



Riverside United Church
Council Meeting November 16, 2016

Seven thirty p.m. November sixteenth two thousand and sixteen
The Gratitude Boardroom, Riverside United Church

Present: Susan Anderson, Marilyn Arthur, Rev. David Exley,
Stella Finkbeiner, Julie Gray, Roland Haines, Mark Hunter, Sharanne MacDonald,
Kim MacGowan, Ann McEwan-Castellan, John Mitchell, Susan O’Hara,
Connie Zolotar
Guests: Scott Hunter, Marnie McDonough, Ann Marie Richardson

1.0 Welcome

John Mitchell welcomed the group.

Devotions:

Rev. Dave led devotions with the theme that trying to be perfect can get in the way of getting things done.

This was followed by prayer.

2.0 Regrets: Bob Estey, Gary Alan Price, Jan Shamrock

3.0 Agenda:

Changes to the Agenda

- 5.1 Affirm Riverside
- 5.2 Church Library
- 5.3 Chancel
 - 5.4.1 Security: Risk Management report from Property
 - 5.4.2 Security at Open Events
- 5.5 Décor
- 5.6 Remits

Motion 1: Moved/seconded: that the Agenda, with a change in the order and additions, be approved as circulated. **Carried**

4.0 Minutes from October 19, 2016

Errors:

1. Motion 3 should read “Affirm Vision Statement” not “Affirm Mission Statement”.
2. Item 8.3.2 should read : At a Congregational Meeting on October 16, 2016 the congregation accepted with regret the resignation of Roderick Allan MacDonald from the Board of Trustees due to health reasons.

Motion 2: Moved/seconded: that the minutes of the October 19, 2016 meeting be approved as amended **Carried**

5.0**Focus Items****5.1 Affirm:** Scott Hunter, Marnie McDonough

Marnie McDonough and Scott Hunter from Affirm Riverside presented their proposed timeline and activities working towards a congregational vote in May 2017. Council provided feedback and approved the timeline. See Appendix A

Motion 3: Moved/seconded to approve up to \$1500 to Affirm Riverside to support moving the process forward.

Carried**5.2 Library:** Ann Marie Richardson,

Ann Marie Richardson, chair of the Library Committee, came back to Council with the results of the Library survey and a recommendation that the core collection be kept for a minimum of two years. Council accepted the report.

See Appendix B

5.3 Chancel: Ann Marie Richardson

Ann Marie Richardson, chair of Chancel Committee, informed Council that many members of the Chancel Committee are stepping down this year and that she will also be stepping down as Chair and from this committee work. She has documented the duties of the Chancel Committee and will send the information to Jan to keep the files in the church office. There is one person perhaps willing to take on the role of Chair, and Ann will meet with her. These changes did bring up discussion about how we use and decorate the chancel as we move forward and continue to incorporate the two services each Sunday and the multi-use flexibility of the space.

5.4 Security: Mark Hunter**5.4.1 Risk Management Report from Property:** Mark Hunter

Mark Hunter presented the report from Risk Management Solutions and the three areas we need to address: Policies, Procedures and Camera System/Alarms.

Mark will be asking Peter Steckenreiter to take the lead on writing policies. The Camera System and Alarms and Access Control will be assessed on Nov. 25 with input from staff.

5.4.2 Security at Open Events : Mark Hunter

Following an incident at a Speaker Series event on Nov. 14th, there is a request to develop procedures for dealing with occurrences such as disruptive behaviour, refusal to leave and endangering the safety of others that will be available to all who use our facilities.

5.5 Décor Resource

A consultation with a decorator was arranged, and recommendations for colours and artwork were made specifically for the new portion of the building as well as suggestions for the rest of the space. Quotes have been obtained from three painters to complete the painting. The information has been turned over to the Property Committee with the idea that the painting of the new entrance way and upper lobby be hired out, and the other areas done in house by volunteers. It is hoped that the entranceway painting will be completed before the Christmas Season.

Motion 4: Moved/seconded: to approve up to \$5000 to proceed with the painting of the foyer in a timely manner in consideration of the finances being available.

Carried

Thanks were extended to Julie Gray for her effort in obtaining the decorator consultation and the quotes.

5.6 Remits

Council watched a video on Remit 4. A timeline was set to provide an information session to the congregation on Sat. Jan. 14, 2017 - "Remits and Timbits". The Council vote on the Remits will be at the Jan 18, 2017 meeting.

6.0 Correspondence

There was no Correspondence

7.0 Ministerial Reports

7.1 Youth Minister: Marilyn Arthur

1. Thank you to the Youth Ministry Team who helps lead youth programming. We have a once-a-month program for Gr. 5-8's (RUCus) on Friday nights. We have bi-monthly events for those in high school.
2. For the past several weeks, we have had the opportunity of having children's fellowship and pageant rehearsal each Sunday. Thank you to Marque Smith and Betsy Exley for working with the children as they prepare for the Christmas pageant. The annual turkey dinner and pageant will be held on Sunday, December 4th from 4:30-7:00pm. The pageant will begin around 6:00pm.
3. Thank you to the Congregational Life Team for their work in planning activities for the congregation/community to gather together. We had a successful pizza and movie night on Friday November 11th.
4. Thank you for a week of study leave the week of October 30th. I spent the week reading a few books and doing some future planning. My hope, in the New Year, is that we will be able to have a workshop with parents to discuss the book "Hold on to your Kids". I also read a few books that related to young adult ministry.

5. We will be leading a confirmation program in 2017. The date for confirmation is Sunday June 4th. The youth who are involved in the program are Joey Thompson, Callie Giffin and Sabryn McLennan.

7.2 Minister: Rev. David Exley

1. We celebrate new growth at the church! Last month we welcomed **13 new members** to the Riverside Family. A number of other individuals have expressed interest in joining sometime in the near future as well. Thanks to everyone for providing that welcoming presence for those that are worshipping with us for the first time on Sunday mornings.
2. Close to 60 people attended the special service last Sunday at Noon in recognition of the upcoming **Transgender Day of Remembrance** (Nov. 20). Many thanks to Jennifer Wenn for sharing her message with the gathered community. The very next day, I received a call from someone who left the United Church 35 years ago to join MCC. The caller was extremely thankful for the welcome that she received at Riverside and felt blessed to be back in her “home” denomination.
3. I continue to track **worship attendance trends** in an effort to better understand our growth potential and the emerging needs of the congregation. October/November attendance for 2016 has increased by 20% over last year. As we ponder and celebrate this trend, I’m mindful of the added workload for the staff. With each new visitor comes expectations and pastoral needs. I plan to connect with other growing churches in an effort to better understand how we might respond to those needs moving forward.
4. At the **Islam 101 event** on Monday, I had to ask a visiting member of the wider community to leave the building. This person came to the event with an agenda and was directing some hateful remarks toward our guest speaker. Many thanks to Lino Prelazzi (a church member and former law enforcement officer) for providing some helpful support at the event (and following the event). It has been an enlightening experience as I’ve learned that we were well within our rights to ask the person to leave. I have since heard from the person who was asked to leave, and she has apologized for her actions.
5. Christmas Day service reminder: We will be doing a joint **worship service at 10:00 a.m. on Christmas Day** (which is on a Sunday this year). The service will give participants the opportunity to bring gifts (likely to share with one of the local food banks) and offer them up in the context of worship. I anticipate that the service will be roughly 30 minutes with lots of singing and time for fellowship at the end. My hope is to attract families with young children who want to teach their kids about the importance of giving back during the holiday season.

8.0 Committee Reports

8.1 Youth Report:

No Report.

8.2 Board of Trustees: Gary Alan Price

No Report

8.3 Exploring Possibilities: Julie Gray

No Report

Community Development Resource Team: Connie Zolotar

1. **Observer Discussion Group** has been cancelled due to lack of participation.
2. **Ageless Grace** exercise classes continue. A break will be taken during Christmas holidays.
3. **Journal Café** happening on Tuesday mornings from Oct. 25 to Nov. 29. 6 to 7 participants are enjoying learning and discussing different journal techniques and their writings. To be determined if this group continues.
4. **Sunday Lunch Bunch** will resume in the new year. No lunches planned for Nov. or Dec.

8.4 Finance and Stewardship: Ann McEwan-Castellan

Finance Update as of September 25, 2016

	Actual	Budget	Surplus
Regular Offering	\$325,445	\$303,424	\$ 22,021
reNEW Revenue	\$157,252	\$100,174	\$ 57,078
Other Revenue	\$ 91,117	\$ 68,813	\$ 22,304
Total Operating Revenue	\$573,814	\$472,441	\$101,403
Expenses	\$441,667	\$467,153	\$ 25,486
Net Income	\$132,147	\$ 5,258	\$126,889

Revenue surplus mainly due to:

- Regular givings ahead of timed budget
- Transfers from Trustees
- reNEW pledges paid ahead, higher than pledged, and additional givings

Expenses savings due to:

- Website development savings
- mortgage interest savings
- M&P salary and benefits savings

Designated givings to date: \$52,664

- M&S \$37,181
- Other \$15,483

8.5 Membership: Roland Haines

No Report

8.6 Ministry and Personnel: David Sawyer

No Report

8.7 Outreach and Social Action: Connie Zolotar

1. Fair Trade Coffee Sales follow both church services on Sun. Nov. 20
2. A motion was approved to assist Lambeth United Church with their refugee family. (They have not arrived in Canada yet.) “The Outreach and Social Action Committee will provide Lambeth United Church upon their request with \$2,000 for their refugee family.”
3. The Mission Lunch on Oct. 16 raised \$1,530. John Langford was the speaker at both services sharing his experiences of his mission trips to Nicaragua
4. White Gift Sunday is Dec. 4. The congregation will have an opportunity to support St. Paul’s Christmas Share Program and/or Holy Family Christmas Program through cash donations.
5. 12 families who have accessed the RUC Resource Fund over this past year were referred to St. Paul’s Christmas Share Program.
6. Christmas Eve offerings will be dedicated to the SALT Team.
7. RUC Christmas Gift Catalogue is available in the Narthex – congregation members may choose to support various outreach projects.
8. Salvation Army Christmas Kettle: Volunteer sign-up sheet will be in Narthex.
9. Project Welcome Campaign occurring during November. Collecting personal care products and cleaning supplies for pails that are delivered to new families when they move into Limberlost Housing Complex.

8.8 Presbytery: Jan Shamrock

No Report.

8.9 Property: Mark Hunter

1. Repair of South Choir loft AC unit: In process. Attempts to have electrical contractor involved have proven fruitless. Plan to recover a board from our used unit and re-install board in Choir loft unit.
2. Elevator Service Contracts: In process. Contract in place with Skyline for old lift. Communication from Savaria is conflictual. One communication indicates that contract is in place until 2017. Other communication from them is that we need a new contract: to follow up regarding original contract with Savaria, clarify issues and ensure contract is in place.
3. Lower South West Storage Room Re-organization: In process. Paint cabinets are emptied. Financial records have been re-located to tall vertical cabinet. Cabinets to be sold on Kijiji. Storage box size to be selected and shelving installed floor to ceiling.
4. Protection of main gas service: In process: met with Union Gas, and they are not concerned sufficiently to re-locate or protect the service. Despite the response

from Union Gas, the new gas service meter and main is in danger of being damaged by falling ice - to devise a solution.

5. Organize Outside Storage Closet and Installation of light in Outside Storage Closet: Tools and hoses have been organized; light to be installed.
6. SW Water Valve: In process. To have been completed during reNew. to follow up.
7. Bug Issue around London Conference Entrance and Main Entrance: In process. Entrances have been sprayed, but bugs returned in a few days. To contact pest control company to devise a plan. Lobby lights to be programmed to turn off at night. Estimates to be obtained to clean all windows.
8. Décor in New Space: in process. Julie Gray has retained a decorator; interior design plan proposed. Action to be reviewed at Council.
9. Rusty Bike Rack: scrape, sand the unit and re-paint: complete
10. Window Well Clean Out: complete
11. Fill gap around Hydro Service Entrance: complete
12. Sound issues in Multi-Purpose Room: unlikely the wind tunnel folks could assist - looking into other options.
13. Colour fading from Hyde Park Chapel plaque: in process
14. Caulk holes in Nursery East Wall: complete
15. Paint benches at Narthex Entrance: In process to paint over the winter
16. Narthex Door Replacement: in process - Council approved project to a max cost of \$4500 and contract has been awarded to Provincial Glass. Installation to be completed in six weeks
17. Assess and repair any gaps in screening at base of SW Narthex Cladding: In process.
18. Runoff extensions on South Wall: in process. Aluminum extensions installed; to dig in an extension to run under the SW garden and onto lawn
19. South AC Unit Deflector repair: complete
20. Repair gaps in SW Wall around HVAC vents: in process
21. Grass seed over repaired Erosion area NE corner parking lot: complete
22. Emergency sign in Narthex: complete.
23. Repair Lower Level Water Fountain: in process
24. Replace two ceiling tiles in Choir room: in Process
25. Concrete Board Installation in Garbage Shed: complete
26. Sea Crate Contents: In Process Council approved retention, disposal and sale as per last meeting minutes: to post items on Kijiji: Numerous items sold, sale to continue.
27. Site plan deficiencies: in process: update requested.
28. Bush Trimming: complete
29. Setups: With the custodian having resigned, we are facing an exceptional number of setup and take down requests. Discussed sending out a call to create a group to assist with the setups. Doodle calendar being used to organize the requests: 14 setups last month, 12 so far this month, 3 people added to setup team. This amount of activity is not sustainable for the long term.

30. Security/Risk Assessment: in process - initial assessment completed by Risk Management Solutions (service was donated) - findings shared with staff for comments. Meeting with Camera specialist November 25 to determine surveillance requirements, obtain 3 quotes and award contract for installation. Proceed with Policy Development Project as identified in initial assessment.
 31. Installation of Handrails in Upstairs Washrooms - one railing is on back order.
 32. Extension Ladder Storage: brackets purchased, hang ladder in South Storage Room on the wall behind the chairs.
 33. Set Design: set for Christmas Show being designed and built - full Stage setup required on or about December 3.
 34. Narthex Thermostat to be replaced.
- Note:** Mark reported that set ups by the Property this month so far are 11, and more will be required. He expressed the need for a full time custodian and will be talking with David Sawyer, chair of M&P, and the Finance Committee. Site Plan Deficiencies are being worked out, and Mark will be talking with Greg Schneider to further this along. We have received good news that the curb cut out on Dunedin Drive will not have to be addressed.

8.10 UCW: Stella Finkbeiner

1. October and November have been busy. We made 199 apple pies. It was a huge success, and there are only a few left.
A bit of trivia - it took more than 200 pies to refresh the Friendship Room
2. Arrangements for the UCW Christmas Dinner on December 10th are going well. Tickets are \$16 and will be sold after both services until December 4th.
3. We are also involved in the reception for the Finding Hope At Christmas Service on December 11.

UCW UPCOMING EVENTS

- Monday, December 5 UCW Executive Meeting at 9:15 a.m.
- Saturday, December 10 Christmas Dinner & Candlelight Worship
- Sunday, December 11 Afternoon UCW has Coffee Hour after church
- Sunday December 11 Finding Hope At Christmas
- Monday, January 9, 2017 UCW Presbyterial Executive Lunch
- Sunday, February 4, 2017 Installation of Executive 10:30 service

8.11 8:44 Worship: Kim MacGowan

1. The Committee asks that people be aware of the timing of congregational events so that as many as possible can attend these events. When most things are held after the 10:30 service, it does limit the participation of the people who attend the 844 service. Perhaps events could be scheduled for another day or time.
2. The Band at the 844 service is looking to expand. The Committee is looking into wireless mics for safety reasons. The committee would also like to have the

Band formally recognized when/if other musical contributions are recognized during the Annual Meeting.

3. For the Time & Talent Survey: the Committee suggests that the phrasing of the survey questions should reflect what people like to do and then match the like to the church's needs.

8.12 10:30 Worship: Sharanne MacDonald

No Report

9.00 Other Business

1. Nominating reports will be going out to Committees before the end of November. Please consult with your Committee and return the completed forms to Susan O'Hara. A "Job Fair" will be held in early January 2017.
2. Sharanne MacDonald reminded council that The Riverside Manual needs to be updated and presented at the Annual Meeting. Susan O'Hara will work with Sharanne and others to be named to update the manual. Committee Chairs are asked to look at their section of the Manual and forward any updates to Susan.
3. Next Meeting was scheduled for Dec. 21, but it has been decided to cancel that meeting and only meet if there is a pressing item.

10.00 Benediction

Marilyn Arthur closed the meeting with prayer

John Mitchell, Chair

Bob Estey, Secretary

Appendix A

Affirm Process – Draft Timeline/Planning

Sun Nov 20 – display draft Vision Statement and initiate process for congregational feedback; materials and committee members available for informal info sharing about Affirm process, and the Vision Statement.

Sun Nov 27 – as above

Sun Dec 4 – as above

Sun Dec 11 – post-service Q&A about the draft Vision Statement, and the Affirm process.

Jan 2017 – street sign to promote RUC as in process with Affirm; Affirm video – sharing RUC experiences available for use (?)

Wed Jan 18 – revised Vision Statement to Council

Feb 2017 – guest preacher/speaker about an Affirm experience

Mar 2017 – as above

April 2017 – Affirm Working Group - trouble shooting – vote logistics, last minute concerns, final preparations.

May 2017 – congregational vote

On-going considerations: - more LGTBQ movie nights, speakers from additional LGTBQ community organizations, book talks, Q&A forums, continue anonymous Q&A box, take away Affirm and LGTBQ resources, special events (meal sharing, music, or social event) ...

Appendix B

**RIVERSIDE CHURCH LIBRARY SURVEY 2016
RESPONSE**

29 positive responses were received
5 "NO"

Recommendation is to keep a CORE COLLECTION for probably 2 years minimum.
CORE COLLECTION meaning Devotions, Programs (Christmas/ Easter, etc.),
Childrens, Biblical Skits, Bible Study, Grief
To Keep the materials for borrowing on AN HONOUR SYSTEM.
To have Someone responsible for monitoring the space, during that time and beyond.
To think on Renewing the Space as a Room for Prayer and Reflection, Pastoral care, with
a small collection of materials reflecting those themes

Some comments:

- . Keep a core collection on the honour system
- . A list of online resources i.e. blogs, websites, that are thought provoking (Rev. Dave's suggestions?)
- . Maintain back copies of Observer, Upper Room, Minister's Sermons
- . Someone wanted a Fiction book exchange
- . Reading suggestions made by the Minister in relation to the sermon and world events
- . Basics of different religions in the world
- . Books on Religion, Good Sermons, by Good Preachers
- . some people mentioned "open to public" - not sure what they mean by "public"
- . Using space for Prayer and Reflection, and Pastoral Care, with prayer cards, "finger labrynth"?, prayer colouring books, not a meeting room

When the decision is made to remove materials permanently from the location, PLEASE ENSURE that the BOOK POCKET CARDS ARE REMOVED and destroyed, there is personal information on the cards , which would not be appreciated being in the public domain.

Ann Marie Richardson
Riverside Church Library
November 2016