



*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, Karen Schertzberg, Maureen Crawford, Jim Bowman, Debbie Miethig

**REGRETS:** Rob Vanderlinden, Jennifer Allan

**OBSERVERS/GUESTS:** Bruce Mutton

**1. Opening Prayer and Lighting of Candle** Reverend Heather Power

Rev Heather Power invited us to check in and/or share our favourite kind of pizza. Are there any pineapple lovers in our midst?

**2. Agenda: Additions and Approval**

**Motion** by Karen Schertzberg to accept the agenda. **Seconded** by Maureen Crawford. **Carried.**

**3. Approval of Minutes of February 19, 2019 Church Council Meeting**

**Motion** by Don Linkletter to accept the February 19, 2019 Council Minutes. **Seconded** by Maedith Radlein. **Carried.**

**4. Liaison Reports**

**Connections Liaison report** Don Linkletter

**Nominations Committee:** Welcome to Mary Reynolds the new Chairperson. She reports that the work of this committee really begins in earnest in the last three months of year.

**Pastoral Care & Membership:**

*Baptisms* are planned for April 14, 2019. *Confirmations* are planned for May 5, 2019. (cake will be provided during coffee time following both services.)

*Prayer Shawl Ministry* – to heighten awareness of this ministry the committee will occasionally provide a display in the upper hall to provide a higher profile and give an opportunity for people to take one to someone in need. We are hoping to have opportunities to have the shawls blessed on a regular basis. Many who have received prayer shawls have expressed their appreciation. Contact Jean Wilson if you should become aware of someone in need.



Some *Chili dinners* have been placed in the freezer. They are available to share with anyone in need. A *New People's lunch* has been moved forward from the end of March until a future suitable date. In the meantime 'welcome cards' will be sent to newcomers and they will be invited to attend a tour of our facility. At our April meeting we will be discussing the opportunity for Parkminster to become a "Dementia Friendly Community". I (Don) have been invited to attend the April meeting of this Committee. I plan to accept the invitation.

**Communications:** *Erb Street sign* is working well - frequent changes keep the information interesting and up to date. The *Lobby TV monitor* is updated daily to reflect the current activities and meetings. Upcoming worship services are mentioned together with the attendance of special guests or presenters. Upcoming church events of interest to the public are announced - together with an open invitation to attend.

The Website continues to be a challenge: in spite of diligent efforts, Melanie is unable to edit/update content. Melanie, in consultation with Maedith and Rev. Joe and Rev. Heather, has obtained a quote on the costs of bringing our website up to the desired level of functionality from the website designer (10am Media) who originally created it. Once this quote is approved by Church Council, Melanie has offered to be the liaison person to work with the Website designer to get our website functioning in the manner that we want it to run.

#### **Discussion of quote from OAM.ca Creative Media**

-1380 +HST

-first step is to deal with the editing difficulties

-Don walked us through the quote (see attachment)

-concerned that a volunteer could not do the work efficiently

**Motion** by Don Linkletter that the quote from 10AM Media be accepted. **Seconded** by Maedith Radlein. **Carried.**

#### *Further Discussion*

Question about the summer student's role in the website.

Emma Cohen was hired to redesign the website by transferring the information from the old website to the new. That didn't seem to be quite enough. Melanie took on the challenge to add to the website but struggled with time and the ability to change the website.

It's better to get someone to create the website in a way that we can easily maintain.

The main challenge is the technical piece as the platforms aren't user friendly.

The four week timeline proposed by 10AM Media is a bonus.



## **Community Liaison Report** Maureen Crawford

### **Outreach**

Outreach had a quick February meeting following church one Sunday. As you know our next meeting will be Monday, April 1st. We will be helping the CE committee setup and provide lunch for the Plett Centre luncheon on Sunday, March 24th

### **Property**

Had to have lift service call. Problem caused by improper operation. Use the buttons to operate only. New signs to be placed at all stations.

### **Capital Projects Committee**

First meeting so spent time on getting organized

Conclusions:

1. The committee shall act as a stand-alone committee reporting to Council.
2. The committee shall review and assess:
  - a. Large Capital Projects and their feasibility in terms of funding and vision; and
  - b. Smaller Capital Projects and their feasibility in particular, their impact and how they would fit into the larger vision.
3. The Committee shall assess the larger capital projects feasibility by researching funding opportunities and seeking out expertise on possible building renovations (e.g. architect).
4. The Committee will keep Council apprised of its findings and develop a report with recommendations to Council.

### **Resettlement committee**

No report

### **Inclusive Ministries**

Zumba has been cancelled as the leaders had other interests arise.

Cooking Circle continues to meet once a month.

There were fifteen people at the first coffee and games day.



We discussed seeing if we could find a short film for our next potluck to watch and then have a discussion. A particular topic of interest was the aging person who faces perhaps going into the closet to protect themselves when needing extra care.

The Reconciliation group is active and vital. There is a book study about the Indian Act that the group is sponsoring.

We agreed to take the service on April 28th when Laura Mae Linder (not sure if I have her name correct) comes to speak at the Sunday service.

Our door greeters are working out well.

**Development Liaison** Kathy Shortt as per Rob Vanderlinden

**Stewardship**

The Rev. Dave Jagger, attended the stewardship meeting held on March 5<sup>th</sup> to help the committee prepare for the launch of a stewardship campaign "Call to be the Church/Loving our Neighbours". Dave emphasized that this program is about helping people grow in their faith through generosity. Generosity with our time, talents and money enables us to be part of God's mission in the world. Dave asked us to keep this message as the focus of the campaign.

After much discussion it was decided that Stewardship would propose to Council running the 5 week campaign from World Wide Communion to All Saints Day. It was felt that this period is the time when most of the congregation is likely to be in town and in church. We also discussed having a minute for stewardship once a month in preparation for the campaign. The intention is to follow the 3 key words "Inspire", "Invite", "Thank". Several ideas on how to communicate "Call to be the Church" were discussed. Stewardship will meet to begin planning our approach in April.

Rob Hehl (trustee) will work with the Trustees to create the Communication Piece Legacy Giving/Planned Giving which will be included in the response package for the congregation.

Dave suggested that Stewardship should be at the council table every month to keep the lines of communication open and to ensure that stewardship is always in front of the Church's leadership. When asked, Dave also suggested we not include financial statement updates throughout the year in What's Up--that simply reporting early-in-the-year deficits will do more to demoralize rather than inspire people to give more. Our emphasis, he suggested, was that we instead focus throughout the year on 'inspiring' stories about the good work being done, tied to an invitation to participate and support that work.

Stewardship is requesting that Council approve the "Called to be the Church" campaign with preparation to begin immediately and the formal campaign to be held for a 5 week period from World Wide Communion, proceeding to All Saints Day (Oct 6, 13, 27, Nov, 30) .



Included is the link to the campaign materials that can be downloaded for your reference:

<http://www.stewardshiptoolkit.ca/loving-our-neighbours>

Christian Education

- Soup Lunch in support of the Plett Meal Centre is this Sunday, March 24<sup>th</sup>.
- There will be no Family Party in May this year due to Easter being in late April.
- CE Picnic will be Sunday June 9<sup>th</sup>. The service is the Music Sunday service with the picnic outside afterward.

Worship

- Worship/Music Calendar

Date	Theme/topic	Preaching
Fri., March 1	World Day of Prayer – Trillium Lutheran 22 Willow, Waterloo	
March 3	Transfiguration- Scouting Sunday TCOW blessing and send-off: Colleen and Abby	Intergenerational
Wed., March 6	Ash Wednesday-Shared service-Prepared by Parkminster-Hosted by Emmanuel	
March 10	Lent 1- Communion (Grace Style-in the pews) (Neil away)	Joe
March 17	Lent 2- Working Centre – initiative from UGO-IGO Music – St Patrick’s Day	Joe Mancini guest speaker
March 24	Lent 3 Neil away – Gillian Music supply, Jamie helping with choir	Joe
March 31	Lent 4	Joe
April 7	Lent 5	Joe
April 14	Palm/Passion or Just Palm?	Joe
April 18 (Thurs)	Maundy Thursday-Westminster UC – joint service	
April 19 (Fri)	Good Friday-Parkminster hosting joint service	
April 21	Easter-Communion (Response Style-Come forward)	Joe

- Related to Worship Schedule:

Looking ahead:

- Neil away March 19 – 30 Gillian will do music supply and Jamie will help with choir
- April 14 – Palm Sunday or Palm/Passion
- Anniversary Sunday June 2
- Music Sunday June 9

- 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



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

## **5. Reflection-** Bruce Mutton

Dave Jaeger attended the last stewardship meeting and he suggested that Bruce attend the next council meeting. Bruce asked us to reflect on the question “Why do you give?”

## **6. BUSINESS ARISING FROM THE MINUTES**

### **a)Stewardship Campaign - Bruce Mutton**

*Called to Be the Church Congregational Giving Program—Loving Our Neighbours, 2019*

The Rev. Dave Jagger, attended the Stewardship meeting held on March 5<sup>th</sup> to help the committee prepare for the launch of a Stewardship Campaign “Call to be the Church/Loving our Neighbours”. Dave emphasized that this program is about helping people grow in their faith through generosity. Generosity with our time, talents and money enables us to be part of God's mission in the world. Dave asked us to keep this message as the focus of the campaign.

After much discussion it was decided that Stewardship would propose to Council running the 5 week campaign from World Wide Communion to All Saints Day. It was felt that this period is the time when most of the congregation is likely to be in town and in church. We also discussed having a minute for stewardship once a month in preparation for the campaign. The intention is to follow the 3 key words “Inspire”, “Invite”, “Thank”. Several ideas on how to communicate “Call to be the Church” were discussed. Stewardship will meet to begin planning our approach in April.

Rob Hehl (trustee) will work with the Trustees to create the Communication Piece Legacy Giving/Planned Giving which will be included in the response package for the congregation.

Dave Jagger suggested that Stewardship should be at the council table every month to keep the lines of communication open and to ensure that stewardship is always in front of the Church's leadership. When asked, Dave also suggested we not include financial statement updates throughout the year in What's Up--that simply reporting early-in-the-year deficits will do more to demoralize rather than inspire people to give more. Our emphasis, he suggested, was that we instead focus throughout the year on 'inspiring' stories about the good work being done, tied to an invitation to participate and support that work.

Stewardship wanted to update the Council on the “Called to be the Church” campaign with preparation to begin immediately and the formal campaign to be held for a 5 week period from World Wide Communion, proceeding to All Saints Day (Oct 6, 13, 27, Nov, 3) .

-proposed a minute for stewardship once a month



Discussion:

-St. James Rosemount had success by hiring a fundraiser

In response to the suggestion that we not post the finances independently as they can cause anxiety, we agreed that our approach should be inspiring and inviting and that we should communicate positive comments; however, we still believe quarterly reports are important.

-we need to be transparent; it's our reality.

-the workbook and guide is available at <http://www.stewardshiptoolkit.ca/loving-our-neighbours>

-recommended Stewardship should be represented on council during the campaign

-need something Stewardship related at each council meeting during the campaign

-recognition meal at the end of the Stewardship campaign

-next Stewardship meeting is April 5th where they will discuss what the campaign will look like

**b)Council Pictures by Pat Smith - Kathy Shortt**

-pictures before council meeting

Where do we want to put the pictures?

**Action: Kathy Shortt will look after framing and hanging, announcement in the What's UP**

**c)Questions to explore with Committee Chairs Update - Maureen Crawford and Joe Gaspar**

Joe Gaspar and Maureen Crawford discussed this further.

Came up with the following question:

How are things going? General discussion to get people talking.

Invite them to the council meeting to share their dreams, what is the committee up to?

They can come as a whole committee or a representative.

How will you be scheduling? Once we know how many committees are interested, we can schedule.

**Action: report back as part of the liaison report**

**d)Parkminster Decision Making Authorities Update - Jack Reynolds**

Kathy Shortt asked Jack Reynolds to summarize changes made to the draft decision making document resulting from Council and Committee input.

After it was emailed last week to Council, Bert Blackburn indicated that Property would normally consult with Council on maintenance and equipment expenditures in excess of \$3,000.

No further changes were made by Council.



**Motion** by Jack Reynolds that the decision making document be accepted; that it be emailed to current and future newly appointed Council members and Committee Chairs; and that they also be informed that a hard copy is available in the Governance section of the Parkminster Policy Manual in the church office; and that it will continue to be viewed as a work in progress...Committees are welcome to send ideas/changes to the Council Chair at any time, as issues arise that should be included. **Seconded** by Maureen Crawford. **CARRIED**

e)**Adult Education** - Rev. Joe Gaspar and Rev. Heather Power

-Initial discussions

-no proposal yet

**Action: proposal for May council meeting, both short and long term plans**

Thinking about changes to the name, possibly "Faith Formation"

## **NEW BUSINESS**

### **7.Financial Report - Jack Reynolds**

#### **Financial Report**

The newly formed Finance Committee held its first meeting on March 11. The Committee accepted the February statements for presentation to Council.

The deficit at the end of February stands at \$12,700 and will grow significantly month-by-month unless giving patterns change.

The Committee agreed:

- to continue with quarterly breakfast meetings.
- that the Committee can/will operate without a Chair.
- there there should be discussion with the Trustees about the possibility of an Endowment Fund grant to redeem the remaining \$12,000 of Faith Bonds. (That request was subsequently declined by the Trustees.)
- that maturing GICs be reinvested in a \$245,000 GIC at a rate of 3% for a term ending June 30, 2019
- to ask Rob McQueen and Outreach about longer term plans for disbursement of Refugee Re-Settlement funds, and what the procedure/approval process would be if it is proposed that money donated for refugee purposes be redirected elsewhere.

Question: Why did finance consider requesting money from Trustees? We are going to face some issues with operating costs. They will meet with the trustees in June.

Reserves will be used if necessary. When you use up your reserves you are in a dire situation.





**Motion** by Jack Reynolds that the financial statements for the period ending February 28, 2019 be accepted. **Seconded** by Karen Schertzburg. **Carried**

Can we do special gift donation envelopes in the pews for Easter? Need to make sure there are envelopes in the pews.

**Action: Jack Reynolds will contact Bruce about envelopes for Easter and the envelopes in the pews.**

### **8. Streamlining Minute Distribution - Kathy Shortt**

Melanie would like to have a more streamlined approach to sending out the minutes. She feels that she is sending too many emails relating to minutes. In order to streamline the process, all minutes would be due to the office by the Monday evening, a week before the Council -How do you feel about receiving minutes a week before the council meeting?

Discussion:

- information needs are important
- council doesn't mind receiving multiple emails
- no change requested

**Action Kathy Shortt will report back to Melanie.**

### **9. A.O.B.**

**Kathy Shortt will contact the committee chairs reminding them to use first and last names.**

Curling- \$25 surplus will go toward the IGO UGO Christmas decoration fund.

### **10. Closing Prayer- Reverend Joe Gaspar**

#### **ADJOURNMENT**

Meeting adjourned at 8:10 p.m.

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

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**Kathy Shortt, Chair**

**Kathy Hagedorn Hehl, Secretary**

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



**Attachments:**

- 1) Financial Reports (3)
- 2) Parkminster Decision Making Authorities
- 3) Website Quote: 10 AM.ca Creative Media

**Balance Sheet February 2019**

					<b>Feb 28, 19</b>
<b>ASSETS</b>					
	<b>Current Assets</b>				
		<b>Chequing/ Savings</b>			
			<b>Chequing account</b>		78,531
			<b>Savings account</b>		24,255
		<b>Total Chequing/ Savings</b>			102,786
		<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>				351,766
<b>TOTAL ASSETS</b>					<b>351,766</b>



<b>LIABILITIES &amp; EQUITY</b>					
	<b>Liabilities</b>				
		<b>Current Liabilities</b>			
			<b>Other Current Liabilities</b>		
				<b>Due to Benevolent Fund</b>	7,273
				<b>Due to Capital Fund</b>	43,485
				<b>Due to CE Fund</b>	(102)
				<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>	205
				<b>Due to Outreach Fund</b>	24,437
				<b>Due to Parkminster Refugee Fund</b>	31,061
				<b>Due to Special Refugee Need</b>	3,000
				<b>Due to SAH Refugee Grp-Abdoshsin</b>	34,511
				<b>Due to Parkminster Resettlement Fund</b>	23,380
				<b>Extension Council loan</b>	13,206
				<b>Faith Bonds</b>	12,000
				<b>HST Payable</b>	2,598
			<b>Total Other Current Liabilities</b>		299,665
		<b>Total Current Liabilities</b>			299,665
	<b>Total Liabilities</b>				299,665
	<b>Equity</b>				
		<b>Accumulated Reserves</b>			17,360
		<b>Change in Accumulated Reserves</b>			47,430
		<b>Net Income</b>			(12,688)
	<b>Total Equity</b>				52,102



TOTAL LIABILITIES & EQUITY					<b>351,767</b>
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## Revenue Statement February 2019 vs 2018

			Jan - Feb 19	Jan - Feb 18	\$ Change
	Income				
		Endowment Fund Transfer		2,900	(2,900)
		Offerings	45,637	55,450	(9,813)
		Other Income	51	1,302	(1,251)
		Rental Income	3,100	3,590	(490)
	<b>Total Income</b>		<b>48,788</b>	<b>63,242</b>	<b>(14,454)</b>
	Cost of Goods Sold				
		Event Expenses	350	2,416	(2,066)
	<b>Total COGS</b>		<b>350</b>	<b>2,416</b>	<b>(2,066)</b>
	<b>Gross Profit</b>		<b>48,438</b>	<b>60,826</b>	<b>(12,388)</b>
	Expense				
		Facilities	4,774	5,875	(1,101)
		Ministry Expenses	1,840	3,965	(2,125)
		Office and Administration	3,596	2,592	1,004
		Other Expenses	20	1,137	(1,117)
		Salaries and Benefits	47,740	44,382	3,358
		UCC Assess Fee	3,156	1,912	1,244
	<b>Total Expense</b>		<b>61,126</b>	<b>59,863</b>	<b>1,263</b>
<b>Net Income</b>			<b>(12,688)</b>	<b>963</b>	<b>(13,651)</b>



## Revenue Statement February 2019 YTD vs Budget

				<b>Jan - Feb 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
		Income					
			Offerings	45,637	46,600	(963)	98%
			Other Income	51	100	(49)	51%
			Rental Income	3,100	3,000	100	103%
		<b>Total Income</b>		<b>48,788</b>	<b>49,700</b>	<b>(912)</b>	<b>98%</b>
		Cost of Goods Sold					
			Event Expenses	350	250	100	140%
		<b>Total COGS</b>		<b>350</b>	<b>250</b>	<b>100</b>	<b>140%</b>
	<b>Gross Profit</b>			<b>48,438</b>	<b>49,450</b>	<b>(1,012)</b>	<b>98%</b>
		Expense					
			Facilities	4,774	4,621	153	103%
			Ministry Expenses	1,840	2,260	(420)	81%
			Office and Administration	3,596	2,860	736	126%
			Other Expenses	20			
			Salaries and Benefits	47,740	46,984	756	102%
			UCC Assess Fee	3,156	3,156	0	100%
		<b>Total Expense</b>		<b>61,126</b>	<b>59,881</b>	<b>1,245</b>	<b>102%</b>



Net Income				(12,688)	(10,431)	(2,257)	122%
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## Parkminster Decision Making Authorities

Although the Council is ultimately accountable to the congregation for all matters under its jurisdiction, it delegates authority on certain matters to Committees. The Council carries out direction and oversight responsibilities with respect to Committees, based on the Committee role descriptions documented in May 2017.

The following indicates where decisions will normally be made; it is meant to be illustrative and does not cover all matters that the Council and its Committees deal with.

### Matters Requiring Congregation Approval at a Congregational meeting

1. Annual financial statements
2. Local Fund and Outreach annual budgets
3. Recommendations of the Nominating Committee for positions on the leadership team
4. Amendments to the constitution
5. Amendments to mission, beliefs and goals
6. Changes to the pastoral relationship
7. Borrowing decisions—e.g., faith bonds - According to the Manual, this is a Council responsibility. Although it might be good practice to bring this to the congregation, it is not a requirement.
8. Major capital expenditures e.g. new roof - According to the Manual, this is a Council responsibility. Although it might be good practice to bring this to the congregation, it is not a requirement.
9. Major philosophical changes e.g. the affirming decision of 2006
10. Appointment of a third-party to do an independent review of financial statements



## **Matters Requiring Council Approval**

1. Monthly financial statements
2. Matters being taken to a congregational meeting for final approval
3. Removal of members from active membership
4. Major projects/initiatives—e.g., community outreach project; labyrinth project; building projects; major equipment expenditures; establishment of house groups; refugee sponsorships
5. Fundraising plans/proposals
6. Receive and approve (if appropriate) reports from special committees such as the JNAC and Search committees
7. Funding requests made to the Board of Trustees
8. Major church policies—e.g., local fund investment policy; memorial endowment fund investment and disbursement policies; outreach disbursement policies; communications and social media policies; HR policies; baptism policy, funeral policy
9. Lay staff hiring and termination decisions
10. Committee expenditures which significantly exceed committee budgets
11. Significant changes in accounting and banking policy
12. Borrowing decisions—e.g., faith bonds
13. Appointment of a third-party to do an independent review of financial statements for congregational approval
14. Grant applications
15. Signing authority approval for bank
16. Decisions on significant facility rental opportunities
17. Continuance or discontinuance of church newspaper advertisements
18. Receives, makes decisions on, and transmits proposals to the regional council
19. Recommends suitable members for consideration by the appropriate body as a) licensed lay worship leaders; b) sacraments elders; and c) candidates
20. Gives orders and directions to the trustees on property matters



## **Matters Which Can Be Resolved by The Appropriate Committee**

**Financial decisions within the committee's budget, and activities within the committee's mandate**

### **Adult Education and Small Group Ministry Committees**

1. Program planning

### **Board of Trustees**

1. Parkminster's general insurance coverage
2. Memorial Endowment Fund investment management strategy, and strategy implementation
3. Choice of fund manager for the Endowment Fund

### **Christian Education Committee**

1. Church school programs
2. Youth activities
3. Confirmation programs
4. Volunteer recruitment for church school
5. TCOW participation
6. Intergenerational worship services and other events
7. Issues relating to the management and sale of Zehrs grocery cards

### **Communications Committee**

1. Annual report
2. Newsletter policies and content
3. Website content
4. Social media—facebook
5. Roadside sign and entrance monitor content





### **Finance Committee**

1. Accounting, banking, payroll, tax receipting and internal control procedures
2. Investment transactions (within church policy)
3. Procedures for offering envelopes and counting, recording and depositing offerings
4. Financial compliance issues – charity information return

### **Inclusive Ministries Committee**

1. Inclusivity programs and activities
2. Social events

### **Pastoral Care/Membership Committee**

1. Pastoral care policies, programs and activities
2. Card ministry
3. 2 x 2 program
4. Social events e.g..Guess who is coming to dinner
5. Special worship services with regard to pastoral care e.g. longest night service
6. House Group operating procedures
7. Procedures prior to recommending removal of a person from active membership
8. Procedures re new members and welcoming of new people (e.g., cards, calls, welcome table)
9. Church directory and related procedures (e.g., changes memo)
10. Historic roll and statistics
11. Toddler facilities
12. Mentors for confirmands (when necessary)
13. Congregational social events (corn roast, chili lunch, strawberry social)

### **Ministry and Personnel Committee**

1. Recommendation, Interpretation and implementation of HR policies
2. Actions related to supporting and nurturing the pastoral relationship
3. Staff performance review process
4. Process for advertising and interviewing for vacant lay positions
5. Process for determining staff salaries (including cost of living category for ministers)



### **Nominating**

1. Candidates being recommended for volunteer positions

### **Outreach Committee**

1. Distribution of outreach offerings
2. Strategies and activities for generating Outreach giving's
3. Planning Outreach events
4. Steps to foster congregational awareness of community issues

### **Property Committee**

1. Contracts with respect to ongoing maintenance of church property
2. Oversight of maintenance of church buildings and property
3. Oversee the custodian with regard to hours and equipment required 4. Facility rentals
5. Maintenance and equipment expenditures less than \$3000
6. Electronic equipment and services
7. Security procedures

### **Stewardship Committee**

1. Strategies and activities for generating gifts of time, talents and treasures
2. Volunteer appreciation

### **Worship and Music Committee**

1. Contracting pulpit supply persons
2. Guidelines for weddings, baptisms, funerals, use of the sanctuary, sanctuary décor
3. Matters having to do with the order, time, frequency, place and conduct of worship 4. Music programming



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

19\_\_

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