



*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, Jennifer Allan, Maureen Crawford, Jack Reynolds, Don Linkletter, Jim Bowman, Rob Vanderlinden, Kathy Hagedorn Hehl, Karen Schertzberg, Barb Leask-Wynne

**REGRETS:**

**OBSERVERS/GUESTS:** Sheril Stinson, Isobel Field, Mary Reynolds, Bert Blackburn, Virginia McQuay

**1. Opening Prayer and Lighting of Candle** Rev. Joe Gaspar/Rev. Heather Power

Kathy welcomed Barb Leask-Wynne who has joined Council in the Past Chair position.

**2. Reflection** Rob Vanderlinden

**3. Agenda: Additions and Approval**

Addition: Discussion re: Motion to the trustees to transfer the additional funds.

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

**4. Approval of Minutes of October 15, 2019 Church Council Meeting**

**Motion** by Don Linkletter to accept the October 15 , 2019 Council Minutes. **Seconded** by Rob Vanderlinden. **Carried.**

**5. Liaison Reports**

**Community Liaison Report** Maureen Crawford

**Inclusive-**Gay Men's Social Network has been looking for a place to meet. They will be meeting Parkminster the last Monday of the month (7-9 p.m. ) and they will also meet the 3rd Tuesday of the month to play euchre.

**Resettlement-** Meeting with the Canadian Embassy on December 4th to confirm they are eligible residents of Canada. The next move is uncertain.

**Property-** Approved rental inclusion clause



**Development Liaison** Rob Vanderlinden

**Christian Education:**

**Christian Education** (from Rob Vanderlinden)

- Young Family Christmas Party is on the afternoon of Saturday December 7<sup>th</sup> from 2 to 4.
- Children’s Christmas Pageant will be during Children’s time on Sunday December 15<sup>th</sup>.

**Worship** (from Nancy Dykstra)

- Worship/Music Calendar

November 2019		Preaching
10 <sup>th</sup>	Remembrance Sunday—Faith Formation Town Hall	Joe
17 <sup>th</sup>	Children’s Sunday—	Heather
24 <sup>th</sup>	Reign of Christ—	Joe

December 2019		Preaching
1 <sup>st</sup>	Advent 1-Hope-Communion (response style-come forward)	Joe
8 <sup>th</sup>	Advent 2-Peace—Interactive Reflection—	Joe
15 <sup>th</sup>	Advent 3-Joy—White Gift?—One December Night—Pageant?—	Heather
22 <sup>nd</sup>	Advent 4-Love—Longest Night Service	
24 <sup>th</sup> Tues	Christmas Eve—7 pm-Family Service-Pageant?/Christmas-10 pm-Communion Service (response style-come forward)	
29 <sup>th</sup>	1 <sup>st</sup> Sunday after Christmas-Joe or Heather away.	

January 2020		Preaching/ Notes
5 <sup>th</sup>	2 <sup>nd</sup> Sunday after Christmas/Epiphany—Joe or Heather away.	
12 <sup>th</sup>	Baptism of Jesus—Baptism(s) possible.	
19 <sup>th</sup> 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 <sup>th</sup>	Community and Change—Bread for the Journey Exodus 16 1-6 & 13-15	Joe



### **Related to Worship Schedule:**

- Planning for Advent – ads in local newspapers, flyers in the neighbourhood and as bulletin inserts.
- One December Night is locked in for Dec. 15. Sandi McMullen will be the contact person.

## **Stewardship**

- Stewardship's Inspired to Give report has been sent by Kathy to Council members.

### **Connections Liaison Report** (Don Linkletter)

#### **Nominating Committee** (Mary Reynolds)

Mary Reynolds, Kathy Shortt, Barb Leask Wynne, Jeanne Foster, Jean Wilson, and Liz Forde have been working over the past month to fill Committee and Council openings for 2020.

Positions to be filled include:

1. Communications Committee Chair
2. Region 8 Rep(s)
3. Connections Liaison
4. Community Liaison
5. Treasurer
6. Pastoral Care/Membership Chair
7. Pastoral Care/Membership Committee Members (2)
8. Worship and Music Committee Members (2)
9. Council Secretary
10. A/V Coordinator
11. A/V Team Members
12. Year-End Financial Review

Some positions have been filled. However, two appeals will be made from the pulpit, and announcements will be in the bulletin and What's Up to give people the opportunity to volunteer.

#### **Membership and Pastoral Care** (Sheril Stinson)

Dec. 9th Coffee/Tea with Rev. Heather Power at the church for all who wish to attend. (2-4 p.m.)



December 21 The Longest Night worship service for all who know that the Christmas season is a difficult time for many people. (7 p.m.)

### **Communications**

As of November 18th, Melanie has returned to work and we are all delighted to welcome her back. We thank Marilyn Hill, Barb Monteith, and Laura Mutton for filling in for Melanie on a part-time basis while she was off on short-term disability.

**Motion** by Barb Leask Wynne to accept the Liaison reports. **Seconded** by Jim Bowman. **Carried.**

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

#### **a) Committee Visit: Membership and Pastoral Care Committee - Sheril Stinson/Isobel Field/Virginia M**

##### **Overview:**

- 10 members
- Staffs the welcome table
- Reaches out to new people
- nametags, offering envelopes, house group assignment, cards, phonecalls
- family worship space, welcome back bbq, prayer shawls, 2 by 2 visits, poinsettias delivered at Christmas,
- strawberry social, tea with Heather, grief booklets, Easter flowers, Longest Night Service, dementia friendly initiative

##### **How can Council help?**

- Sharing information between committees so house groups can arrange appropriate coverage.
- Be aware of the needs of people in the congregation and let us know.
- Forward names of people interested in 2 by 2 visits.
- Identify people willing to participate in the online dementia training.

##### **"I'm Still Here"**

- Isobel talked about a group from Ryerson that does a 50 minute drama "I'm Still Here" that illuminates the realities of living with dementia and Alzheimer's Disease.
- it would cost \$600 for performance and feedback + transportation for the actors and 6 body microphones
- thoughts of sharing the cost with other churches, or charging a small fee to cover costs
- they would provide digital advertising, we would just add our information
- a subcommittee to look at the needs
- if we opened it up to other churches, we could ensure a bigger audience and fulfill the tech needs
- Rev. Heather and Rev. Joe could initiate the contact with the other churches
- questions raised about 'Clustering'



-a live performance is appealing

-Rev. Joe and Rev. Heather will Explore interest from the cluster groups

Maureen Crawford and Isobel Field will gather a committee to explore ideas.

**Idea:** Could we do our own Choir Choir Chor? It could be an opportunity to gather together as community. Check it out at the Centre in the Square on Feb. 8th 2020

**b)Update on Office Administration - Karen Schertzberg**

Melanie Chisholm has a graduated return to work. December 16th she will return to her 30 hours. Kathy Shortt and Laura Mutton will continue working on the website. Jack Reynolds will continue doing the financials.

**c)Update on "Inspired to Give" Program - Kathy Shortt**

Council would officially like to thank the Inspired to Give Program, under the leadership of Rob MacQueen, and the Stewardship Committee, under the leadership of Bruce Mutton, for the successful Inspired to Give initiative.

The Inspired to Give Committee has sent out a final reminder email and will not be making any further announcements other than a final results update in the bulletin November 24th. They feel that folks have heard about giving for the last month, so everyone can likely use a break.

The committee would like Council to consider not putting in the usual year end announcements about where we stand relative to the 2019 budget. The committee is concerned this could appear that the church is saying "thanks for giving, now give some more".

**Discussion**

Regarding year-end communication to the congregation on church financials, it was agreed that there is a need to share information with the congregation, without 'urging' increased contributions, while continuing to celebrate the results of the Inspired to Give program. Jack Reynolds, Jim Bowman (on behalf of Outreach), and Bruce Mutton (on behalf of Stewardship will collaborate on the wording of the message(s).

Kathy Shortt will report back to Rob MacQueen that we will be including the year end announcement in the form of a thankyou for participating in the inspired to give program.

**d) Rental by St Mary's Romanian Orthodox Mission - Kathy Shortt**

A woman visited the office from the St Mary's Romanian Orthodox Mission who are a congregation operating out of St. Paul's Lutheran down the road on Bridgeport. She said that St Paul's was going to be torn down and so they are losing their worship space and are looking for an alternative space for Sunday mornings. Laura Mutton told her



when/where our worship takes place and she said they could do 9:00 in the Double Classroom if that was available. Bert Blackburn passed this request to council for consideration.

**Discussion:** questions about our use of the double classroom and whether it would impact our Christian Education Program

- could they be out in time?

-Are we open to having another congregation? Would we entertain this? There is a certain comfort that we now have a rental agreement clause on inclusion.

Jack Reynolds will contact the person making the rental request, and will also talk to St. Paul's, to get more information on the space required for worship and for parking, whether there would be a need to use the kitchen, when the rental would begin, what time they worship on Sunday and would space be required at any other time during the week, the amount they are now paying for space at St. Paul's, etc. Jack will discuss those findings with the Property Committee and report back to Council in December.

#### **e)Rental Agreement Clause on Inclusion - Maureen Crawford**

We received an Inclusion Rental Clause from a United Church in Edmonton. They also had an Earth Commitment on their rental agreement. This church includes this Earth Commitment clause as part of their support for the Earth Charter. The Earth Charter is an ethical framework for building a just, sustainable, and peaceful global society in the 21st century. It seeks to inspire in all people a new sense of global interdependence and shared responsibility for the well-being of the whole human family, the greater community of life, and future generations. It is a vision of hope and a call to action.

Kathy Shortt wondered if that is something that Parkminster should be considering for the future. We have in our Statement of Welcome Every Sunday, "In the midst of a climate crisis we acknowledge that, as a species, we have not acted with respect for our precious planet. We commit to learning and practising better stewardship in coming days. Should we be looking at putting together a pop-up committee to look at how we can look at learning and practising better stewardship for the planet?"

Rev. Heather and Rev Joe will take this to the Outreach committee meeting.

**Motion** by Maureen Crawford that the following 'Affirming Commitment' be added to the rental agreement. **Seconded** by Jim Bowman. **Carried.**

#### Affirming Commitment

Parkminster United Church is an affirming congregation within the United Church of Canada. As such we are committed to being a community of authentic welcome, acceptance and safety for gay, lesbian, bisexual, transgendered, transsexual and heterosexual persons. We continue to celebrate the ways that our church community is enriched by the diversity and unique gifts each person brings who joins and shares in our life and work.



Our commitment is grounded in a vision of acceptance, inclusion and affirmation of the many expressions of our common humanity including sexual orientation and gender identification. As an affirming community we seek to:

- Explore and celebrate our spirituality together as people of every age, gender, race, sexual orientation, gender identity, mental or physical ability, marital status, economic or cultural background.
- Communicate clearly that our church celebrates and affirms the inclusion of heterosexual, gay, lesbian, bisexual, transgendered and transsexual persons, their families and friends with respect to church membership, celebrating life passages (including services of marriage), leadership and all church activity.

**We accept the invitation to share this facility, knowing and respecting Parkminster United Church's Affirming Commitment, to make a safe place for persons of all sexual orientations, gender identities, ethnicities, religions and language or any other distinguishing characteristics, and I commit myself and the organization I represent to respect this commitment and maintain the facility as a safe place for all people. I further commit to share this information with any volunteers or staff who are involved with my organization.**

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**Signature of acceptance**

#### **f) Speaker Series - Jack Reynolds**

Jack Reynolds provided Council with a proposal for a 'speaker series' at Parkminster, including the objectives, how we might proceed, possible topics, and information on the experience of Eglinton St. George's. It was agreed that Jack Reynolds has Council's approval to proceed on an experimental basis in the January - April 2020 period, and will keep the Council informed as preparations proceed. It was agreed that Council approval need not be sought for the choice of topics or speakers.

#### **g) Liaison Roles and Structure of Council - Kathy Shortt**

- Communication Overlap: Communication between committees
- committee chairs need to consider what other committees might be affected by decisions made at their own committee meetings.
- Committee Chair should contact other affected chairs to give them a heads up preferably by phone but email could be a possibility
- Best Practices Action Plans
- We should have the celebrations from Committees

Liaison role is a communication role and we need to make sure that we consider what other committees need to be in the know.

What other committee does this affect?

Communicate to Liaisons that they could read the minutes to ensure committees are remembering to connect with other committees.

Should liaisons be simply reporting on their minutes? Or should they be reporting on special events...?

While there may be repetition by highlighting events in the minutes, it may be necessary

Communicate that there will be no more reports back to the committee by the Liaisons. and that at the end of meetings, committees should look at their minutes and determine what other committees need to know

In the New Year, send the administration documents electronically to all the chairs, including pop ups.



Rev. Joe reminded us about the decision making document.

## **NEW BUSINESS**

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

Council was provided October financial statements. Jack Reynolds reported on the deficit to date and on certain significant donations expected in the coming weeks. Depending on December givings, there is still a possibility that we will end the year with reasonably positive results.

Jack also updated Council on developments with respect to the externally funded refugee sponsorships for which Parkminster has fund management and project oversight responsibilities.

Council was provided with a 10-year financial projection, in anticipation of EDGE asking for such information. Notwithstanding the historical data we have, or the logic of the assumptions that go into such figures, there can be no certainty as to what the actual results will be. However, the figures presented suggest that, with a diligent effort to constrain expenses, we should be able to maintain at least a minimal surplus through the next 3-4 years.

**Motion** by Jack Reynolds to accept the October 2019 financial reports. **Seconded** by Karen Schertzberg.  
**Carried.**

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

Trustees will meet on Monday, so the motion regarding the endowment transfer will be addressed next month.

**Kathy Shortt will talk to Jennifer Allan about the date for the annual meeting and will bring that back to council.**

Council has agreed that there won't be a budget meeting before the congregational meeting.

Church Calendar: The church calendar is now up on the hall wall. It is a VERY busy calendar. With church groups, sponsorships and rentals, we have 16 groups using our facilities each week, not counting Church on Sundays. It is imperative that everyone mark their events/meetings on the calendar and make sure that the space is not already allocated for the time period. Also if you've marked an event on the calendar and no longer need the space, please take it off the calendar. I will be looking after the calendar on the website, so please send the information to [kathy.shortt.123@gmail.com](mailto:kathy.shortt.123@gmail.com)

### **10. Closing Prayer**

#### **ADJOURNMENT**

Meeting adjourned at 8:20 p.m. .

**NEXT MEETING: DECEMBER 17, 2019 at 6:30 p.m.**

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**Kathy Shortt, Chair**

**Kathy Hagedorn Hehl, Secretary**

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





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

19\_\_

**Attachments:**

- 1) Financial Reports (3)
- 2) Inspired to Give Report

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



### October 2019 Revenue Statement vs Budget

				<b>Jan - Oct 19</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
		Income					
			Endowment Fund Transfer	2,900	2,900	0	100%
			Offerings	203,102	201,369	1,733	101%
			Other Income	6,445	5,800	645	111%
			Rental Income	15,945	15,000	945	106%
			Special Events	7,589	8,800	(1,211)	86%
		<b>Total Income</b>		<b>235,981</b>	<b>233,869</b>	<b>2,112</b>	<b>101%</b>
		Cost of Goods Sold					
			Event Expenses	2,681	3,700	(1,019)	72%
		<b>Total COGS</b>		<b>2,681</b>	<b>3,700</b>	<b>(1,019)</b>	<b>72%</b>
	Gross Profit			233,300	230,169	3,131	101%
		Expense					
			Facilities	20,871	17,255	3,616	121%
			Ministry Expenses	11,979	11,590	389	103%
			Office and Administration	13,821	14,300	(479)	97%
			Other Expenses	0	640	(640)	0%
			Salaries and Benefits	233,512	235,516	(2,004)	99%
			UCC Assess Fee	9,469	9,469	0	100%
		<b>Total Expense</b>		<b>289,652</b>	<b>288,770</b>	<b>882</b>	<b>100%</b>
Net Income				<b>(56,352)</b>	<b>(58,601)</b>	<b>2,249</b>	<b>96%</b>



**October 31, 2019 Balance Sheet**

					<b>Oct 31, 19</b>
<b>ASSETS</b>					
	<b>Current Assets</b>				
		<b>Chequing/ Savings</b>			
			<b>Chequing account</b>		30,344
			<b>Savings account</b>		239,085
		<b>Total Chequing/ Savings</b>			269,429
	<b>Total Current Assets</b>				269,429
<b>TOTAL ASSETS</b>					<b>269,429</b>
<b>LIABILITIES &amp; EQUITY</b>					
	<b>Liabilities</b>				
		<b>Current Liabilities</b>			
			<b>Other Current Liabilities</b>		
			<b>Due to Benevolent Fund</b>		7,013
			<b>Due to Capital Fund</b>		46,511
			<b>Due to CE Fund</b>		4,332
			<b>Due to G5 Misc Refugee Support</b>		4,425
			<b>Due to G5/SAH Dabab</b>		36,388
			<b>Due to G5/SAH Mhd Talal Arab</b>		34,110
			<b>Due to G5/SAH Mohamad Alshaar</b>		35,263
			<b>Due to G5/SAH Yasin Alabdullah</b>		36,266
			<b>Due to Memorial Fund</b>		125



				<b>Due to Outreach Fund</b>	18,622
				<b>Due to Parkminster Refugee Fund</b>	30,165
				<b>Due to Parkminster Resettlement Fund</b>	465
				<b>Extension Council loan</b>	6,224
				<b>HST Payable</b>	1,879
			<b>Total Other Current Liabilities</b>		261,788
		<b>Total Current Liabilities</b>			261,788
	<b>Total Liabilities</b>				261,788
	<b>Equity</b>				
		<b>Accumulated Reserves</b>			17,360
		<b>Change in Accumulated Reserves</b>			46,957
		<b>Net Income</b>			(56,675)
	<b>Total Equity</b>				7,642
<b>TOTAL LIABILITIES &amp; EQUITY</b>					<b>269,430</b>



**October 2019 Revenue Statement YTD vs 2018**

				<b>Oct 19</b>	<b>Oct 18</b>	<b>\$ Change</b>
		Income				
			Offerings	18,436	14,902	3,534
			Other Income	(180)	1,132	(1,312)
			Rental Income	2,200	1,075	1,125
		<b>Total Income</b>		<b>20,456</b>	<b>17,109</b>	<b>3,347</b>
		Cost of Goods Sold				
			Event Expenses	100	1,444	(1,344)
		<b>Total COGS</b>		<b>100</b>	<b>1,444</b>	<b>(1,344)</b>
	<b>Gross Profit</b>			<b>20,356</b>	<b>15,665</b>	<b>4,691</b>
		Expense				
			Facilities	1,817	2,416	(599)
			Ministry Expenses	3,040	2,072	968
			Office and Administration	1,020	2,262	(1,242)
			Other Expenses		200	(200)
			Salaries and Benefits	23,479	21,517	1,962
			UCC Assess Fee		917	(917)
		<b>Total Expense</b>		<b>29,356</b>	<b>29,384</b>	<b>(28)</b>
<b>Net Income</b>				<b>(9,000)</b>	<b>(13,719)</b>	<b>4,719</b>



Inspired to Give!

Report to Church Council

November 19, 2019

The Stewardship Committee implemented a giving program at Parkminster through the month of October. Worship services, reflections and announcements focused on the themes of gratitude and inspiration. Church programs were highlighted to create greater awareness of the many wonderful things taking place at Parkminster. Highlights included two catered luncheons, paid for by the Church Trustees, as well as two original songs written by Bruce Mutton.

The Inspired to Give! Team was very pleased with the results. **89** households returned a Response Card indicating their intended givings through 2020. **Nine** of these households indicated they will begin using the PAR program. Overall, the responses indicated a **9%, \$34,000 annual increase in givings** when compared with 2018, the last full year for comparison purposes. This increase in donations and the higher number of households on PAR will allow Council to move forward and plan with confidence. For those who may ask, total expenses were approx. \$1500, with the Trustees paying \$1,082 to cover the catering costs. A worthwhile investment!

In addition to the financial benefits of the program, the I2G! team also felt people responded well to a positive approach, indicating a renewed sense of optimism and hope. People enjoyed the opportunity to meet others at the luncheons and a sense of joyfulness and goodwill was apparent. While there will always be room for improvement, we believe the results indicate "Inspired to Give!" was a very successful endeavour.

As always, numerous people deserve thanks for the success of this initiative. We appreciate the Trustees funding the luncheons. Thanks to Council for supporting the committee throughout, including some help making follow-up phone calls and writing thank you cards. Treasurer Jack Reynolds was instrumental in providing timely updates once responses started arriving and calculating the overall results. The Stewardship Committee is already at work considering next steps as they seek to build upon this success in the future. Stay tuned!

Bruce Mutton