

St. Paul's United Church of Canada  
 Leadership Team Meeting  
 June 10, 2014

- Call to Order** Chairperson Melissa Fiest, called the meeting to order at 7:00 pm in Room 202 at St. Paul's United Church, Estevan, SK.
- Attendance** Melissa Fiest, Kaye Hemus, Astrid Friesen, Linda Holden, Pastor Brenna Nickel, Marilyn McCutcheon, Wendy Suchan, Don Kindopp, Lynn Kindopp, Audrey Johnson  
 Regrets: Robert Andrist
- Devotion** Pastor Brenna Nickel read John 12: 1-8 re Gratitude. Discussion followed on how we show our gratitude and thanks to God and others. Brenna closed with a prayer.
- Trustee Report** Audrey Johnson reported to the Leadership Team regarding the duties of the Trustees:
- Insurance on our building
  - Upkeep of building – concerns that will require attention in the very near future include the heating system and windows
  - Memorial book – lists those making donations in memory of folks who have died, with a note of thanks sent by the Trustees
- The Trustees passed the Building use policy recently – some concern re using the word “donation” in place of rent. The thought was that because prices were not set that some groups might not contribute anything.
- The Trustees will ask Dennis Bode to check with the Land Titles Office to see whose name is on the property deeds. Corrections may be needed.
- Agenda** **Motion: Marilyn McCutcheon/ Wendy Suchan**  
 The agenda and submitted reports be approved.  
 CARRIED  
 See Appendix A, page 54.
- Minutes** **Motion: Linda Holden/Astrid Friesen**  
 The minutes and reports of the May 7, 2014 meeting of the Leadership Team be approved as circulated.  
 CARRIED

St. Paul's United Church of Canada  
 Leadership Team Meeting  
 June 10, 2014

**New Business**

Fall Retreat

Tentative dates of Friday, October 17- Saturday, October 18 set, Possible topics:

- Stewardship
- What it means to be a Leader in the Church
- Affirming Ministry

Baptism

**Motion: Marilyn McCutcheon/Astrid Friesen**

We accept the following children for Baptism :

- Briella Joan Mack, granddaughter of Vern and Elma Becker who will be her sponsors
- Greyson Joseph Blake Schmollinger, son of Dallas Schmollinger and Michelle Deichert.

CARRIED

Jen Kuchinka book

Jen Kuchinka has a book coming out in the summer regarding memoirs of her brain injury. Marilyn McCutcheon will talk to Jen to see if she would be willing to present something in September re her book – in church service? – an afternoon? – potluck?

Bev/Gary McKechney  
 Membership

**Motion: Astrid Friesen/Wendy Suchan**

We receive Bev and Gary McKechney into membership in St. Paul's United Church pending receipt of a letter from them requesting to be reinstated. CARRIED. Kaye Hemus is to request this letter from the McKechnes. CARRIED

**Old Business**

Tuesday Prayer time

Pastor Brenna Nickel will continue the Tuesday noon prayer time during which she offers prayers for the city, the church etc. She finds it a very centering experience.

**Essential Ministries –  
 Check-in**

**Christian Education – Linda Holden:**

Linda Holden presented her plan for renovations to the Sunday School Room. She had a quote from the Floor Store with linoleum at \$22/square yard. They would give us an area rug at no charge, and have already donated mis-tinted paint.

Cost from the Floor Store:

St. Paul's United Church of Canada  
Leadership Team Meeting  
June 10, 2014

- Main Room: \$2,650
- Footprints room: \$1,625

Total Cost \$4,275 includes all materials and the labour for removing the old carpet, preparing the floor and installing the linoleum. Bob Holden has offered to do the job bringing the cost to \$3,000.

The Leadership Team requested that Linda also get a *quote* from Red River Lumber for comparison.

Source of Funds could be the Memorial Fund, Maintenance Budget, donations from the congregation or from companies who might be looking for places to put special funding.

The painting is planned for completion this summer.  
– tentative dates are August 8-10.

The carpet replacement will not occur until funding is in place.

**House Groups/Hospitality** – Marilyn McCutcheon & Astrid Friesen: No Report

**Mission/Outreach** – Wendy Suchan  
Wendy Suchan reported on the Community Garden Project. The seeds, planted on May 24, 2014, are up sporadically with tomatoes looking good. Brenna added that the water tanks have been moved in but are not yet plumbed. When they are full they will be locked and the workers will be supplied with keys.

**Pastoral Care** – Kaye Hemus:  
Pastoral Care Report  
See Appendix C, page 56.

**Property** – Rob Andrist No report

**Stewardship** – Melissa Fiest No report

**Worship** – Pastor Brenna Nickel:  
See Appendix B, page 55.

St. Paul's United Church of Canada  
 Leadership Team Meeting  
 June 10, 2014

Don Kindopp will proceed with the Hymn Licensing for the Pastoral Charge, which would share the cost with the Portals. He will also find a person to track the hymns we sing.

**Treasurer's Report**

**Motion: Don Kindopp/Linda Holden**

The Treasurer's report be adopted as circulated.

CARRIED

See Appendix D, page 57.

Don noted that he had included a General Fund Reconciliation this time to give the Leadership Team a clearer picture of where we stand financially.

- Jan 1 Money in the Bank \$19,337.27
- Surplus (Deficit) to date (24,568.30)
- Overdraft Transfer 10,000.00
- Balance May 31, 2014 4,768.30

Don spoke to the Auditor's Review held recently, expressing thanks for the great job Vicki Winter had done in getting all required documents organized and accessible. This is Vicki's 25<sup>th</sup> year of service.

Don also reminded us that we have a policy in place re counting offering that states that the offering should be counted at church following the church service, by at least two (2) people and deposited as soon after the count as possible.

Receipts from Babar performances will be put in suspense pending their use for the Children's Ministry events.

St. Paul's United Church of Canada  
Leadership Team Meeting  
June 10, 2014

<b>Presbytery Report</b>	No report
<b>Correspondence</b>	None
<b>Leadership Team Report to Congregation</b>	Melissa Fiest will report on Sunday.
<b>Next Meeting</b>	Set for 7:00 pm Wednesday, September 10, 2014.
<b>Adjournment</b>	<b>Astrid Friesen/Marilyn McCutcheon</b> Meeting be adjourned. CARRIED

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Melissa Fiest, Chair

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Lynn Kindopp, Recording Secretary

54  
St. Paul's United Church of Canada  
Leadership Team Meeting  
June 10, 2014

Appendix A – Agenda

1. Call to Order
2. Devotion
3. Approval of the Agenda
4. Trustees Report
5. Approval of Previous Meeting's Minutes
6. New Business:
  - 6.2 Fall Retreat – When?, Where?, What to Focus On?
  - 6.3 Baptism June 15, 2014
  - 6.4 Jen Kuchinka's book about Acquired Brain Injury
  - 6.5 Membership transfer of Garry and Bev McKechney.
7. Business Arising from Previous Minutes
  - 7.2 Tuesday Prayer Time
8. Essential Ministries
  - 8.2 Christian Education
  - 8.3 House Groups/Hospitality
  - 8.4 Mission/Outreach
  - 8.5 Pastoral Care
  - 8.6 Property
  - 8.7 Stewardship
  - 8.8 Worship
9. Treasurer's Report
10. Presbytery Representative Report
11. Correspondence
12. Leadership Team Report to Congregation
13. Next Meeting
14. Adjournment

55  
St. Paul's United Church of Canada  
Leadership Team Meeting  
June 10, 2014

Appendix B – Minister's Report

Here are some highlights from the last month in ministry.

Worship

- Another busy month for “special” worship services with music appreciation, a children’s Sunday, and Pentecost. It’s been very meaningful to plan these services.
- 2 weddings on opposite ends of the age spectrum: 1 wedding on May 31 for two 19 year olds, and a small, private service for two folks in their 80s on June 6.

Pastoral Care

- I’ve completed marriage preparation with several couples. A perhaps interesting thing to share: in one of the couples the man didn’t attend church because he felt often churches “don’t let kids be themselves.” He was referring specifically to times when children or youth come out as gay or lesbian. The woman in the couple said she didn’t feel a need to go to church because she never felt that scripture or the sermons related to her. Good responses to ponder as we consider why folks aren’t attending church in general.
- I’ve had some good visits this month with seniors, one who I hadn’t visited before, as well as young adults in our congregation. In terms of seniors, as Kaye has mentioned, eyesight seems to be a concern for many, and as it deteriorates, they often stop participating in regular activities which can lead to depression.

Mission

- We’ve gotten the community garden ministry up and running, which is very exciting. I’m looking forward to seeing what we’re able to donate!

Continuing Education

- I attended Twin Valleys Presbytery’s Inter-Cultural ministry training. It was a great event with good discussion. The presenter, Adelle Haliday focused on being aware of the different cultures in our churches that may not always be obvious, and how we can help new folks through church and community “culture shock”. It was a great presentation with some new information I hadn’t heard before.

Respectfully Submitted  
Brenna Nickel

56  
St. Paul's United Church of Canada  
Leadership Team Meeting  
June 10, 2014

Appendix C – Pastoral Care Report

May 5, 2014 – attended funeral for Carol Toth at Halls Chapel – led by Doug Third.

May 24, 2014 – attended funeral for Rosemary Murphy at St. Giles Anglican Church; Rev. Mark Osbourne presided.

May 24, 2014 – assisted with planting at Community garden.

May 29, 2014 – provided Services, in concert with Shirley Andrist on piano, to residents at ERNH and LTC; focus this time was on 1Peter 4:10 – use God-given gifts and talents to serve others, eg. Pray.

May 29, 2014 - set out plants in bed around Church sign—Green beautification!

During this month, on three different occasions, have learned more about care-givers and respite care.

Thoughts and concerns mentioned this month by some of our Seniors- discussed and prayed about- include:

the importance of connection to family- of origin and of one's own and Church family!

body wearing out but Faith strong

fear masked by negativity

doing well although 95% blind – person is optimistic and involved in life

the value of pets as companions

praise to God following successful cataract surgery

“Heaven is where all have peace – no more worries, no more pain”.

what will we do when we can no longer live in our own place; cost, availability?

feeling tired and wanting to go home to Heaven.

During May, I used five (5) vacation days to visit family in Ontario.

As summer approaches, I trust that everyone has plans for some R & R – an important factor in maintaining one's well-being! Be aware of Holy Spirit during a safe and fun summer time!

Respectfully submitted,  
Kaye Hemus, Pastoral Care



St. Paul's United Church of Canada  
Leadership Team Meeting  
June 10, 2014

Appendix D – Treasurer's Report

a) **Financial Report** (May 31, 2014)

General Fund

Income:

Received Givings	71,006.64
Other Income	3,292.50
Transfers	413.36

74,712.50

Expenses:

Administration	2,631.96
Children & Youth	230.35
Congregation Life	1,220.45
M&P	55,839.39
Outreach	12,382.85
Property	12,701.63
Pastoral Charge	11,750.81
Trustee (Insurance)	2,110.00
Benevolence	392.46
Choir	20.90

99,280.80

Surplus (Deficit)

(24,568.30)

General Fund Reconciliation:

January 1, 2014	19,337.27
Surplus (Deficit)	(24,568.30)
Overdraft Transfer	<u>10,000.00</u>
Balance May 31, 2014	4768.97

Balance Sheet

Assets:

Capital Investment:	34,724.69
Trust Funds	160,152.16
General Fund	<u>4,768.97</u>
Total Assets	199,645.82

Liabilities:

Bequest Fund	10,000.00
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St. Paul's United Church of Canada  
Leadership Team Meeting  
June 10, 2014

**c) Trust Fund Information:**

Benevolent	7,906.93
Bequest	89,911.81
Capital	39,715.21
Memorial	20,425.99
Senior Choir	1,913.02
Interest	279.20

**c) Note re: General Fund Reconciliation and Balance Sheet**

A transfer of \$10,000 from the Bequest Trust Fund to the General Fund was made on May 27, 2014. A motion of the Congregation allows us to transfer funds from the Bequest Trust Fund to cover our shortages in the General Fund.

**d) Narrative Budget Webinar**

I attended the webinar on May 13, 2014 on this topic. It was a very interesting and informative session. I will forward a pdf to the Leadership Team that highlights what a narrative budget might look like.

**e) Canada Revenue Agency Review**

Vicki Winter and I met with a representative from the Canada Revenue Agency on May 15, 2014 for approximately six (6) hours. Vicki did an excellent job of having all materials collected and arranged for the review. Overall, the review went extremely well. We are to receive an "Education" letter sometime in mid June. An education letter is sent when only minimal corrections need to be made to the procedures we use for book keeping and financial record keeping.