

**Prairie Spirit United Church
Executive Council Meeting
December 4, 2023 9:30 am
Draft Minutes**

Welcome given by Val Goodridge.

Opening Prayer offered by Pat Rothney.

Present: Val Goodridge, Joycelyn Fournier-Gawryluk, Pat Rothney, Jim Poole, Mike Hill, Anne Walker and Rev. Karen Lumley (Pastoral Charge Supervisor).

Regrets Stephanie Simpson (with Stephanie's absence, Joycelyn was named the recorder of the minutes).

1. Approval of Agenda

Moved by Jim Poole and seconded by Anne Walker that the agenda be approved as amended.

CARRIED

2. Approval of September 6, 2023 Executive Council Minutes

Moved by Pat Rothney and seconded by Anne Walker that the minutes of the September 6, 2023 meeting be accepted as circulated.

CARRIED

3. Correspondence, Communications and Updates

3.1 Letter from the United Church in Meadowood – topic and discussion will be tabled until the Oversight Council Meeting on January 29, 2024.

4. Pastoral Charge Supervisor

Rev. Karen Lumley

Karen expressed her support of the work being done by our Oversight Council.

5. New Business

5.1 Appointed Supply Minister Search

5.1.1 **Process** – the PSUC Appointed Supply Ministry Position Description was circulated and discussed. It will be sent to Judy Hare by December 7 and then brought to the Pastoral Relations Commission for their December meeting. Mike Hill requested details on the salary projected for 2024 for budget purposes. He received the information that is found on the UCC website.

5.1.2 Approval of the Appointed Supply Minister Position Description MOTION

Moved by Pat Rothney and Seconded by Joycelyn Fournier-Gawryluk

That the Oversight Council Executive approve the Position Description with the following Terms of Employment for a full-time Appointed Supply Minister position at Prairie Spirit United Church effective January 1, 2024.

Terms of Employment:

Full time defined as 40 hours per week.

The call/appointment start date: January 1, 2024 or as soon as possible.

1. Minimum Comprehensive Salary up to and including Category _F for Cost of Living (COL) group 4
2. Additional salary above minimum: 3 percent
3. Telephone/Communications \$420.00 per year (\$35.00 per month)
4. Continuing Education and Learning allowance as per Minimum Salaries and Reimbursements for Ministry Personnel document.
5. A minimum of three weeks (21 days) of sabbatical leave within each pastoral year, including Sundays
6. A minimum of one month of vacation including 5 Sundays per pastoral year
7. For members of the Order of Ministry and recognized designated lay Ministers, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge / local ministry unit
8. Travel expense reimbursement, based on Minimum Salaries and Reimbursements for Ministry Personnel document.
9. Moving Expenses of \$20,000, based on three estimates, to be negotiated depending on location.
10. Adequate administrative assistance: the Office Administrator is scheduled for 32.5 hours per week and the portion dedicated to the Minister would be negotiated by the Ministry & Personnel team through dialogue with the Minister and the Office Administrator
11. Employer costs for Pension and Benefits as noted in the Premiums and Taxable Benefit Calculator
12. Other:
 - a. The copyright interest, either economic or moral, in any work created by the candidate during their term of appointment/call to Prairie Spirit United Church (PSUC) shall remain with the Author or Authors of the work.
PSUC shall have a license to use or reproduce such work without payment of fee or other restriction during the term of the appointment/call and afterwards for its day-to-day

purposes as a church of the United Church of Canada but shall not have a license to use a work for commercial purposes or republish the work.

- b. No statement of a relationship to PSUC for the purposes of publicizing a work or bolstering its authority shall be made by or on behalf of the candidate without the prior written approval of PSUC. The Church may withhold its consent to any statement of a relationship to the Author or the Author's work for any reason.

With the pastoral charge committing to remuneration through the Pastoral Charge Payroll

ADP # JFT9

CARRIED

5.1.3 Establishment of an interview team for the Appointed Supply Minister position

MOTION

Moved by Jim Poole Seconded by Anne Walker

That the Oversight Council Executive approve the establishment of an interview team for the Appointed Supply Minister position for Prairie Spirit United Church.

CARRIED

Next steps: Members of the Oversight Executive Team will approach potential Interview team members at their earliest convenience.

Responsibilities of the Interview Team

- Receive, review and rate applications
- Determine applicants to be interviewed
- Conduct interviews
- Conduct reference checks
- Make recommendation of selected applicant to the Oversight Council

6. Finance and Stewardship

Mike Hill

6.1 Report

Details of the report can be found in the written reports submitted. The finance team is beginning the process of establishing the budget for 2024. Each of the teams are to have budget submissions to Mike for the January Oversight Council Meeting.

6.2 Draft Financial Statement to October 31, 2023

Review of the statement was made and questions for clarification were addressed.

MOTION

Moved by Mike Hill

Seconded by Jim Poole

That the Draft Financial Statement to October 31, 2023 be received.

CARRIED

COMFORT BREAK

7. Standing Teams and Other Bodies' Reports

7.1 Property and Building Sustainability

Jim Poole

Jim provided an overview of his written report. The change to the natural gas line for the building which could have been a major expense has come in much lower which is helpful.

7.1.1 Rentals

- The request from the Sisters of the Holy Rock is tabled to the January Oversight Council Meeting.
- A request by Jessica Kos Wischar Studio for a piano in the Library will be discussed and a response given.
- Annual rentals report is requested from Judy Lawrence, inclusive of the rental cost.

During the discussion regarding reimbursement of the Rental Coordinator, Pat Rothney left the meeting due to a potential conflict of interest on this topic.

MOTION

Moved by Jim Poole and seconded by Joycelyn Fournier-Gawryluk.

That the honorarium for Peter Rothney, Rental Coordinator be increased by \$25.00 per month effective January 1, 2024.

CARRIED

Pat returned to the meeting.

A question was posed by Jim Poole regarding hours for reimbursement for our Custodian. A short discussion ensued. Jim will speak with Bill Percy of M & P and Peter Rothney, Rental Coordinator, to determine schedules and reimbursement for the Custodian's hours.

7.2 Worship and Faith Formation

Pat Rothney

Pat reviewed the written report.

Motions brought forward from the Worship and FF Formation Team:

MOTION

Moved by Pat Rothney seconded by Mike Hill

That an advertisement for our Christmas Eve service, at a cost of \$387.04 (funds to come from the OC budget line), be placed in Winnipeg Free Press Faith Page on the following days: December 16 and 23.

CARRIED

MOTION

Moved by Pat Rothney and seconded by Jim Poole

That the Oversight Executive Team approve the Worship and FF Team recommendation that a restricted fund, administered by the Finance Team be established in January, 2024 for those who wish to contribute financially to support the ordination journey of our candidate for ministry, Peter Buhendwa.

That criteria for access/use of the monies in the restricted fund be established to guide responses to applications to use funds by the candidate.

CARRIED

7.3 Ministry and Personnel

Anne Walker

No report

7.4 Board of Trustees

Joycelyn Fournier Gawn, Juk

Joycelyn reviewed her written report regarding the renewal of the insurance policy for the period December 1, 2023 to December 1, 2024.

MOTION

Moved by Pat Rothney

Seconded by Mike Hill

That the Standing Teams and Other Bodies' Reports be received.

CARRIED

8. Business Arising

8.1 Update From the Pastoral Relations Commission

8.1.1 Community of Faith Profile – November 14 meeting of the Pastoral

Relations Commission has granted permission to proceed with a call for

PSUC.

An abbreviated profile is now available on the PSUC

website.

8.1.2 Financial Viability Review – has been accepted.

8.1.3 Living Faith Story – has been accepted and is now also posted on our PSUC website.

8.1.4 The Governance Document has also been posted to the website.

9. **Closing Prayer** was offered by Reverend Lumley

10. **Adjournment of meeting at 12:25 p.m.**

Next Meeting Dates:

Oversight Council
Monday, January 29, 2024 at 9:30a.m.

Executive Council
Monday, February 26 at 9:30 a.m.

Oversight Council Chairperson

Recording Secretary

Val Goodridge

Joycelyn Fournier-Gawryluk

DRAFT