

**PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES**  
**St. Paul's United Church, Wednesday, February 16th, 2021, 7:00 PM ONLINE**

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.

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**CALL to ORDER** at 7:05PM

**OPENING WORSHIP** - Rev Carrie Martens opened with a quote from Sandi Toksvig, a Danish writer/comedian reflecting on women's contributions, as well as the contributions of Black individuals to the Canadian Prairies (Black Prairie Archives by Karina Vernon). Rev Carrie talked about the voices we cannot hear in our storytelling and the importance of listening to those voices. She cited I Corinthians 12 – we are one in body. Rev Carrie closed in prayer.

**ATTENDANCE:** Rev Carrie Martens, Brian Saunderson, Leslie Bezte, Kathryn Luger, Louise Gardiner, Esther Rothenburger, Lynne Sanderson, Karen Dyck and guests Deb Hamilton, Fred Mayor, Laurie Wiebe and Earl Gardiner.

**REGRETS:** Margot Craig

**APPROVAL OF AGENDA**

**Motion:**

**MOVED BY** Karen Dyck **SECONDED BY** Kathryn Luger to approve the agenda with the following adjustment: Under BUSINESS ARISING/INFINISHED BUSINESS make AGM Planning an item on its own. **CARRIED**

**APPROVAL OF MINUTES OF PREVIOUS MEETING – January 27, 2021**

**Motion:**

**MOVED BY** Esther Rothenburger **SECONDED BY** Kathryn Luger to approve the Leadership Team Special Meeting Minutes of January 27, 2021 as presented. **CARRIED**

**BUSINESS ARISING/UNFINISHED BUSINESS:**

- 1. Covid update** – The Ad Hoc Committee decided that even though churches are allowed to open at 10% capacity Pembina Parish would not open for in-person worship at this time. Also the office will remain closed until Laurie Wiebe returns from her family responsibilities out west and has finished her 2 week self-isolation (~ mid-March).
- 2. Phone out campaign discussion** – see attached summary. We were surprised that the numbers seem to be so low for persons viewing the recorded worship services. This is probably because only one person was interviewed per household and the numbers would actually be double. Of note is that a high percentage of respondents are receiving communication via e-mail.
- 3. Positions (fill vacancies)** – Brian Saunderson reported that almost all appointments are complete. Craig Kestirke has agreed to be a St. Paul's Trustee. Leadership Team appointees are Nancy Penner, Sharon Deceuninck and Charlene Morrow. Cathy

Sandercock and Lesley Andrew are on the slate for M&P. Betty Dunbar Sager has stepped down as church Elder. Brian is thinking of approaching Myrna Mayor to fill this gap.

4. **Recording Discussion** – Rev Carrie Martens reported that they are working with a camera on loan through Nancy Penner. Laurie Wiebe has been doing the recording and finds it really user friendly. Nancy will be able to get a good deal on this camera if we choose this route. It also has mic options available.
5. **AGM Planning** – Laurie Wiebe joined our conversation. Rev Carrie Martens, Brian Saunderson and Laurie did a Zoom Training session on hosting on-line meetings and found it very helpful. It was suggested to have a tech person. Earl Gardiner had agreed to do this. We invited him to join our discussion on this also. We discussed the possibility of having a mini training at the start of the meeting on how to vote on-line or on the phone. Rev Carrie thought it might be best to do this training on a date earlier than the actual meeting so we don't take up too much meeting time. Earl said he could assist but it would have to be in the evening. If voting by phone \*9 will register a yes vote. We can use the raise hand function to vote on-line. If multiple people are voting at one household one person uses the raise hand and the other votes in the comments section. It is suggested to have all the motions pre-prepared with mover and seconder. All attendees will have to pre-register for the meeting. We will have all reports on one power point with one person managing the power point and various people presenting. Brian Saunderson will be Chair, Leslie Bezte will be recording secretary, Laurie Wiebe will let people in to the meeting and count votes, June Steiner will manage the power point and Earl Gardiner will be the background tech person. We should provide a "How to Zoom" document – which Leslie Bezte had offered to prepare. We should have a practice run of our meeting with the people running the meeting and those presenting. The agenda should be ready by the end of this week so that Laurie will have time to prepare before she leaves.

## REPORTS

1. **Finance** – Louise Gardiner presented the financials (attached). Laurie Wiebe, Kathryn Luger and Linda Sandercock assisted Louise with folding the letters, tax receipts and discernment mail out letter 2 weeks ago. All letters have been mailed out. The Finance Group found an error in the Financial Summary prepared for the AGM. The GST rebate (\$1927.94) was recorded twice by accident. The error was corrected and will appear correct at the AGM. Also the budget has been changed to reflect the staff wage increases that we will vote on later in the agenda. The Balance Sheet givings for January may appear low because some of the money was in transition and will show up in February's givings.
2. **Ministry and Personnel Committee** – Karen Dyck brought forward a recommendation from M&P to increase Laurie Wiebe's and Thong Bouachanthala's salaries. Karen presented some comparative salaries for Admin Assistants with and without bookkeeping from other churches (see attached). M&P recommends that we up Laurie's salary to \$20/hour of which part is for admin duties and part is for bookkeeping. It is important to designate the

compensation so that if a different Admin Assistant is hired in the future without bookkeeping duties than the wage is determined accordingly.

**Motion:**

**MOVED BY** Karen Dyck **SECONDED BY** Louise Gardiner to increase Laurie Wiebe`s salary to \$20/hour - \$17.35/hour for Administrative Assistant duties + \$2.65 for Bookkeeping. **CARRIED**

Regarding Thong, he currently works about 20 hours per week. He is on contract so his pay works out to be around \$11/hour. M&P recommends that we increase his contract pay from \$1120/month to \$1300/month which would be equivalent to \$15/hour. A question was raised as to whether Thong`s contract outlines duties or if he works by the hour. Karen confirmed he completes duties. The 20 hours/ week were calculated based on his duties prior to covid. Lynne Sanderson cautioned us that he is a contract employee with no “salary” or benefits. The CRA may see his contract duties as a flag so we may consider putting him on salary. Many churches have been found to be in conflict with CRA rules regarding janitorial contracts – especially if they are performing the same duties over and over again. Judy Hare of Prairie to Pine Regional Council would be a good resource to help figure this out. M&P will follow up on this.

**Motion:**

**MOVED BY** Karen Dyck **SECONDED BY** Louise Gardiner to increase Thong Bouachanthala`s contract wage from \$1120/month to \$1300/month. **CARRIED**

Laurie Wiebe will be away to attend to some family responsibilities for the next 2 weeks. Rick Britton will cover the office duties while she is away like checking e-mail and phone messages and the mail slot. The church will remained closed.

**3. Zion-Calvin – no report**

**4. Interest Groups**

**4.1 St. Paul`s Property and Grounds**

**4.2 Worship** – Rev Carrie Martens reported that Worship Interest Group met earlier this week. They are happy that the Covid Ad Hoc Committee is taking it slow regarding opening up for worship. Rev Carrie thanked them for suggesting the Phone Out. They discussed the possibility of having Communion. Tomorrow there will be an Ash Wednesday Regional Zoom service. Carol Burton and Jean Motheral have stepped down from Worship Interest Group and they are down to 3 persons in that Interest Group. Esther Rothenburger volunteered to help. A Lent at Home package has been sent out to all parishioners.

**4.3 Property Discernment** – Brian Saunderson shared an e-mail from Bruce Shewfelt. The Discernment Committee want to get moving on the renovations. At the AGM last year the consensus was to proceed with Phase I ( sanctuary renovation) first. Now they would like to start with Phase I and the Sunday School renovation. They would like to have a core 3-5 member advisory committee, an interior design committee to work with the architect and a building committee to oversee all the costs. The building committee assembled consists of Fred Mayor, Bruce Lyng, Alex Fedorchuk and Glenn Dyck. Finance Group will oversee the financial pledges and

have looked into borrowing money. Leadership Team will monitor progress, budgets, cash flow and fundraising as required. They are updating the contractor quotes the first week of March. A few names were suggested to be part of the core advisory committee. Brian Saunderson will send Bruce's e-mail to the Leadership Team. (attached).

**4.4 Outreach (Soup and Pie)**

**4.5 Sunday School(s)**

**4.6 House Groups**

**4.7 Pastoral Care**

**4.8 Opportunity Fund Requests**

**4.9 Affirming Conversation** – see attached report from Kathryn Luger and Kaye Lyng. The Affirming Conversation Group wants to have a couple of church activities to renew the interest of the congregation about the purpose and benefits of becoming and Affirming Ministry. Then they hope to hold a congregational vote before summer.

**4.10 Stewardship**

**4.11 Tech Group**

**NEW BUSINESS**

- 1. Church Elders to join the meeting at 8pm** – Elders Deb Hamilton and Fred Mayor joined our meeting at 8:00pm for their annual visit with Leadership Team. Deb Hamilton voiced that church life at Darlingford is good. They are very happy with the renovations and attendance was good prior to the pandemic. Looking ahead they will need to replace the carpets. Fred Mayor found it was a difficult year because of covid-19. Most people he talked to were happy to “go with the flow” at St Paul’s regarding construction. Some are not in favor of changes – but that is their nature, they don’t like change. But the consensus is most are happy we were able to do the upgrades over the past year. Brian Saunderson asked how the Elders interpreted people participating in on-line worship. Fred thought it seemed low. Brian thanked Deb and Fred for joining us with their annual comments.

**CORRESPONDENCE and Thank-you cards**

**BULLPEN ITEMS**

- 1. Church signage outside/inside**
- 2. Church photo directory**

**NEXT MEETING(s) DATE** March 24, 2021 at 7:00PM. Save the date March 16, 2021 in case we need an earlier meeting.

**CLOSING WORSHIP** – Rev Carrie Martens closed with the End of Day Prayer.

**MOTION TO ADJOURN** at 9:30PM

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**Chairperson**

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**Recording Secretary**