



**Minutes
Parkminster United Church
Church Council**

**Tuesday, April 19, 2022 - 6:30 pm-8:30 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	Kathy Shortt – Past Chair & C-19 WG	Sandi McMullen – Development
Jennifer Allan – Chair & C-19 WG	Gary Bruce – Secretary	Wendy Ridgway – Community
Deb Siertsema – Vice-Chair	Heather Watts - Treasurer	Sheila Rule – Connections
	Jeanne Foster – M&P Rep & C-19 WG	Sue MacQueen – Trustees & C-19 WG
Regrets		
Rev. Joe Gaspar	Heather Watts	
Guests		
John Watson – Food Trucks	Jack Reynolds – Financial Updates	

1. Welcome - Jennifer welcomed council members and guests John Watson and Jack Reynolds

2. Opening Prayer & Lighting of Candle - Reverend Heather

3. Reflection – Wendy shared a poem lamenting missing and murdered indigenous women

4. Approval of Agenda

Motion: **THAT the agenda be approved.** Moved by Sandi McMullen. Seconded by Deb Siertsema. **Passed**

5. Approval of Minutes

Motion: **THAT the Minutes be approved.** Moved by Wendy Ridgway. Seconded by Sheila Rule. **Passed**

6. Liaison Reports

a. Development

Sandi provided the worship calendar for April and early May, which is attached as **Appendix 1**. The committee is considering whether the Statement of Welcome should be refreshed. Sandi also alerted Council to several services in June:

- June 5: the joint Waterloo United Churches joint service with a Pride theme. Jayden Jones has agreed to be speaker/liturgist and will require the usual speaker's fee.
- June 26: Joe and Heather will be away as part of a joint study week, Karen Cartmell will supply.



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Sandi reviewed the funeral and wedding fees.

Sheila suggested the deadline for payment be listed as 30 days (rather than 15-30), that PUC request a donation for programming rather than a charge for the funeral itself, and that a clause be added to have the client contact the church if the fees are prohibitive. Some similar concerns were raised for the wedding fee schedule. Sandi will bring suggestions back to committee for consideration.

b. Community

Wendy provided the following updates:

Inclusive: The Committee made recommendations to Kathy Shortt for the website to improve inclusion. PUC is invited to support Red Dress Day, organized by the Healing of the Seven Generations. Inclusive will have a table at Pride on June 4, and a potluck is planned for early June.

Outreach: The committee encouraged Council to share the link for the zoom event on April 21st regarding the housing crisis in Ontario.

Property: Dishwasher repair is complete. Ongoing plumbing leak is being investigated. Committee is pursuing quotes for projector and other AV equipment as per most recent grant approval.

Capital Projects: Terms of Reference and next steps have been reviewed with committee members. The committee is in the process of consulting with other churches as to the pros and cons of their past planning projects.

All committees are giving thought to transform their practices based on reflections during Black History Month.

Food Trucks

John Watson provided a history of financial return and PUC labour for food trucks as background for the current decision whether to pursue them again this year. Pre-pandemic, financial return was roughly \$3,400 in one year, but it required significant volunteer labour.

Food trucks are requesting garbage removal and access to washrooms.

Several points were raised during the discussion

Covid. This does not appear to be as significant a concern because dining is outside. No extra protocols would be required. It is recommended that the Covid-19 Working Group discuss the question of masks for guests using washrooms.

Volunteers. There are serious concerns about finding sufficient volunteers to support the food trucks.

Financial return satisfactory? Since it is very volunteer intensive, it is possible that the volunteers could be used for a better fund-raising return.

The question was raised about whether the food trucks could be used as a way to increase profile and potentially membership in the church. Typically, the presence of food trucks has not led to greater membership.



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Given that this is primarily a business relationship, John will communicate to the Food Trucks that PUC will not provide facilities, and requires 10% of the night's returns. This recommendation is a reflection that the location is beneficial to the food trucks, and that it is too labour-intensive for PUC otherwise to mount.

c. Connections

Sheila reported that New Member Sunday will take place May 15, 2022. Four people are transferring their membership to PUC: Karen and Andrew Cartmell, Fern Dempsey, and Joan Gugeler

Motion: **THAT the Liaison reports be accepted as presented.** Moved by Sue MacQueen, Seconded by Jeanne Foster. **Passed**

7. Anti-Racism Call to Action –

Members of Council and guests had the following suggestions:

Member	Idea
Kathy Shortt	Recommends reaching out and listening to stakeholder groups about their thoughts on the Website.
Deb Siertsema	Encourages more pop-up events. Suggests offering language classes in the communities that desire them.
Sandi McMullen	Suggests more frequent appeals during service for congregation to engage in anti-racism. Promote to congregation the anti-racism activities that PUC is currently engaged in.
Sheila Rule	Commends welcoming team. Recommends radical hospitality to attract people in the first place. Host ESL training at church.
Wendy Ridgway	Recommends use of sign on road in front of church to indicate our inclusivity. Suggests a speaker series that reflects our anti-racism.
Jeanne Foster	Supportive of church initiatives that allow for stories of individuals, as they are powerful motivators.
Sue MacQueen	Supportive of new flag as beacon for the church.
Gary Bruce	Supportive of new flag, administrative changes to include diversity in its governance, outreach into marginalized communities.
Jack Reynolds	Recommends bringing diversity on to council and more outreach into community, including connections to local businesses to encourage them to greater diversity.
Rev. Heather	Firm believer in relational ministry. Offering church space for newcomers to Canada, for example. Sunday school to continue to use teaching materials that reflect diversity. Will continue to work anti-racism message into sermons on a regular basis, rather than just at specific times of year.
Jennifer Allan	PUC could share with the congregation resources and tools for appreciating our privilege and talking with people with disabilities, marginalized and racialized communities, etc.



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8. Business Arising from the Minutes

(a) COVID-19 Working Group report

See the COVID-19 WG report April 19 as Appendix 2__.

Jennifer highlighted some of the changes that are being implemented. The plan will continue to be revisited on a regular basis.

Motion: **THAT Council accept the COVID-19 Working Group report from the April 7, 2022 meeting.** Moved by Jeanne Foster. Seconded by Sandi McMullen. **Passed**

9. New Business

(a) Financial Reports – Jack Reynolds

See the Balance Sheet Report and Profit and Loss Report as Appendices 3 and 4__.

Jack reported that PUC had a deficit of \$7,700 for the month of March, bringing the year-to-date deficit to \$9,600. Expenses in March were all standard items, including \$2,500 for snow removal from Jan through March, and an insurance expense which reflects one larger payment that occurs once a year.

Revenue in March included:

- a \$5,000 gift from the will of a deceased son of a long-time deceased member.

- \$20,000 in member donations, including \$13,000 of PAR donations, and \$4,600 from three families that each make one large donation each year.

We are roughly tracking at the same pace as last year in terms of deficit

Motion: **THAT Financial Reports be approved.** Moved by Deb Siertsema. Seconded by Sheila Rule. **Passed**

(b) M&P Report

Jeanne reported that members of the Ministry and Personnel Committee attended the “Basics of M&P” webinar Workshop provided by Diane Blanchard, Pastoral Relations person for the WOW Region.

Rob MacQueen has created a summary of the staff review process which has been circulated to all staff members. Interview times are currently being organized and job descriptions will be reviewed and updated with staff as a guide for discussion of past performance and future goals.

Council indicated it would request Covid-19 working group review guidelines for the purpose of conducting the interviews.

It is expected that all interviews would be completed by May 31, 2022

M&P asks to be included in messages from Staff or Committees regarding time away for ease of coordination.

M&P is planning a Staff Appreciation event in June. The Covid-19 working group will advise on any necessary precautions.

10. Any Other Business

Kathy provided a Website update. There have been some changes based on feedback from Inclusive Ministries Committee. She requested members of the congregation provide her with testimonials for inclusion on the Website.

11. Next meeting: May 17 at 6:30 pm

12. Closing Prayer - Reverend Heather

Appendix 1

Worship Schedule

April 2022

Sunday, 3 April	Lent 5 – Joe preaching
Sunday, 10 April	Palm Sunday – Heather preaching
Thursday, 14 April	Maundy Thursday-Time 7:30 pm, Westminster UC hosting, live and via Youtube
Friday, 15 April	Good Friday-Time 10:30 am, First UC hosting, live and online
Sunday, 17 April	Easter Sunday-Joe preaching, Communion Sunday, Heather leading children's outdoor programming
Sunday, 24 April	1 st Sunday after Easter-Heather Preaching, Baptism, Joe on vacation

May 2022

Sunday, 1 May	2 nd Sunday after Easter - Heather preaching, Joe on vacation
Sunday, 8 May	Joe and Heather away for the annual meeting of Western Ontario Waterways, Jayden Jones will supply that day.
Sunday, 15 May	Likely new member Sunday

Appendix 2

COVID-19 Working Group Update Report for Council – April 19, 2022

MUTTON WEDDING

For the minutes:

Motion: THAT the COVID-19 WG recommends to Council that the Mutton wedding party will not be required to wear masks while processing and recessing up and down the aisle, while standing at the front of the sanctuary, or when photos are being taken at the front of the sanctuary or in the Family Room. Moved by Wendy Ridgway; seconded by Bert Blackburn; passed.

Council did an e-vote on this motion on April 7th because the wedding was on April 9th.

Moved by Gary Bruce and seconded by Heather Watts. Passed.

WORSHIP SAFETY PLAN

Motion: THAT the COVID-19 WG recommend to Council that our Worship Safety Plan be changed to allow for:

- i) Candle Lighter
- ii) No specific physical distancing (although this will continue to be encouraged)
- iii) Access to coat racks
- iv) Increased elevator capacity
- v) Increased family worship space capacity
- vi) No out of bounds areas

Moved by Bert Blackburn; seconded by Kathy Shortt; passed.

See updated Worship Safety Plan

TENANTS AND CHURCH GROUP SAFETY PLANS

Motion: THAT we continue to request tenants/church groups to submit their own safety plans which are compliant with Public Health measures and which will be kept on file at Parkminster.

Moved by Bert Blackburn; seconded by Jeanne Foster; passed.

Motion: THAT Council accept the COVID-19 Working Group report from the April 7, 2022 meeting.

Appendix 3

Parkminster United Church
Balance Sheet
As of March 31, 2022

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
Chequing	70,779.86
Savings	300,026.67
Total Cash and Cash Equivalent	\$370,806.53
Accounts Receivable (A/R)	
Accounts Receivable (A/R)	1,600.00
Total Accounts Receivable (A/R)	\$1,600.00
Prepaid expenses	0.00
Total Current Assets	\$372,406.53
Total Assets	\$372,406.53

	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	81.12
Total Accounts Payable (A/P)	\$81.12
Accrued expenses	0.00
Due to Benevolent Fund	3,633.80
Due to Bocce League	20,692.90
Due to Capital Fund	70,208.49
Due to CE Fund	7,149.55
Due to Endowment Fund	0.00
Due to Inclusive Fund	571.17
Due to IPad Grant	4,818.04
Due to Outreach Fund	0.00
Broadview	-2,282.00
Emmanuel Wayside Cafe	-2,100.00
Foodbank	0.00
General Outreach	30,379.03
Nicaragua	0.00
Outreach - other	350.00
Plett	-4,089.48
SHOW	-2,300.00
YW Emergency Shelter	-3,750.00
Total Due to Outreach Fund	16,207.55
Due to Refugee Funds	
Due to refugee fund - Fadi	5,671.17
Due to Refugee Fund - Siham	0.00
Due to Refugee Support G5	17,458.15
Due to refugees - RSC contingency	1,497.51
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
Total Due to Refugee Funds	138,755.78
Due to the Local Fund	3,175.02
GST/HST Payable	0.00
HST Payable	-1,453.33
Total Current Liabilities	\$263,840.09
Total Liabilities	\$263,840.09
Equity	
Opening Balance Equity	68,927.00
Retained Earnings	49,250.68
	TOTAL
Profit for the year	-9,611.24

Total Equity	\$108,566.44
Total Liabilities and Equity	\$372,406.53

**Appendix 4
Parkminster United Church
Profit and Loss Report**

	TOTAL	
	JAN - MAR., 2022	JAN - MAR., 2021 (PY YTD)
INCOME		
Endowment Fund Transfer	2,900.00	2,900.00
Offerings		
Members	49,980.00	47,806.00
Assessment fees	1,170.00	150.00
Choral Scholar	500.00	
Non-tax-receipt donations	17,933.13	14,146.40
Total Members	69,583.13	62,102.40
Non-members	5,220.00	
Total Offerings	74,803.13	62,102.40
Other income		
Interest		88.55
Miscellaneous income	0.00	
Total Other income	0.00	88.55
Rental Income	2,210.00	2,335.00
Total Income	\$79,913.13	\$67,425.95
GROSS PROFIT	\$79,913.13	\$67,425.95
EXPENSES		
Facilities		
Building & Property Security		39.88
Computer/Internet/Phone	466.42	274.02
Elevator	216.25	216.25
Gas	1,217.41	1,262.23
Hydro		653.07
Janitorial Supplies		32.23
Repairs and Maintenance	2,784.96	2,947.90
Water	1,059.68	721.24
Total Facilities	5,744.72	6,146.82
Ministry Expenses		
Christian Education	25.49	
Communications	469.73	367.43
Inclusive Committee	151.45	101.21
Minister Travel	38.56	31.08
Ministry Expenses - Other	25.65	
Music	151.25	1,100.00
Choral Scholars	391.25	492.50
Total Music	542.50	1,592.50
Pastoral Care		205.22
Worship		500.34
Total Ministry Expenses	1,253.38	2,797.78

TOTAL

	JAN - MAR., 2022	JAN - MAR., 2021 (PY YTD)
Office & Administration		
Bank & Payroll Service Charges	404.98	286.58
Business licences & Permits	877.24	561.17
Insurance	2,788.30	1,491.18
Office & Administration - other	32.74	
Office Supplies, Postage etc.	47.61	690.37
Printing & Reproduction	1,065.19	1,234.23
Total Office & Administration	5,216.06	4,263.53
Salaries & Benefits		
Continuing Education	35.99	
Employer paid benefits	14,757.39	13,778.23
Staff Allowances	481.20	465.48
Staff Salaries	58,797.88	58,167.48
Total Salaries & Benefits	74,072.46	72,411.19
UCC Assessment Fee	3,237.75	3,156.25
Total Expenses	\$89,524.37	\$88,775.57
OTHER EXPENSES		
Government Wage Subsidy		-12,149.31
Total Other Expenses	\$0.00	\$ -12,149.31
PROFIT	\$ -9,611.24	\$ -9,200.31
