**Prairie Spirit United Church**

**Oversight Council Meeting**

**Minutes**

**May 26, 2021**

**Welcome**

**Opening Prayer** - Dennis Bitton

**Present**: Rev. D Vitt, Rev. P. DuVal, Val Goodridge, Joycelyn Fournier-Gawryluk, Chris Urban, John McLeod, Heather MacMillan, Linda Uhrich, Dennis Bitton, Pat Rothney, Marilyn McCorrister, Donna Little.

**Guests:** Trustees: Gerry McAlpine (in attendance), Jack Callum (sent regrets) – for timed item #5 on agenda.

1. **Welcome –** Val opened the meeting with a welcome and asked with our full agenda that each of us be conscious of length of comments and questions.
2. **Acceptance of Meeting Minutes - April 24, 2021**
**MOTION**
Moved by Heather MacMillan Seconded by Linda Uhrich
That the minutes of April 24, 2021 be accepted as circulated. **CARRIED**
3. **Approval of the Agenda**
**MOTION**
Moved by Chris Urban Seconded by Donna Little
That the agenda be approved as amended (10.1 moved under 8.1). **CARRIED**
4. **Correspondence, Communications and Updates**
Nothing this month
5. **Building Insurance - Trustees**

John McLeod reviewed highlights from his written report. Val then asked Gerry McAlpine to provide his perspective on insurance coverage based on his knowledge and experience in this area. The floor was then opened to questions and comments. An in-depth discussion took place with members of the Oversight Council probing for understanding in order to make the best decision for the PSUC community of faith. It was agreed by those in attendance that an appraisal by an outside company was not what we need/want at this time. The Oversight Council directed the Trustees to begin a process this Fall to seek quotes from other insurance companies as we look to renewing our insurance for 2022. It was thought that 2-3 brokers beyond HUB Insurance (<https://united-church.ca/leadership/church-administration/local-administration/group-insurance/ucc-protect>) should be approached for quotes. The Trustees agreed to follow up on this request. The discussion closed with Val thanking everyone for their contributions and the Trustees for their work on this portfolio.

1. **Reports from the Ministerial Team**
6.1 **Rev. Vitt** - reported on the meeting on May 6th regarding Affirming Ministries and encouraged us to continue the process and recognize that it is something that takes time, but will happen. Planning on attending the Regional meetings this weekend.

6.2 **Rev. DuVal** – indicated that he continues to touch base with members of the community of faith but that there have not been too many pastoral care needs. He will continue working on the community connections network as well as nominations.

**7. Policy on Decision Making Process**
Pat reviewed the policy and was open to any comments. Discussion was followed by a motion.

**MOTION**

Moved by Pat Rothney Seconded by Joycelyn Fournier-Gawryluk

That the decision-making policy draft of November 2020 be adopted at PSUC with the understanding that it be reviewed annually and made available to the Oversight Council and all Community of Faith members. **CARRIED**

**8.Ad Hoc Committee Reports**
8.1 **Search Team -** John McLeod / Val Goodridge

There will be a community of faith meeting on June 6th at 2:00 p.m. via Zoom/call in to consider the report from the Search Team. The Search Team has a candidate they want to present to the congregation. If approved the candidate would officially begin at PSUC on July 1, 2021. The Pastoral Relations Commission meets on June 8th to ratify our decision.

An email or hard copy letter which provides details of the process (registration, Zoom link process) will be sent to the Community of Faith by Thursday, May 27th. The Community of Faith received notice of the meeting from the pulpit on May 23rd. It will also be announced in the Weekly Update on Friday, May 28th. The Prairie to Pine Region has indicated that this notification of the Community of Faith meets the requirements of the United Church for calling a Community of Faith meeting. Joycelyn will chair the meeting (if available, potential conflict with meeting date) and if she is not available, Chris Urban will act as chair. Pat Rothney agreed to assist as needed. Secretarial duties will be carried out by Donna Little. Rev. Elizabeth Brown will be present to represent the Prairie to Pine Region.

In preparation for this meeting, the following motion was passed unanimously via email on May 20, 2021.

**MOTION**

Moved by Joycelyn Fournier-Gawryluk Seconded by Marilyn McCorrister

 That the Oversight Council of Prairie Spirit United Church call a Community of Faith meeting on Sunday, June 6 at 2:00 pm for the purpose of presenting a candidate for the full-time ministry position effective July 1, 2021 CARRIED

8.2 **Affirm United** - Deborah Vitt

The written report prepared by Deborah and Judy Restall was reviewed. PSUC is encouraged to consult with other congregations who have recently completed the process to becoming an Affirming Congregation.

8.3 **Thriving Congregations**
 8.3.1 **Community Connections** - Joycelyn Fournier-Gawryluk – written report attached to meeting agenda/minutes.

8.4 **Memorial Garden** - Val
Val reported on the changes that have been made to enhance the Memorial Garden. The work has been completed except for an Amur maple tree that will be planted on the south side of the garden by Shelmerdine’s in early July. A huge thank you to all who participated in this redevelopment. Our Memorial Garden is a place to honour those who have gone before us and we are grateful for the care that has gone into this project.

There is a small amount left in the budget that this ad hoc team has requested to leave in the account for unforeseen expenses. This request was verbally agreed to by the Oversight Council.

8.5 **COVID Up Date** – Val Goodridge
No changes as of May 25 except that the restrictions are extended to May 29. For the Cookie Train, the process needs to be tightened to align with provincial regulations. Heather MacMillan will take care of informing those involved.

8.6 **Nominating Team** - Paul DuVal

A secretary is still required for the Oversight Council. If anyone knows of a potential candidate, please forward the name to Paul DuVal. In addition, we still need members on Worship, M&P, and Pastoral Care. Furthermore, we need to have a representative named to the Region for PSUC. A discussion ensued as to how to encourage folks to step up to fill these positions. Paul indicated that he would convene a meeting of the Nominating Team in the near future to discuss these vacancies. It was suggested that an Executive meeting be called prior to the end of September to develop a plan in support of these committees as well as those which have yet to be convened due to no/limited membership.

**9. Standing Teams and Other Bodies’ Reports**

 **9.1 Congregational Life** – No Report

 **9.2 Finance**- Marilyn McCorrister

 9.2.1 Report

 The written report was shared. Marilyn expressed thanks for the input received regarding policy development. Input has been received from Doug Einarson regarding the draft PSUC Financial Policy and Procedures which will be reviewed by the Finance committee.

 Financial statements to the end of April 30, 2021 were received as written.

 **MOTION**

Moved by Marilyn McCorrister and Seconded by Donna Little

 That the Financial statements be received. **CARRIED**

 **9.3 Ministry and Personnel**

9.3.1 **Music Director**

 Renate Rossol has signed her contract. Renate will be away from June 27th until July 7th.

 9.3.2 **Custodian**

 Emmanuel has had a good beginning; he is working out well. He is working Mon, Tues, Thur, and Fridays from 9:30 a.m until 2:30 p.m. A question was asked about processes if there is a need for custodial assistance which Dennis responded to. Pat also responded to the query.

 9.3.3.

 The Office Administrator will be away on May 31st and June 1st. No need to have any coverage for these days.

**9.4 Pastoral Care**

Paul DuVal reported that there have been limited pastoral care requests. He will be sending an email this week to the phone tree to highlight the Community of Faith meeting.

Deborah reported that there was positive feedback received on the blessing of the prayer shawls.

**9.5 Property** Dennis Bitton

9.5.1 The Property Report was reviewed. Dennis requested input as to how many extra pavers should be purchased for future use. The decision was to purchase 10 more pavers. Dennis requested to table the motion from Property on a building appraisal and bring it back to the Property Team for further discussion. The area around the Memorial Garden is requiring work (grass area). Dennis has an estimate from a landscape company which was too high. Volunteers from Property will work on this project with supplies coming from the Property budget.

9.5.2 – **Rentals** – Renate Rossol has recently signed a contract with the church for her piano business. She will be paying $425.00 per month from September to June with no piano tunings paid for by her. It is a contract until June 30, 2022. The contract with Jessica Kos Wicher is being reviewed and revised. Thanks are extended to Dennis and to Judy Lawrence, our Rental Coordinator.

**9.6 Social Justice** – Linda Uhrich

Linda reviewed her report. Val expressed appreciation for the work of Social Justice team.

**9.7 Trustees** – John McLeod

No further report.

**9.8 UCW** – Donna Little

No report

**9.9 Worship Team** – Pat Rothney

Pat reviewed her report and began with a review of costs for Weddings and Funerals at PSUC.

**MOTION**

Moved by Pat and Seconded by Heather McMillan
that the fees for Weddings and Funerals be revised in the following categories:

Sound Tech $66.00

Power Point and Sound $100.00

Livestream (including a digital copy) - $350.00 **CARRIED**

Members of the Worship Team are attending a podcast on “The Church Has Left the Building” and they will report back to the Oversight Council on the information that is received.

The Worship Team makes a recommendation to the Oversight Council that PSUC not have a service on July 4th and hold services on the following 3 Sundays in July. which will be led by Rev. Paul DuVal.

The May 30th service for Prairie to Pine Regional Meeting will be the service for this week. The Weekly Update will share this information.

Thanks were expressed to the Worship Team under Pat’s leadership.

**9.10 Communications**

A Communications binder was received from Jeanie McAlpine. It has been placed in the office for reference. Val put forward that we will need to address how this portfolio is handled at Prairie Spirit United Church. Discussion ensued on this topic, Mailchimp stats are controlled by the Office Administrator. Other social media followings have been shared with some members of the Worship Team. Ideas as to how to address this area were shared with the Oversight Council. Dennis highlighted that we will also need to address the needs of website maintenance/capacity.

It was suggested that an Executive meeting be called prior to the end of September to develop a plan in support of this team as well as those which have yet to be convened due to no/limited membership.

It was decided by the Oversight Council that the topic will need to be discussed further at future meetings.

**MOTION**

Moved by Marilyn McCorrister and seconded by Pat Rothney

that the Standing Teams, Other Bodies and Ad Hoc Committee reports be received. **CARRIED**

**10.2 Crestview Affirming Celebration**

Val indicated that we are being asked to provide support to Crestview at their celebration. Deborah led us in a short photo/video clip opportunity that will be shared along with a message from the Chair of the Oversight Council.

**11. Other Business**:

Pat had a question with regard to plans for transition with the a potential new minister given that Paul has an extension to December 31st. Are we planning on having an overlap of services? John responded that there will be an overlap with the new minister during the month of July. It has been proposed and agreed to by the new minister that Paul will cover all ministerial responsibilities until the 14-day travel quarantine is over. From that time on, Paul will work in a consultant role. The minister will be responsible for the services at that point.

Question on the Prairie to Pine Meeting from Donna Little regarding details. Val indicated there is a link to the meeting. Thanks to Pat Rothney, Val Goodridge and Donna Little who are serving as our representatives along with attendance from our two ministers; Rev. Deborah Vitt and Rev. Paul DuVal. Oversight Council will receive a report from those in attendance at a meeting of the Council in the Fall and for PS News!

**Next Meeting Date: June 23 at 9:30 a.m.** via Zoom or chez Joycelyn if Manitoba Government restrictions will permit.

The meeting was closed with a prayer offered by Rev. Paul DuVal.

Meeting adjournment: 11:55 a.m.

Respectfully submitted by:

Joycelyn Fournier-Gawryluk, Acting Secretary

Val Goodridge, Chairperson