

PEMBINA PARISH LEADERSHIP TEAM MEETING MINUTES
St. Paul's United Church Wednesday, March 7, 2018 4:30 PM

CALLED to ORDER at 4:45 PM - Welcome to New Members Leslie Bezte and Margot Craig

OPENING WORSHIP

- Rev Cathie spoke of her visit, along with her son to the African Methodist Episcopal (AME) church in Tulsa, Oklahoma, telling us about this interesting experience as well as the warm welcome they were given when they arrived for the service. Rev. Cathie then read from Ephesians 3:20,21

ATTENDANCE

- Marlene Holeyka (Chairperson) Rev Cathie Waldie, Nancy Penner (Finance) Karen Dyck (Recording Secretary), Deb Hamilton, Leslie Bezte, Margot Craig, and Karen Ching (M&P rep)

APOLOGIES

- Louise Gardiner

APPROVAL OF AGENDA

- Agenda Approved as circulated with the addition of #5 under Business Arising – Fund Raising Proposal Mother's Day Tea – May 12, 2018

APPROVAL OF MINUTES OF PREVIOUS MEETING – Feb 1, 2018

MOTION:

Moved by Nancy Penner, Seconded by Margot Craig to accept Feb 1st minutes as circulated.

CARRIED.

BUSINESS ARISING

1. Annual Meeting (March 4, 2018) Outcomes

- Appointments / Vacancies for 2018 – 2019
 - All vacancies have been filled with the addition of Leslie Bezte and Margot Craig to the Leadership Team, and Ethan Bezte as Youth Representative for St. Paul's, except for the .8 Ministerial Position, one Presbytery Rep, and one Youth Representative for Zion Calvin, which is pending.
- The three Motions passed following the Property Discernment Presentation and Discussions were reviewed:
 - That Pembina Parish Leadership Team continues to engage the congregation in options and alternative to “right size” the St. Paul's building and reports on recommendation options(s) feasibility at the 2019 annual meeting.
 - That the Property Discernment Interest Group be authorized to explore ‘Right Sizing’ option(s) in more detail to explore and determine outside interests, financial feasibility and plan, and implementation strategy for recommended option(s), reporting to the Pembina Parish Leadership team by January, 2019.

- That Pembina Parish Leadership Team organize and facilitate (or coordinate) a review of our 'Mission Statement' and 'Vision' for the future.

The Chairperson emphasized that the Leadership Team is responsible to lead Pembina Parish in taking a fresh look at the Pembina Parish Mission Statement. Does the congregation agree with the current statement? Does it reflect accurately what the United Church means to us? Do we need to revisit this statement to accurately reflect the congregation's current mission and values of the church? It was discussed how the "Mission Statement" will dictate the direction we should go with discernment. **Is the congregation ready for change? Rev. Cathie Waldie expressed interest in taking the lead on revisiting the Mission Statement.**

2. Update on Ministry Profile process and search for a second Minister - Karen Ching –

- The required documents were sent to Conference, but the posting not been noticed on the national website as of March 4th.
- Minutes of Congregational Meeting Held February 7, 2018
- Minutes were circulated as information
- Next Steps
 - Pursue the call for an ordained minister first. If the right candidate is not found we will pursue locally a lay person with special gifts/talents in youth and child ministries

3. Office Administrator Position – Karen Ching

- M&P have reviewed all applicants and following the interview process have found a successful candidate: Laurie Wiebe
- An updated Office Administrator Job description was presented to Leadership for review and approval:

MOTION:

Moved by Karen Ching Seconded by Deb Hamilton, that Leadership Team approve the Office Administrator Job Description with some grammatical corrections. CARRIED.

MOTION:

Moved by Karen Ching Seconded by Leslie Bezte, that Leadership Team approve the hiring of Laurie Wiebe as Pembina Parish's new Office Administrator CARRIED.

Laurie Wiebe's official first day will be Monday March 12th where she will spend a day with Arlene in orientation.

4. Easter Brunch

- Shannon Holenski is coordinating the Easter Brunch April 1st. If anyone on the Leadership is available to help clean up – Shannon would be grateful.

CORRESPONDENCE

Incoming:

- Request from Refugee Sponsorship Committee – Re Liability Insurance / relevant policies
- Fred Mayor is checking with Red River Mutual on the cost and our eligibility to purchase "Church Abuse Coverage" as requested by the Refugee Sponsorship Committee.

- This insurance policy addresses our “Duty of Care Policy for Vulnerable People” that we currently follow.
- It was noted that this policy is in need of some updating and more importantly – governance of the policy in the form of yearly education for volunteers , audits and ensuring all background checks are updated on a regular basis for all administrative staff, Sunday School teachers and volunteers working with the New Comer Families.

Outgoing: Thank you notes to be sent:

- The members of Pembina Parish have been very busy and jumping in to assist in so many ways.... From filling in at the Parish office, to providing services at Tabor Home, Providing Sunday service at both Zion Calvin and St. Paul’s, to assisting in the kitchen for the Annual Meeting, Sound assistance and IT support. It was decided that Marlene would put in a generic “Thank you” to all volunteers who have stepped up to the plate to share their gifts in the life and work of the parish in the Spring Newsletter
- It was agreed that the two church members who have covered the duties of the office “Rick Britton and Shannon Holenski” would each receive a \$25.00 gift certificate as a special thank you for the huge job in the office during the void of an Office Administrator.
- Rev Cathie Waldie will send a special thank you note to Wiebe’s Funeral Home for their gift of printing out 200 pamphlets for Don Bouton’s funeral in the absence of our Office Administrator
- Marlene Holewka will also send a special thank you note to Louise and Earl Gardiner for the loaning of a laptop to keep at the office as a backup.

NEW BUSINESS

1. Website

- **No update**

2. Request for use of Space by Dena Gillis

- Dena Gillis has asked to use the CEU and Kitchen to host a family bridal shower June 16th from 9:00 – 1:00PM. The church is available for this time and a decision to waive the rental costs in favor of a donation was agreed on due to the fact that Dena has been such an active member of St Paul’s and has donated hundreds of hours as the choir director and organizer of at least 10 years of spring choir concert fund raisers, as well as supporting other events.

MOTION:

Moved by Karen Ching Seconded by Deb Hamilton, that Leadership Team approve the waiving of the normal facility rental fees for Dena Gillis’ request in favor of a donation at her discretion. **CARRIED**

3. Leadership Team Work Planning Guide – Proposal – Updated March 5, 2018

- Tabled until April 18th meeting

4. Leadership Team Appointments for 2018-2019 – Tabled until April 18th meeting

- **Chair**
- **Vice Chair**
- **Recording Secretary**
- **Interest Group Liaisons**

5. Fund Raising Proposal Mother's Day Tea – May 12, 2018

- Sue Nelson has asked approval from Leadership to host a “Mother’s Day Tea” as a fundraiser. Marlene will check with Sue to confirm where she would like the proceeds to be directed and report back to the Leadership Team.

MOTION:

Moved by Deb Hamilton **Seconded by** Karen Ching, that Leadership Team approve Sue Nelson’s request to host a “Mother’s Day Tea” fundraiser.

CARRIED

REPORTS

1. M & P – Karen Ching

- Excited to have all committee positions filled
- Advertised, interviewed and checked references for the recommended new Office Administrator
- Sent off the call for a 0.8 ordained minister to the Conference Office

2. Minister – Rev. Cathie Waldie

- Expressed her gratitude at how amazing the parish has been in assisting her with the administrative assistance and in the absence of an Office Administrator

3. Interest Groups

3.1. Finance – Nancy Penner / Louise Gardiner

- Nancy Penner presented the Pembina parish balance sheet and profit and loss report as of Feb 28, 2018.
- A motion at the annual meeting was passed to move the Building fund into a more accessible account to start using to address the many projects needing attention at St. Paul’s.
- Fred Mayor and Glenn Dyck will make a list of priorities to address with this account

3.2. Opportunity Fund – Nancy Penner / Louise Gardiner

- No new requests

3.4. St. Paul’s Property and Grounds – Karen Dyck

- Update on Estimates on upgrades to Phone System

- Bell MTS came to the church to speak with Glenn Dyck and Arlene Link about the phone needs and were going to present a quote.
- Glenn has not heard back from MTS to date
- Glenn will also obtain a quote from Telus

3.5. Property Discernment - Marlene Holewka

Refer to Business Arising - 1.

3.6. St. Paul’s Choir - Marlene Holewka

- Spring Concert Posters / Tickets / Programs (Concert scheduled for April 21, 2018)
 - Marlene suggested that the choir is considering having posters and tickets printed by a local printing business.

- Karen Ching asked Marlene to check with the new Office Administrator first to see if she would be able to do the posters and tickets.
- Microphones needed for Spring Concert – no estimate to date

3.7. Outreach

- Next Soup and Pie – March 16, 2018

3.8. Other Interest Groups – No Reports

4. **Zion Calvin** – Work is progressing on the building improvements at Zion Calvin.

5. **St. Paul's** - No further report.

NEXT MEETING DATE(S)

- **Wednesday, April 18th, 2018**

CLOSING

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

ADJOURNMENT

- **Meeting adjourned at 6:45 PM**

Marlene Holeyka, Chairperson

Karen Dyck, Recording Secretary