

GLEN WAVERLEY UNITING CHURCH COUNCIL

Tabled documents for meeting 20 August 2008

Tabled document 1. See minutes item 8k

20th August, 2008

Graeme Frecker
Chairperson
Church Council Members
Glen Waverley Uniting Church

Dear Graeme,

We would be grateful for the policy endorsement of Church Council for guidelines related to the use of email. We believe what is proposed is something we could all comfortably agreed with.

We believe that this will make an important contribution to harmonious communication within GWUC. Unfortunately, what we might take for granted in communication, is not always followed in email communication between committees and individuals, causing hurt and upset at times for individuals within Youth and beyond, within GWUC.

We propose:

Email Communication: In the interests of capitalising on the usefulness of email in managing responsibilities across GWUC, while also supporting and respecting those with these responsibilities:

If email is chosen to convey concerns relating to responsibilities being carried out and the like, then these concerns are to be directed to a responsible officer. Such emails to the responsible officer, are not also to be copied to others such as members of their team and/or others with partially or unrelated responsibilities.

If such email communication is to be directed to a committee, then it is to be sent to the relevant committee Chair/Secretary.

Background: This email approach provides the responsible officer with the opportunity to respond to the concerns raised, and manage the responsibility given to them. It is the responsible officer's prerogative to decide who to copy in their team. This avoids the electronic equivalent of someone being criticised in front of their peers/publicly, respects and doesn't undermine responsibilities allocated, and allows the responsible officer to protect their team from criticism which may or may not be unsubstantiated or ill informed.

This is not to take away from the importance of responding to and addressing concerns where this arises. The proposal only seeks the endorsement of an acceptable communication process to be followed with such interactions.

Yours sincerely,

Ern Green
Chair
Youth Committee

**GWUC PASTORAL COMMITTEE:
Minutes of the meeting held on TUES 22nd JULY 2008**

Present: Jan Clear; Faye McDougall; Ian McMillan; Sue Morgan; Bobby Rooks; Jenny Vass; Amy Whittaker; Max Whittaker;
Apologies: Alison Barr ; Jan Clarke ;Alison Dingwall; Vida Foo; Laurel Muir.

Amy read the Isaiah prayer and lit the candle to open the meeting.

She then welcomed Faye Mc Dougall to the Committee. Laurel Muir has also agreed to join but was unable to attend tonight's meeting.

Devotions: Led by Ian McMillan:

Ian read the poem, "How You Live Your Dash" i.e. the years between your birth and death. Our life is measured not in worldly goods but our actions. We reflected on what our gifts are, and the importance of caring and relating to others. He concluded with the Prayer "Work of the Church" from Prayers for Everyday.

Matters Arising from May Minutes:

- Minutes moved by Ian McMillan seconded Jenny Vass
- Follow up to some Issues raised at the May meeting are:-
 - ✦ Pamphlets in other Languages: Jan is liaising with Vida Foo re translation into Chinese. There were 3 responses to the bi-lingual request in the bulletin - (French, Croatian & Dutch.)
 - ✦ The Church Communication issue has been clarified, with Greg and Alison D meeting with Faye Wagon. Distribution of material is handled separately from the Visitation program.
 - ✦ Implementation of a revised Visitation Policy was put on hold until after the current future directions planning is complete.
 - ✦ Jan Clarke had made enquiries re the purchase of a defibrillator for the first aid box. The machine would cost between \$2,500 - \$5,000 and the pads \$40-\$80. Training programs are also available, cost unknown. Committee felt this was a large expense that relied on a trained person being around at the time needed. The question of insurance liability was also raised and this will be checked with Ken Couts. Amy will check progress with Jan, on CPR trained list, this would need regular checks as qualifications need to be constantly updated.
 - ✦ Jenny and Jan attended the Baptismal Families afternoon tea that preceded the family service on 15th June. They commended the amount of preparation Caroline Blakemore had put into the session, which was a great time of fellowship for all.
 - ✦ Amy stated that prepared Baby Bundles are delivered by an appropriate link in the congregation rather than a Pastoral C member.

Reports:

Roll Maintenance & Newcomers: Jan Clear

The casserole lunch last week was very successful, with 10 new members and supporters attending. Jan is currently following up 11 ongoing families and 4 new cards filled in recently. Two have moved onto the roll, and two transferred out.

Welfare Committee: Jenny Vass

There has been no formal meeting since the last report. A few requests from passers by have been met, and one church family is currently receiving support in a variety of ways. Tutoring has been organised for a Yr 12 student. The need for extra members is urgent to spread the load.

Visitation Committee:- Jenny Vass

The meeting with the ministerial team went well and clarified lots of issues, although a policy statement outlining the purpose/aims of visitation has not yet been defined. It is important to keep a focus now that there are no set times for visiting. We will look at re-scheduling a meeting to highlight this once the Steve Terrill campaign is finalised, and will continue "encouraging" visits through the bulletin and overheads.
Jan & Jenny meet regularly to update changes to the roll and allocate member requests for visitation. People need to be encouraged to notify the office of any changes to details (address, phone email etc.)

Ministry for seniors: Alison Dingwall

Last service wasn't as well attended. Ineka Giles will fill in until Sept during Alison absence, then Elwyn Pederson will take over. The next Snr Service will be part of the Isaiah festival, lead by Ineka, and faith journey testaments from John Boucher, Evelyn Ellemor and Bernice Grocke. Music will be by John Colvin and Elwyn Pederson.

Bereavement Support:- Bobby Rooks.

It has been a very busy time following up bereaved families and anniversaries. Dorothy Lockhart has offered to be part of the counselling team. Bobby sees this ministry for her is a Joy and a privilege.

Overseas students

This ministry will go into temporary retirement as Vida feels there is no longer a need, as some of the students now attend another church, Stella is to be married shortly, and the others have returned O/S. Amy re-iterated that this committee was set up by Vida and Michael 5 years ago, supported by a few others, when there was an influx of Asian students. They have selflessly supported these students, physically, emotionally, spiritually and financially, and the committee was unanimous in acknowledging the huge contribution they have made through this ministry. Amy will place an article in Newview, and Jenny will write on behalf of the Pastoral committee, sending a meal gift voucher for \$50.

Supportive Care Link: Amy:

There has been a heavy demand on meals, transport and home help lately, but all needs have been willingly met., with ongoing rosters and only a few meals needed.

Jenny will stand in for 3 weeks during Amy's upcoming absence.

Card Ministry: Amy has sent Margaret Drummond \$25 worth of stamps and a letter of appreciation.

Prayer Ministry: Bev McGlead has expressed her concerns to Amy that the prayer Request book in the foyer is very rarely used, the prayer chain requests are few and attendance at the weekly prayer meeting have dropped dramatically. This is a vital part of our Pastoral Outreach to others and Bev feels it needs to be promoted and supported by the pastoral Committee, and Church Council. Max felt it was something the Elders could also address as they are charged with the Spiritual oversight of the church. Bev will put an article in the Newview magazine, and a copy of PC minutes should be sent to CCouncil to alert CC into supportive action.

Other Matters:

- ❖ A number of issues raised highlight the need to communicate with the congregation, and the suggestion of revolving overheads on a regular basis would help refresh members with ongoing activities within the church, at least at the 9.00 service. Perhaps verbal announcements during the offering during others services.
- ❖ We do Welcoming well to our newcomers, but they are not being encouraged to integrate into doing tasks and making a contribution. Amy has prepared a Service Opportunities Pamphlet that would be given to New people only, outlining all areas at GWUC where they could make a contribution. All PC members were given a draft copy to review for modification/approval next meeting. **BRING YOUR COPY WITH YOU!**
- ❖ **Amy concluded the meeting with Prayer.**

❖ **NOTE: DUE TO A LARGE NUMBER OF ABSENCES IN SEPT, THE NEXT MEETING HAS BEEN POSTPONED UNTIL TUES 14TH OCTOBER.**

Glen Waverley Uniting Church
Finance Committee Meeting Aug 18th At The Church (no meeting in July)

Agenda

Item		Detail	Action by Who?
Attendance		At June meeting: Roger Vass, Graeme Frecker, Blair Fenaghty, Greg Fry, John Yates (welcome to first meeting), Warren Greenwood	
Completed Actions from last meetings			
Maroondah Presbytery return	21	Forms A and B still in progress (Matthew Graham)	RV-done and forwarded
Local fund raising	25	Request groups to consider fund raising Need a co-ordinator Give progress report on giving to date in bulletin	RV..done Tbd RV..done/ongoing bi monthly
Outstanding items from previous meeting			
Comm. membership	1	Additional members needed	All
Treasurer	2	a permanent treasurer is needed	All
Planned Giving 2009 and beyond	8	Need to develop a planning committee, provide a brief and program for running a campaign.	RV-See attached-draft #1
Check telephone bills	13	Commenced to extract records & have a name in Synod....RV Contact with Telstra..WG	RV WG
Asset register	14	Property Comm is preparing. FC to consider Deferred Maintenance Reserve in light of expected asset lives	WG
Manse devt	15	Monitor Interest recovery on Manse development funds & GST recovery on payments	RV
Continuation Committee	17	"Refire" continuation committee.... (current membership: Neville Scott, Cliff Baker, Ken Hutchinson, Robert Wood) Aim : <ul style="list-style-type: none"> • To more clearly define their role • To define what should be reported in letters to planned givers • To obtain statistical reports 	RV- see attached draft #2
Funding strategy 2009 & beyond	18	What are strategies can we adopt to balance the budget for 2009 and beyond that are sustainable. Prepare for advice of CC initially. Propose a discussion at CC.	RV –see attached #3 Paper prepared for CC and notes from July CC
M&S contribution	19	GF & RV met with C Begg, PPEast Presbytery. Need to build principles of our giving	All
Ministerial stipend	20	Synod has announced increase in minimum stipend of 3.36% for 1 Aug : <ul style="list-style-type: none"> • Adjustments made • L Dungan's Salary (to be discussed at meeting) • Ineke Gyles arrangement (0.5) 	RV- to be tabled

Item		Detail	Action by Who?
Progress against budget 2008	22	Accounts to June 30 2008	See attached #4
Employment administration	23	Need for more formal procedures for monitoring employee conditions of employment and regular review of entitlements. (applies to Alison, Carolyn and Wendy). Also performance review.	tbd
Delegations, authorisations, approvals for expenditure	24	Apart from property, Youth and welfare no groups has an actual budget with a clear line of responsibility for expenditures. Affects the Worship , Christian Ed budget and Office costs (which Finance Comm) should administer)	tbd
Local fund raising	26	Need a co-ordinator	RV
New Matters			
Other Matters			

Planned Giving Program 2008

Background

The Congregation has benefited greatly on the regular giving of its members towards the work of the Church via the Planned Giving Program. This has provided assurance of our continuing budget. The program currently involves 269 active pledges (190 envelope users and 79 by direct debit) amounting to a promised giving of at least \$5,285 per week. (Fifty five (55) of the envelope participants have specified no amount). This unconditional giving arises out of a response to faith and, the life and work of the Congregation.

It is now time to prepare for a further commitment from existing participants and to seek new participants.

The Challenge

The challenge will be to, not only increase the present level of giving to meet on-going commitments, but to inspire the Congregation to further giving to meet the various obligations and initiatives that we discern and that will develop out of the OTWT program.

The key messages might be:

- Giving in response to God's love and the hope of Christ to individuals and the community
- Giving in response to the ongoing work being done.
- Giving in response to support new or existing initiatives. (targeted giving)
- Giving in a sustainable manner i.e. "paying our way"

Assisting the challenge

Aspects that may assist the program are to:

- Raise awareness of the many things occurring...both within and without the Congregation that is being supported
- Highlight the new initiatives and the outcomes of the OTWT program.
- Provide information on how to give regularly
- Provide flexibility in commitment
- Be innovative in presenting the message
- Promote the level of expectation and excitement of God's work in this place and beyond.

Considerations

- Commence now by establishing a Core Working Group
- Prepare a budget of the Group's operations as it develops the ideas.
- Interact with the ministry team, Council and Elders and the Congregation
- Commence to provide information and raise Congregational awareness of the Church's activities and resource needs
- Develop a theme and promote this for the remaining months
- Consider the various constituents in our congregation and the nature of the contact and engagement with these, recognising how they contact with the church
- Provide a forecast of committed giving to the Congregation by the end of February 2009

Possible Timetable

Sept: form Core Working Group and commence broad planning

Oct: capture OTWT outcomes and commence awareness raising

Nov: Firm up program details and present to CC. Continue awareness raising

Dec/Jan: Prepare materials and finalise details of the Planned giving program

Feb: Conduct an intensive program and arrive at new commitments. Present outcomes to CC so that a firm budget can be prepared in time for a March Congregational meeting.

Membership of Core Working Group

Convenor plus 5 or 6 others drawn from across the Congregation.

Attachment #2 Continuation Committee....draft Aug 2008

Purpose

The Purpose of the Continuation Committee is to manage the Planned Giving Program pledges.

Duties

The duties of the Committee are:

1. New Planning Giving Programs

- Work with each Working Group appointed by Church Council to develop a new Planning Giving Program to assist in providing information and advice on how the program operates and
- other matters as they arise.

2. New pledges

- follow up those new to the church on advice from the Pastoral/Visitation/Welcome Committees or Ministers with an explanation of the planned giving program and an invitation letter to contribute.
- develop invitation letters and package of information in consultation the above.
- provide envelopes for those wishing to use them
- arrange a direct form to be provided to those wishing to use this method
- acknowledge the pledges made by welcoming letter to those who join

3. Maintaining the pledges

- prepare and send out reports to those in the program. Such reports to be prepared in consultation with the Ministers and Finance committee.
- follow up those who have fallen behind in their pledge in consultation with the ministers as to pastoral concerns

4. Record keeping

- to maintain a record of those who elect to pledge their giving to the Church via the Planned Giving Program including the pledged amount, the names of the people pledging and method of giving.
- to keep the records confidential

5. Reporting

- to report to the Finance Committee at least bi-monthly on the status of the pledges.
- the regular report to include
 - i. the number of active pledges, and the total \$ of amounts pledged
 - ii. the reason for any change in total from last report including the follow up that has occurred (while retaining confidences).
 - iii. the number of pledges with nominated pledged amounts and those without an amount.
 - iv. the number of pledges that are up to date in giving(< less than 2 months in arrears), the number greater than 2 months in arrears, the number greater than 8 months in arrears.
- Provide a brief general summary report to NewView.

Attachment #3 Presentation to CC July ,meeting and notes made on the discussion.

Background.

At the June meeting the following FINCOM paper was read. An amendment was agreed to by the CC to the recommendations made in our paper. This is shown below also.

Report to the Council from Finance Committee.....June 2008

1. The 2008 budget has now been passed by the Congregation
2. The budget is balanced only in the sense that it is funded
3. Our expenditure remains unsustainable.
 - We can only meet our commitments through one off injections of cash whether from uncommitted reserves which will dry up this year or from one-off appeals such as the recent deficit funding appeal
4. The budget is under increased pressure
 - This month we have been advised that Synod has determined that, from Aug 1, ministers stipends must increase by a further 3.36% and that there is a resolution to go before the Synod in September that further loadings will be applied above normal wage cost increases over a 7 year period for a catch up of ministers pay scales to parity with other states. This is like to be somewhere between 5-10% increase when both the loading and the annual increases are accounted for.
 - The impact on our budget this year is about and additional \$3000 (and \$7000 in a full year). If agreed to, our ministry budget will need to increase by \$7000/yr for EACH of the next 7 years (assuming the same placements).
5. Income so far this year is down particularly in the open plate giving and in income generated from the challenge to the congregation to raise \$10,000 through local fund raising efforts

Finance Committee considers that:

1. The Council and Congregation address our budgetary position urgently. Finance committee suggests we do not wait until the Steve Terrell process proceeds or provides outcomes.
2. The approach to the 2009 budget must be established by September ready for presentation in October/November this year.
3. Recognition of the uncertainties and a realistic appraisal of our options which leaves no assumption or tradition unvisited must be undertaken.
4. The longer term strategy for the financial support of our congregation must also have some clear guidelines agreed to by the congregation.
5. Those who give are often not seeing how their giving is being spent or the results of their giving. This is particularly so for the specific ministries and for the Mission and Service giving.
 - While Christian giving should be unconditional it is important that givers are aware of the worthiness of the Congregation's programs.
6. The items which are at the crux of our budget are:
 - a. the salary bill for ministry team and office,
 - The ability to modify the extent of the salary bill is governed by employment agreements (which were approved by the congregation) and cannot be modified without negotiation and consideration of the rights of the employee. Ministerial placements require a dialogue with Presbytery. Normally we would expect such agreements to run their term and at that time there is the opportunity to review.
 - b. property costs
 - c. the mission and service giving, and,
 - d. On the income side, level of planned giving, the open plate and other fund raising activities
 - All other items are somewhat incidental or consequential and often are cost neutral (ie. Occasional activities in which income is received covering the expense).
7. It is clear from the Steve Terrell conversations to date that many are grieving from the loss of inter-generational activity particularly in worship and many lament the segregation of the congregation into sectors. While there is need to focus certain activities for these ministries (seniors, children and families and youth) there is also a need for a vision that sees togetherness. This is no different to any healthy family environment where for some times individuals "do their own thing" but at other times there are family events and mutual support.

In the light of the above Finance Committee recommends:

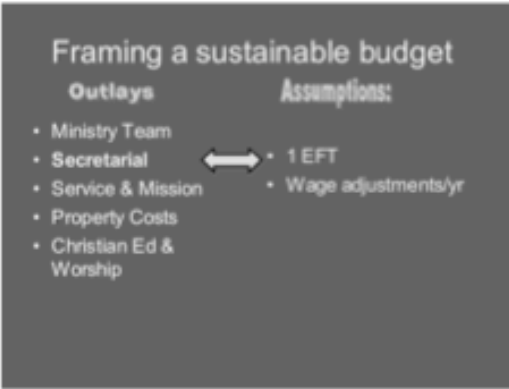
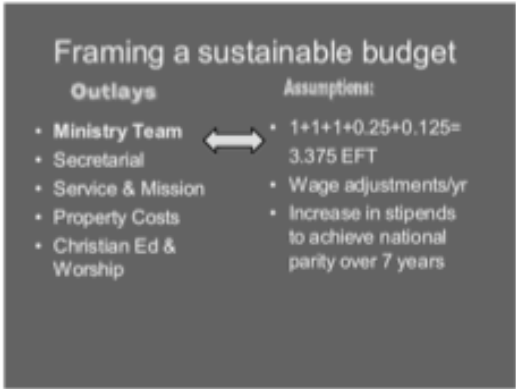
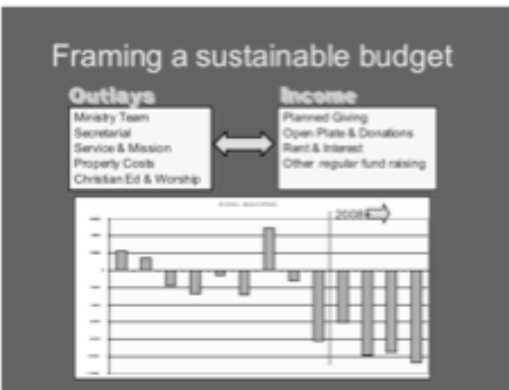
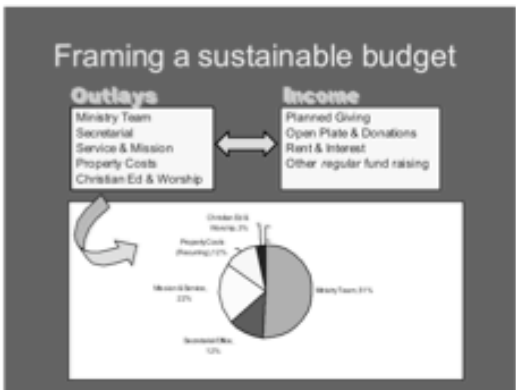
1. that the ministry team review its functioning and redeployment across the congregation for the remainder of 2008 and beyond in the light to the above.
2. that the ministry team and worship planning groups plan for greater intergenerational activity and opportunities.
3. that all groups in the congregation be reminded of the challenge to the congregation to raise at least \$10,000 for the local work of the congregation. This is traditionally done via social/ fellowship events
4. that the specific ministries seek to promote their activities to the wider congregation
5. That a review of all areas of the budget income and expenditure be reviewed on a priority basis and that the review be actively discussed with the Congregation.(in parallel with, or part of the Steve Terrell exercise but without further delay)
6. All leaders of worship events ensure that an offering is made. Also, where appropriate, that a "donations to defray costs" or "in support of church funds" bowl be provided at all events.
7. the Treasurer continue to monitor and approve expenditures against specific budgets. In this regard the Treasurer to request all groups impacting on the budget to provide an updated budget (income and expenditure) for the remaining months of 2008.

Amended Recommendations and actions

- **Re nos 1, 2 & 4** (These were condensed to the following:- That the Ministry Team be requested to review the utilisation of the team with support from other groups and Presbytery for the remainder of 2008 in order to:
 - increase the opportunity for greater intergenerational activity and opportunities and take appropriate action, and
 - enhance the promotion of activities of the specific ministries for the wider congregation.
- **Re no 3:** The Treasurer to undertake action in item 3
- **Re no 5:** Special meeting with Church Council and Elders to be held to process and discuss the framework and strategy of the Budget before the end of July
- **Re No 6.** Finance Committee is looking at how the Continuation Committee can follow up with new members of the congregation in regard to Planned Giving.
- **Re No 7:** Task for Treasurer – already in process.

Action re no 5:

A joint meeting was held. The purpose of the presentation and discussion was to give FinComm directions to the shaping of the 2009+ budget, notwithstanding the outcomes from the "On the Way Together" program. These outcomes can be accommodated further. Councillors were asked to consider the bounds of our work and to consider innovation aspects.





Strategies for forming the budget arising from notes taken at the Council-Elders meeting

- Conduct a planned giving campaign
- Increase focus on fund raising events
- Review Fete earnings deployment:...a portion thereof (but.. Possibly last resort given its position in the congregational life...) N.B. in the past some funds have gone to UCA projects.
- Set rental at commercial rates
- Seek external funding for outreach work.. eg schools..Khombi...but beware these are usually one off or seed moneys)
- Establish new programs in light of vision setting...eg counselling services, training (internship), community centre/short courses
- Interest return on building fund...capital reserve
- Change ministry team composition...-Adjust Team EFT size when opportunity arises
- Negotiate Office hours
- Review Deferred maintenance amount
- Consider Mission and service contribution: present a case for the M&S giving target
- Improve the technology/the ways we deliver ministry and mission....eg lay involvement in certain activities previously done by ministry team
- Consider Viability of activities....eg worship....are they self sustaining?....knowing this is useful
- use of 19 Southdown...for ministry purposes in a Congreg'n program (ideas will come from the Aug 3rd.
- engendering enthusiasm for the ministry/missions...purpose/objectives.....pick projects that need support.
- Recover the sense of vision in our giving response arising from the Visioning "OTWT" process.
- Take 5 year view...(important for staff agreements).
- Pursue bequests culture.
- Sharing with other congregations
- Pursue funding by grants (Local govt, Synod, govt)....people to assist to read/review/write....ministry programs to be alert to opportunities.

**Attachment #4:
GWUC- Budget versus actuals for Period 1 Jan- 30 June 2008**

INCOME Jan-Jun	Annual budget	Budget to date 0.50	Progress to date	
Planned Giving	\$ 310,000	\$ 155,000	\$ 151,099	Ok
Open Plate & Donations	\$ 54,600	\$ 27,300	\$ 13,343	very low
Rent & Interest	\$ 33,000	\$ 16,500	\$ 13,255	low but OK
Fundraising-COP	\$ 20,000	\$ 20,000		NA
Fundraising- local church	\$ 10,000	\$ 5,000	\$ 616	v low
Deficit funding appeal	\$ 40,484	\$ 40,484	\$ 40,520	NA
Sub-total	\$ 468,084	\$ 264,284	\$ 218,834	
Special Effort	\$ 10,000	\$ 5,000	\$ 2,191	NA
Miscellaneous	\$ 15,000	\$ 7,500	\$ 9,068	OK
Total	\$ 493,084	\$ 276,784	\$ 230,093	
EXPENDITURE				
Ministry Team	\$ 233,000	\$ 116,500	\$ 115,842	ok
Secretarial /Office	\$ 57,200	\$ 28,600	\$ 23,747	ok
Mission & Service	\$ 100,000	\$ 50,000	\$ 50,000	ok
Property Costs (Recurring)	\$ 31,000	\$ 15,500	\$ 23,826	High-ok
Property Capital Assets	\$ 2,300	\$ 1,150	\$ 1,440	ok
Property major maintenance				
Provision for deferred maintenance	\$ 20,000	\$ 10,000	\$ 8,333	ok
Christian Ed & Worship	\$ 15,000	\$ 7,500	\$ 8,034	ok
Community Outreach (Non-Local)	\$ 24,000	\$ 24,000	\$ 5,650	na
Welfare & pastoral program	\$ 3,000	\$ 1,500	\$ 267	na
Stewardship	\$ 2,500			na
Sub-total	\$ 488,000	\$ 254,750	\$ 237,140	
Special Efforts	\$ 10,000	\$ 5,000	\$ 2,209	na
Miscellaneous	\$ 12,000	\$ 6,000	\$ 3,268	ok
Total	\$ 510,000	\$ 265,750	\$ 242,617	

Tabled document 4. See minutes item 12

Recommendation:

that Church Council:

- Endorses the ongoing Kombi Ministry and encourages the Youth Minister, Alanee and the Young People with its broader development;
- Encourages the whole Congregation to participate enthusiastically in this Ministry;
- Approves the purchase and operation of a Volkswagon Kombi Van as outlined in this submission;
- Places ongoing funding and operational responsibility for the vehicle with the Youth Committee with appropriate reporting/liaison to the Property Committee;
- Requires an Annual Report to the Property Committee on the vehicle's operation and use.

Ern Green,
Chair, Youth Committee

Alanee Hearnshaw
Youth Minister

16 July 2007



THE UNITING CHURCH IN AUSTRALIA
SYNOD OF VICTORIA & TASMANIA

PRESBYTERY OF PORT PHILLIP EAST

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Please direct all correspondence to the Secretary – email is the preferred method of communicating backed up by original documents where appropriate (i.e. legal documents and formal applications)

Updated 5/08/2008