

**EXETER UNITED CHURCH
LEADERSHIP TEAM
AGENDA**

Meeting Held: April 29, 2021 4:00 pm via ZOOM

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

1. Check In/Opening Prayer
2. Approve Agenda
3. Approve Minutes of Leadership Team Meeting
March 24, 2021
4. Matters Arising
 - (a) Nominations
 - (b) Church Hub - Church Profile & Living Faith Story
 - (c) Community of Faith Self-Assessment
 - (d) UCW / Farmer's Market
5. Finance & Stewardship Report - F&S Update / 2021 March Statement
6. Trustee Report
 - (a) Boiler Inspection
 - (b) BrokerLink cheque \$500
 - (c) Insurance Renewal
7. UCW Report
Farmer's Market
8. Ministry & Personnel Report
Draft Workplace Discrimination, Harassment, Violence Prevention Policy
9. Office/Communications Report and Correspondence
Coates - email issues
Canon Photocopier
10. Minister's Report
South Huron Foodgrains Bank service – 2 May 2021
electronically, Thames Road Elimville UC hosting
11. In Person Worship Survey
12. New/Other Business
 - (a) Activate Space
 - (b) Christian Charities & Wellbeing in Covid-19
National Survey Summary Report
 - (c) Meeting Time

Next Meeting: May 26, 2021 @ 4:00 p.m. via ZOOM

**EXETER UNITED CHURCH
LEADERSHIP TEAM
MINUTES
Meeting Held: March 24, 2021 4:00 pm via ZOOM**

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

1. Opening Prayer & Check In

Joanne welcomed everyone and Rev. Laurie opened in prayer.

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

2. Approve Agenda

Agenda approved by consensus.

3. Approve Minutes of Leadership Team Meeting
February 24, 2021

The minutes of the Leadership Team meeting of February 24, 2021 were approved by consensus.

4. Matters Arising

- Boiler Inspection – nothing new to report. In respect of insurance, Joanne sought confirmation that the \$500 cheque received from BrokerLink in September, 2020 was applied or would be applied to the outstanding payments for the current insurance year (May 2020 to June 2021). Ann will check with the Treasurer to confirm this.

- South Huron Foodgrains Bank service – Tom Prout has confirmed that the service will be held on 2 May 2021 electronically and that Thames Road Elimville UC will be hosting. No further details have been provided. It was also confirmed that Rev. Laurie would also provide the usual service by email, Facebook and Sermonbyphone on that day.

- Nominations – everyone was encouraged to discern/consider who could be a possibility for addition to the membership of the Leadership Team

5. Finance & Stewardship Report - F&S Update / 2021 February Statement

Ann reviewed both the General Operating Budget for February 2021 as well as the Finance & Stewardship Financial Update.

MOTION to receive the General Operating Budget for February 2021 and the Financial Update dated March 24, 2021. Alice MacLean / Joan Kammerer

CARRIED.

6. Ministry & Personnel Report

Joan reported that Heather MacKechnie had returned to work on Monday, March 22, 2021 on a gradual return basis. Heather will be working 3 days per week March 22 to April 18, 2021 and resuming full time work on April 19, 2021. Heather and Rev. Laurie are to determine how this will work. An update from Joanne and Rev. Laurie will be provided to the congregation noting Heather's return and that the office continues to be

available by appointment only. The update will include Rev. Laurie's study leave and will also ask for individuals to join the Leadership Team.

7. Office/Communications Report and Correspondence – Rev. Laurie provided information received from Canon via email re cost savings and a new model of copier. Rev. Laurie is to send the information to Ann for Finance & Stewardship and also have Heather provide her input.

Alice noted that Bob & Helen Coates are experiencing difficulty receiving the daily emails. Rev. Laurie will look after this.

8. Minister's Report – Rev. Laurie noted that, much like last Fall, there are three ordination services that are coming up and she will be away – Sunday, May 16, May 30 and June 13, 2021.

9. New/Other Business

(a) Church Profile & Living Faith Story - Church Hub

The meeting reviewed the documents relating to creation of the Church Profile & Living Faith Story - Profile Preparation Handbook; Profile Cover Page; Living Faith Story – Example; Living Faith Story – Worksheet; Living Faith Story Categories – Worksheet; Demographics Worksheet; Financial Viability Worksheet. This is very similar to the documentation and information prepared to call Rev. Laurie. Joanne has the information electronically and Ann has volunteered to do the demographic and financial viability worksheets. The information will be created in the new format for posting on Church Hub and for review by the congregation.

(b) Workplace Discrimination, Harassment, Violence Prevention and Response Policy UCC September 2020. This new policy will need to be incorporated into the Exeter UC existing policy. Joan and Ministry & Personnel will work on these changes and will provide the revised policy when the changes have been completed.

(c) Self-Assessment

The meeting reviewed the documents: Annual Self-Assessment Information, Self-Assessment Instructions and Self-Assessment Checklist. Action on this has been deferred until after completion of the work for the Church Profile and Living Faith Story.

(d) In Person Worship

The Leadership Team had a discussion about a proposed date of returning to in person worship. At our last meeting, the date was May 2, 2021 – there has been no significant change, therefore, the date of June 6, 2021 was agreed upon with the condition that a survey be distributed to consult with the congregation about the timing of in person worship. It was agreed that the survey would be sent out no later than April 2, 2021 with a deadline for input of April 19, 2021 so that information would be available for our next meeting. Spiritual Care Connectors will be given a script to use for those who do not have access to a computer. The wording of the survey will be provided to the Leadership Team for review.

(e) Annual Meeting

The Annual Meeting is deferred to the end of September, 2021 by consensus.

(f) UCW / Farmer's Market

Ann reported that the dates for the Farmer's Market (6 in total) have been provided to Barb Tiedeman, Barb Wein and Barb Gackstetter to choose 2 dates that the UCW will participate in. The markets begin May 21, 2021. More information will be provided once decisions have been made.

10. Adjournment

The meeting adjourned by consensus at 5:05 p.m.

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

To: Exeter United Church Leadership Team
From: Finance & Stewardship Team
Date: April 29, 2021
Subject: Financial Update

Financial Update:

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

- 2021 March Statement.pdf

March Actuals Highlights:

- Income and expenses less than budget due to reduced use of building, no worship services.
- Local giving's of \$2,025 in March.
- Qualified and applied for Feb & Mar CEWS (Federal Wage Subsidy)
- Received bequeath of \$1,000 from Tom Yellow.

Projected a financial outlook based on the following:

- Minimal church use, no worship service until Jun 6 then resuming like Oct-Dec 2020.
- RCP reimbursement of \$6,045.28 for January 18 to March 21 period (received April 1).
- CEWS benefit of \$5,578.99 for Feb & Mar (received April 26).
- Minimal local giving's will be received in April and May (\$2,000 per month).
- No UCW, fundraising or Vista income received in June.
- Treasurer honorarium paid as a lump sum in December.

Financial Projection:	Jan. Actual	Feb. Actual	Mar. Actual	Apr. Estimate	May Estimate	Jun. Estimate	Jul. Estimate	Aug. Estimate	Full Year Estimate
Income	12,846	7,560	8,755	13,008	7,430	15,655	14,075	13,375	176,603
Expenses	15,242	15,104	16,019	16,021	16,135	16,770	15,507	16,677	207,188
Excess Income / Expenses	(2,396)	(7,544)	(7,265)	(3,013)	(8,706)	(1,115)	(1,432)	(3,302)	
YTD Excess Income / Expenses	(2,396)	(9,940)	(17,205)	(20,218)	(28,923)	(30,039)	(31,471)	(34,773)	(30,585)

Summary / Comments

- Can stay below \$30,000 operating loan limit until end of May. Additional income beyond budgeted amounts for local giving's needed in June, July and August to stay below operating loan limit.

- Budget amount for local giving's: June - \$6,000; July \$6,700; August \$6,000.
- Need to confirm in person worship plans for June to September to provide more accurate estimates.
- Need \$8,107.38 from Trust Funds to settle 2020 Y/E (\$6,086.69 for loss & \$2,021.70 for capital (LED lights)).
- Rob Godkin not yet completed the 2020 audit.
- Cheque to return Meat Pies Ladies funds not yet cashed; holding in case temp funds needed again.

Respectfully submitted,

Ann Johns, Chair

Finance & Stewardship Team

**Minister's Report
to Leadership Team**

29 April 2021

- completed Grief & Bereavement course
- completed Transitional Ministry - Work of the Leader course
- arranged for pulpit supply by Roxanne Bale for my study leave
- became pastoral charge supervisor for Huron Shores United Church during Rev. Dr. Kate Crawford's sabbatical study leave - April 5 - 27, 2021
- Western Ontario Waterways regional council meeting May 13, 14 & 15, 2021. Celebration of Ministry service postponed.
- Celebration of Ministry services for the Antler River and Horseshoe Fall regions are tentative for May 29 and June 12 - to be determined if they can proceed.