

**Pembina Parish Congregational Meeting  
 Re: Ministry Profile Committee Report and Recommendations  
 St. Paul's United Church, Morden, Manitoba  
 Wednesday, February 7, 2018, 6:30 PM**

**Attendance:**

<b>Ministry Profile Committee</b>	Joe Cawley	Fred Mayor	Sharon Deceuninck
Edith Lovatt	Lynne Cawley	Myrna Mayor	Roxanne LeBlanc
Hugh Lumgair	Jackie Stark	Carol Burton	
Sue Nelson	Dorothy Gower	Jean Motheral	
Karen Ching	Kathryn Luger	Wayne Motheral	
	Bob Luger	Cheryl Fedorchuk	
<b>Regrets</b>	Marlene Holewka	Alex Fedorchuk	
Maureen Irvine	Lois Dudgeon	Rick Britton	

**Call to Order 6:35pm**

Rev. Mel Kauppila welcomed folks and thanked them for making time and taking time to be present at the meeting to move forward in Pembina Parish' ministry needs and future. Acknowledgment of the Land: As we gather in St. Paul's United Church we are aware that we gather on Treaty One Territory, traditional land of the Cree, Oji-Cree, Dakota, Anishinabe and homeland of the Métis Nation.

Opening Prayer: Rev. Mel led a time of prayer

**Enabling Motions:**

**Moved by** Karen Ching, **Seconded by** Jackie Stark  
 To name Rev. Mel Kauppila, Presbytery Representative as Chair **CARRIED**

**Moved by** Jean Motheral, **Seconded by** Myrna Mayor  
 To name Marlene Holewka as Recording Secretary **CARRIED**

**Purpose of the meeting:**

Chairperson, Rev. Mel Kauppila explained that the purpose of the meeting was to hear and act on the report and recommendations of the Ministry Profile Committee and stated that only confirmed members may vote. Further, Rev. Kauppila explained that if they wish adherents may be allowed to speak and participate in which case a motion should be offered that adherents be made corresponding members.

**Moved by** Hugh Lumgair, **Seconded by** Rick Britton  
 That corresponding privileges be extended to adherents. **CARRIED**

**Report of Ministry Profile Committee:**

Edith Lovatt provided a report on the work of the Ministry Profile Committee and the Ministry Position Description, highlighting that the individual could be an Ordained,

Diaconal or a Lay Minister with a focus on engaging Youth and Young Families in the 40 year old and younger age group into the activities of the church. The position is Permanent Part time 4 days or 32 hours per week. The expectation is that this minister will dedicate 15% of time to Worship (1 service/sermon per month including Youth in the service), 20% to Pastoral Care, 10% to Leadership, 50% to Youth Faith Formation, and 5% to the Wider Church.

Edith and the Ministry Profile Committee led a time of discussion and questions for clarification. Discussion points included:

- Affirmation that we are on the right track – getting someone to work with Youth and Young Families, when we consider the average age of our congregants, we need to attract young people. This position will provide support to our current minister to help to prevent burnout.
- Years ago they could not get a Diaconal Minister to provide Christian Education but this can work quite well.
- From a Finance perspective, it was noted that in spite of the fact that we have a surplus, we forecast a reduction of 3% in givings annually.

Questions asked for clarification included:

- Would there be restrictions on what a Lay Minister could do?
- Could the Lay person be someone like a retired teacher or social worker?
  - Response: The term as the Ministry Profile Committee understood it could be a Lay Minister (educated within the United Church of Canada), and that this would be amended on the position description.
- Why was the position .8 (4 days a week)?
  - Response: Money – to reduce cost, but make it enough hours to be attractive
  - We will still need some Pulpit Supply
- Is there a moving allowance?
  - Response – Yes \$6000. and it has been included in next year's budget
- If we hired somebody as a support person for youth, how many hours could this be?
  - Response – 14 hours / week of contract work
- Can our budget sustain this?
  - Response – For a few years.
- Is this a Call – Is there a set time frame?
  - Response – This is a Call without a designated time frame.
- When posting this position are you limited to posting within the United Church?
  - Response – We need to follow the process of the United Church. Once posted on the Conference Web Site it can be seen by everyone.

### **Agreement to Voting Method:**

Those attending unanimously agreed to vote on motions by a show of hands.

### **Motions:**

- 1. Moved by** Lynne Cawley, **Seconded by** Carol Burton

That Pembina Parish receive for information the report of the Ministry Profile Committee, with thanks for their work on our behalf. **CARRIED**

**2. Moved by Alex Fedorchuk, Seconded by Jean Motheral:**

That Pembina Parish, having received the report of the Ministry Profile Committee and having reviewed its recommendations, request that the Conference of Manitoba & Northwestern Ontario through the Ministry Profile Review Group of the Settlement Commission declare a part time vacancy (32 hours/week) in Pembina Parish in accordance with the position description in the Ministry Profile Committee Report including the following terms:

- Salary up to Category F plus 5% - COL 2
- Vacation as determined by the United Church Handbook
- A maximum of two weeks study leave within each pastoral year, including Sundays.
- Housing allowance in accordance to COL group 2
- Days off: three days per week, to be negotiated with the other team member.
- Four Sundays a year off to be determined with team members
- Continuing education allowance as per the year's schedule
- Travel allowance of \$0.41 / kilometer
- Adequate administrative assistance defined as 21 hours per week shared with other team members and the church schedule.
- All other terms will be in accordance with The Manual and United Church policies.
- Salary and benefits administered by the ADP payroll system WX08.
- Basic telephone expense of \$35.00/month (excluding personal long distance calls)

**CARRIED**

**3. Moved Myrna Mayor, Seconded by Roxanne LeBlanc:**

That Pembina Parish authorize a Search Committee to recommend a match of eligible Ministry Personnel to the vacancy declared with the representatives from Pembina Parish being (Edith Lovatt, Sue Nelson, Karen Ching, Hugh Lumgair, and Maureen Irvine).

**CARRIED**

**4. Moved by Karen Ching, Seconded by Hugh Lumgair:**

That the Ministry Profile Committee be disbanded with our thanks for their work.

**CARRIED**

**5. Motion to Adjourn at 7:05 PM by Sharon Deceuninck**

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Rev. Mel Kauppila, Chairperson

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Marlene Holewka, Recording Secretary