



God is calling us to be an evolving community of faith inspired to embrace our future as we;



Deepen our commitment to each other

Nurture our spiritual vitality and growth

Live a life of loving influence in the world.

PRESENT: Rev. Joe Gaspar, Rev. Heather Power, Kathy Shortt, Maedith Radlein, Kathy Hagedorn Hehl, Don Linkletter, Jack Reynolds, Maureen Crawford, Jim Bowman, Rob Vanderlinden, Jennifer Allan

REGRETS: Karen Schertzberg

OBSERVERS/GUESTS: Bruce Mutton

1. Opening Prayer and Lighting of Candle Rev. Joe Gaspar

2. Reflection Don Linkletter

3. Agenda: Additions and Approval

Motion by Jim Bowman to accept the agenda. **Seconded** by Maedith Radlein. **Carried.**

4. Approval of Minutes of March 19, 2019 Church Council Meeting

Motion by Maureen Crawford to accept the March 19, 2019 Council Minutes. **Seconded** by Maedith Radlein. **Carried.**

5. Liaison Reports

Connections Liaison report Don Linkletter

Nominations Committee: This being a 'quiet time' in the annual nominations cycle, there is nothing to report. The nominations that were accepted by the ACM are still in effect.

Membership and Pastoral Care Committee:

1. This committee has accepted responsibility for planning and leading the May 26th worship service. **Theme:** ministry to folks who are suffering from dementia and their families/caregivers. Committee will gather information and consult with folks during a process which could lead to a Church Council motion to make Parkminster Church a "Dementia Friendly Community". Don Linkletter and Sheril Stinson will meet with Rev. Joe Gaspar to help plan this worship service. Dr Jane Kuepfer will be guest speaker.



2. After the Easter worship service the Committee has arranged to give spring flowers/ bouquets and a card to persons who have lost a family member to death during the past year. Bereaved persons will be phoned prior to Easter tell them that a flower has been placed at the front of the church for them to take with them after the service.
3. May 5th will be confirmation/new members Sunday. Following the service the committee will serve cake in the Fellowship Hall to celebrate this special occasion.

Don Linkletter met with the Pastoral Care committee to discuss the “new” governance model. While not everyone is enthusiastic about the new model, everyone is embracing the challenge that comes with change. Don extended an invitation for one or all members to attend a council meeting in the near future.

Communications Committee:

Melanie, in consultation with Rev. Joe and Rev. Heather and Maedith, met on April 1, 2019, and agreed on the content that would be on the website and how it would be organized (under which tab header on the homepage). The re-designed Parkminster is being developed collaboratively by Melanie and Cliff Snyder of 10am Media. The ‘behind the scenes’ work that is laying the foundations for the renewed website requires a lot of work (on both their parts) and is proceeding well. Melanie hopes to have the site up and ‘on line’ by the beginning of summer. The main tabs on our renewed site will be WELCOME, WORSHIP, LIFE EVENTS, CHILDREN/ YOUTH, EVENTS (incorporating a monthly calendar) as well as a button labeled: WHY I GIVE (with a link to a donations button) as well as a RENT OUR SPACE button. Our site will also allow folks to listen to any of the recent Sunday sermons as well as print off the text of a sermon. Another new area is LEADERSHIP where brief bios of leaders and committee descriptions will be placed – along with pictures of any of us who give permission to publish our pics. There will be many pictures of church activities which will break up the sections of print information. The goal is to make our renewed website informative, interesting and ‘user friendly’. While working on developing the renewed website, Melanie continues to update the electronic street sign, the TV monitor in the lower entry hall and the ‘What’s Up’ slides that are shown on Sunday AM’s as well as fulfilling all the other routine duties of an administrator in a very active church office. She has offered to attend a Council meeting to introduce us to the new website features.

Questions

-Laura Cudworth got us excited about the website, wondering whether Melanie could chat with Laura to illicit her comments/ideas

Action: Don Linkletter will connect with Melanie and Laura Cudworth to see if there is interest

Action: Don Linkletter will check with Melanie regarding audio on the website with regards to the labyrinth



Action: We should confirm that we are AODA compliant.

Community Liaison Report Maureen Crawford

Maureen Crawford met with each of the groups.

Based upon discussions with the committees, Maureen Crawford's report will only addresses those items that are in the future, celebratory in nature, asking for help or permission to go ahead with something.

Outreach - no report

Property - Bert Blackburn comes to council when needed.

A work party is scheduled for Tuesday, April 23rd at 5 p.m.

Inclusive - working on speaker for next potluck

-working on a speaker, talk about what it is like to be LGBTQ and looking for a nursing home

Capital Projects Committee

-no report

Resettlement committee

-want to have a celebration, a service followed by a potluck

-possible dates September 15 or 29; celebration of the completion of working with the Al Mohamad family

-graduation from our care

Action: Rev. Heather Power and Rev. Joe Gaspar will discuss the 15th and 29th with worship

-due to Stewardship campaign starting in October, there aren't many dates

Development Liaison Rob Vanderlinden

Stewardship

- Report given by Bruce Mutton directly during the meeting.

Christian Education

- Due to change of date of the Anniversary Sunday service, the CE Picnic has been changed to after the Music Sunday service on Sunday June 2, 2019
- Next meeting is April 29, 2019

Worship



• **Worship/Music Calendar**

Date	Theme/topic	Preaching
April 7	Lent 5	Joe
April 14	Palm Sunday-4 children being baptized	Joe
April 18 (Thurs 7pm)	Maundy Thursday-Westminster UC - joint service	Joint
April 19 (Fri 10am)	Good Friday (Environmental theme)-Parkminster hosting—joint service—hot cross buns to follow	Joint
April 21	Easter (Environmental theme)-Communion (Response Style-Come forward)	Joe
April 28	Re-scheduled Black History Month speaker—Organized and presided by the Inclusive Ministries Committee with help from Heather. Joe away.	Laura Mae Lindo
May 5	3 rd Sunday of Easter—Confirmation/New Member Sunday.	Confirmands
May 13	4 th Sunday of Easter—Mother's Day	Joe
May 19	5 th Sunday of Easter—Victoria Day Weekend	Joe
May 26	6 th Sunday of Easter—Heather and Joe away at Annual Meeting of Western Ontario Waterways Region. Pastoral care is working on how Parkminster could become a Dementia friendly environment	Jane Keupfer Schlegel specialist in Spirituality and Ageing
June 2	7th Sunday of Easter/ Music Sunday	Joe
June 9	Pentecost/Music Sunday United Church Anniversary Sunday—First United hosting —	Richard Bott new Moderator
June 16	Trinity Sunday—Father's Day	Supply pastor
June 23	2 nd Sunday after Pentecost—Indigenous Sunday	?
June 30	3 rd Sunday after Pentecost—Canada Day Weekend	Joe

- **Joe and Heather's shared Study Leave** will be from June 10 to 16.
- **Summer Services** - we will combine with the other 3 Waterloo churches for the month of August, and the services will be at Westminster because they have A/C. As for offering, the loose offering will go to Westminster for hosting costs and the identified envelopes etc will go to each church.
 - o Note: Westminster has decided that loose offerings will go to an as yet undecided local outreach project.

Motion by Jennifer Allan to accept the Liaison reports. **Seconded** by Rob Vanderlinden **Carried**.

Discussion:

-invite committees to join us, reflecting on the questions they were given, a big picture discussion

Action: Joe will email a copy of the reflection questions to Kathy Shortt.

Action: Kathy Shortt will invite committees to join us monthly



Maedith Radlein wondered about the purpose as she feels these conversations happen at the committee level. Rev. Joe explained that this idea of inviting committee grew out of our Council Review Feedback under Long Term Strategic Planning. In the invitation it would be good to prime the committees with the questions so they can have these discussions. We could have these conversations in a smaller group, before exploring the ideas with the whole church.

Don Linkletter discussed the importance of reading the minutes from other committees to be aware of the fantastic work they are doing. The information is there, it's a question of reading it.

6. BUSINESS ARISING FROM THE MINUTES

a) Stewardship Campaign - Bruce Mutton

- relatively successful Easter appeal with the money going to the choral scholars
 - met last week to discuss their approach to the campaign
 - clarify our approach, being sensitive, while getting our point across
 - need to support the outreach and the local budget
 - a subcommittee will meet with Jack Reynolds, Mary Reynolds, Mary Willsie, Ken Willsie, David Osborne, Jeanne Foster to explore items such as inactive members
- Oct.6th stewardship campaign will begin and continue until All Saints Sunday

b) Council Pictures Kathy Shortt

- finished mounting
- everyone agreed that the display is very attractive
- thanks to Pat Smith for taking the photographs

NEW BUSINESS

7. Financial Report - Jack Reynolds

Financial Report

The Treasurer provided March y-t-d financial statements and provided the following comments with respect the balance sheet:

- we now have \$245,000 in GICs @ 3%, maturing June 30....down from \$248,980 on Feb 28. The difference was moved to the savings account.
- interest on the maturing GICs was credited to the externally funded refugee funds, and to our interest income account
- the remaining \$12,000 of faith bonds were redeemed in March
- our remaining debt is the Extension Council loan for entrance and washroom changes...being repaid at \$900/mth...it will be paid off early in 2020



- our 2018 year-end reserve of \$64,789 now stands at \$49,230

Items noted on the revenue statement:

- compared with this time last year, offerings are down by \$8,500 and expenses are up by \$5,500
- our y-t-d deficit has grown to \$15,557
- items for Council to consider:
 - discontinue directing 50% of food truck revenues to outreach (we started doing that last year)
 - advance the timing of our stewardship campaign in order to deal with the growing shortfall in 2019
 - develop strategies for cost reductions, for additional fundraising initiatives, and for generating more rental income
 - have discussion with the trustees in the months ahead about the possibility of a loan from the endowment fund if we exhaust our reserves

For purposes of planning the Fall Campaign, Stewardship has been provided with a breakdown of 2018 givings, i.e. the number of households and age data relating to the different levels of giving.

Parkminster's registered charity information return was submitted in April to Revenue Canada...it is due within the six month period following the end of our fiscal year.

In order not to run short of cash before our GiC's mature at the end of June, Rob MacQueen has agreed to delay a \$8,000 RESP disbursement for the Al Mohammed family. Outreach preferred not to delay the scheduled \$20,000 M&S disbursement to UCC.

It was noted that although we have \$245,000 in short term investments:

- our G5 refugee funds total \$143,187 and we can't touch that money...it's not ours.
- we have \$3,205 in the Due to Memorial Fund account which should be disbursed to the trustees soon (as is done on occasion throughout the year)
- we have \$30,020 in our second Parkminster refugee fund and we really should not be touching that money since we have little/no ability to replenish it later.
- the Al Mohammed fund of \$23,420 will be fully paid out by July.
- once our reserve is exhausted, that leaves us drawing on the Benevolent Fund and Capital Fund to pay operating expenses...that too is something we should avoid.

In view of the growing deficit, Council agreed to stay on plan with a quarterly financial update to the congregation. Finance and Stewardship will work together on the messaging.

Motion by Jack Reynolds that the financial statements for the period ending March 31, 2019 be accepted.

Seconded by Maureen Crawford. **Carried**

-Marilyn Hill and Jim Bowman are not comfortable delaying our payment to M&S; if there is a strong feeling that we not delay the payments, then we will go ahead and pay them

Action: go ahead with the disbursement of the \$20 000 to M and S

Auction raised \$6098.00. Thanks to Maureen Crawford for a very successful auction.

Don Linkletter wondered whether we should be saying something on Sunday before we disperse to our cottages. Council had previously approved a monthly stewardship moment and quarterly updates in the bulletin.



Who does the quarterly updates?

One of the things we heard is that if we give updates we need to be mindful that it doesn't discourage people, but rather inspires people. These are real concerns, but we need to keep in mind that there are things happening to address this.

-might be more appropriate that stewardship find the words to communicate our financial message

Action: ask Stewardship to put an update in April 28th bulletin communicating our finances to the congregation

8. A.O.B.

N/A

9. Closing Prayer- Reverend Heather Power

ADJOURNMENT

Meeting adjourned at 8:10 p.m.

NEXT MEETING: May 16, 2019 @ 6:30 p.m.

Kathy Shortt, Chair

Kathy Hagedorn Hehl, Secretary

Attachments:

- 1) Financial Reports (3)

Balance Sheet March 2019

Secretary's Initials_____



					Mar 31, 19
ASSETS					
	Current Assets				
		Chequing/ Savings			
			Chequing account		61,494
			Savings account		30,379
		Total Chequing/ Savings			91,873
		Other Current Assets			
			Short Term Investments		245,000
			Undeposited Funds		1,079
		Total Other Current Assets			246,079
	Total Current Assets				337,952
TOTAL ASSETS					337,952
LIABILITIES & EQUITY					
	Liabilities				
		Current Liabilities			
			Other Current Liabilities		
				Due to Benevolent Fund	7,242
				Due to Capital Fund	44,584
				Due to CE Fund	(1,815)
				Due to G5 Refugee Group - Dabab	35,913
				Due to G5 Refugee Group - Mendo	33,657
				Due to G5 Refugee Grp -Abdulla	35,793
				Due to Labrinth Project	0
				Due to Memorial Fund	3,205
				Due to Outreach Fund	24,547
				Due to Parkminster Refugee Fund	30,020
				Due to Special Refugee Need	3,025



				Due to SAH Refugee Grp-Abdoshsin	34,799
				Due to Parkminster Resettlement Fund	23,420
				Extension Council loan	12,341
				HST Payable	1,994
			Total Other Current Liabilities		288,725
		Total Current Liabilities			288,725
	Total Liabilities				288,725
	Equity				
		Accumulated Reserves			17,360
		Change in Accumulated Reserves			47,430
		Net Income			(15,559)
	Total Equity				49,231
TOTAL LIABILITIES & EQUITY					337,956

Revenue Statement March 2019 vs 2018

Secretary's Initials_____



					Jan - Mar 19	Jan - Mar 18	\$ Change
		Income					
			Endowment Fund Transfer		2,900	2,900	
			Offerings				
				Members	63,520	76,049	(12,529)
				Members (Gifts in Kind)		35	(35)
				Non-Members	5,647	1,328	4,319
				Offerings - Other	135	410	(275)
			Total Offerings		69,302	77,822	(8,520)
			Other Income				
				Funerals		1,180	(1,180)
				Interest	1,012	139	873
			Total Other Income		1,012	1,319	(307)
			Rental Income		3,670	4,225	(555)
			Special Events				
				Fellowship Gatherings	341		341
			Total Special Events		341		341
		Total Income			77,225	86,266	(9,041)
		Cost of Goods Sold					



			Event Expenses				
				Community Outreach		100	(100)
				Concert Expenses		1,086	(1,086)
				Funeral Expense	350	1,379	(1,029)
			Total Event Expenses		350	2,565	(2,215)
		Total COGS			350	2,565	(2,215)
	Gross Profit				76,875	83,701	(6,826)
		Expense					
			Facilities				
				Building and Property Security	20	20	
				Computer/Internet/Phone	745	345	400
				Elevator	100		100
				Gas	1,071	1,548	(477)
				Hydro	1,245	929	316
				Janitorial Supplies	621	348	273
				Repairs and Maintenance	3,461	3,929	(468)
				Water	1,027	804	223
			Total Facilities		8,290	7,923	367
			Ministry Expenses				
				Christian Education		129	(129)



			Church Council	900		900
			Communications	84	966	(882)
			Inclusiveness	212		212
			Membership	7		7
			Minister Travel	32	1,046	(1,014)
			Music	1,933	1,804	129
			Pastoral Care	101	256	(155)
			Worship	390	212	178
			Ministry Expenses - Other		137	(137)
			Total Ministry Expenses	3,659	4,550	(891)
			Office and Administration			
			Bank & Payroll Service Charges	356	458	(102)
			Business Licenses and Permits	227	101	126
			Insurance	1,333	1,136	197
			Interest	225	181	44
			Office Supplies, Postage, Etc.	1,166	747	419
			Printing and Reproduction	2,100	1,370	730
			Professional Fees	59		59
			Total Office and Administration	5,466	3,993	1,473
			Other Expenses			



				Miscellaneous	20	419	(399)
			Total Other Expenses		20	419	(399)
			Salaries and Benefits				
				Continuing Education	610		610
				Employer Paid Benefits	12,842	12,103	739
				Outside Services	1,172	480	692
				Staff Allowances	791	438	353
				Staff Salaries	56,426	54,131	2,295
			Total Salaries and Benefits		71,841	67,152	4,689
			UCC Assess Fee		3,156	2,869	287
		Total Expense			92,432	86,906	5,526
Net Income					(15,557)	(3,205)	(12,352)

Revenue Statement March 2019 YTD vs Budget



					Jan - Mar 19	Budget	\$ Over Budget	% of Budget
		Income						
		Endowment Fund Transfer			2,900	2,900	0	100%
		Offerings						
			Members		63,520	66,000	(2,480)	96%
			Non-Members		5,647	5,100	547	111%
			Offerings - Other		135			
		Total Offerings			69,302	71,100	(1,798)	97%
		Other Income						
			Community Outreach		0	0	0	0%
			Funerals		0	300	(300)	0%
			Interest		1,012	200	812	506%
			Miscellaneous		0	300	(300)	0%
		Total Other Income			1,012	800	212	127%
		Rental Income						
			Rental Income - Other		3,670	4,500	(830)	82%
		Total Rental Income			3,670	4,500	(830)	82%



			Special Events						
				Fellowship Gatherings		341	350	(9)	97%
			Total Special Events			341	350	(9)	97%
		Total Income				77,225	79,650	(2,425)	97%
		Cost of Goods Sold							
			Event Expenses						
				Community Outreach		0	100	(100)	0%
				Funeral Expense		350	300	50	117%
			Total Event Expenses			350	400	(50)	88%
		Total COGS				350	400	(50)	88%
	Gross Profit					76,875	79,250	(2,375)	97%
		Expense							
			Facilities						
				Building and Property Security		20	20	0	100%
				Computer/Internet/Phone		745	346	399	215%
				Elevator		100			
				Gas		1,071	1,650	(579)	65%



			Hydro		1,245	960	285	130%
			Janitorial Supplies		621	225	396	276%
			Repairs and Maintenance		3,461	3,000	461	115%
			Water		1,027	750	277	137%
		Total Facilities			8,290	6,951	1,339	119%
		Ministry Expenses						
			Christian Education		0	150	(150)	0%
			Church Council		900	900	0	100%
			Communications		84	300	(216)	28%
			Inclusiveness		212	100	112	212%
			Membership		7	0	7	100%
			Minister Travel		32	540	(508)	6%
			Music		1,933	1,140	793	170%
			Pastoral Care		101	50	51	202%
			Stewardship		0	300	(300)	0%
			Worship		390			
		Total Ministry Expenses			3,659	3,480	179	105%
		Office and Administration						
			Bank & Payroll Service Charges		356	450	(94)	79%



			Business Licenses and Permits		227	90	137	252%
			Dues and Subscriptions		0	30	(30)	0%
			Insurance					
				Insurance - Other	1,333	1,500	(167)	89%
			Total Insurance		1,333	1,500	(167)	89%
			Interest		225	270	(45)	83%
			Office Supplies, Postage, Etc.		1,166	600	566	194%
			Printing and Reproduction		2,100	1,800	300	117%
			Professional Fees		59			
		Total Office and Administration			5,466	4,740	726	115%
		Other Expenses						
			Miscellaneous		20			
		Total Other Expenses			20			
		Salaries and Benefits						
			Continuing Education		610	300	310	203%
			Employer Paid Benefits		12,842	12,810	32	100%



			Outside Services			1,172	300	872	391%
			Staff Allowances			791	66	725	1,198%
			Staff Salaries			56,426	57,000	(574)	99%
			Total Salaries and Benefits			71,841	70,476	1,365	102%
			UCC Assess Fee			3,156	3,156	0	100%
		Total Expense				92,432	88,803	3,629	104%
Net Income						(15,557)	(9,553)	(6,004)	163%