

Elgin-Portland Pastoral Charge
Meeting of the Official Board – Portland United Church
Thursday, 12 November 2020 – 7:00 p.m.

Present

Cam MacKay, Chair

Clint Halladay, Chair, EUC

Will French, Chair, Trustees

Jim Earl

Jan Haskin, Chair, M & P

Rev. Lynne Gardiner

Hansen Downer, Chair, PUC

Duncan Pickard, Treasurer, PUC

Ted Brett, Treasurer, O.B.

Larry Cochran, M & P Rep.

Jan Haskin volunteered to take minutes of this meeting as the position of Secretary of the Official Board is still vacant.

1. Opening Remarks and Welcome: Cam opened the meeting with a welcome to all, and especially to Lynne Gardiner, whose presence allowed us to have this meeting.
2. Opening Prayer: Rev. Lynne Gardiner offered an opening prayer, following which Ted and Cam officially introduced Lynne to the members of the O.B., who in turn introduced themselves to Lynne.
3. Approval of the Agenda: the Agenda was approved
 - 3.1. Add "M & P" to 5.0
 - 3.2. Add "Newsletter" to Reports at 6.8
4. Approval of the Minutes of the August 28, 2020 meeting: *moved by Jan Haskin, seconded by Ted Brett, that the Minutes of the August 28, 2020 Zoom Meeting be approved as distributed. CARRIED.*
5. M & P:
 - 5.1. Jan Haskin reported that Annette Clarke has now completed a full year as Secretary of the Pastoral Charge, and noted that it has been a year of changes, mistakes, and plenty of learning. Larry Cochran, also a member of M & P, reported that he has been impressed with Annette's work ethic and willingness to learn. He reiterated that he will continue to mentor and be a resource to Annette. It was *moved by Hansen Downer, seconded by Duncan Pickard, that Annette Clarke's contract be confirmed for 2021, and*

that her hourly wage be increased by 2.2% according to the Cost of Living directives of the United Church of Canada. CARRIED.

5.2. Requests from Annette Clarke:

5.2.1. Copies of minutes from all meetings. Although they are posted on the website, it is easier to have them “at hand,” especially during Annual Report times.

5.2.2. A list of each church’s committee chairs, and the names of the committee members; this is especially essential as when changes are made, Annette needs to know to whom questions should be referred

5.2.3. Notification of events with details. Questions come into the office and Annette needs to have information handy in order to answer them.

6. Reports

6.1. E.U.C. Council: at the resignation of former Chair Ed Speers, Clint Halladay resumed the position. His report is attached.

6.2. P.U.C. Council: Hansen Downer’s report is attached.

6.3. E.U.C. members of the Profile Committee: covered in the Council Report.

6.4. P.U.C. members of the Profile Committee: covered in the Council Report.

6.5. Treasurer’s Report: Ted’s report is attached.

6.6. Pastoral Charge Supervisor Report: as this is Lynne’s first meeting, there was no formal report.

6.7. Advent Plan Update: covered under the Council Reports. Pastoral Charge Newsletter: Annette Clarke has floated the idea of publishing a short newsletter with the aim of getting it out as soon as possible. Jan will work with her on this. Due to COVID, it will have to be mailed, however follow-up can be done by the Sharing and Caring Committee of Portland for PUC, while Clint has indicated that EUC has a process already in place. Submissions to Annette will be requested in next week’s E-News.

7. Personnel:

7.1. Filling the Pulpit: full-time ministry? This is not affordable at this point.

7.2. Sunday Supply

7.2.1. Discussion of the Advent Plans sparked further conversation regarding how to balance in-person services with virtual services and how to maintain a connection for all congregation members. A gap in the leadership of the Worship Committee, and its initial creation by Rev. Takouhi, means that this committee is defunct.

7.2.2. What happens after Advent? We do not know how COVID will be affecting religious services going forward.

7.2.3. In order to maintain the Pastoral Charge relationship, it was suggested both churches should promote the same service every week, be it on YouTube, Facebook, or in person.

7.2.4. Hansen and Clint will coordinate a plan and response, taking into account the availability of in-person leadership, the continuance of YouTube services, the personnel resources within our congregations, and any/all other options.

7.3. Pastoral Care Person

7.3.1. Some churches hire a part-time Pastoral Care Person (e.g. up to four hours/week at approximately \$35/hour).

7.3.2. We have two individuals within our Charge who may be interested in this: Margaret Martin is a Licensed Lay Leader and Liz Church is an ordained Minister with the Salvation Army.

7.3.3. Hansen will contact Margaret to determine her interest.

7.3.4. Annette Clarke, as the only contact we have in the office at the moment, will be asked to receive requests for pastoral care and forward them to the appropriate person.

7.4. Fill the Pulpit Committee:

7.4.1. Two members are needed from each church to take on the task of filling the Pulpit in the long term. It could take up to two or more years to find a new minister. (The terms of ministry have a major impact on how easy it is to fill the position.)

7.4.2. If we are looking to have a personal presence in the churches, we should be planning two to three months ahead as there are limited resources.

7.4.3. Perhaps the present Worship Committee would be willing to work to fill the Pulpit. This will be looked at in January, as by then we will have a better idea of the COVID situation and Christmas will be behind us.

7.4.4. IT person: Larry will continue to be the IT contact for the Charge. The Website Administrator passwords need to be submitted for change to Ted by Gary Petro, as Gary has indicated he will no longer be the administrator. Ted has contracted TerraUtopia to continue to be the web hosting service. When there is a personnel change (e.g. Web Administrator, Minister, Secretary, etc.) it is good business to update and change passwords and door access codes. Larry will take on this task with Ted's help in obtaining current passwords.

8. Nominating Committee - the following positions needs to be filled:

8.1. Secretary

8.2. Treasurer

8.3. Chair

} this is a difficult time to fill positions. Please bear these vacancies in mind for potential candidates.

9. Additional Notes: once the Profile Committee members are finalized by Clint for Elgin, Hansen will submit the names to Wayne Harris at the Region (Ted to provide contact information). Training will be set up and the Committee will be able to proceed.
10. Next Meeting: at the call of the Chair
11. Closing Prayer: Lynne Gardiner offered a closing prayer.

Addendums

Elgin Council Report, as submitted by Clint Halladay
Portland Council Report, as submitted by Hansen Downer
Official Board Treasurer Report, as submitted by Ted Brett

Elgin United Church – Council Report:

1. First, I recognize and thank Ted Brett, Treasurer, for his commitment and tireless efforts in managing the COVID-19 relief funding on behalf of EPPC;
2. We are concerned about the increasing COVID-19 cases and are monitoring our local area closely.
3. Elgin Council last met September 24th, the last time Rev. Takouhi was available for us;
4. Since then various committees have met to further the work and implement decisions made at the Sept. meeting;
5. Developed and conducted a survey of Elgin United supporters to gain their views and vision of Elgin United going forward;
6. On October 3rd, Chair Ed Speers stepped down for personal reasons, and requested Clinton Halladay, former Chair, to return;
7. Council Secretary conducted an email vote of council, supervised by Rev. Takouhi. Full approval;
8. Supporters Survey responses received, tabulated and analyzed by the survey team;
9. Analysis shared with all who were included in the original survey distribution requesting feedback by November 13th;
10. Requested volunteers for Profile Team at the same time;
 - a. Three volunteers stepped forward, one pending;
 - i. Andrea Thompson, Jane Campbell, Graham Lowe
11. Chair has been in regular communication with Elgin Congregants and supporters:
 - a. Welcome message and update;
 - b. A Thanksgiving Message;
 - c. Distribution of survey analysis and cover letter;
 - d. All Saints' Sunday message.
 - e. Notice of Advent opening and protocols underway.
12. Planning to open building November 29th for Advent Services;
13. No Christmas Eve or Christmas Day Service;
14. Will re-evaluate congregants' wishes to continue being open post-Christmas.

Submitted by:
Clinton Halladay, Chair, Elgin United Church Council

PUC Council Report

PUC have been holding virtual church services each Sunday since September 20 and the attendance has been steadily increasing from 15 on September 20 to 21 on November 8. Our Total Capacity is between 30 and 35 depending on the mix of families vs. individuals and walk-ins rather than pre booked reservations have worked effectively. We have been alternating video services from different churches to help the attendees identify the traits that they may want to request in a new minister. We have found the YouTube videos with music and words have worked very effectively and we will continue that through Christmas. Kemptville United Church has been featured twice and they have a pianist and two soloists behind plexiglass and the consensus from the PUC attendees is that they prefer YouTube videos. The PUC Council has agreed that if the Active COVID Count in the Western Region of the United Counties of Leeds and Greenville ever hits 5, we will convene the council to review whether we should continue to with Sunday morning virtual or in person services. The Active Case count is currently 1 and has been that way for several weeks.

Rev. Kathy Walton will be doing in person services starting November 29 through the 4 weeks of Advent as well as 2 services on Christmas Eve – 4 PM and 7 PM. We will disinfect the church between services. Advent services will be supplemented with music from the Portland Bell Choir. If we exceed capacity by walk-ins, we will start using reservations the following week. The two Christmas Eve Services will require reservations.

Our Profile team is in place – Katy Gibson, John Noble, Jane Pickard, & Rhonda Elliott. I canvassed the PUC Council and they have agreed to Clint's suggestion that Elgin will review their path forward prudently with no completion date forecasted.

Financially, at the end of October, YTD PUC revenue is down \$4,300 with General Giving's down \$2,900 and Fundraising down \$1,100.

Expenses are down roughly \$17,000. This reduction is lead by a reduced worship cost (music director of \$7,000 and a reduced assessment of \$7,000)

Combined PUC is ahead of last year by roughly \$13,000. Unfortunately, although on a steady decline, we remain in a \$2,300 deficit YTD.

The General Fund is positive because of transferring \$6,000 from the Long-Term Investment Fund in September.

All in all PUC continues to weather the COVID-19 storm well financially.

Treasurer of the Official Board Report – submitted by Ted Brett

We have been applying for CRA subsidies since March. Twice we brought in too much to qualify but other than that so far we have received just under \$22,000. The church assessments have been reduced every month sometimes by different amounts depending on how much we bring in. I haven't applied this month as yet as I haven't all our figures in yet so I don't know what I will get. I still get the subsidy for Rev. Takouhi for the month of October and after that just Annette. Our Sunday supply, because they are not employees, do not count.