

**PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES
St. Paul's United Church, Tuesday, August 4th, 2020, 7:00 p.m.**

Pembina Parish is a caring Christian community, welcoming all people to join in our journey of celebrating God's presence, sharing our gifts locally and globally, while exploring our faith.

CALL to ORDER at 7:00PM

WELCOME – LYNNE SANDERSON Attendees each introduced themselves to Lynne Sanderson. Lynne explained her role as Pastoral Charge Supervisor – she is an oversight, resource, go-to person, *Manual* interpreter. She needs to be present whenever Leadership meets. It can be via teleconference if necessary. She will need to attend the annual meeting. A copy of her role is attached. Lynne is a retired, Designated Lay Minister. She noted that a Pastoral Charge Supervisor need not be an ordained minister. The length of time she will serve will vary depending on who we hire as our minister.

OPENING WORSHIP Lynne Sanderson read from Jeremiah 33 and Ephesians 3. She closed in prayer.

ATTENDANCE Brian Saunderson, Louise Gardiner, Esther Rothenburger, Margot Craig, Leslie Bezte, Kathryn Luger, Mary Ann McElroy, Pastoral Charge Supervisor, Lynne Sanderson, and guest (via phone) Mary Best.

APPROVAL OF AGENDA

Motion:

MOVED BY Kathryn Luger **SECONDED BY** Louise Gardiner to approve the agenda with the following additions/deletions:

- Under Approval of Minutes of Previous Meeting add 3.Special Meeting Minutes July 30, 2020
- Under Business Arising add 2.Fountain of Life, 3.Music lessons and 4.Shower
- Under New Business delete 5.Consider request from Peter Cantelon.

CARRIED

APPROVAL OF MINUTES OF PREVIOUS MEETING

1. June 24th, 2020

Motion:

MOVED BY Louise Gardiner **SECONDED BY** Margot Craig to approve the minutes of June 24, 2020 Leadership Team Meeting as presented. **CARRIED**

2. Special Meeting Minutes July 8th, 2020

Motion:

MOVED BY Esther Rothenburger **SECONDED BY** Leslie Bezte to approve the minutes of the July 8, 2020 Special Meeting as presented. **CARRIED**

3. Special Meeting Minutes July 30, 2020

Motion:

MOVED BY Leslie Bezte **SECONDED BY** Esther Rothenburger to approve the minutes of the July 30, 2020 Special Meeting as presented. **CARRIED**

BUSINESS ARISING/UNFINISHED BUSINESS:

1. Recommendations to approve – Leslie Bezte reported that as a result of the discussion at the Special Re-opening Meeting of July 30 we should consider opening the church in a phased approach. Step 1 would be to open the buildings and allow small group meetings with concessions for enhanced cleaning, signage, sanitation stations and sign in sheets as well as a plexi-glass shield for Laurie Wiebe.

Motion:

MOVED BY Leslie Bezte **SECONDED BY** Esther Rothenburger to open our buildings during office hours and for pre-booked meetings in the CEU for Pembina Parish Interest Groups, following 2M physical distancing and limited numbers in accordance with public health guidelines. Opening may occur when the following conditions are met:

- 1) Install a plexi-glass shield for Laurie Wiebe in the office.
- 2) Develop and discuss with Thong (Debbie Hamilton for Zion Calvin) an enhanced cleaning protocol. The protocol should include:
 - i) 2 times daily cleaning/sanitizing of bathrooms, doors handles, light switches, fan controls, common touched surfaces;
 - ii) cleaning/sanitizing tables and common surfaces following Interest Group/Leadership meetings using approved disinfectant.
Gloves will be worn during cleaning/sanitizing then discarded in regular lined garbage.
- 3) Post signage available from Shared Health for both buildings
 - i) on the front doors about not entering if having COVID-19 symptoms (including how to self-screen/self-monitor)
 - ii) in the bathrooms/kitchen about handwashing
 - iii) around the sanctuary about physical distancing and cough etiquette
- 4) Place sanitation station at the front doors for both buildings
- 5) Place sign in sheets at the front doors for both buildings. Sheets must be dated and records kept for a minimum of 21 days.
- 6) Purchase hand sanitizer, sanitizer stands, gloves, disinfecting cleaners and disposable cleaning cloths/mop heads for both buildings.

CARRIED

We will ask Karen Dyck to prepare a supply list and get Laurie Wiebe to order supplies. We will ask Karen and Glenn Dyck to talk to Thong about the cleaning. Laurie Wiebe can print out the signage to post at both buildings.

2. Fountain of Life – Brain Saunderson asked Rick Britton to talk to BSI insurance to determine our liability around covid-19 if we had Fountain of Life undertake their own cleaning on Sunday afternoon prior to their worship service. We have not heard anything yet but likely we, as landlord, are responsible. If we pay someone to clean between services this will likely be in the range of \$100/week or \$400-500/month. We receive \$600/month rent so most of our rental income would be consumed with cleaning costs. Do we continue to rent to them or suggest they

find another location? Brian will explain to Pastor Grenier about the cleaning after he hears back from insurance. Lynne Sanderson suggested we watch a YouTube video from Diane Strickland, traumatologist and clergy person, regarding re-opening churches. Church congregations are 8 out of 10 of the most vulnerable.

3. Music Teachers – Several teachers are asking for rental space to host lessons at St Paul's including the Douglas Kuhl School of Music. Times would be Tuesday, Wednesday and Thursday with some overlap between teachers. The rent we receive from each student is \$36.75/student/**month or year?** If two teachers are in the building at once we could utilize separate entrances and rooms for each. They are requesting start up the second week in September.

Motion:

MOVED BY Louise Gardiner **SECONDED BY** Kathryn Luger to have music teachers rent space in St Paul's starting the second week of September 2020 and that they will follow the guidelines of the Music Teacher Rental Protocol:

1. Teachers will admit the students into the building at the dedicated entrance one at a time. No family members are to accompany the student. The Narthex must not be used as a waiting area.
2. All teachers and students must sign in upon arrival and a record of attendance must be kept a minimum of 21 days for tracing purposes.
3. All teachers and students must sanitize their hands upon arrival.
4. Teachers are responsible for cleaning commonly touched surfaces in their rental space (Library, 123 Room, Sanctuary piano area) between students.
5. Washrooms are available to teachers and students, but limited to one person at a time to respect physical distancing measures.
6. The rental agreement can be terminated at any time if the above measures are not adhered to.
7. Public Health Guidelines and Provincial orders supersede all previously contracted agreements.

CARRIED

4. Shower – We discussed the request from Marlene Holewka to have the CEU as a backup location for the bridal shower for two of Kathie Menzies' daughters and Lesley Andrew's daughter. This was discussed at the Special Meeting of July 30th and we needed some questions answered before proceeding with our decision. Marlene Holewka responded to our concerns around the number of guests and how food service and social distancing would be managed. (e-mail attached).

Motion:

MOVED BY Esther Rothenburger **SECONDED BY** Margot Craig to approve the St Paul's CEU as a rain location for the August 8th shower of the Menzies'/Andrew's girls. **CARRIED**

REPORTS

1. **Finance** – See attached reports. Lynne Sanderson mentioned to Louise Gardiner about an upcoming webinar on August 12 on congregational finances during the pandemic. Louise plans on attending.

2. Ministry and Personnel Committee – Mary Ann McElroy brought forward recommendations from Karen Dyck on behalf of M&P regarding on-call pastoral care. Harold Kenyon and Karen Tjaden are available until August 15. Dianne Guilford is willing to help bi-monthly. M&P suggested offering remuneration of \$150/week to on-call ministers and, if services are required, an extra \$7.65/hour. Lynne Sanderson shared that if the clergy are within the United Church we do not need to pay remuneration, only mileage and the service fee. If the clergy is outside of the United Church then remuneration may be required. She also suggested we may be able to engage the services of retirees. There are clergy lists and licensed Designated Lay Minister lists for pulpit supply on the Prairie to Pine Regional website. Regional Pastoral Relations Minister, Judy Hare is a good resource for M&P to ask about pay considerations.

3. Zion-Calvin

4. Interest Groups

5.1 St. Paul's Property and Grounds

5.2 Worship

5.3 Property Discernment

5.4 Outreach (Soup and Pie)

5.5 Sunday School(s)

5.6 House Groups

5.7 Minister Search – See attached report. The Search Team will conduct an interview tomorrow night. They are also considering a student minister (as per the SME motion below) but will not be able to reach out to the student until after August 11, 2020.

5.8 Pastoral Care

5.9 Opportunity Fund Requests

5.10 Affirming Conversation

NEW BUSINESS

1. Motion to approve Supervised Ministry Education (SME) site – Mary Best joined us via telephone. She is excited that we are considering becoming an SME learning site. Lynne Sanderson shared that she completed her studies in this way at Gladstone United Church and it was a really positive experience for them all.

Motion:

MOVED BY Louise Gardiner **SECONDED BY** Kathryn Luger:

Members of the Pembina Parish Search Team and Leadership Team having been oriented to supervised ministry education (SME) by information covered in conversation with Dr. Rev Karen Medland from the Office of Vocation on July 28, 2020.

Having read the responsibilities of a Community of Faith related to becoming a Supervised Ministry education learning site and discerned our ability to fulfill them,

The Leadership Team /Pembina Parish Community of Faith of Pembina Parish Pastoral Charge:

i) are open to being a SME learning site and seek the approval of the Prairie to Pine Pastoral Relations Commission and any other required bodies to be designated an SME

ii) agree to the following :

1. Providing a safe and respectful learning environment in which there is clarity of expectation
2. Being a community of faith that is healthy and vital that can provide a context for learning and growth
3. Appointing a Lay Supervision Team consisting of four or more people who are committed to being oriented and then meeting with the candidate during the appointment to support and encourage learning and to explore the learning goals, and to submit evaluations as required
4. Having in place a functioning governing body and an M&P Committee
5. Working along with a pastoral charge supervisor for the length of the SME appointment
6. Having an ADP account through which compensation is managed

iii) and appoint the following people to serve on the Lay Supervision Team:

Sue Nelson 204 822-6357 cell 204 312-0625 sue.nelson@mymts.net

Craig Kestirke 204 825-7192 craigkestirke@gmail.com

Karen Ching 204 246-2351 hkching@sdnet.ca

Edith Lovatt 204 822-3557 cell 204 362-5315 lalovatt@mymts.net

Fred Mayor 204 822-3454 fmayor@mymts.net

CARRIED

A copy of this motion (attached) must be signed by Brian Saunderson and sent to the Regional Pastoral Relations Minister, Judy Hare prior to noon Thursday. Mary offered thanks to us for walking this path.

2. Motion to approve transfer of membership to Pembina Parish: Cathie and Charlie Vanstone, Fawn and Glennis Scott. We need to confirm which churches these people are transferring from in order to pass the motion. We will ask Laurie Wiebe to obtain this information for the next meeting.

3. Motion to approve reaffirming of new members: Lenore and Don Weir. As noted above, we will need more information about their previous church membership prior to passing this motion. We will have Laurie Wiebe gather this information for the next meeting.

4. Motion to appoint Betty Dong as a designate from Pembina Parish to be one of the signing officers for the Morden and Area Refugee Sponsorship Group account at Access Credit Union.

Motion:

MOVED BY Louise Gardiner **SECONDED BY** Mary Ann McElroy to appoint Betty Dong as signing officer for the Morden and Area Refugee Sponsorship Group account at Access Credit Union. **CARRIED**

Motion:

MOVED BY Louise Gardiner **SECONDED BY** Margot Craig to remove Rev Cathie Waldie as signing officer for the Morden and Area Refugee Sponsorship Group account at Access Credit Union. **CARRIED**

5. To consider the request from Peter Cantelon regarding an issue of justice. – item deleted

CORRESPONDENCE and Thank-you cards - none

BULLPEN ITEMS

1. Church signage outside/inside

2. Congregation photos

3. September decision to proceed or cancel December 12 Nadeau concert – We decided to cancel the concert. Brian Sanderson will ask Laurie Wiebe to follow up with this.

Other: Kathryn Luger asked that the Historical Roll discussion be added to the Bullpen Items. Lynne Sanderson clarified a few misnomers about removing persons from the roll. We had a brief discussion about how to proceed with this. Kathryn Luger offered to follow up with Laurie Wiebe to determine ways of tracking down persons that we have lost contact with on the roll. We will put this on the agenda for the next meeting.

NEXT MEETING(s) DATE September 2, 2020 at 7:00PM

CLOSING WORSHIP Lynne Sanderson closed with prayer.

MOTION TO ADJOURN at 9:38PM

Chairperson

Recording Secretary