

Prairie Spirit United Church Oversight Council Meeting

October 23, 2023 9:30 am

Draft Minutes

Welcome Meeting commenced at 9:30 a.m.

Present: Val Goodridge, Rev Karen Lumley, Carol Scott, Mike Hill, Jim Poole, Linda Uhrich, Anne Walker, Heather MacMillan, Joycelyn Fournier-Gawryluk, Heather Friesen, Pat Rothney

Regrets: Donna Little

Opening Prayer Joycelyn Fournier-Gawryluk

1. Approval of Agenda

Motion to approve agenda as circulated.

Moved by: Heather MacMillan Seconded by: Mike Hill

Pat Amended : 5.5 New Business – United Church of Canada, Ministry of Canada

6.3 Worship and Faith Formation - budget performance discussion

7.2 Motion; recommendation for Christmas Eve service.

CARRIED

2. Approval of Minutes

Moved by: Linda Uhrich Seconded by: Jim Poole

That the Minutes of September 25, 2023 Oversight Council be approved as circulated.

CARRIED

3. Correspondence, Communications and Updates

NIL

4. Pastoral Charge Supervisor

Rev. Karen Lumley

No points to discuss.

5. New Business

5.1 Search Team Process

Val Goodridge

Discussion:

- Search Team and other official steps cannot be taken until after the Pastoral Relations Commission meeting on 14 Nov 23, as profile must be approved first.

- Multiple churches in the process and looking to do Search Team training. Goal is to be proactive versus reactive and prepare interview questions appropriately.
- Ideal Search Team size would be six personnel. Recommended to find Search Team committee as soon as possible, tentative pending approval of our Ministry Profile.

5.2 Affirming Process

Linda Uhrich

Discussion:

- Revisiting suggestions from pre-COVID. Step 1 is complete; need to locate documents from Deborah. No active work being done recently; misconception that church is already affirming.
- Will coordinate with Thomas Ormonde to amalgamate information and then put call for meeting out to entire congregation.

5.3 Building Security

Discussion:

- FYI: Increased movement in and out of building and multiple personnel/groups have the door code, including teens. Concern that people may gain access to the building overnight as had happened in the past. Continuing concerns surrounding multiple doors remaining unlocked.

Suggestions made include:

- change the door code, recognizing the administration required to advise everyone.
- renters and congregants receiving the new door code must sign a document stating that the door code will not be distributed and will ensure the doors are locked.
- create an SOP regarding Security Policies to be adhered to.
- Investigate having a door code for church members, and a separate/different code for one time renters and long term renters.
- Val Goodridge to meet with Jim Poole and Judy Lawrence to discuss security and establish a policy, including the security of those working in the office as it is not known when people will be in the building.
- Possible use of a physical calendar on wall for reference. Calendar online not properly utilized. Karen will send as example of calendar used in her church.
- Installing a camera on the back door.

5.4 Date of the November Executive meeting

- Meeting will be 4 Dec 23 to accommodate absences of multiple members. Meeting scheduled 11 Dec 23 will be cancelled.

5.5 Pat – Ordained United Church minister candidate

Discussion:

- Ongoing work with Peter Buhendwa, new attendee since January 2023, who feels a strong call to be an ordained United Church minister. One query: what is our role as his support church. The support is not monetary or expectation for funding. We have a choice to support if we can/want. The UCC Circle of Accompaniment document better describes support; expectation is that church will stay connected with the member throughout the journey.
- Peter was an Ordained Pentecostal Assembly Minister in South Africa; Laura Fouse of the UCC Office of Vocation has indicated that Peter requires a Master of Divinity. First language is Swahili, second is French, and third is English.
- **Required right now:**
 - a. United Church of Canada membership; and
 - b. Winter coat – he has been supplied with a parka and a dress coat.

Open discussion:

- Currently on a work VISA; has a wife and 7 children ages 10-21. They are currently in hiding in South Africa. Propose to do an introduction to congregation to increase support and raise awareness.
- Meeting 5 Nov after church: 11:45 meet to discuss.

6. Finance and Stewardship

Mike Hill

6.1 Report

Discussion points:

Budget Performance:

- a. Local donations \$10,000 below budget for year to date; and
- b. Fundraising slightly above; and
- c. Rent: \$10 000 over year to date.
- Year-to-date and year budget will have a deficit.
- Operating income is flat, as expected.
- GIC Investment Income is down.
- Operating expenses reasonably close to being within budget of area.
- Administration approximately is \$4000 over.
- Building maintenance and repair (not including floor) is \$2000 over.
- Facilities expenses are \$3000 over budget.

Bottom line: Operating Expenses are \$13,000 year-to-date over budget. Income is flat, Therefore, budgeted loss for year anticipated to be approx. \$30, 000 deficit, vice the \$10,000 budgeted.

Applied for and received approval for \$60,000 operating line of credit from Cambrian; to be drawn only if required.

Current balances \$83,000 in round numbers. Outstanding cheques of \$26,000. Payroll to meet of \$7000. \$51,000 in cash, on hand to operate at least until April.

6.2 DRAFT Financial Statement ending September 31, 2023

Motion

Moved by: Mike Hill

Seconded by: Linda Uhrich

That the Financial Statement ending September 30 be received.

CARRIED

6.3 Pat Rothney – Propose going through budget and re-evaluate.

Pat raised some concerns re the descriptions in the worship budget recording in the financial statements

- Sound board wiped and rebuilt. Used 56% of production team budget.
- Pulpit Supply – should have its own budget line. Discuss with Sherri to determine where it fits in the budget.
- Pat requested a meeting with the finance team to redesign budget designation.

COMFORT BREAK

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

7.1 Property and Building Sustainability Jim Poole

- Basement flooring is complete.
- Natural Gas – increased pressure required. Tremendous amount of time and money involved in changing. Need to install cathodic protection. Save rust on the underground pipe. Estimate not available; more to follow.

7.1.1 Rentals

- River City Sound: Concert 25 Nov 23– They have requested permission from the Oversight Council to sell tickets for silent auction and raffle in Narthex. The funds raised will go to a designated charity.
- Request made for full report from Jim Poole to include anticipated expenditures; not included with documents distributed for review.

Motion:

Moved: Jim Poole

Second: Linda Uhrich

That the Oversight Council give permission to River City Sound to hold a silent auction and draw in the Prairie Spirit United Church Narthex during their concert on 25 Nov 2023.

CARRIED

7.2 Worship and Faith Formation

Pat Rothney

- Review of report, to include list of upcoming services and who will be attending.
- Christmas Eve Service:
 - a. discussion regarding timing; proposed time of 4:00 p.m. or 4:30 p.m..
 - b. Received a request from Westminster United Church to host their Christmas Eve service at Prairie Spirit. Their roof is being repaired and they have been using other churches for their services. Westminster United Church will hold their service from 7:00 p.m – 8:00 p.m..
 - c. Met with Grace from Church of Christ Global Ministry who will host their Christmas service on 17 Dec 25 and hold a regular service on Christmas Eve. They are welcome to use the sanctuary on Christmas morning.
 - d. Concerns around tech personnel on December 24th, as the others will require them. Awaiting confirmation if the tech personnel will be available.
 - e. Fee for technical personnel and consideration for custodial with 3 groups going through sanctuary. No fee for the sanctuary, as it is offered as a gift to help while Westminster United's roof is under repair.
 - f. Doors will be locked by tech team.
 - g. Follow up will include determining if Westminster has their own tech team, and confirm requirements.
 - h. Passed a motion recommending no service be held New Year's Eve Day, next service will be 7 Jan 24.

Motion:

Mover: Pat Rothney

Second: Joycelyn Fournier-Gawryluk

Worship and Faith Formation Team is recommending Christmas Eve service be held Sunday, 24 Dec 2023 at 4:00pm.

CARRIED

7.3 Congregational Wellness

Heather MacMillan

- Coffee after church, identified not many bakers available. Baking welcome and can be put in the freezer.
- Marg Devries has taken over Pastoral Care membership role and has all aspects up to date. Pastoral Care must maintain a priority.

7.4 Ministry and Personnel

Anne Walker

- Finalizing details with organist.
- Finalized job description documentation.
- Bill Percy is now working with Don Orychuk, the custodian's liaison on the Property Team.
- Communication is good.

7.6 Social Justice and Outreach

Linda Uhrich

- Pancake breakfast 18 Nov; COOL
- Discussion regarding tickets and means in differentiating funds for COOL and funds for Social Justice. Must track supporter tickets as this is added to Givings, whereas the other tickets do not. Will discuss further with Sherry.
- Cheer Board parameters will reiterate no cash is to be given to the hamper families; this creates negative precedence and unreasonable expectations by the recipient being made.
- Habitat: Coffee house 22 Nov 23 with Chuck Kroemer and Bruce Waldie. Joycelyn will discuss with Dennis regarding PR and ensure publication is included in Weekly Update.

7.7 Trustees

Joycelyn Fournier-Gawryluk

New cycle for insurance; email exchange to members regarding policy. No response thus no written report. Policy ends 1 Jan 24, trustees must meet in near future to review current policy.

7.8 United Church Women (UCW)

Donna Little

NIL – Absent.

Motion

Mover: Pat Rothney

Second: Heather MacMillan

That all reports from the standing teams be received.

CARRIED

8. Business Arising

8.1 Community of Faith Profile

Members have received a copy of the Profile; new version has been disseminated. A copy will be placed in the "go-to" binder in the Minister's office.

8.2 Financial Viability Review

- Important to review and identify trends; 1 of 3 documents that must go to Pastoral Relations Commission on 14 Nov 2023; tells whether we can afford hiring a minister and to what category.
- Discussed would go up to and including Category F, which is a minister with 14+ years of experience. Not avoiding a first-year minister but hope to have a more experienced minister.
- Some of the data is based on 2023 informations but pay roll costs reflect the 2024 United Church of Canada pay schedule.
- Stewardship program possible; campaign to be considered.
- *Recommendation: Prairie Spirit Community of Faith is viable to call or appoint a minister up to and including Category F for 40 hours a week.*
- Recommend we look at hiring a full-time Appointed Supply minister until we find our Called minister as discussed previously with Harold Kenyon and Judy Hare. Goal is to have a minister appointed as of 1 Jan 24.

8.3 Living Faith Story

Living Faith Story; thank you to Pat Rothney for writing it and Joycelyn Fournier-Gawryluk for supplying pictures.

8.4 Update - Governance Document

The updated version of the Governance Document has been distributed; this will be sent to Judy Hare.

9. Closing Prayer

Reverend Lumley

10. Adjournment

12:35 p.m.

Next Meeting Date:

Executive Council

Monday, 4 December 2023

Oversight Council

Monday, January 29, 2024

Oversight Council Chair

Val Goodridge

Recording Secretary

Stephanie Simpson