

Prairie Spirit United Church Oversight Council Meeting

Minutes

January 9, 2023

9:30 am

Welcome Val Goodridge welcomed the Oversight Council to our first meeting of 2023.

Opening Prayer Joycelyn Fournier-Gawryluk (for Heather MacMillan)

Present: Val Goodridge, Rev. Karen Lumley, Mike Hill, Heather Friesen, Linda Uhrich,
Dennis Bitton, Donna Little, Bryan Gawryluk, Anne Walker, Joycelyn
Fournier-Gawryluk, Pat Rothney.

Regrets: Heather MacMillan

Guest: Jeanie McAlpine

Regrets:

1. Approval of Agenda

MOTION

Moved by Mike Hill Seconded by Pat Rothney
That the Draft Agenda be approved as amended.

CARRIED

2. Approval of December 5, 2022 Oversight Council Minutes

MOTION

Moved by Pat Rothney Seconded by Donna Little
That the DRAFT Minutes of the December 5, 2022 Oversight Council be approved as
circulated.

CARRIED

3. Correspondence, Communications and Updates

3.1 **Jubilee Fund letter** – passed to Finance and the Trustees.

4. Pastoral Charge Supervisor Rev. Karen Lumley

Thank you to Karen for her attendance at our meeting.

5. New Business

5.1 Policy Pat Rothney

5.1.1 Worship- Pat reviewed the changes being proposed to the Wedding and Funeral/
Memorial Garden policies. Still to be determined the invoice process for both
policies. After a short discussion, it was decided that the wedding policy will

be revised to include a charge for the sanctuary.

MOTION

Moved by Pat Rothney and seconded by Heather Friesen that the revised Funeral/Memorial Policy dated November 3, 2022 be accepted as presented.

CARRIED

The Wedding policy will be brought forward once again at the February meeting.

5.2 Viability Val Goodridge

5.2.1 Nominations – the process will begin once again under the leadership of Joycelyn Fournier-Gawryluk. If interested in joining the Nomination team, please advise Val or Joycelyn. Val highlighted the positions that are open that definitely need to be filled: Chairperson and Treasurer who both need to be members of the Community of Faith. The Vice-Chairperson is also a role that will give us greater sustainability for the future. These positions being filled will allow us to begin the process for the search for a minister and other staff positions such as our Music Director.

5.2.2 Ministry Profile will need to be revisited. The Ministry Profile which was updated in June, 2022 will need to be reviewed and if necessary, revised to reflect the current PSUC Community of Faith. The current Ministry Profile will be resent to the Oversight Council members.

5.3 Respectful Workplace Policy Working Group Val Goodridge

PSUC will be putting together a Respectful Workplace Policy. If anyone is interested in serving on this ad hoc committee, please advise Val. Pat Rothney suggested that membership from the M and P team would be wise. Anne, as the representative from M and P, spoke in favour of this process and involvement of this team in the process. Linda Uhrich indicated that she would sit on this committee. M&P were aware of and approved the Draft Respectful Workplace Policy

Val reviewed a document regarding Respectful Workplace which was adapted from one shared with us by Judy Hare, Pastoral Relations Minister. In addition, The Holy Manners which is found in our Governance Document will be more broadly shared with the Community of Faith both at the pulpit and in the Weekly Update/Newsletter. Copies of it will be posted within the building in appropriate spaces.

6. **Ad Hoc Team Reports**

6.1 Governance Review – the document was accepted as presented at the Community of Faith Meeting on November 27th, 2022. Presently Heather Lea, Chairperson of the Committee on Community of Faith Support at the Prairie to Pine Regional level has a copy of the document for review. Val will contact her to check on the status of this review process.

7. **Finance** Mike Hill

7.1 Report – Mike indicated that the process to move to Quick Books is still in process.

7.2 Draft Financial Statement to November 30, 2022

Mike reviewed the financial status orally. A short discussion ensued regarding the Christmas attendance and donations. A note of thanks will be sent to those who attended and made a donation at that time. A prototype of the card was shared. John McLeod is willing to produce the cards on our behalf at no cost to the church.

MOTION

Moved by Mike Hill Seconded by Dennis Bitton

That the verbal report be received.

CARRIED

COMFORT BREAK

8. **Standing Teams and Other Bodies' Reports** (1-2 highlights only from your report)

8.1 Stewardship and Sustainability No Report

8.2 Property Dennis Bitton

No report. Meeting later this month.

8.2.1 Rentals

Dennis put forward a request to the Property Team with regard to someone stepping forward to be the Rental Coordinator. The position requires a person to be hands on and available regularly. A discussion ensued regarding the impact of this position on our community. Dennis will make a couple of announcements prior to the service. A message will also be put in the Weekly Update.

8.3 Worship and Faith Formation Pat Rothney

The written report was spoken to, and additional information was included. Bennet Charter, our new interim Music Director, had a good first Sunday. Pat sought

input from the Council regarding the passing of the offering plate. A process will be put in place to ask people if they are open to doing this as we move forward. Pat will follow up on this plan. Pulpit supply amounts will be increased to \$240.00 for 2023. The amount is set at \$232.00 by the National Church and mileage must be provided.

There will be a Lenten study beginning in February. Rev. Trisha Gerhardt provided two possible resources for us. Darlene McPherson will provide leadership for this study.

8.4 Congregational Life

Heather MacMillan

No report.

8.5 Ministry and Personnel

Anne Walker

The team met with Val Goodridge and Joycelyn Fournier-Gawryluk on Saturday, December 17 for an orientation meeting. A great deal of information was shared at that time. The Team is looking at a meeting time after the 16th of January. Anne is looking forward to working with the Team and the responsibilities which M and P will be addressing.

MOTION

Moved by Anne Walker

Seconded by Pat Rothney

That a 3.4 percent COLA increase be applied to our Office Administrator and Custodian salaries for the 2023 calendar year (January 1, 2023-December 31, 2023).

CARRIED

8.6 Pastoral Care

Bryan Gawryluk

A conversation will take place regarding processes in place to support this Team. Presently we have two ministers supporting us as a community and they are Rev. Cathy Maxwell and Rev. Irene Greenwood.

8.7 Social Justice and Outreach

Linda Uhrich

Linda reviewed the contents of her written report. The team will be meeting on Sunday, January 16. Linda sits on the St. James Community Food Resource Network run through the WRHA.

8.8 Trustees

Joycelyn Fournier-Gawryluk

A meeting will be called to bring the Team together in the next couple of weeks. The first item to be addressed will be insurance for the church. Rev. Lumley will be consulted as to times that work for her for this meeting.

8.9 United Church Women (UCW)

Donna Little

Donna shared her written report indicating that the UCW initiative prior to Christmas was a positive experience for those involved in preparing the packages and for those who received them.

MOTION

Moved by Dennis Bitton

Seconded by Linda Uhrich

That the reports of Standing Teams and Other Bodies be received.

CARRIED

9. Business Arising

Val Goodridge

9.1 Ministry and Personnel Training

The next regional training session will be in spring which all members will be expected to attend.

9.2 Update on the Work related to the complaint resolution

1. Respectful workplace policy – in development – already discussed in this meeting
2. Holy Manners - shared with Council and posted, will be shared with the congregation in the Weekly Update and from the pulpit – already discussed in this meeting
3. Detailed position description for the Rental Coordinator - in development – will have follow up from Pat and Dennis which will then be passed by Val and Joycelyn
4. Review of the Rental Policy - Has to be completed by January 31 – a meeting will be convened with Dennis Bitton, Judy Lawrence, Val Goodridge and Joycelyn Fournier- Gawryluk in the next two weeks.
5. Develop lines of communication between teams, community of faith members as they relate to staff/support staff - contracts were reviewed and details were added where needed – being worked on for the Office Administrator and already in place for the Custodian and the Music Director
6. Statement of Liability coverage for staff - Hub has been approached for a statement. Waiting for a reply.

9.3 Honorarium for the Treasurer – tabled

10. Observers' Question Time

Jeanie McAlpine asked for clarity on the processes in place for the posting of minutes. Val responded to this question and indicating that she would see that there was follow-up on the request for minutes to be posted in a timely manner.

11. Adjournment – Meeting was adjourned at 11:50 a.m.

12. Closing Prayer Reverend Lumley

Next Meeting Date:
Monday, January 30, 2023

Oversight Council Chairperson

Recording Secretary

Val Goodridge

Joycelyn Fournier-Gawryluk