

Trinity United Church Leadership Team Meeting  
Trinity United Church  
Tuesday, November 09, 2022 – held in lower hall at 7 pm

Present: Pam Lotun, Alan Brown, Kim Guy, Donna Matthews, Tanis Essery, Cindy Curry (Via Zoom), Julie Baker (via Zoom), Stephanie Verhoeven

Regrets: Lesia Case, Denise Stairs, Diane Routledge

Call to Order: 7:01 pm

Approval of the minutes from October 18, 2022-Minutes approved by Alan Brown, seconded by Kim Guy. All in favour, carried.

Correspondence and follow up:

Letter received for rental: Discussion held regarding a reduced fee. Caretaker fee is \$25.00. Kim suggested we charge a minimum of that amount. Kim feels this is good way to honour Truth and Reconciliation and made a motion that we waive the \$125.00 rental fee for the Michif Family Services Xmas Party and charge only the caretaker fee. Seconded by Alan Brown. Seconded. All in favour, carried.

Discussions and Decisions:

Wilma mentioned possibly doing a Bible Study at Trinity or one for Trinity/McKenzie depending on interest. She has been doing one for MacGregor and said she has done the prep work for them so could use the same material. Because of having the materials prepared then it would just simply be her time. She was thinking perhaps to start in the new year or even for Lent? Is Trinity interested in taking Wilma up on this offer? Discussion was held and felt that there are likely people that would be interested in attending a Bible Study. Kim will speak with Wilma about moving forward with this.

Pro Image Signs has provided 2 snap frames, sizes 11x17 and 18x24 for a cost of \$163.52. Will be mounted on exterior of church, Tupper side, pending Leadership Team's approval. Kim gave a visual presentation on how to use the frames. These will be used to provide signage and information about what is going on at Trinity. Kim made a motion that we purchase the frames for a cost of \$163.52, to come from the Future Projects Fund. It is unclear if there is a fee to have them mounted. Seconded by Alan Brown. All in favour, carried.

Worship Plan and Pulpit Supply:

We are very excited that Sylvia has nearly filled all the vacancies for pulpit supply (see attached schedule).

Advent/Christmas

Advent themes are in place with ongoing worship themes prepared, and Julie is in conversation with those worship leaders who have agreed to lead Advent services. Are we still thinking that our M & S fundraiser will be to add snowflakes to the Christmas tree instead of lighting up the lights for donations? Yes we do want to add the snowflakes for the M&S fundraiser. It is a good way to showcase what Susan has made. Julie will write the Advent material for social media and the newsletter. The Advent Sunday School curriculum has also finally arrived. Julie has been doing a lot of work on the Advent season services so the guest ministers coming in have something in place.

Donna and Carol have been in conversation about creating décor for the Trinity building to suit the Advent theme: A Chorus before dawn: reflecting the sacred. Look forward to lots of birds and shiny things? Amy Chappellaz has been in conversation with McKenzie church and expect to plan a joint Christmas eve service in the Trinity building (with zoom capability) led by both churches. A notice has gone in the newsletter inviting anyone who is interested in helping that planning process to be in touch with Amy or the church office. Also, a late Christmas Eve service has not yet been planned...the December House Group is free to plan this if they wish, but under no pressure. If these things do not happen this year, the majority feel it is okay! Things will unfold as they will!!

Service of Remembrance and Hope: Julie is unsure of how this may take place this year as we have not heard from any other churches. Julie has reached out by email...stay tuned!

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

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

The community profile document needs approval from the leadership team (as circulated with last meeting's agenda). A revised version is not available. Donna suggested Jacquie send it out one last time to make sure we have all seen any changes.

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

Donna, Alan and Sylvia attended a meeting with representatives from MacGregor. What would a collaborative agreement include? Donna and Alan met with Macgregor United Church. They have sent a letter that they are willing to join in our search. Job descriptions are being discussed. They are working on the service agreement. Trinity would be the employer and Macgregor would pay Trinity for the use of the minister, as per the preference of Macgregor. A joint team meeting needs to be held within the 2 churches, as well both M&P committees will need to be involved once a year to discuss schedules. Financial was discussed with Macgregor...salary, mileage compensation.

**3. Job Descriptions, Financial Viability Document, Timeline, Recommendations and Congregational Meeting(s).** What? When? How? We will likely not be able to have our congregational meeting on December 11. Possible dates to ask for a rep: December 4 or 5? Recommendations and details would need to be in place by November 20. Donna and Alan will continue with their documents and the Leadership team will possibly meet to approve the documents before sending to Judy Hare. Donna will update us if these goals can be met.

**4. 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.

**UCW Report** – The UCW cookie October 16 brought in \$389. They will meet on November 16. Gloria Ross is no longer able to commit to attending Leadership Team meetings every month. A replacement is needed. Possible Leadership Team rep is being discussed. Not decided on as of yet.

**Finance Report:** First restorative care payment has come in, November 1 for \$5,200.

Donna presented the financial reports for October. She is still looking for an accounting firm to represent us. Donna made a motion to approve the statements as presented. Alan Brown seconded, all in favour, carried.

**Property:** Bob Mulvey is property point person for November & December. The doors leading into the auditorium from the south end had the metal overhanging arm come out of the frame. Bob has fixed. All Star Alarms has replace the east side key panel – no more sticky buttons. When they were in they also tested the emergency lighting; during a power outage mid-October the lights didn't come on throughout the building.

**Stewardship** – The stewardship team has put together a campaign theme with the title “Life is a Balancing Act” which will be the theme of church on November 13. 372 cards were sent out to the Trinity mailing list with information on the theme, some financial information, and a thank you for their support.

**Trustees:** will meet November 24. Check in conversations with BBBS & PUNS will happen at this meeting.

**Structure Support Team:**

House Group Leaders met October 30 and leaders met and have agreed to the following months:

House Group A (Amy) - March and June

House Group B (Sylvia) - April and November

House Group C (Cassandra) - February and September

House Group D (Lori) - January and October

House Group E (Denise) - May and December

**Public Health Orders**

Plexi glass screen has been removed.

**TriniTidings:** Late fall went out October 28. Advent issue - submissions are due by November 18 and the newsletter will go out on November 25. Congregational Meeting will need to be added in by November 18.

**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.

**M&P:** Met today, worked on the budget.

**Staff Update** – Julie's reduction to max 14 hours/week has been approved until December 4. Plans are progressing with regards to Stem Cell Transplant. It is not clear yet how available Julie will be for work in December. Unless there is a change in plan, Julie expects to be admitted to hospital in early January, so we should plan for Julie to be on complete medical leave in January, and a pastoral charge supervisor will need to be named. As soon as Julie gets a tentative timeline from the Stem Cell Team, she will be in touch with Judy Hare to confirm. Medical paperwork regarding medical leave will need to be submitted near the end of November. Julie has heard through the grapevine to expect to be off work for at least 3 months around the stem cell procedure. Julie has heard through the grapevine to expect to be off work for at least 3 months around the stem cell procedure. Julie discussed her current health plan.

Coverage for Julie's work and other church stuff. No real further discussion. As listed:

Sundays –

- Big picture themes and coordination (worship committee?) Julie is doing this at present. She did quite a lot of coordinating for Advent. What sort of plan needs to be put in place for the new year in this

regard? How important is this role? What to do about sacraments like communion? (most of our pulpit supply leaders are not licensed to offer communion) Will we let go of the need for a theme in Lent?

- Pulpit supply - Sylvia Lyall is the point person for this task, and most Sundays are filled through June 2023.
- 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. (January!)
- Sunday Hosting: How are house groups adjusting to recruiting for this role?

#### Pastoral care

- Funerals – we have a list of people who are able to do funerals for us. Lesia Case is now the volunteer point person for ‘after hours’.
- On demand pastoral care calls – Brenda Brand has suggested that she might be available for emergency on demand or pastoral calls. Jacquie and Lesia are working together should any of these referrals be required.
- Personal care homes – shut ins (current covid levels mean that this is not a priority)
- Hospital and palliative care (covid has reduced this demand)
- General community building

Sunday School: Numbers are small, but we are enjoying what we are doing. Tanis is working on creating a theme for Advent...maybe theme-related crafts. We are having a good time!

#### 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, but there is no plan for when she is off.
- Trustees will still require Julie’s participation at this time. A pastoral charge supervisor would be required for meetings when Julie is off.
- Other groups that requires Julie’s participation are not functioning at this time, as far as we are aware.
- Communication – Keep communicating people!

#### Prairie to Pine

Anti-Racist Church – on hold for now

Study Groups – on hold for now, offer from Wilma above

Affirming Ministry – no action for now

Saturday Breakfasts – no new information as of yet.

#### Calendar Review

New or unfinished Business

Do we need to think about Annual Meeting with the expectation that Julie will be on medical leave?

Annual Meeting: Julie will not be at this meeting so we will need to consider what we need from her before her medical leave begins.

Network issues: having trouble accessing the network on Sundays and during meetings. Perhaps Byte Me should be called?

Membership Status Update:

*New members*

*Transfer*

*Deaths*

Members:

Isabelle Wishart, November 06, 2022

Adherents & Other:

Closing Prayer

**Next Meeting:** Special Zoom meeting will be held, date to be named next week. December 14 meeting will not be held at this time....due to Julie's medical availability and the need for us to have a regional rep.

Adjournment: 9:00 pm

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

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