

Summary of Council Minutes

Sylvan United Church

December 1, 2025

Meeting Overview

- Meeting opened by Co-Chair **Judy Duncan** with an opening prayer from **Rev. Wendy Read**.
- Agenda and previous minutes (Nov. 10, 2025) approved.
- Attendance included Rev. Wendy, council members, and regrets from two members.

Correspondence

- **Kairos:** "Turn Debt Into Hope" campaign deferred to January.
- **Microphone concern:** Issue revisited; microphone works but requires speaking directly into the end. A visual cue may be added.
- *"The user must speak into the end of the mike."*

Administration & Executive

Minister's Report

- Cordless microphone functioning better.
- Half-time ministry workload remains heavy; appreciation expressed for staff support.
- Positive contact with Rev. Bates.
- Willing to meet with team leaders.

Office Administrator's Report

- Emergency evacuation plans created for hall and sanctuary.
- Assisted with preparations for the Christmas tea.

Transition Team

- Members appointed; meeting with Rev. Bates planned for January.

Team Reports

Property & Environment

- Parking lot work completed; funds raised for one electrical project.
- Fire Prevention Officer visit resulted in:
 - Purchase of three fire extinguishers.
 - Need for monthly fire safety checklist.
 - Proof required that TELUS monitors alarm system.
 - Follow-up visit scheduled for Jan. 9, 2026.
- Sanctuary lighting improved; hall sensor light needs replacement.
- Garbage removal ongoing; driveway holes to be temporarily filled.
- Spring Fling scheduled for Mother's Day weekend.
- Defibrillator requires monthly checks.

Hospitality

- Kitchen "to-do" lists posted; renters cooperating well.

- Memorial reception for Tracy Barry had triple expected attendance.
- Need for more plain white mugs identified.
- Question raised about reimbursement for hospitality services at receptions.

Outreach

- COP 30 candlelight vigil held and described as lovely.
- Angel Gift program fully subscribed.
- Additional family identified for possible Christmas support.
- Salvation Army kettle shifts filled in Mill Bay; Duncan still has openings.

Worship & Music

- Advent and Christmas Eve planning underway.
- Special music planned for Christmas Eve.
- Dec. 28 service will be all hymns.
- Pulpit supply needed for several January/February dates.
- Kids' choir requires future visioning; not expected to profit this year.
- Carols by Candlelight preparations ongoing.
- Spring concerts planned.

Additional Facility Concerns

- Piano was moved, causing wall damage—renters must be reminded not to move it.
- Side doors sometimes left ajar when alarm is set; suggestion made for alarm alert if a door remains open.

Ministry & Personnel (M&P)

- **Motion passed** to add **David Wentzell** to the M&P Committee.
- *"I move that David Wentzell join the M&P committee."*

Trustees

- No increase in insurance premiums for 2026.

Women Together in Fellowship

- December meeting to discuss family Christmas traditions.

Business Arising

- **Christmas Tea** and bake sale were very successful.
- **Annual Congregational Meeting (ACM)** date still pending; scheduling must avoid March 16–22 due to Birdsong Day School closure.

New Business

- Emphasis on supporting inclusive and affirming organizations.
- Pride flag missing from narthex; research underway on signage/flags to display welcome.
- Anne Marie offered to create a fabric banner if given a design.
- **New laptop approved** for incoming minister (up to \$800).

- *"Council authorize a new laptop for the use of our new minister."*

Closing

- Meeting adjourned; closing prayer by Rev. Read.
- Next meeting: **January 12, 2026, at 7 pm** in the Fireside Room.