

Southwood Church

MINUTES

COUNCIL MEETING

December 8, 2021

Location: ZOOM Video Conference

3:00 PM to 5:00 PM

Council Members	Position	P=Present R=Regrets	Other Attendees	Position
Abawana, Million	Member	P*		
Arnold, Will	M&P	P		
Carroll, Derek	Treasurer	P		
Chikinda, Neena	SCW Rep.	P		
Hanley, Bill	Regional Rep.	P		
McLean, Jan	Chair	P		
Meyer, Jeff	Property	P		
Pearson, Donna	Non-Voting	P		
Grottenberg, Samuel	Min. Personnel	P		
Nain, Corinne	Min. Personnel	P		
Soriano, JJ	Min. Personnel	P		

*Mr. Abawana was excused part-way through the meeting

ACTIONS SUMMARY FOUND AT BOTTOM OF MINUTES

Meeting called to order at 3:07 PM

1. **Opening Prayer (Rev. Samuel Grottenberg)**

2. **Review/Confirm of Agenda**

- Church rental request

3. **Approval of Minutes from Previous Meetings (November 24, 2021)**

MOTION 66-2021: That the Council accept the minutes of November 24, 2021 as presented. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED

4. **Financial Update**

- Overall, we are about \$40k "in the hole", when cash accounts and CEBA loan are considered. Bank balance is in the positive, however, as the CEBA funds were deposited automatically several months ago. The LOC is clear.
- Completed the CFEP application and have received acknowledgment of receipt
- Will be completing GST rebate applications for last 6 months of 2019, all of 2020, and 2021 very soon

5. **Business Arising from Past Minutes**

- Schedule & Trigger List from Lead Pastor (see attached)
 - Governance

- Needs: Bylaw Review, Lawyer, Accountant
- Committee Structure
- Common Language
- Ministry leadership
- Policy Writing / Rewriting
- Learning / Dreaming Days
- Job Descriptions
- Visioning
- Membership Roll culling / streamlining

MOTION 67-2021: That Council approve the Lead Pastor's request and proposed schedule to step back from his regular duties for a period of time in 2022, with coverage to be provided by the Student Minister, Honorary Associate Minister, and Children's & Family Pastor, in order to take action on a strategic review process as outlined in the "schedule" and "trigger list" documents (appended to these minutes). Moved by Derek Carroll. Seconded by Bill Hanley. CARRIED.

- Appointment of new LST member
 - Jan spoke with the candidate who is very excited to join the team

MOTION 68-2021 That the Council appoint Peter [REDACTED] to serve on the Lay Supervision Team for Jeriel Joseph (JJ) Soriano, in accordance with the policies and procedures for Supervised Ministry Education. Moved by Neena Chikinda. Seconded by Million Abawana. CARRIED.

6. Property Update

- Projects are proceeding very rapidly
 - Flat roof repairs are complete
 - Next up is drainage, flashings, eaves, etc.
 - Loan paperwork has been signed by the lawyers (fees will be about \$3,000)
 - Roofing company will come back in the spring for touch-ups (~\$1,500)
- Faithful Footprints Grant Application

MOTION 69-2021: That the Council approve applying for the Faithful Footprints grant from The United Church of Canada (administered by Faith for the Common Good) with respect to the eligible portion of the proposed HVAC replacement project, and authorize the Lead Pastor and Church Administrator to submit the application. Moved by Bill Hanley. Seconded by Neena Chikinda. CARRIED.

7. New Business

7.1. In Camera Discussion (requested by Lead Pastor)

- Moved in-camera at 3:46 PM
- Moved out of in-camera at 4:25 PM

7.2. Proof of Vaccination / Negative Testing / Worship Service Policies

- Reviewed current motions/policies; no changes made at this time

7.3. Christmas Eve, Communications, Pastoral Letter

- **ACTION: Pastoral letter will be included on the website**

7.4. [REDACTED] Rental Inquiry

- A leader [REDACTED] of the local chapter of this church has made an inquiry regarding renting space; Sam sent the policy regarding church group theology requirements and the group confirmed they are interested in renting from us. No timeline for a start date or day/time of week discussion has been had yet.

• **ACTION: Sam will set up a meeting with the group's leaders and Council**

8. Updates

8.1. Worship Update

- JJ's Covenanting Service
 - Jan 2, 2022
 - Rev. Stephen Harper (Pastoral Relations Minister for Chinook Winds) will preach
- Baptism Approvals

MOTION 70-2021: That the Council approve the baptism of [REDACTED], pending the successful completion of parental preparation sessions with the Lead Pastor. Moved by Derek Carroll. Seconded by Neena Chikinda. CARRIED.

MOTION 71-2021: That the Council make an exception to the requirement of The Manual (2021), B.3.2.1(b) that one or both of the parents of a child to be baptized be full members in good standing, and approve the baptism of [REDACTED], pending the successful completion of parental preparation sessions with the Lead Pastor. Moved by Derek Carroll. Seconded by Jeff Meyer. CARRIED.

MOTION 72-2021: That the Council make an exception to the requirement of The Manual (2021), B.3.2.1(b) that one or both of the parents of a child to be baptized be full members in good standing, and approve the baptism of [REDACTED], pending the successful completion of parental preparation sessions with the Lead Pastor. Moved by Bill Hanley. Seconded by Neena Chikinda.

5:10 PM Jan McLean appointed Sam as Acting Chair for remainder of the meeting

8.2. M&P

- No updates at this time

8.3. Chinook Winds Region Updates / Wider UCC

- No regional updates at this time

8.4. Global Outreach

- Quarantine Plan has been submitted for incoming refugee

8.5. Local Outreach

- Nothing further

8.6. Caring Ministries

- Nothing further

8.7. Southwood Church Women

- Monday, Nov. 29th is the Ladies Advent Service via Zoom (49th Annual Service) – well attended
- Christmas lunches will be delivered on Friday

8.8. Children's & Family Ministry

- The “un-pageant” was great on Sunday
- The Fellowship Hall Sunday School is fantastic; the kids are loving being back inside
- Christmas cards are almost ready for sending
- Advent kits were delivered to those few families who haven't returned in-person yet
- Family Christmas party is the 12th in the parking lot

8.9. Musical Theatre Program

- Hoping to relaunch “Beauty & the Beast” rehearsals in the new year

8.10. Youth & Young Adult Ministries

- Gingerbread houses were made last night for youth group; great energy and momentum as the youth re-gather in-person from week to week

8.11. Learning & Growth

- Sanctuary Course
 - Are in week 2; great response so far from the three groups

8.12. Staff

- No further updates at this time

8.13. Lay Supervision Team

- Nothing further
 - Next meeting TBD

8.14. Trustees

- Bruce spoke to the Lawyers yesterday about the fund advancing schedule; lawyer will follow-up with an email to Sam; invoice from Clark to be expected before the next advance

9. Other Business

- Date of Next Meetings: Monday, January 24th

10. Executive Authorization Motion

MOTION 73-2021: That the Council authorize the Executive to make decisions that would normally be made by the full Council in an emergency situation when a Council meeting cannot be arranged. (Executive is Chair, Secretary (currently vacant), Treasurer, M&P Chair, Minister, and non-voting Recording Secretary). Moved by Neena Chikinda. Seconded by Bill Hanley. CARRIED.

11. Meeting Adjourned

- Time: 5:20 PM

MINUTES (CONT'D)

ACTION ITEMS SUMMARY

#	Action Item	Responsibility	Due Date	Completed
1.	Identify congregants / Council members who could become a core team for the church's outreach / justice efforts with the Calgary Alliance for the Common Good	All Council Members	Fall 2021	
2.	Provide updates on the work of the region at Council meetings.	Bill Hanley	Every Council meeting	Ongoing
3.	Develop Covenant Document, Governance Structure, Job Descriptions for Council	Sam, Neena, Million, & Donna	September 2021	
4.	Coordinate a date for a Council worship with Ryan from the Calgary Alliance for the Common Good	Sam	By September	
5.	Contact Community Dinner Team and discuss options for dinners.	Sam	August 23	
6.	Contact Certified to price-out additional contact sensors to add to unprotected areas (windows, etc.)	Donna	September 23	
7.	Add Vaccination Responsibility Pastoral Letter to website.	Samuel Grottenberg	ASAP	

PRE-PANDEMIC ACTION ITEMS SUMMARY – WILL RETURN TO THESE POST-PANDEMIC

#	Action Item	Responsibility	Due Date	Completed
1.	Complete a full insurance review in time for next renewal. Donna to send the documents to Million.	Donna Pearson & Million Abawana	End of Aug 2020	
2.	Investigate other options for coffee service. Update Council as info is collected.	Sam & Donna	On Hold	
3.	Sam to determine with UCC what the polity is around not deferring contributions for Legacy/Memorial giving.	Sam	On Hold	
4.	Derek to ensure transparency with the congregation around what it means to give "In Memoriam"	Derek	On Hold	
5.	Sam to review Giving Policy, contains disclaimer that was put on the website regarding how donations are utilized	Sam	On Hold	