

**Northern Spirit Executive Minutes
September 8, 2021 via Zoom**

Present	Gord Waldie (Chairperson), Donna Kline (Treasurer), Mary Annan, Marilyn Carroll, Peter Chynoweth, Margaret-Anne Hall, Alistair MacKay, Leslie Penny. A quorum was present.
Corresponding Members	There were no corresponding members in attendance.
Regrets	There were no regrets.
Staff Present	Shannon McCarthy (Executive Minister), Earl Reaburn (Pastoral Relations Minister), Heather Dootoff (Finance Administrator), Julie Graham (Justice and Communications Minister), Kathy Jackson (Office Administrator), Jamie McKay (Executive Assistant & Recording Secretary).
Call to Order	Gord Waldie opened the meeting at 9:30 AM (MDT).
Opening Worship and Check-in	Gord Waldie gave a reflection and led a prayer.
Agenda Review	We reviewed the agenda.
014 – 2021/2022	It was agreed by consensus: That Northern Spirit Regional Council Executive accepts the agenda, as distributed.
Correspondence	<ul style="list-style-type: none">• Response from Adrianna LaGrange re: Alberta K-6 curriculum
Approval of Minutes	We will reviewed the minutes from May 12, 2021 and June 9, 2021.
015 – 2021/2022	It was agreed by consensus: That Northern Spirit Regional Council Executive approves the minutes from May 12, 2021 and June 9, 2021, as corrected.
FINANCE	Heather Dootoff reported. A comparative income statement was provided for information (Appendix A). We reviewed the 2022 Northern Spirit Regional Council Draft Budget. The 2021 budget projected a deficit of \$46,622. At the end of June, we had a surplus of \$22,608. COVID-19 continues to have an impact on activities and the budget.

We need to decide on the Mission Support Grant amount for this year. We also need to adjust the \$35,000 budget for the annual meeting, if the meeting is still being held in Fort Nelson.

PASTORAL RELATIONS Earl Reaburn reported.

Rev. Robert Wright passed away in August 2021. He retired in July 2021 at the age of 89. For many years, Robert was the minister at Goodfish Lake and Saddle Lake. We honour his memory and all that he contributed.

Pastoral Relations Commission Earl Reaburn reported.

Financial viability assessment The Pastoral Relations Commission has decided that all congregations and pastoral charges will be asked to complete a financial viability assessment. We will have this information for strategic planning. A pastoral charge without ministry personnel will be asked to complete a financial viability assessment each year.

Communities of Faith Support Committee

Supporting Korean United Church The Community of Faith Support Committee continues their work of supporting Korean United Church in Edmonton and has engaged with two consultants to work with the congregation to help them understand and adapt to United Church structure and ethos. Hopefully that will bring them in line with the supports available to them from the General Council.

Ministry / Mission Plan The committee also notes that pastoral charges should have a Ministry or Mission Plan in place before selling their buildings, which are assets. We need congregations to first tell us what their ministry and mission is, and then we can discuss whether the building is part of that.

McDougall Church – Terms of Reference We received Terms of Reference from McDougall Church Council (Appendix B).

016 – 2021/2022 **It was agreed by consensus:**
That Northern Spirit Regional Council Executive accepts the recommendation of the Community of Faith Support Committee to approve the McDougall United Church Terms of Reference, submitted by McDougall Church Council (Appendix B).

Ministry Personnel Support Committee

Coaching for ministry personnel The Ministry Personnel Support Committee has been approached by two coaches from the Edmonton community who have offered their services to ministry personnel. An individual minister can choose to sit with someone who can listen, hear their thoughts, and ask deep and probing questions to lead them to discover their own

answers. These coaches are not from the United Church so ministry personnel might feel freer to talk about things that may be more sensitive.

The committee hopes the regional council can subsidize the cost of the coaching sessions. They will be bringing the cost as part of their budget proposal to the Executive.

*Connecting with
retired ministers*

The Ministry Personnel Support Committee is also working on a system by which to connect retired ministers. A few members have started a contact list and are hoping to connect with retired ministers before the Christmas season, and then one or two time throughout the year.

**Lay Leadership
Support Committee**

In June, the focus of the Lay Leadership Support Committee was the re-licensing of License Lay Worship Leaders. Thirteen people have been approved as Licensed Lay Worship Leaders by the Pastoral Relations Commission. Four more names are being submitted in September.

Gai Goin finished her term with the Pastoral Relations Commission but was still interested in being involved, so she was moved to the Lay Leadership Support Committee.

At the June 2021 meeting, we proposed that the Sacraments Elders Policy be changed so that being a Licensed Lay Worship Leader does not preclude one from being a Sacraments Elders. The Executive agreed to send the proposal to the Lay Leadership Support Committee for feedback.

The Lay Leadership Support Committee has not seen the proposal. Earl Reaburn will pass on the proposal to the committee.

REPORTS

**Executive Minister's
Report**

Shannon McCarthy reported.

*Letter from Grizzly
Trails*

Shannon received a letter from Grizzly Trails Pastoral Charge regarding the process of property sales. She received it and filed it. The Property Commission received the letter as well.

Centennial Committee

General Council is seeking people to be on the Centennial Committee for planning the 100th anniversary of the United Church. Names can be submitted to Shannon to submit to Nominations.

**Incorporated
Ministries**

There was nothing new to review from incorporated ministries.

**Mission & Ministry
Grants**

Peter Chynoweth reported.

The Mission Support Committee received a letter asking how an applicant could increase the likelihood of having their full grant request approved. The committee held a meeting to discuss the letter and reviewed the criteria used last year to determine grant amounts.

The committee is faced with disbursing less money than what is being requested. Grant amounts have become relative to the number of requests and the amount requested. The process is affected by not having enough to meet the requests, which means applications are judged against each other, rather than on their own merit.

We discussed if grant applicants should be provided with the decision-making criteria and agreed to pass the work to the Mission Support Grants Committee.

Peter asked if there was a way to get more money. The only way to get more money is to assess communities of faith, use our finite reserves, or adjust within the approved budget.

Living Skies Regional Council has been dealing with the same concerns. Julie Graham suggested having a combined regional conversation.

017 – 2021/2021

It was agreed by consensus:

That Northern Spirit Regional Council Executive will resume the fourth installment of the Mission and Ministry Grant to Fort Nelson.

We discussed the total amount of the mission and mission grants. We decided to use the amount of \$150,000 as a working amount until our budget discussion.

018 – 2021/2022

It was agreed by consensus:

That Northern Spirit Regional Council Executive approves the 2022 Mission and Ministry Grant of \$150,000 as a working amount, to be confirmed when the 2022 Budget is approved.

Annual Meeting Dates

The Affirm Task Group is suggesting two sessions during a fall regional meeting. These sessions are meant to be educational pieces and would take place over two consecutive Wednesday evenings.

019 – 2021/2022

It was agreed by consensus:

That Northern Spirit Regional Council Executive accepts the dates proposed by the Affirm Task Group to hold two regional meeting sessions, with the dates being October 27, 2021 and November 3, 2021.


Julie Graham will pass the approval on to the Affirm Task Group.

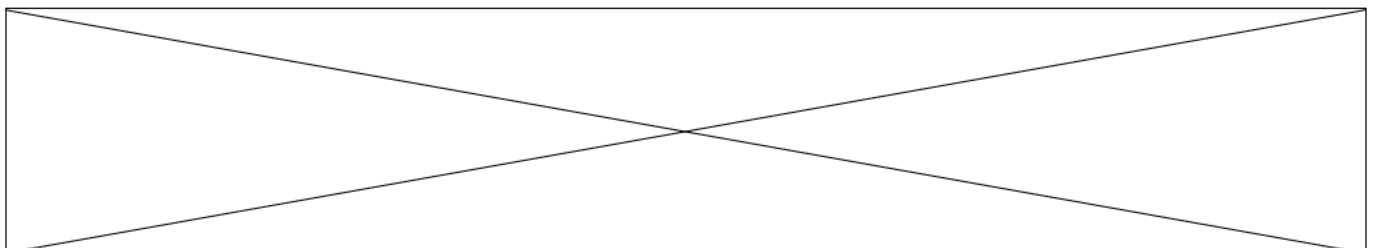
**Justice &
Communications**

We will hear an update from Justice and Communications at a future meeting.

2022 Annual Meeting Dates	<p>We had a discussion on the date and location of the next annual meeting.</p> <p>The situation with COVID-19 is still uncertain and we are reluctant to make complicated and expensive plans for an in-person meeting that possibly canceled again. At the inaugural meeting in Valleyview, we agreed to hold in-person meetings for the first three years. In that spirit, rather than the Executive holding an annual meeting, we decided to hold a meeting of the full regional council.</p> <p>We decided to withdraw our previous plan to hold the annual meeting in Fort Nelson, British Columbia.</p>
020 – 2021/2022	<p>It was agreed by consensus: That Northern Spirit Regional Council Executive will hold the 2022 Annual Meeting electronically, with dates to be determined.</p>
Nominations	<p>Marilyn Carroll reported.</p> <p>Nominations is currently seeking a convenor for the 2022 regional meeting and members for the planning team.</p> <p>Two names have been submitted and will be confirmed at a future meeting.</p>
Anti-Racism Proposal	<p>We moved the follow up on the Anti-Racism proposal to a future meeting.</p>
Evaluation of New Structure	<p>We moved the evaluation of the new structure to a future meeting.</p>
Next Meeting	<p>The Executive agreed to meet on the second Wednesday of each month from 9:30 AM – 12:00 PM via Zoom with the next regular meeting date:</p> <ul style="list-style-type: none">• November 10, 2021
Closing Prayer	<p>Gord Waldie led us in a closing prayer.</p>
Adjournment	<p>Gord Waldie adjourned the meeting at 12:05 PM (MDT).</p>


Gord Waldie, Chairperson


Shannon McCarthy, Executive Minister



Northern Spirit Regional Council

Comparative Income Statement

	Actual 01-01-2021 to 08-31-2021	Budget 01-01-2021 to 12-31-2021	Percent
REVENUE			
GENERAL FUND OF NSRC			
GC Governance Grant	156,916.64	325,000.00	-51.72
GC Mission and Ministry Grant	137,189.98	240,000.00	-42.84
GC Ex Min and Asst Salary Grant	33,500.04	67,000.00	-50.00
Total General Council Grants	327,606.66	632,000.00	-48.16
Donation fr. Charitable Gr. (don...	86.29	0.00	0.00
Total Donations (No tax Receipt)	86.29	0.00	0.00
Unidentifiable Donation	100.00	0.00	0.00
Total Donation (no tax receipt)	100.00	0.00	0.00
Tax Receipt	187.06	0.00	0.00
Total Donation (Charitable)	187.06	0.00	0.00
Interest - Savings	42.41	0.00	0.00
Interest - GIC	8,312.50	0.00	0.00
TOTAL GENERAL FUND REVE...	336,334.92	632,000.00	-46.78
RESTRICTED/DESIGNATED F...			
RF Gifts from Qualified Donees	714.49	0.00	0.00
RF Donations (tax receipt)	4,730.00	0.00	0.00
RF Interest Earned	2,325.00	0.00	0.00
TOTAL RESTRICTED/DESIGN...	7,769.49	0.00	0.00
TOTAL REVENUE	344,104.41	632,000.00	-45.55
EXPENSE			
GENERAL FUND			
Meeting Travel	0.00	22,000.00	-100.00
Electronic Meeting Cost	324.14	0.00	0.00
Total Region Meeting Exp	324.14	22,000.00	-98.53
Event Travel	749.70	20,000.00	-96.25
Event Meals	69.58	0.00	0.00
Event Accommodations	89.95	0.00	0.00
Event Honorarium	500.00	0.00	0.00
Event Resource	79.95	0.00	0.00
Total Region Event Expenditure	1,489.18	20,000.00	-92.55
Profess'I/Consult Fee (legal/invst)	5,869.13	5,500.00	6.71
Website	965.46	1,000.00	-3.45
Membership/License	120.00	200.00	-40.00
Donations/Grants to Q Donees	79,750.00	150,000.00	-46.83
Program Grants (reimburse exp...	3,623.81	0.00	0.00
Insurance Premium Pd	6,095.00	4,740.00	28.59
Bank Fees	52.63	300.00	-82.46
Incorporated Ministries Fee	3,499.98	8,000.00	-56.25
Total Other Expenditures	99,976.01	169,740.00	-41.10
CONT Meeting Travel	0.00	5,000.00	-100.00
Total Contingency Expenditures	0.00	5,000.00	-100.00
TOTAL GENERAL FUND	101,789.33	216,740.00	-53.04
ANNUAL MEETING/GATHERING			
AM Meeting Facility Cost	0.00	35,000.00	-100.00
AM Meeting Sub-Total	0.00	35,000.00	-100.00
AM Serv Praise planning/bibles/...	157.45	0.00	0.00
AM Honorariums	800.00	0.00	0.00
AM Event Sub-Total	957.45	0.00	0.00
AM Memb'sp/License/Music Co...	217.00	0.00	0.00
AM Sub-Total (On-Going)	217.00	0.00	0.00
ANNUAL MEETING/GATHERIN...	1,174.45	35,000.00	-96.64

Northern Spirit Regional Council

Comparative Income Statement

	Actual 01-01-2021 to 08-31-2021	Budget 01-01-2021 to 12-31-2021	Percent
RESTRICTED FUNDS			
RF Administration Cost	3.08	0.00	0.00
RF Total Meeting/Event/Worksho...	3.08	0.00	0.00
RF Grants/donations to Q Donees	15,129.99	0.00	0.00
RF Total On-Going Expense	15,129.99	0.00	0.00
TOTAL RESTRICTED FUNDS E...	<u>15,133.07</u>	<u>0.00</u>	0.00
REGIONAL OFFICE OPERATIO...			
RO Rent/Parking	25,830.00	38,748.00	-33.34
RO Total Occupancy Cost	25,830.00	38,748.00	-33.34
RO Copier	27.07	500.00	-94.59
RO Computer Maintenance/Upg...	1,909.98	3,505.00	-45.51
RO Phone/Wifi	2,238.49	4,010.00	-44.18
RO Total Office Equipment/Service	4,175.54	8,015.00	-47.90
RO Office Supplies	173.18	750.00	-76.91
RO Recycling (Paper)	42.73	0.00	0.00
RO Postage	83.52	500.00	-83.30
RO General Off(Tissue/Soap/etc...	24.58	0.00	0.00
Shared Office Expenses	6,013.10	11,000.00	-45.34
REGIONAL OFFICE TOTAL	<u>36,342.65</u>	<u>59,013.00</u>	-38.42
STAFFING COST			
ST Regional Staff	110,319.31	256,029.00	-56.91
ST Shared Salary Costs	64,909.68	87,710.00	-26.00
ST Total Region Salary/Benefits	175,228.99	343,739.00	-49.02
ST Staff and President Travel	59.12	4,000.00	-98.52
Shared Staff Travel	0.00	10,000.00	-100.00
ST Contin'ng Ed (Prog)	125.99	3,500.00	-96.40
ST Tri- region Staff Gathering	0.00	2,000.00	-100.00
TOTAL STAFFING COST	<u>175,414.10</u>	<u>363,239.00</u>	-51.71
TOTAL EXPENSE	<u>329,853.60</u>	<u>673,992.00</u>	-51.06
NET INCOME	<u>14,250.81</u>	<u>-41,992.00</u>	-133.94



Terms of Reference
McDougall Council
Adopted, March 10, 2021

Purpose

“The care and oversight of the life of the community of faith is exercised by a group of leaders chosen by the community of faith for this task.”

The McDougall Council works in accordance with the terms and conditions outlined in *The Manual 2021* (effective March 1, 2021) according to:

- The Basis of Union, Polity, Section III - The Community of Faith
- The Bylaws, Part B:
 - Sections B.1 to B.6 describe the governance of the Community of Faith (Pastoral Charge)
 - Sections B.7 describe the Local Governing Body (Board/Council) of the Community of Faith
- The governing body of McDougall United Church will be a Council.
- The McDougall Council is a working council doing: **1)** Policy Governance; **2)** Care and support of McDougall ministries

Membership

- The McDougall community of faith elects members of the McDougall Council to office during elections held at the Annual Congregational Meeting.
- The incumbent Council shall establish a “Nominating Committee” to find qualified and willing people to serve on the Council. These nominations shall be presented at the Annual Congregational Meeting. Other nominations may also be made at this meeting.
- The Council will consist of 5 - 7 full members elected from the community of faith among the full members of the community of faith, the ordered or appointed ministry personnel, plus a representative of each of the committees who must also be full members. There may be an exception to the requirement of being a full member for anyone who is elected in a special circumstance with the regional council's approval. (Section B.7.3)
- The five to seven-member Council is elected for a two (2) year term of office, with an objective that approximately one-half of the Council's membership will revolve every year
- Council members can serve for two consecutive terms, and then will be required to step down for at least one year before being allowed to serve on Council again.
- If a vacancy occurs in the course of a year, the existing Council is empowered to appoint a replacement Council member(s) to serve until the next Council election.
- Quorum will be three of the elected members and the ordered minister. The elected council members and the committee representatives present will all be voting members. The minister may be a non-voting member of the Council.
- The officers would a Chairperson and a Secretary. Their duties and responsibilities will be according to *The Manual, 2021*, Sections B.6.1 and B.6.2
- The Council will meet monthly with meetings scheduled independently from the meeting schedules of the committees. The Council may choose to meet more than monthly when the need arises.



Terms of Reference
McDougall Council
Adopted, March 10, 2021

Specific Gifts Appropriate for Council Membership

- Must be a member of the McDougall United Church congregation.
- Must have a sincere commitment to his or her own spiritual growth and journey.
- Must make a sincere commitment to use his or her gifts to help McDougall Church achieve its covenant and current mission statement.

- Willing to make their Council ministry a priority during their term of service
- Possess good communication skills
- Able to work effectively as a “team member.”
- Able to see both “the forest and the individual trees,” (i.e., to maintain perspective on both the larger mission of McDougall) and still maintain the views and needs of individuals within the McDougall community.
- Possess interpersonal and leadership skills needed to meet and balance the needs and concerns of individual members without losing the overall perspective and mission required for a downtown church in the 21st century.

Responsibilities

- Council Members are responsible for the spiritual, relational, operational, and the financial ministries of McDougall United Church
- Council Members are charged with setting the direction of the community of faith by establishing policies, priorities, and budgets that will enable the management of human and financial resources, ensure that programs and ministries meet the needs of members and fulfill McDougall’s covenant and mission, and ensure that worship is effective in and relevant to sharing the gospel of Jesus Christ.
- Council is responsible for the work of the various ministry groups, (See appendix A and B) the lay and ordered staff (in collaboration with the Northern Spirit Region, Pastoral Relations Commission and Office of Vocations) and the Ministry and Personnel Committee.
- Each Council Member will act as liaison between Council and one of McDougall’s ministry groups. The liaison responsibilities are:
 1. Become familiar with the ministry group and its activities by attending the ministry group’s meetings.
 2. Serve as the communication link between Council and the ministry group, ensuring that communication flows in both directions frequently and openly.
 3. Provide support and assistance to the ministry group in planning and budgeting.
 4. Ascertain that the ministry group undertakes its planned activities for each year.
 5. Act as the resource for clarification of the ministry group’s roles and responsibilities.
 6. Act as the resource for clarification of McDougall’s values, principles, practices, and policies.
 7. McDougall’s ministries are:
 - Worship and Music
 - Programs and Spiritual Life*
 - Outreach and Mission*
 - Pastoral Care
 - Community Building*
 - Partnerships*



Terms of Reference
McDougall Council
Adopted, March 10, 2021

- Church Growth; Congregation Development*
- Administration/Operations (office admin; finances; technology; advertising; marketing)
- Property Management
- Children and Youth Ministry*
- Human Resources
- Rentals (*Property? Operations?*)

* Activities related to these ministries are taking place; however, no formal groups currently exist.

- One member of Council will assume responsibility for communicating the work of Council to the community of faith. Other Council members are to be "listening posts" within the community of faith, listening to and inviting feedback and communicating such feedback to Council.
- In collaboration with the various ministry groups, Council is responsible for finding and inviting members and adherents into more active involvement in the life and work of McDougall.
- Council is responsible for providing orientation and training of new Council members and Ministry Group members, allowing them to serve effectively and with confidence.
- Council members will participate in two planning retreats – one each in fall and spring – to review the mission, set strategic plans, and evaluate McDougall's progress towards mission and goals.



Our Covenant of Leadership

Our Promises to God

- We promise to pray, alone and together, to thank God for the opportunity to serve and to ask for God's help in our lives and in our work for our Church, and to genuinely seek God's leading in our deliberations and decisions.

Our Promises to Our Church Family

- We promise to demonstrate our leadership and commitment to our Church and to God by our good example.
- We promise to support our Church ministers and staff to enable them to be productive in their efforts.
- We promise to discover and apply what is best for our Church as a whole.

Our Promises to Each Other on Council

- We promise to show genuine respect and caring for each other.
- We promise to treat our time on Council as an opportunity to make a gift of ourselves to our Church and to God.
- We promise to listen with open, non-judgmental minds to the words and ideas of others in Council and in the church community
- We promise to discuss, debate, and disagree openly in Council meetings, expressing ourselves as clearly and honestly as possible, to ensure that others understand our point of view and our fears and concerns.
- We promise to stand behind and to support the final decisions of Council whether or not such decisions reflect our personal views.

Current Council Members (2020 –

Larry Derkach – Chair
Velia Watts - Secretary, Ministry and Personnel
Gerald Watts - Property
Gary Simpson - Affirm United
Rob McLaughlin – Member at large
Janis Dunmore – Worship & Music
Paul Conway - Northern Spirit Representative
Natalie DeRoi - Treasurer
Scott Townsend – Member at large