

**Westworth United Church**

**247 Council Meeting Minutes**

**October 26<sup>th</sup>, 2021 Time: 7:30 pm**

**1. Call to Order:** 7:38 pm. Introduction/transition overview by Dianne Sjoberg.

**2. Present:** Dianne Sjoberg, Chair; Sharon Stanley; Keith Love; Loraine MacKenzie Shepherd; Joyce Clouston, Secretary.

**3. Regrets:** Bruce Tefft

**4. Opening prayer and check-in:** Led by Loraine MacKenzie Shepherd with Dianne Sjoberg

**5. Approval and acceptance of Agenda with the following agenda:**

Additions to agenda: Vocal Ascent and Affirming Committee Status

**MOTION:**

**Moved by:** Keith Love

**Seconded by:** Sharon Stanley

**Carried**

**6. Approval of Minutes:**

**MOTION:**

**Moved by:** Joyce Clouston

**Seconded by:** Sharon Stanley

**Carried**

**7. Business Arising from Minutes:**

**a.) Relationship of Ministry Teams/Ad Hoc Committees to Council:**

**MOTIONS:**

THAT council reaffirm its commitment to supporting the work of our Ministry Teams and Ad Hoc Committees by accepting, and supporting the content of reports and recommendations from Teams and Committees.

**Moved by:** Keith Love

**Seconded by:** Sharon Stanley

**Carried**

THAT when council needs further information or determines a need to question content of and/or recommendations from Ministry Team and Ad Hoc Committees,

- i. council liaisons will connect with the team or committee lead for initial conversations; and
- ii. should the need be identified, liaisons will invite team leaders and or Ad Hoc Committee chairs to meet with council.

**Moved by:** Sharon Stanley

**Seconded by:** Keith Love

**Carried**

THAT council extend the mandate of the safe re-opening committee by vesting them with the power to change protocols as made necessary by the changing pandemic and public orders

**Moved by:** Joyce Clouston

**Seconded by:** Keith Love

**Carried**

**8. Correspondence:** Prairie to Pine Regional Council notified Westworth that a decision has been made to establish their new offices at the Center for Christian Ministry.

#### **9. Ministry Team and Ad Hoc Committee Reports:**

- a) Finance Reports: attached*
- b) Safe Reopening Ad-Hoc Committee: Eunice Pratt: attached*
- c) Outreach Team: Ruth Wiwchar: attached*
- d) Community Care Team: Dorothy Reid, co-chair: attached*
- e) Ministry and Personnel: Sharon Stanley responded no report this month. Please see new business below*
- f) Trustees: Kent Magarrell: attached*
- g) Affirming Ad-Hoc Committee Heather Robbins: responded no report this month*
- h) Archives: Diane Riordon – responded no report this month*
- i) Worship: Olwyn Lewis attached*
- j) Visioning: Bruce Tefft attached*
- k) Minister's Report: Loraine MacKenzie Shepherd*

**MOTION:** THAT the reports be accepted as circulated.

**Moved by:** Sharon Stanley

**Seconded by:** Keith Love

**Carried**

**9. Business arising from reports:**

**a) Finance:**

Discussion details of budget.

**b) Safe re-opening:** (See 7 (a) above)

**c) Christian Education:**

Discussion:

Council liaison Bruce Tefft is to contact Maggie to offer support.

A Chair of the Christian Education Team leader is needed, as prior leader has resigned due to family commitments. Loraine is to approach a potential candidate.

**d) Outreach:**

Discussion:

Council affirms the work of this committee, and liaison Bruce Tefft is to contact chairperson to offer support.

**10. Old Business (Brought forward from September 22<sup>nd</sup>, 2021)**

**a) Leadership Team Retreat topics to be discussed:**

- i) Meeting to take place via Zoom: **Time: 9:00 – 1:00 pm**
- ii) Check-in with Leadership Teams/ Overview of Governance Structure/ Communication with all staff/ understanding each other's roles/ Calendar planning/ Coordination of events to create overview of year's events/ Relationship with Prairie to Pine Region.
- iii) Visioning Committee to be invited to guide discussion into Westworth's future planning.

Actions: Loraine/Dianne to provide invitation to Staff and Visioning Committee Members

**b) Vocal Assent has been invited to make a request for rental agreement.**

Action: Diane will contact Paul to request that property address specific concerns outlined.

## **11. New Business**

### **a.) Ministry and Personnel:**

**i.** New Job Description: Office Administrator is to be brought forward to November Council meeting.

**ii.** Custodial/Maintenance:

### **MOTIONS:**

THAT council approve the offer of employment of a part-time Building Maintenance person to take effect on December 1, 2021

**Moved by:** Sharon Stanley

**Seconded by:** Keith Love

**Carried**

THAT council approve the termination of contract with Jani-King Cleaning Services effective November 31, 2021

**Moved by:** Sharon Stanley

**Seconded by:** Keith Love

**Carried**

## **12. Other:**

**a)** A note will be placed in the congregational letter by Loraine outlining the change of chair/transition of Council leadership.

**b)** Contact information of Council (and Leadership Teams?) will be made available on the church website.

### **MOTION:**

THAT the leadership team be assigned Westworth private email addresses, and members be enabled to have private email addresses assigned should they so choose.

**Moved by:** Ron Bailey

**Seconded by:** Sharon Stanley

**Carried**

**c) Affirming Committee:**

THAT the Affirming Ad Hoc Committee become the Affirming Leadership Team.

**Moved by:** Keith Love

**Seconded by:** Ron Bailey

**Carried**

**MOTION:**

THAT we assign the Vice/Past Chair as liaison with the Affirming Team and that the Member at Large who liaises with the Community Care Team also liaise with the Property Team.

**Moved by:** Ron Bailey

**Seconded by:** Joyce Clouston

**Carried**

**13. Important Dates: Team Leadership Meeting/Date November 20th 9:00 am to 1:00 pm**

**Next Council Meeting: November 30<sup>th</sup>**

**Annual Meeting scheduled for: February 27<sup>th</sup>, 2022**

**14. Closing Prayer:** led by Loraine Mackenzie Shepherd

**15. Meeting Adjourned** at 10:05 by Keith Love

Respectfully submitted by

Approved by

Joyce Clouston

Dianne Sjoberg

Council Secretary

Vice-Chair and Acting Chair