

**Minnedosa United Church Council Meeting
Wednesday May 15, 2019 7:00 pm
United Church Multipurpose Room**

2019 - 16

PRESENT: Wilf Taylor (Chair), Julie Hutton (Chair Elect), Olive Cameron, Lorna Hislop, Fran Erven, Dora White, Alf Iverson, Linda Bertram, Michelle Gunderson, Kathy Platt.

REGRETS: Barry McNabb, Judy McFadden

Quorum present.

CALL TO ORDER: Meeting was called to order at 7:01 p.m. by Chair, Wilf Taylor.

Wilf began by welcoming Kathy Platt to her first Council meeting as our new minister!

REFLECTION: (Worship & Membership) Dora read a daily reflection called "Love One Another" from John 13, and said a prayer.

Next Meeting: Property Committee

COUNCIL REPORT TO CONGREGATION: Minutes are on church website.

ADDITIONS TO THE AGENDA: Fran Erven asked to add Piano Lessons to New Business.

ADOPTION OF THE AGENDA: for this May 15, 2019 regular meeting, as amended.

MOTION: moved by Alf Iverson and seconded by Fran Erven.

"...That we, the Council of the Minnedosa United Church accept the agenda for the May 15, 2019 meeting, as amended."

CARRIED

ADOPTION OF THE MINUTES: Minutes from the March 20, 2019 regular meeting.

MOTION: moved by Fran Erven and seconded by Dora White.

"...That we, the Council of the Minnedosa United Church accept the Minutes of the March 20, 2019 meeting as circulated."

CARRIED

BUSINESS ARISING FROM THE MINUTES:

- Recommendation from the Ministry Profile Committee to pay Kathy Platt for Moving Expenses to Minnedosa. (See Appendix P)

MOTION: moved by Dora White and seconded by Fran Erven

"...That we, the Council of the Minnedosa United Church agree to pay Kathy Platt the amount of \$250.00, as compensation for her moving expenses from Portage la Prairie to Minnedosa United Church and her residence in Erickson."

CARRIED

- Ad Hoc Committee on Facility Use (See Appendix Q)
- Covenanting Service June 9, 2019 at 7 pm
Kathy will design the service herself. Linda Buchanan (Regional Liaison) will take part. Kathy will invite others to participate as planning progresses. There will be invitations sent out to neighboring churches and plans for refreshments.
- Vacation Bible School
Julie Hutton had arranged for some advertising to find a coordinator for the 2019 summer program. Unfortunately there were no applications submitted. Council concluded that there will be no VBS for summer 2019.
- August "Closure": office hours, facility use, etc...
Linda Bertram on behalf of the M&P committee reported that they had consulted with the staff regarding summer vacation days.

Property committee has been informed of the dates when the Care Taker will be away. The office will be closed during the time in which both the minister and the office administrator are away.

Some facility use can be arranged for when the office is closed – the Property committee will try to be available to arrange access, etc.

Funerals will be accommodated.

The Food Bank has their own key and will likely continue with regular hours of operation.

CORRESPONDENCE:

- Affirm United: Membership Renewal and Promotion of Individual Memberships
- Prairie to Pine Region: Policy of Pastoral Charge Supervisors, and Protocols
- Learning Committee: letter to Council regarding Sunday School programming (Appendix R)

Stacey Wilson was our Family Ministries Coordinator and Sunday School Teacher from Sept 2018 – May 2019. She found that it was too much for one person to prepare and present lessons for every Sunday. Kathy suggested that she would like some time to get to know the families and get a sense of what's possible, prior to plans being made for the 2019 – 2020 school year. Ministry and Personnel would like to be involved in the process of preparing a job description, etc. once a plan is agreed upon. Council will revisit this at the September meeting.

- Minnedosa Fun Fest: fee for inclusion of our lunch in the brochure & advertising
- Minnedosa Grain Growing Project: Thank you for donation of offering from Lenten Lunch Series.

NEW BUSINESS:

- Motion enabling Council Executive to make decisions until the next Council meeting.

MOTION: moved by Linda Bertram, seconded by Lorna Hislop

“ . . . That we, the Council of the Minnedosa United Church approve giving the Executive of Council authority to make all decisions related to operation of Minnedosa United Church on behalf of Church Council during the summer months, until the next Council meeting in September.”

CARRIED

The Council Executive consists of:

Chair, Chair Elect, Past Chair, Secretary/Treasurer (*ex officio*), a Finance Committee Representative and the Minister.

- Thank You's

Wilf recommended that our Council/Congregation extend our appreciation to:

- Barb Jardine for her support as our Pastoral Charge Supervisor, along with the Homiletics classes, pastoral care visits and funerals.

- Elgin Hall for making himself available for numerous funerals and the Longest Night Service.

MOTION: moved by Dora White , seconded by Julie Hutton

“ . . . That we, the Council of the Minnedosa United Church arrange to send Thank You letters to Barb Jardine and Elgin Hall for their assistance in our transition between called Ministers.”

CARRIED

Dora volunteered the Worship & Membership Committee to write those two letters.

- Piano Lessons

Fran Erven explained that Eleanor Epp has been using the piano at the Covenant Church to teach lessons, which they no longer have. Eleanor had spoken to Fran about the possibility of using the piano here at Minnedosa United for lessons one day each week for about 3 hours on Wednesdays after school during the school year.

Council discussed this inquiry, and will wait for a letter from Eleanor stating her request for use of our facility.

REPORTS:

- 1. OFFICE:** Michelle Gunderson
See Appendix S

Circulate signup sheet to count offering each week.

Read an article titled "What You're Saying When You Say ***I Don't Need a Mic***"

When our intention is to be inclusive, we need to be mindful of those people who are not able to hear and feel excluded.

- 2. FINANCIAL:** Michelle Gunderson
See FS 19- 03 and FS 19- 04

Financial Statements from March and April 2019 were circulated.

Highlights of each Financial Statement were given by Michelle.

MOTION: moved by Julie Hutton and seconded by Fran Erven.

"...That we, the Council of the Minnedosa United Church, accept the Financial Reports for the months of March and April 2019 as circulated, including the cheque register for each of the above months."

CARRIED

- 3. PRAIRIE TO PINE REGION 5:**

"Prairie to Pine" first Annual Meeting in Brandon June 13-16
(Asking for donations of cookies)

- Covenant document with Region 5
Wilf and Julie will work with Kathy on this document.

- 4. FUNDRAISING:**

- 5. NOMINATIONS:** M&P (one more member)

- 6. COMING EVENTS:** Fun Fest Lunch July 6th

- 7. MINISTER:** Kathy has been getting settled and hopes to do some visiting soon. She plans to attend the Ministerial gathering in June, which will be a farewell to the Vickers from Erickson.

In the past, Kathy has written a brief weekly "blog" - a few short thoughts about the coming service on Sunday. The blog is emailed to the church contact list. Kathy has found this to be a very effective way to help people feel connected to the church and would like to continue with the practice here in Minnedosa. Council agreed to this idea.

Kathy also let the council know that she has some broader commitments:

- as Regional Liason for the Gladstone United Church
- as Co-Chair of the Central Council for the Center of Christian Studies in Winnipeg.

COUNCIL COMMITTEES

PASTORAL CARE: Olive Cameron

See Appendix T

Ongoing need for the congregation and their families to let the committee or the office know if there is someone in need of a visit.

CHURCH LIFE / OUTREACH: Lorna Hislop

The committee has not met recently due to scheduling issues.

They are still trying to determine how the new combined committee will function.

LEARNING COMMITTEE: Frances Erven

Sunday School held their windup on May 12th.

WORSHIP AND MEMBERSHIP: Dora White

See Appendix U

June 16th there is a service as part of the Region 5 Meeting in Brandon – congregations are invited to attend. Worship committee has decided to hold a service here on that day as well. Dora and Carol F. will lead the service.

PROPERTY: Alf Iverson

See Appendix: V

A plan has been discussed to paint the interior of the church over the next few years. The committee suggests we start with the Meeting Hall. A quote has been obtained from Liz Burton (\$700-800 for one coat or \$1200-1300 for two coats). They would like to have it done in August while the church is closed.

MOTION: moved by Alf Iverson and seconded by Julie Hutton.

"....That we, the Council of the Minnedosa United Church, agree to hire Liz Burton to paint the meeting hall in August 2019, at a cost not to exceed \$1300."

CARRIED

In the past we have had an agreement with the Minnedosa Credit Union, that our Care Taker could put our garbage in their storage bin. Now that the Credit Union has built a new shed which is locked, they will need to be approached to see if this option is still available.

MINISTRY and PERSONNEL: Linda Bertram

See Appendix W

Linda outlined the conversations held regarding the contract with Jemsa Enterprise (Elaine Thomson) for bookkeeping services, and their discussion with the Finance Committee.

The Ministry and Personnel committee met with Kathy to begin a review of her Job Description.

M&P will also ensure that the Council Secretary/Office Admin has uninterrupted time set aside to prepare the minutes following council meetings. Kathy will help to cover the office.

FINANCE AND STEWARDSHIP: Michelle G.

See Appendix X

Finance committee recommends the new agreement with Jemsa Enterprise (Elaine Thomson) for 2019. We will receive a monthly invoice, based on the number of hours worked. The Finance committee will monitor these invoices.

The Minnedosa Rotary Club is no longer able to host the annual fundraising concert featuring the Strathclair Theatre Chorus (STC).

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Minnedosa United Church has been approached to consider taking on the host duties for the Minnedosa performance date on November 17th, 2019. Responsibilities would include: use of our facility, paying the STC fee of \$650, advertising, ticket sales/door collection, and refreshments for intermission.

Lorna Hislop agreed to take the lead for organizing this event, and several others offered their assistance.

MOTION: moved by Lorna Hislop and seconded by Dora White.

"....That we, the Council of the Minnedosa United Church, agree to host the Strathclair Theatre Chorus performance on Sunday November 17, 2019."

CARRIED

Kathy proposed a new idea for closing future Council meetings: to go around the table and share which moment(s) we each "felt the Spirit" at work during the meeting.

Kathy had the group rise and hold hands as she shared a final prayer for the evening.

NEXT REGULAR COUNCIL MEETING: September 18, 2019

MOTION: moved by Julie Hutton

"....That we, the Council of the Minnedosa United Church adjourn this meeting at 9:10 p.m."

Michelle Gunderson, Clerk

Wilf Taylor, Chair

APPENDIX P

MINNEDOSA PASTORAL CHARGE - MINISTRY PROFILE COMMITTEE REPORT

With our new minister Kathy Platt starting her employment with the Minnedosa United Church as of May 1st, 2019 all personal items have now been moved.

The Ministry Profile Committee (Search Committee) is recommending to council that we pay Kathy Platt \$250.00 for moving expenses from Portage La Prairie to Minnedosa/Erickson.

Respectfully, Barry McNabb
Search Committee Member

APPENDIX Q

AD HOC COMMITTEE ON FACILITY USE MAY 2019

Meeting held on Thursday May 9th.

In attendance were: Mary Dalton, Alexis Harvey, Barb Kingdon and Michelle Gunderson

The request from council/congregation was to review current facility use, consider possible new uses/user groups and explore how to promote our facility.

Some time was spent becoming familiar with how the facility has been used and by whom in recent years. Are there gaps? What is stopping more groups from using our facility?

What would be the impact of increased facility use on the staff – in particular the Office Admin and the Care Taker?

The group was made aware that our kitchen is licensed as a Commercial Community Kitchen.

One thought mentioned is that we could perhaps be booked for more wedding receptions, since we are approved as a licensed Banquet Hall. The group wondered what our policy is on weddings being held here, which do not use a minister to perform the ceremony? (If they simply book our facility and not our services?)

The group also spent some time to consider how the facility could be used more in partnership with other community groups/organizations? What needs are there that we could help with? How can we serve our community?

The group will begin to prepare some material to help promote our facility to the community, to increase awareness that Minnedosa United Church is an option when planning events. The members will also try to speak with people they know, to help determine new possibilities for uses and partnerships.

APPENDIX R

March 20, 2019

To Church Council,

As the Sunday School year is nearing completion, and the Families Ministry Co-ordinator's contract is ending, we have some suggestions going forward.

Our goal was to offer a Christian education program to youth in our community, through the United Church. We have had much discussion on how best to deliver this. The question is, are more children available in an after school setting than on Sundays? This would mean no SS during church, but would this meet a need in the community? We realize that young families are very scheduled, and during certain times of the year, there is low attendance, so is it necessary to have a teacher plan a lesson for so few children every Sunday? Scheduled "sessions" of 4-8 weeks may increase numbers.

Our encouragement of "drop ins" has improved attendance this past year. There may be parents who do not attend worship but want their children to take part in a structured curriculum. How can we meet this need?

The goal, along with a structured class, has been to have children experience being in the sanctuary and participating in a communal hymn and prayer, at the start of SS. Without all parents present, we have to be respectful of what this involves.

Stacey has voluntarily organized and supervised 3 "youth drop in" evenings this year (no program) and is willing to continue to be involved with this, hoping that the new minister will initiate and organize these events, with ongoing volunteer assistance. This would be considered an outreach activity, not SS or Learning.

Therefore, regarding SS, we feel it is appropriate for Council and the new minister, to have discussion and input regarding these 3 proposals:

1. Hire a full time position similar to current contract, or 2 halftime positions, sharing the duties (same cost to church, description attached).
2. Offer either a 6 or 8 week fall session, up to Christmas, and a 6 or 8 week winter session, up to Easter. Parents would be advised of the schedule at beginning of the year, so could plan accordingly, hopefully leading to consistent attendance.
This would reduce cost accordingly. (less than half... as per current salary, approx. \$325-\$500 per session)
Proposals 2 & 3 could change from salary to a lump sum remuneration, stated in advance (as in honorarium) which may be more cost effective to church.

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3. Have the new minister devote 4 hours per week to planning a youth education program and delivering it on a week day, after school.
 (no extra cost to church)

We feel that this decision requires your input. Please advise on how to proceed.

Thank you,

Learning Committee

Fran Erven and Joy Wilson (and Stacey Wilson as Family Ministries Coordinator)

Job Title:	Family Ministries Co-ordinator		
Location:	Minnedosa United Church		
Salary:	\$250 per month	Position Type:	Part time 3-4 hr per week Sept. 2018 to May 2019
Contact:	Fran Erven 204-868-5308 (text or call)	Date posted:	June 15, 2018
Apply/Send resume to:		Posting Expires:	June 29, 2018
Email: mdsauc@mymts.net ATTN: Fran Erven Mail: ATTN Learning Committee, Minn. United Church, Box 692 Minnedosa, R0J1E0 Or drop at Minnedosa United Church Office (Tues – Friday)			
Job Description Minnedosa United Church buys a curriculum for a multi-age Sunday School class, for children 3-12 yr. You will be asked to prepare 4 lessons per month, and present it to 5-10 children, on 3 Sundays per month, at 11 am to noon. (a volunteer will present the remaining Sunday lesson)			
RESPONSIBILITIES <ul style="list-style-type: none"> • Prepare a Sunday School class for 4 Sundays per month, based on the provided curriculum • Present this curriculum 3 Sundays of the month, at 11am to noon • Assist with organizing special SS events • Work with volunteers when needed. • Assist with connecting to young families in community 			

QUALIFICATIONS

- *GOOD ORGANIZATIONAL SKILLS**
- *OUTGOING AND CREATIVE PERSONALITY**
- * EXPERIENCE WORKING WITH CHILDREN**
- *GOOD COMMUNICATION SKILLS (BASIC COMPUTER SKILLS AN ASSET)**
- *MUST BE OVER 18 YR AND PROVIDE A POLICE RECORD AND CHILD ABUSE REGISTRY CHECK**

APPENDIX S

OFFICE REPORT

- Assist the Finance Committee with drafting the Spring Appeal letter, then print the letters & envelopes, fold & stuff on April 3rd and mailing or handing them out.
- Print signup sheets for the Spring Smorg, email to contact list and collect donations
- Print Good Friday bulletin for Community Service at MCCC.
- Jean Garbolinsky completed the Annual Charity Return for CRA, I reviewed and signed it (mailed on April 23rd).

On April 6th I attended the UC Justice Network meeting in Brandon.

On April 27th I took a St. John's First Aid course.

May 9th - Meeting with the Ad Hoc committee to review & promote Facility Use.

FACILITY USE (Since last council meeting):

CHURCH: Choir, Crochet Club, Together We Can, Congregational lunch, Lenten Lunch Service, Bell Choir, coffee party, AOTS Meetings and Pancake Supper, Meat Pie baking, YAK, Sunday School, and Spring Smorg.

FUNERALS: one funeral lunch on April 30th

OTHER GROUPS: Zumba, Yoga, Food Bank, Rec. Comm. Vegan Cooking Course, Credit Union Annual Supper Meeting, Rolling River Teacher's Assoc. Seminar, baby shower, 4-H Achievement, Horticultural Society Plant Sale

APPENDIX T

PASTORAL CARE COMMITTEE

Meeting on May 1, 2019

Present: Lois Phillips, Carol Lee, Janice Richards, Olive Cameron, Linda Maliteare

Regrets: Alexis Harvey

Call to order at 4:30 pm by chair Olive Cameron

Minutes: accepted as read.

Visitation list reviewed.

Pastoral Care committee preparing church lunch on May 26.

Next meeting in September. (No meeting during the summer.)

Workshop re: pastoral care visiting by Joe Ball (Chaplain at Brandon Hospital)

Summarized notes: Spiritual Care is described as being with the patient, resident or client without any agenda. We are open to them in a way that allows them to speak and be heard. While serving these patients, residents or clients we see there is much to celebrate, and great joy and purpose.

An idea to broaden our pastoral care is to have teddy bears sitting in the pews at the church with a card on it stating "Love Bears all Things - this bear sat in the pew at the Minnedosa United Church. It has been blessed as it has heard Scripture read, the Word preached, hymns sung and prayers prayed. It comes to you as a special reminder of God's healing and wonderful love". 1 Corinthians.

The congregation would be asked to donate teddy bears and these are placed in the sanctuary for anyone who wants a hug or needs a friend. This idea was discussed by the Pastoral Care committee and we ask the Council to consider it.

Submitted by recorder: Linda Maliteare

APPENDIX U

WORSHIP COMMITTEE REPORT

Worship Committee meeting April 15 9:30am.

Review of services Lent/Easter

- Lent all went well
- Choir leading Palm Sunday service was well received.
- Easter Sunday 10:00 coffee, muffins & fruit tray before the service
- Easter Sunday Service with Communion (Julie, Carol, Dora)

May 5 last Sunday of Lay Worship leadership

May 12 welcome Kathy Platt and last Sunday of Sunday School

- Plan to set up meeting with Kathy Platt re May 12th

Covenanting Service, June 9th. Council is looking to Prairie-Mountain Region for guidance
June 16th Regional conference: Julie, Carol and Dora plan to attend, pulpit supply or ask choir take the service.

Grad Sunday and year end Potluck, date to be set, include Kathy in our plans
Check if there are any students graduating from our congregation.

Order bulletin covers in June.

Binder completed holding meeting minutes back to 2012, kept in the multipurpose room.

Meeting dates: June 5@9:30, September 11@9:30, November 5@9:30

The committee is looking forward to Kathy Platt's arrival.

APPENDIX V

PROPERTY COMMITTEE REPORT

Committee: Alf Iverson, Jan Macey, Gregg Kingdon, Wilf Taylor

The committee held 2 meetings since the last council meeting.

- The March Council meeting had a discussion regarding painting the minister's office prior to Kathy's arrival. That has happened - Liz Burton was hired.
- The property committee feels that we need a long term plan to have the entire church painted. The obvious window is this August, as we are closed. The property committee will recommend painting the hall in phase 1 and is seeking a quote.
- Plans are to have floor repairs in the sanctuary and the area by the kitchen door.
- We expect the Credit Union will proceed with the repairs to the paving stones between our two buildings (\$1000 committed to project at previous council meeting).
- Gas furnace repairs to the "Hall" roof unit. Kent Brown has been hired to install new vent and do an inspection.
- We had some water leaks in Multi-purpose room's windows. This has happened previously.
- We continue to monitor and replace furnace filters as needed.

- Office computer needs to upgrade from Windows 7 to Windows 10.
- Summer Closure: Alf will speak with Hilton regarding vacation during August vacation. Probably similar to last year.

Submitted by: Wilf Taylor secretary

APPENDIX W

M & P REPORT

The M & P Committee met on April 24/19 with Maxine Gray, Judy McFadden & Linda Bertram present.

We welcomed Maxine to the committee and hoped that we were able to bring her up-to-date with the business of the committee. Maxine has been given the copies of the M & P Committee Policy, Procedures, Practices and Resources for M & P Personnel Committees January 2019 updates. The same copies were given to the other members of the committee.

A copy of the Vacation & Study Leave Worksheet received from the Pine to Prairie Region was shared and will be edited to service the committee's purpose to include Sick Leave, Family Sick Leave and Study Leave. This form was shared with Terry McLenehen as he is working on Annual Reviews & Diary for maintaining processes & procedures.

The Committee has arranged to meet with Elaine Thomson to review the bookkeeping tasks that her company, Jemsa, does for the church and the fee for her services. Once a contract has been agreed upon, a contract will be signed between Elaine and M & P and retained in a file in the M & P filing cabinet. A recommendation was sent to the Finance & Stewardship Committee that Elaine would submit a bill for her monthly service and be paid for that service monthly.

The job description of the Office Administrator will be reviewed later. M & P will recommend to the Council that the office be closed on the Thursday afternoon following the Council meetings so that the transcription of the minutes of Council meeting be completed.

The Committee has been made aware of some days when Michelle will not be at the office and will be considered for coverage or have the office closed.

M & P will meet with Kathy Platt on May 10 to review the Minister Position Description. Vacation arrangements have been made with other staff members during the month of August when the church will be closed.

Submitted by Linda Bertram

APPENDIX X

FINANCE COMMITTEE REPORT

The committee met on Thursday, May 9th, 2019 @ 9:30 am.

Phyllis Graham, Lorraine Sleep, Jean Garbolinsky, Michelle Gunderson, Elaine Thomson, Kathy Platt and Barry McNabb were present. Also present from M & P Committee were Judy McFadden & Linda Bertram.

Judy McFadden & Linda Bertram gave a presentation to the finance committee about the payment of services for Elaine Thomson and her company Jemsa Enterprise. It was agreed for now that Elaine will keep track of her hours as to how long it takes to do the monthly financial statement, year end financials and PowerPoint for the Annual Report/Meeting and the annual UCC Statistics report. This will be based on a charging rate of \$20.00/ hour. An invoice will be submitted by Elaine to finance committee for every month. It is estimated that the total fee for the year would be around \$2,400.00.

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M & P are recommending the payment of services for Elaine Thomson (Jemsa Enterprise) to the finance committee.

Finance committee are recommending this payment option to council. Also please note that Finance committee are willing to monitor this payment option.

Reviewed the March and April financial statements. Spring Appeal donations are coming in slowly. Phyllis will phone those donors to express our thanks. Our bank balance is a positive \$32,760.58 at the end of April. At this point the committee expects we should be able to get through the slower summer months without needing to transfer funds from the Legacy Fund to the General Operating Account.

LEGACY FUND APPLICATIONS: No applications at this time.

Barry McNabb to find an individual to do the Annual Independent Review of the Minnedosa United Church financial books.

Minnedosa Rotary Club have given up hosting the Strathclair Theatre Chorus concert which is planned to be held in our church sanctuary Sunday, November 17th of this year. Is this an event that our church could host as a fund raiser? The Strathclair Theatre Chorus charge a fee of \$650.00. In the past the Rotary club have sold tickets for \$20.00 each. Would an option be to just have donations at the door and not sell tickets? During intermission could refreshments be served? What is council's thoughts on this project?

Finance Committee planning to compose a letter this fall and send to Michael & Katharine Kingdon to ask them what their plans are for the future of the Meadows Foundation account pertaining to Minnedosa United Church.

Our next meeting will be Wednesday, September 11th, 2019 @ 9:30 a.m.

Meeting adjourned at 11:15 a.m.

Submitted by Barry McNabb