

PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES
St. Paul's United Church, September 12, 2018 4:30 – 7:00 PM

CALL to ORDER at 4:38pm

OPENING WORSHIP:

Reverend Cathie invited us to center ourselves with 2 minutes of silence. She invited back into the moment with a singing bowl. She then shared the story of Jesus visiting Martha and Mary – pertinent to our own struggles for balance in our busy lives.

ATTENDANCE:

Leslie Bezte, Karen Ching, Margot Craig, Deb Hamilton, Marlene Holewka and Rev Cathie Waldie
 Guests: Edith Lovatt, Hugh Lumgair, Bruce Shewfelt.

APOLOGIES:

Louise Gardiner and Karen Dyck

APPROVAL OF AGENDA:

Motion:

Moved by Deb Hamilton, **Seconded** by Karen Ching to approve the agenda as circulated

Carried

APPROVAL OF MINUTES OF PREVIOUS MEETING – July 31, 2018

Motion:

Moved by Margot Craig, **seconded** by Leslie Bezte to accept the minutes of July 31, 2018 with amendment to Reports point 4. It should read ...Alex Fedorchuk **will speak** on the Shoal Lake...

Carried

REPORTS

1. Ministry Search Committee - Edith Lovatt, Karen Ching, Hugh Lumgair 4:45 – 5:30 PM

- August 10th deadline passed and no applicants
- The committee will now begin the search process for a level 2 Congregational Designated Minister
- The first steps will be to write a job description which will need approval from Leadership Team, then Pastoral Relations, of Presbytery
- All current committee members except Maureen Irvine will proceed with the next steps
- Leadership Team offered advice on revising the job description, pay scale and the weekly hours for the CDM position

2. Property Discernment Capital Planning Group Bruce Shewfelt – 5:30-6:00 PM

- Update on Maintenance and repairs at St. Paul's:
- i. Roof – MJ Roofing has been hired. Additional work by them revealed more problems. Therefore we will not be able to fix the 400-800ft² of wet areas as previously budgeted for in the Property Discernment Committee – Capital Planning Group – Interim Request – July 26, 2018 (attached).

Only the fall maintenance and replacement of main drains will be done at a cost of \$10,000 + GST. New estimates for roof repairs are \$75,000 for roofs A and C; \$87,000 for North part of roof D; and \$70,000 for roofs B1 and the remainder of roof D. (see diagram attached). Bruce will check if insurance can cover anything. He will take the new estimates to the committee, check about the safety concerns and decide whether to proceed in fall or spring with the repairs.

- ii. Sidewalk – Morden Concrete has been hired. Expect the work to be completed in October at a cost of <\$10,000.
- iii. Windows and Siding – Malcolm Doney Construction has been hired and did some repairs while Bruce was away. Malcom will also be replacing damaged siding at a cost of \$5000. The work should be done by the end of September. We received a quote from Fehr Glass to replace all the Narthax windows if/when required for \$5700 installed.

3. Finance – Louise Gardiner

- net income to date is \$27,945
- financial statement is attached

4. Opportunity Fund – Louise Gardiner

- no report

5. M & P – Karen Ching or Cathy Lone

- M & P will meet tonight.
- There is a new member for Zion Calvin.
- The committee should check their terms of reference to see if they are responsible for pulpit supply

6. Minister – Rev. Cathie Waldie

- no report

7. Zion Calvin – Deb Hamilton

- no report

8. St. Paul's

9. Interest Groups

9.1. St. Paul's Property and Grounds – Karen Dyck

- As reported in 2. above

9.2. Property Discernment - Marlene Holewka

- The first meeting to review our Mission, Vision, Values by Leadership Team was on September 6 (minutes attached)
- Marlene provided a summary of meeting, the anticipated process and distributed packages to those who were unable to attend

9.3. St. Paul's Choir - Marlene Holewka

- Sound equipment improvement/ new equipment installation is completed at St. Paul's

9.4. Outreach – Leslie Bezte

- no report

9.5. St. Paul's Sunday School – Karen Dyck

- September 23 is first back to Sunday School Sunday

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

9.6. Worship - Rev. Cathie Waldie

- This group will meet tomorrow at 1:00pm
- See CORRESPONDENCE section for phone call from Jean Motheral
- It will be suggested to drop worship services at Boundary Trails Health Centre and Tabor Home for the remainder of this year and into the first 6 months of next year. The interest group is overwhelmed with organizing extra services

9.8. Fall Supper – Margot Craig

- The fall supper will be on November 4th

9.9. Other Interest Groups

BUSINESS ARISING / UNFINISHED BUSINESS

i. Policy Review

1.1. FUNERAL/MEMORIAL POLICY AND INFORMATION

- Zion Calvin is currently in the process of making additions to the policy with regards to Capacity and Fee Structure

1.2. USE OF SPACE AGREEMENT

- **Motion: Moved by** Leslie Bezte, **seconded by** Karen Ching to approve the Finance Committee recommended changes to the **long term contract rental fees** as per the Financial Interest Group Report – August 7, 2018 (attached)
- Room capacities need to be checked to be consistent throughout our documents
- Finance Committee has suggested some changes to the rental fees
- Defer final policy approval pending final changes and review by BSI Insurance and St.Paul's Trustees (October)

1.3. Duty of Care Policy for Vulnerable People

- Review responsibilities of Parish for Education regarding this Policy
- Review the plan on how this education will be done and who will provide it.
- Defer until October

1.4. New Policies to be developed:

- Baptism – Defer to October/November
- Service Dogs – Defer to October/November

2. Process for Welcoming Newcomers

- A notice was put in the newsletter, but no one came forward

3. Young Families Interest Group

- Set a target date of November to get started with this

- Leslie Bezte outlined some ideas she had presented to the Property Discernment Right Sizing Group: movie night, coffee house, children's bizzare, family games night
- It was thought if we hire a CDM perhaps they could run with these ideas.

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

5. **MORENET Update** – It is now available to the church but we need to change our e-mail address. Laurie will look into this further.

CORRESPONDENCE

Incoming:

- Transfer of Membership for Susan Ching from Langruth United Church
Motion: Moved by Leslie Bezte , **seconded by** Deb Hamilton that Susan Ching be received as a member of Zion Calvin on September 23, 2018
- Letter of resignation from Betty Hamilton
Betty completed here 4 year term as a trustee for Zion Calvin and is currently doing her 5th. Zion Calvin trustees will look for someone to continue managing the restoration grants. Betty will continue to do this until a replacement is found.
- Phone call from Jean Motheral on behalf of the Worship Interest Group. They are finding their workload more than they expected when they volunteered (finding pulpit supply once per month plus the services at Tabor and BTHC). They are asking leadership how to make this more manageable.
We are sensitive to volunteer "burn out". It was suggested to consider dropping the extra services and M & P can help with organizing pulpit supply.
- Request from Lesley Andrew asking to use the CEU from 4pm to cleanup on Nov 4th event and a \$2000 advance for expenses.
Motion: Moved by Karen Ching, **seconded by** Margot Craig to grant the monetary advance and CEU space to the fall supper committee.

Outgoing:

- Debbie Hamilton will send a thank you note to Betty Hamilton for her work as a Zion Calvin trustee
- Marlene Holewka will send a thank you note to Karen Dyck for her work with Leadership Team

NEW BUSINESS

1. **Request from Alex Fedorchuk Re: Shoal Lake 40** – Alex asked if we could place a sign of support saying:
"Shoal Lake 40 Congratulations on your perseverance. FREEDOM ROAD"
Cathie will call him to confirm what he needs and assure him we will do what we can.
2. **Request for New Signing Officers** – defer until next meeting
3. **Request for cookies for Back to Church Sunday** – Margot, Cathie and Marlene will provide

NEXT MEETING DATE(S) - October 10, 2018 at 4:45pm

CLOSING – Rev Cathie Waldie offered us Blessings as we head to the next meeting or our evening

MOTION to ADJOURN: Moved by Karen Ching, seconded by Margot Craig. CARRIED

Marlene Holewka, Chairperson

Recorder, Leslie Bezte