

Westworth United Church  
229<sup>th</sup> Special Meeting of Council  
March 24, 2020

1. Call to Order: Pat Stephenson called the meeting to order at 7:40.
2. Opening Prayer and Check in: Loraine MacKenzie Shepherd led us in an opening prayer. This was Council's first meeting via Zoom. Several people commented on the quality of our first Sunday service video offered last weekend on our website and YouTube. It was well received.

Present: Pat Stephenson, Bruce Tefft, Keith Love, Paul Chard, Barb Magarrell, Loraine MacKenzie Shepherd, Ron Bailey, Eunice Pratt

Regrets: None

Welcome: Pat Stephenson offered a reflection from a book – Life's Journeys According to Mr. Rogers, Things to Remember Along the Way by Fred Rogers.

3. Approval of Agenda

**Motion:** Move the approval of our agenda, as amended.

The agenda was accepted, as amended, by consensus.

4. Correspondence – email from Barbara Meyers to Loraine MacKenzie Shepherd inquiring about Westworth's interest in some information about a potential development opportunity.

**Business Arising**

5. Review and Approval motion regarding the Affirming Ministry Education Committee

**Motion:** That the Westworth Council support the continuing work of the Affirming Ministry Education Committee as an Ad Hoc Committee, reporting to the Council.

**Moved by: Eunice Pratt**

**Seconded: Keith Love**

**CARRIED**

6. Key policy review and discussion

Keys to the building were replaced in 2016 and are not able to be duplicated. Follow-up with Heather Lavery will be done to assess the current status of all keys. The current tracking system seems to be working quite well.

**Recommendation:** that the **Property Ministry Team** conduct an annual audit to confirm keys are with authorized keyholders.

#### 7. Staffing Arrangements March 2020

Loraine MacKenzie Shepherd reported on current staffing arrangements that have been made/changed to meet the needs of the congregation and staff during our building closure. The staff is working in the building or from home in keeping with the United Church guidelines. Staff continues to be available through email and by phone. Some responsibilities have shifted. Heather Lavery will coordinate requests for assistance by people who need help with errands with volunteers, as well as mail weekly bulletins and sermons to congregation members who do not have computer access, unless they request otherwise. Maggie Barnett will be checking in with all young families and providing them with on-line Sunday School curriculum lessons. She will also be helping set up house groups. Dorcas Windsor and Debbie McLeod will be assisting Loraine MacKenzie Shepherd with our on-line worship services. Loraine MacKenzie Shepherd will be responsible for the creation of the service recording.

The contributions to our recorded service of Peter Sim, Kim O'Grady, Ray McClelland, and Christina Thanisch-Smith were acknowledged, and are genuinely appreciated by all.

Discussion continued about the equipment needed for the service recording and broadcasting. It was suggested that an improved camera was needed. We are already seeing the potential for different ways to share service recordings and how useful this would be.

**Motion:** Audio visual equipment should be purchased up to a cost of \$1,500, excluding taxes, with funds for the purchase to come from the Memorial Fund.

**Moved by: Ron Bailey**

**Seconded: Bruce Tefft**

**CARRIED**

#### 8. Work Alone policy review

A Work Alone policy for our staff is in place and does not require up-dating. It was recommended that the **Ministry and Personnel Committee** remind staff to keep all doors locked if they are in the building by themselves, and asked to use a door with a motion sensitive light when they leave the building after dark. These two points will be added to the Work Alone Policy.

9. Zoom conference platform access for future meetings

Fees to access the Zoom conference platform have now been purchased. As the size of gatherings is currently limited due to the Manitoba State of Emergency for the next 30 days, Zoom could be used by Committees, Ministry Teams and other groups to gather. Those interested in using Zoom **should contact Heather Lavery or Pat Stephenson. Pat Stephenson** will notify the Leadership Team about the Zoom opportunity.

10. Discussion regarding the scheduling of Council meetings

It was decided that weekly Council meetings were not necessary at this time.

11. Outreach to congregation members

Loraine MacKenzie Shepherd reported that 10 people have made themselves available to assist anyone who may need assistance with errands. As of our meeting no one has requested this assistance. Three people have offered to help with staying in touch with congregation members by phone. **Loraine** will ask for more volunteers to help with calling.

12. Minister's Report

A congregational email will include information about our continued building closure, Palm Sunday, Good Friday and Easter Services. Our youth will be leading the Palm Sunday service. Among other things, Maggie Barnett will have an on-line Vacation Bible School available, and continues to connect with the children and youth. Loraine Mackenzie Shepherd will speak with Maggie Barnett regarding the use of the Zoom platform to interact with our youth.

A question regarding children's stories being included in the worship service will be referred to the **Worship and Christian Education Ministry Teams** for their consideration.

13. **Discussion items:**

Finance: There is no update regarding wage reimbursement as per new legislation related to COVID 19 support.

Does Westworth have a plan to track PAR contributions should households become more financially stressed? Heather Lavery tracks PAR donation and passes the information along to Jenny Jeffers. Concerns will be reported to the Finance Committee and Ron Bailey will bring information forward as necessary.

Windows Project: Ron Bailey reported that Frank Wynes had inquired what the status regarding fund available for this project at this point. Ron Bailey noted there is \$35,000 in money and/or commitments, including a grant from Faithful Footprints. There is currently a \$15,000 shortfall. This project was approved by Council and funds are available. The project will move forward.

### **New Business**

14. Property Development: This afternoon, Loraine MacKenzie Shepherd received an email from Barbara Meyers that inquired about Westworth's current interest in redevelopment of our property. Council members agreed that we were interested in further information regarding a new proposal. Keith Love and Bruce Tefft agreed to represent Westworth in a future conversation. A Trustee will be approached to complete the group.

15. Rescheduling of the Leadership Retreat

At this time, Pat Stephenson will set up a Zoom meeting with the Leadership Team to check in with everyone. At this point, we will still reserve the date for our Leadership Team retreat on May 9. It may need to be an abbreviated Zoom meeting.

16. Closing Prayer: Loraine MacKenzie Shepherd offered a prayer.

17. Meeting Adjourned at 9:18 p.m.

**Moved by:** Keith Love

**Next meeting: Tuesday, April 14, 7:30 p.m. via Zoom**

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Pat Stephenson, Chair of the Board

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Barb Magarrell, Secretary