

**Westworth United Church**  
**Council Meeting 255 Minutes**  
**May 31, 2022 Time: 7:00 pm**

**1. Call to Order: The meeting was called to order at 7:00 pm**

**2. Present:** Dianne Sjoberg, Chair; Sam Andrew (representing finance); Keith Love; Pat Stephenson; Bruce Tefft; Joyce Clouston, Secretary; Sharon Stanley, M&P; Loraine MacKenzie Shepherd, Minister.

Guest: Heather Robbins joined us to convey information regarding actions requested of Council by Affirming Committee.

**3. Regrets:** Ron Bailey,

**4. Opening prayer:** Led by Dianne Sjoberg.

**5. Approval of Agenda:**

MOTION:

**Moved by:** Keith Love

**Seconded by:** Sharon Stanley

That the agenda be approved as circulated.

Carried

**6. Approval of Minutes:**

MOTION:

**Moved by:** Joyce Clouston

**Seconded by:** Pat Stephenson

That the minutes as circulated be approved.

Carried.

**7. Business Arising from Minutes:**

(to be addressed in old business)

**8. Correspondence:** None

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

- a) Affirm (Liaison Dianne):* Minutes attached.
- b) Archives (Liaison Dianne):* Nothing to report
- c) Chair:* Report attached
- d) Christian Education (Liaison Bruce):* Minutes attached.
- e) Communications (Liaison Joyce):*
- f) Community Care (Liaison Keith):* Report attached.

- g) **Finance:** Report attached.
- h) **Minister:** Report attached.
- i) **Ministry and Personnel: Report Attached.**
- j) **Music:**
- k) **Outreach (Liaison Bruce):** Minutes attached
- l) **Property (Liaison Keith):** Email from Paul was shared by Dianne:
- m) **Regional Reps:**
- n) **Safe Reopening Committee: (Liaison Dianne)** Report attached
- o) **Trustees: Kent Magarrell:** Report attached
- p) **UCW (Liaison Joyce):**
- q) **Visioning (Liaison Dianne):**
- r) **Worship (Liaison Bruce):**

Moved by Joyce Clouston

Seconded by: Pat Stephenson

that the reports be accepted as distributed.

Carried

#### **9. Business arising from reports:**

**a) Affirm (Liaison Dianne):** Affirming, represented by Heather Robbins, presented the following motion for our consideration:

MOTION:

**Moved by:** Pat Stephenson

**Seconded by:** Bruce Tefft.

That Westworth Property Committee install a rainbow flag, provided by the Affirming Team, on the North Side of the building, in proximity to the community library, in alignment with being public, intentional and explicit in support of diverse gender, identity and sexual orientations.

Carried

#### Actions:

- Ensure that all Teams are following the Affirm Action Plan;
- Ensure that a fee goes to 'Affirm United' from Westworth;
- Consider Heather Robbins or someone from Affirm Committee attend each TEAM meeting throughout the year with a purpose to promote the implementation of the Affirm Action Plan.

**b) Archives (Liaison Dianne):** None

**c) Chair:** None

**d) Christian Education:** See old business

**e) Communications (Liaison Joyce):**

***f) Community Care (Liaison Keith):***

- i. Funeral Physical Set-up: In-house funerals are being planned, and thus there is a need for set-up and strike down of gym, narthex and sanctuary for both funerals and the occasional wedding.

Action: Dianne Sjoberg is to have a conversation with Community Care to discuss that the re-establishment of a sub-team to coordinate functions.

It was noted that fees are charged for audio technicians, and for custodial duties for both funerals and weddings.

Breeze confidentiality: In both data entry and subsequent use of information from congregants in 'Breeze', levels and areas of access will be defined to ensure confidentiality of information, particularly pastoral care, financial, and that information re: congregants they deem private.

Action: Office, Minister, Finance, M&P

***g) Finance:***

***h) Minister:***

***i) Ministry and Personnel:***

- a. Salary review of organist/accompanist salaries (documentation attached)
- b. Recruitment of Katie Anderson into Co-ordinator, Children and Youth Ministries

MOTION:

**Moved by:** Sharon Stanley

**Seconded by:** Pat Stephenson

That Council approve Katie Anderson's appointment into the position of Coordinator Children and Youth, part-time (10 hours per week) commencing September 4<sup>th</sup>, 2022 until June 12 2023, which can be renewed annually. The rate of pay needs to be confirmed.

Tabled to June

***j) Music:***

***k) Outreach (Liaison Bruce):***

***l) Property (Liaison Keith):***

Information from Paul:

1. Church custodian resigned. We have hired a company that will be cleaning the building two times a week, generally Monday evenings and Friday evenings. We are seeking someone to do lawn and garden maintenance.
2. Property will be evaluating whether we should try to hire again, but anticipate that if we do it will be in late August or September.

*m) Regional Reps:* None

*n) Safe Reopening Committee (Liaison Dianne):*

*o) Trustees:* None

*p) UCW (Liaison Joyce):* UCW would like the following included in the manual:

MOTION:

**Moved by:** Joyce Clouston

**Seconded by:** Keith Love

That the Westworth United Church Manual be amended to include:

*The UCW purpose is to unite women of the congregation for the total mission of the church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.*

in the appropriate location.

Carried.

*q) Visioning (Liaison Dianne):*

*r) Worship (Liaison Bruce):*

#### **10. Old Business:**

- a) Email addresses to be placed on website as Brett has time.
- b) Organizational Chart is in place.

#### **11. New Business:**

##### **a. Recognition of communications team:**

Action: Joyce to discuss with Peter Sim how recognition of the role of the Communication Team may best be made for their accomplishment in development and installation of the audio technology in a way comfortable to him and this team.

##### **b. Music Team:**

The choir president met with Dianne Sjoberg to discuss the establishment of a “music team”. Sunday worship operations are under the auspices of “worship”, but other activities of the choir, such as fund raiser proposals, are outside the governance structure. Marion McKay, president of the choir executive would like us to consider that gap in our governance structure.

A question was raised about whether an additional team ought to be formed. In accordance with the plan to reduce, rather than increase the number of teams, and thus volunteers, a suggestion was made that a subcommittee be formed to address what appears to be a ‘gap in structure’.

**c. Remote Meeting:**

A decision was made requiring confirmation by Council:

MOTION:

**Moved by:** Pat Stephenson                      **Seconded by:** Bruce Tefft

That Council confirm that we are in agreement with, and in support of, the Affirm Poster being placed as it is.

Carried.

**d. FROM RETREAT:**

**i. Communication:**

1. **Prairie to Pine:** Reminder to use this email to spread news from the region to our congregation, and a reminder to teams and committees to use this email to spread news OF our congregational activities.
2. **OUR Email:** Repeated concern that it is too dense and thus people may not read it in its entirety. It requires a lot of office time, paid or volunteer. Suggestions as to how we can we make it more accessible were:  
**to reduce repetition**  
**priority placements (newest to oldest)**

**Note: Items: 3, 4, 5 and 6 of (i) and (ii) to be tabled to June Meeting:**

3. **Bulletin Boards:** Within building and without. Who is in charge of updating/keeping tidy and attractively, using “profitably”?
  4. **Changes to Mandates:** Both Community Care cited lapses of communication.  
**Community Care:** Change of mandate without consultation  
**Affirming:** Change of status from Ad Hoc to Team without consultation
  5. **Affirming:** Wants to work across teams. How do we facilitate that?
  6. **“Delegations” at Council:** There is no clarity on when/how congregants can present at council.
- ii. **Manual:** It was noted that the section of the manual on “Minutes” (PP12-13) give inadequate guidelines as to content of minutes, format of minutes and also the sharing/archiving of minutes.

**Note: The meeting continued with the following discussion and motions:**

**iii. Safe Re-opening:**

MOTION:

**Moved by:** Bruce Tefft    **Seconded by:** Pat Stephenson

That Safe Re-opening Committee be disbanded, with gratitude for their commendable job in supporting the safety of all in the congregation, effective immediately.

Carried.

MOTION:

**Moved by:** Bruce Tefft

**Seconded by:** Pat Stephenson

That Westworth discontinue all pandemic related requirements but that Westworth continue to strongly recommend mask-wearing while inside the church.

Carried

Actions:

Dianne Sjoberg will be conveying this information to the Safe Re-opening committee, with a follow up letter of gratitude.

Loraine is planning a celebration to honour the work of this committee.

MOTION:

**Moved by:** Bruce Tefft

**Seconded by:** Pat Stephenson

that Westworth establish an ad-hoc health advisory committee to monitor and interpret pandemic health related research regarding how best to live with the pandemic as safely as possible.

Carried.

Dianne Sjoberg, with input from council, is to draft a Mandate for this ad-hoc health advisory team as soon as possible.

**iv. No other** topics from the pertinent to Council were noted.

**12. No further business to consider at this time.**

**13. Important Dates:** Next Council Meeting is June 28<sup>th</sup>, 2022.

**14. Prayer:** Loraine closed the meeting with prayer.

**15. Meeting Adjournment:** The meeting was closed at 9:42 with a motion to adjourn by Sam Andrew and Keith Love.

Respectfully submitted by:

Joyce Clouston (she/her)

Council Secretary

Approved by:

Dianne Sjoberg (she/her)

Council Chair