

**Westworth United Church
#267 Council Meeting Minutes APPROVED
May 30, 2023 7:00 pm
Church Parlor**

1. Call to Order 7:07pm
Welcome: Dianne Sjoberg

Present: Dianne Sjoberg (Chair), Rhea Yates (Vice Chair), Keith Love (Member at Large), Sharon Stanley (M & P), Loraine MacKenzie Shepherd (Minister), Denise Jones (Treasurer), Bruce Tefft (Member at Large), Jan McIlroy (Secretary)

2. Opening prayer: Led by Dianne Sjoberg

3. Approval of Agenda:
Additions to Agenda as requested:

8. h) Finance: iii. Redistribution of Funds

11. Other:

- a) Distribution of Minutes, Notes and Reports.
- b) Council representation at Loraine MacKenzie Shepherd's Decovenanting Service.
- c) Change in Pastoral Relationship Support

Moved by Keith Love **Seconded by** Sharon Stanley
that the agenda be accepted as amended
Carried

4. Approval of Minutes:

Moved by Sharon Stanley **Seconded by** Rhea Yates
that the minutes of the special congregational meeting of April 16, 2023 be approved for presentation at the 2023 AGM.
Tabled

Moved by Jan McIlroy **Seconded by** Rhea Yates
that minutes of the council meeting of March 28, 2023 be accepted as circulated.
Carried

Moved by Jan McIlroy

Seconded by Rhea Yates

that the minutes of the special email meeting in real time of Council on May 24, 2023 be approved.

5. Business arising from the minutes:

i. **FUNdraiser Proposals Outside the Current Parameters:**

Action: Dianne Sjoberg and Denise Jones will review, for inclusion in the Manual.

Moved by: Keith Love

Seconded by: Sharon Stanley

that Council of Westworth United Church sponsor the Retired Ministers 'Luncheon on June 1, 2023.

Carried

6. Correspondence:

None

7. Ministry Team and Ad Hoc Committee Reports:

a) Affirming (Liaison Rhea Yates): Report attached

b) Archives (Liaison Rhea Yates): Report attached

c) Chair: Report attached

d) Christian Education (Liaison Bruce Tefft):

e) Communications (Liaison Jan McIlroy): Nothing to report

f) Community Care (Liaison Keith Love):

g) Community Profile Committee: See business arising from reports

h) Finance (Denise Jones): Report attached

i) Health Advisory (Liaison Dianne Sjoberg):

j) Minister: Report attached

k) Ministry and Personnel (Sharon Stanley): Report attached

l) Music:

m) Outreach (Liaison Bruce Tefft): Minutes distributed. Nothing to report

n) Property (Liaison Keith Love):

o) Regional Reps (Liaison Jan McIlroy):

p) Search Committee (Liaison Dianne Sjoberg): Report attached

q) Trustees: Kent Magarrell: Report attached

r) UCW (Liaison Jan McIlroy): Report Attached

s) Visioning (Liaison Dianne Sjoberg):

t) Worship (Liaison Bruce Tefft): Minutes distributed

Moved by: Keith Love

Seconded by: Sharon Stanley

that the reports be accepted as circulated.

Carried

8. Business arising from reports:

- a) Affirm (Liaison Rhea Yates):**
- b) Archives (Liaison Rhea Yates):**
- c) Chair:**
- d) Christian Education (Liaison Bruce Tefft):**
- e) Communications (Liaison Jan McIlroy):**
- f) Community Care (Liaison Keith Love):**
- g) Community Profile Committee:**

Moved by: Keith Love **Seconded by:** Sharon Stanley

that the Community Profile Team be dissolved, with thanks.

Carried

Action: Dianne Sjoberg to alert the members of the Community Profile team that their services were appreciated and are now complete.

h) Finance (Denise Jones):

- i. Funeral payment policies

The Worship Team is responsible for setting policies for funerals and weddings. All monies are collected through the Office. The Community Care Team arranges for Hosts for funerals.

Action: Denise Jones (Finance) will speak with Teresa Sztaba (Worship) about any changes to be suggested for policy regarding funerals.

- ii. Passing of the offering plate

Action: Denise Jones (Finance) will speak with Teresa Sztaba (Worship) about whether or not it is time to go back to passing the offering plate at Sunday services.

- iii. Redistribution of funds

Action: Dianne Sjoberg will discuss with Denise Jones.

i) Health Advisory (Liaison Dianne Sjoberg):**j) Minister:****k) Ministry and Personnel (Sharon Stanley):****l) Music:****m) Outreach (Liaison Bruce Tefft):****n) Property (Liaison Keith Love):****o) Regional Reps (Liaison Jan McIlroy):****p) Search Committee (Liaison Dianne Sjoberg):****q) Trustees:**

- r) **UCW: (Jan McIlroy)**
- s) **Visioning (Liaison Dianne Sjoberg)**
- t) **Worship (Liaison Bruce Tefft):**

9. Old Business:

a) **Special Congregational Meeting:**

Thank you to Keith Love for chairing the meeting.

b) **Spring Retreat: May 27th**

Moved by: Sharon Stanley

Seconded by: Denise Jones

that for the occasion of the Retreat Reception, Saturday May 27, 2023, the motion of a special email meeting in real time on May 23 at 7:00, referred to in the acceptance of the minutes of this meeting, regarding serving of wine and spirits be ratified.

Carried

c). **FUNdraiser Policy:**

Action: Dianne Sjoberg and Denise Jones will meet to develop policy and/or make changes to the rental agreement regarding fund raising

d) **Video/Photography guidelines:**

Action Rhea Yates will ask Communications to review the policy in the Manual with regard to taking videos and photographs at the church, and will ensure any updates are included in the Manual.

e) **Grant Writing process/application form:**

Action: Denise Jones will update the policy in the Manual in regard to grant applications, and with attention to:

Enabling Finance to offer support to the application process

Ensuring that the applicants are knowledgeable re any financial implications to the congregation.

f) **Remit:**

The Outreach Team is planning an event to educate members of the congregation about the remit and its importance.

Action: Bruce Tefft, as the Liaison for Outreach, will speak with Ruth Wiwchar (Outreach Team Leader) about plans for this event.

g) **Free Press:**

Westworth received a thank you email from John Longhurst for our financial contribution for the Faith page in the paper.

h) **New Leadership Orientation:**

Date to be arranged.

i) **Summer Weddings:** Loraine McKenzie Shepherd

No summer weddings are planned for 2023.

10. New Business:

a) Policy regarding sign usage:

Diane Riordan is searching the Archives to find when the sign outside the church was donated and what, if any, restrictions are in place regarding messages placed on the sign. Once Council is apprised of any stipulations regarding use of the sign, the policy regarding the use of the sign will be revisited.

b) Visioning Mandate:

Action: Bruce Tefft, Sharon Stanley and Loraine MacKenzie Shepherd will look through AGM minutes for a mandate for the Visioning Committee to be placed in the Manual.

11. Other:

a) Distribution of Written Information (Minutes/Notes/Reports):

Minutes or Notes are sent to all Leadership Team by the teams or committees. Reports are sent to Jan McIlroy, Secretary of Council, only when necessary for proposed actions outside the mandate of the Team or a need for monies outside the team's budget or other consideration or action by Council. These reports are distributed to all members of the Leadership Team with the Agenda for the next Council meeting, by the Council Secretary.

b) Loraine MacKenzie Shepherd's Decovenanting Service

Rhea Yates will represent Council at the service for Loraine MacKenzie Shepherd on June 25, 2023.

c) Transition to our new Pastoral Relationship:

Action: Dianne Sjoberg will send an email to all the Leadership Team regarding the difficulties Loraine MacKenzie Shepherd is facing in adhering to the Prairie to Pine Regional policy regarding what happens when a minister leaves a congregation – specifically having no contact with the congregation for one year. The email will ask the Leadership Team to help congregants understand the need for such a policy.

12. Important Dates:

Celebration of Loraine MacKenzie's Ministry: June 11, 2023.

Next Meeting: Tuesday, June 27, 2023.

Celebration of Dorcas Windsor's Ministry: September 10, 2023.

Next meeting: June 27, 2023

13. Closing Prayer: Led by Loraine MacKenzie Shepherd

14. Motion for adjournment: by Keith Love

Minutes respectfully submitted by:

Approved by:

Jan McIlroy,

Dianne Sjoberg

Secretary of Council

Chair of Council

