

**PEMBINA PARISH LEADERSHIP TEAM MEETING**  
**St. Paul's United Church, Morden, MB**  
**Thursday, April 27, 2017**  
**4:40 pm – 7:05 pm**

**OPENING WORSHIP:** Rev. Suzanna Bates read a poem Unless a Grain Falls...on hope and new life.

**Present:** Marlene Holewka (Chairperson), Rev. Suzanna Bates, Rev. Cathie Waldie, Louise Gardiner (Treasurer), Bev Wilson, Debbie Hamilton, Edith Lovatt (Secretary), Cathy Lone (M&P Rep), Karen Dyck.

**APOLOGIES:** N/A

**Called to order at 4:40 pm**

Marlene Holewka presented Suzanna Bates with a farewell gift on behalf of the Leadership Team. Refreshments were available for all during the meeting.

**APPROVAL OF AGENDA**

**MINUTES OF PREVIOUS MEETINGS**

**Moved by** Louise Gardiner, **Seconded by** Bev Wilson to approve the minutes of the March 16, 2017 meeting as circulated. **Carried.**

**Moved by** Debbie Hamilton, **Seconded by** Bev Wilson to approve the minutes of the April 5, 2017 meeting as circulated. **Carried.**

**BUSINESS ARISING**

- 1. Appointment of Vice Chair:** Discussion among the group. One of the main roles of the Vice Chair, is to serve as the Chair of Nominations to fill upcoming vacant positions prior to the Annual Meeting. (Refer to The Constitution of Pembina Parish, September 8, 2013 - # 5.8). Will defer till a later date to allow people time to think.
- 2. Meeting with Youth Representatives from St. Paul's and Zion Calvin:** It is in the constitution (Refer to #5.2.3) that we have an informal meeting with some of the youth annually. Karen Dyck and Debbie Hamilton are willing to be part of that conversation with the youth. Through an e-mail conversation with Marlene Holewka they will come up with some similar questions for both groups. The meetings will be planned for May or early June, if the youth representatives are available to meet.
- 3. Update on Gap Ministry appointment:**  
No further ahead than a month ago. Need to send some information to Judy Hare in Wpg. then she can go forward with recruitment assistance.

4. **Job Posting for Choir Leader – to be done in May:** There should be a hiring group made up of one leader from the choir, (possibly Fay Carruthers), one M&P member, (possibly Jean Motheral) and one leadership representative (Edith Lovatt or Marlene Holewka), and one staff rep, that being Rev. Cathie Waldie. Marlene Holewka is to obtain the current job description and posting for the Choir Director for St. Paul's from the M & P Committee. We will aim for early- mid June for interview.
5. **General Council Remit # 4 – Funding a new model: Deadline June 30, 2017**  
Schedule a review – May or June. Rev. Ken Thomas from Roland is willing to help us with this discussion. Rev. Cathie will work on scheduling this review with Rev. Ken Thomas for our next meeting.
6. **Use of Space Agreement – booking rooms, canceling bookings, room set up:**  
We will run an information piece in the bulletin for a couple of weeks about the process for booking rooms, room set up, and cancelling bookings.  
Louise Gardiner will talk to Arlene Link about developing/posting a request for room use form, so that it is readily accessible for potential users.
7. **Legacy Giving Presentation – Kathryn Hofley, April 23, 2017**  
Clear presentation, well done. About 20 people attended the luncheon and Kathryn's workshop after church. Notes are available from Marlene Holewka if anyone is interested.
8. **Syrian Supper Fundraiser – April 30, 2017**  
Sold out.

## CORRESPONDENCE

1. **Thank you notes to be done:** Marlene Holewka will send a thank you note to Dennis Titchkosky for work done in men's washroom. Debbie Hamilton will send a thank you note to Myrna and Fred Mayor for setting up tables and chairs in the CEU and 123 Room for the dessert and coffee after the Choir Concert.
2. **M & S Certificates:** Received a thank you from Mission and Service for our large giving's this past year of \$37,682.00. It was noted that Kathryn Hofley also thanked the congregation for their generous givings to M&S prior to her talk at the church service and prior to her workshop on April 23, 2017.
3. **Charity Event - Angel Hair for Kids from Loryn Willcocks:** Marlene read a letter of request from Loryn Hildebrand wanting to use the CEU, the parking lot, and sound system for an Angel Hair fund raiser on June 10<sup>th</sup>. Loryn Hildebrand needs to be provided with a copy of the Use of Space Agreement and then decide if she still wants to hold her event at St. Paul's.

**REPORTS****1. M & P**

No report today

**2. Finance / Opportunity Fund – Recommendation for purchase:**

Opportunity fund, received a request from Rev. Suzanna Bates asking the fund to purchase a hand held microphone with cables, a wireless microphone, wireless receiver to augment our sound system at a cost of about \$488.00.

**Moved by** Karen Dyck, **Seconded by** Debbie Hamilton that we approve the recommendation of the Opportunity Fund to purchase the sound system equipment. **CARRIED.**

**Finance** – Louise Gardiner distributed and summarized the Comparative Income Statement and Balance Sheet as at 31/03/2017. Attached.

We are in a deficit situation right now, but we are close to where we were this same time last year. There is nothing really glaring, just little things that add up

**Moved by** Louise Gardiner, **Seconded by** Edith Lovatt to accept the report as circulated. **CARRIED.**

**3. House Groups / Interest Groups:****3.1. St. Paul's Choir and Friends – Spring Concert – April 22, 2017**

Tickets sold -212 / Income \$3216.25 / Expenses - still some outstanding Gifts for Choir Leaders and Accompanist in appreciation of the sharing of their time and talent to our music program were presented at the end of the concert – each received a 'Note of Appreciation' card, and a \$50.00 gift certificate to a greenhouse.

**3.2. Property Discernment:**

**Community Round Table** – April 4, 2017 well attended. The group has completed the Comprehensive Notes and Record of Meeting and a Summary Report. They will meet again to review the summary report and plan and proceed on next steps. The group is on track.

**Identity Mission Needs Analysis – IMNA Survey April 2 – April 30 Viability Study** is underway. It looks at the giving patterns, the volunteer patterns, lots of number crunching.

4. **Sunday Schools:** May 14 will be the last day of Sunday School at St. Paul's and bibles will be given out that day.

5. **Zion Calvin:** Sunday school will wrap up at the end of May. Zion-Calvin has to do a grant application/proposal and sent it in for approval.

6. **St. Paul's:** No further report.

**7. Ministers:**

Cathie Waldie had a good study leave last week. Cathie Waldie is leaving on her holiday on May 7<sup>th</sup>.

Suzanna has her last service on May 7<sup>th</sup>.

We will have ministers to contact, during the time that Cathie and Suzanna are not here.

Rev Suzanna Bates handed out a package of the following policies:

DUTY OF CARE POLICY FOR VULNERABLE PEOPLE (November 7, 2012)

USE OF SPACE AGREEMENT (with fee schedule from 2014)

INFORMATION AND POLICY FOR WEDDINGS (Updated January, 2017)

FUNERAL/MEMORIAL POLICY and INFORMATION (Updated March 2017)

Things have changed since their last printing, so there are some updates required.

The BAPTISM POLICY needs to be developed. Suggested we pick one policy a month and come prepared to speak about and review.

At the next meeting, we need to review who will be the appointed liaison with each Interest Group.

## NEW BUSINESS

**1. How do we Plan for coverage for our Accompanist for days off, vacation, and sick time?**

Fay Carruthers would like the Leadership Team to know that she will be away on Sunday, May 21, 2017. Also she usually takes most of July and August off.

Will first ask Jean Motheral if she can do the May service. Several other names were given to Marlene Holewka for her to contact.

**2. How do we Plan for Property and Grounds Maintenance / Management?**

Fred Mayor has indicated he would like to ‘step back’.

Fred has been dedicated to this for years and we must respect his request that we “actively seek a Property Committee.”

**3. Inventory of tasks that have been done by Rev. Suzanna Bates, Peggy**

**Twyman, Fred and Myrna Mayor, and others:** Marlene has received some information from these individuals to begin an inventory, and will bring it to the next meeting for discussion. Rev. Suzanna Bates has given information to M&P.

**4. Appointment of Brian McElroy to Zion Calvin Board of Trustees:**

**Moved by** Debbie Hamilton, **Seconded by** Louise Gardiner that Brian McElroy be appointed to the board of Trustees for Zion Calvin Church. **CARRIED.**

**5. Appointment of new Pembina Parish Finance Rep to Pembina-Morden Churches Refugee Support Committee:**

Morden and Area Refugee Support Group are in need of a replacement signing person for Rev. Suzanna Bates. Rev. Cathie Waldie has agreed to take this on.

**Moved by** Karen Dyck, **Seconded by** Bev Wilson that Rev. Cathie Waldie be the signing authority for Pembina Parish on the Morden and Area Refugee Support Group bank account. **CARRIED.**

6. **Website:** Rev. Suzanna Bates is asking - do we want to have a website? Up to this point Suzanna has developed and maintained the website at a personal cost of about \$150 per year. Suzanna Bates commented on the following issues –
- Do we think it is essential to have an online presence?
  - There is little evidence that Pembina Parish is using it.
  - To maintain the website will take a minimum of 20 minutes a week. Someone will need to learn the software.
  - The site is currently registered on www.weebly.com under the name of Rev. Suzanna Bates, at a cost of \$150.00 per year. Fees are due in January.
  - With discussion it was felt this website is important.

**Moved by** Karen Dyck, **Seconded by** Debbie Hamilton that we at Pembina Parish take over the care of website and pay the required fees. **CARRIED.**

7. **Online Subscription of ChurchTrac Software Program:**

Rev. Suzanna Bates reported that ChurchTrac no longer updates software. This program is becoming an online only system with a subscription fee monthly of about a \$40.00 cost. The program has a number of uses that could be explored. Discussion occurred around whether we need to continue with this tracking system.

**Moved by** Louise Gardiner, **Seconded by** Karen Dyck that we move to the online ChurchTrac Program. **CARRIED.**

8. **St. Paul's Worship Technology Project**

Rev. Cathie Waldie reported that our current system is nearing its end; that is our current projector needs replacing. A group has met and is looking at projector replacement costs. Covering windows has also been discussed. The first quote for equipment is in from Golden West sound Design at \$10,265.00 – Taxes, labor, electrical, not included. (Blinds are not included either but are recommended in the quote.)

Further discussion deferred till next meeting.

**NEXT MEETING:**

**June 7, 2017 - 4:30 pm**

**CLOSING:**

Suzanna Bates thanked our team for our work and for our celebration with her today, and then offered a prayer in closing.

**MEETING ADJOURNED AT: 7:05 pm**

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Marlene Holewka  
Chairperson

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Edith Lovatt  
Recording Secretary