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St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — November 14, 2018

- Call to Order** Acting Chairperson Jeri-Lee Jones opened the meeting at 7:07 pm in the Youth Group room at St. Paul's United Church, Estevan, SK
- Attendance** Jason Richards, Astrid Friesen, Heather Vermeersch, Gail Schlamp, Sheena Wock, Jeri-Lee Jones, Mike Little, Wendy Suchan, Greg Suchan, Don Kindopp, Marilyn McCutcheon
- Devotion**
- Approval of Agenda** **Motion: Wendy Suchan / Sheena Wock**  
That the agenda minutes be approved. CARRIED  
  
See Appendix A, Page 76.
- Approval of Minutes** **Motion: Wendy Suchan / Heather Vermeersch**  
That the minutes from the October 10, 2018 meeting be approved. CARRIED
- Report from Ministry Committee and Leader Student Team** The leadership team received a report from the Ministry Committee from Marilyn McCutcheon with a salary proposal for Jason Richards and Jeri-Lee Jones for 2019.  
  
The leadership team received a report from the Leader Student Team from Mike Little
- Old Business** **Refugee Sponsorship**
- Tabled to next meeting
- Nut Free Facility**
- Cheryl Deren should take over announcing this to the congregation every Sunday between now and January 1, 2019.
  - We need to inform our regular users of the church of the policy change
  - Sharilee Schnell can look into signage and sending letters to the users of our church
  - January 1, 2019 will be the start date
  - We also need to stress that we CANNOT guarantee that our church will be 100% nut-

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- free; accidental exposure is still possible.
- Hender's Drug charges \$105 per pen and they last 1 year and 2 months
- Pharmasave may be willing to get it at cost for us.
- The Epi-Pen could be stored in the AED cabinet

**AED**

- ZOLL is the model recommended by both Carsons Safety Services Ltd. and TS&M Fire and Safety
- Carson's charges less than TS&M
- If we can't get fundraising, we should maybe use the Memorial Fund
- If we use the Memorial Fund, we need to have a Congregational Meeting which require 2 weeks notice.
- Have a Congregational Meeting on December 2, 2018. Depending on how long the Sunday worship service goes, someone other than Astrid may have to record the minutes of the congregational meeting. (Astrid Friessen has to be Crosby, ND shortly after the worship service.)
- Don Kindopp will talk to Sharilee Schnell about getting this motion in the bulletin

**Motion: Mike Little / Wendy Suchan**

That a Congregational Meeting to be called on December 2, 2018 after the Sunday worship service to approve the purchase of an AED device at a cost of \$2300 with funding from the memorial fund and members of the congregation contribute to the memorial fund. CARRIED.

**Reports**

**Worship / Minister's Report** Jason Richards

- Emailed

See Appendix B, Page 77

**Intern Minister's Report** Jeri-Lee Jones

- Emailed

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See Appendix C, Page 79

**Treasurer's Report** Don Kindopp

- Emailed
- Preparing for the 2019 budget
- Third quarter statements distributed

See Appendix D, Page 80

**Motion: Don Kindopp / Wendy Suchan**

That the Treasurer's Report be adopted. CARRIED.

**Presbytery Report** Jeri-Lee Jones

- The final meeting will be on November 23, 2018 in Estevan
- Lunch has been figured out
- There will be a special worship service following the meeting at 3 pm and all are welcome. Don Kindopp can get this added to the bulletin.

**Essential Ministry  
Updates**

**Christian Education** – Sheena Wock

- There is a meeting on November 15, 2018 for having a Christmas pageant
- Messy church is coming up

**House Groups / Hospitality** – Gail Schlamp

- November 18, 2018 is potluck Sunday
- We don't want a potluck Sunday in December, and can resume potluck in January 2019.

**Mission / Outreach** – Wendy Suchan

- 20 Christmas food hampers from our church. There are 3 more hampers that were donated, so we will have a total of 23 hampers. Delivered December 21, 2018.
- Sharilee Schnell can take names for the hamper recipients
- Angel Tree in Walmart on December 8, 2018
- Toy Store is at the Anglican Church
- White Gift Sunday is December 16, 2018 (3<sup>rd</sup> Sunday of Advent)

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- Trinity Lutheran is now doing the Thursdays starting November 15, 2018 for Warm Welcome

**Motion: Mike Little / Wendy Suchan**

That we put \$1000 into the 2019 budget for Warm Welcome. CARRIED.

**Property – Greg Suchan**

- Les Beahm was hired as the new custodian a couple of weeks ago
- Still figuring out things with the new custodian
- Tree trimming, pest control, and new toilet installation is some of the things that have been done.

**Stewardship – Sheena Wock**

- PAR giving and Legacy giving were the focus this year
- The fall campaign is finished and was successful
- Would like to do a spring stewardship campaign as well

**New Business**

**Custodian**

- Talked about in the Property Essential Ministry report

**Magnets**

- Jason Richards would like to have magnets with upcoming services for next year's Evangelism Sunday
- Jason Richards will research some pricing sometime over the next year.

**Rental of Room 102**

- The Free Believers want to make Room 102 their room and rent it indefinitely.
- This would be approximately \$450 per month and if they want to use other rooms, an extra \$100 for the other rooms (ie gym)
- We should have a clause in the contract that

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we revisit these rates every year or two.

**Correspondence**

**Valentine's Day Concert**

- We have been approached to have a concert on February 14, 2019 and 20% of the gate proceeds would go towards us.
- Jason Richards can forward the email to us.

**Leadership Team Report**

Cheryl Deren and Jason Richards can give the report

**Next Meeting**

**Motion: Sheena Wock / Mike Little**

That we have the next meeting on Wednesday, January 9, 2019 at 7 pm or have the chair call a meeting before then. CARRIED.

**Adjournment**

**Motion: Mike Little / Gail Schlamp**

The meeting to be adjourned. CARRIED.

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Jeri-Lee Jones, Acting Chair

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Astrid Friesen, Recording Secretary

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**Appendix A – Agenda**

1. Call to Order
2. Devotion
3. Approval of the Agenda
4. Approval of Previous Meeting's Minutes
5. Report from Ministry Committee
6. Business Arising from Previous Minutes
  - 6.1. Refugee sponsorship
  - 6.2. Nut free facility
  - 6.3. AED
7. Reports
  - 7.1. Worship/Minister's Report
  - 7.2. Report: Intern Minister
  - 7.3. Treasurer's Report
  - 7.4. Presbytery Report
8. Essential Ministry Updates
  - 8.1. Christian Education
  - 8.2. House Groups/Hospitality
  - 8.3. Mission/Outreach
  - 8.4. Property
  - 8.5. Stewardship
9. New Business
  - 9.1. Custodian
  - 9.2. Rental of 102
10. Correspondence
  - 10.1.
11. Leadership Team Report to Congregation
12. Next Meeting –
13. Adjournment

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**Appendix B – Minister's Report**

Minister's Report!

Oh goodness, I barely made it to the Sunday after the last meeting. Youth Sleepover weekend, and then acting as the chaplain at an LGBT question and answer session at All Saints Anglican in Weyburn. October 14th went well, Jerilee's covenanting and potluck. The next week had my annual performance review... and let me check, yes! I am still here. I guess that bodes well. I led service in Portal only that Sunday – talking about stewardship – and it went amazing. I had people share their reasons why the church there was important to them. Tears were flowing, and it was a powerful Sunday. Even my parents spoke! They were down for a late Thanksgiving dinner, which we had that night. The week of October 28<sup>th</sup> was filled with meetings and services. Warm Welcome; which had Trinity Lutheran approach about opening up the Thursday night at their church. Ministerial; which is planning a new event, a prayer breakfast for first responders the end of November. Estevan Regional Nursing Home and Long Term Care services also happened, and Presbytery Executive in Arcola on the Friday. On top of it all was our quintessential legacy giving Stewardship service – with 5 different voices speaking on the topic – including our very own Sheena Wock! It went so well. Jim Pratt took the Creighton Lodge for me that afternoon, I was not feeling so great.

Part of why I wasn't doing well has been the tumult around our caretaker position. I personally stepped in to try to help sort it out after months of problems. I believe it's now doing much better, but the stress has been exceedingly complicated. November 3<sup>rd</sup> was the end of that drama with the hiring of a new caretaker. November 4<sup>th</sup> was when we finished our Stewardship with a thank you service. Legacy giving has not been an easy thing to speak on, but I am glad we did it. Sheena and I were extremely proud of our work. Lots of materials went out, some more people joined PAR, and we have more than enough people interested in a funeral planning class with Dustin Hall!

The decision on November 11, 2018 was made by me, with one of my main guiding principles: There are certain moments when if we open the church doors, people might come in. At those times then, the doors should be open. I didn't relish 'competing' with the Legion/Comp service, but made the choice based on my above belief. I was very happy I did.

My second major project will hopefully find time this week (first being the Marriage Prep class which was completed last meeting) – organizing and digitizing my random thoughts for a longer and more in depth Confirmation class. I continue to prepare for the final Presbytery meeting on November 23, 2018. Working on the final worship has taken up some time. The Youth Group continues to grow, and we have reached out to both the Anglican and Catholic churches to join us (St. Paul's & Trinity).

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Young & I are both sick right now, me with bronchitis and Young with her back. My parents are currently here. I don't preach this upcoming Sunday but lead the worship and message for the new minister in Carlyle's covenanting service at 2pm. Presbytery, Youth Rally, another covenanting service, Christmas Bazaar and Advent all loom on the horizon! ~ JR



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**Appendix C – Designated Lay Minister Candidate's Report**

November 13, 2018

Good Evening!

The last month has flown by. I have returned from my learning circle (Living Diversity) at St. Andrew's College. This was an exciting time for me to officially start learning on site at the college and to meet all my classmates that I had been in communication with since September. The main topics that were discussed during this learning model were, Eco theology, Ecumenism, Reconciliation and Right Relations, Interfaith Culture, LGBTQ2+, and Disabilities. All these topics left my mind swirling and eager to learn more.

I have returned to the office and have been maintaining my Tuesday and Thursday office hours from 930-230.

I had my first official meeting with my Lay Supervisor Team supervisor, Barb Wilkins, this last Friday in Kennedy. We discussed the first month of my internship and discussed the plans I have for the future as I become more comfortable with this position.

Saturday I had the opportunity to shadow Jason during a funeral service that he led. I found this learning experience to be within my comfort zone, and appreciated being able to participate to a small extent to get my feet in the water.

Sunday, I worshipped with the congregation in North Portal and enjoyed some fellowship with them. I proceeded from there to Bienfait Legion to participate in the Remembrance Day service as the Minister leading prayer.

This Monday the Women's Book Study met for our second gathering of our new book, The Story. This book is a condensed version of the Bible, that helps readers experience the Bible for those that find it a challenge to read it in its entirety, but to allow those to understand all the major stories in the detail needed.

Today (Tuesday) I did a whole day of visiting those on the Pastoral Visiting list, which included United Church members in Long Term Care, Assisted Living Facilities around the city, and those in their own homes. I anticipate to try and schedule these visits in on the first Tuesday of every month and look into trying to make a second visit monthly if my schedule allows.

Last week Jason and I sat down and were able to discuss the next few months. I will be leading worship November 18<sup>th</sup>, December 23 and January 6<sup>th</sup>. Jason and I will be sharing the Christmas Eve services.

Jeri-Lee Jones

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**Appendix D – Treasurer's Report**

**a) Financial Report**

General Fund

Income:

2018 Yearly Budget

Receipted Givings	127,159.70	187,000
Other Income	40,161.81	36,496
M & S	2,020.55	
Local Suspense	219.67	

169,561.73      223,496

Expenses:

Administration	9,001.97	11,350
Children & Youth	3,571.57	1,700
Congregation Life	1,775.94	3,650
M&P	107,315.16	137,310
Outreach	14,580.55	18,250
Property	24,000.11	26,600
Pastoral Charge	10,942.82	16,035
Trustee (Insurance)	5,384.51	6,700

176,572.63      221,595

Surplus (Deficit)      (7,010.90)      1,901

General Fund Reconciliation:

January 1, 2018	(12,747.16)
Surplus (Deficit)	(7,010.90)
Overdraft Transfer	<u>30,000.00</u>
Bank Balance	10,241.94

Balance Sheet

Assets:

Capital Investment:	20,000.00
Trust Funds	124,072.97
General Fund	10,241.94
Prepaid: Pastoral Charge	<u>6,379.65</u>
Total Assets	160,694.56

Liabilities:

Bequest Fund	30,000.00
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**b) Trust Fund Balances:**

Benevolent	7,376.01
Bequest	72,685.19
Capital	15,932.75
Interest	750.89

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Memorial	25,252.31
Refugee	605.00
Senior Choir	1,470.82

**c) 2019 Budget:**

Preparations are underway in developing a budget for 2019. Draft budget should be available for January, 2019 Leadership Team meeting.

**d) Third-Quarter Statements:**

Third-quarter statements have been printed out and being distributed to members of the congregation.

**e) Giving Envelopes:**

Are being prepared and will be handed out the first Sunday in December.

**f) 2018 Income vs Expenses by month:**

