meeting: March 24, 2021 @ 4:00 p.m. via ZOOM

**EXETER UNITED CHURCH
LEADERSHIP TEAM
MINUTES**

Meeting Held: January 27, 2021 4:30 pm via ZOOM

Present: Alice MacLean, Ann Johns, Joanne Bowen, Joan Kammerer, Rev. Laurie O'Leary

Regrets: Janice Brock, Marion Kerslake, Stephen Platts

1. Opening Prayer & Check In

Joanne welcomed everyone. Rev. Laurie read the prayer 'A Working Creed' from Bare Feet & Buttercups by Ruth Burgess

It was agreed for this meeting that we would work with the consensus model other than motions for financial matters.

2. Approve Agenda

The additions to the Agenda were: M&P Report and the Resignations of Janice Brock and Marion Kerslake.

The Agenda, as amended, was approved by consensus.

3. Approve Minutes of Leadership Team Meeting
November 25, 2020

The minutes of the Leadership Team meeting of November 25, 2020 were approved by consensus.

4. Matters Arising – Boiler Inspection

Joanne reported that this remains an ongoing matter. The company who had been conducting these inspections is no longer doing so. Our insurance broker continues to search for a company who can provide the appropriate inspection.

- Annual Meeting

It was agreed by consensus that based on the current situation with COVID and the desire to have the fullest participation and engagement from the congregation the Annual Meeting would be deferred from February 28, 2021 to May 2, 2021. It was also agreed that the date may be further deferred due to the ongoing COVID situation.

5. Finance & Stewardship Report - 2021 Budget

Ann reviewed the Financial Update report noting the extraordinary generosity of the congregation during the month of December. Local givings exceeded expectations by \$19,000.00. This update report is attached to the minutes.

Ann lead the Team through a review of the 2021 proposed budget created by the Finance & Stewardship Team. Through the review, the following changes were made: increase of local givings for the year from \$90,500.00 to \$96,500.00; increase of the budget for insurance from \$9,000.00 to \$10,000.00. This then leaves the gap between income and expenses at a deficit of \$33,697.36.

It was noted that the initial budget preparations revealed a potential deficit gap of \$50,000.00. The Finance & Stewardship Team reached out to M&P to discern what cost savings might be available within the current contracts. Joan reported on behalf of M&P that it was determined the our cleaning service could be reduced. During the time when there is no in person worship the cleaning hours will be to a maximum of 10 hours per week. There are groups who are deemed essential who continue to use the building therefore requiring cleaning and sanitizing. When there are in person worship services the cleaning hours will be to a maximum of 15 hours per week. Ann confirmed that they have budgeted on the basis of 15 hours per week for the entire year knowing that this may fluctuate.

The subscription for the Upper Room needs to be investigated as we have not received them recently. The video licensing renewal also is to be investigated.

A pastoral letter from the Leadership Team and Rev. Laurie will be included with the income tax receipts that will be sent out before the end of February, 2021. Information concerning the budget will be provided after that.

The church may qualify for wage subsidy in January and February as givings are low at this time.

In respect of Heather's restorative care, after the initial 2 week period the church is reimbursed 85% of her salary through the insurance plan of The United Church of Canada.

The church will also be in receipt of a bequest from the Estate of Bev Gould - details are unknown at this time.

MOTION

to approve the 2021 operating budget with the amendments of \$96,500.00 for local givings and insurance of \$10,000.00 leaving a gap of \$34,617.36. The budget will be approved by the congregation when the Annual Meeting will be held.

Ann Johns / Alice MacLean
CARRIED

NOTE: Subsequent to this motion it was determined that the gap is actually \$33,697.36.

6. Ministry & Personnel Report

Joan reported that official communication from The United Church of Canada insurer has been received to the effect that Heather will continue to be on restorative care until February 28, 2021. A possible return to work date is March 1, 2021.

Joanne was asked to update the congregation about the ongoing restorative care.

Rev. Laurie affirmed that at the present time the workload for her is doable and if that should change she would be in contact with both the Leadership Team and Ministry & Personnel.

7. Office/Communications Report and Correspondence

No report

8. WOW Regional Council Info Pac - United Church of Canada Governance in Congregations during COVID-19; Congregational Meetings Pandemic Update 2021; Covid Information Update; Annual Report & Annual Meeting Best Practices; Your Profile and Living Faith Story; Annual Self-Assessment; How to Hold Meetings in a Pandemic

This information is to ensure that the Leadership Team is updated on current information. The subjects of 'Your Profile and Living Faith Story' and 'Annual Self-Assessment' are both items that will need the Teams attention.

9. Minister's Report

The report is attached to these minutes. It was noted that Tom Prout on behalf of the South Huron Foodgrains project has requested a virtual service in April, 2021. He was advised that this was possible - the church has a ZOOM account and can accommodate up to 100. He was also advised that

Rev. Laurie would be away on study leave for the balance of April after Easter and that the committee or a designate would need to work with the office to create that service. Tom has not responded back yet about how they wish to proceed.

9. New/Other Business - Church Mission

Rev. Laurie made note and expressed concern that there is no activity happening beyond what we, as a church, are doing for ourselves.

- Offer church as a potential vaccine site?

The consensus was not to offer the building as a potential site, however, the Leadership Team would consider a request if it came.

- Resignations - Janice Brock and
Marion Kerslake

The Team was advised that resignations had been received from both Janice and Marion. They were received with regret and thankfulness for their participation on the Leadership Team. Janice has reached out to Peter Moseley-Williams to inquire if he would be willing to replace her.

10. Adjournment

The meeting adjourned by consensus and Rev. Laurie closed with prayer.

Next Meeting: February 24, 2021 @ 4:00 p.m. via ZOOM

Note time change!

EXETER UNITED CHURCH

General Operating Budget

	Budget 2020	Dec 31/20 Actual	Short/Over	Budget 2021
INCOME				
Local Envelopes/other	\$ 93,500.00	\$ 90,768.19	\$ (2,731.81)	\$ 96,500.00
Local PAR	\$ 71,256.00	\$ 66,689.00	\$ (4,567.00)	\$ 66,000.00
Local Loose	\$ 4,200.00	\$ 528.65	\$ (3,671.35)	\$ 120.00
Benevolent	\$ 4,100.00	\$ 925.50	\$ (3,174.50)	\$ 600.00
UCW	\$ 10,000.00	\$ 10,000.00	\$	\$ 5,000.00
Room Use	\$ 10,000.00	\$ 1,680.00	\$ (8,320.00)	\$ 2,000.00
Trustee Transfers /Insurance/Housing	\$ 8,400.00	\$ 6,006.59	\$ (2,393.41)	\$ 11,900.00
Fund Raising/Misc Income	\$ 20,000.00	\$ 500.70	\$ (19,499.30)	\$ 5,000.00
Misc Income*		\$ 1,591.09	\$ 1,591.09	\$
CEWS Government of Canada		\$ 13,965.95	\$ 13,965.95	\$
Vista Income	\$ 4,000.00	\$ 900.00	\$ (3,100.00)	\$ 1,000.00
TOTAL INCOME	\$ 225,456.00	\$193,555.67	\$ (31,900.33)	\$188,120.00
EXPENSES				
		\$		
WORSHIP MINISTRY	\$ 74,382.20	61,245.41	\$ 13,136.79	\$ 68,883.11
		\$		
LEARNING MINISTRY	\$ 72,091.20	59,578.58	\$ 12,512.62	\$ 65,781.11
		\$		
CARING MINISTRY	\$ 72,091.20	59,578.58	\$ 12,512.62	\$ 65,781.11
		\$		
REACHING OUT MINISTRY	\$ 22,750.40	19,211.92	\$ 3,538.48	\$ 21,372.03
TOTAL EXPENSES	\$241,315.00	\$199,614.49	\$ 41,700.51	\$221,817.36
EXCESS INCOME/EXPENSES	\$(15,859.00)	\$ (6,058.82)	\$ 9,800.18	\$ (33,697.36)
Mission & Service Envelopes		\$ 7,515.00		
Mission & Service PAR		\$ 13,241.00		
		\$ 20,756.00		

** Jean Palmer \$1640.30 Interest .96 Memorial Leaves \$-50.17*

Minister's Report
to Leadership Team
24 February 2021

- Lent in a Bag went to Sunday School Families
- Lent Devotion resource mailed to those not on the internet together with a note re Sermon by Phone
- signed up for Sermon by Phone - this service is starting to be used by those who do not use the internet and I am able to track who is using the service
- facilitated Southwestern Ontario Candidacy Board meeting and candidate interviews
- attending webinars based on 'Unsettling the Word Biblical Experiments in Decolonization'
- continuing online course - Grief & Bereavement
- attending online course - Christian and Muslim Relations
- attended online meetings of Educational Supervisors and National Candidacy Boards
- posted Daily Devotionals - Constant Contact and Facebook
- posted weekly Words of Care and Worship at Home - website, Constant Contact and Facebook
- monitored and responded to telephone voicemail messages as necessary
- spiritual care connectors - Patti Down and Glenda Wagner are new connectors and Marion Kerslake has agreed to continue
- Looking ahead: Palm Sunday - March 28; Good Friday - April 2; Easter - April 4
- Looking ahead: I will be taking three weeks of Study Leave - April 11, 18 and 25 - to prepare and participate in an online intensive training about ministry in transition.