

BOARD MEETING MINUTES

October 28, 2020

Present: Karen Millard, Grace Halverson (Chair), Bruce Larson, Cindy Roy, Carlotta Liechti, Trevor Harris, Heather Mann (minutes)

Grace calls meeting to order at 6:10pm

1. Opening Prayer/Reflection -- Welcome to the Squamish Nation Traditional Territory Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw

2. Additions to Agenda

3. Approval of Agenda

MOTION moved by Trevor, seconded by Bruce. Motion carries.

4. Review and acceptance of Board Minutes from September 16, 2020.

MOTION to accept September meeting minutes moved by Carlotta, seconded by Bruce. Motion carries.

5. Correspondence

Update on proposal for the CUP:

Karen texted Rob Crosby-Sheer, Regional Church Planner / Coordinator to ask if he had any updates on the CUP. Rob indicated that we should assume it is passed, since all but one committee member have given the green light. Hooray!!!

6. Pastoral Relations and Governance

A new Church constitution has been drafted and circulated twice. The biggest change is that the Board has been reduced to 5 members.

MOTION to recommend to the congregation that they accept the new Church constitution. Moved by Bruce, seconded by Carlotta. Motion carries.

Pastoral Relations Committee (Grace)

Please refer to the Living Faith Story, the Position Descriptions and the Financial Viability Review that are included in this package.

Grace shares a cover letter and summary of alterations to two staff positions.

New Administrator position (20 hours/week)

On behalf of M&P, Cindy shares a position description for the part-time Administrator role. M&P recommends shifting the weekly hours for this role from 14 hours/week to 20 hours/week. Note that it is expected that 10 hours/week is required for recording worship services, and that the need to record services will continue longer term. This would also mean decreasing hours devoted to Administering Spirit Kids from 25 hours/week to 19 hours/week.

Trevor asks how this will impact our budget. Bruce indicates that it will have no impact until January. In the coming year, it will add approximately \$7500 to the SUC budget.

MOTION to accept the recommendation from M&P and adopt the proposed SUC Administrator position description (with edits), a part-time role at 20 hours/week. Moved by Bruce, seconded by Carlotta. Carried.

New (Part-time) Minister position (20 hours/week)

Cindy presents the proposed position description for the new (part-time) Minister role. Julie, Marilyn, and Grace worked on this description, reviewing congregational inputs from surveys and focus groups, with support from Cindy.

The new position involves reducing responsibilities for worship (to 2 services / month) as well as pastoral care responsibilities. This can only work with well-functioning Worship and Pastoral Care teams. Karen will continue to sit on both of these committees, and support these teams. Squamish United Church will continue to engage in outreach activities, such as Community Christmas Care.

Trevor expresses concerns with moving the Minister role to 2 services per month. Suggests that the minister also be involved in alternate services. Online services have been stellar. I'm seeing Worship as a priority, and this is a huge loss. Carlotta agrees that it would be nice to re-word the position description so that it explains that the Minister is still taking charge of services.

Trevor asks if there is a worship team? Karen agrees that building these teams has been a struggle; however SUC is currently in a process of building its worship team and is optimistic that we will do so. Her intent is not to leave the Worship team hanging.

Financial viability review:

In summary, as Treasurer, Bruce recommends going to a half-time Minister because with a full-time Minister we are not financially viable, but with a half-time Minister we are.

MOTION that the Board recommends to the congregation that the Minister position moved to 50% time. Trevor moves, Bruce seconds. Motion carries.

Grace acknowledges the hard work of the Pastoral Relations Committee.

Karen discussed with Rob that it makes the most sense to make this transition to part-time ministry on January 1, 2021. This gives the opportunity to prepare the congregation and handle administration. Bruce confirms that we will be okay financially if we wait until January 1 to make the shift.

7. Business arising from Minutes

Congregational meeting:

We must get approval from the congregation on the shift to a half-time minister position before sending the proposal back to the Region. We plan to hold a congregational meeting on November 15 at 11am to decide on this via zoom. The plan to shift to a half-time role will be announced twice before holding the congregational meeting, at the November 1 and November 8 services.

MOTION that the Board calls a congregational meeting on November 15 at 11am via zoom to evaluate the proposal to move to half-time minister position. Moved, seconded and carried

Internet upgrade (Karen/Bruce):

Tabled.

8. Treasurer's Report

As per the balance sheet, we have \$30K in the bank and have kept this balance for 4 months running. Donations are going down, but we are saving money in other ways, so we are ahead of our budget.

9. Stewardship

10. New Business

Board meeting time and date:

Cindy notes that Delaying Board meetings until the end of the month delays financial subsidies.

MOTION to continue Board meetings on the third Wednesday of the month, but move the time to 6pm going forward.

Moved by Bruce, seconded by Cindy. Carried

Church opening:

Karen mentions that while a few members have expressed interest in returning to in-person worship, the increasing COVID numbers are concerning.

The Board agrees that this does not feel like the right time to return to in-person worship.

11. Committee Reports

Worship Committee (Karen):

Karen is working on forming a Worship committee. As a first step, she has sent an email to a list of people who might be interested in getting engaged in Worship for Advent season. 7 people have responded with interest. Any others who are interested to participate should contact Karen.

12. Staff Reports

Minister:

Go Connect is a unified communication software suite that facilitates getting Church services out online on a variety of platforms. This is very important for outreach during these times. We are now at a point where we are thinking longer-term about investing in these technologies.

Gloo connect is an agency that does this for churches. The cost is \$1000 / year. Karen recommends that we purchase this membership right away. This spend would save our Administrator significant time.

ACTION: Karen to look into costing of new recording equipment.

If we are wanting to do a combination of in-person and live-stream, it will require new equipment. We may want to put out a fundraiser to support the purchase of new equipment.

ACTION: Carlotta to look into costing of new recording equipment, explore fundraising project for this purpose.

There hasn't been a huge turnout for in-person offerings, such as coffee get-together. Karen did put out an invitation for in-person worship on Saturday night. Invitation to the Board: if you do hear of people who are wanting to be together, direct them to Karen.

Administrator Report (see attached Administrator report)

Right now we have organizations renting the church almost every day; all but one are paying rentals. Cleaning protocols are in-place such that there is a cleaning after every rental.

Spirit Kids is running well. Due to COVID era, some families have parents working from home, and numbers are lower than last year (approx. 10 kids/day). We have reduced staff hours because of this. We are continuing to monitor the program to ensure that we are not losing money.

13. Next Meeting Date – November 18, 2020 at 6pm

14. Adjournment

MOTION to adjourn. Carlotta moves, Heather seconds. Motion carries.

15. Closing Prayer

Amendment:

Following the October 28 Board meeting, a new version of the half-time Minister position document was circulated (attached). The only change from what was previously circulated was an additional section on Autonomy in Decision-Making.

MOTION to approve the updated half-time position.
Moved by Heather, seconded by Carlotta. Motion carries (all Board members indicated their support via email).

Administrator's report

Rentals:

Squamish United Church is booked almost every day with a 3rd party rental until Christmas. Of course we kept a couple of hours for a potential church gathering such as Coffee Hour on Friday mornings and Worship recording on Thursdays. There is only one rental that is currently not paying, it is a program for new moms in Squamish, called HPOP. It runs on Monday and Wednesday mornings.

Note: All rentals pay for professional cleaning after they leave.

Here is a list of our "paying" rental list:

- Spirit Kids - Mon - Fri 3pm to 6pm
- Seventh-day Adventist Church - Saturday mornings
- Reformed Presbyterian Mission Church - Sunday mornings and evenings
- Squamish Community Church - Thursday evenings
- BC Pain - Tuesday mornings, Wednesday late mornings, Thursday late mornings + some rentals of our office space on Mondays and Fridays
- Love to learn education - Monday and Wednesday evening

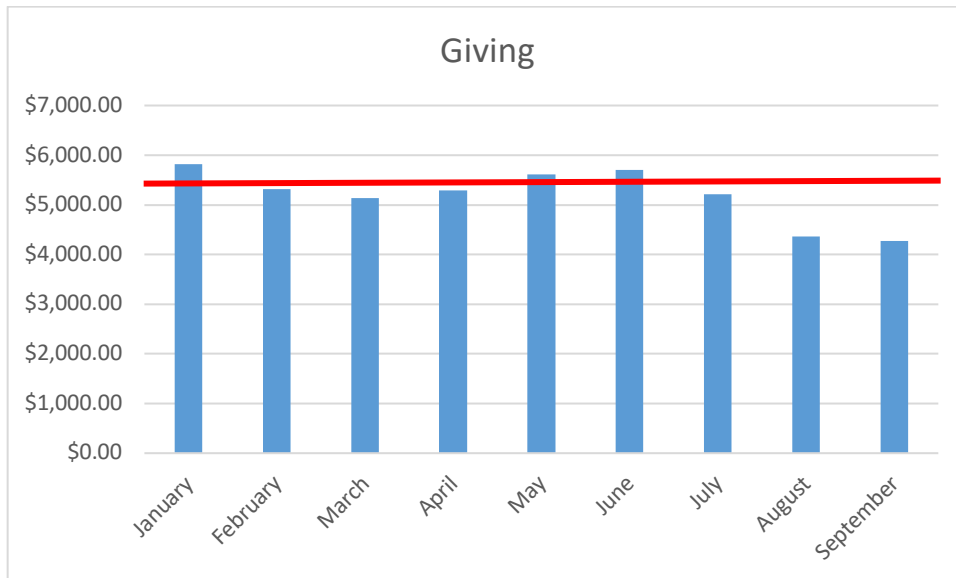
Spirit Kids:

The overall program is running well. The parents and kids are happy. They love coming to our program. We have reduced the staff hours as we do not have as many children as anticipated. All children programs in Squamish are affected by Covid, many parents are working from home and do not require Before or After school care. We will review our program at the end of November.

Finance Committee Report October 23, 2020

1. Giving continues to decline (red line is last year monthly average \$5,514)

(This year, in COVID time, we have no open donations)



2. Through September 30, expenses (not including Spirit Kids) are \$93,983.56 (which is about \$44,000 less than budgeted mostly because of COVID relief money)
3. Through September 30, income is \$57,206.61 (which is about \$7,800 less than budgeted)
4. In terms of total budget our deficit is about \$34,000 less than projected (\$44,000-\$7,800)
5. Because of the grant money we will most likely end the year 'above water'
6. For last 3 months, we have had the start of Spirit Kids (at a low level), significant COVID money and reduced giving. The net result is we have had just about the same amount of money in the bank during this time

July 23 = \$43,812.56

August 23 = \$35,665.79

September 23 = \$37,950.61

October 23 = \$36,711.12

Squamish United Church / Spirit Kids

Balance Sheet

As of September 30, 2020

Sep 30, 20

ASSETS

Current Assets

Chequing/Savings

111 · Spirit Kids Petty Cash	25.13
115 · Sq. Savings - GENERAL	
115-2 · Memorial Fund	580.00
115 · Sq. Savings - GENERAL - Other	26,209.98
Total 115 · Sq. Savings - GENERAL	26,789.98
122 · Trustees - 100078791394	27.21
123 · Long Term Redeem 100079707811	100,000.00

Total Chequing/Savings 126,842.32

Accounts Receivable

150 · Accounts Receivable	6,832.64
---------------------------	----------

Total Accounts Receivable 6,832.64

Other Current Assets

12000 · Undeposited Funds	157.00
130 · Furniture & Equipment	
130-1 · Acc Depreciation Furn & Equip	-23,748.37
130 · Furniture & Equipment - Other	79,914.59
Total 130 · Furniture & Equipment	56,166.22
135-1 · Acc Depreciation - Building	-113,918.65
135 · Centrepoint Building	
135-4 · Centrepoint Direct Costs	1,656,500.39
135-6 · Centrepoint Investment Fees	5.15
135 · Centrepoint Building - Other	255,561.60
Total 135 · Centrepoint Building	1,912,067.14
165 · GST Rebate Claimed 50% of ITC	221.14

Total Other Current Assets 1,854,692.85

Total Current Assets 1,988,367.81

Fixed Assets

302 · Facility Dev Fund - Operating	-735,961.55
331 · Investment Fund	-249,231.13
335 · Fixed Asset Fund	-1,110,256.13

Total Fixed Assets -2,095,448.81

Other Assets

180 · Prepaid Expenses	796.40
310 · Benevolent Fund	-2,850.65
336 · Refugee Sponsorship	-69,592.58
950 · Amortization	88,628.92

Total Other Assets 16,982.09

TOTAL ASSETS **-90,098.91**

Squamish United Church / Spirit Kids

Balance Sheet

As of September 30, 2020

Sep 30, 20

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

200 · Accounts Payable 1,911.81

Total Accounts Payable 1,911.81

Credit Cards

205 · Visa 206.13

Total Credit Cards 206.13

Other Current Liabilities

215 · Refundable Deposit 50.00

240 · M & S Payable -4,300.10

245 · WCB Payable -154.97

250 · Accrued Liability 4,000.00

Total Other Current Liabilities -405.07

Total Current Liabilities 1,712.87

Total Liabilities 1,712.87

Equity

32000 · Retained Earnings -88,611.39

Net Income -3,200.39

Total Equity -91,811.78

TOTAL LIABILITIES & EQUITY -90,098.91

POSITION DESCRIPTION

MINISTER Part-Time (50% of Full Time) Squamish United Church

GENERAL PURPOSE

The Minister's role is to lead and support the congregation in fulfilling its mission — "*To be an inclusive community serving God's world*".

SUPERVISION & ACCOUNTABILITY

The Minister is accountable to Squamish United Church, through the Ministry and Personnel Committee and the Official Board for the fulfillment of the job functions described in this job description, and is accountable to the Office of Vocation for oversight and discipline, and to the Pacific Mountain Region for support and collegiality.

AUTONOMY IN DECISION-MAKING

The minister can make independent decisions regarding the worship services for which she is responsible, including choosing the music. The minister provides direction to the Office Administrator and Director of Family Programming (or volunteer substitute) as needed, and is responsible for the approval of all overtime hours. For the most part, there is flexibility around the structure of her day, depending on work commitments. She can also, as time permits, choose community events to be involved with and to what extent. Most other duties require consultation with the various teams and/or committees, mainly worship and pastoral care. Vacation and continuing education plans are made in consultation with M&P. The minister has the authority to make decisions around expenditures, mainly from Worship Expense or Ministerial Education & Resources, but must keep expenditures within the approved budget. Extraordinary expenses beyond the scope of the budget are to be brought to the attention of the Treasurer prior to approval of the expense.

OVERVIEW OF RESPONSIBILITIES

Worship: (41.25% or 33 hours per month)

- Plans, facilitates and leads full worship services two times per month with input from the Worship Team and others as required. One of these two Sundays is a Communion Sunday.
- Provides training and guidance to the Worship Team.
- With input from the Worship Team, plans, facilitates and leads worship services on Christmas Eve and Easter, and ensures that worship is planned for Holy Week.
- Conducts baptisms, memorial and funeral services, and weddings as requested and available.
- Works with congregational musician(s).

Pastoral Care: (12.5% or 10 hours per month)

- Provides support and open communication to the Pastoral Care Team who will manage the routine pastoral care on a regular basis.
- Ensures training and guidance for the Pastoral Care Team
- Provides pastoral care and visitation in consultation with the Pastoral Care Team.
- Demonstrates good communication skills; be a good listener, be approachable, be respectful, and respect confidentiality.
- Refers individuals and families needing support to the appropriate agencies or assistance when appropriate.

Outreach: (7.5% or 6 hours per month)

- Supports and encourages members of the congregation to be involved in community events, e.g., the Community Christmas Care Program, Refugee Families, Multi-faith Association. The minister participates when available.
- Welcomes all members of the community to attend and/or participate in the various activities of the church.

Administration: (18.75% or 15 hours per month)

- Is a member of the Strata Board representing Squamish United Church. (1 meeting/quarter)
- Ensures that everyone using our facilities are aligned with our mission and values.
- Provides direction to the Office Administrator and the Director of Family Programming as required.
- Remains current with the United Church of Canada's policies, procedures and requirements, as well as our own congregation's policies and procedures, and works with the Board to ensure that the congregation is in compliance.
- Attends Church Board meetings and is an ex-officio member of all other committees with the exception of the Ministry & Personnel Committee and Nominations.
- Responds to communications or drop-in visitors that cannot be handled by the Office Administrator, or are better handled by the minister as time permits.

Christian Education: (10% or 8 hours per month)

- Works with the Director of Family Programming and the Worship Team regarding programming and resources for Children's Church and other family programs.
- Works with the Worship Committee to plan an Advent/Lenten Series on an alternating basis.
- Organizes and conducts an Introduction to the United Church program for new members and others as required.
- Organizes pre-marital and baptism classes when needed.

Pacific Mountain Regional Council: (5% or 4 hours per month)

- Attends meetings as required.
- Participates in a committee or work group of the wider church as time permits.

Self-Care: (5% or 4 hours per month)

- Works closely with the M&P Committee to set goals and guidelines for on-going self-care.

Requirements:

- Ordained, Commissioned, or Recognized Ministry Personnel in the United Church of Canada.
- Be experienced, especially in the areas of leadership, pastoral care and worship.
- Be a good communicator who is able to relate to people of all ages.
- Be proficient with social media and technology.

Terms of Employment:

The United Church Manual, the United Church Employment Guidelines, the original Call/Appointment Form, and any relevant Provincial Legislation shall be used as terms of employment for this position. Increments of salary and benefits, consistent with the National United Church Schedules, are to be determined by the Board, in consultation with the minister and the M&P Committee.

Approved: November 10, 2020

POSITION DESCRIPTION

P/T CHURCH OFFICE ADMINISTRATOR Squamish United Church (Approved October 28, 2020)

GENERAL PURPOSE

Responsible for the organization and co-ordination of office operations and management of facility rentals in ways that support the congregation's mission — "*To be an inclusive community serving God's world*".

SUPERVISION & ACCOUNTABILITY

The Office Administrator is accountable to the Ministry & Personnel Committee for general direction and overall job performance, and takes direction from the Minister for day-to-day issues.

HOURS OF WORK: 20 hours per week.

OVERVIEW OF RESPONSIBILITIES

- Records, edits and produces the worship services.
- Provides administrative and clerical support to the minister.
- Prepares and distributes weekly E-News announcements.
- Tracks registrations for various church programs, e.g., Morning Meditation, Children's Church, Evening Prayer, etc.
- Deschutter & Associates will provide the majority of bookkeeping services with the exception of the following:
 - the timely payment of bills including the preparation of cheques for signature
 - prepares documents for the accountant, including the coding of expenses and donations, payroll statements including EI, CPP, & pension.
 - inputs payroll through the ADP payroll system
 - prepares invoices for user groups
 - prepares bank deposits
 - issues tax receipts annually for all appropriate donations
- Manages all rental bookings and the ongoing administration associated with these rentals.
- Provides general information to congregants, the public and others.
- Maintains, edits and updates the church website.
- Publishes the Annual Report, newsletters and other reports as requested.
- Performs other related duties as assigned.

SKILLS REQUIRED

- be proactive in planning and establishing priorities, and adjust work flow accordingly in order to meet deadlines
- be proficient in bookkeeping practices using QuickBooks (experience with equivalent software is acceptable)
- be able to work well with other people, including user groups
- be flexible, resourceful, tactful, and confidential
- be able to represent the church to the public positively

JOB REQUIREMENTS

- Secondary school graduation or equivalent
- Experience working in a professional office

Proficiency in the following:

- Video-taping and editing
- Microsoft Office – Word, Excel, PowerPoint and Publisher
- Windows Media or equivalent
- Social Media platforms utilized by the church
- Bookkeeping, QuickBooks
- Rental booking management
- Website management and editing expertise