

Holy Trinity United Church, Elliot Lake – Council Meeting
Thursday, DECEMBER 15, 2022 @ 2:00 pm – by Zoom
MINUTES

Present:

Rev. Melody Duncanson-Hales	Pastoral Charge Supervisor
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

Regrets: Ken Pierce, Property Committee Secretary

Guests: Ann Foy, Director of Music

1. Call to Order

Russ Foy welcomed everyone at 2:03 pm

2. Opening Prayer

Rev. Melody opened in prayer.

3. Adoption of Meeting Agenda for December 15, 2022

Motion CC-69-2022 – the Agenda for **December 15, 2022** be accepted as presented.

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

4. Adoption of Previous Meeting Minutes for November 10, 2022

Motion CC-70-2022 – the Minutes from **November 10, 2022** be accepted as presented.

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

5. Pastoral Charge Supervisor's Report

-Rev. Melody, as Pastoral Charge Supervisor, has called a congregational meeting for Sunday, January 15th, after the worship service, which will also be led by Rev. Melody.

-the meeting's purpose is to address the upcoming 2023 leadership vacancies and to encourage prayerful discernment for leadership

-vacancies include the following:

Vacant as of January 1st, 2023:

-Holy Trinity lay representative to Canadian Shield Regional Council

Vacant as of the 2022 AGM, to be held in early 2023:

- Chair of Council/Congregational Meeting Chair
- Ministry and Personnel Committee
- Pastoral Care Committee
- Worship Committee
- Council Secretary
- Congregational Meeting Secretary
- position of Church Secretary

Vacant no later than June 30, 2023:

- Treasurer

ACTION: Kathy Calverley to send notification of the Congregational Meeting for January 15th by email/snail mail, which will also include the list of 2023 leadership vacancies, which was prepared by Ann Foy.

ACTION: Rev. Melody will hold a Zoom meeting with Council a week before the meeting to prepare.

6. Committee Reports

a) Written reports included in Meeting Agenda Package:

-M&P; Pastoral Care, Property; Regional Council Rep; Worship

b) Internal Memos to Council re Church Secretary position; Congregational Secretary position; Council Secretary position

Verbal Additions:

M&P – issues re custodial services:

- current custodian has been on sick leave since mid-October
- custodian is an employee of Holy Trinity; works less than 14 hours per week
- volunteers have filled in to complete job duties, but this will cease Dec. 31, 2022

ACTION: Roger West to organize a Zoom meeting between Nancy Edwards (M&P) and Rev. Rob Smith, Canadian Shield Regional Council Pastoral Relations Minister, to discuss the current situation and to seek guidance moving forward.

Property – further discussion regarding wet floors in Fellowship Hall hallway

ACTION: Kathy Calverley to post signs on hallway walls stating:

“CAUTION: Hallway Floors are Slippery When Wet”

Worship – Adoption of Proposed Marriage Policy

Motion CC-71-2022 – Council adopts the proposed Marriage Policy as an official Holy Trinity policy with the following amendments:

- a) All fees are paid to the church, not individuals
- b) Fees are subject to change

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

Motion CC-72-2022 - the Committee Reports for **December 15, 2022** be accepted as presented.

Motion by Roger West; Seconded by Dean Reile; **Carried**.

7. Treasurer's Report

November 2022 Financial Report

- end of the month surplus of \$1,528.58.
- \$40,000 CEBA loan was paid back to CRA in November
- official document received from TD Bank acknowledging loan repayment
- semi-annual donation payments to our two local shelters and our local Foodbank will be done in December

Motion CC-73-2022 - the Treasurer's Report for **December 15, 2022** be accepted as presented.

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

8. Review of Kindred Works Project Congregational Meetings

- debrief comments regarding Nov 27th meeting included:
 - some congregants became fixated on the future details
 - some didn't understand that we only wanted to vote on pursuing the options further
 - some came with pre-set agendas
 - some didn't stay for the meeting because they were already okay with the pursuing the options
- Russ Foy made the decision as Chair to not hold the vote on Dec 11th; this decision was communicated by congregational email and snail mail.
- future possibilities:
 - bring project forward with new Council after 2022 AGM (held in early 2023)
 - Catherine Somerville of St. Stephen UC, Sudbury could attend to provide context to HTUC regarding their church's vote to pursue the Kindred Works Project

-Rev. Melody explained that HTUC is at a crossroads and needs to decide at what stage of life the congregation is in:

- a) palliative care and the willingness to conclude gracefully
 - b) embrace a new vision and carry on
- both require work

-Nancy Edwards has requested written job descriptions from each committee and an organizational chart to be prepared by Kathy Calverley

9. Choosing a 2022 AGM Date (for early 2023)

-Sunday, February 26th, after the worship service

10. Striking a Nominating Committee

- Kathy Calverley volunteered for the committee
- Kathy will approach a few others to join the committee

11. New Business

-Rev. Cory has requested permission to attend Holy Trinity to update the Funerals record book regarding two graveyard services and interments she presided at in September 2022 at the Woodlands Cemetery, Elliot Lake.

-Council agreed unanimously to have Rev. Cory attend HTUC to update the records.

ACTION: Kathy Calverley to communicate decision to Rev. Cory

12. Next Meeting: Thursday, January 19th at 2:00 pm; Fellowship Hall

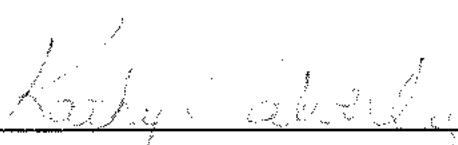
13. Closing Thoughts

- Rev. Melody reminded us that people are afraid and insecure and overwhelmed
 - Advent is a time of waiting and we need to remind ourselves to turn our heads to the one who says "Do Not be Afraid"
 - treasure what is most important
 - care for one another
 - maintain healthy boundaries
 - make room for Christ in our hearts
 - pray for our services

14. Motion to Adjourn for of Meeting / Time

-the meeting was adjourned at 4:16 pm with a motion by Nancy Edwards.


 Russ Foy, Council Chair


 Kathy Calverley, Council Secretary

Official Council Meeting

Treasurer's Report

December 15, 2022

Reports included with this report:

- Balance Sheet as of November 30, 2022
- Balance Sheet by Funds as of November 30, 2022
- Consolidated Income and Expense Statement November 30, 2022

Bank Account Summary:

As of November 30, we have \$34,113.00 in our church bank accounts.

The \$40,000 CEBA loan was paid back to CRA in November. This is reflected on the Balance Sheet, where you will no longer see the loan reported under liabilities.

November Summary:

- Our November income was a total of \$4,257.10.
- Our soup luncheon brought in \$71.95. Thanks to Carol and Sandy for keeping the monthly fundraiser going, as well as our wonderful soup-makers.

November Expenses:

- \$351.00 were M&S Contributions for November that were forwarded to UCC.
 - The monthly cost for payroll was \$265.27 and pulpit supply was \$604.56.
- Payroll has been less in October and November as the cleaning person has been off due to illness and 2 volunteers have stepped in to do her job.

We ended November with a surplus of \$1,528.58.

Submitted by Elaine West, Treasurer.

Holy Trinity United Church

Balance Sheet

Funds 01-07, November 2022

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	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 #5205876	\$11,188.27	-\$4,015.63	\$1,023.29	\$363.29	\$11,055.50		\$33.66
SAVINGS ACCOUNTS							
TD Canada Trust #5205651	-10,710.01	5,082.17	8,743.49	162.62	10,670.32		516.03
Subtotal Current Income	478.26	1,066.54	9,766.78	525.91	21,725.82	0.00	549.69
OTHER ASSETS / INCOME							
HST - Recoverable	387.46						
TOTAL ASSETS	\$865.72	\$1,066.54	\$9,766.78	\$525.91	\$21,725.82	\$0.00	\$549.69
FUND BALANCE							
Fund Balance	\$40,865.72	\$1,066.54	-\$30,233.22	\$525.91	\$21,725.82		\$549.69
TOTAL FUND BALANCE	\$40,865.72	\$1,066.54	-\$30,233.22	\$525.91	\$21,725.82	\$0.00	\$549.69
TOTAL LIABILITIES AND FUND BALANCE	\$40,865.72	\$1,066.54	-\$30,233.22	\$525.91	\$21,725.82	\$0.00	\$549.69

Total

ASSETS

CURRENT INCOME

CASH

CHECKING ACCOUNTS

TD Canada Trust #5205676

\$19,648.38

SAVINGS ACCOUNTS

TD Canada Trust #5206651

14,464.62

Subtotal Current Income

34,113.00

OTHER ASSETS / INCOME

HST - Recoverable

387.46

TOTAL ASSETS

\$34,500.46

FUND BALANCE

Fund Balance

\$34,500.46

TOTAL FUND BALANCE

\$34,500.46

TOTAL LIABILITIES AND FUND BALANCE

\$34,500.46

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

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
INCOME	4000				
CONTRIBUTIONS	4100				
Offering - Envelope	4110	\$1,396.00	\$15,668.75	\$25,208.37	\$18,164.54
Offering - PAR	4120	2,586.00	37,140.00	46,200.00	46,066.00
Offering - Loose	4130	42.00	558.35	550.00	743.82
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	183.37	0.00
Outreach/Community Giving	4197				
Food Bank	4197-010	70.00	965.00	0.00	915.00
Women's Shelter	4197-020	5.00	55.00	0.00	155.00
Men's Shelter	4197-040	5.00	55.00	0.00	255.00
Salvation Army	4197-050	0.00	0.00	0.00	200.00
Subtotal Outreach/community Giving	4197	80.00	1,075.00	0.00	1,525.00
Youth Mission	4199	0.00	180.00	0.00	0.00
Subtotal Contributions	4100	4,104.00	54,840.10	76,671.74	68,742.31
HALVORSEN BEQUEST	4200				
Income	4205	0.00	0.00	0.00	335,622.18
Bequest Interest	4210	0.00	135.47	0.00	255.68
Subtotal Halvorsen Bequest	4200	0.00	135.47	0.00	335,877.86
OTHER INCOME	4400				
Chequing Account Interest	4410	0.00	0.00	0.00	1.07
Savings Account Interest	4420	39.15	375.42	23.76	139.73
Church Deficit Fund	4424	0.00	0.00	0.00	250.00
Fund Raising	4431	0.00	0.00	4,583.37	0.00
Souper Luncheon	4431-020	71.95	71.95	0.00	0.00
Yard Sale	4431-030	22.00	1,912.35	0.00	0.00
Subtotal Fund Raising	4431	93.95	1,984.30	4,583.37	0.00
Subtotal Other Income	4400	133.10	2,359.72	4,607.13	390.80
MISCELLANEOUS INCOME	4500				
Use of Building	4510	0.00	925.00	1,833.37	960.25
Craft Group	4510-010	0.00	42.00	0.00	118.00
Subtotal Use Of Building	4510	0.00	967.00	1,833.37	1,078.25
Weddings	4520	0.00	170.00	200.00	0.00
Funerals	4530	0.00	650.00	183.37	0.00
Catering	4531	0.00	0.00	0.00	100.00
HST REBATE INTEREST	4551	0.00	-12.43	0.00	0.00
Ukraine Relief Fund	4570-006	0.00	700.00	0.00	0.00
UCC Healing Fund	4570-170	0.00	0.00	0.00	1,285.65
Outreach Programs	4576				
Alzheimer Society	4576-001	0.00	0.00	0.00	200.00
Church Calendar	4582	20.00	242.00	0.00	96.00
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	0.00	40.00	137.50	40.00
Envelopes	4596	0.00	10.00	45.87	20.00

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

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
Subtotal Ukraine Relief Fund	4570-006	20.00	1,253.10	383.37	1,850.70
Subtotal Miscellaneous Income	4500	20.00	3,027.67	2,600.11	3,028.95
TRANSFER FROM OTHER FUNDS	4600				
Transfer from General Fun	4615	189.35	2,631.87	0.00	2,974.91
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	10,000.00
Transfer from Friendship	4635	0.00	1,686.59	0.00	1,000.00
CEWS - 75% Wage Subsidy	4695	0.00	0.00	0.00	11,838.75
Subtotal Transfer From Other Funds	4600	189.35	54,318.46	10,000.00	25,813.66
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		4,446.45	114,681.42	93,873.98	453,853.58
EXPENSES	5000				
MINISTRY AND PERSONNEL	5100				
SALARIES	5110				
Salaries	5111				
Minister's Salary	5111-100	\$0.00	\$30,750.00	\$56,375.00	\$55,000.00
Secretary's Salary - SP	5111-200	0.00	0.00	4,583.37	0.00
Musician Supply	5111-350	180.00	2,429.10	2,750.00	2,400.00
Custodian's Salary	5111-400	0.00	3,278.75	3,850.00	3,520.83
Maintenance Engineer	5111-600	48.50	417.50	916.63	524.66
Vacation Pay	5114	9.06	242.81	412.50	313.48
Honoraria	5117	0.00	0.00	458.37	0.00
Subtotal Salaries	5111	235.56	37,117.96	69,345.87	61,758.97
ALLOWANCES	5120				
Mileage Paid to Minister	5121	0.00	561.58	1,833.37	805.11
Telephone - Cory's Land	5122	0.00	405.29	779.13	728.94
Telephone - Cory's Cell	5122-100	0.00	343.23	779.13	691.02
Life-Long Learning +Books	5123	0.00	522.47	1,833.37	1,685.96
Subtotal Allowances	5120	0.00	1,832.57	5,225.00	3,921.03
EMPLOYER EXPENSES	5130				
Employer EI	5135	0.00	0.00	0.00	148.28
Employer Taxes - from ADP	5137	4.34	2,341.44	4,400.00	3,844.83
Employer Benefits - ADP	5147	0.00	5,829.55	10,083.37	9,689.35
Processing Fee - from ADP	5151	25.37	333.31	550.00	254.88
Subtotal Employer Expenses	5130	29.71	8,504.30	15,033.37	13,937.34
Subtotal Salaries	5110	265.27	47,454.83	89,604.24	79,617.34
FINANCE	5500				
Faith Community Assessmen	5501	0.00	3,124.92	3,124.88	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	458.37	32.82
Offering Envelopes	5511	0.00	0.00	150.00	125.77
PAR Charges	5512	15.00	188.00	220.00	205.50
Bank Charges	5513	0.00	4.00	10.00	8.75
Bank Data Entry Errors	5515	0.00	0.00	0.00	45.00

Holy Trinity United Church

Income and Expense Statement

Consolidated - November 2022

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		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
Office Supplies	5521	0.00	717.94	733.37	2,303.95
Office Supply correction	5521-010	0.00	0.00	0.00	468.17
Subtotal Office Supplies	5521	0.00	717.94	733.37	2,772.12
Canon - Photocopier Usage	5522	27.02	685.83	458.37	465.82
Canon - Photocopier Lease	5523	0.00	329.88	315.00	405.20
Canada Post	5524	0.00	143.44	550.00	441.60
Advertising	5531	0.00	0.00	91.63	23.91
Bulletins	5532	0.00	0.00	91.63	44.55
Computer	5541	0.00	0.00	137.50	158.69
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	5558	0.00	0.00	100.00	0.00
Miscellaneous - ELORA adj	5591	0.00	0.00	0.00	105.57
Subtotal Finance	5500	42.02	6,268.33	7,280.75	8,703.16
WORSHIP	5800				
Gathering Publications	5803	0.00	0.00	100.00	53.95
Pulpit Supply	5821	604.56	2,903.72	2,126.33	1,067.00
Garden of Memories	5834	0.00	0.00	65.00	0.00
Worship Supplies	5850	0.00	178.32	843.37	0.00
Candles & Altar Supplies	5850-010	0.00	0.00	0.00	19.98
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	0.00	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	0.00	2,312.33	843.37	684.81
Subtotal Worship	5800	604.56	5,216.05	3,135.00	1,805.76
FRIENDSHIP GROUP	6200				
Outreach	6305				
Camp Mc Dougall	6305-060	0.00	0.00	0.00	500.00
Church Calendars	6305-470	0.00	0.00	0.00	175.19
Subtotal Outreach	6305	0.00	0.00	0.00	675.19
Subtotal Friendship Group	6200	0.00	0.00	0.00	675.19
OUTREACH / M & S	6400				
Our Daily Bread Publicati	6402	0.00	0.00	0.00	50.00
UC Mission & Service	6403	351.00	9,059.00	6,325.00	6,249.00
Youth Mission	6410	0.00	180.00	0.00	0.00
Outreach	6411	0.00	0.00	0.00	200.00
Fellowship Fund	6415	0.00	56.99	0.00	0.00
Outreach/Community Giving	6420	0.00	0.00	1,856.25	0.00
Food Bank	6420-010	0.00	670.00	0.00	0.00
Maplegate - Women's Shelt	6420-020	0.00	30.00	0.00	0.00
Maplegate - Men's Shelter	6420-025	0.00	30.00	0.00	0.00
Sudbury -Homeless Support	6420-040	0.00	0.00	0.00	-110.00
Subtotal Outreach/community Giving	6420	0.00	730.00	1,856.25	-110.00
The Observer / Broadview	6422	0.00	150.00	200.00	250.00

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

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
Subtotal Outreach / M & S	6400	351.00	10,175.99	8,381.25	6,639.00
RELIEF GROUPS	6449				
Ukraine Relief Fund	6451-022	0.00	700.00	0.00	0.00
UCC Healing Fund	6451-140	0.00	0.00	0.00	1,285.65
Subtotal Relief Groups	6449	0.00	700.00	0.00	1,285.65
HALVORSEN BEQUEST	6500				
Dispersment of Bequest	6510	0.00	0.00	292,070.35	0.00
Transfer to General Fund	6510-010	0.00	10,000.00	0.00	10,000.00
Transfer to Trustees	6510-020	0.00	305,000.00	0.00	0.00
Subtotal Dispersment Of Bequest	6510	0.00	315,000.00	292,070.35	10,000.00
Subtotal Halvorsen Bequest	6500	0.00	315,000.00	292,070.35	10,000.00
CHRISTIAN LIFE AND WORK	6700				
M&P Expenses	6715	0.00	58.21	0.00	0.00
Pastoral Care	6720	0.00	45.00	91.63	0.00
Church Calendars	6720-010	0.00	283.18	0.00	0.00
Subtotal Pastoral Care	6720	0.00	328.18	91.63	0.00
Subtotal Christian Life And Work	6700	0.00	386.39	91.63	0.00
CHOIR	7500				
Music	7501	0.00	0.00	183.37	195.38
Piano	7510	0.00	207.88	0.00	0.00
Subtotal Choir	7500	0.00	207.88	183.37	195.38
OPERATING	8000				
Gas	8001	280.38	3,036.89	2,750.00	2,396.48
Hydro	8011	211.16	1,684.10	1,833.37	1,483.35
Water	8021	0.00	431.50	420.00	403.28
Telephone - Land Line	8031	96.06	1,020.75	1,008.37	947.52
Telephone - Internet	8032	79.00	827.40	779.13	759.80
Subtotal Operating	8000	666.60	7,002.64	6,790.87	5,990.44
PROPERTY	8040				
Furnace Service - Church	8041	0.00	0.00	150.00	0.00
Janitorial Supplies	8090	22.86	22.86	229.13	77.95
Maint - Grounds - Church	8091	0.00	0.00	3,025.00	0.00
Snow Blower / Lawn Mower	8091-020	0.00	0.00	0.00	405.01
Lawn Maintenance	8091-030	0.00	91.18	0.00	0.00
Subtotal Maint - Grounds - Church	8091	0.00	91.18	3,025.00	405.01
Maint - Building - Church	8092	0.00	1,115.79	962.50	3,651.17
Move Secretary's Office	8092-020	0.00	0.00	0.00	429.18
Subtotal Maint - Building - Church	8092	0.00	1,115.79	962.50	4,080.35
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	1,375.00	0.00

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

		Current Period	Year to Date	Year to Date Budget	YTD Prior Year
Accessibility	8095	0.00	0.00	27,500.00	0.00
Subtotal Property	8040	22.86	3,241.05	38,116.53	6,044.44
TRUSTEES	8200				
Insurance	8210	776.21	5,121.59	4,858.37	5,076.83
CHURCH - CAPITAL	8500				
Febres Consulting	8524	0.00	0.00	0.00	3,417.51
Paving - lot maintenance	8535	0.00	0.00	183.37	0.00
Repair Church Roof	8540	0.00	0.00	458.37	0.00
Repairs to Sidewalk	8543	0.00	0.00	916.63	0.00
Subtotal Church - Capital	8500	0.00	0.00	1,558.37	3,417.51
TRANSFERS TO OTHER FUNDS	9600				
Transfer to Reserve Fund	9621	189.35	2,631.87	0.00	2,974.91
Transfer to General	9640	0.00	41,686.59	0.00	1,000.00
Subtotal Transfers To Other Funds	9600	189.35	44,318.46	0.00	3,974.91
CEBA - TRANSFER FUNDS	9700				
CEBA - Expensing Funds	9710	0.00	0.00	0.00	20,000.00
TOTAL EXPENSES		2,917.87	445,093.21	452,070.83	153,425.61
EXCESS INCOME/EXPENSES		\$1,528.58	-\$330,411.79	-\$358,191.86	\$300,427.97

Committee Reports for December 15, 2022

Ministry & Personnel

1. I am in receipt of Kathy Calverley's resignation as the Holy Trinity Church Secretary effective at the conclusion of the AGM in early 2023.
2. Nancy Edwards has submitted her resignation as Chair for the M&P Committee effective at the conclusion of the AGM in early 2023.
3. I would like to bring forward a discussion during our Dec 15th Council Meeting concerning the custodial position.

Thank you,

Nancy Edwards
Chairperson, M&P Committee

Pastoral Care Committee Report – December 15, 2022

I have been the sole Committee member since September 2022, after Jane Kerr moved away from Elliot Lake and Judy Bower, Greeting Card Coordinator, resigned due to family issues.

I have continued the Greeting Card program and making Pastoral Care calls.

I will be stepping away from the Committee as Chair and as a member, effective at the conclusion of the 2022 AGM to be held in early 2023.

Suggestions:

Council may consider merging this Committee with another existing Committee since it has been extremely difficult to find congregants willing to serve on the Committee.

If no other congregant steps up to take on the Greeting Card program, it could be transferred to the Church Secretary, if M&P considers this an acceptable duty under that job description.

Thank you,
Kathy Calverley

Property Committee

1. Ken Pierce drew up a volunteer sidewalk snow removal schedule for the Church.
2. Ken Pierce notified Wendell Farquhar Plowing to sand each time they plow to prevent falls.
3. Dean Reile checked out water on floor at back entrance to the Fellowship Hall. This is a result of snow being tracked in from outside. Solution is to mop any water so that it does not accumulate. A mop and bucket will be available in the furnace room.

Ken Pierce
Secretary

Please note: Ken Pierce will be out of province from mid-December 2022 to mid-March 2023. He can be contacted by email; however, he does not have access to the tech equipment to be able to join Council meetings by Zoom.

Regional Council Representative Report

Roger West
13 Frame Crescent
Elliot Lake, Ontario P5A 2S4

December 4, 2022

Church Council
Holy Trinity United Church

Fellow Council Members,

Please accept this letter as my notice to you and our community of faith of my resignation as your regional council representative effective December 31st, 2022.

It has been a privilege and an opportunity to gain insight into the wider United Church as both our community of faith and our region move forward together.

The future of the wider church (United Church of Canada) and that of Holy Trinity are fundamentally connected and both communities are best served by working together for the best outcomes possible; we must remember, "we are the church."

Warm regards,

Roger West

Worship Committee Report

1. Correspondence Received:

Our worship committee has received the following correspondence at our most recent meeting held on Dec. 5th, 2022.

* Kathy Calverley is resigning from the worship committee effective at the conclusion of the 2022 AGM

* Roger West is resigning from the worship committee effective at the conclusion of the 2022 AGM.

The committee accepts these resignations with regret.

2. Renumeration Rates for Pulpit Supply 2023

The recommended minimum rates for pulpit supply as are follows:

* Ordered Clergy Daily Rate \$232.00

Mileage Rate: .55 per Km.

* L.L.W.L. Rate 177.28, Mileage Rate: .55 per km.

The worship committee has this past year paid ordered clergy at a rate of \$250.00 and recommended mileage; and LLWL rate has been \$177.28 plus recommended mileage.

3. Christmas Eve Service

Worshippers will each be provided with a battery-operated candle for use during the service; at the conclusion of the service each worshipper will be gifted a small battery-operated votive candle to take home. A discussion was held on Christmas Eve special offering and a decision has been taken to direct our Christmas Eve offering to the UCC Ukrainian Relief Fund.

4. We are submitting today, a recommended HTUC Marriage Policy for the consideration and approval of church council. Please find a copy attached.
5. A discussion regarding worship planning for the 2023, and the fact that shortfalls in committee membership might preclude effective planning and in fact impair our ability to provide worship services. To that end, we reached out and had a conversation with Rev. Melody Duncanson-Hales our charge supervisor.

Holy Trinity United Church

Proposed Marriage Policy

Holy Trinity United has an equal marriage policy, anyone who may lawfully be married in the province of Ontario can be married here.

Responsibility for Marriage

Marriage is the responsibility of the Church Council. The worship committee is responsible to oversee the marriage policy.

Marriage as a Service of Worship

Any services, including marriages conducted in the church building or by our ministry personnel will be Christian services of worship.

Place of Marriage

Most marriages take place in the sanctuary, other locations can be considered in consultation with our ministry personnel and worship committee.

Persons Eligible for Marriage

Holy Trinity United Church welcomes any couple to be married who may lawfully be married in the Province of Ontario. The couple do not need to be members or adherents of the church.

Musician

The church musician is to be given first right of refusal to play at all worship services, including weddings. If the church musician is not available, the couple may ask another musician to provide music of their choice, in consultation with ministry personnel.

Fees

All applicable fees and costs are required to be paid in advance two weeks prior to the service.

Photos and Videos

A marriage service is a sacred service of worship. As such, people will be encouraged to take pictures at the suggested times (processional, recessional, and signing of the register). The couple's designated photographer and videographer will consult with ministry personnel regarding the taking of pictures, and accept their decisions.

Church Property

Any damages to Church property that occur as a result of a wedding are the responsibility of the couple being married.

Alcohol & Drugs

Provincial law requires that couples being married, and their witnesses must be sober/of sound mind. Therefore, the ministry personnel will ask that the bridal party refrain from use of alcohol or drugs prior to the ceremony. Failure to do so could result in cancellation of the ceremony and forfeiture of all fees.

Current Fees:

Sanctuary: \$200.00

Ministry Personnel: \$300.00

Mileage if applicable is 0.46/mi.)

Musician: 125.00

Custodial Fee: 125.00

*Please note that if it is your desire to have a secular service which omits references to God, there are other locations and personnel who can accommodate your wishes.

Memo

To: HTUC Council; Rev. Melody Duncanson-Hales
From: Kathy Calverley
Date: December 6, 2022
Re: Position of Council Secretary

Comments: Please note that my resignation as Pastoral Care Committee Chair, which is effective at the conclusion of the 2022 AGM (to be held in early 2023), will in turn leave the position of Council Secretary vacant at the same time.

Thank you.

Memo

To: HTUC Council; Rev. Melody Duncanson-Hales
From: Kathy Calverley
Date: December 6, 2022
Re: Change to Effective Date regarding Church Secretary Resignation

Comments: Further to my email to M&P and Council dated December 1, 2022, regarding my resignation as HTUC Secretary, I will extend the resignation effective date from December 31, 2022 to the conclusion of the 2022 AGM to be held in early 2023.

Thank you.

Memo

To: HTUC Council; Rev. Melody Duncanson-Hales
From: Kathy Calverley
Date: December 6, 2022
Re: Position of Congregational Secretary

Comments: Please note that I will be resigning from the position of Congregational Secretary at the conclusion of the 2022 AGM to be held in early 2023. I will continue with my duties, if required, until that date.



Kathy Calverley <kcalverley@gmail.com>

Correspondence for Council Meeting

1 message

Cory Vermeer-Cuthbert <revcoryvc@gmail.com>

Thu, Dec 15, 2022 at 9:54 AM

To: Kathy Calverley <kcalverley@gmail.com>

Kathy, we had talked about my request to enter some funerals into HTUC's funeral register; to date I have not done so, thinking that really I should ask formal permission. Could you please bring the following to Council this afternoon on my behalf? Thank you:

REQUEST OF HOLY TRINITY UNITED CHURCH COUNCIL
From Rev. Cory Vermeer-Cuthbert

This past Labour Day weekend I presided over two graveyard services and interments at the Elliot Lake Cemetery. The request came from Alternative Funeral Home. The family requested a United Church minister to preside over the services of a mother and her daughter. Of course, I obliged.

Being without any formal association with any United Church at this time, and these services taking place in Elliot Lake, I request permission to register these two deaths in the funeral register of Holy Trinity United Church. Thank you.

Rev.. Cory

December 15, 2022

To members and adherents of Holy Trinity United Church, Elliot Lake, ON.

A CONGREGATIONAL MEETING is being called at the request of Holy Trinity's Pastoral Charge Supervisor, Rev. Melody Duncanson-Hales. The purpose of the meeting is to discuss nominations and leadership roles for our congregation, heading into 2023.

The following position will be vacant as of January 1st, 2023:

-Holy Trinity lay representative to Canadian Shield Regional Council (required to be elected at AGM)

The following positions will become vacant as of the 2022 AGM, scheduled for Feb. 26, 2023:

-**Chair of Council/Congregational Meeting Chair** (as announced at AGM, March 27, 2022)

-**Ministry and Personnel Committee** – (the only mandatory committee; 2-3 members, including representative to Council)

-**Pastoral Care Committee** (2-3 members, including representative to Council)

-**Worship Committee** (4-5 members, including representative to Council)

-**Council Secretary** (chosen by fellow Council members, separate position from Church Secretary and Congregational Meeting Secretary)

-**Congregational Meeting Secretary** (separate position from Council Secretary and Church Secretary)

-The **position of Church Secretary** (separate from Council Secretary and Congregational Meeting Secretary) will also be vacant at this time

The following position will be vacant no later than June 30, 2023:

-**Treasurer**

THE DATE OF THE CONGREGATIONAL MEETING IS SET FOR SUNDAY, JANUARY 15TH FOLLOWING REGULAR WORSHIP SERVICE, WHICH WILL BE LED BY REV. MELODY.

Please consider, prayerfully, your opportunity to fill a leadership role within your church family.

Russell Foy, Council Chair

sent on behalf of Rev. Melody Duncanson-Hales, Pastoral Charge Supervisor