

Westworth United Church

248 Council Meeting Minutes

November 30th, 2021 Time: 7:00 pm

1. Call to Order: 7:05

2. Present: Dianne Sjoberg, Vice-Chair; Keith Love, Bruce Tefft; Brett Lougheed; Cathy Miller, Finance; Loraine Makenzie Shepard, Minister; Joyce Clouston, Secretary

3. Regrets: Ron Bailey

4. Opening prayer and check-in: Loraine Mackenzie Shepherd

5. Approval of Agenda:

MOTION:

Moved by: Keith Love

Seconded by: Bruce Tefft

Carried:

6. Approval of Minutes of October 26th:

MOTION:

that the minutes be accepted with the correction of the date noted in the second Motion under 11. New Business from November 31st to November 30th.

Moved by: Joyce Clouston

Seconded by: Bruce Tefft

Carried

7. Business Arising from Minutes:

a) Office Administrator Position Description:

tabled and discussed at January Council Meeting.

b) Liaison Connections:

will be stated in agendas, to ensure we are aware of which committees/teams each Council Member is responsible to communicate with.

Team and committee reports are to be forwarded to Council Liaison as well as to Council Chair for purposes of Council agendas, and to the Secretary for inclusion in the compiled reports. Council Liaisons are in regular contact with their assigned teams/ committees. On occasion more is required, and this is managed as the need arises.

If there is any specific item that affects another team/committee or that requires follow-up from Council, Team Leaders and Committee Chairs should be sending a separate email with the info or request to those concerned. This is in addition to sending in their

reports. Liaisons are also requested to follow-up and invite the team leader or committee chair to highlight items to be dealt with by council and also to highlight any important news for the congregation and how to get that news out, as provided for in the council report template. Dianne Sjoberg will make the initial overture to team leaders and committee chairs in this regard.

Council members who haven't been regularly contacting assigned Teams/Committees will be more intentional in doing so.

Dianne will be reminding Team and Committee leaders to highlight issues requiring addressing (either through e-mail, or through telephone discussion(s)).

c) Council/team leader/committee chair email addresses on website:

Dianne will follow up to ensure this task is completed.

d) Christian Education Team Leader:

Discussion of potential candidates for this position.

Suggestion of inviting co-chairs, to enable shared responsibility.

8. Correspondence: Those received were directed to appropriate committees.

9. Ministry Team and Ad Hoc Committee Reports:

a) Affirm: Report is the same as provided for retreat.

b) Archives: Nothing to report.

c) Chair: Discussed below.

d) Christian Education: Report forwarded.

e) Communications: Discussed below.

f) Community Care: Report attached.

g) Finance: Reports attached.

h) Minister: Report attached.

i) Ministry and Personnel: Report attached.

j) Outreach: Minutes attached.

k) Property: Nothing substantive to report, but note below.

l) Regional Reps: Nothing to report.

m) Safe Reopening Committee: Report attached.

n) Trustees: Kent Magarrell: Nothing to report.

o) UCW: Report attached.

p) Visioning: Next meeting in week of Dec 6th. Their report is that they will meet Dec. 6. The retreat is a separate event...and the Visioning team will report on that when they study and or use what they find from that meeting.

q) Worship: Minutes attached.

10. Business arising from reports:

a) Affirm: This committee is actively searching for new members that would more accurately reflect our broader society and would appreciate input from Council. Loraine will follow up with Heather about someone who indicated interest in the Team.

b) Chair Report:

i. Affirming member needs dealt with at 10. a., Communications member needs dealt with 10. c., and CE committee/team member needs dealt with at 7. d.

ii. Welcoming of newcomers:

a) Dianne Sjoberg to connect with Community Care to discuss possibilities such as:

- 1. A post-card be developed to be sent automatically to anyone who signs the guest book with enough postal information. The message would be: "We're pleased you visited, we hope you found welcome and will return in the future" type message.*
- 2. Newcomers who do indicate an intention to attend, be identified to the Chair of Council who would then write a letter of welcome, including a brochure (updated, see below) and a prayer square*
- 3. Newcomers be "assigned" a congregational ambassador/liason/host who would act as a contact person for the newcomer/s in regard to congregational governance, activities networking, etc. and to help the newcomer become established.*

b) Bring back hosts who are available to be with newcomers before and after the service.

c) Loraine MacKenzie Shepherd will update brochure for use in the Narthex and potentially with letters from the Chair should Community Care agree.

iii. Adding reports from Music and Small Groups (Prayer Shawls, Men's Spirituality, Women's Spirituality, Walking Group):

Discussion around whether to invite reports from these groups, to honour their work and to increase/improve communication. The consensus was:

- a) We don't want to require another layer of work*
- b) We ask Community Care to connect with the prayer shawl group and the walking group to gather any news and to offer encouragement.*
- c) We ask Christian Education to gather any news from Women's Spirituality, Men's Spirituality, Adult Education groups and to offer encouragement.*
- d) Dianne Sjoberg will ask Maggie Barnett to ensure that all these groups are included on the message board in the Narthex*
- e) We need to think about a way to have these groups continue to "message" the congregation re: their activities so the general population feels welcome to participate. Encourage them to include their activities in the congregational email and consider sending out invitations.*

*c) **Communications:** Due to the pandemic, the focus of communications has shifted to the recording and broadcasting of worship. The bulk of this workload has fallen on the Communications team leader.*

Discussion:

Council, along with the current communication team members, needs to consider the structure of the Communications Team to include a part-time Webmaster to ensure up-to-date information, ease of navigation and visual appeal, (MAY be the office administrator, dependent upon workload), social media presence, and traditional media presence, AV Team as a subset of the communications team.

Brett Lougheed offered to take on the 'website updating' in the interim beginning at the end of the next Annual Meeting.

Action: Joyce to contact Peter Sim, to express appreciation and invite a conversation re: current workload and how Council may assist him in the tremendous work he is doing. Peter has expressed interest in another person providing support to updating the website.

Consensus by Council is that offering a gift of appreciation is appropriate.

Motion:

THAT an amount of 50.00 be allocated to worship out of Council Budget for the purpose of recognizing Peter and his outstanding work on behalf of the congregation.

Moved by: Bruce Tefft

Seconded by: Brett Lougheed.

Carried

*d) **Finance:***

Council appreciates the extraordinary effort of the Finance Committee in the Stewardship Drive this year.

*e) **Outreach:** Some committee members resigned and have been replaced. Major changes have taken place at 1Just City, and Westworth volunteers there have noted that relationships there have also changed. Council will be kept apprised of ongoing developments.*

*f. **Property:** Property has contracted with a snow clearing company to*

- 1. take care of snow falls immediately*
- 2. and ensure weekly Sunday morning check for accessibility and safety of those attending services.*

g. Safe Reopening Committee: Council offers thanks to this committee for their ongoing attention to the changing directives from government and to details that work to ensure our health and safety. We are grateful to this committee for their care in ensuring our congregation is safe. The next meeting is to be Dec 1st, 2021.

h. Trustees: Have a new member, Ann Love.

j. Visioning: A letter has been finalized to go out to community leaders early in the new year inviting these leaders into the conversation re: planning for Westworth's future. The next regularly scheduled meeting is in the week of December 7th.

10. Old Business:

a) Leadership Team Retreat November 30th: Council feedback/learnings.

Appreciation was expressed for Dianne's Leadership.

Other comments included:

- i) Meeting length was good;
- ii) A great amount of information was shared;
- iii) Discussion of 'breaks' was shared;
- iv) Recording of chats, as well as recording of 'visioning' and calendars was noted;
- v) Breakout groups held at the end of the meeting sustained energy;
- vi) Creation of the calendar was an aspect of the 'in person' meetings that was hard to replicate. This type of activity could be accomplished with Google Jam
- vii) Noting aspects of the meeting that worked well, and less well will be noted for the Annual Meeting, as well as the next Leadership event is in place.

11. New Business:

a) In Camera Agenda Items: There is precedence for this and can be used if necessary. A separate set of minutes for the sensitive topics would be kept and archived at the completion of said topic.

b) Adding Small Groups to Reporting Structure: See above at 9 b.

12. Other:

13. Important Dates: Next Meeting. January 25, 2022

14. Closing Prayer: We were led in a benediction by Loraine Mackenzie Shepherd

15. Meeting Adjourned: at 9:05

Respectfully Submitted,

Approved by

Joyce Clouston,
Council Secretary

Dianne Sjoberg,
Council Vice-Chairperson and
Acting Chair.