



**Minutes  
Parkminster United Church  
Church Council**

**Tuesday, May 17, 2022 - 6:30 – 8:00 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*

<b>Council Members</b>		
Rev. Joe Gaspar	Kathy Shortt – Past Chair & C-19 WG	Sandi McMullen – Development
Rev. Heather Power	Gary Bruce – Secretary	Wendy Ridgway – Community
Jennifer Allan – Chair & C-19 WG	Heather Watts - Treasurer	Sheila Rule – Connections
Deb Siertsema – Vice-Chair	Jeanne Foster – M&P Rep & C-19 WG	Sue MacQueen – Trustees & C-19 WG
<b>Regrets</b>		
Rev. Heather Power	Sue MacQueen – Trustees & C-19 WG	Sandi McMullen – Development
Deb Siertsema – Vice-Chair		
<b>Guests</b>		
Jim Bowman – Trustee Rep	Rob MacQueen – Chair M&P	

**1. Welcome**

Jennifer welcomed Heather Watts to her first council meeting, and guests Jim Bowman and Rob MacQueen

**2. Opening Prayer & Lighting of Candle - Reverend Joe**

**3. Reflection**

Jeanne provided a reflection that emphasized hope for the United Church of Canada's future

**4. Approval of Agenda**

Motion: **THAT the Agenda be approved.** Moved by Kathy Shortt; seconded by Sheila Rule; passed

**5. Approval of Minutes**

Motion: **THAT the Minutes be approved.** Moved by Wendy Ridgway; seconded by Jeanne Foster; passed

**6. Liaison Reports**

a. Development

Rev Joe presented the updated fee schedules

6a. Wedding fee schedule

**Motion: THAT the Wedding Fee Schedule be approved as amended.** Moved by Heather Watts; seconded by Wendy Ridgway; passed.

6b. Funeral fee schedule

**THAT the Funeral Fee Schedule be approved, with the amendments listed below.** Moved by Kathy Shortt; seconded by Jeanne Foster; passed



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**Discussion:**

Rev Joe provided clarification that the time frame to pay for the fees would be 30 days rather than 15. There was also some discussion of the amount of funeral fees, particularly for the use of the church.

**Amendments:**

1. Use of Church Building

We do not charge for the use of the church building. Parkminster stands as a concrete example of the time, talents, and treasures of many worshippers. We welcome memorial donations to support ongoing church programs. Top two lines in this box re: Fee for Use of Church Building and income tax receipt **to be removed**

2. Bottom middle box and right-hand box re: donations and free will donation to be left blank.

3. Payment terms on last line to read "30 days." Number 15 and words "or as negotiated" **to be removed**

b. Community

Wendy provided the following updates:

1. Inclusive Ministries have communicated widely to the congregation the May 18 pop-up on racial justice, facilitated by Adele Halliday. Committee chairs and council members have been encouraged to attend. Representation will be at Pride on June 4<sup>th</sup> in Victoria Park, and Inclusive Ministries will put up banners for the June 5 joint Pride service.

The June 11 potluck will be held outside. PUC will provide garbage bins.

2. Outreach Food donations for A Better Tent City will continue every second Thursday through the summer.

Food Trucks have started up Wednesday evenings from 4:30 to 8 pm until August 31<sup>st</sup>, with a minimum of 3 food trucks each week. Melanie has posted the truck schedule on the church website calendar. A schedule for volunteers has been sent out.

3. Capital Projects Committee focus continues to be information gathering in respect of other potential development partners and models. Committee members have spoken to a number of developers and agencies. See Capital Projects Committee Meeting minutes for more detail. Kathy will take back to Capital Projects Committee Church Council's feedback on communication with the congregation around future developments of church lands

c. Connections

Sheila reported that Teresa Charette, daughter of Cedric Charette and Amanda Kalbfleisch, will be baptized on May 29, 2022. Membership and Pastoral Care is also planning outdoor summer activities on church property.

**Motion: THAT the Liaison Reports be approved.** Moved by Kathy Shortt; seconded by Heather Watts; passed.

**7. Business Arising from the Minutes**



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- a. COVID-19 Working Group report
  - 7a. COVID-19 WG report May 4
  - 7a. Revised Worship Safety Plan

Jennifer highlighted several changes to the worship safety plan. See **Appendix 1**  
Rev Joe suggested a revision to the worship safety plan to reflect that in-person outdoor children's programming is now taking place occasionally.

**Motion: THAT Council approve the worship safety plan with wording about occasional outdoor children's programming.** Moved by Jeanne Foster; seconded by Wendy Ridgway; passed.

**Motion: THAT Council approve the COVID-19 Working Group recommendation that church social events be permitted to move into the gym in inclement weather, while adhering to masking protocols.** Moved by Sheila Rule; seconded by Jeanne Foster; passed.

**Motion: THAT Council accept the COVID-19 Working Group report from the May 4, 2022 meeting.** Moved by Kathy Shortt; seconded by Wendy Ridgway; passed.

**8. New Business**

- a. Financial Reports
  - 8a. Balance Sheet Report. See **Appendix 2**
  - 8a. Profit and Loss Report. See **Appendix 3**

Heather summarized the financial reports. Although the financial situation has improved over 2021, there is still a need for fundraising.

**Motion: THAT Financial Reports be approved.** Moved by Sheila Rule; seconded by Kathy Shortt; passed.

- b. Fund-raising ideas

A general discussion yielded several ideas about fundraising, including re-starting the speaker series, dinners, and a silent auction. Specific projects tend to attract more attention, such as fundraising for choral scholars or for Syrian families. There was also a discussion about expanding community programming, such as children's play group, messy church, introduction to church/Parkminster, or social events, to encourage membership, which holds the potential for increased offerings.
- c. Update from M&P

Jeanne informed Council that M&P will complete the annual performance reviews with all staff this week. These meetings have been very beneficial in allowing staff to communicate their successes, challenges and goals for the future. M&P will present a full report at the June meeting. Custodian Allen Switzer has given notice that he will retire on December 31, 2022. Jeanne expressed gratitude to Allen for his dedicated service to PUC since 2005.
- d. Region 8 Rep Update

Jennifer provided an overview of the summary of the proceedings from the Western Ontario Waterways Region Spring Meeting provided by Parkminster Representative Maedith Radlein, attached here as Appendix 4.



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e. Reschedule June meeting

Jennifer will canvas other Council members to reschedule from June 21 to June 14.

**9. Any Other Business**

Rob MacQueen provided a report on behalf of M&P.

**10. Closing Prayer - Reverend Joe**

## Appendix 1

# Parkminster's Return to In-Person Worship Safety Plan

Revised: ~~May 17~~~~April 19~~, 2022

We care about each other and so your Parkminster United Church faith community leaders have created an in-person Worship Safety Plan that takes seriously our responsibility for preventing the risk of COVID-19 infection as we gather in community together for in-person worship on Sunday mornings.

You also have responsibility to keep yourself, your family and others healthy and safe by following all protocols outlined in this safety plan. We continue to encourage you to practice physical distancing from people outside your family social circle/household, when practical. Two meters is the recommended space between individuals.

As we participate in-person worship it's important to understand that the experience of Sunday morning worship is somewhat different from what we've previously known. We acknowledge that we're not yet at the point to return to all things pre-COVID. This helps us appreciate the new experience of Sunday morning for what it is and also keep us from slipping into routine behaviours that could put you or someone else at risk. With that said, we are happy to be able to gather look forward to being together in community.

Should any member of the Congregation become infected with COVID-19 after attending a church function, please advise the Church Office immediately.

This Safety Plan will be updated as COVID-19 circumstances evolve.

## Here is a summary list of what is new for now~~new for now~~:

- ~~No longer checking for proof of vaccination~~ ~~Double-vaccination needed to enter~~
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- No longer asking for self-assessment
- No more formal check-in
- Personal pre-screening is encouraged

## Here is a summary list of what hasn't changed yet:

- ~~Pre-screening is encouraged~~ ~~and checking in~~
- Mask wearing
- No gathering in large groups to chat in the church
- No coffee-hour in the church (there will be social time after the service, seated in the sanctuary with folks on Zoom)
- No paper bulletins
- No passed offering plate
- Our ministry team will be leading worship for both in-sanctuary and at-home participants
- Soloists will be behind screens
- You may be filmed as our service will be broadcast on Zoom, Facebook and videotaped for our website
- Should any member of the Congregation become infected with COVID-19 after attending a church function, please advise the Church Office immediately

## Here is a summary list of what is the same:

- Your ministry team
- The sanctuary with its beautiful stained-glass window
- The opportunity to worship in community

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## If You Feel Unwell

If you feel unwell, please stay at home and rest. If you are able, we invite you to attend worship virtually via Zoom, Facebook or telephone.

## Proof of Vaccination

~~Because many of our members are highly vulnerable, we are requiring individuals 12 years of age and older who enter our church to be fully vaccinated. If you are not fully vaccinated for at least a 2-week period prior to the service, we strongly encourage you to do so or remain at home and enjoy the service virtually.~~

~~You must bring evidence of your vaccination status (a paper or online copy of your Ministry of Health receipt). We will accept double vaccinations of Pfizer, Moderna, AstraZeneca or combinations thereof or a single vaccination of Johnson and Johnson vaccine.~~

~~If you are new to Parkminster, in addition to proof of vaccination, you must also submit photo identification (e.g., drivers' license, OHIP Card, or other photo ID).~~

~~Children under 12 are not required to have medical documentation but their parent/guardian will be asked if the COVID-19 screening is negative.~~

~~We will not keep copies of any of the above documentation for reasons of privacy. Everyone must bring their documentation to every occasion that they are attending.~~

## General Information

**Parkminster is a caring community and in the spirit of caring for each other, M**asks must be worn while in the building. Exemptions will not be accepted. Masks are mandatory with the exception of children under the age of three.

Cough or sneeze into your elbow or use a tissue when necessary to limit possible contamination of surfaces.

Parkminster has a cleaning plan in place for reducing contamination of the building and after each use, high-touch surfaces will be cleaned with a disinfectant.

Worship services will continue to be offered over the internet via ZOOM and Facebook as well as via phone.

If you have any COVID-19 symptoms please stay at home, self-isolate, and seek the medical attention you need.

**Should any member of the Congregation become infected with COVID-19 after attending a church function, please advise the Church Office immediately.**



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## Upon Arrival and Before Worship

Please use the designated entrance doors.

Hand sanitizer will be available at the entrance. Please sanitize as you enter the building.

Everyone must wear a mask at all times. A small supply of disposable masks will be available at the entrance (if you've forgotten).

Physically distancing from people outside your family social circle/household is strongly encouraged when practical. Two meters is the recommended space between individuals.

Name tags can be picked up at the board.

Children will sit with their family social circle/household. Occasional outdoor children's programming is also now permitted. The family worship space is open with physical distancing required.

## During Worship

Congregational singing and group responses will be allowed as everyone in attendance is masked.

Hymn books and pew Bibles will be found in the pews.

There will be no bulletins or handouts to distribute. Information will be projected on the screen.

People will be invited to voice their joys and concerns from the pews. Alternatively, send an email or voicemail of any joys and concerns to either Minister prior to the service.

Lay readers will be on the chancel as well as live or taped via Zoom. If in the church, they will read from behind a moveable plexiglass screen. They must wear masks when not speaking and will be invited to return to the pews when finished their readings.

The ministers will be on the chancel using their headset microphones. The ministers will be unmasked while on the chancel and while using their headsets.

Soloists will be on the chancel, and while not singing, will be masked and seated physically distanced from the ministers. When singing they will move to the front of the chancel and the ministers will move to the back of the chancel. They will sing from behind a moveable plexiglass screen.

There will be no live choral singing at this time.

There will be no passed offering plate at this time. An offering plate will be placed at the back of the sanctuary. You are asked to put your donation in the basket as you enter or exit the sanctuary.

The overhead fans will not be turned on and some windows will be open during good weather for circulation of fresh air.

Youth programs\* will be held in the church (\*but not children's programs during Service).

## After Worship

Social time will be offered and in-sanctuary participants are invited to remain in their seats during this time.

Name tags are to be returned to the board.

A minister will greet you on your way out. You are asked to exit the building after the service concludes.

There will not be a coffee time in the gym.

If you wish to visit with other congregation members after the service, please do so outside in the parking lot.

Please use the designated exit doors.

Appropriate cleaning will be performed

## Appendix 2

### Parkminster United Church Balance Sheet 30 April 2022

	TOTAL
<b>Assets</b>	
<b>Current Assets</b>	
Cash and Cash Equivalent	
Chequing	76,719.17
Savings	300,026.67
<b>Total Cash and Cash Equivalent</b>	<b>\$376,745.84</b>
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	1,600.00
<b>Total Accounts Receivable (A/R)</b>	<b>\$1,600.00</b>
Prepaid expenses	2,225.00
<b>Total Current Assets</b>	<b>\$380,570.84</b>
<b>Total Assets</b>	<b>\$380,570.84</b>

	TOTAL
Liabilities and	
Equity Liabilities	
Current Liabilities	
Accounts Payable	
(A/P)	
Accounts Payable (A/P)	81.12
<b>Total Accounts Payable (A/P)</b>	<b>\$81.12</b>
Accrued expenses	0.00
Due to Benevolent Fund	4,316.30
Due to Bocce League	8,530.49
Due to Capital Fund	95,535.02
Due to CE Fund	7,191.55
Due to Endowment Fund	0.00
Due to Inclusive Fund	599.17
Due to IPad Grant	4,371.25
Due to Music Fund	0.00
Due to Outreach Fund	0.00
Broadview	-1,757.00
Emmanuel Wayside Cafe	-1,600.00
Foodbank	450.00
General Outreach	36,331.78
House of Friendship	100.00
Lincoln Breakfast Program	200.00
Nicaragua	0.00
oneRoof	250.00
Outreach - other	350.00
Plett	-2,914.48
SHOW	-2,300.00
Tent City	350.00
YW Emergency Shelter	-3,750.00
<b>Total Due to Outreach Fund</b>	<b>25,710.30</b>
Due to Refugee Funds	
Due to refugee fund - Fadi	4,969.92
Due to Refugee Fund - Siham	0.00
Due to Refugee Support G5	15,439.40
Due to refugees - RSC contingency	1,496.26
Due to SAH Dabab (Al Abdullah)	9,649.02
Due to SAH Mhd Talal Arab	34,922.40
Due to SAH Mohamed Alshaar	36,100.29
Due to SAH Mohammed Al Adawi	33,457.24
<b>Total Due to Refugee Funds</b>	<b>136,034.53</b>
Due to the Local Fund	3,175.02

HST Payable

-2,281.98

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**Total Current Liabilities**

**\$283,262.77**

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**Total Liabilities**

**\$283,262.77**

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	TOTAL
Equity	
Opening Balance Equity	68,927.00
Retained Earnings	49,250.68
Profit for the year	-20,869.61
<b>Total Equity</b>	<b>\$97,308.07</b>
<b>Total Liabilities and Equity</b>	<b>\$380,570.84</b>

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### Appendix 3

#### Parkminster United Church Profit and Loss Statement January-April 2022

	TOTAL	
	JAN - APR., 2022	JAN - APR., 2021 (PY)
<b>INCOME</b>		
Endowment Fund Transfer	2,900.00	2,900.00
Offerings		
Members	67,403.00	62,381.25
Assessment fees	1,795.00	150.00
Choral Scholar	500.00	
Non-tax-receipt donations	18,665.88	18,501.32
<b>Total Members</b>	<b>88,363.88</b>	<b>81,032.57</b>
Non-members	5,464.00	200.00
<b>Total Offerings</b>	<b>93,827.88</b>	<b>81,232.57</b>
Other income		
Interest		118.10
Miscellaneous income	0.00	
<b>Total Other income</b>	<b>0.00</b>	<b>118.10</b>
Rental Income	3,230.00	2,335.00
Special Events		
Food Truck		67.50
<b>Total Special Events</b>		<b>67.50</b>
<b>Total Income</b>	<b>\$99,957.88</b>	<b>\$86,653.17</b>
<b>GROSS PROFIT</b>	<b>\$99,957.88</b>	<b>\$86,653.17</b>
<b>EXPENSES</b>		
Facilities		
Building & Property Security		140.42
Computer/Internet/Phone	619.37	303.01
Elevator	432.50	216.25
Gas	2,214.69	1,262.23
Hydro	1,758.65	860.87
Janitorial Supplies		32.23
Repairs and Maintenance	3,496.73	3,389.10
Water	1,059.68	721.24
<b>Total Facilities</b>	<b>9,581.62</b>	<b>6,925.35</b>
Ministry Expenses		
Christian Education	50.49	
Communications	469.73	367.43
Inclusive Committee	194.91	101.21
Minister Travel	89.81	48.30
Ministry Expenses - Other	25.65	
Music	151.25	1,662.69
Choral Scholars	745.00	775.00
<b>Total Music</b>	<b>896.25</b>	<b>2,437.69</b>
Pastoral Care		298.47
Worship	64.87	686.93
<b>Total Ministry Expenses</b>	<b>1,791.71</b>	<b>3,940.03</b>

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TOTAL

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	JAN - APR., 2022	JAN - APR., 2021 (PY)
Office & Administration		
Bank & Payroll Service Charges	513.86	395.94
Business licences & Permits	945.04	617.67
Insurance	3,679.97	2,314.79
Office & Administration - other	32.74	
Office Supplies, Postage etc.	174.41	724.26
Printing & Reproduction	1,427.02	1,294.63
<b>Total Office &amp; Administration</b>	<b>6,773.04</b>	<b>5,347.29</b>
Salaries & Benefits		
Continuing Education	35.99	
Employer paid benefits	19,876.82	18,353.03
Outside Services	211.25	
Staff Allowances	664.10	686.53
Staff Salaries	78,655.21	77,556.64
<b>Total Salaries &amp; Benefits</b>	<b>99,443.37</b>	<b>96,596.20</b>
UCC Assessment Fee	3,237.75	3,156.25
<b>Total Expenses</b>	<b>\$120,827.49</b>	<b>\$115,965.12</b>
OTHER EXPENSES		
Government Wage Subsidy		-16,782.64
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$ -16,782.64</b>
<b>PROFIT</b>	<b>\$ -20,869.61</b>	<b>\$ -12,529.31</b>

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## Appendix 4

### Report from Maedith Radlein – Region 8 Representative

Our WOW Regional Council meeting was held on May 6 & 7. The theme was Words Matter. It was a very relevant and engaging experience. Main discussion topics were;

- We were asked to think about the word "mission". It is used by churches to describe their outreach. However, it has negative connotations for many. The word mission was a derogatory term used to keep Indigenous people away from the mainstream church.

Settlers went to church, converted Indigenous people went to the mission. The two groups did not mix. The resources of these missions were seized by the church on the formation of the UCC. This gave insight into one of the many reasons for the Indigenous Church's distrust of the mainstream UCC and its insistence that relationship must precede reconciliation. Missions and missionaries are historically responsible for destroying many cultures and communities. There was brainstorming to see what words could replace the word "mission". The ones most frequently chosen were "relationship" and "partnership". Words matter!

- Bullying - the very real issue of bullying within the church was presented through role play and case studies. The process for resolving conflict within the Region was explained and clarified. We must all reflect on our words - have we caused harm or been harmed? Words matter!
- Personal pronouns - if we value people's truths and value them for who they are then we must accept their stated identity. We can ask questions to learn but not to challenge their chosen pronoun. It was suggested that we default to they/them when talking about people we do not know as we should not look at someone and assume their gender. Words matter!

#### Information Items

- All church music, new and old (including More Voices and Voices United) will be available on a digital platform in 2024. Books will also be available.
- The UCW is celebrating its 60th anniversary in Sydney, NS, July 11-15. *Registrations close May*

31. You can register at,

[https://myconexsys.com/EventRegistration/Login?key=uXTe9rf6e0YVP9w5she8Gg9neWJpwdLBgLYXFhBnLOGp742r6boxUwT6tYefrj265sDa0ntEdGbNEAE\\_KUPxdDYb8YjvOLoNNHErUI\\_AbX28-N0Ty69eLR4CtALS0AT7Us12ZGz7C70dWbBCbGi2meSrMW-AwM4f0RBxXKQPN9bAni9HbrNTE81kiRgcV7PkH2W5Urdr19TCObLd2\\_Rxy-Q9\\_oMmsTZmg5\\_Obr18ALNzxpnhEHKPwZI4oWIhWfrz0](https://myconexsys.com/EventRegistration/Login?key=uXTe9rf6e0YVP9w5she8Gg9neWJpwdLBgLYXFhBnLOGp742r6boxUwT6tYefrj265sDa0ntEdGbNEAE_KUPxdDYb8YjvOLoNNHErUI_AbX28-N0Ty69eLR4CtALS0AT7Us12ZGz7C70dWbBCbGi2meSrMW-AwM4f0RBxXKQPN9bAni9HbrNTE81kiRgcV7PkH2W5Urdr19TCObLd2_Rxy-Q9_oMmsTZmg5_Obr18ALNzxpnhEHKPwZI4oWIhWfrz0)