

**PEMBINA PARISH LEADERSHIP TEAM MEETING Minutes**  
**St. Paul's United Church    Wednesday, April 18<sup>th</sup> 2018 4:30 PM**

**CALL to ORDER @ 4:45**

**OPENING WORSHIP**

- Led by Rev Cathie Waldie

**ATTENDANCE**

- Marlene Holeyka (chairperson) Rev Cathie Waldie, Nancy Penner (Finance) Karen Dyck (secretary), Deb Hamilton, Leslie Bezte, Margot Craig, and Cathy Lone (M&P rep) Brenda Sloan and Roxanne Leblanc from Sunday School

**APOLOGIES**

- Louise Gardiner

**APPROVAL OF AGENDA**

- As circulated, all in favor.

**APPROVAL OF MINUTES OF PREVIOUS MEETING – March 7<sup>th</sup>, 2018**

**MOTION:**

**Moved by** Nancy Penner, **Seconded by** Deb Hamilton to accept the March 7<sup>th</sup>, 2018 minutes as circulated. **CARRIED.**

**BUSINESS ARISING**

**1. Annual Meeting Follow-up**

- Project a Time Frame for Review of Values, Vision, Mission- Rev. Cathie Waldie and others
- Appointment of Youth Rep from Zion Calvin – Debbie Hamilton and Karen Ching

**2. Leadership Team Appointments for 2018-2019**

- Chair – Marlene Holeyka to continue
- Vice Chair – Leslie Bezte
- Recording Secretary – Karen Dyck
- Interest Group Liasons: (vacancies filled)
  - St Paul's House Group - Karen Dyck
  - Prayer Shawl Ministry – Leslie Bezte
  - Banner & Quilting Group – Deb Hamilton
  - Ivy League – Deb Hamilton
  - Outreach – Leslie Bezte
  - Affirming Conversation – Rev Cathie Waldie
  - Stay Active for Life – Leslie Bezte
  - Worship – Rev Cathie Waldie
  - Fall Supper – Margot Craig

3. Leadership Team Goals and Work Planning Guide:

Target Dates	Leadership Team Goals
January	Schedule Annual Meeting
January	Remind Interest Groups of Annual Meeting/Annual Reports due
January/February	Appoint Nominating Team for vacant positions
January/February	Annual Review Pembina Parish Constitution
March/April	Appoint Chair, Vice Chair, and Recording Secretary after Annual Meeting
March/April	Distribute and review Pembina Parish Constitution with new members
March/April	Review/Develop Leadership Annual Goals
March/April	Leadership Team Liaisons connect with Interest Groups and invite open communication
March – November	Review and Revise Policies as needed
May - August	Meet with Youth Representatives
May – October	Facilitate Spring/Fall clean up of buildings and grounds
May – June – Sept	Facilitate Review of Core Values/Vision/Mission
September	Facilitate organization of a Young Family’s Interest Group
June (Zion) September (St Pauls)	Host a Multigenerational Party for the Parish
October	Facilitate each Interest Group’s completion of the ”Pembina Parish Interest Group Proposal Form” outlining the Focus, Goals and Budget requirements of each group
November	Invite the Elders to the Leadership Team Meeting
December	Check progress of Goals

**MOTION:**

**Moved by** Debbie Hamilton, **Seconded by** Leslie Bezte to accept 2018 Leadership Team Goals. **CARRIED.**

4. Update on Ministry Profile process and search for a second Minister:

- No applicants to date. The Vacancy will be reposted for another 6 weeks
  - If the right candidate is not found we will pursue locally a lay person with special gifts/talents in youth and child ministries

5. Mother’s Day Tea – May 12

- Sue Nelson states that the proceeds will be directed to the General Operating Account

6. Pembina Parish General Liability coverage and update on eligibility/quote on Abuse Liability Update:

- We will be addressing the Abuse Liability deficiencies
- To be discussed further at the Joint Trustees and Leadership Team Meeting May 4<sup>th</sup>, 2018

7. Policy Review: “DUTY OF CARE POLICY FOR VULNERABLE PEOPLE”

- Rev. Cathie Waldie provided an updated draft for review and update as we are looking at sponsoring up to another 6 refugees together with our 2 other church sponsors
- **MOTION:**

**Moved by** Debbie Hamilton, **Seconded by** Margot Craig to accept the revised “Duty of Care Policy for Vulnerable People” with the addition of “Parent/Guardian wherever it appears. **CARRIED**

8. Young Families Interest Group
  - Defer to May

## CORRESPONDENCE

### Incoming:

- “Church Trac” needs to be updated
- **MOTION:**  
**Moved by** Debbie Hamilton, **Seconded by** Margo Craig that we explore the Church Trac program as far as cost and frequency of updates **CARRIED**
- Thank you from Dena Gillis for the accommodation for her bridal shower

### Outgoing:

- Gifts and Thank Yous to Sunday School teachers on their last day May 13<sup>th</sup>. Karen Dyck responsible for same

## NEW BUSINESS

1. **Need for a process to welcome Newcomers – Ideas ? New Interest Group? Pastoral Care Role?**
  - **Deferred to May meeting.**

## REPORTS

1. **Finance: By Nancy Penner**
  - Lydia Andrew’s Estate has donated \$40,000.00 to Pembina Parish
  - From January 1<sup>st</sup> to March 31, 2018 we have the following Income/Expenses variance:
    - **(-) 8,312**
    - **Givings are down 20%**
2. **M & P: By Cathy Lone –**
  - **Chairperson** – Earl Gardiner
  - **Recording Secretary** – Karen Ching
  - **Contact people for each staff member will be:**
    - **Thong** – Bruce Lyng
    - **Laurie** – MaryAnne McElroy
    - **Fay & Anne** – Beth Lovell
    - **Rev Cathie Waldie** – Karen Ching
  - The re-embursement package for pulpit supply:
    - Minister - \$209.00 plus mileage
    - Minister from a non-United Church - \$209.00 plus mileage
    - Lay person - \$209.00 plus mileage
    - Person just delivering the message only - \$150.00 plus mileage

- Mileage is = \$0.41/km

**MOTION:**

**Moved by** Cathy Lone **Seconded by** Deb Hamilton, that Leadership Team accept the ministerial payment recommendations outlined by M&P. **CARRIED**

3. **Opportunity Fund: (Nancy Penner for Louise Gardner)**
  - No requests
4. **Minister** – Rev. Cathie Waldie
  - Concerned about the low attendance at the Holy Week services i.e. Maundy Thursday and Good Friday. Discussed the fact that spring break was a big factor this year
5. **Interest Groups**
  - 5.1. **Property Discernment – Marlene Holewka**
    - Attachment 1
    - Refer to Updates in Spring Newsletter
    - Notes from meeting held March 28, 2018 sent out with this agenda – Questions
    - Invitation to Congregation to get involved in next steps – **May 7 – Tent Mtg date**
  - 5.2. **St. Paul’s Property and Grounds – Karen Dyck**
    1. Kitchen sink taps replaced
    2. Closet doors in choir room fixed
    3. Broken eavestrough downspout getting fixed week of April 23, 2018  
*This will be done by A&M Seamless Eavestroughing*
    4. Drinking fountain can’t be fixed due to outdated parts – replacement parts will cost \$300.00. Leadership agreed of the need to fix. *(This will be done by Schroeder’s Plumbing)*
    5. Request for a “Lock Box” for the folks from Zion to drop off monies on once a week. After a brief discussion – it was recommended that a key for the finance room be kept with the deposit bag of Zion and monies deposited in the safe at St Pauls.
    6. New phone system review:
      - *Our current budget for phones is \$2750 and Internet was \$650.00*
      - *Our current provider is MTS Bell and their new quote to upgrade our service would decrease our payments by \$98.05/month if we lock in for 5 years. This means we will continue to pay \$102.00/month for phones and \$650.00 for internet*
      - *Telus ( managed by Karen Wood) has also offered us a quote. They will install 4 desktop Vtech 4 line phones and 1Vtech cordless unit for the finance room at no cost and will cover the monthly phone costs for the church as a church donation.*
      - *Karen to meet with Telus and MTS once again to finalize all costs and bring back end result to Leadership for May.*

### 5.3. St. Paul's Choir - Marlene Holewka

- Concert Tickets sold out
- Quote/Sound Equipment ordered for St Pauls –Approximate Cost
  - Some funding was approved from the Opportunity Fund in 2017, not yet utilized
  - Consider putting in a new request to the Opportunity Fund to cover the balance
  - Sound equipment is on back-order – will utilize Morkler's Sound system for the concert

### 5.4. Sunday School: Brenda Sloan and Roxanne Leblanc

- Current Attendance 35 registered; 27 come regular 2x's a month
- Preschool 12 students
- K- 4 12 students
- Grade 5 – 8 9 students
- Grade 9 3 students
- Hoping to have leader for the Grade 5 – 8 for next year
- Sunday school teachers contact each family weekly by email
- Sunday school is taking a visit to the Darlingford Church for Sunday April 29<sup>th</sup>
- Handing out the Grade 4 bibles May 6
- May 13 will be the Sunday School Windup
- Sunday School may be providing some entertainment at the Mother's Day tea
- Brenda/Roxanne plan to meet with the following interest groups – Soup and Pie, Worship, Rev Cathie Waldie in August and again in January to plan Sunday School activities
- During May/June – Brenda and Roxanne would like to join the service. They would like to ask the leadership to assist in providing activities for the June – Sept services.
- "Chance to Grow" plant sale will be May 16<sup>th</sup> , sales start this Sunday
- Sunday School will approach the Opportunity Fund for funding to purchase a projector and screen
- June 10 will be the Grad Ceremony and blanket gifts for 3 students graduating this year.
  - Included with the Grad Ceremony will be Scott Pearson. He will be transitioning to adult. Sunday School asks for St Paul's assistance in helping him with this transition. Jason Ungariun is also looking at assisting with some respite with Scott.

### 5.5. Outreach

- No report

### 5.6. Other Interest Groups

#### 6. Zion Calvin

- No report

### NEXT MEETING DATE(S)

- May 9, 2018 @ 4:30

**CLOSING**

- **The Peace of Christ was given to all parting members by Rev Cathie Waldie**

**ADJOURNMENT**

- **Meeting adjourned at 1900**

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Marlene Holewka,  
Chairperson

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Karen Dyck,  
Recording Secretary