

**Trinity United Church - Portage la Prairie**  
**Leadership Team Meeting**  
**December 15, 2022**  
*Meeting held via Zoom*

Present:

Pastoral Relations Liaison: Elizabeth Brown

Trinity Leadership Team Members: Pam Lotun, Kim Guy, Alan Brown, Donna Matthews, Denise Stairs, Stephanie Verhoeven, Diane Routledge, Cindy Curry

Meeting Called to Order at 7:01 p.m.

1. Review of the Community of Faith Document

Donna to make agreed upon revisions to document and circulate to Leadership Team.

Motion: The Leadership Team at Trinity United Church of Portage la Prairie approves the Ministry Profile Document, with revisions.

Moved: Donna

Seconded: Denise

Carried

2. Review of the Position Description

Donna to make agreed upon revisions to document and circulate to Leadership Team.

Motion: The Leadership Team at Trinity United Church of Portage la Prairie approves the Ministry Position Description for Trinity United Church, with revisions.

Moved: Donna

Seconded: Stephanie

Carried

3. Review of the Ministry Sharing Agreement

Donna to make agreed upon revisions and circulate to Leadership Team.

Motion: The Leadership Team at Trinity United Church approved the Ministry Sharing Agreement, with revisions.

Moved: Donna

Seconded: Kim

Carried

4. Naming of the Search Committee for Trinity United Church

Motion: The Trinity United Church Leadership Team names Donna Matthews, Alan Brown and Diane Stevenson as the Search Committee Members to be recommended by the Leadership Team at the congregational meeting on January 15, 2023.

Moved: Denise

Seconded: Stephanie

Carried

The Congregational Meeting will be held **January 15, 2023** at 11:45 a.m. It will need to be announced January 1 and January 8 (both in printed announcements, as well as verbally by the worship leader). If we are sending out newsletters, it will need to be included there, as well. Elizabeth will send Pam wording (both verbal and print) that needs to be used in these communications; Pam will provide the information to Jacquie. We will need at least 20 people for quorum. We will have people sign in to show who attended. Documents to present and approve at the meeting: Community of Faith Document, Position Description and Financial Viability Document. We will also appoint someone to send these documents to the Region for approval.

Financial Viability Document and Year-End statements are to be sent to Elizabeth.

Documents will be due to the Region for approval by **February 8** for their meeting on February 14.

***Next meeting: January 11, 2023*** at 7:00 p.m. – both in-person and zoom attendees

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

\_\_\_\_\_ Pamela Lotun, Acting Secretary