

a place to be

a place to belong

a place to become

**Leadership Team Meeting  
Minutes  
November 21, 2019  
Knox Lounge**

**Present:** Lynda Pyzer, Peter Fox, Thelma Bretel, Cathy Zroback; Brenda Shodin, Rai Therrien, Meg Illman-White

**Absent:** Elora Cavner, Don Cameron

**Guests:** Cheryl Dyck

**1) Opening Devotions:** Offered by Peter Fox  
Voices United #918: the United Church's "New Creed"

Exodus 20- the 10 Commandments

Peter Fox also related a story from a book by Anthony D. Robinson entitled "What Does Theology Have To Do With It". The story was about a Vietnamese family coming to Canada.. The message was essentially that congregations that cling to the past/ don't let go of "sacred cows" undermine God's continuing creation. We must adopt actions that relate to furthering God's work in present surroundings.

Following, Lynda reminded all about "Holy Manners"

**2) Appointment of Secretary:**

**Motion #1** Moved by Thelma Bretel and seconded by Cathy Zroback  
THAT Rainette Therrien be appointed secretary.  
Carried

**3) Approval of Agenda:**

Initial change in order of discussion - agenda was moved to #3 and correspondence to #4.  
Pantry was added as a report.

**Motion #2** Moved by Cathy Zroback seconded by Thelma Bretel  
THAT the agenda be approved as amended.  
Carried

**4) Correspondence:**

Four emails were received.

i) Jean Anne Hallas questioned why information about the Climate Action group was included in the newsletter. Lynda explained to her that it is part of Meg's Outreach ministry and Meg had informed the congregation of this new initiative in February when we were at First Baptist Church.

ii) Charlotte Caron submitted her resignation from Leadership Team, Building Renewal Ad Hoc Committee and Hub liaison. Her resignation was accepted with regret.

This led to a discussion about nominating a replacement for her tasks. There is presently not a nominations committee as the previous one was time limited (verified by previous minutes. Presently Meg Illman-White will contact Sarah Stevenson, lead for the HUB, to see when meetings are. Charlotte advises she has had no notification of meetings. Peter Fox will attend as observer in Charlotte's place.

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- iii) Ruth Girard presented a concern about live candles on Christmas Eve because of the incident last year with a child's hair catching on fire. WIG already has resolved this issue.
- iv) Sue Johnson also expressed her concern about live candles and the incident last Christmas as well as her concern about her need for an oxygen tank. She also requested that LT approach the city for more accessible parking on Second Avenue and Fifth Street. Peter Fox will follow up with the city.

**5) Approval of the October 17, 2019 minutes:**

Amendments - Cathy Zroback asked that the minutes document that Leadership Team approved the disposal by donation, sale or other of the large green floor washer and the smaller blue floor polisher that was used mainly in the old Gym. To date there are no takers.

- Meg Illman-White was present at the meeting.
- Photo Directory - Thelma will make another announcement to the congregation for someone to take the lead in organizing another direction. Her questioning the last time was a little misleading.
- The information about the Emerging Spirit should include the names of this new Focus Group that Leadership Team approved at this meeting.  
They are: Bernice Albany, Luke Hildebrand, Meg Illman-White, Gord Day-Janz, Miriam Mac Donald, Lisa Baker, Chrissy Isaacs, Adam Ward & Doug Schneider.
- Visioning - Remove the sentence "These sessions could include a talk with community partners as to what they think of Knox" This was a musing and will not part of visioning.
- Ministry & Personnel - The workshop with Judy Hare was a training workshop.
- Halo Canada - Individual names should be removed. It should read " Upon discussion on this we graciously declined..."

**Motion #3** Moved by Brenda Shodin and seconded by Cathy Zroback  
THAT the minutes be adopted as amended.  
Carried

**6) Business Arising from the Minutes:**

- i) Photo Directory - As noted above Thelma will make another announcement next Sunday.
- ii) **Cross** - Brenda reported that no one has expressed an interest in being part of a group to decide its new placement. Brenda will try another tact.
- iii) **Covenant** - LT Members have had input. It is finalized at this time from our perspective. It should be noted there has been no change in dispute resolution by Prairie to Pine Regional Council about which some members had concerns. Peter Fox asked about the meaning of "Denominational Policies ". LT members felt this pertained to policies of the United Church as a whole. It was approved by consensus and a draft copy will be sent to Prairie to Pine Regional Council.

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This document has the potential for change or revision at intervals.

**iv) Governance Document:** Corrections:

4.2 should read Finance & Stewardship

4.4.1 Finance shall receive" the financial report...staff"

4.4.4 Change "Prairie to Pine Region" to "Prairie to Pine Regional Council"

6.2.1 It was decided by the LT that the proposed addition to the Governance Document from the United Church Manual was not necessary to include. A reference to the manual is sufficient.

United Church Manual was not necessary to include. A reference to the manual is sufficient.

A discussion about the number of Trustee Meetings required per year ensued. The most recent Trustee Document found was dated 2016

7.1 The term "Neighborhood Contact" is no longer valid and should be changed to "congregational list"

With these changes LT approved by consensus the draft Governance Document for submission to Prairie to Pine Regional Council.

**v) Rental Policy:** Lynda Pyzer

Knox is insured through Standard Insurance with "Ecclesiastical Insurance Company"

Changes to the Rental Policy

Paragraph 1 delete "any period of time" rephrase "can seat up to 400 people "with" can seat an audience of 400"

There was discussion about what we ARE covered for. Consensus was any church related group.

Booking space has presented issues at times. There is a calendar on the Lower Hall bulletin board, online and on the website. Anyone can view these calendars but it is being proposed that only Cheryl Dyck should book spaces. There was significant discussion on this topic. It is felt that the paragraph on booking should be revisited.

**Reports:**

**i) Minister's report:** submitted by Meg Illman-White (attached) There is a request for a Baptism on December 29 (date was chosen because family will be home then).

**Motion #4** Moved by Brenda and seconded by Cathy Zroback

THAT the request to baptism Chloe and Easton Matheson be accepted.

Carried

Meg is not here so Eric and Cheryl Matheson will perform the baptism. M&P has approved the arrangement.

**Motion#5** Moved by Brenda Shodin and seconded by Thelma Bretel

THAT Cheryl Kinney Matheson and Eric Matheson be able to enter this baptism into the Knox register.

Carried

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People are missing the "Mandate" magazine. Meg would like a budget for a limited number of magazines that people could purchase or borrow to read. She has arranged for 10 magazines to come at a cost of \$12 an issue. Meg feels it relates to worship well.

The "Observer" is now called "Broadview". Would Joan Lapworth consider taking lead on this since she did do the Observer or possibly the resource renewal interest group.

Outreach will be discussed at a future meeting.

**ii) Youth & Young Families:** reported by Brenda Shodin

This meeting was concurrent with the Ministry & Personnel meeting. Sarah Pyzer submitted her resignation which was announced at church on December 17. She will complete current projects with the youth through December. Her well received work includes Messy Church which has become popular and successful with both Knox and other community members. Her youth connection has been very positive.

Godly Play has been having difficult issues. There has been no uptake by Knox congregants. M&P committee suggests:

1. We need an interest group to take the discussion of the future of youth in our congregation. Perhaps a meeting with Sarah could help chart a direction.
2. That the congregation be asked to reflect and report on important people and activities in their youth experience with Sunday school. How can we ensure that our youth have similar experiences?
3. The teens could interview the younger attendees to find out what they like about Sunday School and what they would like to do in Sunday School and vice versa.

**iii) Ministry & Personnel Report:** Submitted by Brenda Shodin (attached)

A meeting took place on November 13. Present were Brenda, Heather Gropp, Louise Marston. Meg Illman-White and Sarah Pyzer were guests.

A plan for Meg's sabbatical is due March 1 (3 months advance of start date).

Baptisms in Meg's absence requires a plan.

**iv) Finance & Stewardship:** reported by Peter Fox (attached)

Birthday pennies and Sunday School donations are shown as one, these should be separated as Birthday pennies go to Sleeping Children Around the World. Peter will separate the two.

The reference to Presbytery assessment must now become United Church Assessment.

Peter noted that average attendance in past two years was 102, now reduced to 74.

**v) Worship Interest Group:** (WIG) reported by Cathy Zroback (attached)

Meeting was November.

Christmas Plans - We will not pass candles this year from person to person due to safety concerns particularly regarding use of oxygen by one member.

Communion will be Christmas Eve. The labyrinth will be at St. Albans on December 16 & 17.

Other - the possibility of an offering box on the wall is being investigated.

Moving the sound system to the back of the sanctuary is still being investigated.

A request for signage was made to Mike Newton but there has been no response. Cathy will source them elsewhere. There will be a service in January to celebrate the organ

**vi) Pantry:** Reported by Cathy Zroback

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It was suggested to Cathy from a Rotarian that she apply for one of their Grants from their Hunger Relief Program. Because of the short time frame to proposal due date, she went ahead with the application. Outcome is unknown to date but Cathy would like approval from LT to accept the grant for Pantry should it be successful. It was agreed by consensus that should the application be successful, Knox would accept the Grant. This Grant led to a discussion about what grant/gifts are acceptable when there is a gambling connection associated with them. "White Gift Sunday" will take place with gifts going to Pantry but donors will be asked to NOT wrap the donations.

**vii) Building:** Reported by Cathy Zroback

The Window & Door Store is preparing a quote for window work.

The attached list outlines required maintenance about the church. Some of them have been addressed.

**7. New Business:**

**i) Black Book** - A book is available in the Lower Hall so that anyone can write in to report items in the church that require attention and/or repair. Its presence has been announced in church. Cheryl Dyck will check it periodically and address the concerns to the proper people.

**ii) Document of Understanding:** The Matheson's require a covenant with Knox to do any Pastoral work. It was agreed by consensus to accept this Document of Understanding and submit it to Prairie to Pine Regional Council.

**iii) Peter Fox** had hoped to have some pricing from the building committee regarding the Green Audit.

**iv) Thank you** were discussed for the community establishments (First Baptist, St. Albans and Gillons and First Presbyterian) who allowed use of their buildings in a variety of ways while Knox was undergoing renovation.

**8. Adjournment:** Peter Fox moved adjournment at 8:10.

Meg Illman-White led in prayer

Next Meeting will be Dec 12, 2019 at 4:45.

Devotions - Thelma



Signature of Chair



Signature of Secretary

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**Motions:**

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THAT Rainette Therrien be appointed secretary.  
Carried

**Motion #2** Moved by Cathy Zroback seconded by Thelma Bretel  
THAT the agenda be approved as amended.  
Carried

**Motion #3** Moved by Brenda Shodin and seconded by Cathy Zroback  
THAT the minutes be adopted as amended.  
Carried

**Motion #4** Moved by Brenda and seconded by Cathy Zroback  
THAT the request to baptism Chloe and Easton Matheson be accepted.

**Motion#5** Moved by Brenda Shodin and seconded by Thelma Bretel  
THAT Cheryl Cheryl Kinney Matheson and Eric Matheson be able to enter this baptism into the  
Knox register.  
Carried

**Consensus:**

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**iii) Covenant** - LT Members have had input and the covenant will be sent to Regional Council. This was approved by consensus.

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**Reports and Tasks Pending from November 21, 2019**

Tasks	Person(s) / Responsible
Sit in on Hub's meetings to observe in Charlotte's place.	Peter Fox
Approach City for more handicapped parking spaces	Peter Fox
Announce in church if someone wants to take the lead on the photo directory	Thelma Bretel
Send in the document covenant to the Regional Council	Lynda Pyzer
An interest group needs to be formed regarding Sunday School and Youth.	Brenda Shodin
Signage for Knox re: washrooms & handicapped door	Cathy Zroback
Check in black book for repairs	Cheryl Dyck
Get prices for Green Audit from committee	Peter Fox
Thank You's to businesses for allowing us to use their building during renovations	Peter Fox