

**PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES**  
**St. Paul's United Church, October 10, 2018      4:45 – 7:00 PM**

**CALL to ORDER** at 4:45pm

**OPENING WORSHIP** Rev Cathie Waldie read an intro and a few graces from *Blessed Be Our Table* (from the Iona Community): “Comfortable grace”, Procrastination grace”, and “Creation grace”

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

**APOLOGIES**

**APPROVAL OF AGENDA**

**Motion:**

**MOVED BY** Deb Hamilton, **SECONDED BY** Margot Craig to approve the agenda with the addition of Honorarium for Rev Patrick Woodbeck under New Business.

**CARRIED**

**APPROVAL OF MINUTES OF PREVIOUS MEETING** – September 12, 2018

**Motion:**

**MOVED BY** Margot Craig, **SECONDED BY** Leslie Bezte to approve minutes with 3 changes:

- 1) Under **ATTENDANCE** – Edith Lovatt, Hugh Lumgair and Bruce Shewfelt attended as guests
- 2) Under **REPORTS item 1.** ...then Pastoral Relations of Presbytery
- 3) Under **CORRESPONDENCE Outgoing** – Deb Hamilton will send a thank you note to Betty Hamilton....

**CARRIED**

**REPORTS**

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

- Congregational Designated Minister (CDM) Job Description for Pembina Parish first draft was presented (as attached)
- The leadership team reviewed the job description and will forward suggestions to the Ministry Search Committee
- **Motion:**  
**MOVED BY** Louise Gardiner, **SECONDED BY** Leslie Bezte to withdraw the vacancy for the Ministerial position at Pembina Parish as directed by Harold Kenyon (October 8, 2018) before we proceed with the search for a CDM

**CARRIED**

**2. Finance** – Louise Gardiner

- Co-op fundraiser raised over \$3100
- Interest group expenses appear to be down and there was no moving expense as anticipated had we hired a minister
- Expenses for current building repairs will be from the Opportunity Fund for St. Paul's and from insurance money for Zion Calvin
- Our net surplus is at \$39,573 as per attached financial statement

**3. Opportunity Fund** – Louise Gardiner

- Zion Calvin has used \$5000 of the Zion Projects Opportunity Fund
- St. Paul's has use \$1712.75 of the St. Paul's Building Opportunity Fund for the sound system

**4. M & P** – Bruce Lyng

- As per attached report
- Bruce Lyng is the new M & P liaison to Leadership team
- While Thong is on vacation volunteers are going to be looking after his caretaking duties

**5. Minister – Rev. Cathie Waldie**

- Women’s retreat is coming up on the weekend
- Rev Patrick Woodbeck is coming to share in worship and lead a workshop on Oct 21, 2018

**6. Zion Calvin – Deb Hamilton**

- Repairs to the roof at Zion Calvin are estimated at \$16,000. Insurance will cover \$9000.
- Trustees are looking at changing the insurance or checking the square footage to reflect the discrepancy.

**7. St. Paul’s - no report**

**8. Interest Groups**

**9.1. St. Paul’s Property and Grounds**

- Louise Gardiner volunteered to be the new liaison to St. Paul’s Property and Grounds
- Concrete was installed today
- Windows are done, only siding is left to finish
- Lines were repainted on the parking lot

**9.2. Property Discernment**

**Mission, Vision, Value Statement Review** - book review discussion on *Fishing Tips* by Rev. Dr. John Pentland will commence October 16, 2018 - 7:00 – 9:00 PM

**Capital Planning Group Update** – no report

**Right Sizing the Church Group Update** –group meets tonight at 7:00pm

**Exploring the Possibility of Partnerships Group Update** – no report

**9.3. St. Paul’s Choir - Marlene Holeyka**

- First fall practice on October 2; first fall anthem on October 14.

**9.4. Outreach – Leslie Bezte**

- The first Soup and Dessert is Friday, October 19 - \$8.00/ person

**9.5. St. Paul’s Sunday School**

- Leslie Bezte volunteered to be the new liaison to St. Paul’s Sunday School
- **Concerns have been expressed by Brenda Sloane and Roxanne Le Blanc regarding:**
  - a) Use of space conflicts for 123 Room and The Pit. They feel they are rushed to get out of the space for Fountain of Life coming in. However F of L rental is for the CEU, sanctuary and Sunday school rooms from 2:00- 5:30 so they need not rush
  - b) Leftover food crumbs in the 123 Room as it relates to a child in Sunday school with significant food allergies. We will ask Thong to clean the carpets prior to Sunday school and the teachers will wipe down the surfaces in the room prior to Sunday school.
  - c) Giving The Pit a facelift. Could they get funds to paint and get better furniture for that space? Leslie Bezte will be painting the space with the senior Sunday school. Louise Gardiner will approach Building and Maintenance Group to do the prep work and Leslie Bezte will put in a budget request to finance the paint and furniture and determine if they need to lock the room.
  - d) Asking congregation members to consider filling in for senior Sunday school when Leslie Bezte is away. Leslie Bezte will make an announcement at church to see if anyone would consider doing this.

**9.6. Zion Calvin Sunday School – Karen Ching / Debbie Hamilton**

- Things are going well

**9.7. Worship - Rev. Cathie Waldie**

- Services are looked after until Christmas
- 3 volunteers have stepped forward to help with Tabor Home services
- For 2019 requests have been reduced from 4 services to 2 services at BTHC and Tabor Home

**9.8. Fall Supper - Margot Craig**

- 2 sittings on November 4
- Sign-up sheets are up for volunteering

**9.9. Other Interest Groups – none to date**

**BUSINESS ARISING / UNFINISHED BUSINESS**

**1. Policy Review**

**1.2. USE OF SPACE AGREEMENT**

- Reviewed and approved final changes to document as recommended by Finance Committee. Their changes include removing fee waiving statement, damage deposit now \$100, sound system fee now \$50, resin table rental now included (as per attached)
- The document will now be forwarded for review to BSI and then St. Paul's Trustees (October)

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

- Cathie consulted with other churches about this policy. She feels perhaps ours is too in depth. TABLED.

**1.4. New Policies to be developed:**

- Baptism – Defer to October/November
- Service Dogs – Defer to October/November
- New Legislation - Accessibility Act Policy required by November 1. Laurie Wiebe went to a workshop on developing this and prepare a draft (as per attached)

**2. Process for Welcoming Newcomers - Who can we approach to lead this project?**

- Leslie Bezte suggested having 1-2 people greet people as they come through the door. It was suggested maybe this duty could be through the house groups

**3. Young Families Interest Group – Target date for getting started – November**

- Leslie Bezte is organizing this. She will fill in an Interest Group proposal.

**4. Fall Multigenerational Event – St. Paul's**

- As per item 3.

**5. MORENET Update – MORENET is up and running. We still have to change our e-mail address. June Steiner is working on this.**

**6. Finance Committee request for new signing officers**

- Currently Bob Luger, Nancy Penner, Fred Mayor and Edith Lovatt have signing authority.
- **Motion:**  
**MOVED BY** Margot Craig, **SECONDED BY** Bruce Lyng that Deb Hamilton be appointed a new signing officer for the Pembina Parish Finance Committee and Edith Lovatt be removed.  
**CARRIED**
- The minutes will have to be taken in to the Credit Union to authorize this change.

**CORRESPONDENCE****Incoming:** none**Outgoing:**

- **Thank you Notes:** Louise Gardiner will send a thank you note to Lori Willcocks for spearheading the Co-op gift card fundraiser, and Marlene will send one to Evelyn Curry for her years of support to the organizing of funeral lunches. Louise gave Bruce Lyng a personal thank you for filling in with caretaking in Thong's absence.

**NEW BUSINESS****1. HONORARIUM for Rev. Patrick Woodbeck**

- Rev Patrick Woodbeck from Windsor Park United Church will attend worship and lead a workshop after church on Oct 21, 2018
- **Motion:**  
**MOVED BY** Deb Hamilton, **SECONDED BY** Louise Gardiner to give an honorarium of \$250 to Rev Patrick Woodbeck for leading the workshop.  
**CARRIED**

**2. Leadership team vacancy**

- Marlene will put a notice in the church bulletin to recruit another Leadership team member.

**NEXT MEETING DATE** - Thursday, Nov 15 at 4:45 pm**CLOSING** – Rev Cathie Waldie closed the meeting**MOTION to ADJOURN at 7:15pm****MOVED BY** Deb Hamilton, **SECONDED BY** Louise Gardiner to adjourn the meeting. . **CARRIED**


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 Marlene Holewka, Chairperson

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 Leslie Bezte, Recorder