



CHURCH OF GOD OF PROPHECY, WEMBLEY

Minutes of Quarterly Business Meeting

Held On

Saturday 14th August 2021 @ 6.00pm

Via

ZOOM VIDEO CONFERENCING

PRESENT:

Senior Pastor Errol Williams	(EAW)	-	Senior Pastor (Chair)
Bro James Akinsowon	(JA)	-	Treasurer
Sis Maxine Coubry	(MC)	-	Clerk & Minute-taker
Wembley Church Members	(WCM)	-	56

ITEM No.	SUBJECT	ACTION
1.0	Worship, Welcome, Prayer and Address	
1.1	The Chair gave welcome and called the meeting to order at 6.00pm.	
1.2	Sis Lorna Gayle was asked to open in prayer, before the Chair played a worship video by Min Noel and Sis Pat McLean.	
1.3	The Chair gave address from Psalm 23 v 1, following the theme 'The Lord is my shepherd'.	
1.4	Sis Pauline Douglas prayed for the furtherance of the meeting.	
1.5	The Chair officially opened the meeting to transact any business brought forth and shared the agenda.	
2.0	Apologies / ZOOM Protocols	
2.1	Apologies were given for Deacon & Deaconess Golding, Pastor Anita Vassall, Sis Sandra Sherman and Bro Norman Whyte.	
2.2	The Chair shared ZOOM Protocols on screen. Only COGOP Wembley Members can vote. The entire meeting is recorded. Decisions are made via polls. Cameras must be on with real full names in view, especially when voting or speaking, except those calling in and verified. The chat room will be monitored by Sis Denise Christie and Pastor Lloyd Ellington.	

3.0	COGOP Wembley 2021 Vision	
3.1	The Chair shared the Wembley Vision 2021 on screen	
4.0	Previous Minutes & Matters Arising	
	A) Minutes of previous meeting held 19th June 2021	
4.1	The Chair went through the process of preparation of the minutes. The Clerk prepares the minutes and sends a copy to The Chair. An MLT meeting is then called with the Trustees to ensure its accuracy. Only then is it sent out to all members, a week before the meeting. In addition, at registration for the BM meeting a link is attached giving access to a copy also. Members are to read and note any corrections to be put forward at the Business Meeting (BM) meeting. Corrections were then invited from members	
4.2	4.4 Correction of Sis Godling to Sis Golding. 5.5 Correction made to Bro Michael Simpson's comments regarding the appointment of Aaron Christopher by adding 'The Chair confirmed National Office can do what they want' and 'Bro Michael Simpson was seeking clarification of how such appointments were made'. 9.1 Correction of 'Ashley' to 'Ashleigh'.	
4.3	A motion was moved to accept the minutes of 19th June 2021, as a true and accurate record by Sis Dorrette Briscoe, seconded by Deacon Rennie Hector, subject to corrections.	
4.4	The Chair put out the poll for the Wembley BM to be approved: Yes 80%, No 0%, Abstain 20%. The minutes were accepted and approved by the members	
4.5	The Chair suggested an additional option of 'Can't vote' be added for next meeting for those attendees who are unable to vote for whatever reasons.	EAW
	B) Matters Arising	
4.7	5.5 Bro Michael Simpson informed he had been in touch with National Office and received confirmation that such appointments are made by the Men's Ministry Director. The Chair clarified the process of appointments, and that "National Office can do what they like in the interest of the church". Bro Michael responded stating the Chair's statement to be misleading as it was he that had made the appointment and not the National Office.	
4.8	Min Dawn Ellington felt this appointment should not have been brought to the meeting under the heading 'Appointments', as it was not an appointment made at a business meeting. The Chair informed it was mentioned for information purposes only. Further discussion was had regarding the appointments process. The Chair confirmed National Directors make appointments, as they wish, without discussion, at a local	

	level. Although consultation at a local level is good practice, it is not a must. The Chair also confirmed proposals of appointments in Wembley are made by him to the MLT. They agree or disagree and then he informs at the local level. Sis Sar'i McLean agreed that maybe informing the meeting under a general heading, and not under 'Appointments' in Pastors Report, may have been a better way to deliver the information.	
4.9	Min Dawn Ellington clarified that the National Overseer is the appointer of all national workers who then work with the regional leaders. National appointments are made at National Convocation by the National Overseer, Bishop Tedroy Powell. Then national workers can work with who they choose.	
4.10	Sis Joy Ellington suggested a prayer go out for Bro Aaron Christopher as a young man coming in as a worker. The Chair concluded the matter highlighting the good work Bro Aaron has been doing at the Men's events.	
4.11	7.2 The Chair made correction to the statement that 'Wembley is the only church that has completed their risk assessment' to 'Wembley is one of the churches....'	
4.12	Sis Maxcine Akinsowon will present her bereavement proposal at the next BM.	MA
4.13	Sis Fran Sealy wanted to know if young men could come to Men's Ministry if they are not saved. The Chair confirmed it is open to saved and unsaved as young men are falling away from the church.	
4.14	9.3 (Review of Pastor Steve's Contribution) MLT has not yet discussed this so it will be revisited at the next MLT meeting.	MLT
4.15	In relation to matter 5.5, Min Lloyd Ellington informed of the importance of protocols being followed and, that it is good practice that it be stated if any have been broken. The Chair responded that no protocols or policies have been broken and, if any believe otherwise, to please report it to Bishop Tedroy Powell so he can take it up with him.	
5.0	Treasurer's Report – 1st April to 30th June 2021 – 1st Quarter	
5.1	Bro James presented the Finance Report submitted to the meeting by the Treasury Team; Bro James Akinsowon, Sis Navlet Sinclair and Sis Khalilia Powell-German.	
5.2	The Treasurer pointed out the financial position being better than expected	
5.3	The Chair invited questions and comments from members.	
5.4	Bro Michael Simpson sought clarity on the increase in income from funerals (nominal code 1620). The Treasurer confirmed the increase related to the live streaming of funerals.	

<p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p>	<p>Sis Dorrette Briscoe requested clarity on car parking expenses. The Chair confirmed £600 was paid in May; £60 charge every Sunday unless notified otherwise.</p> <p>Bro Michael Simpson suggested the title 'Cleaner' should not refer to Bro Bushell as it does not give him justice. The Treasurer took note, informing that it is a set nominal code; Cleaner's Salary, but he can suggest having it changed to Building Manager. Min Lloyd Ellington informed this is a general heading for the cleaner's salary and not directly for Bro Bushell the code should remain.</p> <p>Sis Maxcine Akinsowon queried sanitary services and whether it is included somewhere in the report. The Chair confirmed the contract had not been renewed as he was displeased with the service. Sis Denise Christie will be sourcing a new contractor.</p> <p>The Treasurer informed the nominal code for cleaner needs to be changed as caretaker is under another code. However, changes to nominal codes can only be given by National Office.</p> <p>A motion was moved by Bro Hugh Rodriques to accept the finance report, seconded by Sis Lorna Gayle.</p> <p>The Chair launched the poll to accept the Treasurers Reports. Yes 90%, Abstain 10%, No 0%</p> <p>The Treasurer's Report was accepted and approved by BM members.</p> <p>The Chair appreciated the Treasurers Team and Clerk, especially Sis Navlet Sinclair, who has completed 40yrs in the team and thanked them for carrying out an excellent job given that these are voluntary positions.</p>	
<p>6.0</p>	<p>Ministers & Departments Quarterly Reports</p>	
<p>6.1</p> <p>6.2</p>	<p>The Chair reiterated the process of submitting reports. The Pastor submits his report online monthly. Fully licensed ministers and lay ministers submit reports quarterly online. Auxiliary and Care Groups submit reports monthly via email to the Clerk.</p> <p>The Chair invited Min Jacqui Ferguson to report on her departments.</p> <p>a) Christian Education</p> <p>i) This has continued for adults throughout lockdown delivered by the regular speakers, Bro Adrian Matthews, Pastor Errol Williams and Min Jacqui Ferguson. Guest teachers have been, Min Dawn Ellington, Min Annette Dennis, Min of Moss Lane in Manchester, and Pastor Steve Palmer. Guest teachers in the building included Min Noel McLean, Bro Michael Campbell Snr and Pastor Delaney Brown.</p> <p>ii) One online teacher's meeting took place with the hope to resume all classes in the building later in the month. More teachers are needed.</p>	

<p>6.3</p>	<p>iii) National Office has changed the ordering of Sunday School material from 4 times a year to once a year to reduce costs. The order for 2021/22 has already gone in.</p> <p>b) PRO Report PRO is led by Sis Sari McLean with assistance from Sis Shez Christopher, Sis Suzie Giraud and Bro Eddie Fyle.</p> <p>Tea and Biscuits session online after morning service is now PR department led by Sis Shez Christopher.</p> <p>c) Pastor's Aid This is still being led by Sis Sar'i McLean, currently residing abroad. The team, in collaboration with members of the church enabled Pastor Errol to go on a 3-day break that turned to a 5-day break at the end of July. Another 2-day break was given which they also took, and both these were paid for by individuals within the church.</p> <p>The Chair invited Sis Yvonne Foreman to report on her areas.</p> <p>a) Safeguarding Sis Yvonne Foreman gave an update on decluttering as discussed in the recent Members meeting which will take place on Bank Holiday Monday 30 August.</p> <p>a) First Aiders There are around 20 currently on the list but many have not come back out to church yet. Request was made for first aiders who would like to be added to the list, to contact her directly.</p> <p>c) DBS There are 85 members currently on the list. Those who have received their certificates must let her know so the system can be updated. Those who have not yet received theirs must also let her know. Cell Group Leaders were asked to check if their members have been contacted by the Corporate Office. Min Dawn Ellington was asked to get in touch with the individuals named on her list to see if they have had any contact from Corporate Office.</p> <p>d) Health & Safety</p> <ul style="list-style-type: none"> i) Legionella testing, PAT testing and fire extinguisher updates have been requested. Fire extinguishers show they were last checked in 2019. The Chair responded later in the meeting that he will report back hopefully by the next meeting. ii) Brent Environmental Team are due to come and inspect the kitchen. Colour coded mops and buckets have been purchased for specific areas and should be used accordingly. A colour coded chart is being devised so that all are aware which colour to use where. 	<p>EAW</p>
------------	--	------------

6.4	The Chair invited Pastor Lloyd Ellington to give an update on electric certificates. Bro Geoffrey Blackman is scheduled to carry out wiring work in the reception area. He has also been asked to install lights at the back of the building to deter the public from using the area as a toilet, and to repair the lights in the car park. Min Lloyd confirmed costs amount to £7980, so far. The certificate has now been issued.	
6.5	Sis Dorrette Briscoe asked, according to the manual, anything given to the Pastor must be recorded in the minutes. The Chair informed clarity needs to be sought from the finance manual and asked Sis Denise Christie to write to Bro Bernard to access an updated copy.	DC
6.6	Sis Maxcine Akinsowon asked for assistant pastors to be included under Pastor's Aid and not just the Senior Pastor. The Chair confirmed this will be put to the MLT.	EAW
6.7	Min Dawn Ellington asked if the ditch in the ground outside the back door of church can be investigated urgently before it gets any worse. The Chair referred this to Min Lloyd Ellington.	LE
6.8	In response to Sis Yvonne Foreman's query regarding no industrial bins the Chair informed the bins were stolen. Replacement cost from Brent Council is £400 which is being challenged. The council are also stating there is no contract in place to have them emptied. The matter is being investigated.	EAW
6.9	Sis Dorrette Briscoe felt that the point raised regards Pastor's Aid had previously been raised at MLT with no decision being made. Min Dawn Ellington informed Pastor's Aid will look after the Senior Pastor and Senior Pastor will look after the assistants. The Chair stated this will be brought to MLT if change is needed. He stated he has no issue with the assistant pastors being included in Pastors Aid and highlighted Min Lloyd Ellington's hard work. He informed members; he has already agreed for assistant pastors to be included in the upcoming Pastors Appreciation Service in October.	EAW
6.10	Bro Hugh Rodriques raised the issue of protocols being upheld and that MLT issues should not be discussed at this meeting. Decisions made at MLT should be informed at this meeting. The Chair stated the Business meeting is the highest authority of the church and must be kept at that level. In response to Bro Hugh's point, Min Dawn Ellington reiterated that no one should feel they cannot bring any issue to the business meeting and that this meeting is the highest decision-making body. The Chair agreed.	
7.0	Easing Out of Lockdown	
7.1	The Chair went through the document 'Roadmap to Easing out of Lockdown' confirming we are following this.	
7.2	Min Jacqui Ferguson asked if we are continuing with temperature checks as it is not listed on the roadmap. The Chair confirmed he will check this with National Office.	EAW

7.3 7.4	Min Dawn Ellington asked about continuing of registering for all meetings that take place in the building. Also, whether baptisms would resume. The Chair confirmed registering will continue and Min Dawn to remind him about baptisms as he needs to check the guideline. Sis Shez Christopher asked about online services and whether they will stop. The Chair confirmed these will continue unless agreed otherwise and this includes Tea and Biscuits. All online events will continue online.	EAW
8.0	Pastor's Report	
8.1 8.2 8.3 8.4	<p>Pastor Errol Williams presented his report on screen as follows:</p> <ul style="list-style-type: none"> • 60 online bible studies • 55 prayer meetings attended • 13 Sunday morning services • 15 Funeral Services • Technical Director for 13 Illuminate evening services • Technical Director for 3 Women's Connect services • Hosted corporate week of prayer and fasting • Organised Young Men's Conference • Meets with Bishop Tedroy Powell most Tuesdays • No home visits recorded but most work is done over the phone • Attended various other meetings <p>Pastor Lloyd Ellington has been appointed to the regional trustee team as Region 1 North Trustee.</p> <p>Pastor Steve Palmer has stepped down from his role as Men's Ministry Director of Wembley, so this role is now vacant. Pastor Errol Williams will step in until new person has been appointed.</p> <p>Bro David & Sis Marine Johnson have moved away from Watford, further afield, so have now left Wembley church and their posts. As such, the Couples Ministry director position is now vacant. Sis Maxcine Akinsowon gave her best wishes to Sis Marine and Bro David in their new home and church.</p>	
9.0	Any Other Business	
9.1 9.2	<p>Sis Maxcine Akinsowon asked what the process is when members leave the congregation and move onto another church, and whether there is an exit meeting carried out. The Chair responded he does converse with leavers going to another church.</p> <p>Sis Sar'i McLean asked to check if he had done a service in the building. The Chair confirmed Godfrey's funeral was in the building, but he was not present. She also asked if the ZOOM protocols could be changed to reflect those whose cameras are not being switched on, as the protocol is not being adhered to. The Chair will bring this to MLT and report back. Sis Sar'i then, reminded members to ensure their words, ways and conducts are respectful when communicating with our Pastor.</p>	MLT

<p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p> <p>9.7</p> <p>9.8</p> <p>9.9</p> <p>9.10</p>	<p>Sis Jean Paton asked if he will be having regular breaks. Whether a contribution should be made towards parking and if there is a system where his messages can be responded to. The chair responded he will organise frequent breaks. He reminded members that the decision was for one offering collection to be raised and that will cover everything. Charges are made to other individuals for the use of the car park, otherwise members can give a freewill offering. The Chair stated he will do better in responding to messages.</p> <p>Min Dawn Ellington suggested that leavers be sent a card or something to wish them well and thank them, eg, Bro David & Sis Marine Johnson. The Chair informed this is something he will look at with Sis Denise Christie.</p> <p>Pastor Lloyd Ellington informed the Bank Holiday declutter day, agreed at the recent Members meeting, will go ahead from 8am to 8pm. Also, scaffolding has been offered to the church, for the upcoming works, and is soon to be delivered but needs to be stored in the meantime.</p> <p>Sis Christine Faulkner put forward that we must practise what we preach regarding responding to messages and having our cameras on.</p> <p>Sis Shez Christopher gave appreciation to Pastor Errol Williams and all his work.</p> <p>The Chair informed he does not feel disrespected on this meeting or MLT meetings and if he does, he will speak to the individuals.</p> <p>Pastor Lloyd Ellington gave thanks to members and closed out in prayer.</p> <p>Meeting ended: 9.03pm</p>	<p>EAW/DC</p>
<p>10.0</p>	<p>DATE OF NEXT MEETING</p>	
	<p>Date of Next Meeting: TBC</p>	

Signed: _____ Dated: _____

Errol Williams (Senior Pastor)

Signed: _____ Dated: _____

Maxine Coubry (Clerk)