

**PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES**  
**St. Paul's United Church, Morden MB, Thursday, November 15, 2018 4:45-7:00PM**

**CALL to ORDER** at 4:53 PM

**OPENING WORSHIP** Rev. Cathie Waldie opened with scripture and a prayer called "Journey"

**ATTENDANCE:** Rev Cathie Waldie, Marlene Holewka, Deb Hamilton, Margot Craig, Bruce Lyng and Leslie Bezte

**APOLOGIES:** Louise Gardiner

**APPROVAL OF AGENDA**

**Motion:**

**MOVED BY** Deb Hamilton, **SECONDED BY** Margot Craig to approve the agenda

**CARRIED**

**APPROVAL OF MINUTES OF PREVIOUS MEETING** – October 10, 2018

**Motion:**

**MOVED BY** Deb Hamilton, **SECONDED BY** Bruce Lyng to approve the minutes of Oct 10<sup>th</sup> with the following change in the title: MEETING MINUTES instead of MEETING AGENDA

**CARRIED**

**REPORTS**

**1. Ministry Search Committee Update** – Marlene Holewka

- The **Leadership's team suggestions** for the Congregational Designated Ministry (CDM) Position description were acted upon by the search committee and the revised copy is attached. Edith Lovatt reported that this copy was sent to Rev. Julie Baker, Presbytery representative.
- Edith Lovatt reported that Julie Baker followed up with her to advise that the position description needed to be reworked to emphasize the fact that the work of the CDM was under the supervision of our staff ordained minister.
- The reworked CDM position description will go to the Presbytery Pastoral Relations on November 17, 2018 for review with the final changes reflecting Julie Baker's directions.
- Edith will report to the congregation once hearing back from Pastoral Relations.

**2. Finance** – Submitted by Louise Gardiner

- Financial statement and balance sheet submitted as attached. Givings are down however we still have a surplus of \$32, 684.
- The Financial Interest Group submitted a report (attached) of their activities.
- They reviewed and revised the Pembina Parish Financial Policy with respect to roles of members handling money (as attached).
- They are preparing a checklist to use twice annually to review the flow of money in Pembina Parish.
- They are in the process of adding the Bookkeeper's role to the Office Administrator, as suggested by M & P, and determining how to compensate the Office Administrator for taking on additional duties.

**3. M & P** – Bruce Lyng

- Report presented as attached with the following changes: Cathie's leave will be Jan 2<sup>nd</sup> through Jan.6, 2019 and Feb 11-18, 2019. Worship Interest Group will cover these services.
- The Office Administrator will have an increase in her wage to compensate for additional financial responsibilities.

**4. Minister** – Rev. Cathie Waldie

- Presented under correspondence

## 5. Interest Groups

### 5.1. St. Paul's Property and Grounds – Submitted by Louise Gardiner and Glenn Dyck

- A sign was ordered from Checker signs to replace the existing one at the front; however the sign display case needs to be attended to.
- Glen requested permission to clean the carpets after the Fall Supper and it was approved
- Wainscoting was put up in the Pit to cover the holes in the walls. This work was done by Denis Titchkosky. There is money in the budget to paint the Pit.
- The construction company building next door would like to use power temporarily from the church until they can get their own power. There are no insurance issues and we will be fully compensated. They will grade the land and landscape up to the church after construction is complete.
- Construction on the roof around the windows is complete.
- Bruce noted that the wiring to the cross on the roof that is not working and no longer lights up, is not to code and needs to be addressed.
- He also suggested we need an AC duplex plug at the front entrance.

### 5.2. Property Discernment

#### **Mission, Vision, and Values Statement Review Update** – Marlene Holeyka

- The book review of 'Fishing Tips' by Rev. Dr. John Pentland has been completed. Our next meeting is November 26.

#### **Capital Planning Group Update** – is planned for the November 25 Service

#### **Right Sizing the Church Group Update** – planned for November 25 Service

#### **Exploring the Possibility of Partnerships Group Report** - submitted by Leslie Andrew

- Report attached regarding the group meetings with child care facilities, community church groups, community resource groups, organizations requiring space for rent and/or meetings
- There are needs/interest for space, but no commitments on behalf of these groups.

### 5.3. Fall Supper –November 4 - Margot Craig

- 300 attended, 56 takeout meals
- They raised approximately \$5000 in ticket sales, expenses were at about \$1000
- A suggestion was made to have a Co-op Fundraiser at this time next year to offset the expenses, if it was not possible to have a fall supper. Rev Cathie noted that you would have to show that this would be a fundraiser not just a way to balance our budget

### 5.4. Stewardship Giving Team – Rev. Cathie Waldie

- Our Stewardship campaign is underway and packages have been sent out. We need people to RSVP for the lunch on November 25<sup>th</sup>.
- Laurie and Rev Cathie prepared a list of all the groups supported at St Paul's. Marlene proposed grouping them into 4 groups:
  - Parish Committees and Interest Groups
  - Special Events E.g. Spring Concert
  - Community Partnerships through sharing (Girl Guides) and/or rental of space (Fountain of Life, Douglas School of Music, etc.
  - Ecumenical Partnerships E.g. Days for Girls Project
- Laurie bought 4 colors of sign paper and will write the organization /group on each sign according to the 4 categories

### 5.5. Other Interest Groups

- **Affirming Ministry Interest Group** will meet on November 19<sup>th</sup> at 7pm
- **Outreach Interest Group** has the annual Cookie Walk on December 7<sup>th</sup> at 2:30pm

## BUSINESS ARISING / UNFINISHED BUSINESS

### 1. Policy Review

#### 1.1. USE OF SPACE AGREEMENT

- Paul at BSI insurance said the policy looks fine
- We are awaiting response from the St. Paul's Trustees on the document before we can approve it

#### 1.2. ACCESSIBLE CUSTOMER SERVICE POLICY DRAFT – Version 2

- New Legislation - Accessibility Act Policy required by November 1
- Includes Service Dogs
- Bruce Lyng consulted an on-line building code to address the requirements for accessibility to washrooms. We do not have to get up to code until construction, if any, starts. In the future we need to modify to make more accessible or add an additional single family washroom
- If we seek some electrical modifications outdoors we could also look into a wired doorbell for accessibility
- Rev Cathie Waldie will get Laurie to ask Glen Dyck if a sign indicating the location of the washrooms can be purchased
- **Motion:**  
**MOVED BY** Margot Craig, **SECONDED BY** Deb Hamilton to approve the attached Accessible Customer Service Policy with the following changes:
  - 1) Remove lines beginning Draft 1 and Draft 2
  - 2) Include the November 2, 2018 creation date
  - 3) Remove to do list at end of document

**CARRIED**

#### 1.3. Duty of Care Policy for Vulnerable People

- Defer to next meeting

### 2. Fall Multigenerational Event – St. Paul's

- There will be a Games Night on Friday, Nov 23<sup>rd</sup> from 7-10pm in the CEU sponsored by the Young Families/Young Persons Interest Group

## CORRESPONDENCE

### Incoming:

- Interest Group Proposal Form for Young Families/Young Persons Interest Group from Leslie Bezte (as attached). Looking for an annual budget of \$300 and use of kitchen and/or sound and/or projection equipment from time to time

### **Motion:**

**MOVED BY** Margot Craig, **SECONDED BY** Deb Hamilton to accept the proposal for starting the Young Families Interest Group

**CARRIED**

- 2 Information Bulletins from the Region 5 Transition Commission pertaining to the New United Church of Canada Regional Structure (as attached). Rev Cathie Waldie summarized the bulletins. At the end of December 2018 Presbytery and General Council become the Transition Commission. We will be Region 5, comprised of 166 communities of faith in Manitoba and North Western Ontario. The first Regional meeting will be June 13-16, 2019 in Brandon. We can elect 4 lay persons to attend in addition to ministry personnel.

**Outgoing:**○ **Thank you Notes:**

Leslie Bezte will send a thank you note to Denis Titchkosky thanking him for putting up the wainscoting.

Marlene Holewka will send a thank you note to Louise and Earl Gardiner for cleaning the windows

**NEW BUSINESS****1. Leadership Team Connection to Interest Groups for Annual Review of Goals / General and Financial Needs**

- Leadership team liaisons were asked to meet with their interest groups and ask them to review their goals and budgets. Budget information can be extracted from the 2018 Annual Report. Marlene Holewka provided a revised form for use in this process.

**2. Annual Invitation to Elders to attend a Leadership Team meeting**

- The Elders will be invited to attend the January 2019 meeting

**3. Construction project on lot adjacent to St. Paul's - Covered under 5.1.****4. Request for Baptism of Charles Thomas McElroy, son of Karen and Kelly McElroy of Darlingford****Motion:**

**MOVED BY** Deb Hamilton, **SECONDED BY** Bruce Lyng to accept for baptism, Charles Thomas McElroy

**CARRIED**

**5. Transfer of Membership for Donna Johansen from Westbank United Church in Westbank, BC****Motion:**

**MOVED BY** Leslie Bezte, **SECONDED BY** Bruce Lyng to transfer the membership of Donna Johansen from Westbank United Church to St Paul's United Church

**CARRIED**

**NEXT MEETING DATE(S)** **Regular Business Meeting** – January, 9, 2018 7:00 PM

**Mission Vision Values Meeting** November 26, 2018 4:30 – 6:30 PM

**CLOSING:** Rev Cathie Waldie closed with a blessing

**MOTION to ADJOURN** at 6:59 PM

**MOVED BY** Deb Hamilton, **SECONDED BY** Bruce Lyng to adjourn.

**CARRIED**

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Marlene Holewka, Chairperson

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Leslie Bezte, Recorder