

**EXETER UNITED CHURCH  
LEADERSHIP TEAM  
AGENDA**

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

1. Opening Prayer & Check In
2. Approve Agenda
3. Approve Minutes of Leadership Team Meeting  
November 25, 2020
4. Matters Arising – Boiler Inspection  
- Annual Meeting
5. Finance & Stewardship Report - 2021 Budget
6. Office/Communications Report and Correspondence
7. 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
8. Minister's Report
9. New/Other Business - Church Mission  
- Offer church as a potential vaccine site?
10. Adjournment

Next Meeting: February 24, 2021 @ 5:30 p.m. via ZOOM

**Exeter United Church  
Leadership Team  
Minutes  
25 November 2020**

**Regrets:** Marion Kerslake, Stephen Platts

**In Attendance:** Alice MacLean, Joan Kammerer, Joanne Bowen, Ann Johns, Rev. Laurie O'Leary and Janice Brock (joined call at 5:43 pm)

1. Opening Prayer & Check In: Rev. Laurie opened in prayer and Joanne welcomed everyone present.

2. Approve Agenda  
**MOTION** to approve the agenda.

Ann Johns / Joan Kammerer  
Carried

3. Minutes of Leadership Team Meeting November 4, 2020  
**MOTION** to approve the minutes of the Leadership Team meeting held November 4, 2020.

Joan Kammerer / Ann Johns  
Carried

4. Matters Arising – Joanne reported that she continues to follow up with the necessary parties to get the boiler inspected.

5. Finance & Stewardship Report: Attached to these minutes are the Finance & Stewardship Team Financial & Next Steps Update dated November 25, 2020 and the General Operating Budget summary for the October, 2020 month end.

The current amount of the gap for year end is now \$27,424.00.

Donation letters have gone out and it was noted that Heather MacKechnie had done a great job on the letters.

There was discussion about budgeting for a music director in 2021 with the consensus being that the budget would reflect 3 months payment to the choir director (October, November and December) and the accompanist payment would also reflect and increase for choir and choir practices to be in line.

**MOTION** to receive the report from the Finance & Stewardship Team.

Alice MacLean / Janice Brock  
Carried

6. Office/Communications Report and Correspondence

The church has received the request of the local radio station for a Christmas Message. It was confirmed by consensus that this would proceed as we have in the past.

7. Annual Meeting

There was a general discussion about how this meeting might take place under the current COVID restrictions either in person or online. It was confirmed that the date of Sunday, February 28, 2021 be set for the annual meeting on the understanding that it may or may not occur on that date depending on circumstances.

8. Minister's Report

Rev. Laurie confirmed that last Sunday was the first of the pre-recorded video Worship at Home and that it was very well received. In order to ensure our ability to do this work, the Church has subscribed to Adobe Premium as the tool for Heather to create the video to be uploaded.

Sunday mornings are going well but there is still a challenge to ensure everyone is following the necessary steps and protocols – it continues to be a work in progress.

The Trustees had been advised prior to the donation letter going out that there would be a gap at year end and that trust funds would be needed to cover any deficit.

The Treasurer will be advising Rev. Laurie of any congregation member who gives 'over and above' or uses e-transfer for the first time so that a 'Thank You' can be sent out. There will be no disclosure of amounts given to Rev. Laurie.

9. Other Business: None.

10. Adjournment:

**MOTION** to adjourn.

Janice Brock

Rev. Laurie closed the meeting in prayer.

Next meeting: January 27, 2021 @ 5:30 via ZOOM

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Joanne Bowen  
Chairperson  
Leadership Team

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Rev. Laurie O'Leary  
Acting Secretary

**To:** Exeter United Church Leadership Team  
**From:** Finance & Stewardship Team  
**Date:** January 27, 2021  
**Subject:** Financial Update

**2020 November & December Actuals Highlights:**

- Income approx. \$24,000 higher than estimate primarily due to:
  - \$3,700 higher local giving's in Nov (\$9,000 was estimated & \$12,700 was received)
  - \$19,000 higher local giving's in Dec (\$9,000 was estimated & \$28,000 was received)
  - \$500 room rentals (none estimated)
  - \$900 Vista income (none estimated)
- Expenses approx. \$5,500 higher than estimate primarily due to:
  - \$1,200 lower property costs (hydro, fuel, repairs & maintenance costs)
  - \$6,700 higher contract costs (lump sum year-end payment to Treasurer and catchup on previous months music accompanists expenses)

<b>2020 Financial Projection:</b>	<b>Apr. Actual</b>	<b>May Actual</b>	<b>Jun. Actual</b>	<b>Jul. Actual</b>	<b>Aug. Actual</b>	<b>Sep. Actual</b>	<b>Oct. Actual</b>	<b>Nov. Actual</b>	<b>Dec. Actual</b>
Income	6,900	15,735	18,765	16,714	12,547	14,115	14,455	30,339	35,448
Expenses	13,960	12,450	12,489	17,562	13,017	16,078	21,837	14,947	27,252
<b>Excess Income / Expenses</b>	(7,061)	3,285	6,275	(847)	(470)	(1,963)	(7,382)	15,392	8,196
<b>YTD Excess Income / Expenses</b>	(28,226)	(24,941)	(18,666)	(19,513)	(19,983)	(21,947)	(29,329)	(13,936)	<b>(5,741)</b>
<b>Prepaid Expenses</b>									<b>3,410</b>
<b>YE Bank Balance</b>									<b>(2,331)</b>

**2020 Financial Summary**

- Finished with relatively small expense gap due to significant local giving's received in December.
- Temporary funds returned at year-end.
- Trustees prepared to issue a cheque for the expense gap once year-end results are finalized.

- Starting 2021 with minimal use of operating loan due to prepayment of Jan-May 2021 insurance expenses.

### **2021 Budget**

- Initial version created based on agreed assumptions had a very large expense gap (approx. \$50,000)
- Changed some assumptions in an attempt to reduce this gap
  - Added a fund raising target, reduced cleaning services weekly hours
- Current version still has a very significant gap (approx. \$39,697)
- Requesting input / direction from Leadership team on further changes in order to finalize.
  - Income: Increase giving's, fundraising, rentals, Vista amounts
  - Expenses: Reduce general & admin amounts, reduce/eliminate church team expenses
- Will be receiving a bequest from the estate of Bev Gould but have no details on amount or timing.

Respectfully submitted,

Ann Johns, Chair

Finance & Stewardship Team

**Minister's Report**  
**to Leadership Team**  
**27 January 2021**

- Advent in a Bag went to Sunday School Families
- for the season of Advent we had both in person worship and video worship at home
- officiated the funeral of Olive Ferguson December 15
- Blue Christmas worship video December 16
- Christmas Eve - 2 video at home worship services
- December 27 - spiritual practice as I was having a vacation week
- Epiphany in a Bag went to Sunday School Families
- January 2021 - Worship at Home audio recordings
- officiated the funeral of Mary Burton January 13
- participated in National Candidacy Board planning sessions
- facilitated SW Ontario Candidacy Board meetings and candidate interviews
- began training - Grief & Bereavement
- began training - Kaleidoscope Institute Facilitator
- participated in country wide ZOOM call between religious leaders and Dr. Tam
- created and prepared for the next Worship at Home mailout for Lent and also Lent in a Bag for Sunday School families
- 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
- Looking ahead: Ash Wednesday - February 17th; 1st Sunday of Lent - February 21st; 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.