

**Minnedosa United Church Council Meeting  
Wednesday January 23, 2019 7:00 pm  
United Church Multipurpose Room**

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**PRESENT:** Barry McNabb (Chair), Carol Frost (Clerk), Dave Walker, Julie Hutton, Olive Cameron, Lorna Hislop, Maxine Gray, Barb Kingdon, Michelle Gunderson, and Rev. Barb Jardine (available by phone).

**REGRETS:** Wilf Taylor, Jean Taylor, Fran Erven, Linda Bertram, Alf Iverson, Judy McFadden and Linda Maliteare.

Quorum present.

**CALL TO ORDER:** Meeting was called to order at 7:08 p.m. by Chair, Barry McNabb

**REFLECTION:** Michelle read 'Travel Light', followed by a prayer.

Next Meeting: Outreach Committee

**COUNCIL REPORT TO CONGREGATION:** Minutes are on church website.

**ADDITION TO THE AGENDA:** Minutes of November 26, 2018: Special meeting of Council.

**ADOPTION OF THE AGENDA:** for this January 23, 2019 regular meeting, as amended.

**MOTION:** moved by Lorna Hislop and seconded by Julie Hutton

**"...That we, the Council of the Minnedosa United Church accept the agenda for the January 23, 2019 meeting, as amended."**

**CARRIED**

**ADOPTION OF THE MINUTES:** Minutes from the November 21, 2018 regular meeting.

**MOTION:** moved by Julie Hutton and seconded by Lorna Hislop

**"...That we, the Council of the Minnedosa United Church accept the Minutes of the November 21, 2018 meeting as circulated."**

**CARRIED**

**ADOPTION OF THE MINUTES:** Minutes from the November 26, 2018 special meeting.

**MOTION:** moved by Julie Hutton and seconded by Maxine Gray

**"...That we, the Council of the Minnedosa United Church accept the Minutes of the November 26, 2018 meeting as circulated."**

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES:**

- Ministry Profile Process (Search Committee) update – candidate approved.  
Kathy Platt's start date is May 1, her first day in the office will be May 7 and her first Sunday service will take place on May 12, 2019.

We received an email regarding Kathy's holiday pay - Minnedosa United Church owes McKenzie United Church: \$951.24.

The policy related to who is responsible for vacation during a move is noted in The Manual (2019) section I.2.1.7 C ) page 147 which says:

...if ministry personnel moves between September 1 and June 30, the two communities of faith are each responsible for a portion of the vacation pay for that pastoral year. Their portions are based on the length of time the ministry personnel served in each pastoral relationship during that pastoral year.

Kathy Platt is entitled to one month (the equivalent of 23 working days including 5 Sundays) vacation, Section I 2.1.7. McKenzie United paid for all of Kathy's 2018-2019 vacation in August 2018, but they are only responsible for 10/12 of the year. Minnedosa United is required to pay 2/12 of a year's costs (for May and June 2019) back to McKenzie based on McKenzie's actual pay out in August 2018 (salary and employer costs for UCC Benefits, CPP etc.) which amounts to \$951.24.

**MOTION:** moved by Maxine Gray and seconded by Dave Walker

**"...That we, the Council of the Minnedosa United Church, approve the payment of \$951.24 to McKenzie United Church as requested."**

**CARRIED**

- Governance document review – update

**MOTION:** moved by Maxine Gray and seconded by Lorna Hislop

**"...That we, the Council of the Minnedosa United Church, as recommended by the Ad-Hoc Governance Committee, approve the amendment of the Governance Document (Feb 2015) to include the following:**

- **The responsibilities and position of the Church Council Secretary be assigned to the Office Administrator. The wording should include language consistent with that of Church Treasurer**
- **The position of Lay Representatives to Presbytery be amended to read lay Representatives to Region 5.**
- **The Historic Roll and Archives Committee be deleted and the responsibility be assigned to the Worship and Membership Committee.**
- **Add the following responsibilities to the Worship and Membership Committee – "Historic Roll" and "Archives"**
- **The following committees be removed from standing committees and to be included with another committee, as follows:**
  - **Learning to Worship & Membership Committee.**
  - **Outreach to Church Life Committee."**

Summary of discussion on the motion: The Worship and Membership Committee requested more time to meet with the Learning Committee to discuss the possibility of joining committees and also to wait for the arrival of the new Minister, Kathy Platt to allow for her input. Motion, therefore amended to read, as follows:

**MOTION:** moved by Maxine Gray and seconded by Lorna Hislop

**"...That we, the Council of the Minnedosa United Church, as recommended by the Ad-Hoc Governance Committee, approve the amendment of the Governance Document (Feb 2015) to include the following:**

- **The responsibilities and position of the Church Council Secretary be assigned to the Office Administrator. The wording should include language consistent with that of Church Treasurer**
- **The position of Lay Representatives to Presbytery be amended to read lay Representatives to Region 5.**
- **The Historic Roll and Archives Committee be deleted and the responsibility be assigned to the Worship and Membership Committee.**
- **Add the following responsibilities to the Worship and Membership Committee – "Historic Roll" and "Archives"**
- **The Outreach Committee will be removed from standing committees and included with the Church Life Committee."**

**CARRIED**

Since it requires a change to the Governance Document, the motion will be presented at the Annual Congregational Meeting to be held February 24, 2019 for final approval.

- Projector/Sound System/Video operators – conversations with the High School continue.
- Nominating committee – Names of possible people who may form a Nominating Committee were put forth and Barry and Lorna volunteered to talk with them.

**CORRESPONDENCE:**

- Region 5: December 2018 Newsletter – Michelle presented some of the highlights.
- Conference MNWO: acknowledging three motions to approve Dora White, Julie Hutton and Carol Frost be licensed as Sacraments Elders at Minnedosa United Church, effective until June 30, 2019.

**NEW BUSINESS:** None

**REPORTS:**

- 1. OFFICE:** Michelle Gunderson  
See Appendix A  
Will sell leftover 2018 Church Directories at \$10 each.  
Consulted with council regarding booking exercise classes for a 3<sup>rd</sup> night each week.

- 2. FINANCIAL:** Michelle Gunderson  
See FS 18-11, FS 18-12

Financial Statements from Nov and Dec 2018 were circulated.  
Highlights of each Financial Statement were given by Michelle.

**MOTION:** moved by Julie Hutton and seconded by Dave Walker

**“...That we, the Council of the Minnedosa United Church, accept the Financial Report for the months of November and December 2018 as circulated, including the cheque register for each of the above months. ”**

**CARRIED**

**2019 Proposed Budget:** The Budget was presented by Michelle, with input from Barry (Chair of Finance). The budget was approved with one amendment: The Moving Expenses (new minister) was increased from \$1000.00 to \$2000.00, in order to cover the additional \$951.24, Minnedosa’s portion of vacation pay that will be paid to McKenzie United Church. (For details, see previous motion, page 2.)

**MOTION:** moved by Lorna Hislop and seconded by Maxine Gray

**“...That we, the Council of the Minnedosa United Church, accept the 2019 Proposed Budget, as recommended by the Finance Committee, with one amendment: The Moving Expenses (new minister) as presented in the budget at \$1000 be increased to \$2000.00. ”**

**CARRIED**

- 3. REGION 5:** Region 5 First Annual Meeting in Brandon July 13-16, 2019

**4. FUNDRAISING:** None

- 5. NOMINATIONS:** preparations for Annual Meeting on February 24, 2019.  
Brief discussion about vacant committee positions: Chair, Chair Elect, Learning (1), Property (2), Ministry and Personnel (1), and 2 Representatives to Region 5.

**6. COMING EVENTS:** None

**7. MINISTER:** No report

**COUNCIL COMMITTEES**

A reminder to committees to plan their calendar of events for the year and submit to council/the office – to facilitate scheduling and promotion.

**PASTORAL CARE:** Olive Cameron

See Appendix B

Carol F. will attend the Spiritual Health meeting, on behalf of the Pastoral Care committee, to be held January 29<sup>th</sup>.

**CHURCH LIFE:** Lorna Hislop

See Appendix C

**LEARNING COMMITTEE:**

See Appendix D

**OUTREACH:** Maxine Gray

See Appendix E

**WORSHIP AND MEMBERSHIP:** Julie Hutton

See Appendix F

All of the February Sunday services have been filled, 3 with Pulpit Supply.

We will be looking at more Homiletics workshops for Lent and Easter.

Carol attended the Minnedosa Ministerial meeting January 18<sup>th</sup>. The next meeting will be held Feb 22 at 10:30 am, hosted by Minnedosa United Church. Worship Committee will organize and attend.

**PROPERTY:**

See Appendix: G

**MINISTRY and PERSONNEL:** Dave Walker

See Appendix H

**HISTORIC ROLL & Archives:** No report

**FINANCE AND STEWARDSHIP:** Barry McNabb

See Appendix I

**NEXT REGULAR COUNCIL MEETING:** March 20, 2019

**ANNUAL CONGREGATIONAL MEETING:** February 24, 2019

**MOTION:** moved by Lorna Hislop

**“....That we, the Council of the Minnedosa United Church adjourn this meeting at 9:48 p.m.”**

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Carol Frost, Clerk

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Barry McNabb, Chair

**APPENDIX A OFFICE ADMIN**

- participated in UC Treasurer's Webinars Nov 27 and Dec 11, as well as a CRA Webinar on Dec 19<sup>th</sup>.
- assisted in composing the Advent Letter and prepared the copies for mailing
- sent reminders and collected payments for Observer magazine renewals
- assigned and labelled boxed sets of Offering Envelopes for 2019
- ran a final check for ADP re: T4's for regular staff
- meeting with M&P regarding possible changes to the Office Admin job description
- all day finance meeting January 9<sup>th</sup> to finalize proposed 2019 budget

**FACILITY USE SINCE LAST COUNCIL MEETING:**

**CHURCH:** Fair Trade Friday and AOTS Pancake Supper, Crochet Club, UC coffee party, congregational meeting, bell choir practices, choir/cantata practices, Together We Can (Parent/Child group), preparing meat pies & Christmas Tea and Bake Sale, AOTS supper meetings, UC Christmas Music Concert

**FUNERALS:** one in January

**OTHER GROUPS:** Baby & Beats music class, Zumba classes (Rec. Comm), youth birthday party, Foodgrains Bank meeting, Food Bank, Santa Day Craft Sale, Yoga classes.

**APPENDIX B PASTORAL CARE COMMITTEE**

We've had 2 meetings since last council meeting.

Linda Maliteare is away for 2 or more months – Olive will take over for her.

Alexis is away for a month.

Present at January 9th meeting – Janice Richards, Carol Lee, Lois Phillips, Olive Cameron, Linda Bertram.

Thank you to Carol Lee and Carole Douglas for preparing and serving the lunch after the Longest Night service – minister being Elgin Hall. Lunch was provided by the funeral home, who also provided a rose for each family there.

Lunch was served to 30 people (a few more were at the service).

A prayer shawl was given to the refugee family in Erickson.

Our Visitation List was reviewed. We have lost another 2 persons who we visited with at the care home and another 8 persons have been added to our visitation list.

Lois Phillips continues to visit at the hospital. She asks our congregation members to let her know when there are United Church people in hospital.

Recorder – Olive Cameron

**APPENDIX C CHURCH LIFE COMMITTEE**

Our Committee met on Thursday, January 17, 2019

Lorna Hislop, Yvonne Chambers and Barb Kingdon attended.

**CHURCH GOVERNANCE:**

- Discussed the proposal of amalgamating the Church Life Committee and Outreach
- Lorna reported on her meeting with Outreach Committee

**CHURCH SCHEDULE**

- Reviewed the upcoming events
  - Congregational Lunch for January will be organized by Church Life – Barb will follow up with getting sandwiches
  - February – no congregational lunch – AGM will be potluck

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- Meat pie fundraiser will be held in March 2019 - Lorna / Donna Illerbrun to coordinate
- Spring Smorg has been set for Sunday, April 28, 2019 - Linda Bertram/ Lorna to coordinate
- December Tea & Bake Sale date set for Saturday Nov 30, 2019.

CHRISTMAS TEA & BAKE SALE: Dec 1<sup>st</sup>, 2018

- Event went very well - pleased with the turnout - had approx 75 stay for the tea
- Profit was \$ 2,124.51

EVENTS:

- Powertex Angels event was cancelled due to lack of interest
  - Possibly wrong time of year or lack of knowledge as to what this was.

2019 - 2021 Committee members: Barb Kingdon and Lorna Hislop have agreed to stay on  
Submitted by Lorna Hislop

**APPENDIX D LEARNING COMMITTEE**

Learning Committee Meeting held Dec. 03, 2018.

Present: Fran, Jean, Stacey, Joy W

1. Sunday School Schedule
  - Dec 16, brings the end of Sunday School attendance for 2018. This day will have a Christmas presentation by our Sunday School children
  - Jan 20, 2019 - the first day of Sunday School for the year. Lessons will focus on "The Fruit of the Spirit"
  - Feb 17, 2019 no Sunday School (Louis Riel Weekend)
  - March 24- 31 Spring Break
  - April 28 - to be determined
  - May 12, 2019 Kathy Platt's first Sunday and Sunday School celebration
1. Stacey will provide activities "busy bags" for children who attend on days when there is no Sunday School
2. YAK (Youth Activity Korner) is scheduled for January 18, 2019.
3. The learning committee is planning a book study in March and a Women's Weekend in May 2019
4. A Learning Committee meeting is planned for February 11 @ 9:00 am.

Submitted by Jean Taylor

**APPENDIX E OUTREACH COMMITTEE**

Members: Nicole McLenehan, Mary Dalton, Maxine Gray.

Outreach Committee met November 29, 2018 and January 10, 2019.

Issues discussed included:

- Ideas were discussed for a fundraiser to, in particular to support Little Bouquet Children's Home. Possibly dividing funds raised between Little Bouquet Children's Home and assisting the refugee family supported by South Mountain Refugee Committee (to bring their other child over) was discussed. Many ideas were raised and are being looked into further by Mary.
- The Hat and Mitt Tree is now up and ideas were discussed about how to continue to keep it well stocked with outer wear. Nicole has taken charge of this project and will monitor it and keep it stocked. Donations are always welcome.

- Lorna Hislop attended our January meeting to discuss the possibility of joining Outreach with the Church Life Committee. We considered what this might look like and how it might operate. Lots of good discussion took place.
- Discussion also about what Outreach Committee would suggest as the Mission and Service goal for the 2019 budget. As this figure is used at levels beyond our church to calculate funding for M&S projects, it was suggested that the budget figure be based on (or less than) the actual amount received for the previous budget year (2018).

#### **APPENDIX F                                  WORSHIP & MEMBERSHIP**

- Committee has been meeting on a regular basis as needs arise.
- Services led by Pulpit supply, committees and the three taking the on-line Licensed Lay Worship Leader training have been well received.
- Advent services & Longest Night Service went well – thanks to everyone who helped in many ways ... set up, decorating, etc. and for those who participated in the many services reading, greeting, etc. Participation from all ages in the congregation during the many services was very positive.
- Our 2019 budget has been forwarded for consideration & our 2018 Annual Report.
- We have introduced a gathering hymn at the beginning of each service which people are enjoying ... we will continue with this through Easter changing the hymn to go with the seasons of the church.
- Having taken the Sacrament Elders training Carol, Dora & Julie are now licensed until June 30, 2019. We have all had a chance to preside over the elements.
- Communion dates are set for Jan 27, Feb 24 and Mar 24.
- We are looking at Lent activities and have requested assistance from Barb Jardine in a further classes to help with planning Holy Week/Easter services.
- Our committee has a schedule whereby we take turns assisting with announcements, candle lighting, readings, and support to visiting worship leaders .... this has been working very well and we will continue with this schedule until Kathy Platt arrives.
- Thank you to everyone for your help during this extremely busy time for the worship committee. We feel things have run very smoothly and we will continue to strive for smooth sailing through Epiphany, Lent, Holy Week and Easter and then to the welcoming of our new full time minister!

#### **APPENDIX G                                  PROPERTY COMMITTEE**

There is some flooring repair required in the sanctuary along the north wall, plus a small patch outside the kitchen door. We will be contacting Jenkins flooring for repairs.

There is a build up of snow at the south east corner of the church - will arrange for removal.

There are a number of cake pans, pie plates and various items of dishware left in the church. If you think it could be yours, please check in the storage room and take it home.

A number of ceiling tiles in the facility have been replaced due to moisture and staining. At the end of November we borrowed a big ladder from RRSD in order to replace some light bulbs in the sanctuary. In addition, we have recently replaced a number of burned out fluorescent lights in the hallways.

Just a reminder that we have 10 headphone units to assist hearing for regular services or any other church event. They work extremely well and are easy to operate.

**APPENDIX H MINISTRY AND PERSONNEL**

Meeting January 08/19

Present: Dave Walker, Terry McLenehan, Linda Bertram Absent: Judy McFadden

The committee followed up on some of the suggestions resulting from a meeting with the Office Administrator. The intent of that meeting was to review the job description and determine changes which would allow the Office Administrator the time necessary to record the Minutes of the Church Council meetings. Some of those points have been addressed. Another discussion involved our agreement with Jemsa Enterprises, a business company owned by Elaine Thomson, which provides some bookkeeping services for the church. Once a task list (which will include annual UCC Statistics and CRA Charity Return) has been developed and agreed upon by Elaine and M & P, then a contract will be signed by Elaine and the M & P Committee. The hours entailed for this service will be "logged" during the coming year to determine if the service and fee are accurate.

Terry submitted our proposed budget, with adjustments made for the minister's salary reflecting Kathy Platt's pay scale and an increase to \$200.00 per month for the services of Jemsa Enterprise.

Two motions will be presented to the Council meeting.

1. The M & P committee recommend that the duties of recording Council minutes, processing and distributing be added to the Office Administrator job description.
2. The M & P Committee recommend that the Office Administrator lock the church doors on the Thursday afternoon following the Council meeting to complete the Council meeting's minutes without interruptions.

M & P will revisit the Office Administrator's job description in the spring.

Linda Bertram

**APPENDIX I FINANCE COMMITTEE**

The committee met on Wednesday, January 9<sup>th</sup>, 2019 @ 9:30 am.

Phyllis Graham, Michelle Gunderson, Elaine Thomson and Barry McNabb were present.

Regrets: Lorraine Sleep

Reviewed the November and December financial statements. Our bank balance is a positive \$20,802.90 at the end of December.

Michelle informed the committee that RBC is no longer giving out the plastic bags (that were used to deposit offering or fundraising proceeds into the RBC night deposit box) for free.

The Committee decided to purchase paper envelopes which can be sealed and they will then be put into a zippered bag that has been given to Minnedosa United Church from RBC.

We do have the option to purchase the deposit bags (~\$3 each).

Legacy Fund Application: No applications at this time.

Finance committee discussed the possibility that Minnedosa United Church would be closed for a month in the summer (August) of 2019. A closure does affect the budget somewhat and it would be nice to know if council has a recommendation on this matter.

Our Committee discussed that a letter will be composed this fall and sent to Michael & Kartharine Kingdon to ask them what their plans are for the future of the Meadows Foundation account to Minnedosa United Church. Ten years will end in the summer of 2021 and it would be nice to know whether the Meadows Foundation can be considered a part of our financial future.



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Linda Bertram joined our meeting to inform us that M & P has had discussions with Elaine Thomson (Jemsa Enterprise) and Michelle Gunderson on some changes to their job descriptions. Elaine, along with preparing the monthly financial statements will also be doing the "UCC Statistics" and the "CRA Charity Return (T3010 form)". M & P is recommending that Elaine's monthly contract payment be increased from \$118.00 to \$200.00 for this increased work. Michelle will have the "Historic Roll and Archives" added to her job description and the duties of Council Secretary.

Finance committee created the proposed 2019 financial budget for Minnedosa United Church.

Our next meeting will be Wednesday, March 6<sup>th</sup>, 2019.

Meeting adjourned at 4:00 pm.

Submitted by Barry McNabb