

## **Siloam United Church**

### **Minutes of Special Council Meeting**

**September 8, 2021 at 10:30 a.m.**

**Held via Zoom and in person at Siloam United Church**

**Attendance:** Rev. Dr. Sheila Macgregor, Catherine Glover (chair), Steve Britton (Regional Representative), Dave Dunham (Property), Dick Huffman (Treasurer and Congregational Resources), Pauline Newton (M&P), Betty Ross (Rose Birrell), Margaret Smith (Spiritual Life and Worship), Allyn Todd (Trustees and Communications), Peggy Rivard (Congregational Life and Secretary)

**Regrets:** John Davidson (Outreach and Social Justice)

**Guest:** Mike Ashton

#### **Welcome**

Chair Glover called the meeting to order and welcomed Mike Ashton. This meeting was held in order to discuss two items only as outlined in the agenda.

**Motion:** Moved by Margaret Smith and seconded by Betty Smith that the agenda as printed for this special meeting be adopted. CARRIED.

Rev. Sheila opened with prayer.

#### **Shared Ministry Agreement**

The Antler River Watershed Regional Council has approved all facets of the shared ministry agreement set up between Siloam, Metropolitan and First St. Andrew's. Siloam will pay one-third of costs involved with the program up to a maximum of \$25 000.00. The position will be posted on ChurchHub and after an applicant is selected each church will need to have a congregational meeting to approve. The search committee will be made up of two representatives from each of the three churches involved; youth will be represented in this mix. The successful applicant will be working under the guidelines set out in the United Church Workbook #9 - Collaborative Ministry.

**Motion:** Moved by Allyn Todd and seconded by Pauline Newton that Siloam United Church Council agree to enter the partnership for Youth and Young Adult Ministry with Metropolitan and First St. Andrew's United Churches according to the terms outlined in the Shared Ministry Agreement.

CARRIED

### **Office Administrator Position**

Pauline Newton explained that Ashley Collins has been hired through Liberty Staffing, a temporary agency, to fill the vacant office administrator position until a permanent person has been hired. A revised job description of the position was circulated before the meeting and discussion was held about wording changes which will be made to that document. Pauline will send out a revised version when she has completed the changes.

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It has now been thought that the office administrator's job could be dropped to a 28 hour/week position following this timetable: Monday (office closed); Tuesday - Friday (9:00 - 4:30 with a half-hour lunch break). In addition, we would consider a 7 hour/week position for a different person to look after the varied technical requirements that Siloam needs in order to function. Allyn and Mike will discuss the requirements and duties of this possible new position and report back to Council at the regular council meeting in September. A search committee for the office administrator position will be made up of four members from Ministry and Personnel and Mike Ashton. They will be looking for someone with strong administrative skills, excellent interpersonal communication skills and the ability to work independently.

### **Closing Prayer**

Rev. Sheila led a closing prayer.

### **Adjournment**

The meeting adjourned at 11:45 a.m.

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Catherine Glover, Chair

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Peggy Rivard, Secretary