

PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES
St. Paul's United Church, Wednesday, January 9, 2019 **7:04 - 9:39PM**

CALL to ORDER at 7:04PM

OPENING WORSHIP Rev Cathie Waldie opened with a reading about newness from Isaiah 43 in *The Message*. Then we went around the room and each member shared about their Christmas and what we were looking forward to being new about the church (local or wider).

ATTENDANCE: Rev Cathie Waldie, Deb Hamilton, Brian Saunderson, Louise Gardiner, Margot Craig, Marlene Holewka, Leslie Bezte

APOLOGIES: Bruce Lyng

APPROVAL OF AGENDA

Motion:

MOVED BY Deb Hamilton, **SECONDED BY** Margot Craig to approve the agenda with the following additions:

ACCEPTANCE OF OUR NEW MEMBER

Under: **BUSINESS ARISING/UNFINISHED BUSINESS**

Accessible Customer Service Policy – Approved November 15, 2018

Need to clarify page 2

Under: **CORRESPONDENCE**

Interest Group Proposal form from Zion Calvin - Kathryn Luger

Under: **NEW BUSINESS**

2. Add Vacancies for 2019-2020

5. Request from Bruce Lyng

CARRIED

APPROVAL OF MINUTES OF PREVIOUS MEETING – November 15, 2018

Motion:

MOVED BY Margot Craig, **SECONDED BY** Deb Hamilton to approve the minutes from November 15, 2018 with clarification from Rev Cathie Waldie that her leave reported in the M & P Report will be medical leave Jan.2 – Jan. 6, 2019 and vacation Feb. 11-18, 2019.

CARRIED

ACCEPTANCE OF OUR NEW MEMBER

Motion:

MOVED BY Deb Hamilton, **SECONDED BY** Louise Gardiner to welcome and accept Brian Saunderson to the Leadership Team with full privileges.

CARRIED

REPORTS

1. Ministry Search Update re Congregational Designated Minister Position -Marlene Holewka

- Presbytery approved the CDM job description November 17, 2018.
- Marlene included a CDM definition as information in her Leadership Team report for the December Pembina Parish Newsletter.
- Edith Lovatt asked for volunteers for a search committee but none have come forward yet.
- Rev Cathie Waldie, Marlene Holewka and Edith Lovatt will draft a job posting and start to advertise.
- It was suggested that the search committee/interview team should include a youth representative, a Sunday school teacher, the minister and a rep from Zion Calvin.

2. Finance – Louise Gardiner

- The attached Balance Sheet is as at November 30, 2018. The attached Statement of Profit and Loss (Summary) is from January 1, 2018 to November 30, 2018. We are currently sitting with a Net Surplus of \$48,777.
- The stewardship campaign was effective as there has been an increase in givings following the campaign.
- Money has been moved from a GIC to Savings to earn interest.
- A notice has been received regarding the new Regional Council estimated charge of \$11,199. under the new structure of the United Church of Canada. The rationale could be because the difference is no longer going to come from Mission and Service.
- Interest group budgets are coming in.
- Laurie Wiebe now does the bookkeeping. Linda Sandercock helped her transition until the end of November.
- Finance is looking at options for an external auditor for this year's books.
- There is a 1.6% cost of living increase for all staff excluding the Minister. This will be effective retroactive from January 1.

3. M & P – Information submitted by Bruce Lyng

- Thong will be having an operation and will be away January 21 – February 10, 2019. Bruce will look after the 3 week caretaking duties.
- Laurie Wiebe is on sick leave Jan 7 -11, 2019 and then will be on vacation January 14 -18, 2019.

4. Minister – Rev. Cathie Waldie

- Advent was busy with special services and activities in the Parish.

5. Interest Groups**5.1. St. Paul's Property and Grounds – Louise Gardiner**

- There has been some maintenance to the furnace, lights were replaced in the choir loft and carpets were cleaned in the CEU.
- Snow removal for the season has been contracted out.

5.2. Property Discernment**• Mission, Vision, Value Statement Review**

Notes from last Meeting November 26, 2018 were completed by Margot Craig, and will be incorporated into the worksheet for the next meeting of the Working Group on January 14, 2019

• Capital Planning Group Update, Right Sizing the Church Update, and Exploring the possibility of Partnerships Update

This update was provided to Pembina Parish by Bruce Shewfelt and Earl Gardiner at a joint service November 26, 2018. The Interest Group will meet again January 16, 2018, and plan the next update to the Parish which will occur prior to the Annual Meeting.

5.3. Other Interest Groups

- St. Paul's Choir is planning their Spring Concert Fundraiser for May 11, 2019
- Thornhill UCW Soup and Dessert is on January 18, 2019
- Outreach Soup and Dessert will be on February 15, 2019
- Days for Girls is coming up at the end of January

BUSINESS ARISING / UNFINISHED BUSINESS**1. Policy Review****1.1. USE OF SPACE AGREEMENT**

- Brian Nedohin, on behalf of St. Paul's Trustees, stated that the Revised Use of Space Agreement updated October 2018 (attached) looked okay.
- **Motion:**
MOVED BY Leslie Bezte, **SECONDED BY** Deb Hamilton to approve the Revised Use of Space Agreement dated October 2018.
CARRIED

1.2. DUTY OF CARE POLICY FOR VULNERABLE PEOPLE

- The Parish is responsible for Education regarding this Policy. We should plan on doing this before the Annual Meeting.
- We will provide the education after church in the library to all groups requiring it - Sunday School teachers, those involved with pastoral care, and refugee sponsorship.
- Rev Cathie Waldie, Marlene Holewka and Leslie Bezte will lead.

1.3. ACCESSIBLE CUSTOMER SERVICE POLICY – Approved November 15, 2018

- We had some discussion regarding page 2 of this policy about whether to waive or reduce fees for support persons. We decided to leave it as is.

2. Feedback or Actions required from Leadership Team Connection to Interest Groups for Annual Review of Goals and General Financial Needs.

- the forms keep coming in but we need to get to Louise as soon as possible

CORRESPONDENCE**Incoming:**

- **Interest Group Proposal Form for Stay Active for Ever S.A.F.E. - Brenda Sloan**
Motion:
MOVED BY Louise Gardiner, **SECONDED BY** Brian Saunderson to accept the interest group
CARRIED
The interest group is short term with no budget needs. A request was made to see if tables and chairs could be cleared prior to the group meeting. However we cannot accommodate this request. Marlene will follow up with Brenda.
- **Request by Genesis House for use of space for their Quiz Night.**
There was some discussion around whether there would be gambling as part of the Quiz Night and that our Use of Space Agreement Conditions for Rent clearly states that groups renting may not engage in gambling activities. These Conditions will be reviewed with Genesis House prior to their rental.
- **Transfer of Membership for Joyce Waldron from Trinity United Church**
Motion:
MOVED BY Louise Gardiner, **SECONDED BY** Brian Saunderson to transfer the membership of Joyce Waldron from Trinity United Church to St. Paul's United Church on January 20, 2019
CARRIED
- **Interest Group Proposal form from Zion Calvin – Kathryn Luger**
Motion:
MOVED BY Leslie Bezte, **SECONDED BY** Margot Craig to support a Hospitality and Cleaning Interest Group for Zion Calvin.
CARRIED
They require a budget to purchase supplies.

• **Thank you note**

Rev Cathie Waldie sent a note to the Leadership Team thanking them for the Christmas fruit basket (attached)

Outgoing:

Thank you Notes:

- Marlene Holewka will send a thank you note to Raymond Halabicki for clearing the snow at Zion Calvin.
- Deb Hamilton will send a get well card to Laurie Wiebe.
- Louise Gardiner will send a thank you note to Bruce Lyng for taking on the caretaker duties in Thong’s absence.

NEW BUSINESS

1. Annual Invitation to Elders to attend a Leadership Team meeting is planned for our February meeting. This will include Karen Ching, Doug Lone and Joan Peters.
2. Date for the Pembina Parish Annual Meeting is March 10, 2019 and will include a joint service and lunch.
Vacancies for Pembina Parish Appointments for the 2019-2020 year (attached) were presented. Highlighted positions are vacant. Deb Hamilton will stay on as a member for her additional 3rd year. Louise Gardiner will stay on as Treasurer for her additional 4th year. Deb Hamilton, Rev Cathie Waldie and Marlene Holewka volunteered to be the Nominating Committee who will prepare a slate of appointees - nominations for the Annual Meeting.
3. Review/Revisions of Pembina Parish Constitution – deferred to February meeting
4. Request from Bruce Lyng for Leaderships blessing for a possible project of post card promotion to our Senators to pass Bill C-262 (United Nations Declaration on the Rights of Indigenous Peoples) He proposes to have a table set up at the Soup and Dessert on January 18, 2019, possibly a Minute for Mission and a table at church on January 20, 2019. All questions are welcome. Leadership approved his plan.

NEXT MEETING DATE(S)	Regular Business Meeting	February 7, 2019	4:30PM
	Budget Meeting	February 20, 2019	4:30PM
	Mission Vision Values Meeting	January 14, 2018	4:30 PM

CLOSING: Rev Cathie Waldie closed with a prayer.

MOTION to ADJOURN at 9:39 PM - **MOVED BY** Margot Craig.

Marlene Holewka, Chairperson

Leslie Bezte, Recorder