

# Bridgewater United Church Council Executive Meeting Minutes

Wednesday, April 12<sup>th</sup>, 2023

Present: Elizabeth Burrige, Sam Elsworth, Edna Matheson, Rev. Neil McEwen, Blake Hirtle,  
Audrey Wamboldt

Regrets: David Walker, Richard Greek

Item	Topic/Discussion	Action
1.	Call to Order Opening Prayer	
	The Church Council Executive met Wednesday, April 12 <sup>th</sup> , 2023 in the church library. Elizabeth Burrige called the meeting to order at 7:03 p.m.	
2.	Opening Prayer	
	Elizabeth Burrige led us in prayer. Introductions were made and welcome extended to the new members of the executive.	
3.	Agenda	
	Blake Hirtle requested that the Statistical form required for the national office be added to the agenda. The information that is submitted is to the best of our knowledge if accurate documentation is not available.	
4.	Correspondence	
	<p>Rev. Neil shared three pieces of correspondence from Rev. Faith March-MacCuish, Executive Minister for Region 15:</p> <ul style="list-style-type: none"> <li>• Category 3 Remit – Establishing an Autonomous National Indigenous Organization within the United Church. Requires a vote by each pastoral charge by March 31<sup>st</sup>, 2024.</li> <li>• Sunday Supply Policy – Revised. Revisions include Eligibility of who can provide pulpit supply and remuneration (increasing to \$348 plus expenses as of July 1, 2023)</li> <li>• 2023 Self- Assessment Questionnaire. Can be done by an individual or a group.</li> </ul>	Self-Assessment questionnaire to be tabled to next meeting
5.	Minutes	
	<p><b>Minutes of Nov. 16, 2022</b>  <b>Motion:</b> Blake Hirtle/Edna Matheson moved the minutes of the meeting be approved as written.  <b>Motion Carried.</b>  <b>Minutes of Jan. 18, 2023</b>  <b>Motion:</b> Blake Hirtle/ Sam Elsworth moved the minutes of the meeting be approved with the correction of the spelling of Rev. Neil McEwen and Suzanne Jerney names.</p>	



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	<b>Motion carried.</b>	
6.	<b>Business arising from previous meetings</b>	
	<p>a) <b>Profile/Search Committee.</b> Audrey Wambolt briefed us on the two meetings the committee has held, requesting direction and timeline. Discussed the history of the decisions made at Committee of the Whole meetings and the Congregational meeting when the motion was carried to pursue 1.5 FTE ministry position. The Job description developed by Westside United was shared and the responsibilities unique to each Community of Faith were identified (i.e. Student minister and Educational Learning Site for Westside and BUD network support to congregations for BUC). Rev. Neil suggested that usually not much emphasis is on the administration tasks required of ministers. Discussed the next steps required in the process (presentation to congregational meeting/submission to Pastoral Relations Committee). Suggestion made that mid-September be the target for a congregational meeting to review the Profile and determine if the congregation could realistically meet the financial requirements of 1.5 FTE positions.</p> <p>b) <b>Fire Department Concert</b> May 21<sup>st</sup>, 2023 at 3 p.m. Discussed impact on janitor’s responsibilities/hours of work.</p> <p>c) <b>Other rental requests.</b> No further contact from Karen Reinhardt or Tai Chi group. Barbara Pate with the Seaside Acapella group is coordinating a community ‘Choirfest’ to be held May 27<sup>th</sup> at 2 p.m. Rev. Neil will be master of ceremonies. Discussion occurred regarding insurance policy requiring outside groups to have their own insurance, if BUC needs to be named on their policies, and if a copy of their policy needs to be reviewed. Suggestion made to contact Danny Carey regarding insurance coverage.</p> <p>d) <b>BUD Network Agreements update – signed contracts received/date for renewals.</b> All contracts have been signed and forwarded to Region 15. Rev. Neil reported that they can proceed with the congregational meetings for NWP and Ingramport. The arrangement with Ingramport will be after a joint church service at BUC. David Walker informed us by email that all contracts expire August 31<sup>st</sup>. Decided to recommend renewal notices be sent to the participating congregations early June to avoid expired contracts. Briefly discussed whether to offer the BUD digital services to Riverport.</p>	<p>Rev. Neil will inform Suzanne Jermey</p> <p>Edna will draft letter re insurance questions and share with Elizabeth</p> <p>Rev. Neil will inform NWP and Ingramport of renewal notices. Elizabeth will ask Tracy to send out notices.</p>

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	<p>e) <b>Redevelopment Committee.</b> David Walker informed by email of his intent to schedule a meeting to discuss their status.</p> <p>f) <b>Property Committee – CBCL work update.</b> Grant applications for the Hunter Fund and Faithful Footprints are being worked on.</p> <p>g) <b>Handbook revisions</b> – The committee is reviewing the handbook individually to identify where revisions are needed. They plan to meet early May to start developing a report for Church Council. David Walker identified that a call to all committees for input be part of the process.</p> <p>h) <b>Worship Committee – support to set up for services.</b> Rev. Neil reported that the committee has met and reviewed their role description. He agreed that support for services – set up, AV and Sound and participating in the services would fall under their responsibilities.</p> <p>i) <b>Personnel support – office administrator.</b> Discussed challenges with the office set up and potential resources to perform an ergonomic assessment (including lighting) and technology set up in the office administrator’s work area. Discussed the discrepancy of the job description, current demands on the role and the efforts to lighten the load. The current salary has been raised in the 2023 budget per the recommended amount from the United Church. It is recognized that the amount of work being performed is beyond the hours being paid.  <b>Motion:</b> Sam Elsworth/Audrey Wamboldt to pay Tracy Rafuse, Office Secretary a bonus of \$250/mon to a total of \$1000 in recognition and appreciation of the increased demands and the hours of work performed.  <b>Motion carried.</b></p> <p>j) <b>Accessibility projects.</b> It is not known if any of the recommended projects could be done. Decided to ask for direction from Council.</p>	<p>Edna to ask David if he will raise this at the next Council meeting.</p> <p>Rev. Neil will look into resources available from EDGE.</p> <p>Elizabeth to talk to David Walker about presenting this at Council meeting</p>
7.	<b>New Business</b>	
	<p>a) <b>Vacancies on Council and Committees – Member at Large; Trustees.</b> Discussed member at large positions and the liaison duties assigned to those positions. Recognized that the two persons who were in those positions have either transferred to another position or resigned. Questioned whether the positions were officially eliminated and if not if there is value in filling them.                      In the current model, without a Nominating Committee, committees are to recruit volunteers to fill positions. Other methods of recruitment is to advertise in the bulletin,</p>	Table for further action

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	<p>present committee work and needs during services under the theme of 'gifts of the spirit'.</p> <p>Discussed making the congregational meeting minutes available to the congregation prior to the next annual meeting. Decision made to distribute the draft minutes for congregants information and will be reprinted in the annual report.</p> <p>b) <b>Multi-Generational Caring Workshop.</b> April 29<sup>th</sup>, 2023 10 am to 3 pm. Elizabeth read the email from Marg Forbes requesting Council to consider ratifying and endorsing this workshop. Rev. Neil described the presenters and the topics to be covered. \$265 was received from Region 15 but the fee for the drama presentation is \$200. The registration fee will cover the cost of lunch but not a thank-you honorarium for the other presenters. It was agreed to support the workshop and recommend that funds be requested from Faith Formation.</p>	<p>Edna to send the draft minutes to Tracy and ask her to distribute.</p> <p>Rev. Neil will inform Marg Forbes and Tracy Rafuse.</p>
8.	<b>Treasurer's Update – Relief Fund for Thriving Congregations</b>	
	Blake reported that an application hasn't been submitted. It is unclear whether BUC would qualify with the current amount of investments.	Rev. Neil will look into the eligibility criteria
9.	<b>Minister's Update</b>	
	<p>a) <b>Annual meeting feedback.</b> There haven't been any negative comments received about the format of reports being presented during the service. The executive comments were positive. Rev. Neil suggested improving the flow by having presenters come to the microphones earlier. Rev. Neil said they will be working on clarification and cleaning up the annual report next year.</p> <p>b) <b>Lenten Groups.</b> Rev. Neil reported that the groups were well attended with 12 – 15 in person on Tuesday evenings and 6 – 8 for the Zoom sessions. Participation was not limited to the two congregations but had participants from Riverport, Ingramport, and Petite Rivere, near the Arctic Circle and Bolivia.</p> <p>c) <b>Service Calendar.</b> Going according to plan. This month the fifth Sunday service on April 30<sup>th</sup> will be at Westside.</p>	
10.	<b>Next Meeting Date</b>	
	Next executive meeting is planned for May 10 <sup>th</sup> , 2023 Next Council meeting is planned for April 26 <sup>th</sup> , 2023.	
11.	<b>Closing Prayer</b>	

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	Rev. Neil led the closing prayer	
12.	<b>Adjournment</b>	
	Sam Elsworth/ Blake Hirtle moved the meeting adjourned at 10 p.m.	

Respectfully submitted,

  
Edna Matheson, Secretary

  
Elizabeth Burrige, Chair