

**Holy Trinity United Church, Elliot Lake – Council Meeting
Thursday, NOVEMBER 10, 2022 @ 2:00 pm – Fellowship Hall
MINUTES**

Present:

Rev. Melody Duncanson-Hales	Pastoral Charge Supervisor (by Zoom)
Russ Foy	Council Chair & Board of Trustees Chair
Elaine West	Treasurer
Roger West	Worship Committee Chair & Regional Council Rep
Dean Reile	Board of Trustees & Property Committee
Nancy Edwards	M&P
Kathy Calverley	Council Secretary & Pastoral Care Committee Chair

Absent: Ken Pierce, Property Committee Secretary

Guests: Ann Foy, Director of Music and Mike Gunning

1. Call to Order

Russ Foy welcomed everyone at 2:05 pm

2. Opening Prayer

Rev. Melody opened in prayer.

3. Adoption of Meeting Agenda for November 10, 2022

Motion CC-56-2022 – the Agenda for **November 10, 2022** be accepted as presented.

Motion: Nancy Edwards; Seconded: Elaine West; **Carried.**

4. Motions required for Agenda items that were postponed from Oct 20th meeting:

a) Adoption of Meeting Agenda for October 20, 2022

Motion CC-57-2022 – the Agenda from **October 20, 2022** be accepted as presented.

Motion by Nancy Edwards; Seconded by Dean Reile; **Carried.**

b) Adoption of Previous Meeting Minutes for September 15, 2022

Motion CC-58-2022 – the Minutes from **September 15, 2022** be accepted as presented.

Motion by Roger West; Seconded by Nancy Edwards; **Carried.**

c) Email Vote of Sep 27th

“to exchange a couple of pews near the front of the sanctuary with the existing padded chairs nearer the back of the sanctuary, at no labour cost to the church.

-unanimous approval

Motion CC-59-2022 – Council agrees to exchange a couple of pews near the front of the sanctuary with the existing padded chairs nearer the back of the sanctuary, at no labour cost to the church.

Motion by Russ Foy; Seconded by Roger West; **Carried**.

d) Church Rental Request for Carol Sing on Dec 18th

Motion CC-60-2022 – Pat Henderson's rental request for a Dec. 18th Carol Sing in the sanctuary is approved by Council.

Motion by Kathy Calverley; Seconded by Roger West; **Carried**.

e) Committee Reports of October 20, 2022

Motion CC-61-2022 - the Committee Reports for **October 20, 2022** be accepted as presented.

Motion by Nancy Edwards; Seconded by Roger West; **Carried**.

f) Treasurer's Report of October 20, 2022

Motion CC-62-2022 - the Treasurer's Report for **October 20, 2022**, (including the September 2022 financial reports), be accepted as presented.

Motion by Elaine West; Seconded by Nancy Edwards; **Carried**.

5. Adoption of Previous Meeting Minutes of October 20, 2022

Motion CC-63-2022 – the Minutes from **October 20, 2022** be accepted as presented.

Motion by Roger West; Seconded by Elaine West; **Carried**.

6. Pastoral Charge Supervisor's Report

Rev. Melody asked the following questions:

- 1) What plans do we have regarding Pastoral Care (how are we caring for one another?)
- 2) What are our Advent plans?
- 3) How are we looking after funeral requests?

Answers:

1) Re: Pastoral Care

- our greeting card program has been very active, especially with the number of covid and respiratory cases since September
- Pastoral Care calls are still being made
- Visitation has been stepped up by a few congregants
- due to Hospital staff changes, we still have no visiting access; however, Rev. Cory, who still has visiting credentials, will go in if requested

2) Re: Advent

- all services to Dec 24th have been planned with pulpit supply
- Communion service for Dec 4th to be led by Rev. Cory
- no services on Christmas Day or New Year's Day, which fall on a Sunday

3) Re: Funeral Requests

- we will let Rev. Melody know of requests
- Rev. Cory is available to take funerals, dependent on availability

7. Committee Reports

Written reports included in Meeting Agenda Package:

-M&P, Property, Worship

Verbal Additions:

M&P - seeking answers to following questions:

- a) Do we have an organizational chart?
- b) Do we have signed contracts for all our employees and volunteers?

ACTION: Nancy Edwards will consult with Committee Chairs regarding volunteer expectations with their committee duties plus gather emergency contact information for volunteers

ACTION: Kathy Calverley will prepare an organizational chart after Nancy Edwards completes the consultation with Committee Chairs

Property –

- a) dehumidifiers have not been put into storage yet
 - discussion to have units continue to run longer
- b) Russ Foy to mount "Private Property" signs

Worship –

- a) Sacrament Elder training
 - CSRC provides specialized training to dispense communion and officiate at baptisms for a specific congregation

Motion CC-64-2022 – Council approves Roger West's application to CSRC receive to Sacrament Elder training.

Motion by Nancy Edwards; Seconded by Dean Reile; **Carried.**

Trustees –

-all Trustees met on Monday, November 7th

- a) Kindred Works Report
 - Trustees unanimously agreed to have the report presented to the congregation
- b) Follow-up of Insurance Changes letter from Erik Mathiesen, UCC CFO
 - Russ Foy rec'd an email reply from Erik Mathiesen stating HTUC's renewal date is March 2023 and the switchover will take in Feb 2023 when we will need to provide a new bank authorization for monthly payments. Our cost reduction will be approx. 27%.

Motion CC-65-2022 - the Committee Reports for **November 10, 2022** be accepted as presented.

Motion by Nancy Edwards; Seconded by Roger West; **Carried**.

8. Treasurer's Report

a) October 2022 Financial Report

-end the month surplus of \$1,552.44.

-Jane Graham will not be pulpit supply for Nov. 20th service as noted in report

Motion CC-66-2022 - the Treasurer's Report for **November 10, 2022** be accepted as presented.

Motion by Elaine West; Seconded by Nancy Edwards; **Carried**.

b) Updated 2023 Budget

Motion CC-67-2022 - the Updated 2023 Budget be accepted as presented. This budget will be brought forward at HTUC's next AGM in 2023.

Motion by Elaine West; Seconded by Roger West; **Carried**.

c) \$40,000 CEBA Loan Repayment

Motion CC-68-2022 – Council approves repayment of the \$40,000 CEBA Loan. To be completed as soon as the Treasurer can secure an appointment with TD Trust.

Motion by Elaine West; Seconded by Nancy Edwards; **Carried**.

9. Kindred Works Report re Property Development

-HTUC reached out to Kindred Works after the congregation approved an AGM motion on Mar. 27th, 2022 to investigate the development of our property

-Kindred Works is essentially the Property Development arm of the UCC

-a development report was provided by Zoom on Tue. Oct. 25th

-two options were shared:

a) 24 housing units with a mix of apartments and townhomes

b) less housing units plus a community space building

-there would be several stages of development if Holy Trinity decided to move forward

ACTION: Council will present the outline of the Kindred Works property development report as information only at the Congregational Meeting on Sunday, Nov. 13th

ACTION: Council will adapt another CRSC church's congregational letter that is going through the same property development discussions as Holy Trinity.

The letter to the congregation from Council will focus on three areas:

- 1) Property
- 2) Finances
- 3) Ministry Leadership

-letter will also provide a fuller explanation of the Kindred Works property development plans

-Council will continue these discussions with the congregation each Sunday

-Council will call for a congregational vote on Sunday, December 11th or 18th???

10. Congregational Meeting for Sun., Nov. 13th, 2022 re Property Development

-Russ Foy and Roger West will present the outline of the Kindred Works report for information purposes only

-congregation to be made aware that a letter from Council will be sent shortly

-a congregational vote will be taken on Sunday, December 11th or 18th???

-Rev. Melody will attend Nov 13th meeting by Zoom

-Kathy Calverley will take meeting notes

11. New Business

Using the Fellowship Hall for Local Entertainment Drop-in

-Mike Gunning proposed using the Fellowship Hall for local bands/musicians to practice, play and provide a venue for the community to drop-in and enjoy local talent

12. Next Meeting: Thursday, December 15th at 2:00 pm

13. Closing Thoughts / Prayer

-Russ Foy read the 1958 Holy Trinity Dedication Prayer

14. Motion for Adjournment for of Meeting / Time

-the meeting was adjourned at 4:05 pm with a motion by Roger West.



Russ Foy, Council Chair



Kathy Calverley, Council Secretary

Official Council Meeting Treasurer's Report November 10, 2022

Reports included with this report:

- Balance Sheet as of October 31, 2022
- Balance Sheet by Funds as of October 31, 2022
- Consolidated Income and Expense Statement October 31, 2022

Bank Account Summary:

As of October we have \$73, 121.73 in our church bank accounts.

The \$40,000 CEBA loan pay back – to be discussed at meeting.

October Summary:

-Our October income was a total of \$6,025.53. However, \$1,686.59 of this income was just a transfer of funds from the Friendship Group fund to the General fund. That leaves \$4,338.94 of Income for the month.

-Our HST rebate cheque for \$1,084.59 for Jan-June was deposited into the bank account in October as well. (This payment is reflected in the reduction of the HST-Recoverable amount on the Balance Sheet)

October Expenses:

-\$360.00 were M&S Contributions for October that were forwarded to UCC.

-\$700.00 came in for the Ukraine Relief fund and will be forwarded on.

-The monthly cost for payroll was \$591.31 and pulpit supply was \$805.12

(Please note that the pulpit supply amount includes payment for Sunday, Oct 16th that Jane Graham had to cancel due to illness. This cheque will be used for Sunday Nov. 20th.)

After we take off the amount transferred to the General account from the Friendship Group, our September income covered the expenses and we end the month with a surplus of \$1,552.44.

PLANNING FOR 2023

A revised copy of the 2023 budget is attached with changes from the October council meeting added on. This budget needs to be approved by council.

Submitted by Elaine West, Treasurer.

Holy Trinity United Church

Balance Sheet

Funds 01-07, October 2022

11/04/2022 02:21 PM

Page: 1

	Fund 01 - GENERAL FUND	Fund 02 - M&S OUTREACH FUND	Fund 03 - MEMORIAL FUND	Fund 04 - CAPITAL	Fund 05 - RESERVE FUND	Fund 06 - FRIENDSHIP GROUP	Fund 07 - CHOIR
ASSETS							
CURRENT INCOME							
CASH							
CHECKING ACCOUNTS							
TD Canada Trust #5206876	\$9,805.50	-\$3,395.63	\$1,023.29	\$363.29	\$10,866.15		\$33.65
SAVINGS ACCOUNTS							
TD Canada Trust #5206861	29,250.84	5,082.17	8,743.49	162.62	10,670.32		516.03
Subtotal Current Income	39,056.34	1,686.54	9,766.78	525.91	21,536.47	0.00	\$549.69
OTHER ASSETS / INCOME							
HST - Recoverable	319.51						
TOTAL ASSETS	<u>\$39,375.85</u>	<u>\$1,686.54</u>	<u>\$9,766.78</u>	<u>\$525.91</u>	<u>\$21,536.47</u>	<u>\$0.00</u>	<u>\$549.69</u>
LIABILITIES							
LONG TERM LIABILITIES							
CEBA - \$60,000 Loan	\$40,000.00						
TOTAL LIABILITIES	<u>\$40,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
FUND BALANCE							
Fund Balance	\$39,375.85	\$1,686.54	-\$30,233.22	\$525.91	\$21,536.47		\$549.69
TOTAL FUND BALANCE	<u>\$39,375.85</u>	<u>\$1,686.54</u>	<u>-\$30,233.22</u>	<u>\$525.91</u>	<u>\$21,536.47</u>	<u>\$0.00</u>	<u>\$549.69</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$79,375.85</u>	<u>\$1,686.54</u>	<u>-\$30,233.22</u>	<u>\$525.91</u>	<u>\$21,536.47</u>	<u>\$0.00</u>	<u>\$549.69</u>

Total

ASSETS

CURRENT INCOME

CASH

CHECKING ACCOUNTS

TD Canada Trust #5206676

\$18,696.26

SAVINGS ACCOUNTS

TD Canada Trust #5206651

\$4,425.47

Subtotal Current Income

73,121.73

OTHER ASSETS / INCOME

HST - Recoverable

319.51

TOTAL ASSETS

\$73,441.24

LIABILITIES

LONG TERM LIABILITIES

CEBA - \$60,000 Loan

\$40,000.00

TOTAL LIABILITIES

\$40,000.00

FUND BALANCE

Fund Balance

\$33,441.24

TOTAL FUND BALANCE

\$33,441.24

TOTAL LIABILITIES AND FUND BALANCE

\$73,441.24

Holy Trinity United Church
Income and Expense Statement
Consolidated - October 2022

11/04/2022 02:32 PM

Page: 1

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
INCOME	4000				
CONTRIBUTIONS	4100				
Offering - Envelope	4110	\$1,757.00	\$14,272.75	\$22,916.70	\$17,127.73
Offering - PAR	4120	2,586.00	34,554.00	42,000.00	41,814.00
Offering - Loose	4130	4.00	516.35	500.00	248.65
Offering - Canada Helps	4130-100	0.00	168.00	0.00	0.00
Anniversary Offering	4133	0.00	0.00	2,000.00	0.00
Christmas Offering	4134	0.00	0.00	1,000.00	0.00
Fund Raising - Yard Sale	4135-010	0.00	0.00	1,530.00	2,242.95
Fellowship Fund	4196	0.00	50.00	165.70	0.00
Outreach/Community Giving	4197				
Food Bank	4197-010	105.00	895.00	0.00	670.00
Women's Shelter	4197-020	5.00	50.00	0.00	50.00
Men's Shelter	4197-040	5.00	50.00	0.00	150.00
Subtotal Outreach/community Giving	4197	115.00	995.00	0.00	870.00
Youth Mission	4199	0.00	180.00	0.00	0.00
Subtotal Contributions	4100	4,462.00	50,736.10	70,113.40	62,303.33
HALVORSEN BEQUEST	4200				
Income	4205	0.00	0.00	0.00	335,622.18
Bequest Interest	4210	0.00	135.47	0.00	186.13
Subtotal Halvorsen Bequest	4200	0.00	135.47	0.00	335,808.31
OTHER INCOME	4400				
Chequing Account Interest	4410	0.00	0.00	0.00	1.07
Savings Account Interest	4420	69.25	336.27	21.60	128.66
Church Deficit Fund	4424	0.00	0.00	0.00	250.00
Fund Raising	4431	0.00	0.00	4,166.70	0.00
Yard Sale	4431-030	0.00	1,890.35	0.00	0.00
Subtotal Fund Raising	4431	0.00	1,890.35	4,166.70	0.00
Subtotal Other Income	4400	69.25	2,226.62	4,188.30	377.73
MISCELLANEOUS INCOME	4500				
Use of Building	4510	140.00	925.00	1,666.70	1,030.25
Craft Group	4510-010	0.00	42.00	0.00	118.00
Subtotal Use Of Building	4510	140.00	967.00	1,666.70	1,148.25
Weddings	4520	0.00	170.00	200.00	0.00
Funerals	4530	0.00	650.00	166.70	0.00
Catering	4531	0.00	0.00	0.00	100.00
HST REBATE INTEREST	4551	5.69	-12.43	0.00	0.00
Ukraine Relief Fund	4570-006	700.00	700.00	0.00	0.00
UCC Healing Fund	4570-170	0.00	0.00	0.00	1,285.65
Church Calendar	4582	122.00	222.00	0.00	0.00
Other Income	4590	0.00	100.00	0.00	0.00
The Observer / Broadview	4591	0.00	150.00	200.00	200.00
Our Daily Bread	4591-010	0.00	11.10	0.00	9.05
Bulletins	4592	15.00	40.00	125.00	15.00
Envelopes	4598	0.00	10.00	41.70	20.00
Subtotal Ukraine Relief Fund	4570-006	837.00	1,233.10	366.70	1,529.70
Subtotal Miscellaneous Income	4500	982.69	3,007.67	2,400.10	2,777.95

11/04/2022 02:32 PM

Holy Trinity United Church
Income and Expense Statement
Consolidated - October 2022

Page: 2

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
TRANSFER FROM OTHER FUNDS	4600				
Transfer from General Fun	4615	206.35	2,442.52	0.00	2,741.07
Transfer from Memorial	4630	0.00	40,000.00	0.00	0.00
Transfer from Bequest	4631	0.00	10,000.00	10,000.00	5,000.00
Transfer from Friendship	4635	1,686.59	1,686.59	0.00	1,000.00
CEWS - 75% Wage Subsidy	4695	0.00	0.00	0.00	11,362.95
Subtotal Transfer From Other Funds	4600	1,892.94	54,129.11	10,000.00	20,124.02
CEBA - \$60,000 LOAN	4800				
CEBA - Emergency Loan	4825				
CEBA - Utilizing Loan	4825-010	0.00	0.00	0.00	20,000.00
TOTAL INCOME		7,406.88	110,234.97	66,701.80	441,391.34
EXPENSES	5000				
MINISTRY AND PERSONNEL	5100				
SALARIES	5110				
Salaries	5111				
Minister's Salary	5111-100	\$0.00	\$30,760.00	\$51,250.00	\$50,000.00
Secretary's Salary - SP	5111-200	0.00	0.00	4,166.70	0.00
Musician Supply	5111-350	315.50	2,249.10	2,500.00	2,160.00
Custodian's Salary	5111-400	112.50	3,278.75	3,500.00	3,250.00
Maintenance Engineer	5111-600	108.50	371.00	833.30	510.31
Vacation Pay	5114	19.06	233.55	375.00	313.48
Honoraria	5117	0.00	0.00	416.70	0.00
Subtotal Salaries	5111	555.56	36,862.40	63,041.70	56,233.79
ALLOWANCES	5120				
Mileage Paid to Minister	5121	0.00	561.58	1,666.70	669.12
Telephone - Cory's Land	5122	0.00	405.29	708.30	671.43
Telephone - Cory's Cell	5122-100	0.00	343.23	708.30	633.85
Life-Long Learning +Books	5123	0.00	522.47	1,666.70	1,261.12
Subtotal Allowances	5120	0.00	1,832.57	4,750.00	3,235.52
EMPLOYER EXPENSES	5130				
Employer EI	5135	0.00	0.00	0.00	136.56
Employer Taxes - from ADP	5137	9.14	2,337.10	4,000.00	3,495.30
Employer Benefits - ADP	5147	0.00	5,829.55	9,166.70	8,808.50
Processing Fee - from ADP	5151	26.61	307.94	500.00	230.76
Subtotal Employer Expenses	5130	35.75	8,474.59	13,666.70	12,671.22
Subtotal Salaries	5110	591.31	47,189.56	81,458.40	72,140.53
FINANCE	5500				
Faith Community Assessment	5501	568.20	3,124.92	2,840.80	3,634.00
Canadian Shield Rep.	5502	0.00	364.97	0.00	0.00
Council Retreat	5504	0.00	0.00	300.00	0.00
Stewardship Education	5510	0.00	0.00	416.70	32.82
PAR Charges	5512	15.00	173.00	200.00	186.50
Bank Charges	5513	0.00	4.00	10.00	5.00
Office Supplies	5521	121.45	717.94	666.70	2,050.17
Office Supply correction	5521-010	0.00	0.00	0.00	468.17
Subtotal Office Supplies	5521	121.45	717.94	666.70	2,518.34
Canon - Photocopier Usage	5522	32.55	658.81	416.70	333.69

Holy Trinity United Church
Income and Expense Statement
 Consolidated - October 2022

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
Canon - Photocopier Lease	5523	0.00	329.88	315.00	405.20
Canada Post	5524	0.00	143.44	500.00	441.60
Advertising	5531	0.00	0.00	83.30	23.91
Bulletins	5532	0.00	0.00	83.30	44.55
Computer	5541	0.00	0.00	125.00	158.89
Website Hosting	5542	0.00	475.48	240.00	0.00
Financial Review of Books	5551	0.00	233.87	300.00	233.86
Social Supplies	5559	0.00	0.00	100.00	0.00
Miscellaneous - ELORA adj	5591	0.00	0.00	0.00	105.57
Subtotal Finance	5500	737.20	6,226.31	6,587.50	8,123.73
WORSHIP	5800				
Gathering Publications	5803	0.00	0.00	100.00	53.95
Pulpit Supply	5821	805.12	2,529.80	1,933.30	892.00
Garden of Memories	5834	0.00	0.00	65.00	0.00
Worship Supplies	5850	0.00	178.32	766.70	0.00
Easter Supplies	5850-030	0.00	0.00	0.00	13.95
Books	5850-060	0.00	28.25	0.00	0.00
Copyright Coverage	5850-074	232.00	232.00	0.00	222.00
ZOOM Expenses	5850-075	0.00	145.82	0.00	207.88
United-in-Worship subscri	5850-090	0.00	224.00	0.00	221.00
Miscellaneous	5850-990	0.00	1,503.94	0.00	0.00
Subtotal Worship Supplies	5850	232.00	2,312.33	766.70	664.83
Subtotal Worship	5800	1,037.12	4,842.13	2,865.00	1,610.78
FRIENDSHIP GROUP	6200				
Outreach	6305				
Camp Mc Dougall	6305-080	0.00	0.00	0.00	500.00
OUTREACH / M & S	6400				
UC Mission & Service	6403	360.00	8,708.00	5,750.00	5,657.00
Youth Mission	6410	0.00	180.00	0.00	0.00
Fellowship Fund	6415	0.00	66.99	0.00	0.00
Outreach/Community Giving	6420	0.00	0.00	1,687.50	0.00
Food Bank	6420-010	0.00	670.00	0.00	0.00
Maplegate - Women's Shell	6420-020	0.00	30.00	0.00	0.00
Maplegate - Men's Shelter	6420-025	0.00	30.00	0.00	0.00
Subtotal Outreach/community Giving	6420	0.00	730.00	1,687.50	0.00
The Observer / Broadview	6422	0.00	150.00	200.00	0.00
Subtotal Outreach / M & S	6400	360.00	9,824.99	7,637.50	5,657.00
RELIEF GROUPS	6449				
UCC Healing Fund	6451-140	0.00	0.00	0.00	1,285.65
HALVORSEN BEQUEST	6500				
Dispersment of Bequest	6510	0.00	0.00	265,518.50	0.00
Transfer to General Fund	6510-010	0.00	10,000.00	0.00	5,000.00
Transfer to Trustees	6510-020	0.00	305,000.00	0.00	0.00
Subtotal Dispersment Of Bequest	6510	0.00	315,000.00	265,518.50	5,000.00
Subtotal Halvorsen Bequest	6500	0.00	315,000.00	265,518.50	5,000.00
CHRISTIAN LIFE AND WORK	6700				
M&P Expenses	6715	0.00	58.21	0.00	0.00
Pastoral Care	6720	0.00	45.00	83.30	0.00

Holy Trinity United Church
Income and Expense Statement
 Consolidated - October 2022

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
Church Calendars	6720-010	0.00	263.18	0.00	0.00
Subtotal Pastoral Care	6720	0.00	328.18	83.30	0.00
Subtotal Christian Life And Work	6700	0.00	386.39	83.30	0.00
CHOIR	7500				
Music	7501	0.00	0.00	166.70	0.00
Piano	7510	0.00	207.88	0.00	0.00
Subtotal Choir	7500	0.00	207.88	166.70	0.00
OPERATING	8000				
Gas	8001	69.43	2,758.51	2,500.00	2,232.00
Hydro	8011	120.70	1,472.94	1,668.70	1,296.17
Water	8021	0.00	431.50	420.00	403.28
Telephone - Land Line	8031	95.06	924.69	916.70	855.71
Telephone - Internet	8032	79.00	748.40	708.30	686.00
Subtotal Operating	8000	365.19	6,336.04	6,211.70	5,473.16
PROPERTY	8040				
Furnace Service - Church	8041	0.00	0.00	150.00	0.00
Janitorial Supplies	8090	0.00	0.00	208.30	77.95
Maint - Grounds - Church	8091	0.00	0.00	2,750.00	0.00
Snow Blower / Lawn Mower	8091-020	0.00	0.00	0.00	405.01
Lawn Maintenance	8091-030	59.71	91.18	0.00	0.00
Subtotal Maint - Grounds - Church	8091	59.71	91.18	2,750.00	405.01
Maint - Building - Church	8092	0.00	1,115.79	875.00	3,522.31
Move Secretary's Office	8092-020	0.00	0.00	0.00	429.18
Subtotal Maint - Building - Church	8092	0.00	1,115.79	875.00	3,951.49
Snow Removal Contract	8093	0.00	1,860.51	2,625.00	1,481.13
Sanding	8093-010	0.00	150.71	2,250.00	0.00
Subtotal Snow Removal Contract	8093	0.00	2,011.22	4,875.00	1,481.13
Grass / Lawn Maintenance	8094	0.00	0.00	1,250.00	0.00
Accessibility	8095	0.00	0.00	25,000.00	0.00
Subtotal Property	8040	59.71	3,218.19	35,108.30	5,915.58
TRUSTEES	8200				
Insurance	8210	776.21	4,345.38	4,416.70	4,647.97
CHURCH - CAPITAL	8500				
Febres Consulting	8524	0.00	0.00	0.00	3,417.51
Paving - lot maintenance	8535	0.00	0.00	166.70	0.00
Repair Church Roof	8540	0.00	0.00	416.70	0.00
Repairs to Skidewalk	8543	0.00	0.00	833.30	0.00
Subtotal Church - Capital	8500	0.00	0.00	1,416.70	3,417.51
TRANSFERS TO OTHER FUNDS	9600				
Transfer to Reserve Fund	9621	206.35	2,442.52	0.00	2,741.07
Transfer to General	9640	1,686.59	41,696.59	0.00	1,000.00
Subtotal Transfers To Other Funds	9600	1,892.94	44,139.11	0.00	3,741.07
CEBA - TRANSFER FUNDS	9700				

11/04/2022 02:32 PM

Holy Trinity United Church
Income and Expense Statement
Consolidated - October 2022

Page: 5

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
CEBA - Expensing Funds	9710	0.00	0.00	0.00	20,000.00
TOTAL EXPENSES		5,819.68	441,705.98	411,480.30	137,512.98
EXCESS INCOME/EXPENSES		\$1,587.20	-\$331,471.01	-\$324,778.50	\$303,878.36

Committee Reports for November 10, 2022

Ministry & Personnel Report

1. Lee Ohrner, our custodian, will not be able to return to work until the beginning of December.

In the interim, myself and Elaine West will look after the cleaning.

I'll look after the upstairs, and Elaine will look after the downstairs.

I'll be in touch with Lee the middle of the month to confirm her return.

If there any further changes to that date, I'll provide an update.

2. I attended a M & P webinar on Oct 26th, which was very informative.

Some take-aways:

-paid employees who work more than 14 hours per week are entitled to benefits.

Vacation time should be recorded with M & P.

-all employees, paid or volunteer, should have a written contract with roles and responsibilities and who they directly report to. The contract is to be signed by the employee or volunteer, plus M & P.

-ministers cannot hire or fire. Their responsibility is to provide spiritual guidance only.

-M & P cannot hire or fire. Recommendations are to be provided to Council and the decision will be made by Council.

-employees and volunteers should be provided with an organization chart

Workers as part of the church:

a) Term (contract) - should have a begin and end date

No obligation after the end date

b) Permanent - no end date stipulated

c) Independent Contractors

Strick guidelines - must own their own business, have their own HST #,
their own business name, use their own tools and equipment

Questions:

Do we have an organizational chart?

Do we have signed contracts for all our employees and volunteers?

I will search the records provided to me and report back.

Nancy Edwards

M&P Chair

Property Report

1. Michel Angrignon raked and bagged leaves; lawn looks good.
2. Dean Reile installed the Office air conditioner cover boxes and disconnected the AC units.
3. Dean Reile installed the Alpha Room and Kitchen protective window covers.
4. Dean also did a test run the snowblower and moved it to the shed.
5. Unwanted items were cleared from the Furnace room, storage areas and Fellowship Hall. Mike Gunning took the trash to the dump.
6. The two Fellowship Hall dehumidifiers were emptied, unplugged and put away.
7. Ken Pierce is in the process of drawing up a sidewalk snow removal schedule for this winter. We will be using our volunteers; Ken Pierce, Russ Foy, Jim Nichol, Mike Gunning and Michel Angrignon.

Submitted by Ken Pierce, Secretary

Worship Committee Report

The Worship Committee continues to meet and arrange for weekly in person worship services. This has become a much more of a hands-on responsibility as we adapt to worshipping without a full-time minister.

I would like to thank Ann, Kathy and Russ for their continued support and participation; recently they each stepped up and stepped out of their comfort zones to ensure worship services went forward due to illnesses. THANK YOU for a job well done!

Our community of faith is well served by your dedication.

The Advent season is almost upon us, and the following is our schedule of services:

November 27th - 1st Advent Sunday

Worship Leader - Roger West, L.L.W.L.

December 4th - 2nd Advent Sunday

Worship Leader - Rev. Cory Vermeer-Cuthbert

Communion Sunday

December 11th - 3rd Advent Sunday

Special Service of Music

December 18th - 4th Advent Sunday

Worship Leader - Rev. Cory Vermeer-Cuthbert

Saturday, December 24th - Christmas Eve Service, 7:00 pm

Worship Leader- Roger West, L.L.W.L.

Sunday, December 25th - Christmas Day

No Service

Sunday, January 1st, 2023 - No in-person Service; Electronic service will be sent out