

**PEMBINA PARISH LEADERSHIP TEAM MEETING**  
**St. Paul's United Church. Morden, MB Thursday, Feb. 1, 2018 4:30 PM**

**CALL to ORDER @ 4:40 pm**

**OPENING WORSHIP:** Rev. Cathie Waldie had study leave last week and studied Mindfulness and has a four week course to complete. Mindfulness is paying attention to the current moment on purpose and non judgmentally.

Be attentive to the present moment. Cathie read from Matthew Ch 6.

**Present:** Marlene Holewka (chairperson), Rev. Cathie Waldie, Edith Lovatt (secretary), Nancy Penner (finance), Jean Motheral (M&P rep), Karen Dyck

**APOLOGIES:** Bev Wilson, Debbie Hamilton, Louise Gardiner

**APPROVAL OF AGENDA:** As circulated, all in favor.

**APPROVAL OF MINUTES OF PREVIOUS MEETING** -- January 11, 2018

**MOTION:**

**Moved** by Edith Lovatt, **Seconded** by Nancy Penner to accept Jan 11<sup>th</sup> minutes as circulated.

**CARRIED.**

**BUSINESS ARISING**

1. Update on Meeting with Youth Representatives from Zion Calvin  
- Debbie Hamilton - tabled
2. Update on Ministry Profile process of looking for a second Minister – Edith Lovatt  
- Edith Lovatt shared the documents with the group and read the job description.  
Everyone believed this is the route we need to take.

**MOTION:**

**Moved** by Edith Lovatt, **Seconded** by Jean Motheral, that Leadership Team approve the Ministry Profile and Job Description report and recommendation as completed by the Ministry Profile Committee. **CARRIED.**

- There will be a congregational meeting on Feb 7<sup>th</sup>, for their approval.

**MOTION:**

**Moved** by Nancy Penner, **Seconded** by Edith Lovatt, that we put forward at the Congregational Meeting Feb. 7 2018 a motion to request Conference to declare a vacancy for a 0.8 position with 32 hours a week paid. **CARRIED.**

- Discussion: Marlene Holewka read an e-mail from Earl Gardiner, about establishing a Young Family's Interest Group (YFIG). This further confirms that we are on the right track for our new minister. The Leadership Team thought that this idea could be explored later in the year.

3. Response to request for a Sound Person Volunteer to cover Joe Cawley's schedule at St. Paul's  
- No one has come forward yet.

4. Review of Policies
  - tabled till after the annual meeting
5. Review of Pembina Parish Constitution – Any Changes for Annual Meeting
  - No changes this year.
6. Annual Meeting March 4, 2018
  - 6.1. Leadership Team Report: Marlene Holewka has completed and submitted.
  - 6.2. Property Discernment Interest Group Report Approval for release to congregation
    - Marlene Holewka brought forward the draft report from the Discernment group; they want to present this report at the Annual Meeting.
    - By consensus the Leadership Team agreed to approve the Property Discernment group release its report to the congregation. As recommended by the Property Discernment Interest Group, the report is not to be posted on the web site for public viewing at this time.
  - 6.3. Annual Meeting Agenda Planning to be done by Marlene Holewka and Rev. Cathie Waldie.
    - Include Recommendation to pay remaining \$10,000. of loan to Opportunity Fund
    - There are no proposed changes to the Pembina Parish Constitution to date.
    - Recording of Minutes to be done by - Karen Dyck and or Edith Lovatt
7. Nomination Update
  - We need 2 for M& P, 2 for leadership
  - An invitation to everyone to let their name stand for these positions has appeared in the News and Notes, and several people within the parish have been approached by Leadership Team members. We will continue to try to fill these positions.
  - Edith Lovatt will talk to Bruce Lyng and Marlene Holewka will continue to contact individuals to see if there is interest.
8. Pulpit Renovation fact finding
  - Tabled for March
9. Updating of Microphones for use by the Choir
  - Tabled
10. Update on Outdoor Signage – Deferred to April / May 2018
  - Movement of existing sign to better location for improved visibility
  - Proposal to Opportunity Fund for consideration of a new Aluminum Sign at the front entrance.

## CORRESPONDENCE

### Incoming:

- Christmas card from Randy and Pat Newman re: thanks for the Poinsettia
- Letter from Candice Bergen read, we will not respond.
- Request from Worship Support interest group, asking for \$3500.00 to fulfill pulpit supply needs.

### Outgoing: Thank you notes to be sent:

- None this month.

## NEW BUSINESS

1. **Staff Resignation:** Marlene Holewka reported that Arlene Link has resigned for purpose of retiring as of Feb 15<sup>th</sup>.
  - Arlene Link does not want anything special done for her.
  - There needs to be a group struck to go forward with the hiring of a replacement.
  - Looking for a replacement immediately for 21 hours a week.
    - Rev. Cathie Waldie would like to be a part of the hiring, Karen Ching has offered. It was suggested that Cathy Lone be asked. Rick Britton or Roxanne LeBlanc could be asked as they have done the job before.
2. **Easter Brunch 2018** – Shannon Holenski has volunteered to coordinate. The Leadership Team expressed appreciation for Shannon's offer to coordinate the brunch.

## REPORTS (*Highlighted reports* are given each meeting and the others as updates occur)

1. **M & P** – Jean Motheral reported that Rev. Cathie Waldie has requested holidays for Feb 23 & 24, March 10-17<sup>th</sup>, and April 6-8<sup>th</sup>. March 21 & 22 for medical leave.
2. **Minister** – Rev. Cathie Waldie, had a good study leave last week, did some reading on change and transition, started a mindfulness course that will continue over the next few weeks. Cathie Waldie has some concerns about the resignation of the current admin assistant and having to deal with settling in a new employee.
3. **Interest Groups**
  - 3.1. **Finance** – Nancy Penner reported for Louise Gardiner who had developed the budget for the annual report.
    - Nancy Penner shared the proposed budget for 2018 to be presented at the annual meeting.
  - MOTION:**  
**Moved by** Nancy Penner, **Seconded by** Jean Motheral that the Leadership Team, recommend the presented budget be approved for presentation at the annual meeting, with clarification on the M&S giving's being a flow through item. **CARRIED.**
    - See attachments.
  - 3.2. **Opportunity Fund** – Nancy Penner / Louise Gardiner
    - Refer to attached Financial Reports
  - 3.3. **Stewardship Giving Team** – Nancy Penner / Louise Gardiner
  - 3.4. **St. Paul's Property and Grounds** – Karen Dyck
    - Karen is going to ask Glen Dyck to get estimates on updates to the phone system as it is difficult to save a message and pick it up on a different phone.
  - 3.5. **Outreach** – Edith Lovatt
    - Soup and pie on Feb 16<sup>th</sup>.

**3.6. Property Discernment - Marlene Holewka -**

- Refer to Business Arising 6.2.

- 3.7. Zion Calvin Sunday School – Karen Ching / Debbie Hamilton No updates
- 3.8. Zion Calvin House Group - Karen Ching / Debbie Hamilton No updates
- 3.9. St. Paul's Sunday School – Karen Dyck No updates
- 3.10. Christmas Poinsettia Ministry – Karen Dyck No updates
- 3.11. St. Paul's House Group Coordinator – Edith Lovatt No updates
- 3.12. Prayer Shawl Ministry – Edith Lovatt No updates
- 3.13. Banner and Quilting Group - Edith Lovatt No updates
- 3.14. Ivy League – Edith Lovatt No updates
- 3.15. Caring and Sharing – Marlene Holewka No updates
- 3.16. St. Paul's Choir** Marlene Holewka
  - Spring Concert scheduled for April 21, 2018
  - Anne Bateman will be away on February 11
  - Fay Carruthers will coach the choir from the piano
- 3.17. Fall Supper – Bev Wilson No updates
- 3.18. Pastoral Care – Rev. Cathie Waldie No updates
- 3.19. Pembina Morden Churches Refugee Support Committee
  - Rev. Cathie Waldie No updates
- 3.20. Affirming Conversation - Rev. Cathie Waldie No updates
- 3.21. St. Paul's Worship Technology Project No updates

4. **Zion Calvin** – Bev Wilson, Debbie Hamilton No updates

5. **St. Paul's** – Congregational meeting on Feb 7<sup>th</sup>, 2018.

**NEXT MEETING DATE: March 7<sup>th</sup>, 2018 @ 4:30 pm**

**CLOSING:** Rev. Cathie Waldie a closing prayer.

**ADJOURNMENT: 7:30 p.m.**