



*God is calling us to be an evolving community of faith inspired to embrace our future as we;
X Deepen our commitment to each other
X Nurture our spiritual vitality and growth
X Live a life of loving influence in the world.*

PRESENT: Rev. Joe Gaspar, Rev. Heather Power, Kathy Shortt, Maureen Crawford, Jack Reynolds, Don Linkletter, Jim Bowman, Rob Vanderlinden, Kathy Hagedorn Hehl, Karen Schertzberg, Barb Leask-Wynne

REGRETS: Jennifer Allan

OBSERVERS/GUESTS: Mary Reynolds, Bert Blackburn, Wendy Watson, Elizabeth Moffatt

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

2. Reflection Jim Bowman

A Time to Gather: Digging to Bethlehem

3. Agenda: Additions and Approval

Motion by Rob Vanderlinden to accept the agenda. **Seconded** by Maureen Crawford . **Carried.**

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

Motion by Barb Leask-Wynne to accept the November 19 , 2019 Council Minutes as amended. **Seconded** by Jack Reynolds. **Carried.**

5. Liaison Reports

Community Liaison Report Maureen Crawford

Inclusive- Kevin Smith will submit an article to the next newsletter about preferred pronouns on our nametags. There will be further discussions about offering stickers to add to our name tags indicating pronoun preference. Eighteen Men met for the Gay Men's social group, 10 people attended the Living HIV positive, and 4 people attended the Grand River Water Walkers.

Resettlement- no report

Property- see discussion in New Business regarding an increase to custodial hours

Development Liaison Rob Vanderlinden

Stewardship aren't having "Why I give to Parkminster" segments during the advent season given that we did that during the "Inspire to Give" program in November.

Stewardship will meet in January 2020 to discuss strategies around Planned Giving and ongoing stewardship awareness. we will also be filling some vacancies on the committee since a few of our dedicated members are stepping down after the annual meeting.



Christian Education:

The CE Committee has not had a meeting since the last Council meeting.

Worship (from Nancy Dykstra)

The Worship committee did not have a formal meeting in December and took care of some business by email.

Worship/Music Calendar

January 2020		Preaching/ Notes
5 th	2 nd Sunday after Christmas/Epiphany—Joe or Heather away.	
12 th	Baptism of Jesus—Baptism(s) possible.	
19 th Beginning of a series on change in the church and how to manage it faithfully	Community and Change—Wandering in the Wilderness Exodus 13 17-22—Interactive reflection.	Joe
26 th	Community and Change—Bread for the Journey Exodus 16 1-6 & 13-15	Joe

Connections Liaison Report (Don Linkletter)

Nominating Committee

The committee is hard at work behind the scenes. We will anticipate the report soon.

Membership and Pastoral Care (Sheril Stinson)

Longest Night Service December 21st Everyone who is experiencing grief for any reason is invited to attend and participate in this service. Refreshments will be offered afterwards.
 Two babies have been approved for baptism on Sunday, January 12, 2020. A reception will be held in the gym following the service.

Communications

Melanie Chisholm has resumed her Office Administrator duties at 30 hours per week as of Dec. 16, 2019. We are glad that she is able to be at work following a time of 'short term disability'.



Kathy Shortt and Laura Mutton report that the Parkminster website is newly launched and is now available for use by everybody. This launch follows many hours of hard work and collaboration by Kathy, Laura, Melanie, and Cliff Snyder of 10AM Creative Media. We are extremely grateful to them for their diligent efforts.

They will be adding a donate button.

Motion by Jim Bowman to accept the Liaison reports. **Seconded** by Rob Vanderlinden. **Carried.**

6. BUSINESS ARISING FROM THE MINUTES

a) Outreach Committee (Wendy Watson)

The following is the presentation shared by Wendy Watson:

I am here representing your Outreach committee. Jim is our Treasurer and he has been told that he cannot leave this committee until I do. We are 8 members strong, including Joe, and have had a request about joining our committee from a newcomer to Parkminster.

Our committee Mission statement reads: To educate the congregation about the total mission of the church, to address the fact that our interests and actions as a congregation extend into our local and global communities. To encourage and arrange congregational participation in local and global projects.

We are all about living a life of loving influence in our Parkminster world, our KW world, our whole world. There is no greater feel-good time than enlisting the help of, and working along with members of our congregation to support a local and/ or global need. "Outreach" is not just the work of our community — it is a responsibility we must embrace. From Habitat for Humanity, to lunch to raise funds for the Plett Centre, to dinner for residents of Mary's Place we all can support and participate and become Outreachers. So, as I see it, much of what Outreach needs to do is identify needs and then invite and educate and involve our members.

Our creed calls for us to "live with respect in Creation" and in that spirit I believe church congregations need to be part of leading the way to respond to the Climate Crisis threat we are facing. Churches can work together to educate our communities, and challenge our governments at all levels to make changes. This is a perfect time to join with our WOW neighbours and make a difference in our world.

We appreciate very much the support of Council in all that we do. Keep it up! A church without outreach seems like a lost cause.



As for hopes for the future work of Outreach at Parkminster? Outreach by us all must continue. The breadth of volunteering that happens in our church is remarkable... and often unsung. It is, however, oh so much a part of who we are. The future for churches, including Parkminster is likely to look very different and take some "out of the box" thinking. I really love to see our parking lot full of cars and our front lawn full of people. I think people driving by when that is the case must think "wow, there must be something going on in that place. I wonder what it could be" Parkminster has had, and continues to have a positive and well-known reputation for being a vibrant church where people have a deep sense of caring for others and where you can participate in programs and activities which nurture spiritual and personal growth. We all need those opportunities and choices to enrich our spiritual and personal growth.

As part of the Outreach Committee report, Jack Reynolds commented on:

- the four externally funded refugee sponsorships moving forward through the United Church of Canada. Parkminster is accountable for tax receipting the donations, banking and disbursing the funds, and exercising oversight over the re-settlement responsibilities of the Kitchener-Waterloo Outreach Group headed by Elizabeth Moffat and Jim Welch
- monthly payments being made from the externally funded G5 Miscellaneous Refugee Support Fund to assist two sponsored families in the Middle East while they await final approval for emigration to Canada .
- the fact that, collectively, these are very significant outreach initiatives on the part of Parkminster United. Without our support the sponsorships could not have proceeded. And because Parkminster agreed to do this, Trinity United, First United and Bridgeport United have also now agreed to each accept two sponsorships...for a total of ten sponsorships.

Discussion

- 75% of undesignated funds go to M&S; disproportionate when we have so many needs in our own community
- proud point for Parkminster that we are amongst the leading contributors to M&S
- should we be discussing the percentage?
- Maureenn Crawford suggested a letter in our newsletter about outreach
- Barb Leask-Wynne would like to see a conversation cafe to discuss outreach and Jim Bowman will suggest it to his committee.



Council suggestions: Wendy Watson and Jack Reynolds will put a report in the next newsletter about the G5 Refugee Group and will consider more regular updates

Will do an outreach article for the next newsletter

b) Update on Office Administration - Karen Schertzberg

Melanie has returned to her regular hours, however she has asked to reduce her hours to 25 hours per week.

Jack Reynolds will continue the financial work he had taken on. She plans to work Monday to Friday

We will free up some time for the unexpected and maintain a no overtime policy. Committee met last week and we believe it will work well. Karen will join Melanie to look at tasks that might be streamlined or eliminated with respect to confidentiality. This will give her a 'cleaner' job description.

Jack Reynold echoed his approval of a reduction of hours.

Rev. Gaspar reminded us that we had staff hours for updating the website because we didn't want to rely on volunteers to keep the website current.

Karen Schertzberg shared ways that we could look for redundancies; is there value in this activity?

Maureen Crawford reminded us that we were concerned about the immediacy of the website change (e.g., volunteers on holidays)

Kathy Shortt and Laura Mutton could take it on and do a good job. We could try it for a while and be flexible if it isn't working.

Motion by Karen Schertzberg to support Melanie Chisholm's request to reduce her work hours from 30 to 25 hours to accommodate a work and lifestyle agreement with the understanding that Jack Reynold will continue to handle the 5 hours of financials and Kathy Shortt and Laura Mutton have agreed to maintain the website.

This will take effect on Jan. 2/20 **Seconded** by Rob Vanderlinden. **Carried**

c) Motion for Trustees to pay the remainder of the 2019 disbursement

Motion by Barb Wynne for Trustees to pay the remainder of the 2019 disbursement with \$1000 going to outreach, \$2393 going to local. **Seconded** by Jack Reynolds **Carried**.

NEW BUSINESS



7. Custodial Hours - Bert Blackburn

Due to the increased rentals, there are lots of extra work to do. A lot of volunteer time is being spent maintaining the building. Bud Adams has been spending a lot of time on the floors. Additional custodial hours are needed. It would be better for it to be done at night.

Motion by Maureen Crawford that we increase our custodial hours by up to 6 hours . **Seconded** by Jim Bowman **Carried.**

Discussion: How does this impact the budget?

-increased our rental income so we will need extra custodial services

-Bud Adams is very invested in the floors because they took a long time to get them back in shape.

-How much would it cost? We could assume \$20/hour once you look at vacation pay etc.

-we've increased our paid rental, but also our unpaid rentals

-Don wouldn't want to see us scrimp on our free outreach rentals, our congregation needs to know about this, which should transfer into more givings so the service is there when we need it

8. Moving Inactive Status Members to Historic Role - Mary Reynolds

It has been 6 years since inactive status members have been moved to the historic role.

-waited until we had Rev. Joe and Rev. Heather in place

-simple to move them back onto the roster

Motion by Rob Vanderlinden that council approves moving 22 members from the active membership list to the inactive membership list on the historic roll, with the appropriate notation (i.e., for cause), effective December 31, 2019, as per the report presented by the membership council. **Seconded** Barb Leask-Wynne **Carried.**

9. Financial Report - Jack Reynolds

Council was provided with December 12 financial statements. Jack Reynolds reported that

- the \$16,000 deficit as at Dec 12 has now (on Dec 17) reduced to \$9,000, which means there is yet a chance that revenues will match or exceed expenses for the year...avoiding the \$24,000 deficit originally budgeted.

- 2019 saw the final repayment of the \$50,000 in loans from the congregation in 2013 (i.e., faith bonds), and the \$50,000 extension council loan in 2015 for the washrooms and front entrance renovations.



- the budget for 2020 is nearing finalization and, after approval by the Finance Committee, will be brought forward to Council and the congregation for approval.

Motion by Jack Reynolds to accept the year-to-date financial statements as at Dec. 12, 2019. **Seconded** by Karen Schertzberg. **Carried.**

A Letter of Thanks

Jack Reynolds read of letter of thanks from Ariam and Ariarani Ariaratnam for the assistance provided with their recent family funeral. They expressed great appreciation to, and for the good fortune of being a part of, the very caring Parkminster community.

Speaker Series

Jack Reynolds reported that he is close to finalizing three speakers for the Speaker Series to be launched in late January.

9. A.O.B

- Nancy Dykstra and Jim Bowman have officially assumed leadership of the Refugee Re-Settlement Committee

-Annual Meeting Date - Sunday, February 23, 2020

Flag Article in Newsletter

In consultation with Inclusive it was decided that the theme of the newsletter flag article would be about why Parkminster is proud of flying our Pride Flag.

10. Closing Prayer

ADJOURNMENT

Meeting adjourned at 8:20 p.m. .

NEXT MEETING: JANUARY 21 , 2020 at 6:30 p.m.

Kathy Shortt, Chair

Kathy Hagedorn Hehl, Secretary

Attachments:

1) Financial Reports (3)

Secretary's Initials_____



Dec 12/19 Rev Stmt ytd vs 2018 ytd

				Jan 1 - Dec 12, 19	Jan 1 - Dec 12, 18	\$ Change
		Income				
			Endowment Fund Transfer	5,143	9,253	(4,110)
			Offerings	265,473	245,166	20,307
			Other Income	6,254	15,085	(8,831)
			Rental Income	23,735	18,699	5,036
			Special Events	7,589	3,981	3,608
		Total Income		308,194	292,184	16,010
		Cost of Goods Sold				
			Event Expenses	2,881	9,745	(6,864)
		Total COGS		2,881	9,745	(6,864)
	Gross Profit			305,313	282,439	22,874
		Expense				
			Facilities	24,441	18,875	5,566
			Ministry Expenses	13,447	12,187	1,260
			Office and Administration	15,505	14,646	859
			Other Expenses		1,099	(1,099)
			Salaries and Benefits	255,327	235,637	19,690
			UCC Assess Fee	12,625	10,245	2,380
		Total Expense		321,345	292,689	28,656
Net Income				(16,032)	(10,250)	(5,782)



December 12, 2019 Balance Sheet

					Dec 12/19
ASSETS					
	Current Assets				
		Chequing/ Savings			
			Chequing account		91,069
			Savings account		239,409
		Total Chequing/ Savings			330,478
	Total Current Assets				330,478
TOTAL ASSETS					330,478
LIABILITIES & EQUITY					
	Liabilities				
		Current Liabilities			
			Other Current Liabilities		
				Donations Received in Advance	17,783
				Due to Benevolent Fund	9,786
				Due to Capital Fund	48,150
				Due to CE Fund	5,054
				Due to G5 Misc Refugee Support	3,425
				Due to Memorial Fund	225
				Due to Outreach Fund	23,618
				Due to Parkminster Refugee Fund	30,165
				Due to SAH Dabab	36,436
				Due to SAH Mhd Talal Arab	34,157
				Due to SAH Mohamad Alshaar	35,311
				Due to SAH Mohammad Al Adawi	36,314
				Due to Parkminster Resettlement Fund	382
				Extension Council loan	0



				HST Payable	1,388
			Total Other Current Liabilities		282,194
		Total Current Liabilities			282,194
	Total Liabilities				282,194
	Equity				
		Accumulated Reserves			17,360
		Change in Accumulated Reserves			46,957
		Net Income			(16,032)
	Total Equity				48,285
TOTAL LIABILITIES & EQUITY					330,479



Dec 12/19 Rev Stmt ytd vs 2019 12 mth budget

				Jan - Dec 19	Budget	\$ Over Budget	% of Budget
		Income					
			Endowment				
			Fund Transfer	5,143	2,900	2,243	177%
			Offerings	265,473	290,000	(24,527)	92%
			Other Income	6,254	6,900	(646)	91%
			Rental Income	23,735	18,000	5,735	132%
			Special Events	7,589	10,800	(3,211)	70%
		Total Income		308,194	328,600	(20,406)	94%
		Cost of Goods Sold					
			Event Expenses	2,881	5,000	(2,119)	58%
		Total COGS		2,881	5,000	(2,119)	58%
	Gross Profit			305,313	323,600	(18,287)	94%
		Expense					
			Facilities	24,441	21,000	3,441	116%
			Ministry Expenses	13,447	13,900	(453)	97%
			Office and Administration	15,505	17,160	(1,655)	90%
			Other Expenses	0	840	(840)	0%
			Salaries and Benefits	255,327	282,500	(27,173)	90%
			UCC Assess Fee	12,625	12,625	0	100%
		Total Expense		321,345	348,025	(26,680)	92%
Net Income				(16,032)	(24,425)	8,393	66%



Parkminster United Church
275 Erb Street East, Waterloo, ON N2J 1N6
Church Council Meeting
December 17, 2019