



**Minutes
Parkminster United Church
Church Council**

**Wednesday, December 15, 2021 - 6:30 pm
via Zoom Video Conferencing**

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*

Council Members		
Rev. Heather Power	Richard Jackson – Secretary & C-19 WG	Doris Jakobsh – Community
Rev. Joe Gaspar	Kathy Shortt – Past Chair & C-19 WG	Sheila Rule – Connections
Jennifer Allan – Chair & C-19 WG	Karen Schertzberg – M&P Chair & C-19 WG	Sandi McMullen – Development
Deb Siertsema – Vice-Chair	Sue MacQueen – Trustees	Gregg King – Treasurer
Guests		
Bruce Mutton	Barb Leask	

1. **Welcome** - Jennifer
2. **Opening Prayer & Lighting of Candle** - Reverend Heather
3. **Reflection** - Karen
4. **Approval of Agenda** – Jennifer
Motion: THAT the Agenda be approved. Moved by Sandi McMullen; seconded by Kathy Shortt; **passed.**
5. **Approval of Minutes** - Jennifer
Motion: THAT the Minutes (of November 16th) be approved. Moved by Sheila Rule; seconded by Sue MacQueen; **passed.**
6. **Financial Reports** – Gregg
 Gregg was asked that, if he had one wish, what it would be. He replied that we should be aware that donations have not improved over the last 5-7 years and he finds that worrying. Despite that, Parkminster ended the year with a retained surplus of over \$90,000 (Total Equity). The Financials appear as Appendix 1.
Motion: THAT Financial Reports are approved. Moved by Gregg King; seconded by Sandi McMullen; **passed.**

 Signing Authority – Gregg
 Because it is anticipated Heather Watts will be the incoming Council Treasurer, she needs signing authority.
Motion: THAT the Parkminster Council approves signing authority for Heather Watts, effective immediately. Moved by Gregg King; seconded by Sheila Rule; **passed.**
7. **Business Arising from the Minutes**
 - (a) COVID-19 Working Group report – Jennifer Allan provided a summary of the recent COVID-19 Working Group decisions:
 1. MEDICAL EXEMPTIONS: Clarification that no medical exemptions will be accepted to allow entry into the church. Therefore, any Safety Plan that allows Medical Exemptions will be revised and the Working Group confirmed its original decision requiring mandatory vaccinations to enter Parkminster. We did not



**Minutes
Parkminster United Church
Church Council**

want to put our Welcome Table or other volunteers into a position of having to assess medical exemptions and we want to be consistent with all groups using the church. Return to Worship Safety Plan will be amended as well as tenants and the Committee Safety Plan.

2. COMMITTEE SAFETY PLAN: This revised safety plan, which will indicate that medical exemptions will be disallowed, will be made available to all committees shortly.
3. INDOOR EATING FOR CONGREGANTS, CHURCH GROUPS, TENANTS: Indoor eating for tenants be allowed if appropriate physical distancing is observed and otherwise follows the appropriate safety plan. Some of our tenants use the buildings for full days or half days and it is important they are allowed to eat indoors. Coffee hour will not yet be allowed after church because physical distancing while unmasked to eat/drink cannot be maintained as people visit. In addition, the Region's guidelines may be found here: <https://www.regionofwaterloo.ca/en/health-and-wellness/coronavirus-resources-for-workplaces.aspx#Places-of-worship>. These recommend special procedures be followed for eating.
4. VACCINE REQUIREMENTS FOR CHILDREN UNDER 12: Research into vaccine requirements for children from 5 to 12 years will be done before a recommendation will be made.
5. RENTERS AND CHURCH GROUP SAFETY PLANS: Approved Safety Plans for the Girl Guides, Mindful Makers, Artshine and Scouts Canada.
6. COVID-19 CASE NOV 28TH WORSHIP SERVICE: Reviewed the excellent handling of the November 28th COVID-19 case by Reverends Joe and Heather.
7. FEEDBACK EMAILS: Reviewed and discussed feedback and agreed to make changes to the in-person part of worship services, such as: no-touch passing of the peace; a Statement of Welcome and Bible readings done both live/in-person and recorded/via Zoom, rather than only virtually; and either Reverend Joe or Reverend Heather will greet in-person worshippers – while masked and observing two-metres physical distancing – following the service.
8. REMINDERS: We will be providing reminders about the mandatory requirement to wear masks inside the building, and asking that no one (except counters and the Administrator) use the Administrator's office.
9. WINDOWS: To conserve heat but allow some air circulation, only the two front windows nearest the Chancel will be opened during church services in the winter months with all other windows closed.

Motion: THAT Council approve all above recommendations from the COVID-19 working group.

Moved by Kathy Shortt; seconded by Sandi McMullen; **passed**.

8. Liaison Reports

(a) Community – Doris Jakobsh:

- o Inclusive Ministries reported that the committee has declined Bruce Mutton's request to indicate possible use for a New Horizons grant he's applying for. It is believed that all renovations/changes should be made within the plans being made with EDGE by the Capital Projects' Committee (see



**Minutes
Parkminster United Church
Church Council**

below). Inclusive also want to encourage PUC to actively support BIPOC (Black, Indigenous, People of Colour) organizations and projects in the community. It was decided to meet with Outreach to discuss ways we can do this on an ongoing basis. The Progress Pride Flag has been purchased. Approximately 60 signatures were collected for MPP Laura-Mae Lindo's petition for provincial anti-racism legislation in schools.

- The Refugee Committee reported Fadi's arrival has been smooth and relatively untouched by Covid so far, i.e., no quarantine. He is vaccinated already and is eager to get start English classes and his new life here. He is living with the Al-Mohammad family. The makeup of the committee remains much the same. It does not need to be as large given that our responsibilities with Siham are shrinking and Fadi is only one person with fewer needs for support. We thank Don Linkletter and Debora van Nijnatten for a of their contributions as they are stepping away now. The rest of us continue to support Fadi and Siham and her children as needed. We are having a celebration on Monday December 20th to mark Siham's first year milestone and Fadi's arrival. All are invited to visit Nancy's back yard anytime between 1 and 3 p.m. next Monday Dec 20. Prior notice to let us know you're coming would be appreciated.

(b) Development - Sandi McMullen

- Roberta Snider and Sandi McMullen were thanked for the Church's decorations. The schedule for Worship is:
 - Sunday, December 5: Advent 2-Peace
 - Sunday, December 12: Advent 3 -Joy
 - Sunday, December 19: Advent 4-Love-Virtual Pageant-M&S Video
 - Tuesday, December 21: Longest Night Service—7pm (music by Celtic Crossing)
 - Thursday, December 24: Family Christmas Eve-Pre-Recorded and posted to YouTube on the 23rd (link e-mailed) Communion Christmas Eve—8 pm—Pre-packaged elements—Candle lighting
 - Sunday, December 26: Zoom service: 1st Sunday after Christmas (Joe away).
 - Sunday, December 2: 2nd Sunday after Christmas/Sunday closest to Epiphany, Heather away
 - Sunday, December 9: Baptism of Jesus

(c) Connections – No reports received

Motion: THAT the liaison reports be approved. Moved by Karen Schertzberg; seconded by Richard Jackson. Passed.

9. New Business

(a) **Motion passed** via email on November 3, 2021 – Jennifer

- On Dec 2nd Council passed a motion via email THAT Council endorse the attached letter of support for A Better Tent City (ABTC) to Karen Redman, Chair of Regional Council
- Background: Parkminster member Laura Hamilton is a key volunteer with ABTC and brought the issues and the urgency of fixing them soon to the attention of the Outreach Committee last week. In a nutshell, the letter asks the Region to use some of its recently reported surplus for the current fiscal year (just over \$10 million) to help ABTC with costs related to installing utilities at their current site.



**Minutes
Parkminster United Church
Church Council**

Right now, they are without running water or electricity. It's thought the cost would run just over \$100,000.

- This was Moved by Doris Jakobsh; seconded by Richard Jackson and passed.

(b) Report from Trustees – Sue MacQueen

Motion: THAT the Trustees be directed to disburse the \$2500 request from Jayden Jones out of 2021 funds, and that the remaining funds be donated to Outreach and to local funds. Moved by Kathy Shortt; seconded by Sandi McMullen. **Passed.**

(c) Grant proposal – Bruce Mutton indicated that he thought that the New Horizons Grant for Seniors application would not affect the long-range EDGE proposal. It should be understood that this is a community-based grant and Service Canada will prioritize local groups on the basis of need, therefore we will not necessarily be successful. He also discussed three items that Parkminster could usefully employ – all of them portable: (i) a projector in the gym for receptions; (ii) stage monitors requested by Neil Murray, and (iii) stereo microphones requested by Terry Ridgway for the sanctuary. He requested that these be included in the grant proposal.

Motion: THAT Council approve the grant proposal for New Horizons for seniors for the maximum amount of \$25,000 regarding the three items identified by Bruce Mutton. Moved by Sheila Rule; seconded by Sue MacQueen. **Passed.**

(d) Timing of annual meeting – Jennifer Allan is coordinating with Gregg King and Jack Reynolds to hold the Annual congregational meeting on Sunday, February 27, 2022. The due date for submission of contributions is end of day Friday, January 21, 2022.

10. Any Other Business

11. Next meetings:

- Jan 18 at 6:30 pm

12. Closing Prayer - Reverend Joe

13. Appendices:

1. Financial Reports

Appendix 1a: Parkminster United Church Balance Sheet

As of November 30, 2021

	Total	
	As of Nov. 30, 2021	As of Nov. 30, 2020 (PY)
Assets		
Current Assets		
Cash and Cash Equivalent		
Chequing	50,289.18	57,675.36
Savings	300,026.67	351,241.69
Total Cash and Cash Equivalent	\$ 350,315.85	\$ 408,917.05
Accounts Receivable (A/R)		
Accounts Receivable (A/R)	2,960.07	
Total Accounts Receivable (A/R)	\$ 2,960.07	\$ 0.00
Prepaid expenses	2,225.00	
Total Current Assets	\$ 355,500.92	\$ 408,917.05
Total Assets	\$ 355,500.92	\$ 408,917.05
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable (A/P)		
Accounts Payable (A/P)	0.00	
Total Accounts Payable (A/P)	\$ 0.00	\$ 0.00
Accrued expenses	0.00	328.00
Due to Benevolent Fund	5,220.16	6,805.87
Due to Bocce League	21,707.40	23,308.00
Due to Capital Fund	65,325.92	61,449.42
Due to CE Fund	7,007.00	6,503.00
Due to Endowment Fund	0.00	0.00
Due to Inclusive Fund	61.17	
Due to iPad Grant	4,818.04	
Due to Outreach Fund	0.00	0.00
Broadview	-3,072.00	-1,362.00
Emmanuel Wayside Cafe	-1,000.00	
Foodbank	350.00	100.00
General Outreach	28,055.01	16,689.80
Mary's Place	-1,800.00	50.00
Nicaragua	98.75	1,186.00
Outreach - other	325.00	100.00
Plett	-2,034.48	-29.48
Total Due to Outreach Fund	\$ 20,922.28	\$ 16,734.32
Due to Refugee Funds		
Due to refugee fund - Fadi	9,950.00	9,950.00
Due to Refugee Fund - Siham	-1.25	39,302.74
Due to Refugee Support G5	7,121.50	5,596.25

Due to refugees - RSC contingency	1,625.90	4,191.60
Due to SAH Dabab	2,883.03	36,659.78
Due to SAH Mhd Talal Arab	34,616.03	34,376.19
Due to SAH Mohamed Alshaar	35,783.83	35,532.51
Due to SAH Mohammed Al Adawi	33,163.95	32,930.28
Total Due to Refugee Funds	\$ 125,142.99	\$ 198,539.35
Due to the Local Fund	13,315.55	15,143.77
GST/HST Payable	0.00	-627.48
HST Payable	-1,791.55	2,727.06
Total Current Liabilities	\$ 261,728.96	\$ 330,911.31
Total Liabilities	\$ 261,728.96	\$ 330,911.31
Equity		
Opening Balance Equity	68,927.00	68,927.00
Retained Earnings	47,388.59	-0.13
Profit for the year	-22,543.63	9,078.87
Total Equity	\$ 93,771.96	\$ 78,005.74
Total Liabilities and Equity	\$ 355,500.92	\$ 408,917.05

Tuesday, Dec. 14, 2021 10:33:36 a.m. GMT-8 - Accrual Basis

Appendix 1b: Parkminster United Church
Budget vs. Actuals: Budget 2021 - FY21 P&L
 January - November, 2021

	Nov. 2021				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Income								
Endowment Fund Transfer		0.00	0.00		2,900.00	2,900.00	0.00	100.00%
Offerings			0.00		0.00	0.00	0.00	
Members	42,285.00	35,400.00	6,885.00	119.45%	208,836.25	259,400.00	-50,563.75	80.51%
Assessment fees	1,560.00	0.00	1,560.00		1,740.00	3,000.00	-1,260.00	58.00%
Choral Scholar		0.00	0.00		0.00	1,000.00	-1,000.00	0.00%
Non-tax-receipt donations	220.95	268.95	-48.00	82.15%	19,375.97	26,000.00	-6,624.03	74.52%
Total Members	\$ 44,065.95	\$ 35,668.95	\$ 8,397.00	123.54%	\$ 229,952.22	\$ 289,400.00	-\$ 59,447.78	79.46%
Non-members	170.00	200.00	-30.00	85.00%	700.00	1,800.00	-1,100.00	38.89%
Total Offerings	\$ 44,235.95	\$ 35,868.95	\$ 8,367.00	123.33%	\$ 230,652.22	\$ 291,200.00	-\$ 60,547.78	79.21%
Other income			0.00		0.00	0.00	0.00	
Interest		100.00	-100.00	0.00%	3,566.10	1,100.00	2,466.10	324.19%
Miscellaneous income		0.00	0.00		0.00	200.00	-200.00	0.00%
Total Other income	\$ 0.00	\$ 100.00	-\$ 100.00	0.00%	\$ 3,566.10	\$ 1,300.00	\$ 2,266.10	274.32%
Rental Income	1,270.00	1,450.00	-180.00	87.59%	5,877.50	13,550.00	-7,672.50	43.38%
Special Events			0.00		0.00	0.00	0.00	
Food Truck		0.00	0.00		287.50	200.00	87.50	143.75%
Special Events - other		0.00	0.00		0.00	500.00	-500.00	0.00%
Total Special Events	\$ 0.00	\$ 0.00	\$ 0.00		\$ 287.50	\$ 700.00	-\$ 412.50	41.07%
Total Income	\$ 45,505.95	\$ 37,418.95	\$ 8,087.00	121.61%	\$ 243,283.32	\$ 309,650.00	-\$ 66,366.68	78.57%
Gross Profit	\$ 45,505.95	\$ 37,418.95	\$ 8,087.00	121.61%	\$ 243,283.32	\$ 309,650.00	-\$ 66,366.68	78.57%
Expenses								
Facilities			0.00		0.00	0.00	0.00	
Building & Property Security		0.00	0.00		1,902.63	1,600.00	302.63	118.91%
Computer/Internet/Phone	91.98	125.00	-33.02	73.58%	1,905.36	1,375.00	530.36	138.57%
Elevator		0.00	0.00		1,096.35	400.00	696.35	274.09%
Gas	634.66	425.00	209.66	149.33%	4,254.66	4,675.00	-420.34	91.01%
Hydro	206.59	350.00	-143.41	59.03%	2,182.17	3,850.00	-1,667.83	56.68%
Janitorial Supplies		100.00	-100.00	0.00%	262.66	900.00	-637.34	29.18%
Repairs and Maintenance	79.14	500.00	-420.86	15.83%	6,812.13	5,600.00	1,212.13	121.65%
Water	1,115.86	200.00	915.86	557.93%	2,804.18	2,200.00	604.18	127.46%
Total Facilities	\$ 2,128.23	\$ 1,700.00	\$ 428.23	125.19%	\$ 21,220.14	\$ 20,600.00	\$ 620.14	103.01%
Ministry Expenses			0.00		0.00	0.00	0.00	
Christian Education		100.00	-100.00	0.00%	181.25	1,100.00	-918.75	16.48%
Communications		100.00	-100.00	0.00%	367.43	1,100.00	-732.57	33.40%
Inclusive Committee		75.00	-75.00	0.00%	101.21	625.00	-523.79	16.19%
Membership		10.00	-10.00	0.00%	0.00	110.00	-110.00	0.00%
Minister Travel	25.01	40.00	-14.99	62.53%	186.10	440.00	-253.90	42.30%
Music	306.41	700.00	-393.59	43.77%	5,242.02	7,700.00	-2,457.98	68.08%
Pastoral Care		75.00	-75.00	0.00%	298.47	775.00	-476.53	38.51%
Worship	63.34	150.00	-86.66	42.23%	2,255.00	1,650.00	605.00	136.67%
Total Ministry Expenses	\$ 394.76	\$ 1,250.00	-\$ 855.24	31.58%	\$ 8,631.48	\$ 13,500.00	-\$ 4,868.52	63.94%
Office & Administration			0.00		0.00	0.00	0.00	
Bank & Payroll Service Charges	111.48	100.00	11.48	111.48%	1,176.50	1,100.00	76.50	106.95%
Business licences & Permits	67.80	75.00	-7.20	90.40%	1,743.77	825.00	918.77	211.37%
Dues & Subscriptions		15.00	-15.00	0.00%	169.25	165.00	4.25	102.58%
Insurance		500.00	-500.00	0.00%	4,303.03	5,500.00	-1,196.97	78.24%
Interest			0.00		0.00	0.00	0.00	
Non-recoverable HST		0.00	0.00		546.29	1,000.00	-453.71	54.63%
Office & Administration - other	145.27		145.27		145.27	0.00	145.27	
Office Supplies, Postage etc.	31.90	190.00	-158.10	16.79%	1,216.92	2,090.00	-873.08	58.23%

Printing & Reproduction	363.63	300.00	63.63	121.21%	3,858.81	3,300.00	558.81	116.93%
Total Office & Administration	\$ 720.08	\$ 1,180.00	-\$ 459.92	61.02%	\$ 13,159.84	\$ 13,980.00	-\$ 820.16	94.13%
Salaries & Benefits			0.00		0.00	0.00	0.00	
Continuing Education		287.33	-287.33	0.00%	0.00	3,160.63	-3,160.63	0.00%
Employer paid benefits	3,788.22	4,606.00	-817.78	82.25%	48,767.91	49,866.00	-1,098.09	97.80%
Outside Services			0.00		222.25	0.00	222.25	
Staff Allowances	181.65	167.00	14.65	108.77%	2,030.56	1,837.00	193.56	110.54%
Staff Salaries	19,910.41	19,342.00	568.41	102.94%	207,551.48	212,762.00	-5,210.52	97.55%
Total Salaries & Benefits	\$ 23,880.28	\$ 24,402.33	-\$ 522.05	97.86%	\$ 258,572.20	\$ 267,625.63	-\$ 9,053.43	96.62%
UCC Assessment Fee		0.00	0.00		9,468.75	9,468.00	0.75	100.01%
Total Expenses	\$ 27,123.35	\$ 28,532.33	-\$ 1,408.98	95.06%	\$ 311,052.41	\$ 325,173.63	-\$ 14,121.22	95.66%
Net Operating Income	\$ 18,382.60	\$ 8,886.62	\$ 9,495.98	206.86%	-\$ 67,769.09	-\$ 15,523.63	-\$ 52,245.46	436.55%
Other Expenses								
Government incentives			0.00		-45,225.46	0.00	-45,225.46	
Total Other Expenses	\$ 0.00	\$ 0.00	\$ 0.00		-\$ 45,225.46	\$ 0.00	-\$ 45,225.46	
Net Other Income	\$ 0.00	\$ 0.00	\$ 0.00		\$ 45,225.46	\$ 0.00	\$ 45,225.46	
Net Income	\$ 18,382.60	\$ 8,886.62	\$ 9,495.98	206.86%	-\$ 22,543.63	-\$ 15,523.63	-\$ 7,020.00	145.22%

Tuesday, Dec. 14, 2021 10:38:23 a.m. GMT-8 - Accrual Basis

Appendix 1c: Parkminster United Church
Profit and Loss
 January - November, 2021

	Total	
	Jan - Nov., 2021	Jan - Nov., 2020 (PY)
INCOME		
Endowment Fund Transfer	2,900.00	2,900.00
Offerings		
Members	208,836.25	184,706.52
Assessment fees	1,740.00	3,220.00
Choral Scholar		3,080.00
Non-tax-receipt donations	19,375.97	25,949.23
Total Members	\$ 229,952.22	\$ 216,955.75
Non-members	700.00	1,348.35
Total Offerings	\$ 230,652.22	\$ 218,304.10
Other income		
Interest	3,566.10	797.41
Miscellaneous income		392.60
Total Other income	\$ 3,566.10	\$ 1,190.01
Rental Income	5,877.50	14,070.00
Special Events		
Concerts		430.00
Food Truck	287.50	160.00
Speaker Series		519.50
Total Special Events	\$ 287.50	\$ 1,109.50
Total Income	\$ 243,283.32	\$ 237,573.61
COST OF GOODS SOLD		
Cost of Goods Sold		
Event Expenses		
Community Outreach		100.00
Total Event Expenses	\$ 0.00	\$ 100.00
Total Cost of Goods Sold	\$ 0.00	\$ 100.00
Total Cost of Goods Sold	\$ 0.00	\$ 100.00
GROSS PROFIT	\$ 243,283.32	\$ 237,473.61
EXPENSES		
Facilities		
Building & Property Security	1,902.63	1,640.20
Computer/Internet/Phone	1,905.36	1,366.97
Elevator	1,096.35	368.50
Gas	4,254.66	3,377.94
Hydro	2,182.17	2,584.92
Janitorial Supplies	262.66	248.18
Repairs and Maintenance	6,812.13	4,967.23
Water	2,804.18	2,244.56
Total Facilities	\$ 21,220.14	\$ 16,798.50

Ministry Expenses		
Christian Education	181.25	128.30
Communications	367.43	2,533.29
Inclusive Committee	101.21	367.95
Minister Travel	186.10	144.78
Ministry Expenses - Other		0.00
Music	5,242.02	3,346.88
Pastoral Care	298.47	643.72
Worship	2,255.00	1,164.02
Total Ministry Expenses	\$ 8,631.48	\$ 8,328.94
Office & Administration		
Bank & Payroll Service Charges	1,176.50	1,253.67
Business licences & Permits	1,743.77	785.24
Dues & Subscriptions	169.25	126.37
Insurance	4,303.03	5,581.18
Interest	0.00	-59.89
Non-recoverable HST	546.29	-982.47
Office & Administration - other	145.27	1,911.75
Office Supplies, Postage etc.	1,216.92	1,420.38
Printing & Reproduction	3,858.81	4,141.84
Total Office & Administration	\$ 13,159.84	\$ 14,178.07
Salaries & Benefits		
Employer paid benefits	48,767.91	46,036.99
Outside Services	222.25	
Staff Allowances	2,030.56	4,343.66
Staff Salaries	207,551.48	209,091.67
Total Salaries & Benefits	\$ 258,572.20	\$ 259,472.32
UCC Assessment Fee	9,468.75	9,468.75
Total Expenses	\$ 311,052.41	\$ 308,246.58
OTHER EXPENSES		
Government incentives	-45,225.46	-79,851.84
Total Other Expenses	-\$ 45,225.46	-\$ 79,851.84
PROFIT	-\$ 22,543.63	\$ 9,078.87

Tuesday, Dec. 14, 2021 10:35:36 a.m. GMT-8 - Accrual Basis