

Elgin-Portland Pastoral Charge

Meeting of the Official Board

Via Zoom: Sunday, June 27, 2021

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

The Revised Presentation from the Profile Committee to the O.B., the Annual General Meeting for 2020, and Regular O.B. Meeting were all included in one session.

Present:

Cam McKay
Ted Brett
Clint Halladay
Jim Earl
Sandra Smith
Jan Haskin
Bruce Haskin
Marg Ross

Rev. Arlyce Schiebout
Hansen Downer
Duncan Pickard
Will French
Norma Cummings
Cathy Ryan
John Carley
Liz Church

Profile Committee Members: Andrea Thompson, Jane Pickard, Rhonda Elliott, Jane Campbell, John Noble, Elizabeth Wright, Michelle Knapp

Cam McKay formally welcomed all.

Liz Church offered an opening prayer.

SECTION 1: Revised Presentation from the Profile Committee to the O.B.

- Andrea Thompson and Jane Pickard's presentation on the Profile Committee Report focussed on the transition of the Draft Report into a Final Report.
 - A date correction was made (2021 to 2020)
 - Explanations were offered on survey result figures and the salary schedule
 - The options chart was reviewed by John Noble

- The major recommendation remain as it was in the Draft document: to fill the position at 75% with an indication to the in-coming minister that further along we would look at merging the congregations.
- Included in the document is a tentative Position Description for 30 hours per week based on research of the demographics of our Charge and Question #5 of the survey. It is important to note that this is a *proposed schedule* only.
- Questions were received, and a motion was made:

It was moved by Jan Haskin, seconded by Ted Brett, that the Official Board accept, with thanks, the Profile Committee's report as presented and that this Report will be taken to a joint meeting of both congregations for a decision on the recommendation.

Further questions were received and thanks to the Profile Committee were offered.

The Motion Carried: 9 in favour, 0 opposed.

SECTION 2: the Annual General Meeting of the Official Board

1. Approval of the Agenda as Circulated: moved by Hansen, seconded by Clint. **CARRIED**
2. Approval of the A.G.M. Minutes of March 8, 2020: moved by Clint, seconded by Ted. **CARRIED**
3. Approval of the Annual Reports as published in the 2020 Report: moved by Ted, seconded by Hansen. **CARRIED**
4. The following positions of the Official Board are vacant: Chair, Secretary and Treasurer and an invitation was issued for volunteers. With none received, and invitation was issued for nominations. None were received. The positions remain to be filled.
5. Rev. Arlyce was asked to conclude the meeting with prayer.

SECTION 3: the Regular Meeting of the Official Board

1. Approval of the Agenda as circulated: moved by Hansen, seconded by Clint. **CARRIED.**
2. Approval of the Minutes of the March 4, June 16 and August 20, 2020 O.B. meetings: moved by Hansen, seconded by Ted that these sets of Minutes be accepted as published. **CARRIED**
3. Approval of the Minutes of the November 20, 2020 (our last regular meeting): moved by Sandra, seconded by Duncan, that the Minutes be accepted as published. **CARRIED**

4. Approval of the Minutes of May 26, 2021 in which the Profile Committee presented their Draft Report: moved by Hansen, seconded by Jan that the Minutes be accepted as published. **CARRIED**
5. Business arising from the minutes: nil
6. Fill the Pulpit Committee: at Ted's suggestion, it was determined that, as we do not have a Worship Committee at this time, representatives from both churches work to secure leaders for our vacant Sundays. The Waltons have agreed to fill in when available, and the other dates could be filled by lay personnel, retired ministers, etc. (Ted has a list of candidates.)
 - a. Moved by Jan, seconded by Clint that the Councils approach their congregations for one volunteer from each church. **CARRIED**
 - b. Norma volunteered for Portland; Clint will look after finding a volunteer for Elgin.
7. I.T.: There is no current contract for IT. Ted has some contacts, and will contact Larry Cochran to discuss it.
8. Reports
 - a. Budget and Treasurer: attached
 - b. M & P: Jan has kept in touch with Annette; minor "blips" due to COVID restrictions, but all seems to be going well.
 - c. PUC Council
 - i. Hansen reports that a Council meeting is up-coming, during which plans to re-open will be discussed. Rev. Kathy has indicated she is still available two Sundays per month
 - ii. Hansen will align with Clint for EUC on this.
 - d. Elgin Council
 - i. Clint indicates Elgin is not prepared to open up before July 18, and decisions will be made in due course.
 - ii. Clint's report from Elgin Council is attached.
 - e. Pastoral Relations: Liz reviewed her report and it is attached.
 - f. EOORC Reports:
 - i. Ted gave a quick overview on he has been involved with in EOORC.
 - ii. Liz reviewed her report (attached)
9. Pastoral Charge Supervisor: general comments were offered by Rev. Arlyce Schiebout
10. New Business
 - a. Re-Opening of churches: covered above in Council Reports
 - b. Joint Congregational Meeting to receive Profile Committee Report
 - i. It was strongly felt this should be an "in-person" meeting in order to attract as many of our congregations as possible

- ii. To maintain COVID safety, the Elgin Lions Hall will be booked. This will ensure proper distancing
- iii. Sunday, August 15 was suggested as a joint service at 10:00 a.m. followed by the presentation of the Profile Committee. It is understood that COVID restrictions may necessitate a change, but it is something for which to aim.
- iv. A minimum of two weeks' notice is required, and all documentation provided by the Profile Committee will be circulated to the members of the EPPC. This is restricted to members only as it is a Pastoral Relations endeavour.
- v. Once the members have voted (either "yes" or "no"), the decision goes to the Regional Pastoral Relations committee of EOORC prior to being published on the Church Hub (which kick-starts the Search).
- vi. In order to preserve anonymity, ballots will be used as opposed to a show of hands.
- c. Renewal of our ZOOM License: moved by Clint, seconded by Norma, that we renew for another year: **CARRIED**
- d. Next Meeting: Tuesday, September 21, 2021, 7:00 p.m. – presently via Zoom unless COVID provides otherwise.
- e. Closing Prayer: Rev. Arlyce Schiebout

Attachments:

[Draft Faith Story rec 6 June 2021.docx](#)

[Profile Committee, June 26, 2020 Position Description.docx](#)

[Draft Budget 2021with Sunday Supply.xlsx](#)

[Treasurers report June 2021.docx](#)

[2021-06-27 EUCC Report to OB.docx](#)

[PUC Council OB Report 6-24-21-1.docx](#)

[Official Board Pastoral Care and EOORC report, June 2021.docx](#)