

Trinity United Church Leadership Team Meeting  
Trinity United Church  
Tuesday, October 18, 2022 – *held in lower hall at 7 pm*

Present: Alan Brown, Donna Matthews, Kim Guy, Tanis Essery, Pam Lotun, Julie Baker (via zoom), Denise Stairs

Regrets: Lesia Case, Cindy Curry, Stephanie Verhoeven, Diane Routledge

Call to order: 7:00 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 and Reflection was offered by Julie “Wondering about Sainthood”

Approval of the Minutes from September 28, 2022.

Motion made by Alan Brown, seconded by Denise Stairs. Carried.

Correspondence and follow up:

Discussion and Decisions:

**Worship Plan and Pulpit Supply Update**

November – Sylvia has pulpit supply confirmed up until November 13. She is in conversation with others to fill in the remaining days in the year. Meanwhile, she has been very successful in lining up worship leaders for January-June 2023. Norman Collier, Wilma Shirriff, Lynne Sanderson and Ila Swain have committed to leading a good number of Sundays during that time, so that Sylvia only has 5 dates yet to fill from among a variety of people she is in conversation with. Well done Sylvia!

**Advent/Christmas**

Julie has been filling the role of worship coordination behind the scenes. She has been in conversation with Amy Chappellaz who is house group leader for December about ways to create a cohesive Advent theme, even as we have guest worship leaders sharing themes. Once Sylvia has guests in place, Julie will be in communication with them to see how best to support theme in our Advent adventures. Amy Chappellaz has agreed to be the Trinity point person for planning our Christmas Eve service.

McKenzie United Church has also approached Sylvia to wonder whether or not a joint Christmas Eve service might be a good approach this year when both our churches are missing full time ministry staff. Amy will follow up with the McKenzie worship committee (through Sylvia) to see what sort of partnerships may or may not be possible. Julie has noted that if she is able to participate, it will likely still only be in a virtual way.

Julie suggested that two resources could be utilized to make Advent planning easier this year: One from the Salt Project for \$50 USD called “The Dawn Chorus” and one from Worship Design Studio for \$99.99 USD.

Kim Guy made a motion to purchase the Salt Project Resource and the Worship Design Studio resource, for a total of \$150 USD from the Sunday Worship line in our operating budget. Seconded by Alan Brown. All in favour, carried.

Kim Guy made a motion to cancel church services on Christmas Day, seconded by Alan Brown. All in favour, carried.

### **Ministry Profile Update and Timeline**

#### **1. Community Profile Document (dating profile)**

The most recent approved version has been sent to leadership team members for review. The Leadership team will review the Community of Faith profile and submit any requested changes to Alan, Donna and/or Sylvia by October 24.

#### **2. Financial Viability Document**

Donna reviewed the statement with us for information.

#### **3. Job Descriptions**

Jocelyn has created job descriptions that are a starting point (they could be the ending point as well). They require tweaking with regards to salary caps as well as negotiation with any other partner churches. We also have current job descriptions for Jacquie and Don on file that can be added to the profile. Discussion was held, with the majority feeling that a 20 hour/week position would be the most sensible starting point, but finding a church to partner with to advertise a full time job could bring us more possibilities. Julie explained how the job descriptions could be altered in conversation with other churches.

#### **4. Conversations with Other Churches (service agreements and memoranda of understanding)**

Donna has delivered letters and spoken to representatives from McKenzie, Macgregor and Oakville churches. She has not received particular responses, so will follow up with them next week. If meetings are scheduled, leadership team members may be asked to join in on those discussions.

5. Timeline, Recommendations and Congregational Meeting(s). Discussion held about when to hold the congregational meeting. We will need a regional rep available so it may not be able to be held on a Sunday, unless we hold a hybrid meeting-in person and zoom. It was felt that December 11 would be the latest possible date we would want to hold this meeting. Donna will plant the seed with the Region that we are aiming for December 11.

6. Forming a Search Committee (training scheduled for January 7) We will want to begin recruiting for this task as soon as possible. A committee would be officially named by the congregation at a congregational meeting.

### **M & P Report**

Kim reported they are meeting on the 19<sup>th</sup>. The United Church of Canada will only speak to a member of the M&P committee regarding medical leave, Elaine Verwey has been this point person. Jacquie is connecting with Elaine to make sure that forms are getting filled out so that we may start to receive insurance remuneration.

**UCW Report** – The UCW held a cookie sale following church on October 16. They will meet on October 19.

### **Finance Report**

Donna presented the financial statements for September.

Donna made a motion that we accept the report as presented, Alan seconded. All in favour, carried.

**Property** – Property point person Waind MacDonald will finish up October and Bob Mulvey will take November & December.

**Stewardship** – The stewardship team has put together a campaign theme with the title “Life is a Balancing Act”. They anticipate sending out a thank you card (with artwork by Charlotte Jones) with a minimal amount of printed material in the mail to the Trinity community on November 4. They also plan to introduce their theme through the church newsletters, and in a single worship service on November 13. Julie will work with worship leaders to bring the theme into the November 13 service.

### **Structure Support Team Report**

It was reported that Denise is looking to meet with the House Group Leaders to make plans for next year, and is still trying to find a possible replacement for Amy’s house group.

### **Public Health Orders**

The plexi-glass screen is blocking the camera angle for shorter people. Pam would like this screen removed. All in agreement.

**Trinitidings** - submissions are due by October 21 and the newsletter will go out on October 28.

**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.

**Staff Update** – Julie’s reduction to max 14 hours/week has been approved until December 4.

Coverage for Julie’s work and other church stuff:

Sundays –

- big picture themes and coordination (worship committee?) Julie is doing this at present.
- pulpit supply - Sylvia Lyall is the point person for this task
- Music: Jacquie is working with Pam and the choir to maintain communication and allow for live music leadership on Sundays
- technology – Julie is doing YouTube uploads and Pam is doing most of the Zoom hosting. Julie is continuing to host social media content, Tanis is willing to take over this role when Julie can no longer.
- Sunday Hosting: The October house group has had some difficulty adjusting to recruiting 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". Lesia Case will be the volunteer point person for 'after hours' starting November 1.

- 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, and Lesia's contact information will be added as of November.
- Personal care homes – shut ins
- Hospital and palliative care (covid has reduced this demand)
- General community building

#### Sunday School

- Donna and Tanis are coordinating our fledging program.

#### Meetings

- Leadership – Julie is able to do this at present. We will need other representation should she go into hospital.
- Stewardship Campaign – Julie is covering this.
- 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.
- Communication – We are noticing considerable gaps in communication although Jacquie is attempting to fill in as much as possible. We notice that we need more communication, not less!

#### Prairie to Pine

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

Donna is having conversations with businesses about finding an auditor.

The next finance meeting will be a budget meeting.

#### Membership Status Update:

*New members*

*Transfer*

*Deaths*

Members:

#### Adherents & Other:

Closing Prayer and reflection was offered by Julie: "God bless you and Goodbye"

***Next Meeting: Wednesday November 9 7:00 pm***

- Adjournment: 8:57 pm

\_\_\_\_\_ Pamela Lotun, Chair

\_\_\_\_\_ Tanis Essery, Secretary