

St. Paul's United Church of Canada
 Leadership Team Meeting
 Estevan, SK — November 11, 2015

- Call to Order** Chairperson Melissa Fiest opened the meeting at 7:04 pm in the Lounge at St. Paul's United Church, Estevan, SK.
- Devotion** Rev. Susan Reed, our Presbytery supervisor shared a prayer/reflection on Remembrance from our United Church website Celebrate God's Presence.
- Attendance** Rev. Susan Reed, Don Kindopp, Lynn Kindopp, Kaye Hemus, Wendy Suchan, Astrid Friesen Rob Andrist, Angel Boxell, Melissa Fiest
 Regrets: Troy Duncan
- Agenda/Reports** **Motion: Wendy Suchan/Rob Andrist**
 The agenda and Pastoral Care Worker's reports be approved. CARRIED
 See Appendix A, page 199.
- Minutes** **Motion: Wendy Suchan/Rob Andrist**
 The minutes of the October 14, 2015 meetings of the Leadership Team be approved as circulated. CARRIED.
- Old Business:**
- Motions October 14, 2015 **Motion: Wendy Suchan/Rob Andrist**
 All the motions of the October 14, 2015 Leadership Team meeting be ratified. CARRIED.
- JNAC Melissa Fiest reported that the rough draft of the JNAC has been completed and mailed to all Committee members. They will have a meeting to go over the report with Sandi Dalziel and Elizabeth Goodson.
- Caring Ministry Update Marguerite Gallaway has 17 a phoning group who will each contact 10-12 members of the congregation. Rev. Susan Reed and Sandi Dalzeil have reviewed a phone script. Calls will be made the last two weeks of November. It contains information of upcoming events, an invitation to a special service on December 13, 2015 and potluck lunch to follow.

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Lynn Kindopp is to call Marguerite Gallaway to request that the December 27, 2015 baptism be added to the script.

Essential Ministries

– Check-in

Christian Education:

Jeri-Lee Jones has nothing to report regarding Children Ministries

House Groups/Hospitality: Astrid Friesen

Nothing to report

Bulletins

Following a discussion regarding the content of our Sunday Order of Worship, it was decided to ask Vicki Winter to run off 10-12 Orders of Worship with full text and run off about 60 Orders of Worship without the full text. Melissa Fiest will talk to Vicki about this.

Warm Welcome

Mission/Outreach: Wendy Suchan

Rory Flemming, chair of the Warm Welcome Board submitted a written report asking permission from St. Paul's to install a washer and a dryer in our furnace room and showers in two bathrooms on the lower level. Warm Welcome has received a grant that would cover all costs involved.

Motion: Wendy Suchan/Rob Andrist

Recommend to the congregation that we accept the offer of the Warm Welcome to place a washer and dryer in the furnace room and a shower in the bathroom off of Room 102 with all costs and installation to be borne by the Warm Welcome.
 CARRIED

Melissa Fiest will call a congregational meeting after church on November 22, 2015 to deal with the following motion:

St. Paul's accept the offer of Warm Welcome to install a washer and dryer in our furnace room and a shower in the bathroom in Room 102, with all costs and installation to be borne by Warm Welcome.

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- Christmas Hampers** Cheryl Anseth, convener, submitted a written report. The committee is expecting requests for over 300 hampers this year as compared to 185 hampers last year. St. Paul's takes on 10 hampers at a cost of approximately \$200.00 each.
- December 7 is the cut-off date for 2015 hampers, with deliveries made December 21, 2015.
- Gift Cards** Upon consulting with United Church head office, it was discovered that gift card donations cannot be receipted in the regular way. In order to avoid problems with income tax, we are asking that the congregation make cash donations to St. Paul's for white gift instead of gift cards.
- Angel Tree** The Angel Tree will run at Wal-Mart from December 10-20, 2015 from 10:00 am until 8:00 pm. St. Paul's day to man the Angel Tree is December 18, 2015.
- Toy Store** The toy store will be run out of St. Giles' Anglican Church December 22 and 23, 2015. Lois Huff helps out both days and Cheryl Anseth will help in the afternoon.

Pastoral Care: Kaye Hemus:

Kaye Hemus shared a letter from Jim Kedge, lead pastor of the Estevan Ministerial. A Sheila Carr will be coming to Estevan to make a presentation on a training program she is interested in bringing to Estevan in the New Year called Kairos. She is looking to see if there is interest in other churches in being part of this.

See Appendix B, page 200

Property: Rob Andrist

Rob reported that he and his young student assistants kept St. Paul's yard organized, and carried out small jobs around the church. Rob will check in with Bob Holden re: Sunday School room.

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Stewardship: Melissa Fiest

Themes for Melissa's three Sunday presentations:

- Living Thankfully
- Missions: Local and Global
- Doing your share

Worship: Joyce Klesse submitted a written report from the Ministry Committee

Baptism by John
 Ferrier Presbyterian

Bill Doyle, Executive Secretary of Saskatchewan Conference on October 22 gave us permission for a minister of the Presbyterian church to perform the Baptism following United Church Policy.

The Ministry Committee has been in consultation with the Personnel Committee to determine a fair and equitable increase for our staff.

The Committee will meet November 13, 2015 to discuss the services in the coming seasons of Advent and Christmas. A joint choir of St. Paul's and Trinity Lutheran will present a musical service at both churches on Sunday, November 28, 2015. John Ferrier will take the service on December 6 (communion) and Sandy will take the remaining services including Christmas Eve Services in the Portals and Estevan.

Joyce Klesse will be away from November 24 to the end of February and again from March 6, 2016 until March 12, 2016.

Treasurer's Report: Don Kindopp
 Budgets are being worked on.

Motion: Don Kindopp/Rob Andrist

The Treasurer's Report be accepted. CARRIED
 See Appendix C, page 202.

Motion: Astrid Friesen/Wendy Suchan

The appointment of Marilyn Miller to do the financial review of St. Paul's books for 2015. CARRIED

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- Presbytery** Next meeting of Presbytery is scheduled for Friday, November 27, 2015.
- New Business:** Don Kindopp will contact Joyce Klesse and Mike Donovan regarding their proposed salary increases for the 2016 budget.
- Funeral Pamphlet And Policy** Don Kindopp volunteered to revamp St. Paul's funeral brochure and funeral policy and bring a draft proposal to our meeting on December 9, 2015.
- Christmas Bazaar and Bake Sale** Lynn Kindopp shared information about the upcoming annual Bazaar and Bake Sale to be held in our CE Auditorium Saturday, November 28, 2015 from 10:00 am – 3:00 pm. The Bazaar will remain set up until Sunday after church so that anyone who was unable to come on Saturday can still have a chance to shop. All donations – baking, crafts, handwork, etc. are very welcome. Help is needed to set up, work at the Bazaar and take down about 3:00 pm on Sunday, November 29, 2015.
- Correspondence** Letter from Food Grains – Spring into Spring given to Wendy Suchan
- Report to Congregation** Melissa Fiest will give this report
- Next Meeting** Wednesday, December 9 at 7:00 pm
- Adjournment** Moved by **Wendy Suchan/Rob Andrist**. CARRIED

Melissa Fiest, Chair

Lynn Kindopp, Recording Secretary

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Appendix A – Agenda

1. Call to Order
2. Devotion
3. Approval of the Agenda, Approval of Pastoral Care Worker Report
4. Approval of Previous Meeting's Minutes
5. Business Arising from Previous Minutes
 - 5.1. Confirm Acceptance of Motions Made at the Last Meeting
 - 5.2. JNAC Update
 - 5.3. Marguerite Gallaway – Connecting with St. Paul's Members Update
6. Essential Ministries
 - 6.1. Christian Education
 - 6.2. House Groups/Hospitality
 - 6.2.1. Concerns about getting a Full Bulletin that includes Order of Worship
 - 6.3. Mission/Outreach
 - 6.3.1. Warm Welcome
 - 6.3.2. Food Hampers
 - 6.3.3. Toy Store and Angel Tree
 - 6.4. Pastoral Care
 - 6.5. Property
 - 6.5.1. Boiler Replacement
 - 6.6. Stewardship
 - 6.7. Worship
 - 6.7.1. Does someone want to oversee this Essential Ministry?
7. Treasurer's Report
8. Presbytery Representative Report
9. New Business
 - 9.1. Ministry Committee Recommendations
 - 9.2. Update Funeral Pamphlet
 - 9.3. Bazaar
10. Correspondence
11. Leadership Team Report to Congregation
12. Next Meeting
13. Adjournment

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Appendix B – Pastoral Care Report

Last report was October 14, 2015.

Old Business:

1. have spoken with Sandy Dalziel and Lois Huff and will let Ministerial know that yes we will take part in Lenten Lunch program 2016.
2. Blue Christmas has now been moved to December 17, 2015 (from 21st) so I will take part representing St. Paul's.
3. perhaps New Business -- the cellphone beeped for 24 hrs- Sasktel said it wasn't worth fixing (if they could); new smart phone – Sony Xperia (not iPhone) approved by Don Kindopp; cost per month is one dollar less than previous cellphone.

Visiting:

Routine visits done plus delivering full bulletins. Have endeavoured to provide care and support to folks dealing with a wide variety of concerns this past month including falls (3), over-stressed caregivers, senior now confined to bed - winding down and her family, young family whose 4 mos old has had surgery, and mother whose 5-yr old is experiencing neurological problems, transporting ill senior to ER – admitted to hospital.

Prayer Shawls have been presented to Audrey Quaife (broken wrists), Mary Price via Jeri Smith (death of Mary's son), Ollie (blanket), Theo (child's shawl) and Sheena Wock (her plan was to stay in hospital with Ollie) and Cindy Mack (post-op).

October 24 – attended all day Open to The Spirit Workshop at Grace United in Weyburn led by Barbara A. Lloyd, educator from General Council Office in Toronto. Had the opportunity to hear from many reps of congregations in Twin Valleys Presbytery about changing size and circumstance of their congregations and how they are choosing to manage said changes. Each was given a Resource Book – Five Traits of Lively Congregations and watched and discussed video about changes United Churches are experiencing and how some are not just coping, but thriving. This workshop, leader and resources are supported by the Mission and Service Fund. This book is available to anyone - just ask me.

October 25, 2015 – attended Service at First Presbyterian Church in Portal, N.D. and was treated to Pancake Breakfast happening in Portal - great opportunity to support this fund-raiser and share fellowship.

October 29, 2015 – provided Services at Estevan Regional Nuring Home and Long Term Care; many thanks to Shirley Andrist for playing piano for us.

November 1, 2015 – provided Service at Creighton Lodge; thanks again, to Shirley Andrist. Accompaniment adds so very much to these services.

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Small Group Devotionals book has arrived - have already used parts of one of the services- seemed to be well received by folks.

Future Plans:

November 11, 2015- Tea and Movie (The King's Speech) going ahead at CL.

November 13, 2015 – will meet with IPC Ministry Committee

November 29 , 2015– starting four Advent Study sessions – Mary Had a Baby

Respectfully submitted,
Kaye Hemus

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Appendix C – Treasurer's Report

a) **Financial Report** (October 31, 2015)

General Fund

		<u>2015 Yearly Budget</u>
Income:		
Received Givings	131,853.33	180,000
Other Income	28,073.52	31,425
Transfers	12,554.64	
Special Appeals	1,499.00	
Local Suspense	400.00	
	174,380.49	211,425
Expenses:		
Administration	7,990.21	5,400
Children & Youth	1,191.26	1,700
Congregation Life	2,284.16	3,325
M&P	94,221.75	132,881
Outreach	14,059.00	19,250
Property	21,066.45	28,000
Pastoral Charge	23,425.55	25,179
Trustee (Insurance)	5,186.56	6,000
Benevolence	1,461.11	
Capital	9,355.72	
Suspense	2,595.97	
EI Overpayment	(6.88)	
	182,830.86	221,735
Surplus (Deficit)	(8,450.37)	(10,310)

General Fund Reconciliation:

January 1, 2014	(781.20)
Surplus (Deficit)	(8,450.37)
Overdraft Transfer	<u>20,000.00</u>
Balance Oct. 31, 2015	10,768.43

Balance Sheet

Assets:	
Capital Investment:	35,573.51
Trust Funds	147,786.72
General Fund	<u>10,768.43</u>
Total Assets	194,128.66
Liabilities:	
Bequest Fund	20,000.00

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b) Trust Fund Information:

Benevolent	5,967.43
Bequest	81,126.64
Capital	36,383.89
Memorial	20,772.47
Senior Choir	1,971.21
Interest	876.74
Suspense	688.34

c) Note re: General Fund Reconciliation and Balance Sheet

A transfer of \$14,000 was made January 1, 2015 from the Bequest Trust Fund to the General Fund. Another transfer of \$3,000 was made on March 30, 2015. Another transfer of \$3,000 was made April 30, 2015.

A motion of the Congregation allows us to transfer funds from the Bequest Trust Fund to cover our shortages in the General Fund.

d) Giving Envelopes

Giving Envelopes for 2016 will be handed out beginning December 1, 2015.

e) Budgets

Budget preparations have begun. A draft budget will be presented to the Leadership Team meeting in January 2016.

e) Review of Statements

I recommend the Leadership Team appoint Marilyn Miller of Stoughton, SK to review our financial records for 2015.