



**COGOP WEMBLEY
MINUTES OF BUSINESS MEETING
SATURDAY 7 NOVEMBER 2020**

VIA

ZOOM VIDEO CONFERENCING

PRESENT:

Senior Pastor Errol A Williams	(EAW)	- Moderator
Bro James Akinsowon	(JA)	- Treasurer
Sis Pauline Douglas	(PD)	- Clerk & Minute-taker
Wembley Church Members	(WCM)	- 57

APOLOGIES:

Pastor Janet Lawrence	(JL)	- Wembley Church Member
Sis Jacqui Ferguson	(JF)	- Wembley Church Member

Start of Meeting: 6.30 pm

ITEM NO.	SUBJECT	ACTION
1.00	WORSHIP, WELCOME, PRAYER & ADDRESS	
1.01	Pastor Lloyd Ellington opened devotion with prayer which was followed by a recorded song by Sis Dawnisha Payton, ' Great Are You Lord '. Pastor Errol Williams referred to 1 Corinthians 14v40 ' Let all things be done decently and in order. ' He went on to say that this biblical instruction applies to everything we do. The word 'order' relates to the protocols that the Holy Spirit has laid down for us to follow. Some of which can be seen in 1 Corinthians 13v4-8 and Galatians 5.	
1.02	Zoom Protocol - Due to the national lockdown, the Business Meeting was conducted for the first time via Zoom Video Conferencing. Pastor Errol explained that anyone can attend COGOP Wembley Business Meetings but only the Members of this local church can vote. The meeting is being recorded via Zoom and by the Clerk. Chatroom comments will be recorded. Decisions made at these meetings will be made via a poll. Attendees are asked to use their real names and turn on their camera on their devices especially when speaking. The Administrators for the Zoom operation were Pastor Lloyd Ellington and Sis Denise Christie. They will oversee the chatroom comments. Members can use their electronic hands or use the Chatroom to raise questions.	
1.03	Pastor Errol ('The Moderator') welcomed all present and declared to the local church at Wembley that it was opened to transact any business that would be properly brought before it.	
2.00	APOLOGIES	
2.01	As highlighted above.	

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3.00	(a) MINUTES OF MEETING DATED SUNDAY 2 FEBRUARY 2020 PRESENTED BY THE CHURCH CLERK, SIS PAULINE DOUGLAS																																
3.01	The Minutes of Meeting dated 2 February 2020 were read out by Pastor Errol.	NOTED																															
3.02	Sis Dawn Ellington moved a motion to accept the Minutes; Sis Janet Scott seconded the motion. There were no objections or abstentions. The Minutes have been accepted as read. It was noted that the co-hosts were not able to vote electronically.	NOTED																															
3.1.	(b) MATTERS ARISING FROM MEETING HELD 2 FEBRUARY 2020																																
3.1.1	Pastor Errol announced that Sis Pauline Douglas has stepped down as Clerk and this would be her last meeting. An advert for the post would be circulated. Only members of the local church can apply and should see Sis Denise Christie. Pastor Errol thanked Sis Pauline for the work she has done for the local church.	NOTED																															
4.00	TREASURERS' REPORT PRESENTED BY BRO JAMES AKINSOWON MONTHLY INCOME / EXPENDITURE TOTALS AS AT 31 MARCH 2020																																
4.01	<p>The Treasurer reported on the end of the third and fourth quarters. Anyone wishing to see the detailed version of the report should see Pastor Errol. The Treasurer also gave a summary of the church finances for the year 2019 – 2020. The Treasurer acknowledged the members of the treasury team and thanked them all for their continued support.</p> <p style="text-align: center;">Cash Flow Overview Monthly Comparisons Summary of the Year 2019 - 2020</p> <p><i>Opening Balance £76,927.81 (as of the 1 April 2019).</i></p> <table border="1" data-bbox="220 1249 1315 1608"> <thead> <tr> <th data-bbox="220 1249 453 1301">Quarters</th> <th data-bbox="453 1249 632 1301">FIRST</th> <th data-bbox="632 1249 834 1301">SECOND</th> <th data-bbox="834 1249 1015 1301">THIRD</th> <th data-bbox="1015 1249 1150 1301">FOUR</th> <th data-bbox="1150 1249 1315 1301">TOTAL</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1301 453 1361">Income</td> <td data-bbox="453 1301 632 1361">£41,336.16</td> <td data-bbox="632 1301 834 1361">£41,355.73</td> <td data-bbox="834 1301 1015 1361">£35,539.05</td> <td data-bbox="1015 1301 1150 1361">43,622.62</td> <td data-bbox="1150 1301 1315 1361">£162,853.56</td> </tr> <tr> <td data-bbox="220 1361 453 1422">Expenditure</td> <td data-bbox="453 1361 632 1422">£39,938.70</td> <td data-bbox="632 1361 834 1422">£50,212.94</td> <td data-bbox="834 1361 1015 1422">£42,616.29</td> <td data-bbox="1015 1361 1150 1422">39,229.66</td> <td data-bbox="1150 1361 1315 1422">£171,997.59</td> </tr> <tr> <td data-bbox="220 1422 453 1503">Carry Forward <i>(surplus (deficit) for the month)</i></td> <td data-bbox="453 1422 632 1503">£ 1,397.46</td> <td data-bbox="632 1422 834 1503">-£8,857.21</td> <td data-bbox="834 1422 1015 1503">-£6,077.24</td> <td data-bbox="1015 1422 1150 1503">4,392.96</td> <td data-bbox="1150 1422 1315 1503">-£9,144.03</td> </tr> <tr> <td data-bbox="220 1503 453 1608">End Balance <i>(cash in bank at end of each month)</i></td> <td data-bbox="453 1503 632 1608">£78,325.27</td> <td data-bbox="632 1503 834 1608">£69,468.06</td> <td data-bbox="834 1503 1015 1608">£67,783.78</td> <td data-bbox="1015 1503 1150 1608"></td> <td data-bbox="1150 1503 1315 1608"></td> </tr> </tbody> </table>		Quarters	FIRST	SECOND	THIRD	FOUR	TOTAL	Income	£41,336.16	£41,355.73	£35,539.05	43,622.62	£162,853.56	Expenditure	£39,938.70	£50,212.94	£42,616.29	39,229.66	£171,997.59	Carry Forward <i>(surplus (deficit) for the month)</i>	£ 1,397.46	-£8,857.21	-£6,077.24	4,392.96	-£9,144.03	End Balance <i>(cash in bank at end of each month)</i>	£78,325.27	£69,468.06	£67,783.78			
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4.02	The Treasurer presented a graph showing the year on year comparisons 2014 – 2020 and summarised it. The graph shows key measurable offerings for Auxiliary offerings, General offerings, Tithes and the total for each year. It will be adjusted to include funerals, weddings and rentals as incomes etc.																																
4.03	Pastor Errol explained that following government guidelines we went into lockdown and missed the June Business meeting. The figures highlight how we performed for the whole of last year i.e. from 1 April 2019 – 31 March 2020.																																

ITEM NO.	SUBJECT	ACTION
	<p data-bbox="225 215 1310 286">Monthly Income / Expenditure Totals to Year Ending 31 March 2021 (First & Second Quarter)</p> <p data-bbox="225 327 1321 488">4.04 The Treasurer presented his report on the Income/Expenditure. He updated that COGOP is using online banking and that National Office are now using a new format for reporting. It was noted that the above report was completed straight after lockdown. The Treasurer went through his report. A detailed version will be provided upon request to Pastor Errol.</p> <ul data-bbox="225 528 1222 703" style="list-style-type: none"> • Total Income: 1st & 2nd Quarter (April to September 2020) £97,115.99 • Total Expenditure 1st & 2nd Quarter (April to September 2020) £58,878.37 • Income minus Expenses Total Balance: £38,237.62 • Starting Balance £68,190.45 • Balance carried forward £106,428.07 as of 30 September 2020 <p data-bbox="225 743 325 775">4.05 <u>Income:</u></p> <p data-bbox="225 815 1321 873">Bro Michael Simpson asked for a breakdown of the income of Gift Aid. The Treasurer explained it was a 'catch up' over the last 3 years. £53k came in during that period.</p> <p data-bbox="225 913 376 945">4.06 <u>Expenditure</u></p> <p data-bbox="225 981 1321 1106">Sis Sherreen Golding enquired about the difference between maintenance costs and repairs, whether they are one in the same (nominal code: 2480 and 2530). The Treasurer explained that due to lockdown monies were spent for preparation of the church including PPEs which came out of that account.</p> <p data-bbox="225 1146 1321 1240">4.07 Sis Sherreen Golding moved a motion to accept both of the Treasurer's reports; Bro Leroy Barr seconded the motion. Thirty-three Members approved both reports, 1 abstention. The Business Meeting approved both the Treasurer's reports.</p> <p data-bbox="225 1281 1321 1339">4.08 On behalf of the local church, Pastor Lloyd Ellington gave a vote of thanks to the Treasury team for their excellent hard work.</p> <p data-bbox="225 1379 1321 1438">4.09 Bro & Sis Shirley Golding shared one mobile phone to vote but enquired if two votes could be counted.</p> <p data-bbox="225 1478 1056 1509">4.10 Pastor Errol thanked the Clerk and Treasury team for their work.</p>	NOTED
5.00	MINISTERS & DEPARTMENTAL QUARTERLEY REPORTS FOR JANUARY – SEPTEMBER 2020	
5.01	Pastor Errol explained that all lay ministers and fully licenced ministers must submit their reports via Elvanto. Any issues please refer to Pastor Errol and Sis Denise Christie.	
6.00	REPORTING	
6.01	<p data-bbox="225 1872 852 1904">The following reports were verbally summarised:</p> <ul data-bbox="225 1944 842 2038" style="list-style-type: none"> • Children's Ministry - Sis Dawn Ellington • Prayer Ministry - Sis Annette Dennis • Women's Ministry - Sis Shez Christopher 	

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6.02 6.03	<ul style="list-style-type: none"> • Foodbank - Sis Lola Jonas <p>All the above individuals were congratulated by various WCM for the work they are doing and for allowing the Lord to use them the way he does. A special thanks went to God for giving Pastor Errol the strength and courage to do the work that he does. All these individuals will be rewarded by the Lord.</p> <p>Pastor Errol thanked all who attended the four-week church services held at the church on Ealing Road. It was an extra ordinary experience.</p>	
7.00	SAFEGUARDING, GDPR, HEALTH & SAFETY	
7.01 7.02 7.03 7.04 7.05 7.06	<p>Sis Yvonne Foreman thanked all who helped with the church cleaning and helped prepare the church for the services. She was pleased about the social distancing procedures and practices carried out by the users of this local church including where events such as funerals where concerned. The church is currently closed, and it is hoped that it would reopen after 2 December 2020.</p> <p>Pastor Errol stated that COGOP will use a new DBS system by way of a company called '<i>Thirty-one Eight</i>' for the next three years.</p> <p>Sis Yvonne is concerned about the delay with which the DBS is taking for renewing / updating the checks for the local church and asked that leaders be vigilant. Sis Dawn Ellington's DBS is out of date. Pastor Errol will raise this point at the next Executive meeting.</p> <p>Sis Janet Scott enquired about the DBS automated updated service which ensures that individuals' certificate will never become out of date. Pastor Errol suggested that Sis Yvonne could check out the company and liaise with Sis Angela Mason.</p> <p>Sis Frances Sealy asked if as a charity, whether the government is giving any support towards social distancing and resources etc. Sis Yvonne was not aware of it.</p> <p>Bro Hugh Rodriques (Trustee) highlighted the importance of leaders having updated DBS checks. A system must be in place as soon as possible. Pastor Errol said the National Executive is responsible for every DBS in the country and they are fully aware which ones have run out but due to the fact that we are transferring from systems it will take time.</p>	EAW
8.00	SENIOR PASTOR ERROL WILLIAMS' REPORT JANUARY – SEPTEMBER 2020	
8.01	<p>Pastor Errol thanked everyone who supported the local church in any way including telephone calls and attending services.</p> <ul style="list-style-type: none"> • All Ministers and leaders are reminded to attend the upcoming convocation, all are to register. • The church building will only be used for funerals, weddings, foodbank and homeless breakfast. • 246 covenanted members and still counting. • 17 lay ministers all working, some doing more than the call of duty. • 17 fully licenced ministers. • 130 weekly online attendances via (Zoom, Facebook & Youtube) • 22 prayer services & 22 bible studies per month (on average) 	

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	<ul style="list-style-type: none"> • Responsibilities to other local churches, Regional & National responsibilities have increased by helping out other churches. • Support to national events. 	EAW
8.02	Sis Sherreen Golding noted a comment made in the Chatroom stating that Pastor Errol works on average 18 hours per day and enquired about the amount of working hours Pastor Errol actually does on a weekly basis. His work online was also taken into account. Sis Sherreen said that from an employee perspective, if Pastor has opted to work a 48hr week and work in excess of those hours this would become an issue. Health & Safety would also come into question. Pastor Errol stated he will look into this.	
8.03	Sis Jean Paton concurred with Sis Shereen and asked if other ministers could take on some of the work as she is concerned about his health. Pastor Errol noted the comment.	
8.04	Sis Dawn Ellington spoke along the same lines in terms of health and safety and advised Pastor Errol to register the hours he does. Sis Dawn enquired on how his holiday went. Pastor Errol had a wonderful time with his family and has taken on board all the advice given. Sis Dawn will ensure another holiday is planned after three months' time.	
8.05	Sis Annette Dennis suggested MLT make a decision on how some of the workload could be offloaded. There must be other ways ministers / leaders could assist. Pastor Errol said a lot of work has been delegated to lay ministers/ministers.	
8.06	Sis Shirley Golding asked if Pastor Errol could take off a day per week. It was noted that Mondays were a better day for him.	
8.07	Sis Sherreen Golding referred to the Zoom protocol and pointed out that there is an individual on Zoom with no name displayed. It was noted that the Administrators will attend to the individual.	
8.08	<p><u>Chatroom questions</u></p> <p>Cash in bank at the present - The Treasurer cannot give the exact figure without going online but was able to give an approximation of £110k as of a week ago. It was noted that the Treasurer, Bro James Akinsowon, processes payments online and Pastor Errol approves the payments. It was also noted that Pastor Lloyd Ellington or Pastor Errol sign off the payments. Pastors Lloyd and Pastor Errol cannot process a payment made to themselves.</p>	
8.09	Savings made during lockdown – this could not be answered as the Treasurer will need to liaise with National Office concerning Members/Employees being furloughed.	
8.10	Sis Lorna Gayle pays monies to the church but does not state what it's for. How does the Treasurer know where to put the money? Where does her money go? The Treasurer would put the funds in general offering / tithes unless they are aware of the individual's usual request/deposit. All are to ensure they express where their funds should go towards.	
8.11	Sis Yvonne Foreman stated that during the deep cleaning in the office she had relocated a brown box with tithes envelopes into a cupboard and enquired where the box went. Sis Denise Christie knows about the contents of the box and clarified that	

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	there were no funds in the envelopes. Pastor Errol knows where the box initially came from.	
9.00	ANY OTHER BUSINESS	
9.01	Sis Jean Paton requested that Zoom fitness training for seniors be held to which Pastor Errol approved.	
9.02	Sis Margaret Christopher stated that it was agreed in the past that Pastor Errol should have one day off on Mondays. Due to COVID things shifted. Sis Christopher suggested that it should be announced that Pastor Errol does not receive calls that day. Pastor Lloyd Ellington or sis Denise Christie could also assist with calls. Pastor Errol will reinstate taking Mondays off. An announcement will be made and he will do his best to keep to it.	NOTED
9.03	Sis Yvonne Foreman suggests Pastor Lloyd Ellington also take a day off in the week other than Mondays. He too works long hours. Pastor Errol will take on board all advice given.	
9.04	Sis Annette Dennis referred to the Clerk's role being on a voluntary basis. Job Descriptions are given to individuals who are employed and Sis Annette is of the view that the term ' <i>Ministry Profile</i> ' be used instead. <u>Post meeting: the Clerk confirms that the term 'Job Description' is an actual document introduced by National Office and is used nationally.</u>	NOTED
9.05	Sis Margaret Christopher wondered if National Office alongside other Pentecostal Churches could make a representation to parliament in relation to COVID and the wearing of masks verses singing in the church. The Church of England is not in a position to represent Pentecostal churches as we operate in a different way to the Catholic / CoE. Pastor Errol stated that representation is being made and Bishop Tedroy Powell is on top of it.	
9.06	Sis Shez Christopher clarified that she is not sure how realistic 48 working hours per week would be. In her estimation, Pastor Errol works at least 15-18 hours per day. Especially if one includes his preparation work in addition to actual execution. Pastor Errol's pay should reflect/incorporate those hours. Members could see and know what he is doing. Sis Shez requested that this point be raised in a future Business Meeting to discuss further.	
9.07	Sis Sherreen Golding pointed out that Pastor Errol does work that incorporates IT (online media) and there are other Members within COGOP nationally who are working within this field that are capable of assisting in this particular department and others could be trained up. Pastor Errol stated that training is currently in progress.	
9.08	Pastor Lloyd Ellington had a similar conversation with Pastor Errol about his workload and stated that we need our pastor as our shepherd. Money will not help as pastor needs the rest.	
9.09	Sis Dawn Ellington pointed out that Pastor Errol's hours will have to take into account the work he undertakes as Pastor to Wembley. His regional and national work is on a voluntary basis. Pastor Errol stated that he was appointed by Bishop Tedroy Powell, to whom he reports.	
9.10	The Business meeting closed with corporate prayer at 9.31 pm.	

ITEM NO.	SUBJECT	ACTION
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10.00	DATE OF NEXT MEETING	
10.01	12 March 2021 at 6.00 pm	

Signed: _____
 Errol Williams (Senior Pastor)

Dated: _____

Signed: _____
 Pauline Douglas (Clerk)

Dated: _____

ITEM NO.	SUBJECT	ACTION
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**MATTERS ARISING / ACTION POINTS FROM BUSINESS MEETING HELD
7 November 2020**

AGENDA ITEM	ACTION POINT	RESPONSIBLE	DEADLINE
7.02	Make enquiries at the National Executive meeting about the delay with DBS checks for Wembley	EAW	12.03.21
8.02	What is Pastor Errol Williams' contractual working hours.	EAW	12.03.21