

PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES
St. Paul's United Church, Wednesday, February 20, 2019 4:53 – 8:56 PM

CALL to ORDER at 4:53PM

OPENING WORSHIP Rev Cathie Waldie opened with prayer. Since it is Marlene Holewka's last meeting as a leadership team member Cathie thanked her for sharing her gifts of capable leadership, attention to detail, eloquence at writing and caring manner. She read a passage from Romans 12.

ATTENDANCE Rev Cathie Waldie, Marlene Holewka, Leslie Bezte, Louise Gardiner, Bruce Lyng and Margot Craig

APOLOGIES Deb Hamilton and Brian Saunderson

APPROVAL OF AGENDA

MOTION:

MOVED BY Louise Gardiner, **SECONDED BY** Leslie Bezte to approve the agenda with the following additions:

1. Add **REPORTS 1. Finance**
2. Under **NEW BUSINESS** add **UCW at St. Paul's is closing**

CARRIED

APPROVAL OF MINUTES OF PREVIOUS MEETING – February 7, 2019

MOTION:

MOVED BY Leslie Bezte, **SECONDED BY** Bruce Lyng to approve the minutes of February 7, 2019 with the following change: Under **REPORTS 1. Finance** – In preparing the budget Finance Group... that givings are dropping by 0.5% this year and that fundraising and rental income would be similar to previous years.

CARRIED

REPORTS

1. Finance – Louise Gardiner

- Louise presented the finance report (attached). We are at a net surplus of \$3,289 as at January 31, 2019. As a new addition to her report Louise also attached a comparative income statement which shows the difference between budgeted and actuals for the month of January, 2019.
- A suggestion was made to Finance Group that Wes Schroeder, Alex Fedorchuk and Hugh Lumgair review the money holders (Mary Miller, Louise Gardiner, Laurie Wiebe and Linda Sandercock).

BUSINESS ARISING / UNFINISHED BUSINESS

1. Policy Review

1.1. Information and Policy for Weddings

- The changes we discussed at the last meeting have been updated as in the attached policy, now shown to have been updated February 2019

1.2. Use of Space Policy Discussions

- Payment policy for **Not for Profit Groups** that rent our building (E.g. Request from Al-Anon, and Habitat for Humanity group) was discussed. Rev. Cathie Waldie noted that Carman United had Al-Anon and AA groups use their church for 38 years with semi-

annual donations. There is a question around liability insurance that should be directed to Brian Nedohin, chair of the St. Paul's Trustees.

MOTION:

MOVED BY Bruce Lyng, **SECONDED BY** Louise Gardiner that pending clarification of liability insurance, we approve the request from Al-Anon to use the space free of charge for weekly meeting on Tuesdays from 7:30-8:30pm and to advise them that donations would be welcome.

CARRIED

- Concerns expressed regarding Fountain of Life use of space outside of their rental agreement during the week, and use of our Audio Equipment and Sound Board. Leslie also brought forward concerns from the Sunday school team about renters using the 123 room toys that were specifically put aside for allergy concerns for a St Paul's student using the room on Sundays. Louise and Marlene volunteered to take the lead to discuss concerns around hours of use, the sound board and other concerns expressed including allergen exposures with the Fountain of Life contact. Leslie is to ask the Sunday School to give a written list of concerns around space sharing with the Fountain of Life.

1.3. Policy for Cancellation of Church Services/Activities due to severe winter weather

- Leslie Bezte offered to draft a Policy by the next regular business meeting using guidelines from the February 7, 2019 meeting under New Business.

2. Review of suggested changes to the Pembina Parish Constitution (Approved September 8, 2013, Amended February 26, 2017).

- A copy of a record of Leadership Team Motions for the Year 2018 – 2019 was circulated for information. It was noted that Laurie Wiebe, Office Administrator would keep the Motion Archive up to date and that it would be accessible from the office. This requirement is set out in the Constitution 5.10.1.
- We reviewed the entire Constitution and changes that Rev Cathie Waldie and Marlene Holewka are suggesting to the Pembina Parish Constitution (attached). Further revisions were made after some discussion. (as attached)
- Changes made include the unapproved revised draft of the Core Values, Mission, and Vision Statement, and updates in accordance with The Manual 2019 of the United Church of Canada / L'Eglise Unie du Canada, and the restructuring of the United Church of Canada.
- Next Steps – Process for presentation to the Parish and subsequent approval or disapproval
- Given the scope of the changes made, we decided not to present the changes for voting on at the Annual Meeting on March 10, 2019 since there would already be enough going on at that meeting. Rather we will have another Congregational Meeting to present the proposed changes and request a motion to approve the changes.

3. Review of status of Goals and Objectives for 2018 – as attached

4. Review of House Group Process

- follow up to concerns expressed by Edith Lovatt, House Group Coordinator, St. Paul's
- Bruce Lyng set up a meeting with Edith Lovatt next Monday at 1:30pm to gather information on how to proceed. Esther Rothenburger, Kaye Lyng and others have been invited to discuss ideas to bring back to Leadership.
- The long term plan for Leadership on this subject would be to review the recommendations. Anyone who cannot make the meeting can forward their suggestion to Bruce.

5. Mission, Vision, Value Statement

- Drafts have been presented Jan. 20th, Feb. 3, 10, and 17th.
- Next steps - This will be the theme for Sunday service for both congregations on February 24
- Sue, Marlene and Louise will meet tomorrow to make posters and plan on how to invite feedback

6. Planning for Annual Meeting

- Nominations – the vacancies (as attached) will be reported in the Annual Report. Martin Worrall will be a trustee for Zion Calvin. We need to add 4 lines for the Regional Council Reps. We will remove the Zion Calvin Building group since this is an Interest Group. Marlene, Cathie and Leslie will meet to discuss recommendations for nominations. Leslie offered to write a thank you to outgoing appointees for the Annual Report.
- Annual Report goes out on Sunday
- Chair will be Marlene Holewka. Recording Secretary will be Leslie Bezte.
- Agenda - Standard Agenda and Right Sizing Presentation, Discussions, Conclusions – will be organized by Marlene Holewka
- Audio Visual Support – to be organized by Marlene
- Scrutineers – to be organized by Marlene
- Planning for Lunch – we decided to do a congregational potluck with sandwiches or desserts and to ask the Outreach Group to do soup.

7. Congregational Designated Minister Position

- We will determine the salary range based on i) number of hours per week and ii) experience to an upper range of \$40,000 per annum
- ask Finance Group for input as to how to post this information

8. Succession Planning in preparation for Rev. Cathie Waldie's planned retirement date

- defer to next meeting

NEW BUSINESS

1. **Easter Sunday Brunch** Shannon Holenski has offered to coordinate this. We will ask Shannon if she needs a budget.
2. **St. Paul's UCW closed today** after being in place for over 60 years. They will continue to do funeral lunches, the annual birthday party at Tabor Home and thrift store activities. They will be handing over the purchasing of coffee supplies to another group. It would be nice to acknowledge the St. Paul's UCW at a public church event. Perhaps we could dedicate a Sunday service with a cake and a token or pin to gift to members.

NEXT MEETING DATE Regular Business Meeting – Thursday, March 21, 2019 4:30PM

CLOSING: Rev Cathie Waldie closed in prayer

MOTION to ADJOURN at 8:56PM

Marlene Holewka, Chairperson

Leslie Bezte, Recording Secretary