

St. Paul's International
Joint Pastoral Charge Meeting
Estevan, SK — May 9, 2018

Call to Order Chairperson Cheryl Deren opened the meeting at 7:05 pm in the Lounge at St. Paul's United Church, Estevan, SK.

Introductions

Devotion Jason Richards

Attendance Jason Richards, Wendy Suchan, Greg Suchan, Cheryl Deren, Astrid Friesen, Don Kindopp, Mike Little, Sheena Wock, Jeri-Lee Jones, Fay Harris, Barry Harris, Jim Pratt

Approval of Agenda **Motion: Wendy Suchan / Jeri-Lee Jones**
The agenda be approved.
See Appendix A, page 21.

Approval of Previous Minutes **Motion: Wendy Suchan / Jeri-Lee Jones**
The minutes of the November 8, 2018 meeting of the Joint Pastoral Charge be approved as circulated.
CARRIED.

Business from Previous Minutes There was no business arising from previous minutes

Reports

Financial Report: Fay Harris – distributed at the meeting

Motion: Mike Little / Sheena Wock

The adoption of the April 30, 2018 Treasurer's Report.
CARRIED.

See Appendix B, Page 22

Presbytery: Emailed by Don Kindopp

- Presbytery wants a contact information form filled out as a preparation for the new structure of the United Church of Canada (on the Presbytery website). The form needs to be filled out for each pastoral charge with a list of all the locations. Sheri-Lee should start filling out the form.
- December 31, 2018 is the last day of the

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current structure of the church assuming that everything passes at General Council in the summer.

- Twin Valleys wants to have a form of celebration of the history of the Presbytery.
- September 21, 2018 and November 23, 2018 are the two final meetings and Don would like Estevan to host one of these meetings.

Motion: Sheena Wock / Mike Little

That Estevan invites the Presbytery to have one of its meetings in Estevan, with a preference for the November 23rd meeting. CARRIED.

Motion: Don Kindopp / Wendy Suchan

The adoption of the Presbytery Report. CARRIED.
 See Appendix C, Page 24

New Business

Criminal Records Check

- All employees and volunteers must have criminal records checks
- Jason's (minister) has to be every year
- All other employees has to be every 3 years
- Vacation Bible School, and Sunday School volunteers should be checked (and their checks should be free of charge)
- Pulpit Supply should also have criminal record checks done

Pastoral Charge Visit

- Kisbey will do an overview of our Pastoral Charge
- They want to meet with our minister, our boards, the congregation, etc.
- They would like to meet some time in June
- We should try to schedule when Estevan has its next Leadership Team meeting of Wednesday, June 13, 2018.
- Cheryl Deren sent the sample questions in an email.
- See Appendix D, Page

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Next Meeting

Wednesday, June 13, 2018 (2nd Wednesday of the month) assuming this works with the people from Kisbey for the Pastoral Charge Visit

Adjournment

Motion: Mike Little / Jeri-Lee Jones

The meeting to be adjourned. CARRIED.

Cheryl Deren, Chair

Astrid Friesen, Recording Secretary

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Appendix A – Agenda

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Agenda

May 9, 2018

1. Call to Order
2. Introductions
3. Devotion
4. Approval of Agenda
5. Approval of Previous Meeting's Minutes
6. Business Arising from Previous Minutes
7. Financial Report – Fay Harris
8. Presbytery Report – Don Kindopp
9. New Business
 - a. Criminal Records check
 - b. Pastoral Charge visit
10. Adjourn

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Appendix B – Treasurer's Report

Category Summary Report

1/1/18 through 4/30/18

Inflows

Revenue:			
	Pastoral Points:		
	International PC	5,046.00	
	St. Paul's	<u>29,324.57</u>	
	Total Pastoral Points	<u>34,370.57</u>	
Total Revenue		<u>34,370.57</u>	
Total Inflows			34,370.57

Outflows

Admin:			
	Audit	400.00	
	Misc	191.65	
	Payroll Expense	62.94	
	Pres-Conf	<u>5,004.00</u>	
	Total Admin	5,658.59	
M & P:			
	Ministry Team:		
	Benefits:		
	CPP	851.48	
	E I	571.24	
	Emp Indemnity	18.32	
	Grp Insur	840.08	
	Pension	1,647.20	
	PSTSK2	59.72	
	Restorative Care Plan	<u>173.88</u>	
	Total Benefits	4,161.92	
	Prof:		
	Minister 1	869.48	
	Minister 2	<u>25.84</u>	
	Total Prof	895.32	
	Salary:		
	Minister 1	18,302.00	
	Minister 2	<u>6,278.38</u>	
	Total Salary	24,580.38	
	Telephone (Cell)	520.88	
	Travel:		
	Minister 1	656.37	
	Minister 2	<u>184.01</u>	
	Total Travel	<u>840.38</u>	

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Total Ministry Team	30,998.88	
Pulpit Supply:		
Mileage	172.77	
Pulpit Supply	<u>756.00</u>	
Total Pulpit Supply	<u>928.77</u>	
Total M & P	31,927.65	
With:		
CPP	0.00	
Disabil	0.00	
E I	0.00	
Grp Insur	0.00	
Inc Tax		0.00
Pension	0.00	
PSTSK1	<u>0.00</u>	
Total With		<u>0.00</u>
Total Outflows		<u>37,586.24</u>
Net Inflows/Outflows		<u>- 3,215.67</u>

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Appendix C – Presbytery Report

TWIN VALLEYS PRESBYTERY

Twin Valleys Presbytery Notes April 20, 2018 at Wawota United Church, Wawota, SK
*These notes are for the use of Twin Valleys Presbytery Congregational representatives to help in making congregational reports
(Communications: Roy Bortolotto)*

Worship

Roy Bortolotto spoke on newness – God's passion for it, Jesus' desire that everything be done in love following his example. Change may create anxiety of the unknown, but trust in God's guidance will carry us through.

Educational Presentations

1. Transition – presbytery to region

Rob Reed as facilitator encouraged looking ahead with courage, engaging the process and choosing hope. In table groups, discussion focused on identifying the issues with these questions: What are the lingering questions? What are you going to miss the most? Next steps were looked into: recruit volunteers to a transition team, transition teamwork, and a comprehensive review of pastoral charges.

2. Hindu religion

Koshy David presented an overview of the Hindu religion: its background in Brahmanism, sacred texts (*Vedas* 1500-1200 BC, *Upanishads* 800-500 BC, *Mahabharata*, *Bhagavad-Gita*), main philosophies (*samsara* - reincarnation, *karma* – life action, *dharmā* – right behavior/duty), paths to salvation (*moksha* – liberation), caste system, avatars of the protecting god *Vishnu*, and how the faith is understood and practiced in modern times.

Please check TVP website for the other educational presentations on Islam and Buddhism in Koshy's series on world religions.

Committee Reports

Mission & Outreach

- Discussion about what the new regions mean for doing outreach, continuing connection with former Twin Valleys congregations.
- Green Initiative funds still available for congregations wanting to apply.
- South Sask. Hospital Chaplaincy. Difficulty in providing spiritual care under present hospital regulations. Resolution about needed changes to be discussed at Conference in May, preceding possible presentation to government.

Finance (year-to- date as of April 20)

Income	\$31,204
Expenses	\$50,991
Net cash flow	\$-19,786

Nominations

All executive, except the chair, and committee members remain in position until December 31, 2018. Chair-elect Jason Richards installed at the rise of Saskatchewan Conference AGM.

Things to note

- Thanks to Don Kindopp for his two years serving Twin Valleys as chair of presbytery.
- Thanks to Shirley Crone's niece, Kristin Catherwood for putting together a celebratory video on TVP to be shown at Conference.
- Attendance: 12 clergy, 1 retired clergy, 26 lay, 4 visitors = 43 total

Upcoming Meetings

- September 21, 2018 (full)
- November 23, 2018 (full)

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Appendix D – Sample Questions
PASTORAL OVERSIGHT VISIT - revised questions

Interview Questions with the Ministry Personnel:

1. How would you describe your feelings about the Pastoral Charge and its expectations of you? To what extent does your understanding of your role as ministry personnel match that of the pastoral charge's expectations?
2. What do you find most satisfying in your work? What is most stressful or difficult? What aspects of your ministry here would you want to keep and strengthen? What would you like to see changed?
3. Are your salary and benefits satisfactory? Are they reviewed regularly? Is the manse adequate for your needs? If you are expected to attend community/church dinners, teas, events, socials in several communities does it pose financial difficulties?
4. What continuing education have you received in the past two to three years? What are your upcoming plans? How is the Pastoral Charge involved in supporting your continuing education?
5. To what extent have you found Presbytery and/or Conference to be effective in its role in oversight and support? How might this be improved? What is your role in the courts of Presbytery/Conference/General Council? Does this create problems on the Charge?
6. In what ways is this Pastoral Charge a good place or not a good place for you to live and work?
7. In what ways does this pastoral relationship nourish and support you? How might that need to change? Do you have other support systems that you use or could use?
8. Describe the role of the M&P Committee and its effectiveness.
9. Recognizing that you work half-time in two Pastoral Charges at some distance from each other, how does that affect the balance between work and self care? Describe your work load with reference to hours per week, days off, vacation time...
10. What was the date of your most recent Police Records Check, and when did the M&P Committee see it?

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11. Can you identify any other highlights, concerns, or stress points with respect to your relationship with this Pastoral Charge?

Interview Questions with the M&P Committee Members:

1. Does each committee member have access to a copy of "A Handbook for Ministry & Personnel Committees? Does the M&P Committee meet regularly? (*eg. follow the schedule of meetings found in Appendix B of the handbook*)
2. Have the members of the M&P Committee attended an M&P workshop?
3. Describe the role of the M&P Committee on this Pastoral Charge. How do you feel about what is expected of the M&P Committee?
4. How does the M&P Committee relate to the Official Board? Do you feel the recommendations of the M&P Committee are given appropriate consideration by the Official Board and its committees?
5. Do you feel equipped and supported for the duties you are asked to do? Are there additional kinds of support that would be helpful?
6. Is there a plan in place to address dissatisfaction or conflict within the congregation? Please describe the plan.
7. In addition to the minister, is there other staff that you supervise? How often do you review their job descriptions? Are annual reviews conducted?
8. How do you determine the level of compensation received by the minister and other staff? Do you know the salary category of your ministry personnel? Has this been checked lately?
9. How would you describe the relationship that presently exists between the ministry personnel and the members and adherents of the Pastoral Charge?
10. Is there a good balance in the time the ministry personnel spends at work in the church and at home in their personal life?
11. Does the Pastoral Charge offer financial support for continuing education?
12. In what way does the M&P Committee provide social, emotional and/or spiritual support to the minister/staff?

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13. Has the Police Record Check of the minister been checked recently? Has a MEPS 460C form been submitted to Presbytery?
14. Has the minister attended the mandatory racial justice training offered by Saskatchewan Conference? Is the M&P Committee aware that it is also mandatory that the minister attend a Sexual Abuse Prevention and Response Policy workshop in 2012?
15. Are there any other comments, questions or concerns you would like to share with the Oversight Committee?

Questions for the General Meeting with the Official Board:

1. What are you excited about? What do you celebrate?
2. What challenges do you face? What are you doing to meet these challenges?
3. Tell us about your worship and the life of the faith community (eg. Sunday worship, special services, children's involvement, number attending). What are some of the programs held in your churches to nurture the faith of all age groups? Are there groups that meet on an ongoing basis in your Pastoral Charge? (eg. youth group, UCW). How are the people of this Pastoral Charge involved in its ministry?
4. Tell us about the work of pastoral care in your Pastoral Charge. Who provides it and how?
5. How is music handled in your churches? Are the music leaders offered support and encouragement?
6. Describe how your Pastoral Charge relates to the wider community. (eg. ecumenical partnerships, outreach). Describe your relationship with the local Ministerial Association, and other denominations in your community.
7. Recognizing that your minister serves half-time in two Pastoral Charges, describe the relationship between the Pastoral Charges.
8. As Board members, do you feel equipped and supported in the duties you are asked to do? Are there additional kinds of support that would be helpful?
9. Does the governance structure of the Pastoral Charge (eg. Board and its committees) serve the needs of the Pastoral Charge? How often does the Board meet?

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10. Do you have policies in place for the Board and committees to follow (eg. terms of reference that include length of term on committees)? How are new members recruited to the Board and/or committees?
11. How does the Ministry & Personnel Committee function?
12. Does the Pastoral Charge have policies regarding requests for marriages, baptisms, and funerals? Who keeps the records (eg. membership, baptism, marriage, burials)? Who is responsible for ensuring that such things as the Year Book statistics are completed and submitted?
13. Does the Pastoral Charge have at least one Sexual Abuse Officer of the Court?
14. Does the Pastoral Charge have a stewardship program to address its financial needs? How do you support the Mission & Service Fund and other outreach programs? Do you have someone designated to manage the finances of the Pastoral Charge? How do you feel about the financial health of the Pastoral Charge?
15. What is the condition of the church buildings? What plans do you have for maintaining and upgrading?
16. Do you as a Board and its committees feel supported by congregation members as you fulfill your duties?
17. Describe your relationship with the various courts of the church (Presbytery, Conference, General Council). Is there any way that Presbytery could be helpful to you?
18. Is there anything else you would like to tell the visiting team? What other questions do you have for the visiting team?