

Trinity United Church Leadership Team Meeting
Trinity United Church
Wednesday, September 28, 2022 – *held in lower hall at 7 pm*

Present: Pam Lotun, Alan Brown, Gloria Ross, Diane Routledge, Lesia Case, Tanis Essery, Julie Baker (via Zoom), Denise Stairs

Regrets: Stephanie Verhoeven, Kim Guy, Cindy Curry, Donna Matthews

Call to order: 7:01 pm

Land acknowledgment

As we meet, we remember that we gather on Treaty 1 land. This is the traditional land of the Anishinaabe, Cree, Dene, Dakota, and Oji-Cree nations and is the homeland of the Metis.

Opening Prayer was offered by Julie

Approval of the Minutes from September 6, 2022.

Motion made by Alan Brown to approve the minutes as circulated, seconded by Lesia Case. Carried.

Correspondence and follow up:

Thank you note received from Jennifer Mills

Susan Palmer fundraising opportunity – Susan has proposed making 200 (minimum) crocheted snowflakes that could be used as a fundraiser. Susan's ability to make monetary donations to Trinity has decreased, so Trinity would purchase the snowflakes for \$200, and in return, she would donate the money back (\$150 General, \$50 M&S). The snowflakes are ours to keep regardless of our decision.

Decision – Would we like to accept this “in kind” donation?

Alan Brown made a motion to accept Susan's offer. Finance committee will decide at their next meeting where to take this money from (perhaps Interest group 'inspiration' budget). Diane Routledge seconded. Carried.

Further question – (not urgent) What would we do with the snowflakes? Possible options to switch up “light up the lights” were discussed.

National Indigenous Residential School Museum – Donation sent and received. We are sharing information about their planned activities via email and social media. See later in the agenda for plans at Trinity.

Letter received from Don Pelechaty – Pam circulated a draft response letter for feedback. We have not heard any response back from the finance committee's question to the city election officials.

A motion was made by Tanis Essery to not accept the donation, return the cheque and send the drafted letter in response. Seconded by Gloria Ross. Carried.

Discussion and Decisions:

Search Committee Update - Pam, Donna, Sylvia & Alan registered for the September 24 training session for Community of Faith Profile Teams. What are our immediate next steps? What actions/motions are required?

Donna Matthews submitted the following report:

Training on Zoom with Rev. Judy Hare was attended by Alan Brown, Pam Lotun, Sylvia Lyall and Donna Matthews on Sept 24. It was very informative.

On Sept 26, Jacquie showed Alan and me the information for our church on ChurchHub. We also updated some of the information to reflect our current situation.

I contacted Mary Hodge from MacGregor United Church to advise them we are going to search for a part-time minister and asked if they would be interested in partnering with us to search for a Collaborative Position, 1 minister shared between 2 churches. Mary Hodge said she would meet with her committee regarding this offer and get back to me, but she felt they would welcome this opportunity.

I am trying to put together a timeline and schedule of the steps ahead of us on this Search. Just for information purposes, Rev. Judy Hare had mentioned that to get a person in place for July 1, 2023, we would need to get a jump on this process now.

Does Leadership want to appoint/approve members to the Search Committee team at this time? (I would like to be a part of this team.)

Does Leadership want to approve a motion to draft a Memorandum of Understanding with MacGregor United Church should they advise us they would like to partner with us?

After considerable discussion, the following decisions were made.

At this time in hopes of being most efficient, we will not name a separate Profile team, and the Leadership Team make decisions as the Profile Team. We will delegate specific tasks when possible.

There are several parts to the profile information that need to be collected/updated.

The Living the Faith Story description that is currently on ChurchHub will not require much updating. We will ask Jacquie to circulate the most current version so that leadership team members can familiarize themselves with the document and any updates can be confirmed at our next meeting.

The financial information needs to be updated, and we need to determine the maximum salary that we can afford and are willing to pay. Alan will speak with Donna and Jacquie about getting that information together and ready.

The job descriptions that were created by the last profile/search team will be a good starting point for the new position descriptions that need to be created. Denise will ask Jocelyn if she would be willing to draft job descriptions for 1.5 FTE ministers that the leadership team can then work with and use as a starting point for discussions with surrounding churches.

The Region has made it clear that no part time ministry positions will be approved unless there is evidence that conversations with surrounding churches have been held. Donna has already reached out to MacGregor, but we may also wish to consider having conversations with Oakville and McKenzie to see if there is any interest in partnership at this time. It was agreed that if there was any uptake, that we should not wait until another Leadership Team meeting in order to sit down and have a conversation. In that case, emails can be sent to Leadership and interested M & P members inviting participation from anyone available.

Denise Stairs made a motion that any member of the Leadership Team and M&P members is authorized to dialogue with neighbouring United Church committees to discuss potential partnership and draft possible memoranda of understanding documents. Diane Routledge seconded. Carried.

The timing of the process could prevent some challenges, as we want to get a jump on things as quickly as possible, but also not create undue stress for volunteers. Search Committee training sessions are scheduled for October 22 and then not again until December or January. We need to have a Congregational meeting to name people to the Search committee and approve the minister's job profile before we can send people to the training session. We will assess timeline at our next meeting, but may be looking towards a goal of a November congregational meeting.

- Structure Support Team Report – Still looking for someone to co-chair a house group. Still trying to connect with Amy. Meeting coming up to meet with House Group leaders to discuss next year's schedules.

M & P Report –(no rep to report) to share the load most effectively, we should move back to having just one M & P rep at Leadership meetings.

Staff Update – Julie has submitted medical absence paperwork and is now officially on reduced work time, up to a maximum of 14 hours/week. We should begin to receive financial compensation of 85% of 65% of Julie's salary (works out to about 55%) as of the beginning of October.

Coverage for Julie's work and other church stuff:

Sundays –

- big picture themes and coordination (worship committee?) Need a point person or group to oversee what needs to happen each Sunday. At this time we do not yet have something in place, so Julie and Jacquie will continue to work with Sylvia on that.
- pulpit supply
Sylvia Lyall has pulpit supply in place through October, and is in conversation with others for the remainder of the year and into 2023.
- Music: Pam is in conversation with members of the choir as we transition to live music and adapt to both sanctuary and zoom sound needs. The first experiment on Sunday worked well for the choir and those in person. It was less successful but acceptable on zoom. We will continue to experiment.
- technology - Zoom prep, zoom hosting and YouTube uploads
We're so smart we have currently discovered a way for Julie to do that remotely. We can continue to do this until she needs to be off completely
- Hosting: An email was sent out advising the house group leaders that this role will be added to the house group roster. One group expressed concern the role was to "technical" for volunteers. At this time we are hoping that house groups will be able to fill the gap and that M&P members who have done it in the past can provide coverage if a house group cannot find a host. Pam is also in the building each Sunday to provide support for this role.

Pastoral care

- Funerals – we have a list of people who are able to do funerals for us. Jacquie is currently willingly taking the role of funeral first contact. This means that if there are calls when she is not at work, she

will be taking them from home. While she is willing to do this for now, it would be a great idea to have a Trinity volunteer who could be the funeral first contact, especially for Jacquie's "off time".

- On demand pastoral care calls – Brenda Brand has suggested that she might be available for emergency on demand or pastoral calls. At this time, Jacquie's name and contact number is on the outgoing message on the answering machine.
- Personal care homes – shut ins
- Hospital and palliative care (covid has reduced this demand)
- General community building

Sunday School

- Donna and Tanis have started our Sunday School program! It's going very well! Not overrun with kids but slowly coming along. Great craft, excited kids!

Social media posts and engagement- Julie is continuing to host social media content.

Meetings

- Leadership – Julie is able to do this at present. We will need other representation should she go into hospital.
- Stewardship Campaign – Julie has met with the team virtually and they are working at coming up with a plan to fill the gaps left by Julie's limitations. Their fall theme is "It's a balancing act".
- Trustees will still require Julie's participation at this time.
- Other groups that requires Julie's participation are not functioning at this time, as far as we are aware.

Public Health Orders – We are observing the trends, and will consider changes post-Thanksgiving as required.

Tech Support and Equipment needs – Does the choir require a laptop or other device to be set up in the choir loft? If they wish to be in the loft, they need a screen to be able to see what we can all see. For now, Pam is bringing an iPad from home to meet this need.

Finance Report - Donna has been in touch with Reid & Miller, CPA Inc. (Winnipeg, MB) to see if they would be able to perform our annual review engagement, starting on our December 31, 2022 yearend, as our previous accountant is unable to continue with us. Pam has knowledge of a local accounting firm amalgamating who expressed interest in supporting non-profit organizations, it may be worth reaching out to them to see what they could offer.

Property – Waind MacDonald is September & October's property contact. North side electric panel box has been repaired. Next project is to try to repair the curtains in the auditorium. A 12' ladder has been brought in to help with that. Sanctuary vents have been closed. Fall servicing of boiler has been done.

UCW – UCW met on September 21 and are currently planning for a small funeral reception.

TriniTidings – There is no specific plan for a next issue, with the shifting schedule. Perhaps a late October issue would be timely?

Stewardship – (see above)

TRC/Orange Shirt Day – After some discussion about how best to honour TRC and the spirit of reconciliation, Julie and Jacquie have made a plan for Trinity for September 30. M & P have given Don the day off to observe the day as he chooses. Jacquie has chosen to observe the day by being at the church, (which turns out to be convenient, given the funeral reception happening in the afternoon!). With regards to Orange Shirt day, Donna will adorn the front church steps with orange ribbons. From 11 a.m. to 1 p.m. Jacquie will host an Orange Shirt drop in/open house at the church, where people can stop by and get an orange ribbon to tie on the steps themselves. There will also be a display in the lower hall with information on the history of residential schools, the participation of the United Church, and the history of the Portage residential school in particular. Barb Jones is also putting together a book display of relevant books from our church library. The Sunday School tv will show a series of short films (mostly created by the National Film Board) with stories about residential schools.

We will also encourage, through signage (and email and social media) the opportunities for observing the day in the community, like the Orange Shirt walk from City to Hall to the museum at 9:30 a.m. and the Blanket Exercise at 1:45 p.m. There is also a plan for ceremony and story telling at the Residential School museum throughout the day.

We recommend that this display (including the ribbons on the steps) not be dismantled until Monday, October 3 so that those who do not come on Friday but do come on Sunday have the opportunity to take a look, if they wish.

Prairie to Pine – no report

Anti-Racist Church – on hold for now

Study Groups – on hold for now

Affirming Ministry – no action for now

Calendar Review

New or unfinished Business

Membership Status Update:

New members

Transfer

Deaths

Members:

Adherents & Other:

Closing Prayer was offered by Julie

Next Meeting: NOTE CHANGE – Tuesday, October 18 at 7 pm

- Adjournment: 9:25 pm

_____ Pamela Lotun, Chair

_____ Tanis Essery, Secretary