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St. Paul's United Church of Canada
Leadership Team Meeting
Estevan, SK — November 8, 2023

Attendance: Astrid Friesen, Don Kindopp, Diane Wrubleski, Cheryl Deren, Lawrence Burnard, Wendy Suchan, Greg Suchan, Gail Schlamp, Emily Gillies (guest), Jordan Cantwell (Regional Representative)

1. Call to Order

- Chairperson Diane Wrubleski opened the meeting at 7:00 pm via Zoom

2. Acknowledgement of Treaty 4 and Treaty 6 Territory

- Chairperson Diane Wrubleski acknowledged the Treaty 4 and Treaty 6 Territory

3. Devotion

- Diane Wrubleski provided a devotion

4. Approval of Agenda

- **Motion:** *Wendy Suchan / Gail Schlamp*
 - *That the agenda to be approved, with the ability to add items if needed. CARRIED.*
 - See Appendix A, Page 72

5. Approval of previous meeting minutes

- **Motion:** *Lawrence Burnard / Cheryl Deren*
 - *That the previous meeting minutes be approved. CARRIED.*

6. Business arising from previous minutes

Ecumenical Happenings

- The next Messy Church is on Sunday, November 19, 2023 at St. Paul's United from 4-6 pm
 - They will need lasagna
- They would like to resume Men's Breakfast but nothing has been set yet
- The next 5th Ecumenical Sunday is December 31, 2023. Are the clergy on holidays that week?
 - Sharon, from Trinity Lutheran, has holidays that week
 - We don't know if Wilma, from St. Giles Anglican, has holidays that week
- Don Kindopp could lead that Sunday or we could do Rural Connect?
 - Maybe we could do a special music Sunday with Danielle Evenson?

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- Trinity Lutheran had an update at their church about what has been happening with the Ecumenical Committee with representatives from the other churches. Should we have a similar update at our church?
 - Could we do it on November 19 or 26?

Remit 3 Vote

- Don Kindopp contacted Julie Graham about having an information session through Rural Connect but she has been busy.
 - Perhaps we should have a First Nations elder in attendance of this information session
- Don Kindopp will send her another email to see where she is at.

Christmas Auditorium Sale

- It is looking good with lots of Christmas decorations and food

7. Reports

Treasurer's Report

- Emailed
- Don Kindopp will have a discussion with the Ministry and Personnel committee about the CRA rules of employees and expenses
- **Motion:** *Don Kindopp / Lawrence Burnard*
 - *That the Treasurer's Report be adopted. CARRIED*
 - See Appendix B, Page 73

Ecumenical Shared Ministry

- They haven't had a meeting since the last Leadership Team meeting
- The next meeting is November 23, 202

8. Essential Ministries Updates

Christian Education

- Teenagers?
 - Blake Andrist? The Duncan girls at St. Giles Anglican?
 - Keep brainstorming
 - Cheryl Deren can ask if there are any teenagers at St. Giles Anglican and/or Trinity Lutheran who might be interested and remind them that this would be a paid position

Mission / Outreach

- Sandi Klatt sent a report
 - Angel Tree is running from December 4-10, 2023 this year.

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- The gifts will be more expensive this year (approximately \$50)
- Our Angel Tree day is December 9, 2023 from 10 am-6 pm in 2 hour shifts.
 - Christmas Hampers will be monetary amounts again this year
 - Extra money from Christmas Hampers will go towards Angel Tree
- We would still like to have financial statements from Angel Tree and Christmas Hampers because we use White Gift givings for this and for our Benevolent Fund
- We should have a White Gift announcement in the Messenger

House Groups

- There were 4 baptisms and communion in November.
- December 2023 is the Burnard's House Group
- We would like to have more worship / scripture readers
- Parking sign?
- Should we temporarily turn of the ding dong on the door on Sundays? It can be turned off before the service and the doors to the sanctuary should be kept open during the service.

Property

- There was a leak on the roof in the auditorium and Greg thinks he got it fixed

Stewardship

- White Gift Sunday will likely be on December 10 this year, to give time to give the money to the Christmas Hampers
- The Trustees should meet once a year, and the Leadership Team should get a copy of their minutes

Youth Group

- No Report

9. New Business

9.1 Christmas Worship

- Christmas Eve and New Year's Eve are on Sundays this year
- Jim Pratt will be leading worship on December 3, 2023 in North Portal and Estevan
- St. Marten's will likely be having the Christmas pageant in the December 24 morning service.

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- St. Marten's also plans to have an evening service, however they have had difficulties in finding technology volunteers for the evening service
- December 31 is usually a lay leader service
- The Andrist sisters will be around for these 2 Sundays
- Don Kindopp can reach out to Keith at St. Martin's for their schedule

10. Correspondence

- None

11. Leadership team report to congregation

- Don Kindopp will send the newsletter

12. Next Meeting

- Leadership Team Meeting – Wednesday, December 13, 2023 at 7 pm over Zoom.

13. Adjournment

- ***Motion:*** Gail Schlamp / Lawrence Burnard
 - *That the meeting be adjourned. CARRIED*

Diane Wrubleski, Chair

Astrid Friesen, Recording Secretary

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Appendix A – Agenda

1. Call to order
2. Acknowledgement of Treaty 4 territory
3. Devotion
4. Approval of agenda
5. Approval of previous meeting minutes
6. Business arising from previous minutes
 - 6.1 Ecumenical happenings – messy church
 - 6.2 Remit 3 vote
 - 6.3 Christmas Auditorium Sale Nov 10-13
7. Reports
 - 7.1 Treasurer's report
 - 7.2 Ecumenical Shared Ministry
8. Essential Ministry updates
 - 8.1 Christian Education
 - 8.2 Mission/outreach – Christmas Hampers
 - 8.3 House groups
 - 8.4 Property
 - 8.5 Stewardship
9. New business
 - 9.1 Christmas worship
10. Correspondence
11. Leadership team report to congregation -
12. Next meeting Dec 13
13. Adjournment

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Appendix B – Treasurer's Report
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Treasurer's Report (Reconciled)
January 1, 2023 — October 31, 2023

a) Financial Report

General Fund

Income:

Receipted Givings	88,765.49	<u>2023 Yearly Budget</u> 126,300
Benevolent T/F	1,000.00	
Elliott Investment Interest	480.60	
Other Income	<u>27,589.70</u> ^{1, 2, 3}	24,962
	117,835.79	151,262

Expenses:

Administration	3,887.73	5,700
Children & Youth	201.35	1,650
Congregation Life	748.52	2,700
Fund Raiser Expenses	5,693.37 ⁴	
M&P	51,771.14	96,638
Outreach	13,833.34	18,250
Property	21,773.25	29,250
Pastoral Charge	10,492.91	14,866
Trustee (Insurance)	10,056.57	8,378
Benevolent T/F	1,000.00	
Elliott T/F (Transfer)	480.60	
Memorial T/F (Transfer)	255.00	
Refugee T/F (Transfer)	100.00	
	<u>120,293.78</u>	<u>177,433</u>
Surplus (Deficit)	(2,457.99)	(26,171)

General Fund Reconciliation:

January 1, 2022	37,802.84
Surplus (Deficit)	(2,457.99)
Bank Balance	35,344.85

¹ Rental - \$11,476.00

² Auditorium Sale - \$3,000.40

³ Fair Booth Income - \$10,939.85

⁴ Fair Booth Expenses - \$5,693.37

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Balance Sheet

Assets:

Elliott Investments	15,311.25
Trust Funds	171,317.47
General Fund	35,344.85
<u>Prepaid: PastCharge (91.71)</u>	<u>1,517.00</u>
Total Assets	223,490.57

Liabilities:

CEBA Loan	<u>40,000.00</u>
Total Liabilities	40,000.00

b) Trust Fund Balances:

Un-restricted Trusts:

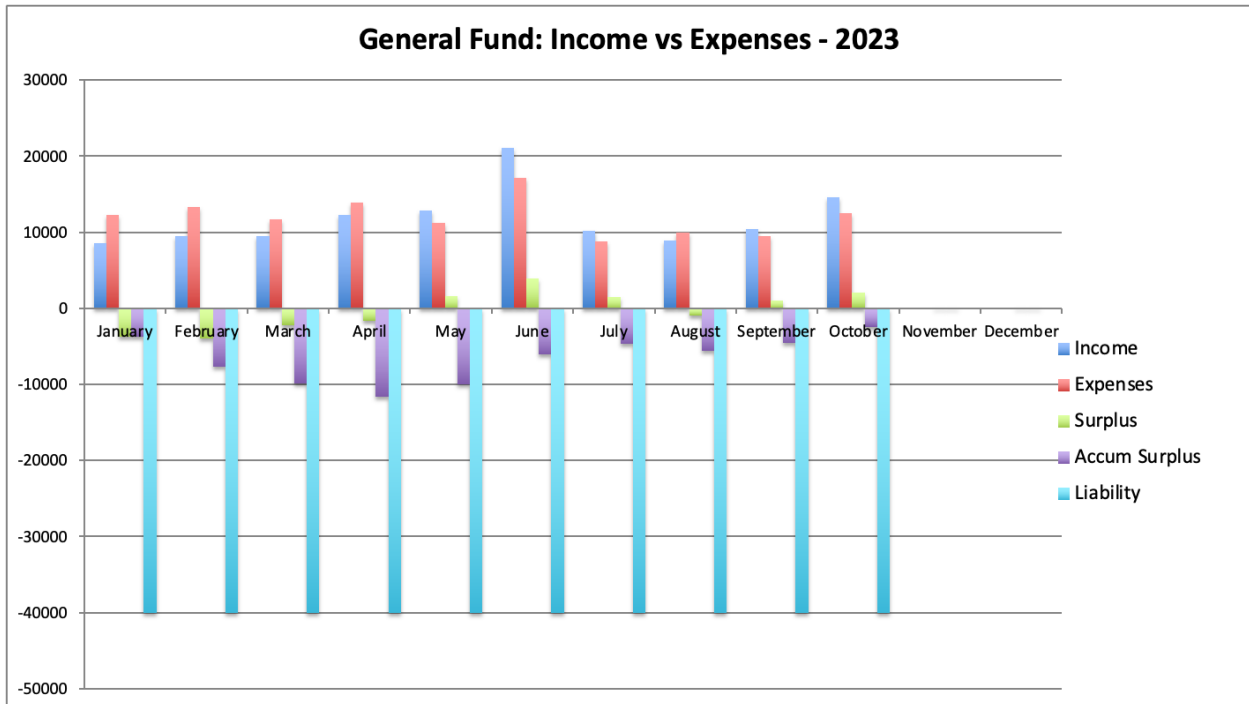
Bequest	108,141.71	
Interest	4,106.14	
Memorial	16,790.30	128,938.15

Restricted Trusts:

Benevolent*	4,978.32	
Capital*	11,076.82	
Elliott*	13,116.50	
Refugee*	7,722.16	
Senior Choir*	288.06	
Youth*	5,097.46	<u>42,279.32</u>
Total		171,317.47

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c) 2023 Income vs Expenses by month (General Fund):



d) Budget for 2024

Preparations have begun on the 2024 budget

Minimum salary and Reimbursements:

- Minimum salaries: 6.3% to the 2023 minimum salaries
- Continuing Education: \$1,640 annually
- Travel: \$0.55 per kilometre
- Visiting Minister Personnel: \$247 daily rate
- Regional Assessment reduced by \$37.00

e) Latest from CRA

- Contract of Service (self-employed) vs Contract for Services (Employees) will be on the radar of CRA audits.
- Gifts and Awards up to \$500 can be merchant (gift) cards.
- The United Church is strongly recommending that all travel allowances be based on actual distance rather than an annual/monthly allowance (could be consider a taxable benefit). Therefore I recommend, beginning January 1, 2024, that our employees complete a monthly expense sheet indicating

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such travel expenses incurred for their responsibilities at St. Paul's. Such expenses have no income tax implications.

- All honoraria and pulpit supply to individuals should be paid through ADP as non-pensionable compensation. ADP will issue a T4A to the individuals.

e) Results - Third Quarter Statements.

As a result of the information in the third-quarter statements around the repaying of our CEBA loan, we have had members of our church family come forward with substantial gifts to assist in retiring the loan. These gifts will total approximately \$25,000.

e) CEBA Loan Repayment

I met with Sara Lainton of the Affinity Credit Union. Our CEBA loan will be repaid on December 29, 2023.