

a place to be

a place to belong

a place to become

Leadership Team Meeting  
Minutes  
April 9, 2019  
Narthex Upstairs Knox United

**Present:** Louise Marston, Chair; Jean Anne Hallas, M & P; Meg Illman-White, Minister; Fred Richardson; Peter Fox; Thelma Bretel; Charlotte Caron; Cheryl Dyck, Recording Secretary

**Guests:** Cathy Zroback, Elora Cavner

Louise welcomed Cathy and Elora to the Leadership Team as they officially start in May.

**1) Opening:**

**A. Reflection:** Thelma did the reflection based on Lent taken from a reading from "Rising with the Morning Sun", and finished with a prayer.

**B. Approval of Agenda:**

Motion #1: Jean Anne Hallas/Thelma Bretel CARRIED  
THAT the agenda be accepted as circulated.

**C. Approval of March 7, 2019**

Motion #2: Jean Anne Hallas/Charlotte Caron CARRIED  
THAT the March 7, 2019 minutes be approved as circulated.

**Approval of October 13, 2018**

Motion #3: Thelma Bretel/Peter Fox CARRIED  
THAT the October 13, 2018 minutes be approved as circulated.

**2) Business:**

**A. New business**

**a. LLWL - Thelma**

Thelma received a calling from Ministry to take the Licensed Lay Worship module courses, which are (4) in total. The cost for each of these modules is \$254.99 each, she will be looking to apply for a bursary to cover the cost of these expenses. Units 1 and 2 are closed for registration so she would be looking at starting on unit 3.

Motion #4: Charlotte Caron/Jean Anne Hallas CARRIED  
THAT the Leadership Team support Thelma to attend the LLWL courses.

**b. Return to Knox - Timeline, Easter**

The Leadership Team had the discussion as to when we should return back to Knox. The Worship Interest Group has put a lot of thought into this decision already. We are not sure if we should return for Holy Week, or just wait and return on Easter Sunday. The consensus was to let the Worship Interest Group make this decision. Cathy Zroback has a timeline of Good Friday for the use of the lower hall. The youth are talking about having a sleep over in the church on Good Friday. There will be no potluck this year for Maundy Thursday. Louise sent the recent WIG minutes to the Leadership Team for their information.

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**c. Return Home Potluck - May 26?**

The WIG was wondering what we should do special in regards to Knox returning home. A thank you tea might be appropriate for helping us, Gillions Insurance, St. Albans and the community. Meg will talk with WIG about setting a date. Our new Affirming signs will be going up outside this week. The signs need to be put up before we can receive the grant money we applied for.

**d. Museum Fundraiser**

The museum is holding a fundraiser in the sanctuary on May 16 and would like to know if they can receive the same rate as last year of \$150.00. Will look in the policy manual to see how it is stipulated, see if they qualify for the fundraiser rate.

**3) Reports:**

To be reported in person, in written format, or at next meeting depending on discussion requirements.

**A. Finance - Peter**

Peter provided his report in writing, copy attached.

**B. Ministry & Personnel - Jean Anne**

a. Knox Policy Manual

The United Church of Canada has a policy manual but it would be beneficial to have one in place just for Knox.

b. Summer at Knox

Ministry and Personnel wanted to know if Meg was working in July, if so then she needed to take her holidays in August or vice-versa.

c. Ministry Profile Committee - next steps

Some awareness needs to be brought to the Ministry Profile Committee. Lynda Pyzer did not thank them for their service. This committee should now be disband and a new committee should be put in place. During nominations, not sure if a term was decided.

Motion #5: Thelma Bretel/Jean Anne Hallas

CARRIED

THAT the current Ministry and Profile Committee needs to be disband so that the current term be ended and retroactive effective June 30, 2018 with congregation rectification to follow if needed.

**C. Minister - Meg**

With the new Prairie to Pine Region there are a lot of hoops to jump through as there has been guidelines sent around between Knox and the region. Regional reps may help out in the guideline process or maybe ask Cheryl KM to dial into for help. Meg and the youth have been meeting Friday evenings, moving toward confirmation. There has been some gaps for the start-up of the service hub. They do not have adequate staff in place nor do they have the volunteers that they hoped for.

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**D. Building - Charlotte**

A list of the building renovations and also the green audit have been reviewed. One thought was to remove the tiles in the lower hall and paint the floor. Roll doors for the kitchen was recommended so that the kitchen could be locked. Lights in the sanctuary need to be replaced. Doors and window seals could be inspected for heat loss. The stained glass windows need to be repaired as now they could be a hazard if they ever broke. Better exterior lightening needs to be set up outside for security purposes. A talk with the congregation needs to take place and then a revised list needs to be written up.

**4) Leadership Team Discussion:**

**A. Review of AGM**

The Annual General Meeting went over well and there wasn't any major concerns that anyone needed addressed.

**B. Initial thoughts on Congregational Conversation**

Louise addressed how can we bring people together for a meeting. The last congregational meeting was encouraging and she received a lot of questions from the congregation. She took notes at this meeting and sent them around, (copy attached). Everyone is anxious to be back at home, and will have to see if everyone returns.

**5) Closing:**

- A.** Next Meeting Date: To be announced
- B.** Reflection for Next Month: Peter Fox
- C.** Closing: Meg closed with a prayer.

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**Reports and Tasks Pending from April 9 Meeting**

<b>Tasks</b>	<b>Person(s) Responsible</b>	<b>Complete/Deferred</b>
Discuss a thank you tea with WIG.	Meg Illman-White	In Process
Check on policy for Museum rental rate	Cheryl Dyck	In Process
Make final decision what month the church is closed	Jean Anne Hallas	In Process
Complete guidelines for the Prairie to Pine region.	Meg Illman-White	In Process
Meet with property committee to identify priority items for building	Charlotte Caron	In Process

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