



*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:** Joe Gaspar, Maedith Radlein, Kathy Hagedorn Hehl, Don Linkletter, Jack Reynolds, Karen Schertzberg, Jennifer Allan, Rob Vanderlinden, Sue MacQueen, Heather Power

**REGRETS:**

**OBSERVERS/GUESTS:** Kathy Shortt

**1. WELCOME**

Maedith welcomed everyone to the Council meeting.

**2. DEVOTION**

Rev. Joe Gaspar

**3. AGENDA: ADDITIONS AND APPROVAL**

**Motion** by Karen Schertzberg to accept the agenda.. **Seconded** by Rob Vanderlinden **Carried**.

**4. APPROVAL OF MINUTES of December 10, 2018 Church Council Meeting**

**Motion** by Jennifer Allan to accept the December 10, 2018 Council Minutes . **Seconded** by Don Linkletter **Carried**.

**5. BUSINESS ARISING FROM MINUTES**

**a) Capital Projects Committee Update**

The following people will be joining together to form Parkminster's new Capital Projects Committee: Andrea Gaspar, Clare Klingenberg, Bert Blackburn, Bruce Mutton, Gord Lomoth, and Rev. Heather Power.

**Action: Three to four more people are needed with a varying skills and ideas. Maedith will be working with Clare to recruit.** Once the committee is finalized, a discussion about terms of reference/guidelines will take place.



Jack Reynolds has drafted an outline that can be shared.

**b) MT Space Theatre Co. Update**

MT Space Theatre Company was looking for rehearsal space at a reduced rate, but with a long term commitment. Rev. Joe Gaspar followed up with various committees and shared terms with MT Space. Despite our offered terms (e.g., rent that fit their criteria), they have decided not to pursue our location.

**Action: Rev. Gaspar will follow up to better understand their decision.**

These types of opportunities are important and we want to ensure that we are welcoming.

It was noted that our rental income has increased. It's now about \$18 000.

**c) Summer Student Grant Application**

Bruce Mutton shared a grant proposal with Council to acquire two 2 summer students to write a dramatic presentation to be used at some time during the year or that could be used for a fundraiser. The students would work to create a script and/or DVD. Bruce Mutton offered to provide the supervision along with other possible volunteers.

*Discussion*

Council believes that it's important to give people the opportunity to pursue their passions and that these types of opportunities are great for children. However, some questions were raised about logistics. Where would this take place? Does this make sense to have 2 students write a script or does it make more sense to buy a script? Isn't dramatic writing complex and time consuming? Could the summer students support our stewardship instead? Could we coordinate some of our capital projects with the students (e.g., spruce up the church...)

*Decision*

Based on the resources we have right now, it might be something we propose for the following year, giving us the time to do the groundwork needed. It's a great idea that needs more



consultation and planning. Developing a project that fits in with our mission, such as partnering with the university theatre department and producing something to support the truth and reconciliation committee, would be worthwhile.

**Action: Maedith will contact Bruce to let him know our decision. She will also share this with Nancy Dykstra as an idea to consider for the truth and reconciliation committee**

## **NEW BUSINESS**

### **6. Approval of Baptism Policy**

Rev. Gaspar and Rev. Power were looking for approval of the revised baptismal policy. Rev. Gaspar shared the key changes to the previous policy that dates back to 2008. Interim minister, Rev. Meg Grieve, made several suggestions such as baptisms being done on request as opposed to 3 times per year; dropping the need for classes; giving the option of a baby blessing as a way to ritually mark a child's birth so the requirement of membership could be dropped. The new policy adopts Rev. Grieve's suggestions. A change is that at least one parent must be baptised or confirmed.

#### Discussion

The new policy is more inclusive. If we make it difficult for people to have their child baptized, then we might be shutting a door for drawing people in. A parent could be baptised with their child. It's best to err on the side of openness.

How will we communicate this revised policy? The new website will have the new policy.

**Motion** by Sue MacQueen to approve the revised baptismal policy. **Seconded** by Jennifer Allan **Carried.**

### **7. Cluster Kick-Off (Role of Council)**

A Cluster discussion is being initiated by Forest Hill United Church. The new governance structure created very large regions. Clusters will give churches the opportunity to connect at the local level. The meeting is on Jan. 22nd from 7-9 p.m. at Forest Hill United.

#### Discussion

Is this something that is separate from Parkminster? If it does take off, how do we manage the communication? We will need to develop a process for people to take information back to council.

We will see how many people attend and how things evolve. The contact person could be one of the

Region 8 reps when we fill the positions.

**Action: Maedith & Joe will report back to council regarding the outcome of the meeting.**



## 8. Council Review Feedback - Maedith

The results from the six reviews received were tabulated. Overall, people seemed generally satisfied with how council runs; however, the governance model needs some 'tweaking'. Council members took some time to read through the results/feedback as it contained a lot of information.

### Discussion

Below are some of the comments regarding the feedback:

- need to create time for strategic planning
- if we are going to review our processes, we need to thoughtfully consider what we can do to improve
- communication issue seems to be prevalent
- create a checklist (e.g., who needs to be informed, consulted)
- committee chairs have been submitting reports to council meetings; liaisons have been submitting reports of council meetings to chairs
- a committee was formed to go over the report and come back to council with suggestions
- Action items: Maedith, Joe & Kathy S. will meet to analyze the review and make recommendations
- Other suggestions;
- In the Minutes highlight action items and the name of the person(s) responsible
- Put a blurb each month in What's Up called Council Bites - small and digestible

Action: The Chair will send Melanie Council Bites after each meeting

## 9. Financial Report - Jack Reynolds

- expressed appreciation to Marilyn Hill for the days she spent this year-end, and every year-end, on offering envelopes, PAR, etc.
- expressed thanks to Gregg King for the many hours he spent on the year-end review and on the preparation of tax receipts.
- read to Council the email Gregg sent to Maedith, and subsequently passed on to Jennifer Allan for the annual report, indicating that his review was completed with no concerns.



- indicated that, in view of the work required and the very limited number of questions asked over the past several years, there will not be a 'budget' meeting for the congregation this year...all communication will be done at the annual meeting.
- reported that John Watson, heading the Food Truck Committee, is exploring a way to very significantly reduce the number of volunteers needed--with a solution that would avoid having to carry tables and chairs in and out.
- provided the year-end financial statements to Council prior to the meeting and did a slide presentation summarizing the year's results and the proposed budget for 2019.

**Motion** by Jack Reynolds that the financial statements for the year ended December 31, 2018 be approved. **Seconded** by Sue MacQueen **CARRIED**

**Motion** by Jack Reynolds that the budget proposed for 2019 be approved. **Seconded** by Jennifer Allan **CARRIED**

It was noted that the Stewardship Campaign will make a difference.

## 10. Liaison Reports

### Community Jennifer Allan

#### Inclusive Ministries

- Met January 8
- Next potluck is on Saturday, January 26th and the speaker will be the Rev. Jenn Hind-Urquhart, the Pastor at Emmanuel United Church. She will share her coming-out story and how she found love in an unlikely place; the Church! We would love to see more Parkminster members at the potluck.
- Inclusive Ministries voted to sponsor a support group, Affirming Evangelicals Network which will use a room in the church to meet once a month.
- We are planning to begin a coffee hour and games event for Seniors once a month. This is in partnership with Outreach. If it is successful and we get support running this event we will increase its frequency. (Watch for the announcement if anyone at Council wishes to volunteer)

#### Outreach

- Met January 9
- Outreach and Inclusive committees are working together to begin a monthly coffee/games, knitting time for Seniors (mostly) in February.
- February is always Potato Blitz month so Elna will soon be recruiting volunteers for that day.
- Preparing to organize volunteers to help at the Wayside Cafe at Emmanuel United Church.

#### Property

- Has not met since last month



- Continuing maintenance

Did not hear from Food Trucks or Re-Settlement

**Development** Rob Vanderlinden

**Stewardship**

- We haven't met for the month of January as of yet but our main focus for this year will be a stewardship campaign that will continue educating the congregation on the following:
  1. benefits of being on PAR
  2. Legacy Giving
  3. Regular giving
- Here are updated numbers on how Parkminster is contributing
  1. Canada helps (1 person) linked to the PUC website
  2. 5 people/families, contribute through the UCC foundations (Legacy Giving)
  3. 95 people/families are on PAR with more pending
  4. 28 people/families use monthly envelopes
  5. 22 people/families use weekly envelopes
  6. 78 people/families are occasional contributors
- Stewardship will be continuing to hold workshops on Legacy Giving for those who expressed interest in learning more about the process.
- It is our goal to have most of the congregation on PAR by the end of 2019.

**Christian Education**

- Date Night event – Saturday February 16<sup>th</sup>.
- Soup Lunch – Sunday, March 24<sup>th</sup>.
- Confirmation Class – anywhere from 4 to 8 youth being confirmed this year.
- Schedules have been rearranged to cover classes after the sudden passing of Isobel McGregor.

**Worship**

- Worship/Music Calendar

Date	Theme/topic	Preaching
Jan 13	Baptism of Jesus	Joe
Jan 20	Wisdom-Week 2-Wisdom and Fear	Joe
Jan 27	Wisdom-Week 3-Wisdom and Change	Joe



Feb 3 Feb: Black History Month – special sermon series	4 <sup>th</sup> Sun after Epiphany	Joe
Feb 10	5 <sup>th</sup> Sun after Epiphany	Joe
Feb 17	6 <sup>th</sup> Sunday after Epiphany	Joe
Feb 24	Celebration of African-Canadian contributions to the church Possibly Outreach Sunday and Plett Centre Soup Lunch	Laura Mae Lindo special guest
Fri., March 1	World Day of Prayer - Parkminster not hosting	
March 3	Transfiguration- Scouting Sunday	
Wed., March 6	Ash Wednesday-Shared service	
March 10	Lent 1- Communion (in the pews) (Neil away(	
March 17	Lent 2- Working Centre – initiative from UGO-IGO	Joe Mancini guest speaker

- Communion Schedule

Sunday March 10 2018—First Sunday in Lent	Grace
Sunday April 21 2018—Easter Sunday	Response
Sunday June 9 2018—Pentecost Sunday. This one may be cancelled depending what happens around Music Sunday or the Anniversary service.	Grace

**Connections** Don Linkletter

**Communications:** There were no concerns to report. On Monday, Jan. 14<sup>th</sup>, Melanie, Marilyn, Bert and Terry took part in a training session to teach them how to maximize the effectiveness of the Erb Street electronic sign. Melanie continues to work on increasing the attractiveness and usefulness of the lobby monitor.

**Nominating Committee:** All positions have been filled with the exception of **Community Liaison** and **Region 8 reps**. The Committee will continue to recruit for these positions right up to the day of the Annual Congregational Meeting, if necessary. (Until the direction and goals of the Adult Education Committee have been reviewed and evaluated by the ministers no one will be recruited for this committee.)

**Membership & Pastoral Care:** Plans are underway to have a **Chili Lunch** on Sunday, Feb, 24<sup>th</sup>, and a **luncheon for new people** attending Parkminster will be held on March 31, 2019.



Rob will prepare the liaison report to be shared with chairs.

### **13. A.O.B.**

Jack Reynolds spoke about the disappointing series of articles appearing recently in the Waterloo Chronicle about the future of churches in our community--essentially saying that there will be an almost unstoppable continuation of churches closing...with no other solutions offered. Jack urged that Council in 2019 work at strategic planning to keep Parkminster the vibrant, caring, unique community it is. There has never been more need to provide moral guidance and leadership for youth; and a great need for those in the 55-70 age group to connect with a community after leaving the workforce. Parkminster needs to develop strategies aimed at these demographic groups. Jack mentioned just one example of something that could be done...a speaker series, open to the public, drawing on those in Parkminster and others who can speak on topics that would be of interest to the congregation and others in K-W. We can make this a focus in our grant applications - the United Church has funding for seniors programs.

### **14. Closing Prayer- Rev. Heather Power**

#### **ADJOURNMENT**

Meeting adjourned at 8:30 p.m.

**NEXT MEETING: Tuesday, February 19, 2019 @ 6:30 p.m.**

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**Maedith Radlein, Chair**

**Kathy Hagedorn Hehl, Secretary**

#### **Attachments:**

- 1) Financial Reports (4)

Secretary's Initials \_\_\_\_\_





## Balance Sheet December 31, 2018

				<b>Dec 31, 18</b>
<b>ASSETS</b>				
	<b>Current Assets</b>			
		<b>Chequing/ Savings</b>		
			<b>Chequing account</b>	88,800
			<b>Savings account</b>	24,204
		<b>Total Chequing/ Savings</b>		113,004
		<b>Other Current Assets</b>		
			<b>Short Term Investments</b>	248,980
		<b>Total Other Current Assets</b>		248,980
	<b>Total Current Assets</b>			361,984
<b>TOTAL ASSETS</b>				<b>361,984</b>
<b>LIABILITIES &amp; EQUITY</b>				
	<b>Liabilities</b>			
		<b>Current Liabilities</b>		
			<b>Other Current Liabilities</b>	
			<b>Accrued Expenses</b>	2,096
			<b>Due to Benevolent Fund</b>	6,992
			<b>Due to Capital Fund</b>	40,549
			<b>Due to CE Fund</b>	752
			<b>Due to G5 Refugee Group - Dabab</b>	35,616
			<b>Due to G5 Refugee Group - Mendo</b>	33,379
			<b>Due to G5 Refugee Grp -Abdulla</b>	35,616
			<b>Due to Labrinth Project</b>	0
			<b>Due to Memorial Fund</b>	165
			<b>Due to Outreach Fund</b>	27,629
			<b>Due to Parkminster Refugee Fund</b>	31,845
			<b>Due to SAH Refugee Grp-Abdoshsin</b>	34,511



				<b>Dueto Parkmnstr Resettlement Fund</b>	23,377
				<b>Extension Council loan</b>	14,930
				<b>Faith Bonds</b>	12,000
				<b>HST Payable</b>	(2,263)
			<b>Total Other Current Liabilities</b>		297,194
		<b>Total Current Liabilities</b>			297,194
	<b>Total Liabilities</b>				297,194
	<b>Equity</b>				
		<b>Accumulated Reserves</b>			17,360
		<b>Change in Accumulated Reserves</b>			49,415
		<b>Net Income</b>			(1,986)
	<b>Total Equity</b>				64,789
<b>TOTAL LIABILITIES &amp; EQUITY</b>					<b>361,983</b>

## Revenue Statement 2018 vs 2017

Secretary's Initials \_\_\_\_\_



				<b>Jan - Dec 18</b>	<b>Jan - Dec 17</b>	<b>\$ Change</b>
		Income				
			Endowment Fund Transfer	9,253	21,714	(12,461)
			Offerings	287,239	289,863	(2,624)
			Other Income	15,112	18,993	(3,881)
			Rental Income	18,774	15,059	3,715
			Special Events	5,961	10,610	(4,649)
		<b>Total Income</b>		<b>336,339</b>	<b>356,239</b>	<b>(19,900)</b>
		Cost of Goods Sold				
			Event Expenses	11,918	11,584	334
		<b>Total COGS</b>		<b>11,918</b>	<b>11,584</b>	<b>334</b>
	<b>Gross Profit</b>			<b>324,421</b>	<b>344,655</b>	<b>(20,234)</b>
		Expense				
			Facilities	20,812	19,715	1,097
			Ministry Expenses	13,743	14,882	(1,139)
			Office and Administration	15,910	23,106	(7,196)
			Other Expenses	1,099	13,268	(12,169)
			Presbytery Fees	11,477	10,288	1,189
			Salaries and Benefits	263,366	246,845	16,521
		<b>Total Expense</b>		<b>326,407</b>	<b>328,104</b>	<b>(1,697)</b>
<b>Net Income</b>				<b>(1,986)</b>	<b>16,551</b>	<b>(18,537)</b>





<b>2018 STATEMENT OF REVENUES AND EXPENSES &amp; PROPOSED 2019 BUDGET</b>							
		<b>For the year ending December 31, 2018</b>					
		<b>2018</b>	<b>2018</b>			<b>2017</b>	<b>2019</b>
		<b>Actual</b>	<b>Budget</b>	<b>Better (Worse)</b>		<b>Actual</b>	<b>Budget</b>
Offerings		\$ 287,239	\$ 300,000	\$ (18,311)		\$ 289,863	\$ 290,000
Special Events		5,961	9,400	(3,439)		10,610	10,800
Rental Income		18,774	15,000	3,774		15,059	18,000
Other Revenue		15,112	15,000	112		18,993	7,000
		327,086	339,400	(17,864)		334,524	325,800
Event Expenses		11,918	8,410	3,385		11,584	5,000
<b>Net Optg Revenue</b>		315,168	330,990	(21,249)		322,940	320,800
Salaries and benefits		263,366	270,100	(6,997)		246,845	282,500
Ministry		13,743	16,550	2,789		14,882	14,000
Presbytery Assessment		11,477	11,000	1,173		10,288	12,500
Facilities		20,812	21,120	1,682		19,715	21,000
Office/Other(Min's Move)		17,009	18,020	1,131		36,374	18,000
<b>Total</b>		<b>326,407</b>	<b>336,790</b>	<b>13,771</b>		<b>328,106</b>	<b>348,000</b>



<b>Net Optg Deficit</b>			<b>\$ 11,239</b>		<b>\$ (5,800)</b>		<b>\$ (7,478)</b>		<b>\$ (5,166) (27,200)</b>
<b>Endow Trans-fer</b>			<b>\$ 9,253</b>		<b>\$ 2,900</b>		<b>\$ 6,353</b>		<b>\$ 21,714 \$ 2,900</b>
<b>Surplus (Defi-cit)</b>			<b>\$ (1,986)</b>		<b>\$ (2,900)</b>		<b>\$ 1,125</b>		<b>\$ 16,548 (24,300)</b>