



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, Kathy Shortt

REGRETS: Reverend Heather Power

1. Opening Prayer and Lighting of Candle Reverend Joe Gaspar

2. Reflection/Devotion Karen Schertzberg

- the power of reflection
- never underestimate the power of intentions

3. Opening Remarks Kathy Shortt

- using palm branches as our talking symbol
- the vein down the middle of the palm branch represents our path which, as a growing and evolving community of faith, is to live a life of loving influence in the world. The leaves represent us as individuals and remind us of our commitment to each other and the need to work together and support each other on our spiritual path
- Kathy welcomed each council member and thanked them for their contribution
- Kathy Shortt shared her motivation for becoming Chair of Council. Kathy and her husband Ted felt very supported by Parkminster when they were both facing serious surgery last year. She wanted to give back to our family of faith.

4. AGENDA: ADDITIONS AND APPROVAL

Addition - Maedith will speak to the follow- up on summer student and capital project

Motion by Jack Reynold to accept the agenda as amended.. **Seconded** by Rob Vanderlinden. **Carried.**

5. APPROVAL OF MINUTES of January 15, 2019 Church Council Meeting

Motion by Maureen Crawford to accept the January 15, 2019 Council Minutes . **Seconded** by Maedith Radlein. **Carried.**



6. Liaison Reports

Connections Liaison:

Nominations: Ted Oldfield is the Region 8 representative for Parkminster Church. Each community of faith is allowed to have 2 reps, so there is room for one more nomination.

Pastoral Care and Membership: 2 scheduled meetings were cancelled due to weather & safety concerns. One item to report: Chili Luncheon scheduled for Feb. 24th after worship...(A free will offering is invited.)Reminder that a 'New Persons' luncheon is scheduled for after worship on March 31, 2019.

Communications: Melanie reports that she is updating and tailoring *the lobby TV monitor* to personalize the messages for church groups coming in (e.g. the seniors 'drop in' group that began last Thursday). It is also programmed to run a 'continuous loop' containing information about our church and its programs. She has received positive feedback on the *Erb St. sign* and works diligently to keep it up to date. One local church has called and wants to install a similar digital sign. Melanie gave them contact information. *Website updating* is proving to be a bigger challenge than originally anticipated and involves a steep learning curve. Melanie is working with both our current web platform (**Wordpress**) that operates in conjunction with **Churchthemes** as well as the **Squarespace** website platform that we purchased last summer. Our Squarespace subscription runs until August, 2019, and can be renewed if we decide we want to keep it for the long term. Meantime, Melanie is working diligently to master the new Website program to which we just subscribed this month from **Churchthemes.com** and reports that it will require a lot of learning before it can replace the **Squarespace** platform. Melanie hopes to discern by this Friday which website program is the better one for Parkminster to run with long term. If the **Churchthemes.com** platform proves not to be the best one for our use, there is a '45 day refund policy' in effect, so we can unsubscribe from it without penalty. She reports that to update the lobby TV monitor, the Erb Street sign, and our website within the 5 hours per week that she has been allotted is quite challenging, but she is very motivated to accomplish all these tasks. She will happily provide Council with regular progress reports on all of the projects she is working on. She is open to our questions and will, of course, consult with us on any recommendations she will propose. *Church Newsletter* Jennifer Allan reported that she is planning to publish the first quarterly Newsletter early in March and will be soliciting news items, pictures, etc. for it very soon.

Community Liaison:

Property

- Declutter the nursery to make it rentable. Monday morning playgroup and CE have separated their stuff and the rest are for the congregation to have a go and then what is left will be donated.

RSC



- Not meeting at the moment. Nearing end of our official involvement with the current Al Mohamad family

Inclusive

- Working with Outreach to have a game and coffee time. Had the first one on the 14 of Feb. 15 people attended. Have advertised it so hoping for some neighbours to come.
- Potluck was successful, with Jenn Hind-Urquhart as the speaker. Do not seem to attract a crowd from Parkminster.
- Filled the vacant spot at greeting at the entrance on Sundays
- Truth and Reconciliation are planning a film night and book study. The group draws interest from the community. Grateful to Nancy Dykstra for her leadership

Outreach

- Planning for the Scott Woods Show is underway for May 4 in Parkminster's sanctuary at 7pm. The funds have been designated for Supportive Housing of Waterloo.
- 2nd Sunday of the month the door will be staffed by Outreach members for 2019
- Debaj Storytelling Group from Manitoulin Island will be in KW the week of May 5-12th. Outreach will host them at a dinner – probably May 10. More information to follow

Foodtruck

- No report

Development Liaison:

Christian Education

- Confirmation
- Classes have begun
- 5 youth are taking the classes
- Confirmation will be Sunday May 5th.

Worship

- Have postponed the February meeting to February 26th. This will be the February/March meeting

Stewardship

- Will meet next week

Adult Education

- Awaiting a decision by council about their future.



Questions: Can someone explain the recent changes to the website?

Laura Cudworth purchased Squarespace, but we found that several churches had designed attractive websites with Churchthemes. We are looking for a platform that is more sophisticated, but is not too time consuming to use. Melanie will give feedback.

The newsletter will come out in the third week of March. Request for content on March 4th (photos, articles, stewardship...)

Auction will be on April 13th.

Motion by Jennifer Allan to accept the Liaison reports. **Seconded** by Don Linkletter. **Carried**

7. BUSINESS ARISING FROM MINUTES

a) Capital Projects Committee Update

The committee will meet on Monday, Feb. 25th for the first time. At this meeting they will elect a chair and determine the terms of reference for the committee. A representative from Finance is not on the committee. This was given as a requirement when the committee was formed. It was suggested that the Capital Projects Committee could instead have a finance liaison who would attend Finance meetings as necessary.

Motion by Maedith Radlein that the Capital Projects Committee, instead of needing a member from finance, appoint a liaison to attend the finance committee meetings as required. **Seconded** by Maureen Crawford. **Carried**

b) MT Space Theatre Co. Update

-Rev. Gaspar attempted to make contact but there hasn't been any reply

c) Summer Student Grant Application Update

-discussed the scope of the project with Bruce Mutton

-Truth and Reconciliation is open to the idea but they have a busy agenda for 2019

d) Approval of Baptismal Policy Update

-Baptismal policy will be on the website

e) Cluster Kick-Off (Role of Council) - Maedith



Rev. Joe Gaspar, Wendy Watson and Maedith Radlein attended the Cluster Kick-Off. Upon arrival the attendees indicated which area they were most interested in. Attendees clustered together based on interests. The interest groups discussed possible actions and were asked by the facilitator, the Rev. Gary Clarke, to post them on Facebook. This would allow other congregations, who might have similar interests, to know what was going on and get in touch if interested.

It was hoped there would be discussions around new ways to connect and reflect. No discussions about how you would connect back to the congregation, not sure what the role of council will be. Maedith joined truth and reconciliation and asked Nancy to add the people she met to her email list. Rev. Gaspar explained it was the first attempt at defining how we are going to work together as congregations, one of the hopes of restructuring. This was a first attempt to have a new way of being church, connect to our passions. It will be evaluated (i.e., what works, what doesn't).

f) Council Review Feedback-Kathy

Rev. Joe, Gaspar, Rev. Heather Power, Maedith Radlein, and Kathy Shortt met to review Council feedback. The Parkminster Council Year-End Review Analysis is attached. The following points were discussed:

Meeting protocol

- feather could be considered cultural appropriation, so we decided to use the palm branch
- chair will always ask if there is any more discussion

Communication

- intentional about improving communication, council bites are working well and will run for two weeks
- put up pictures of council members
- purposeful in our action items, intentional about introducing people
- remind committee chairs to include church council
- should we have a Parkminster decision making model?
- ensure the committees aren't functioning in a silo

Discussion

- a picture of council members would be helpful for people who aren't involved in committee work



-they would know who to approach

ACTION: Kathy Shortt will ask Pat Smith to come to the next council meeting to take a picture of the council members. We need to decide where will it go/be displayed.

Further discussions ensued about communication between committees and council. Should the liaisons talk to the chairs of the committees, not just rely on council members opinions?

Maedith Radlein made contact with committee chairs which is why we have started giving council bites. Committee chairs and members appreciate making their own decisions.

Don Linkletter intends to attend a meeting in order to get a better sense of how the Communications committees feel.

It was recommended that we invite committee chairs and/or committee members to attend periodically to share what they are up to. This would encourage more strategic thinking/planning which was the reason council was restructured. Inviting committees to visit could build some cohesiveness and connectedness. **ACTION: Maureen Crawford and Reverend Joe will establish some questions to explore with the committee chairs/members. These questions could frame their presentation/sharing time with Council.**

NEW BUSINESS

6. Financial Report - Jack Reynolds

Jack commented briefly on the January 2019 statements which were distributed to Council members in advance of the meeting. He explained that the January 2018 offerings were twice those of January 2019 because of the timing of two large contributions, one of which will recur again this year in February.

Jack also reported on preliminary plans with respect to the new Finance Committee, which will hold its first meeting in March. The members will be Jack Reynolds, John Dippell, Barb Leask, Don Pendulbury, Heather Watts

What to do with the remaining Faith Bonds? They will also work with the Stewardship Committee.

Motion by Don Linkletter that the financial statements for the year ended December 31, 2018 be approved. **Seconded** by Rob Vanderlinden **Carried**



Motion by Jack Reynolds that Kathy Shortt, as Chair of Council, be added to the Parkminster signing authorities with respect to cheques and financial and legal documents and that Barb Leask be removed. **Seconded** Jennifer Allan.
Carried

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

7. Parkminster Decision Making Authorities - Kathy

- When Maedith, Joe, and I were going through the Parkminster Council Year End Analysis and looking at communication we were wondering if we should we have some kind of document to give to committee chairs, liaisons and council? This document ideally would provide them with information when they have questions about decision making. Maedith said that she had answered many questions in this area.
- Maedith shared with us a document that Jack had put together. This document was based on a document that Jack made when he started at the Child Witness Centre and realized that the directors weren't sure exactly what items/decisions required their approval. Jack then adapted the CWC document for Parkminster, but he never did really finish it with respect to Parkminster committee decision-making authorities. Jack thought it would be equally valuable for committees, the liaison persons, and council members, particularly given the yearly changes in committee and council memberships.
- Heather, Joe and I discussed this document and felt that there is value in clarifying where the authority begins and ends in the relationship between committees, council, and the congregation. We also discussed how this document would have to be aligned with the United Church Manual as well as Parkminster's Terms of Reference and the Constitution. We thought that it would be a good idea to have the information from all these documents on one easy to read document which could be easily accessed. We felt it would help empower volunteers to do their work.
- We are suggesting that two people from Council along with one minister get together and draft a document based on Jack's document but also aligned with the United Church Manual as well as Parkminster's Terms of Reference and the Constitution. This document could then be brought to Council to determine whether it is something we should use and if so, what would be the steps for finalizing it.
- Discussion? Volunteers? Agreed that it is a good idea. **ACTION: Jack Reynolds and Kathy Shortt will work together to bring something back to council. Rev. Joe or Heather will decide which one of them will participate with Jack and Kathy.**

8. A.O.B.

ACTION: Add discussion of Adult education to March agenda

9. Closing Prayer- Reverend Joe Gaspar



Parkminster United Church
275 Erb Street East, Waterloo, ON N2J 1N6
Church Council Meeting
Feb 19, 2019

19__

ADJOURNMENT

Meeting adjourned at 8:10 p.m.

NEXT MEETING: March 19, 2019 @ 6:30 p.m.

Kathy Shortt, Chair

Kathy Hagedorn Hehl, Secretary

Attachments:

- 1) Financial Reports (3)
- 2) Parkminster Council Year-End Review Analysis

Secretary's Initials _____



Balance Sheet January 2019

					Jan 31, 19
ASSETS					
	Current Assets				
		Chequing/Savings			
			Chequing account		58,894
			Savings account		24,231
		Total Chequing/Savings			83,125
		Accounts Receivable			
			Accounts Receivable		60
		Total Accounts Receivable			60
		Other Current Assets			
			Short Term Investments		248,980
		Total Other Current Assets			248,980
	Total Current Assets				332,165
TOTAL ASSETS					332,165
LIABILITIES & EQUITY					
	Liabilities				
		Current Liabilities			
			Other Current Liabilities		
			Accrued Expenses		1,646
			Due to Benevolent Fund		7,112
			Due to Capital Fund		40,645
			Due to CE Fund		(895)
			Due to G5 Refugee Group - Dabab		35,616



				Due to G5 Refugee Group - Mendo	33,379
				Due to G5 Refugee Grp -Abdulla	35,616
				Due to Labrinth Project	0
				Due to Memorial Fund	165
				Due to Outreach Fund	6,200
				Due to Parkminster Refugee Fund	30,945
				Due to Special Refugee Need	3,000
				Due toSAH Refugee Grp-Abdoshsin	34,511
				DuetoParkmnstr Resettlement Fund	23,650
				Extension Council loan	14,069
				Faith Bonds	12,000
				HST Payable	(389)
			Total Other Current Liabilities		277,270
		Total Current Liabilities			277,270
	Total Liabilities				277,270
	Equity				
		Accumulated Reserves			17,360
		Change in Accumulated Reserves			47,430
		Net Income			(9,895)
	Total Equity				54,895
TOTAL LIABILITIES & EQUITY					332,165

Revenue Statement January 2019 vs Budget



				Jan 19	Budget	\$ Over Budget	% of Budget
		Income					
			Offerings	18,498	18,300	198	101%
			Other Income	27	200	(173)	14%
			Rental Income	2,180	1,500	680	145%
		Total Income		20,705	20,000	705	104%
		Cost of Goods Sold					
			Event Expenses	1,306	100	1,206	1,306%
		Total COGS		1,306	100	1,206	1,306%
	Gross Profit			19,399	19,900	(501)	97%
		Expense					
			Facilities	3,071	1,311	1,760	234%
			Ministry Expenses	594	605	(11)	98%
			Office and Administration	1,945	1,430	515	136%
			Other Expenses	20			
			Salaries and Benefits	23,663	23,492	171	101%
			UCC Assess Fee	0	1,040	(1,040)	0%
		Total Expense		29,293	27,878	1,415	105%
Net Income				(9,894)	(7,978)	(1,916)	124%

Revenue Statement January 2019 vs 2018

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				Jan 19	Jan 18	\$ Change
		Income				
			Offerings	18,498	36,781	(18,283)
			Other Income	27		27
			Rental Income	2,180	1,935	245
		Total Income		20,705	38,716	(18,011)
		Cost of Goods Sold				
			Event Expenses	1,306	1,086	220
		Total COGS		1,306	1,086	220
	Gross Profit			19,399	37,630	(18,231)
		Expense				
			Facilities	3,071	3,795	(724)
			Ministry Expenses	594	2,018	(1,424)
			Office and Administration	1,945	1,533	412
			Other Expenses	20		20
			Salaries and Benefits	23,663	22,115	1,548
			UCC Assess Fee		917	(917)
		Total Expense		29,293	30,378	(1,085)
Net Income				(9,894)	7,252	(17,146)



PARKMINSTER COUNCIL YEAR-END REVIEW ANALYSIS

By: Joe Gaspar, Heather Power, Maedith Radlein, Kathy Shortt

- Identified three areas to focus our discussion
 - Meeting Protocols
 - Communication
 - Strategic planning

MEETING PROTOCOLS

- **FEATHER**
 - Discussed that the intent of feather is important.
 - Ensures that one person speaks at a time
 - Allows quieter members to have a voice
 - Allows time for reflection as feather is passed
 - Discussed that using the feather is perhaps cultural appropriation
 - The feather is a sacred symbol of indigenous peoples Are we showing enough respect for this symbol in the way we are using the feather?
 - Decided to try using palm branches instead of feathers. Palm branches are very similar to the feather in that the vein going down the middle of the palm branch represents our path which, as a growing and evolving community of faith, is to live a life of loving influence in the world. The leaves of the palm branch represent us as individuals and remind us of our commitment to each other and the need to work together and support each other on our spiritual path. Since we are using four talking symbols instead of just one the chair will always ask if there is any other discussion before moving to next item and wait to be sure everyone has had a chance to speak.

COMMUNICATION

- We need to be intentional about improving communication.
- The new governance model is good, but it does need to be monitored and tweaked to ensure better and more varied communication, as well as fostering people's sense of involvement and ownership.
 - The Council Bites submitted to WHAT'S UP and the pre-worship slides seem to be working well. They will run for two weeks.



- Decided to take pictures of each Council Member at the next meeting in order to create a **HERE IS YOUR 2019-20 PARKMINSTER CHURCH COUNCIL**. Where should we put these pictures - Newsletter? Wall in Narthex or front entrance?
- When we are creating the **ACTION ITEMS** at Council we need to be purposeful about: **'Who we need to inform'** and **'Who is going to do it'**.
- In order to be inclusive, we need to be aware of assuming too much. Example - Speakers at the front of the church need to introduce themselves or be introduced by the lay reader.
- The reports on the council meeting by the liaisons are well done and contain all the necessary information. The problem is not with the governance structure but it is rather a people problem.
 - Committee Chairs need to be reminded to include Church Council as an agenda item
 - Committee Chairs need to be reminded to submit a report to their liaison or inform the liaison that there is no report or inform the liaison that they did not meet. Since Joe or Heather will be at those meetings, they can remind the chairs.
- Should we have a Parkminster Decision Making Document to give to committee chairs, liaisons and council? This would provide them with information when they have questions about decision making.
- We need to be wary of seeing committee work in silos- all committees should be doing the same work - inclusion, outreach, education etc - it just looks different for each.

LONG TERM STRATEGIC PLANNING

- We came up with more questions than answers.
- Given that the last visioning process took place in 2013, it is a timely issue. Before engaging in a congregational visioning process, there needs to be a good solid relationship established between the ministerial staff and the congregation. Based on their own experience and feedback they've received from their colleagues, Joe and Heather see a time period of three years as being optimal for the relationship to firmly establish itself and allow for this kind of work. Therefore it is too soon for Parkminster to engage a congregational visioning process.
- Parkminster has been a congregation in transition. This is reflected in the formal transition time of interim ministry. However, it is also reflected in the years where there were many staff changes/comings and goings. All of these affect a congregation and their sense of stability, even when good things are happening. Joe and Heather see the first three years together as a chance to establish a new sense of continuity - a chance not just for leaders, but for the entire congregation to feel settled at last knowing that Joe and Heather are here to stay and grow in ministry with us. Continuity in those early years of new ministry brings as much growth (term used beyond just numbers) as much as visioning, etc. It is in of itself an act of pastoral care for a congregation who have been longing for continuity of ministry personnel/staff whether consciously or subconsciously.



- Joe expressed some ambivalence about visioning processes in the church as a way to engage the congregation in missional work. We asked him to write down his thoughts:
 - Sometimes visions become hard and fast plans that leave little wiggle room for changing conditions and the discernment that's needed to listen to God's call in the midst of change. Often these processes are driven by secular values of success and achievement (i.e. growth, more young families, more donors). Behind or underneath this secular approach is actually a more insidious motivator—fear. Churches fear for their long term survival so they let that anxiety drive the process. All of which runs counter to our faith and undermines the potential for growth and viability. As a church we are called to proclaim hope in a God who is active and calling us to participate in God's work. People want and are motivated by that hope, people want to participate in that work. Very few people these days are interested in helping an institution survive, they need to be inspired and invited to the work that God is calling us to in our time and place. Building on this I think sometimes visioning processes over-complicate our work. So much time and resources go into visioning when it is quite clear what we're about and what our work is. The gospel of Jesus is about love, therefore our work is about love. That's the mission, that's the vision. The only question for any church is, "what does it mean/look like to live the love of God shown to us in Jesus in our time and in our place?" It begins from a place of hope, not fear. It's energizing and inspiring. It's a simple question but it's not easy work. It requires discernment, figuring out what God is up to in our midst, figuring out what our call is in the midst of that. Discernment means deep listening to each other, the community and then through prayer and reflection listening for God's call in the midst of that. Because change is constant and the Spirit is unpredictable this process can't be an every five year activity. Discernment needs to be woven into the fabric of our church life if we want to be both relevant and faithful. How we do that is another topic of discussion.