

81 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 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 7:03 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**

- Wendy Suchan provided a devotion

**4. Approval of Agenda**

- **Motion:** Wendy Suchan / Lawrence Burnard
  - *That the agenda to be approved, with the ability to add items if needed. CARRIED.*
  - See Appendix A, Page 85

**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 5<sup>th</sup> Ecumenical Sunday is December 31, 2023 at St Gilles Anglican Church at 10 am
- There was a men's breakfast. They are going to be doing this on the second Sunday of every month. The next one will be held at St. Paul's United.
- Next Messy Church will be held on July 21<sup>st</sup> at St. Gilles Anglican
- Wilma (from St. Gilles) mentioned possibly resuming Bibles and Brew in the New Year

**Remit 3 Vote**

- Lawrence and Don attended an online information session
- The vote will be by the Leadership Team in Estevan and the Official Board in North Portal.

82 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 2023

- There is still some willingness to do something in a Rural Connect service
- Jordan emailed a useful website link that includes a video to present to the congregations

**Christmas Worship**

- Christmas Eve morning service will be Rural Connect and Wendy Suchan will be doing the readings for that service
- Christmas Eve evening service will have several readings, which has been set up, with the Andrist sisters providing music

**7. Reports**

**Treasurer's Report**

- Emailed
- Currently in a surplus
- Working on a budget for 2024. The insurance premium has gone up.
- **Motion:** *Don Kindopp / Gail Schlamp*
  - *That the Treasurer's Report be adopted. CARRIED*
  - See Appendix B, Page 86

**Ecumenical Shared Ministry**

- They met last week.
- We would like to do more things together
- Wilma would like to start a book study for all 3 congregations to join
- Report to Annual meetings
  - Buildings
  - Ministry and personnel
  - Style of Worship Services
  - Finances

**8. Essential Ministries Updates**

**Christian Education**

- Sunday School
  - No feedback yet

**Mission / Outreach**

- Angel Tree has happened
- Getting ready for the Christmas Hampers

**House Groups**

- Going well but we need more readers

83 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 2023

- Kathy Kyle is considering different liturgy for baptisms

**Property**

- Dave is going to be taking holidays shortly and has had his annual review
- Madison Wanner decided she will be closing her business, so we will not be getting any rentals from her, which will also mean that Dave will not be needing to come in early to lock and unlock the building
- The carpet in the front area of the sanctuary cannot be fixed. It is too old and brittle to take a piece from elsewhere to patch in the front.

**Stewardship**

- No Report

**Youth Group**

- No Report

**9. New Business**

**9.1 Telephone Directory**

- Phone book with our congregation members as a fundraiser?
- Don't really think it's a good idea

**9.2 Community Outreach**

- White Gift was just shy of \$1000
- Should we use money from our Local Outreach Fund towards the Christmas Hampers?
- **Motion:** Wendy Suchan / Cheryl Deren
  - *That we give \$500 from the Local Outreach Fund towards the Christmas Hampers. CARRIED.*

**10. Correspondence**

**10.1 Email from Hall's Funeral Home**

- Should we do our fee structure under one fee or have it itemized
- **Motion:** Cheryl Deren / Greg Suchan
  - *That we change the fee structure to be \$300 per funeral which will include Audio Video and piano if requested. CARRIED.*

**10.2 Brenna Baker (nee Nichol)**

- Brenna had a baby in May and has recently returned to work
- She is currently working on Stewardship with the General Council

84 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 2023

- She is also experimenting with Adult Christian Education
- Cheryl Deren will forward information for Don to put into the Messenger

**10.3 Benevolent Fund Request**

- The same person is requesting funds for her car again
- **Motion:** *Lawrence Burnard / Gail Schlamp*
  - *That the request be denied. CARRIED.*

**10.4 Rental**

- Madison Wanner informed us that she will close her daycare business and will therefore not require rental space in our church

**11. Leadership team report to congregation**

- Don Kindopp will send *The Messenger*
- Do people read the newsletter?

**12. Next Meeting**

- Leadership Team Meeting – Wednesday, January 10, 2024 at 7 pm over Zoom.

**13. Adjournment**

- **Motion:** *Greg Suchan / Lawrence Burnard*
  - *That the meeting be adjourned. CARRIED*

---

Diane Wrubleski, Chair

---

Astrid Friesen, Recording Secretary

85 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 2023  
**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
  - 6.2 Remit 3 vote
  - 6.3 Christmas worship
7. Reports
  - 7.1 Treasurer's report
  - 7.2 Ecumenical Shared Ministry
8. Essential Ministry updates
  - 8.1 Christian Education
  - 8.2 Mission/outreach
  - 8.3 House groups
  - 8.4 Property
  - 8.5 Stewardship
9. New business
  - 9.1 Telephone Directory
  - 9.2 Community Outreach
10. Correspondence
  - 10.1 Letter from Hall's Funeral Home
  - 10.2 Brenna Baker (nee Nichol)
  - 10.3 Benevolent Fund Request
  - 10.4 Rental
11. Leadership team report to congregation -
12. Next meeting January 10, 2024
13. Adjournment

86 - 2023  
 St. Paul's United Church of Canada  
 Leadership Team Meeting  
 Estevan, SK — December 13, 2023  
**Appendix B – Treasurer's Report (Reconciled°)**  
**January 1, 2023 – November 30, 2023**

**a) Financial Report**

General Fund

Income:

		<u>2023 Yearly Budget</u>
Receipted Givings	100,205.49	126,300
Benevolent T/F	1,000.00	
Elliott Investment Interest	480.60	
Other Income	<u>34,849.75</u> <sup>1, 2, 3</sup>	24,962
	136,535.84	151,262

Expenses:

Administration	3,922.98	5,700
Children & Youth	332.23	1,650
Congregation Life	748.52	2,700
Fund Raiser Expenses	5,811.03 <sup>4</sup>	
M&P	56,778.18	96,638
Outreach	16,416.67	18,250
Property	23,259.30	29,250
Pastoral Charge	13,199.41	14,866
Trustee (Insurance)	10,752.39	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>133,056.31</u>	<u>177,433</u>
Surplus (Deficit)	3,479.53	(26,171)

General Fund Reconciliation:

January 1, 2022	37,802.84
Surplus (Deficit)	3,479.53
Bank Balance	41,282.37

<sup>1</sup> Rental - \$11,606.00

<sup>2</sup> Auditorium Sales - \$10,625.45

<sup>3</sup> Fair Booth Income - \$10,939.85

<sup>4</sup> Fair Booth Expenses - \$5,693.37

87 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 2023

Balance Sheet

Assets:

Elliott Investments	15,311.25
Trust Funds	171,761.02
General Fund	41,282.37
<u>Prepaid: PastCharge (91.71)</u>	<u>2,703.42</u>
Total Assets	231,058.06

Liabilities:

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

**b) Trust Fund Balances:**

Un-restricted Trusts:

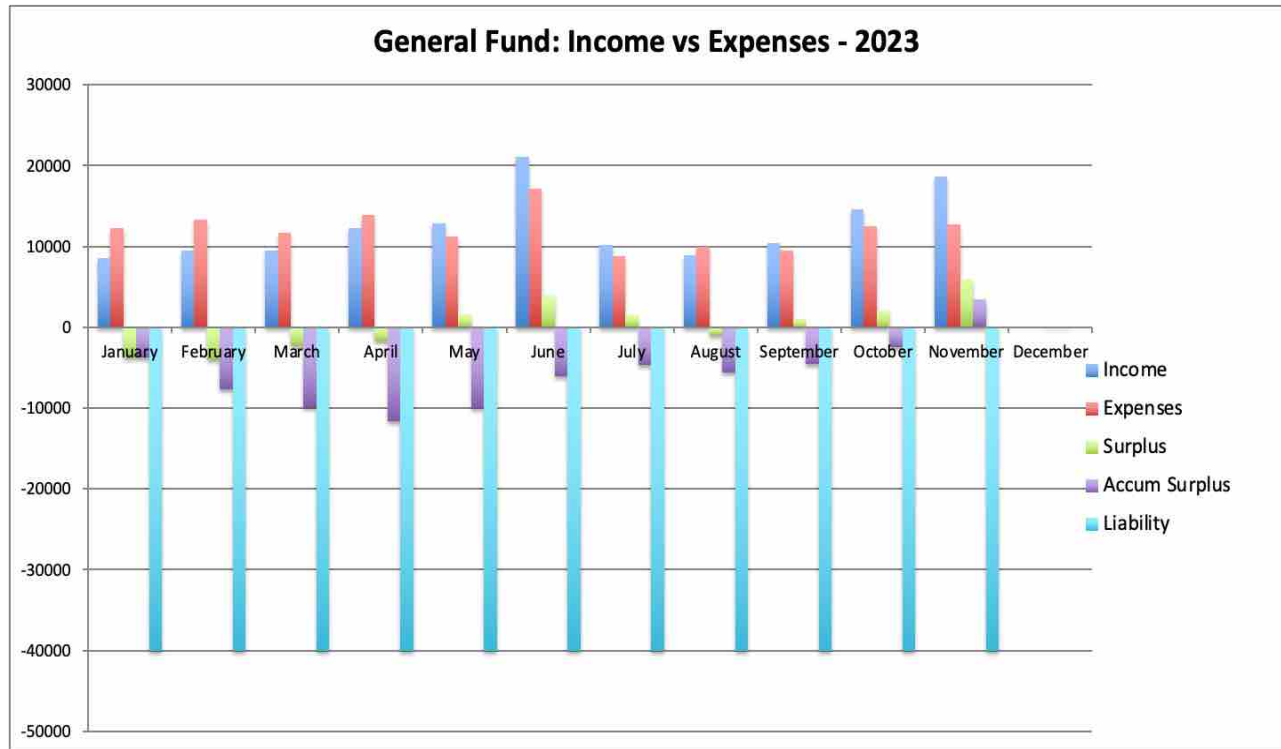
Bequest .....	108,141.71	
Interest .....	4,549.69	
Memorial.....	16,790.30	129,481.70

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		171,761.02

88 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 2023

**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: \$5,261, a reduction of \$37.00
- Insurance premium for 2024 - 11,026.12

**e) St. Paul's Employee Expense Voucher**

- 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). A draft monthly expense voucher was shared with the Ministry & Personnel Committee. Travel and other expenses incurred by our staff in their responsibilities at St. Paul's have no income tax implications.



89 - 2023  
St. Paul's United Church of Canada  
Leadership Team Meeting  
Estevan, SK — December 13, 2023

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

**f) CEBA Loan Repayment**

Our CEBA loan will be repaid on December 29, 2023. Our repayment was assisted greatly by the generosity of several members of our church family. A letter of appreciation and thanks has been sent to them expressing our gratitude.

**g) Giving Envelopes**

The giving envelopes for 2024 have been prepared and are being handed out to members of our church family. We have approximately 68 members who use envelopes for their givings.