

**EXETER UNITED CHURCH
LEADERSHIP TEAM
AGENDA**

Meeting Held: May 20, 2021 7:00 pm via ZOOM

1. Check In/Opening Prayer
2. Approve Agenda
3. Approve Minutes of Leadership Team Meeting
April 29, 2021
4. Matters Arising
 - (a) Nominations
 - (b) Church Hub - Church Profile & Living Faith Story
 - (c) Community of Faith Self-Assessment
 - (d) 2020 Audit - completed?
5. Finance & Stewardship Report - F&S Update / 2021 April Statement
6. Trustee Report
 - (a) Boiler Inspection
 - (b) Insurance Renewal
7. UCW Report
8. Ministry & Personnel Report
2nd Draft Workplace Discrimination, Harassment, Violence Prevention Policy
9. Office/Communications Report and Correspondence
Update re telephone calls to congregation members
10. Minister's Report
11. New/Other Business

Next Meeting: June 23, 2021 @ 7:00 p.m. via ZOOM

**EXETER UNITED CHURCH
LEADERSHIP TEAM
MINUTES**
Meeting Held: April 29, 2021 4:00 pm via ZOOM

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

Focus Question: Would the community miss Exeter United Church if it were gone?

Yes - the quiet things we do, bazaar, meat pies, providing space to AlAnon, etc., Exeter United Church - the congregation, Exeter United Church - the building, could be a wakeup call

1. **Check In/Opening Prayer** - Joanne welcomed everyone and thanked them for the flexibility in changing the meeting date. Rev. Laurie provided an opening prayer.

It was agreed that we would work with the consensus model other than motions for financial matters/other matters requiring motion.

2. **Approve Agenda** - 4(d) was removed as a duplication; Heather's return to work, her proposal and Rev. Laurie's request for Sabbatical added to Ministry & Personnel Report; Letter from Huron Respite Network added to Office/Communications Report and Correspondence. The Agenda with these amendments was approved by consensus.

3. **Approve Minutes of Leadership Team Meeting - March 24, 2021**
The minutes of March 24, 2021 were approved as presented by consensus.

4. **Matters Arising**

(a) *Nominations* - No names were brought forward. Everyone was asked to continue to think about who would best add to the Leadership Team.

(b) *Church Hub* - Church Profile & Living Faith Story - Joanne had provided the Transition Team Update 2015 and Ministry Profile 2015, both of which were provided to the team in advance of the meeting. The next step is to take that information and create a current Church Profile & Living Faith Story. Rev. Laurie will work with Joanne to create this document and will report back to the Leadership Team for approval before posting in Church Hub. Ann will be working on the number of members and the age demographics to complete that work. Heather will be working to connect with the congregation to update the church database that will assist in this work as well.

(c) *Community of Faith Self-Assessment* - This item will be deferred until after the Church Profile & Living Faith Story is completed and approved.

5. **Finance & Stewardship Report** - F&S Update / 2021 March Statement (attached) Ann reviewed the Financial Update confirming that local givings in March were \$2,025 and that local givings in April were \$1,000. The current deficit is \$17,205. The sum of \$8,107.37 is required from Trust Funds to settle the 2020 year end (\$6,086.68 for the deficit and \$2,021.70 for capital (LED lights)). Ann has been in touch with Bob Pooley to confirm this amount. Ron Godkin is to be completing the 2020 audit this coming weekend. Ann will be looking into whether there are further monies coming in respect of Heather's gradual return to work.

Rev. Laurie suggested that it was time that the congregation received a finalized summary report about 2020 year end and the first quarter of 2021. It would be helpful for the congregation to receive information about what monies have been received and payments made in a basic format to apprise them that wage subsidies have been applied for and that currently expenses exceed income. It was agreed and, with other information such as re-affirming ways to contribute, results of the survey, a newsletter would go out soon.

MOTION that the Finance & Stewardship Update and March Financial Report be accepted as presented.

Alice MacLean / Joan Kammerer
CARRIED

6. **Trustee Report**

(a) *Boiler Inspection* - nothing to report

(b) *BrokerLink cheque \$500* - This amount was applied to miscellaneous income as the notation on the cheque was 'donation'.

(c) *Insurance Renewal* - From inquiring about the renewal and amount for renewal, the insurer (RSA) requested that a questionnaire about the church building and activities be completed. This was done and Rev. Laurie signed on behalf of the Trustees. We now wait to hear about the renewal.

7. **UCW Report - Farmer's Market** - Nothing further to report at this time. The markets are dependent upon the level of lockdown restrictions.

8. **Ministry & Personnel Report**

Joan reported that Heather returned to full time work on April 19, 2021 and that her file with Morneau Shepell has been closed. Joan affirmed her belief that the insurer should be paying for the 2 days/week for Heather's gradual return to work.

Heather's proposal - This proposal was presented to the M&P Team and they have reviewed it, support it and recommend it to the Leadership Team. This would eventually mean adjusting the job description to include 'community engagement' (not outreach). It was affirmed that this project appeared viable - doing the background work now while we remain closed for the most part. Heather's previous work with Andrea was noted and commended as important. The general discussion revolved around the need to re-define/re-tell our story since so much has changed due to COVID. Work as described in the proposal will help us as a congregation and the Leadership Team to know where we are going and to find our place. The consensus was this was important work that needed to be done and this is the time. Joan advised that M&P would be asking Heather to track and detail her work so that when a new job description is created it will be focused on the job/tasks and not on the person.

Draft Workplace Discrimination, Harassment, Violence Prevention Policy - This draft was presented and discussed. A suggestion was made to move the Procedure portion to after the Policy and before the Definitions. In comparing this draft with the UCC policy, Rev. Laurie noted some statements she would like to have included and also noted some areas that did not apply to Exeter UC. It was agreed that Joan and Rev. Laurie would work towards a second draft.

Rev. Laurie Sabbatical Request - Rev. Laurie had made a request of the M&P Team to proceed with a sabbatical beginning Friday, October 1, 2021 to and including Monday,

January 17, 2022. This time frame also includes 2 weeks of study leave and 1 week of vacation being the balance of her time entitlement for 2021. The M&P Team have reviewed the request, support the request and recommend it to the Leadership Team. Rev. Laurie confirmed that a Pastoral Charge Supervisor would be appointed by the region for the duration of the sabbatical and that emergency pastoral care would need to be arranged as well as pulpit supply for that period of time as well.

MOTION that Rev. Laurie's request for sabbatical leave beginning Friday, October 1, 2021 to and including Monday, January 17, 2022 pursuant to her request, including her sabbatical plan dated April 23, 2021 be approved.

Joan Kammerer / Ann Johns
CARRIED

9. **Office/Communications Report and Correspondence**

Coates - email issues - Rev. Laurie reported that the email issues have been resolved with Bob & Helen Coates

Canon Photocopier - Rev. Laurie reported that we had received the offer in advance of us being eligible for it. There are approximately two additional monthly payments that have to be made before we qualify.

Letter from Huron Respite Network - Rev. Laurie confirmed that the Network was requesting a financial donation towards the respite care of a family they are supporting from South Huron.

MOTION that Exeter United Church donate the sum of \$100 to the Huron Respite Network to be used towards the respite care of the South Huron family the Network is currently supporting.

Ann Johns / Alice MacLean
CARRIED

10. **Minister's Report**

South Huron Foodgrains Bank service – 2 May 2021 electronically, Thames Road Elimville UC hosting. The ZOOM invitation link will be sent out on Friday with instructions. Rev. Laurie advised that she will be doing a shortened version of that service for those who are unable to join the ZOOM.

11. **In Person Worship Survey** - The Leadership Team reviewed and discussed the survey results. In consideration of the survey, in person worship will not resume until Sunday, October 3, 2021. It was noted that the survey results need to be communicated to the congregation - they will be included in the upcoming newsletter. The possibility of a 'pop-up' worship service in the parking lot was considered.

12. **New/Other Business**

(a) *Activate Space* - provided for information

(b) *Christian Charities & Wellbeing in Covid-19*

National Survey Summary Report - provided for information

(c) *Meeting Time* - Stephen has confirmed that a 4 p.m. meeting time does not allow for his participation. That is a time either just before or just after his work shift starts or stops and does not allow him adequate time to be present. The Leadership Team acknowledges the importance of his presence and contribution as a member of the Team. The next meeting on Wednesday, May 26, 2021 will begin at 7:00 p.m. via ZOOM.

13. **Adjournment** - The meeting adjourned by consensus at 5:30 p.m.

Next meeting: May 26, 2021 @ 7:00 p.m. via ZOOM

To: Exeter United Church Leadership Team
From: Finance & Stewardship Team
Date: May 20, 2021
Subject: Financial Update

Financial Update:

Refer to the following document which shows our financial position as of end of March.

- 2021 April Statement.pdf

April Actuals Highlights:

- Income and expenses less than estimate due to no UCC assessment payment and local giving's of \$1,235 (estimated \$2K)
- RCP reimbursement of \$6,045.28 for January 18 to March 21 period (reduced administration expense)
- CEWS benefit of \$5,578.99 received for February (\$2,892.46) & March (\$2,686.53), qualified for April

Projected a financial outlook based on the following:

- Minimal church use, no worship services until Oct 3 then resuming like Oct-Dec 2020, no choir/music director
- CEWS benefit for Apr (\$5,772.34), no CEWS for any other remaining months
- Minimal local giving's will be received in May (\$2,000) but giving's will meet budget for the rest of year due to regular communications asking for giving's and a direct to household custom communication in the fall
- No Vista or Rental income, \$4K from the UCW (2 Farmer's markets held) and \$1K from Fundraising in Dec
- Additional 9 Sundays for pulpit supply in Oct-Dec (4 were already budgeted, 13 needed)
- Defer UCC Assessment payment (\$10,821) until December
- Treasurer honorarium paid as a lump sum in December

Financial Projection:	Jan. Actual	Feb. Actual	Mar. Actual	Apr. Actual	May Estimate	Jun. Estimate	Jul. Estimate	Aug. Estimate	Full Year Estimate
Income	12,846	7,560	8,755	12,224	13,182	15,305	12,875	12,175	178,939
Expenses	15,242	15,104	16,019	8,952	15,735	15,585	14,322	15,492	200,647
Excess Income / Expenses	(2,396)	(7,544)	(7,265)	3,272	(2,553)	(281)	(1,448)	(3,318)	
YTD Excess Income / Expenses	(2,396)	(9,940)	(17,205)	(13,933)	(16,486)	(16,767)	(18,215)	(21,532)	(21,708)

Summary / Comments

- Can stay within our \$30,000 operating loan limit through to end of year based on deferral of UCC assessment & local giving's from June through to December meeting budget.
 - Jun: \$6K, Jul: \$6.7K, Aug: \$6K, Sep: \$8.5K, Oct \$8.9K, Nov: \$9K, Dec: \$27.5K
- Significant additional giving's / income (over budget) needed to close the expense gap (\$21,708)
- Holding off on cashing cheque to return Meat Pies Ladies funds, no update from Ron Godkin regarding audit

Respectfully submitted,

Ann Johns, Chair

Finance & Stewardship Team

**Minister's Report
to Leadership Team**

20 May 2021

- reviewed and provided further draft of Workplace Discrimination, Harassment, and Violence Prevention and Response Policy to Joan for further review/consideration
- attended Moderator's Town Hall session re Strategic Planning
- attended Canadian Foodgrains service hosted by Thames Road-Elmville UC
- attended Blanket Exercise session hosted by Kairos
- attended National Candidacy Board planning session
- attended Residential Schools and the Truth & Reconciliation Commission hosted by Western Ontario Waterways regional council
- attended New Leaf Network webinar - Transforming Polarized Conversations with Betty Pries, Credence & Co.
- attended sessions of Western Ontario Waterways regional council spring meeting Thursday, May 13, Friday, May 14 and Saturday, May 15
- attended Atlantic School of Theology webinar - Decolonizing Theology with Ray Aldred
- facilitated Southwestern Ontario Candidacy Board business meeting
- all Celebration of Ministry services for the regions of Antler River Watershed, Western Ontario Waterways and Horseshoe Falls have been postponed to the Fall, 2021.

Rev. Laurie

From Western Ontario Waterways regional council meeting:

Presentation by Southampton United Church becoming as HUB for Rural Connects in this area. This could be a possibility for worship coverage during my sabbatical. Please check out these two websites:

<https://www.southamptonunited.ca/the-hub> and

<http://www.ruralconnectucc.ca/what-is-a-satellite.html>

Exeter United Church

Workplace Discrimination, Harassment, and Violence Prevention and Response Policy

Theological Statement

The United Church of Canada believes that all people are created in God's image and all people deserve the same human rights and freedoms.

The United Church of Canada's policies, practices, and procedures embody our beliefs while creating a work environment of mutual respect, care, protection, and empowerment that is free from all forms of discrimination, harassment, and violence.

Policy

Exeter United Church is committed to providing safe environments for work, worship, and study, free from discrimination, harassment, and violence.

The church will not tolerate any behaviour by any person – including but not limited to its members, adherents, lay employees and ministry personnel or volunteers – that constitutes discrimination, harassment or violence.

Discrimination, harassment, and violence in the workplace are prohibited by the church and by provincial, territorial, and federal law. Nothing in this policy is intended to prevent a complainant from filing a complaint under Ontario Human Rights legislation.

All complaints of discrimination, harassment or violence toward anyone within the church – including lay employees or ministry personnel, and volunteers – will be taken seriously and dealt with in a spirit of compassion and justice.

Procedures

- 1.If the person complaining (the complainant) is able to do so, and if it is practical and safe, they should communicate directly with the person who is behaving inappropriately, to tell them that their behaviour is unacceptable, is being experienced as discrimination or harassment, and ask the person to stop.
- 2.The complainant can request assistance and be accompanied by another person at the meeting with the respondent. The complainant may bring a person of their choosing with them to any meeting or process that is part of this policy.
- 3.If the behaviour does not stop or the complainant is unable to speak to the respondent (the person behaving inappropriately), then a complaint should be provided in writing, to the Chair of the Ministry and Personnel Team and the Chair of the Leadership Team, with details as to the date of the incident(s), location, any witnesses, and a description of the incident(s).
- 4.The representatives of the Ministry and Personnel Team and the Leadership Team will assess the complaint and the applicability of this policy to respond to the complaint. If there are other processes available to address the complaint, those may be

recommended. Such other options could include mediation, a facilitated conversation, or other forms of dispute resolution.

5. The complaint will be provided to the respondent at the earliest possible opportunity by the Chair of the Ministry and Personnel Team and the Chair of the Leadership Team.

6. If the complaint is not able to be resolved to the satisfaction of the involved parties, or if the complaint is being made about the Chair of the Ministry and Personnel Team or the Chair of the Leadership Team, the complaint should be sent to the appropriate regional council Executive Minister where the incident occurred.

7. The parties will be provided with information about the outcome as appropriate in the circumstances. Personal information will not be provided about any party, and all information will be held in as much confidence as is possible while still ensuring fair process.

Responding to Complaints of Systemic Discrimination

A complaint that a policy or procedure is discriminatory must first be brought to the attention of the Chair of the Leadership Team. Reasonable efforts will be made to resolve the complaint.

Definitions

Discrimination includes any distinction, exclusion, or preference based on protected grounds set out in human rights legislation that nullifies or impairs equality in employment. Discrimination includes unwelcome comments or actions that relate to a person's personal characteristics – for example, race, gender, sexual orientation, and age.

It is the impact of the behaviour, not the intention behind it that determines whether the concerning behaviour is discriminatory.

There are two forms of discrimination: direct and systemic.

Direct discrimination is an action, a behaviour, or a practice of treating a person unequally on the basis of any of the prohibited grounds. It may be overt and admitted or covert and denied.

Systemic discrimination relates to institutional practices, systems, and structures that operate to limit an individual's or group's rights to opportunities or exclude an individual or a group from participation on the basis of a prohibited ground.

Harassment includes improper and unwanted comment or conduct when such conduct might reasonably be expected to cause insecurity, discomfort, offence, or humiliation to another person. Harassment is a form of discrimination.

Harassment does not include constructive criticism, evaluating or monitoring performance or setting performance standards, corrective or disciplinary action, or organizational change for business reasons.

Racial harassment is unwelcome, unfair, or unsafe behaviour related to race based on prohibited grounds and includes behaviour related to a person's race, colour, ancestry, where a person was born, ethnic background, place or origin, or creed.

Individual racism can range from targeted racial harassment and overt discrimination to microaggressions, which can include subtle events that occur on a regular basis.

Systemic or institutional racism consists of patterns of behaviour, policies, and practices that are part of the social or administrative structures of an organization and that create or perpetuate a position of relative disadvantage for racialized people.

Microaggressions are the everyday putdowns and slights marginalized groups face every day from other people who sometimes do not know that they are being offensive or patronizing.

Sexual harassment means engaging in a course of improper or unwelcome comment or conduct because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or should reasonably be known to be unwelcome. Sexual harassment can also be asexual solicitation or advance where the person making the solicitation or advance is in a position to conform, grant, or deny a benefit or advancement to the recipient, and the person knows or should know that the solicitation or advance is unwelcome.

The church's *Sexual Misconduct Prevention and Response Policy and Procedures* may apply if the complainant is in a vulnerable position and the respondent is in a position of trust with respect to the complainant.

Violence is the use of physical force against a person that causes or could cause physical injury. It also includes attempting to use physical force, and includes a statement or behaviour that could reasonably be interpreted as a threat to use physical force.

Workplace includes any location, permanent or temporary, where an employee performs any work-related duty.

Notes to the Policy

Accommodation: Exeter United Church will accommodate the special needs of everyone involved in the process to ensure full access and participation.

Bad faith, trivial, or vexatious complaints may themselves be a violation of this policy. A bad faith complaint is one that the complainant knows is false or is made for a purpose other than gaining a satisfactory remedy.

Confidentiality: Confidentiality with respect to complaints is maintained to the extent possible, having regard to the circumstances giving rise to the complaint and subject to the church's obligation to conduct a thorough investigation.

Freedom from reprisal: Every person with a complaint has the right to bring it forward under this policy without reprisal or threat of reprisal.

Records: All materials related to the complaint, including the investigation and outcome, are retained in confidence according to the church's retention policies.

For more detailed information, see the United Church of Canada full document entitled ***Workplace Discrimination, Harassment, and Violence Prevention and Response Policy September 2020***

May 2021