

St. Paul's United Church of Canada
 Leadership Team Meeting
 Estevan, SK — September 14, 2016

- Call to Order** Chairperson Melissa Fiest opened the meeting at 7:02 pm in Room 202 at St. Paul's United Church, Estevan, SK.
- Devotion** Basing his devotion on Matthew 28: 16-20, Jason Richards invited the Leadership Team to share feelings they had when starting a new group.
- Attendance** Jason Richards, Rev. Susan Reed, Melissa Fiest, Kaye Hemus, Wendy Suchan, Greg Suchan, Cheryl Deren, Don Kindopp, Lynn Kindopp, Sheena Wock
 Regrets: Angell Boxell, Jeri-Lee Jones.
- Agenda/Reports** **Motion: Wendy Suchan/ Sheena Wock**
 The agenda and Pastoral Care Worker's reports be approved. CARRIED
 See Appendix A, page 275.
- Minutes** **Motion: Wendy Suchan/ Sheena Wock**
 The minutes of the June 8, 2016 meetings of the Leadership Team be approved as circulated.
 CARRIED.
- Old Business:** No outstanding items from the last minutes.
- Essential Ministries**
- Check-in** **Christian Education:** Jeri-Lee Jones (submitted)
 Vacation Bible School had 28 registered children, 5 junior leaders, 3 leaders and, of course, a few additional volunteers. All the kids and adults had a great time!
 The Estevan Humane Society brought shelter animals on the last day for our children to meet. As part of our operation Kid to Kid we raised \$81 to donate to the shelter!!
- Sunday School Sunday school has started up once again. We have 4 teachers this year. As well we are trying to get a volunteer schedule going for the playroom (so far we have 3 volunteers). We are continuing our Sunday school programming with the material we had left over from last year with Hands on Worship.

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Mom's Ministry

We have are excited to be starting a mom's ministry that will take place on the last Tuesday of the month at 7:00 pm in the playroom. This will be a trial run to see if there is a need and how it is received.

House Groups/Hospitality: Cheryl Deren volunteered to oversee this Essential Ministry.

Community Garden

Mission/Outreach: Wendy Suchan.

Julie Anne Wallewein has agreed to help with the Community Garden Project for another year. Garden harvest: 24 pounds each of beans and tomatoes, small carrots, and beets. The project could use more help over the summer months.

Warm Welcome
Office Space

The first meeting of the Warm Welcome Board is set for September 28.

Melissa Fiest contacted Rory Flemming following our June meeting to let him know that Warm Welcome could use the Library as their office space.

Pastoral Care: Kaye Hemus:

See Appendix C, page 277

A discussion was held about the procedure necessary for St. Paul's becoming an affirming church. Jason Richards will gather materials from McClure United in Saskatoon, his home church and from the Affirming Ministries Program

<http://affirmunited.ause.ca/affirming-ministries-program/>

Property: Greg Suchan

The Leadership Team are to review our Rental Policy to see if changes need to be made to ensure that groups who rent our facilities leave them in the same condition that they found them. The policy and application form can be found on St. Paul's website under Sharing our Space at the following url:
<http://www.stpaulsestevan.ca>

Greg gave us an update of the Maintenance Needs List that was posted in the June 2016 minutes.

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Maintenance Needs List Updated

Inside

- 1 Painting; lower part of auditorium walls, minister's office, part of Vicki's office have been done.
- 3 Some flooring needs to be replaced
 - have received and approved a quote for the Narthex area;
 - We have also received a quote for the Sanctuary, lounge and cry room
- 2 Elevator needs to be looked at
 - Parts no longer available
- 3 In the future we will no longer be able to get ballast for our fluorescent lights; they will need to be replaced (approx. 84@ \$45 each)
 - Leadership Team has discussed replacing in the future but not planning to work on those at the present time

Outside:

- 1 Refinish the double doors on the east side
- 1 Stain or sheet remaining wood on the church & CE center
- 3 CE sidewalk is breaking away on the side
- 3 The curb needs replacing; the rebar is showing
- 1 The windows need attention
 - Discussed possibility of blocking off some of the windows and facing with metal .
 - LT has discussed replacing some Windows and does not plan to replace at the present time.
- 3 The glass above the double CE doors should be replaced
- 2 The minister door at the rear entrance needs to be fixed or replaced The frame is rotten.

***Shed shingled, but still needs some work on the outside.

**** Paint steel railing at the back

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Stewardship: Melissa Fiest has met with Jason Richards. They have received the materials prepared by the United Church of Canada. Stewardship will be incorporated into Worship Services beginning after Thanksgiving in October.

Worship: Jason Richards
 See Appendix B Page 276

Ministry Personnel Committee: Joyce Klesse emailed report from meetings July 21 and September 7, 2016. See Appendix F Page 283

- Treasurer's Report:** Don Kindopp: Submitted
Motion: Don Kindopp/Cheryl Deren
 The adoption of the September 14, 2016 Treasurer's Report. CARRIED.
 See Appendix D, page 279
- Motion: Don Kindopp/Greg Suchan**
 Don Kindopp approach Sasktel to accept their offer and have them put a free Sasktel Select WI-FI hotspot in the region of the CE Auditorium. CARRIED.
- Motion: Don Kindopp/Cheryl Deren**
 Two of four signatures be required to carry out the financial business of St. Paul's United Church, and that the four signing authorities be:
1. Treasurer
 2. Office Administrator
 3. Chair of Leadership Team
 4. Trustee
- CARRIED.
- Presbytery Report** Don Kindopp r
 See Appendix D, page 263
Motion: Don Kindopp/Sheena Wock
 The acceptance of Don's report. CARRIED
- Inquirer The Presbytery Report included steps necessary to move forward to become an "inquirer" A member of

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the United Church of Canada who believes they have been called to ministry may ask to test that call through a process called discernment. A member in the discernment process is called an “inquirer”.

New Business:

**Jerilee Jones
 Discernment
 Process**

The Leadership Team will meet with Jeri-Lee Jones at our next meeting to determine if Jeri-Lee is eligible to be recognized as an inquirer. We are then charged with forwarding our decision to Presbytery for the next step.

Caring Ministry

Lynn Kindopp reported that the latest Caring Ministry calls started in mid August and some are still making made. The script covered upcoming important dates/events in the life of our congregation. I have received little feedback, but most is very positive.

Remits

Discussion regarding timelines and our responsibilities re voting on the upcoming remits on National matters/structure of the United Church of Canada.

Correspondence

None

**Report to
 Congregation**

Melissa Fiest will make the report to the congregation.

Next Meeting

Wednesday, October 5, 2016, at 7:00 pm.

Adjournment

Motion: Greg Suchan/Wendy Suchan 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 Minister Report, Approval of Pastoral Care Worker Report
4. Approval of Previous Meeting's Minutes
5. Business Arising from Previous Minutes
6. Essential Ministry Updates
 - 6.1. Christian Education
 - 6.2. House Groups/Hospitality
 - 6.3. Mission/Outreach
 - 6.4. Pastoral Care
 - 6.5. Property
 - 6.6. Stewardship
 - 6.7. Worship
7. Treasurer's Report
8. Presbytery Representative Report
9. New Business
 - 9.1. Jeri-Lee Inquiry/Discernment
 - 9.2. Caring Ministry Update
10. Correspondence
11. Leadership Team Report to Congregation
12. Next Meeting
13. Adjournment

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Appendix B – Worship Report

Well, I think I will be the one mainly doing the worship reports, but so far I have only done two worships! I do not have too much to say this time. I will say that I truly appreciate the House Group structure. I love the differing voices that come through during worship under this system, very wonderful. Things are just starting to get going, people are returning from their summer trips, and fall harvest. For the upcoming months I do not have any huge plans at the moment. The immediate services will be Young and I's official welcome party on the 25th, and world wide communion Sunday on October 2, 2016, with my Covenanting service that evening. I will be away the weekend after thanksgiving, and Don will lead that worship. After that there will be our annual stewardship drive, and part of that will be incorporated into worship.

I have been quite happy with the number of children already attending worship, it has been nice to have that time in the worship to share laughs and bond with the kids. Children's time is a definite highlight for me so far. I have received lots of feedback about the children's time and sermons, and it has all been positive, so, well, that's nice! 😊

I will leave it open for questions this time, as I am not exactly sure what else I am supposed to mention.

Respectfully submitted
Jason Richards

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Appendix C – Pastoral Care Report

Last Report was June 8, 2016.

Welcome back everybody!! I hope your summer was grand!

Summer PC activities included;

- July 8, 2016. – visiting with a St. Paul's member who now resides in Lampman Long Term Care
- July 13, 2016. – accompanied a senior to the funeral of a long-time neighbour at Frobisher Union Church
- Aug 11, 2016.- took three seniors to the Stoughton Flower Show and Tea - an interesting experience.

It was a summer of birthdays for the 90+ folks:

- Gordon Loustel- 91
 - Dorothy Bridges and Helen Ross – 92
 - Norma Barber – 95
 - Ruth Gibson - 96
 - Norma Armstrong – 98
 - Elva Pick – 100
- Wow! This group represents a lot of years of accumulated Wisdom and Experience to be respected, eh!

I conveyed the Best Wishes of the Congregation to these folks in cards and visits.

Also attended the Surprize 80th Birthday Party for Lois Huff which was thrown by her family.

Routine visits continued to our seniors in Estevan Regional Nursing Home (ERNH), St. Joseph's Long Term Care (LTC), Hillview Manor (HM) and Creighton Lodge (CL) as well as those in their homes who are unable or seldom able to get to the Church, to determine their pastoral care requirements, follow-up and continuity in their connection to the church(s).

This was also a summer of providing support to several people with mental health concerns (including but not limited-to, loneliness, mourning change, and grief) as well as physical health concerns; at least three people finally had long-awaited surgeries and are recuperating well, keeping spirits up even through exercise woes.

In two instances, was able to provide pastoral care to folks from Knox United in North Portal.

Four folks I have been visiting with over the last several years died this summer: Elsie Earl - July 13, 2016, Sally Murray – memorial was July 14, 2016 Courtney Ehrmantrout – July 15, 2016, Phyllis Leslie – Aug 21, 2016. Have obtained book "Healing the Heartbreak of Grief" by Peter James Flammig; some of the

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information is very familiar but there are insights that are useful in supporting those who are bereaved.

Three prayer shawls were presented to folks in hospital and e-Well wishes sent to folks in hospital out-of-town.

June 27, 2016 – requested by PRIDE, Moose Jaw, to 'say a few words representing our Church' and embracing diversity (LGBTQ etc.) when the first ever Pride Flag raising was done by the City of Estevan; did so, accompanied by Melissa Fiest (and Ava!), Chair of Leadership team.

June 28, 2016 – attended the evening Service of Remembrance at Hospital Chapel for those who had died in St. Joseph's in the last four months. Self pastoral care took place!

July 28, 2016 - provided Services at ERNH and LTC and Service at CL on July 10, when Cathie Henders played piano for us and on Sept 11, with Jason Richards, the CL Service was accompanied on piano by Shirley Andrist.

July 21, 2016 and September 7, 2016 – attended St. Paul's International Pastoral Charge (St. Paul's IPC Min Comm) meetings with Jason Richards.

August 15 – 18, 2016 - together with Cheryl Deren was happy to do VBS Registration; a joy to be around all the kids and all that great energy!

August 19 – 23, 2016 – took three vacation days to spend time with part of my family.

August 28, 2016 – really appreciated Sandy Dalziel's last Service and the Potluck celebration that followed. And very happy to welcome Jason and Young!

All in all, a fairly busy summer.

Future Plans; September 13, 2016 – Prayer Shawl Group starts up again.

Thinking way ahead to something different at CL or HM for Remembrance Day afternoon.

We all know September can be very busy with families getting back into the routine and life speeding up again, even with seniors! Be sure to take care of yourself while you're taking care of others.

Respectfully submitted,
Kaye Hemus

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Appendix D– Treasurer's Report

a) **Financial Report** (August 31, 2016)

General Fund

Income:		<u>2016 Yearly Budget</u>
Received Givings	91214.70	180,000
Other Income	27231.96	30,411
Capital Transfers	64163.81	
Other Transfers	553.28	
Special Appeals	224.00	
	183387.75	210,411
 Expenses:		
Administration	7569.34	5,400
Children & Youth	1167.71	1,700
Congregation Life	1077.78	3,325
M&P	59451.16	118,139
Outreach	10284.00	18,250
Property	20325.99	27,000
Pastoral Charge	29353.49	35,832
Trustee (Insurance)	3073.00	6,300
Benevolence	71.88	
Capital	64163.81	
Suspense	481.40	
EI Withheld	(40.10)	
	196979.46	215,946
Surplus (Deficit)	(13591.71)	(5,535)

General Fund Reconciliation:

January 1, 2016	8737.16
Surplus (Deficit)	(13591.71)
Overdraft Transfer	<u>11000.00</u>
Balance Aug 31, 2016	6145.35

Balance Sheet (August 31, 2016)

Assets:

Capital Investment:	20000.00
Trust Funds	126255.97
General Fund	<u>6145.35</u>
Total Assets	152401.32

Liabilities:

Bequest Fund	11000.00
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b) Trust Fund Information:

Benevolent	6332.25
Bequest	89484.02
Capital	5627.94
Memorial	22227.54
Senior Choir	1982.60
Interest	394.68
Suspense	206.94

d) St. Paul's International Pastoral Charge:

Balance (August 31, 2016)	12746.77
St. Paul's portion (79.53)	10137.51

c) Note re: General Fund Reconciliation and Balance Sheet

A transfer of \$7,000 was made February 24, 2016 from the Bequest Trust Fund to the General Fund. Another transfer of \$4,000 was made May 31, 2016. A motion of the Congregation allows us to transfer funds from the Bequest Trust Fund to cover our shortages in the General Fund.

e) SaskTel Select Wi-Fi Hotspot

SaskTel has offered to place one select Wi-Fi station within our building at no charge. I recommend we accept their offer and have the Wi-Fi station placed in the auditorium area of our building.

Select Wi-Fi allows SaskTel customers to connect their smart devices to the Internet over a wireless connection rather than cellular connection at no cost to the customer.

f) Signing Authority

Recommend that two of four signatures be required to carry out the financial business of St. Paul's United Church. The four signing authorities be:

1. Treasurer
2. Office Administrator
3. Chair of Leadership Team
4. Trustee

Appendix E – Presbytery Representative Report

September 14, 2016

The executive of Twin Valleys Presbytery met on Friday, September 2, 2016 at Stoughton, SK. The items dealt with:

- a. Agenda for the September 16, 2016 TVP meeting at Moosomin, SK
- b. Application for the Administration of Sacraments for Jason Richards. The application was signed and digitally forwarded to Conference for their approval
- c. Covenanting Service for TVP Executive at September 16, 2016 meeting
- d. Covenanting Service for Jason Richards (October 2, 2016)
- e. Agenda for November 18, 2016 at Wawota, SK
- f. Planning the education process for Remits 5, 7, 8 (presbyteries only by February, 2017)

There are among us those who have expressed the feeling a call to ministry. I have included in my report the initial steps, procedures and policies dealing with the inquiry and discernment process.

Inquiry and Discernment

Policies from The Manual are in *italics*.

Recognition as an Inquirer

1. *Members of the United Church who believe that they have been called to ministry may ask to test that call through a process called discernment. A member in the discernment process is called an "inquirer."*
2. It is the governing body of the member's congregation or pastoral charge that is responsible for meeting with the member, determining if they are eligible to be recognized as an inquirer, and deciding if the congregation will support the member's discernment process.
3. *A member must be recognized as an inquirer before beginning the discernment process.*
4. *A member must meet the following requirements before the governing body of the congregation considers whether to recognize them as an inquirer:*
 - a. *member of the United Church for at least 24 months;*
 - b. *active in a congregation for at least 24 months (the governing body decides whether the person meets this requirement);*
 - c. *currently in close association with a congregation;*
 - d. *completed secondary school, or has equivalent life experience;*
 - e. *willing to meet with a Discernment Committee over the course of a year or more; and*
 - f. *willing to have their call to ministry tested by the church.*
5. *The governing body of the member's congregation or pastoral charge is*

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- responsible for deciding whether the person may become an inquirer.*
6. The governing body forwards the decision to the presbytery.
 7. If the governing body decides to recognize the member as an inquirer, the next step is to form a Discernment Committee.
† † † † †
 8. The Discernment Committee is a joint committee of the congregation and the presbytery.
 9. The governing body appoints two members of the congregation to the Discernment Committee; one of them must be a member of the governing body. The inquirer appoints a member of the congregation to the Discernment Committee.
 10. The presbytery appoints one or two members to the Discernment Committee.
 11. The presbytery-appointed members to the Discernment Committee are responsible for calling the first meeting, and for preparing the other committee members for the discernment process before meeting with the inquirer.
 12. The Discernment Committee meets with the inquirer for a period of 12 or more months.
 13. *Through discernment, the inquirer and the United Church explore and determine the inquirer's suitability for ministry in the United Church. They consider the inquirer's call to ministry, personal character, motives, and faith.*

Respectfully submitted
Don Kindopp

Appendix F – Ministry Committee Meeting Notes

July 21, 2016

Those in attendance:

Sandy Dalziel, Jason Richards, Kaye Hemus, Julie-Anne Wallewein, Marilyn McCutcheon, Joyce Klesse

As this was our first “official” meeting with Jason, we began with introductions.

Jason told us a bit about his background and history with the United Church and his journey thus far that has brought him to St. Paul's I>P>C. It's been quite a journey!!

Jason and Young will be moving to Estevan at the end of July. We welcome them to our Church Family and look forward to their time with us.

We briefly discussed what his weekly schedule might look like. Monday's will be his day off. He will spend time in both offices but prefers to be “out and about” in the community rather than sitting in his office waiting for people to seek him out.

He asked us who the Trustees at St. Paul's were but as our long-standing Trustees have recently resigned, no one was able to answer his question. *(Since that time, we have determined that Jim Vermeersch, Ardelle Kuchinka, Diane Wrubleski were nominated as Trustees at St Paul's Annual Meeting on February 21, 2016.)*

As Jason has not been ordained, it will be necessary for us to receive permission from Presbytery/Conference for him to administer the sacraments. It is my understanding that Don Kindopp, our Presbytery Rep. and now Chair of Twin Valleys Presbytery is looking into this process.

Jason has asked me to obtain pulpit supply for October 16. He will be attending an “Indigenous & Settler's Relations” Conference in Saskatoon at that time. *(Since the meeting, Don Kindopp has agreed to lead us in Worship on this day)*

Jason advised us that Young will continue to work on her English Language studies along with working towards the Admission Process for the United Church of Canada at the U of S in Saskatoon.

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September 7, 2016

Those in attendance:

Jason Richards, Kaye Hemus, Barry Harris, Dorothy Fuchs, Julie-Anne Wallewein, Joyce Klesse

The meeting was opened with words of prayer from Kaye Hemus.

Items discussed were:

- 1) St. Paul's Estevan is having a welcome "Pot Luck" lunch for Jason and Young following worship on September 25. In order for the Portals churches to join us in welcoming Jason and Young, the Portal representatives at the meeting made a decision that only one service would be held on September 25 in Estevan. This service will be at the regular worship time of 11:00 am. St. Paul's is asked to supply salads and main courses; the Portals will provide cake and desserts. Announcements will be placed in bulletins starting September 11.
- 2) Re: Sacraments: Steps have been taken to have the proper documentation delivered to the Secretary of Saskatchewan Conference for approval at a sub-executive meeting which is to be held later in September. Pending this approval, Communion will be served at both points on October 2, 2016. *(since this meeting approval has been granted)*
- 3) Covenanting Service: Jason's Covenanting Service will be on October 2. He has asked a classmate of his to deliver the Sermon at this service. The Search Committee are in charge of arrangements.
- 4) Work Schedule: Jason asked for more time to settle his work schedule. The importance of a 40 hour week was stressed to Jason. Also stressed that he not risk travel for church services if the weather is inclement and travel is dangerous.
- 5) Jason and Kaye have had the opportunity to share information on several occasions already and anticipate many more conversations in the weeks to come.
- 6) Office area and equipment are very satisfactory.
- 7) Kaye will be away on September 25.
- 8) Jason may need dental surgery during Advent. They discussed the possibility of Jeri-Lee Jones taking services if necessary. Jason is willing to assist her in the preparation of the service outline if pulpit supply is required.
- 9) Cross-Border Problems: USA Customs determined that "application must be made and handled at a consular office abroad". Emily Gillies is going to make this application on our behalf and advise when the proper documentation is in place. In the meantime, the Portals services will be

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- held at Knox United in North Portal.
- 10) After the general discussions, Kaye and Jason left and the Ministry Committee formulated Kaye Hemus' Annual Review. Final copy will be prepared by Julie-Anne Wallewein and forwarded to Kaye and the rest of the committee. Kaye's Annual Review will take place in Room 202 at St. Paul's on Thursday, October 6 at 7:00 pm.
 - 11) Next meeting: Lounge at St. Paul's on Wednesday, November 2, 2016 at 7:00 pm. Salary increases for the ministry personnel will be discussed at this meeting.