

**EXETER UNITED CHURCH
LEADERSHIP TEAM
MINUTES**

Meeting Held: September 22, 2021 7:00 pm via ZOOM

Regrets: Stephen Platts, Shirley Hayes

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

1. Check In/Opening Prayer - Rev. Laurie welcomed everyone and provided a prayer.

It was agreed by consensus that Rev. Laurie would chair the meeting and take minutes and that we would work with the consensus model other than motions for financial matters/other matters requiring a motion.

NOTE: The full Leadership Team met informally on September 8, 2021 to discuss congregational feedback, discuss with M&P the resignation of the office administrator and that job description and also about reopening.

A request was received from Ruth Mercer-Ross concerning the Christmas Bureau (our year to host). The Leadership Team by consensus confirmed that this would proceed. The dates for use of the church are from November 29 to December 3, 2021 for collection week and December 6 to December 10, 2021 for distribution. A volunteer to co-ordinate and additional volunteers will be needed.

2. Approve Agenda - Agenda approved by consensus.
3. Welcome - Shirley Hayes! - Deferred as Shirley was unable to attend this meeting.
4. Chairperson(s) and Secretary and ZOOM - These roles will be done on a rotating basis. For October's meeting, Ann Johns will chair and take minutes. She will also facilitate ZOOM if that is needed.
5. Approve Minutes of Leadership Team Meeting
June 23, 2021 - The minutes of June 23, 2021 were approved by consensus with the correction of a few typographical errors.

6. Matters Arising

(a) Nominations - suggestions Larry Wein and Barb Gackstetter. Alice MacLean volunteered to contact Larry & Barb to see if they would be interested in joining the Leadership Team. Joanne Bowen had followed up with Brenda Martene, however, she declined.

(b) Church Hub - Church Profile & Living Faith Story - defer

(c) Community of Faith Self-Assessment - defer

(d) Boiler Inspection - remains outstanding

(e) Insurance Renewal - The insurance renewal has been received and will be noted in the Finance & Stewardship update.

(f) Spiritual Care Connectors - The following individuals are the current Spiritual Care Connectors: Joanne Bowen, Glenda Wagner, Joan Kammerer, Marion Kerslake, Pat Fletcher, Helen Coates, Alice MacLean and Patti Down

(g) Resignation - Joanne Bowen as of August 1, 2021.

MOTION to accept Joanne Bowen's resignation as of August 1, 2021 with regret.

Joan Kammerer / Ann Johns
CARRIED

7. Finance & Stewardship Report - F&S Update / 2021 August Statement

Ann provided a review of the report and statement with the highlights of the receipt of the wage subsidy and the transition to a half time office administrator and the additional funds to be received from Elections Canada. Financially, we are okay. She did point out that the significant reduction of income in August, 2021 is of concern. It was noted that ongoing communications about finances and encouraging giving will be necessary. Ann is to provide information for the first communication to go out before October 1, 2021.

MOTION to accept the Finance & Stewardship report.

Joan Kammerer / Alice MacLean
CARRIED

8. Trustee Report

(a) Resignation - Tom Prout - Under normal circumstances, the resignation of a Trustee would be accepted at a congregational meeting. Seeing that a congregational meeting is not anticipated until 2022 and that congregation Boards have been given authority to act on behalf of the congregation....

MOTION to accept the resignation of Tom Prout as a Trustee effective September 15, 2021, with regret.

Alice MacLean / Ann Johns
CARRIED

Rev. Laurie was also directed to announce to the congregation present on Sunday, September 26, 2021 the news of this resignation.

9. UCW Report - The UCW ladies did well at the Farmer's Market held on September 17, 2021. They had enough products left over that a 'pop up' sale was held in the church parking lot on September 19, 2021.

10. Ministry & Personnel Report - The office administrator job posting received a strong reply. Interviews are being held tomorrow, Thursday, September 23 and Friday, September 24 and possibly on Monday, September 27. They are cautiously optimistic that a new office administrator may be in place soon.

11. Office/Communications Report and Correspondence

(a) IPC Photo - An email had been sent to the church to inquire about whether we would like to have a new photo directory. It was consensus of the meeting that it was early yet to take on this work/activity but that it was agreed that a new directory was needed.

12. Minister's Report

(a) Sabbatical Calendar - the calendar was provided to the Leadership Team for their ongoing reference as it includes not only pulpit supply but Pastoral Charge

Supervisor and Emergency Pastoral Care contacts. It was noted that the Sabbatical would be delayed until October 4 as pulpit supply for October 3 withdrew their availability. Therefore the sabbatical will be extended by 1 week in January 2022.

(b) Christmas Eve service - by consensus it was agreed that there would be a 7 p.m. in person worship together with the audio and video worship and that the balcony would be used. There was also discussion about having a soloist and Joan Kammerer will follow up with Heather MacKechnie who is doing supply then. Through further discussion it was discerned that the balcony be open beginning on Thanksgiving Sunday, October 10, 2021. Joan Kammerer will be in touch with Ann Lindenfield to ensure cleaning, etc. is done in advance and Rev. Laurie will set up the balcony re distance using numbers as the main floor. Further, in respect of music, the Team determined that a second plexiglass screen is needed and Rev. Laurie will order this. Once the second screen is in place, members of the choir or others can be contacted to have additional music options on Sunday morning or, alternatively, videos of same to share during worship.

(c) EDGE Funds - These funds had originally been received for a community garden project that did not proceed. In communication with EDGE, they suggested the funds be retained for a future project and the Leadership Team, by consensus, agreed that the funds be retained and potentially used for a project in 2022.

(d) Benevolent Fund Request - A request was received by the Leadership Team from Tina Lindenfield seeking assistance with the cost of dental work.

MOTION that the sum of \$200 be paid from the Benevolent Fund to McCallum Denture Clinic on behalf of their patient, Tina Lindenfield.

Joan Kammerer / Ann Johns
CARRIED

(e) September 30 - National Day of Truth & Reconciliation - not a statutory holiday in Ontario.

(f) Outside drop box - Rev. Laurie noted that there were several comments from the congregational feedback relating to a drop box/mail slot needed at the church to allow people to drop things off without going into the church or having the office open. The Property Team is to be requested to look into the viability of the installation of a mail slot. Rev. Laurie to send them this request. Other items of note for property were the wall paper in the social hall and also the potential for water damage due to the extreme rainfall happening.

(g) SermonbyPhone; Audio Worship; Video Worship - Rev. Laurie updated the Leadership Team on the usage of these various opportunities for the congregation to access worship other than in person.

(h) Fundraising Team - update from Janice Brock is that Peter Moseley Williams has stepped away and no further action has been taken by this team.

13. New/Other Business - As discussed at the Team's informal meeting on September 8, Rev. Laurie has created an email to go to the congregation thanking them for their time in responding to Heather's calls and providing feedback. This will be sent to the Team for their approval and sent prior to the end of September 2021.

14. Meeting Adjourned: 8:30 p.m.

Next Meeting: In person, October 27, 2021 @ 7:00 p.m. Exeter United Church