

**EXETER UNITED CHURCH
LEADERSHIP TEAM
AGENDA**

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

1. Opening Prayer & Check In
2. Approve Agenda
3. Approve Minutes of Leadership Team Meeting
February 24, 2021
4. Matters Arising
 - Boiler Inspection
 - South Huron Foodgrains Bank service – 2 May 2021
electronically, Thames Road Elimville UC hosting
 - Nominations
5. Finance & Stewardship Report - F&S Update / 2021 February Statement
6. Ministry & Personnel Report
7. Office/Communications Report and Correspondence
8. Minister's Report
9. New/Other Business
 - (a) Church Profile & Living Faith Story - Church Hub
 - Profile Preparation Handbook Profile Cover Page
 - Living Faith Story - Example Living Faith Story - Worksheet
 - Living Faith Story Categories - Worksheet
 - Demographics Worksheet Financial Viability Worksheet
 - (b) Workplace Discrimination, Harassment, Violence Prevention and Response Policy
UCC September 2020
 - (c) Self-Assessment
 - Annual Self-Assessment Information Self-Assessment Instructions
 - Self-Assessment Checklist
10. Adjournment

Next Meeting: April 28, 2021 @ 4:00 p.m. via ZOOM

**EXETER UNITED CHURCH
LEADERSHIP TEAM
MINUTES**

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

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

1. Opening Prayer & Check In

Joanne welcomed everyone. Rev. Laurie opened in prayer.

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

2. Approve Agenda

There was the addition of Ministry & Personnel Report to the agenda after the Finance & Stewardship Report. The Agenda with this amendment was approved by consensus.

3. Approve Minutes of Leadership Team Meeting
January 27, 2021

The minutes of the Leadership Team meeting of January 27, 2021 were approved by consensus with corrections to typographical errors.

4. Matters Arising

- Boiler Inspection - Broker Link has advised Joanne that they have connected with two companies and will advise when there are more firm plans in place.
- South Huron Foodgrains Bank service - update - Tom Prout has confirmed that Thames Road-Elimville will be taking on this virtual service as they are doing weekly online worship. No date has been provided.
- update re inquiry of Peter Moseley-Williams to replace Janice Brock on the Leadership Team - Peter has declined.

5. Finance & Stewardship Report

The Leadership Team was provided with the General Operating Budget which confirmed the 2020 year end deficit of \$6,058.82 and the projected 2021 budget deficit of \$33,697.36.

Local givings for the month of January, 2021 were low at \$2,000.00. Based on that, the church may qualify for the wage subsidy again. The church has been reimbursed for Heather's restorative care for January 2021.

MOTION to accept the General Operating Budget as presented.

Alice MacLean / Joan Kammerer
CARRIED

6. Ministry & Personnel Report

Joan reported that she has received email correspondence that Heather's return to work date has been extended to March 22, 2021. The return to work plan is that her first week would be 3 days of work; the second week would be 4 days of work; and the third week would be back to full time, 5 days of work. The church has been asked if this plan can be accommodated and the consensus was that we would definitely be in a position to accommodate.

7. Office/Communications Report and Correspondence

Rev. Laurie reported that the inspector for the lift has made arrangements to attend for that inspection on Thursday, March 4 between 10 am and noon when she is in the office. Joanne offered to be available should there be any change that was necessary.

8. Minister's Report - Rev. Laurie confirmed that Patti Down has assumed Janice Brock's list for Spiritual Care Connectors and that Glenda Wagner has assumed Heather's list. Marion Kerslake was happy to continue in her role as a Spiritual Care Connector. The change in Heather's list is a better boundary in respect of staff responsibilities. Rev. Laurie also confirmed that the SermonByPhone is being well received. Week 1 there were 3 people who listened to the message, week 2 was up to 5 and week 3 saw 6 people listening.

Based on the information that Heather is not expected back to work until March 22 at the earliest that would then be followed by graduated work responsibility and that Rev. Laurie is to be on study leave April 5 to April 27, 2021, that requires 3 weeks of pulpit supply, the Leadership Team discussed the best approach to resuming in person worship.

By consensus the Team determined that the best course of action would be not to return to in person worship before May 2, 2021. This would allow for the following:

- ✓ flexibility in the event that Heather's return to work date is changed again
- ✓ allow Rev. Laurie to plan for pulpit supply (audio or audio and audio/visual) during her study leave
- ✓ continue to provide a cautious approach to the current COVID situation

Rev. Laurie and Joanne were directed to provide notice to the congregation about this plan and to encourage the congregation to provide their financial contributions by mail or other methods.

It was confirmed as well that based on this new situation that the Annual Meeting would not be held on May 2, 2021. This would be further discussed at the March meeting.

9. New/Other Business - Nominations - Joanne confirmed that she has reviewed the membership list in an attempt to find possible replacements for Marion and Janice on the Leadership Team. In that review, she noted that there are many members who have

served on the Board in the past and some multiple times. She asked each member to take some time to think of possibilities and to let her or Rev. Laurie know.

10. Adjournment - The meeting was adjourned by consensus at approximately 5:00 p.m.

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

To: Exeter United Church Leadership Team
From: Finance & Stewardship Team
Date: March 24, 2021
Subject: Financial Update

Financial Update:

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

- 2021 February Statement.pdf

January and February Actuals Highlights:

- Income and expenses less than budget due to reduced use of building, no worship services.
- Local giving's of \$3,956.37 in Jan. and \$1,580 in Feb.; Jan includes a deposit from UCC for the annual donation from a member investment.
- Reimbursement for Heather's Restorative Care Program (RCP) not yet received.
- Do not qualify for Jan CEWS due to the large annual donation received.
- Will qualify for Feb CEWS but amount unknown, submission waiting for confirmed RCP reimbursement amount.

Projected a financial outlook based on the following:

- Minimal church use, no worship service until May 2 then resuming like Oct-Dec 2020.
- RCP reimbursement based on estimate quoted for monthly benefit, will be received in Mar-May.
- No CEWS benefits.
- Minimal local giving's received in March and April (\$2,000 per month).
- Treasurer honorarium paid as a lump sum in December.

Financial Projection:	Jan. Actual	Feb. Actual	Mar. Estimate	Apr. Estimate	May Estimate	Jun. Estimate	Jul. Estimate	Aug. Estimate	Full Year Estimate
Income	12,846	7,560	7,430	7,430	10,430	19,655	14,075	14,075	176,699
Expenses	15,242	15,104	12,018	19,277	16,204	16,770	15,507	15,507	206,511
Excess Income / Expenses	(2,396)	(7,544)	(4,589)	(11,847)	(5,775)	2,885	(1,432)	(1,432)	
YTD Excess Income / Expenses	(2,396)	(9,940)	(14,529)	(26,376)	(32,150)	(29,266)	(30,698)	(30,698)	(29,812)

Summary / Comments

- Can stay below \$30,000 operating loan limit until end of May if receive CEWS benefits or higher donations.
- Full year gap reduced (from \$33,697.36) primarily due to reduced Jan-Apr admin costs (RCP, cleaning services)
- Cheque to return Meat Pies Ladies funds not yet cashed; holding in case temporary funds needed again.
- Cheque from Trustees to cover 2020 year-end gap not yet requested; waiting for audit results.

Respectfully submitted,

Ann Johns, Chair

Finance & Stewardship Team

Minister's Report
to Leadership Team
24 March 2021

- Grief & Bereavement course continues
- attended with lift maintenance and inspection people
- attended Gandier Lecture, Emmanuel College given by Rev. Michael Blair, General Secretary, United Church of Canada
- attended UCC Consultant ZOOM meeting re new workplace harassment policy
- facilitated Southwestern Ontario Candidacy Board meeting
- attending webinars re Flourishing Congregations
- attended special meeting of General Council 43 via ZOOM
- 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
- various pastoral conversations
- Looking ahead: Palm Sunday - March 28; Good Friday - April 2; Easter - April 4
- Looking ahead: I am away on Study Leave – April 5 – 27, 2021. Roxanne Bale a LLLWL and candidate for ministry will be providing the audio message for the 3 Sundays I am away.
- Western Ontario Waterways regional council meeting May 13, 14 & 15, 2021. Celebration of Ministry service will be the evening of Saturday, May 15, 2021.
- Celebration of Ministry services for the Antler River and Horseshoe Fall regions are tentative for May 29 and June 12.