

**Holy Trinity United Church, Elliot Lake
Council-of-the-Whole Congregational Meeting
Sunday, MAY 7, 2023 - Sanctuary
MINUTES**

Present:

Rev. Melody Duncanson-Hales
Thomasina Cuthbert
Kathy Calverley
Ann Foy
Ken Pierce
Anne Pierce
Robert Bauman
Douglas Elliott
Edna Westerling
Harm Westerling
Roger West
Elaine West
Jan Towns
Grace Sutherland
Margaret Dean
Winston Cuthbert
Rev. Cory Vermeer-Cuthbert
Joane Moore
Joan Stark

Murray Finn
Linda Finn
Cherry Gunning
Michael Gunning
Nancy-Jo Wannan
Judith Bower
Sandy Prest
Dean Reile
Susan Reile
Louisa Poynter
Nancy Edwards
Carol Noble
Edith Goytan
Margaret Gallagher
Beth Bigelow
Brian Bigelow
Russell Foy

1. **Call to Order:** Interim Chair, Rev. Melody Duncanson-Hales, Supervisor
-called to order at 11:36 am
-thanks were extended to Rev. Cory for the worship service that preceded the meeting.
2. **Gathering Prayer**
-Rev. Melody led in a Prayer for the Journey from Voices United #648
3. **Motion CW-06-2023: to extend voting privileges to non-members**
Moved by Nancy Edwards
Seconded by Roger West
Carried.
4. **Motion CW-07-2023: to approve the May 7, 2023 Agenda, with the additions made under Correspondence.**
Moved by Sandy Prest

5. Motion CW-08-2023: to adopt the Past Meeting Minutes of March 26, 2023

Moved by Thomasina Cuthbert

Seconded by Kathy Calverley

Carried.

6. Correspondence

a. Notice of Remit (review):

Establishing an Autonomous National Indigenous Organization

b. There have been three requests for rental of the space. The ad hoc rental committee has responded to these requests.

- i. May 10: wedding reception in the Fellowship Hall
- ii. June 9: Jewels of Harmony to hold a concert, have some rehearsals beforehand and use space off the narthex for equipment surrounding the concert
- iii. The parking lot is to be used for Good Food Box pick up throughout the season

c. Nancy Edwards has resigned from the Ministry & Personnel committee, effective immediately. Thanks were extended to Nancy for her service.

7. Items of Business

a. For Information:

i. Nominations

Chair, Treasurer, and M&P chair are vacant.

No nominations and positions to remain vacant.

ii. Finances

-Elaine West shared her Treasurer's Report for the month of March 2023, including the balance sheet as of March 31, 2023 and the consolidated income and expense statement for March 31, 2023.

-\$44,017.08 is in our general bank account, which should do for regular expenses until about September of this year.

-our March income was \$3,715.00. \$380.00 of this was for M&S offerings and outreach programs. \$25,000 was transferred to our general account from the Trustee's account to cover insurance and other operating costs going forward.

-the largest expense for the month was \$7,623.10 for insurance for the year.

-thanks were extended to Nancy, Carol and Sandy for their ongoing efforts in offering Fellowship Hour following services and Soup Sundays, which have raised \$300.

iii. Ministry & Personnel

-Nancy Edwards had nothing to report

iv. Worship

-Ann Foy stated that Worship Committee is not yet sure if there will be worship services for the month of July or not, and that the committee will use the direction of this congregational meeting to inform their decision.

v. Pastoral Care

-Kathy Calverley has been credentialed for pastoral care visits at the hospital and took a palliative care course

vi. Rental Review

-Information regarding rentals was discussed in the Correspondence section of the agenda.

-Elaine West mentioned that since the church does not currently employ a cleaner, consideration into how to ensure hospitable space is available to those who are renting must be made.

vii. Trustees – follow-up report from March 26, 2023 motion that was carried:

Motion CW-05-2023: to direct the trustees to investigate real estate opportunities and report back on May 7th with information regarding current market value.

-Russ Foy shared the trustees' report.

-appraisal of the church building and grounds has occurred but numbers are to remain confidential to allow for more favourable negotiations if the property is to be sold.

-the trustees also discussed the idea of contacting various groups and Individuals who might, or have shown interest in the building.

b. For Discussion:

Presentation: "The Process of Disbanding and Ceasing to Exist as a Congregation"

-Rev. Melody shared information regarding the disbandment of a community of faith within the United Church of Canada and the process that occurs when the time comes that a congregation may no longer be viable.

-when a congregation decides that it wishes to disband it requests that the Regional Council makes that decision, as it is the Regional Council that decides to approve the disbandment. The congregation can also suggest a tentative date at which they wish to close.

-then, if the disbandment continues to move forward, the congregation makes provision for the transfer of its members to other congregations as desired; places church records with the Region so they can be moved to Archives; submits a proposal for the disposition of the church's property.

-there was time for questions and answers, and discussion ensued.

-it was mentioned that the closest United Church to Elliot Lake would be Blind River, if Holy Trinity was to disband, making a transfer of membership to another United Church unfeasible for those that would wish to continue being a member of the United Church.

-Disbandment would mean the end of Holy Trinity United Church, however there would be nothing stopping the people who comprise the congregation meeting together informally.

-selling the church property does not necessarily mean disbandment, though to continue, the positions of leadership that remain vacant would have to be filled.

-it was determined that the congregation was not ready to face the question of disbandment at this meeting, but a decision will be made at the next meeting which will be on June 4th following the Pride celebrations.

8. Benediction

-Rev. Melody led in prayer

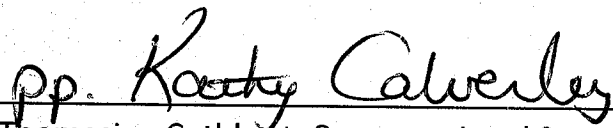
9. Adjournment

Motion to adjourn: Doug Elliot

Meeting ended at 1:40 pm



Rev. Melody Duncanson-Hales, Interim Chair



Thomasina Cuthbert, Congregational Secretary

Treasurer's Report For March 2023

Reports included with this report:

-Balance Sheet as of March 31, 2023

-Consolidated Income and Expense Statement - for March 31, 2023

Bank Account Summary:

As of March 31, 2023 we have \$44,017.08 in our church bank accounts.

March Summary:

Our March Income was \$3,715.00.

\$380.00 of this was for M&S offerings and Outreach programs.

\$25,000 was transferred to our general account from the Trustee's account to cover insurance and other operating costs going forward.

March Expenses:

Our major expenses for March were:

\$2,067.00 for snow removal and sanding.

\$1,358.00 for heat and hydro and telephone costs.

\$902.00 for pulpit supply.

\$7,623.10 for Insurance cost for the year.

We ended March with a total surplus of \$16,868.68.

If we subtract the \$25,000 transfer, it would have been a deficit of \$8,132.00

Submitted by Elaine West, Treasurer

Balance Sheet

Funds 01-05, March 2023

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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	Total
ASSETS						
CURRENT INCOME						
CASH						
CHECKING ACCOUNTS						
TD Canada Trust #5206876	\$897.43	\$906.54	\$1,023.29	\$363.29	\$11,303.44	\$14,493.99
SAVINGS ACCOUNTS						
TD Canada Trust #5206651	20,616.98		8,743.49	162.62		29,523.09
Subtotal Current Income	21,514.41	906.54	9,766.78	525.91	11,303.44	44,017.08
OTHER ASSETS / INCOME						
HST - Recoverable	1,682.48					1,682.48
TOTAL ASSETS	\$23,196.89	\$906.54	\$9,766.78	\$525.91	\$11,303.44	\$45,699.56
FUND BALANCE						
Fund Balance	\$23,196.89	\$906.54	\$9,766.78	\$525.91	\$11,303.44	\$45,699.56
TOTAL FUND BALANCE	\$23,196.89	\$906.54	\$9,766.78	\$525.91	\$11,303.44	\$45,699.56
TOTAL LIABILITIES AND FUND BALANCE	\$23,196.89	\$906.54	\$9,766.78	\$525.91	\$11,303.44	\$45,699.56

Holy Trinity United Church
Income and Expense Statement
Consolidated - March 2023

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		Current Period	Year to Date	YTD Prior Year
INCOME				
CONTRIBUTIONS	4000			
Offering - Envelope	4110	\$1,140.00	\$3,835.00	\$2,679.00
Offering - PAR	4120	2,091.00	6,368.00	12,473.00
Offering - Loose	4130	18.00	78.80	48.25
Outreach/Community Giving	4197			
Food Bank	4197-010	25.00	75.00	115.00
Women's Shelter	4197-020	5.00	15.00	15.00
Men's Shelter	4197-040	5.00	15.00	15.00
Subtotal Outreach/community Giving	4197	35.00	105.00	145.00
Subtotal Contributions	4100	3,284.00	10,386.80	15,345.25
HALVORSEN BEQUEST	4200			
Bequest Interest	4210	0.00	0.00	135.47
OTHER INCOME	4400			
Savings Account Interest	4420	63.23	117.14	37.56
Fund Raising	4431			
Souper Luncheon	4431-020	82.80	172.85	0.00
Subtotal Other Income	4400	146.03	289.99	37.56
MISCELLANEOUS INCOME	4500			
Use of Building	4510	285.00	862.00	140.00
Craft Group	4510-010	0.00	0.00	42.00
Subtotal Use Of Building	4510	285.00	862.00	182.00
Funerals	4530	0.00	355.00	0.00
Ukraine Relief Fund	4570-006	0.00	40.00	0.00
Envelopes	4598	0.00	10.00	10.00
Subtotal Ukraine Relief Fund	4570-006	0.00	50.00	10.00
Subtotal Miscellaneous Income	4500	285.00	1,267.00	192.00
TRANSFER FROM OTHER FUNDS	4600			
Trans. from Trustees Acct	4611	25,000.00	25,000.00	0.00
Transfer from General Fun	4615	0.00	0.00	687.51
Transfer from Bequest	4631	0.00	0.00	10,000.00
Transfer from Reserve	4645	0.00	10,670.32	0.00
Subtotal Transfer From Other Funds	4600	25,000.00	35,670.32	10,687.51
TOTAL INCOME		28,715.03	47,614.11	26,397.79
EXPENSES				
MINISTRY AND PERSONNEL	5000			
SALARIES	5100			
Salaries	5111			
Minister's Salary	5111-100	\$0.00	\$0.00	\$15,375.00
Musician's Salary	5111-300	255.50	511.00	0.00
Musician Supply	5111-350	0.00	245.00	675.60
Custodian's Salary	5111-400	0.00	0.00	975.00
Vacation Pay	5114	10.22	20.44	66.02
Subtotal Salaries	5111	265.72	776.44	17,091.62
ALLOWANCES	5120			
Mileage Paid to Minister	5121	0.00	0.00	44.05
Telephone - Cory's Land	5122	0.00	0.00	202.50

Holy Trinity United Church
Income and Expense Statement
Consolidated - March 2023

		Current Period	Year to Date	YTD Prior Year
Telephone - Cory's Cell	5122-100	0.00	0.00	175.57
Life-Long Learning +Books	5123	0.00	0.00	342.47
Subtotal Allowances	5120	0.00	0.00	764.59
EMPLOYER EXPENSES	5130			
Employer Taxes - from ADP	5137	5.05	10.10	1,144.50
Employer Benefits - ADP	5147	0.00	0.00	2,912.23
Processing Fee - from ADP	5151	24.14	108.11	114.18
Subtotal Employer Expenses	5130	29.19	118.21	4,170.91
Subtotal Salaries	5110	294.91	894.65	22,027.12
FINANCE	5500			
Faith Community Assessment	5501	350.90	701.90	852.24
Pastoral Charge Superviso	5505	0.00	90.00	0.00
PAR Charges	5512	11.00	34.00	56.50
Bank Charges	5513	0.00	0.00	59.50
Canon - Photocopier Usage	5522	27.03	107.42	207.38
Canon - Photocopier Lease	5523	0.00	0.00	127.28
Canada Post	5524	0.00	0.00	143.44
Website Hosting	5542	279.59	279.59	0.00
Financial Review of Books	5551	0.00	259.85	233.87
Subtotal Finance	5500	668.52	1,472.76	1,680.21
WORSHIP	5800			
Gathering Publications	5803	103.94	103.94	0.00
Pulpit Supply	5821	902.80	2,848.15	354.28
Worship Supplies	5850	0.00	0.00	37.50
Books	5850-060	0.00	0.00	28.25
ZOOM Expenses	5850-075	0.00	145.32	145.82
Subtotal Worship Supplies	5850	0.00	145.32	211.57
Subtotal Worship	5800	1,006.74	3,097.41	565.85
OUTREACH / M & S	6400			
UC Mission & Service	6403	345.00	1,105.00	5,842.00
RELIEF GROUPS	6449			
Ukraine Relief Fund	6451-022	0.00	40.00	0.00
HALVORSEN BEQUEST	6500			
Dispersment of Bequest	6510			
Transfer to General Fund	6510-010	0.00	0.00	10,000.00
Transfer to Trustees	6510-020	0.00	0.00	305,000.00
Subtotal Dispersment Of Bequest	6510	0.00	0.00	315,000.00
Subtotal Halvorsen Bequest	6500	0.00	0.00	315,000.00
CHRISTIAN LIFE AND WORK	6700			
M&P Expenses	6715	0.00	0.00	58.21
OPERATING	8000			
Gas	8001	743.47	2,280.26	1,845.32
Hydro	8011	224.01	718.08	525.88
Water	8021	215.75	215.75	215.75
Telephone - Land Line	8031	96.05	288.15	272.73
Telephone - Internet	8032	79.00	237.00	147.60
Subtotal Operating	8000	1,358.28	3,739.24	3,007.28

Holy Trinity United Church
Income and Expense Statement
Consolidated - March 2023

		Current Period	Year to Date	YTD Prior Year
PROPERTY	8040			
Maint - Grounds - Church	8091	0.00	272.84	0.00
Maint - Building - Church	8092	33.84	129.44	170.90
Snow Removal Contract	8093	571.66	1,714.98	1,860.51
Sanding	8093-010	1,496.72	5,820.59	150.71
Subtotal Snow Removal Contract	8093	2,068.38	7,535.57	2,011.22
Subtotal Property	8040	2,102.22	7,937.85	2,182.12
TRUSTEES	8200			
Insurance	8210	6,070.68	7,623.10	1,286.58
TRANSFERS TO OTHER FUNDS	9600			
Transfer to Reserve Fund	9621	0.00	0.00	687.51
Transfer to General	9640	0.00	10,670.32	0.00
Subtotal Transfers To Other Funds	9600	0.00	10,670.32	687.51
TOTAL EXPENSES		11,846.35	36,580.33	352,336.88
EXCESS INCOME/EXPENSES		\$16,868.68	\$11,033.78	-\$325,939.09

DISBANDING:

AN OVERVIEW

A community of faith disbands when it has exhausted all other options. Disbanding means a church closes and its members join other worshipping communities.

Sometimes it can be difficult to identify the reasons why a congregation may no longer be viable, but often it is due to changes in the surrounding area, such as shifting demographics, social trends, escalating maintenance costs, fewer volunteers and dwindling finances.

Although no one wants to close pre-maturely, leaving the decision too late can lead to rushed decisions and missed opportunities. Regularly reviewing a congregation's financial viability, volunteer strength, energy levels, and sense of purpose (living faith story) helps identify when it may be time to start preparing to disband, amalgamate with another congregation or exploring re-development options.

THE POLICY

The Manual , 2023 G.1.5 Ending

A congregation ceases to exist when the regional council makes a decision to disband it as a recognized community of faith. The process for disbanding is set out below. The congregation and regional council are each responsible for the steps assigned to them:

G.1.5.1 Decision by Congregation

The congregation decides to end its ministry as a community of faith. It asks the regional council to make a decision to disband it as a recognized community of faith.

G.1.5.2 Decision by Regional Council

The regional council makes a decision on whether to approve the disbanding of the congregation as a recognized community of faith.

THE STEPS

1. The congregation, at a meeting specifically called for this purpose, passes a motion indicating its desire to disband and the date when closure would take effect.
2. An email notifying the region of the passage of this motion and asking the region to disband the congregation is sent to mduncanson-hales@united-church.ca or dmatheson@united-church.ca
3. the region deals with the request and notifies the congregation of its decision.
4. If the region approves the request, the congregation:
 - a) makes provision for the transfer of its members to other congregations as may be desired by the members;
 - b) places with the region the records of the congregation that these may be forwarded to Archives;
 - c) submits to the region a proposal for the disposition of its property, both real and personal (including cash assets).

THE TIMELINE

The Manual, 2023 G.1.5.3 Effective Date

- When the regional council makes a decision to approve the disbanding of the congregation as a recognized community of faith, it may specify a future date that the disbanding will come into effect. If not, the disbanding comes into effect on the date that the regional council makes the decision.
- The regional council makes the decision to disband the congregation as a recognized community of faith when it passes a motion approving the disbanding.

A CHECKLIST

The decision of a congregation or pastoral charge to disband is never easy, and usually, follows much prayerful deliberation. Throughout this process, it is important to remember that this is a sad and difficult time for most people. Being part of a church that is closing is challenging. The following steps are intended to help congregations "close well" by identifying and addressing some of the matters that require particular energy and attention. Some of these steps may apply, others may not, depending on employment relationships and property holdings.

	Date to be completed by	Lead person for the task	Other notes
1. Help members find a new church community Formal options include: a. Members may be transferred to another congregation of their choice. b. Members may request a Certificate of Membership that can be presented to another congregation. c. Members who did not respond to the invitation to be transferred or who can no longer be located should be removed from the roll by an action of the Board. d. All membership transfers should be recorded in the Historic Roll before the church closes.			

<p>2. Arrange with CSRC for financial records to be brought to the regional office. Normally, we keep records for seven years. The regional council particularly needs a copy of your final financial statements along with a record of the transfer of any bank accounts and investments for future reference with CRA. These assets will normally come to the regional council unless prior approval has been given by CSRC to disburse these funds elsewhere.</p>			
<p>3. File a final charitable status return, along with a request for the revocation of the charitable status number. The region can help with questions around this. The regional council needs a copy of your final T3010 form for future reference with CRA.</p>			
<p>4. Sort through all the furnishings and items belonging to the congregation. See if other United Churches have a need for anything, such as hymn books, laptops, chairs, banners etc.</p>			
<p>5. Particular items can be sold for "fair market value." The price can be determined by a professional evaluator or by offering items for sale through a silent auction and/or garage sale.</p> <ul style="list-style-type: none"> • For any item with a higher retail value, such as a grand piano, solid silver or brass items etc. it is best to seek an appraisal before selling. 			
<p>6. Engage with the Regional Council about the possible redevelopment or sale of the property that houses your ministry. If the property is not being sold, the regional council will arrange to transfer ownership to the United Church of Canada before the congregation closes.</p>			

<p>7. The congregation may draft a proposal for the distribution of up to 30% of any remaining financial and property-related assets. Such assets include:</p> <ul style="list-style-type: none"> o Funds remaining in church bank accounts, and the accounts of specific groups, such as choir, UCW, etc., after all congregational bills and expenses are paid. o Any funds held by the trustees. o Furnishings that are not part of the building's structure o Anticipated proceeds from the sale of the building and property If, following approval from Canadian Shield Regional Council, the congregation disburses assets prior to closing, the regional council will need a list of recipients including contact information and charitable number, and a copy of transaction records. If the disbursements will occur following the closing, the regional council will need a list of intended recipients with contact information and charitable number. This is for follow-up with CRA 			
<p>8. Give appropriate notices to all church staff at least two months before the date of disbanding and to ministry personnel three months before the date of disbanding.</p>			
<p>9. Give notice to ADP</p>			
<p>10. Fill out Record of Employment forms and final tax documents</p>			
<p>11. Give any existing service contracts to the Regional Council upon request.</p>			
<p>12. If appropriate, cancel contracts for telephone, internet, website</p>			
<p>13. The official records of the congregation (Registers of Baptism, Marriage and Burials, Historic Roll and/or any other Membership Rolls; Minutes of Session, Stewards, Congregation, Council, Official Board, Trustees, UCW and any other organization of the congregation belong to the United Church of Canada. Before the church closes, these items should be sorted,</p>			

and a list of them should be sent to the Regional Archivist. The UCC website has a helpful document containing a checklist to help with this work: https://www.unitedchurch.ca/sites/default/files/handbook_what-archives-want.pdf			
14. The congregation may want to hold a special worship service to celebrate the congregation's life and work. On this occasion: <ul style="list-style-type: none"> o Former members and friends, as well as former ministers, might be invited o A special dinner can be held o Photographs and items from the congregation's history may be displayed o A "de-commissioning" of the building can take place. • Other activities, such as a special dinner or reunion, can also be organized. 			
15. Provide ongoing pastoral care to members of the congregation. It is recommended that clergy seek care as well.			
16. Discern with Canadian Shield RC how the ministry of the congregation will be acknowledged and celebrated within the regional council. For example, you may wish to have a regional representative at your closing service or share a prayer/ photo/liturgy in the Region's communications			

For more information, please contact either

Diane Matheson-Jimenez (dmatheson@united-church.ca)

Or Melody Duncanson-Hales (mduncanson-hales@united-church.ca)