

Norval United Church Congregational Meeting Minutes

Sunday, May 25, 2025

11:15 a.m. in the Sanctuary

Chair: Helga Kennedy

Secretary: Beth Laidlaw

In Person: 45

1. Helga Kennedy called the meeting to order, opened with prayer, and welcomed everyone.
2. **Motion** by Helga Kennedy seconded by Beth Laidlaw that all active adherents be allowed to speak and vote. **Carried**
3. Ginny Finbow provided an update on the Voluntary Associate Minister's agreement that was approved in March. It has been revised to remove the Youth and Young Families Minister. The framework was approved by both Reverend Heather Power and Reverend Paul Ivany.
4. Peter Yee and Adrienne Eastwood provided a summary of our first quarter financials that were available online as well as in hard copy. January to March revenues and expenses are where we expected. Expenses exceeded revenues but the majority of our donations are received at the end of the year. The custodian's salary is included with property expenses and the camp salaries are included in camp expenses. Benchmarks were looked at and our ratio of attendees to paid staff is healthy. The recommendation will come forward for us to hire a Congregational Designated Minister (CDM) for \$34k per year. The finance committee supports this. 50% of our income would be for salaries which also meets benchmarks.
5. Tammy VanReenan, Chair of the Ministry and Personnel team presented the Youth and Young Families job description. In forming this description, results of the Town Hall meetings were looked at along with our Vision and Mission statements, while striving to be good stewards of our financial resources. The recommendation is to hire a Congregational Designated Minister for 20 hours per week at \$26. Per hour plus pension and benefits. This is considered a living wage for our area. This person will not be responsible for camp. The position would report to the Executive Team through the M and P committee. They will be supported by the Faith Formation Team. The Faith Formation Team would also act as a liaison between the CDM and Reverend Heather Power. A CDM position reports to Norval United Church (ordained positions report to Regional Council) and we set the salaries.
Moved by Dawn Marsellus seconded by Mike Cormier that we approve hiring a Congregational Designated Minister for 20 hours per week at \$26. Per hour plus salaries and benefits. **Carried**

6. Heather Fraser presented a nominating committee report. The following were nominated and have accepted a position on the Search Team for the CDM position:

Gabby Tarantino

Mike Cormier

Brendan Cunningham

Susan Tupling

Amy Bolton

The A/V team still needs more volunteers. We are looking for more Sunday morning greeters. We are also looking for a webmaster who is familiar with GoDaddy, Wordpress, and Cpanel.

7. John Eastwood presented the revised Governance Statement. The terms of service have been changed to Executive members serving for 2 years after the AGM with the option of one additional year. They would then step off for 1 year. The existing Executive team will be considered to have begun their current term at the March 2025 AGM.

Moved by Bill Schoendhart and seconded by Ken Thorn that we accept the new terms of service. **Carried**

8. It was announced that Helga Kennedy is retiring as Chair of the Executive and John Eastwood will fill that position.
9. Heather Power thanked Helga for her dedicated leadership. She encouraged us to dream about Norval United's future and to work together. Heather closed the meeting with prayer.
10. **Moved** by Ken Thorn that the meeting be adjourned at 12:36 p.m.