

a place to be

a place to belong

a place to become

Leadership Team Meeting
Minutes
September 19, 2019
Knox Lounge

Present: Lynda Pyzer, Chair, Peter Fox, Jean Anne Hallas, Thelma Bretel, Charlotte Caron, Cathy Zroback, Don Cameron, Elora Cavner, Meg Illman-White and Cheryl Dyck, Recording Secretary

Regrets: Rai Therrien

1) Opening Devotions: Lynda opened the meeting at 4:50 p.m. with a devotion inviting us to "Travel Light".

2) Appointment of Secretary: In the absence of Rai Therrien; Recording Secretary, Cheryl Dyck was appointed by consensus to take the minutes.

3) Approval of Agenda: The agenda was approved by consensus with one addition added: 5) Correspondence.

4) Approval of Minutes:

i) LT Minutes - June 25, July 2 and August 6, 2019

Approval of June 25, 2019 Minutes

Motion #1: Moved by Thelma Bretel and seconded by Jean Anne Hallas
THAT the June 25, 2019 minutes be approved as circulated. Carried.

Approval of July 2, 2019 Minutes

Motion #2: Moved by Jean Anne Hallas and seconded by Cathy Zroback
THAT the July 2, 2019 minutes be approved with the following amendments:
1) Pabaamashi Guiding Circle Project should also include: A long discussion revealed concerns of oversight, liability and liaison as well as how this project was initiated by our Team and was followed by the following actions.
2) 3. Reorganization of Church Executive Officers - remove (captial M) and add appointed full members
3) 3. Reorganization of Church Executive Officers - add "nominating" Ad Hoc Task Group
Carried

Approval of August 6, 2019 Minutes

Motion #3: Moved by Peter Fox and seconded by Cathy Zroback
THAT the August 6, 2019 minutes be approved as circulated. Carried

ii) Business Arising from Minutes: June 25

Photo Directory

Leadership Team was in agreement that a new congregational photo directory would be a good idea. Thelma will make an announcement on Sunday to see if the congregation is in favour.

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Covenant with Prairie to Pine Region

A draft copy of the Covenant did go to Prairie to Pine Regional Council in June but Cheryl Kinney Matheson, Lynda Pyzer and Brenda Shodin are working on revisions and will submit it to Leadership Team for approval before it is resent to the Region. Once the Draft copy has been reviewed and returned, it will go to Leadership Team and the congregation for approval.

Issue of Sunday services in July

Problems that arose regarding Sunday services in July may have been the result of policy and procedure not being properly followed. It needs to be determined whether it is a WIG or LT decision but M&P needs to be informed because it is its role to find replacements during church closure and Meg's corresponding vacation.

It stresses the need for policies to be clearly outlined and known by all. Jean Anne and Lynda are working on policies: some are complete and will need to go to the congregation for approval as well. They are working on wedding and funeral and duty of care policies now. Duty of Care includes the safety of all and will need to include our updated procedures for fire drills and use of the defibulator. Jean Anne will present an updated rental policy later in the meeting.

Emerging Spirit Grant

Knox has been approved for the \$5000 Emerging Spirit Grant. The reasons in which Knox applied for this grant are:

- 1) hire someone to do research with other churches that are connected to or in close proximity to a shelter hub and to learn how Knox can offer spiritual and healing presence to patrons and community in this changed context.
- 2) create some dialogue with other churches and community through lectures or presentations and conversations about spirituality, and the opioid crisis, community and volunteer safety, best practices, advocacy and healing ministries with those who suffer from addiction.

BEHOLD

Lynda cancelled the BEHOLD retreat on September 7 but in order to go forward with visioning, its recommendations will be needed. It will be included in the Retreat on Saturday, September 21.

July 2 Minutes

Members of LT

Lynda noted that members of LT need to be full members of Knox. Quorum for a meeting is not granted unless the Ministry or appointed Pastoral Charge Supervisor is present.

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Thelma - LT Liaison with Pabamaashi

Thelma reported that the three-day canoe trip was cancelled due to lack of participation. Coming up is a wild rice teaching project and also a wilderness first aid training workshop. Thelma mentioned that when Darlene writes up her Pabaamashi report, it could be posted in the newsletter. Advertising for sign-up participation for these programs is difficult as there are weather dependent changes to harvest times: sometimes dates get changed. Darlene has a booth set-up on Wednesdays at the Farmers' Market to advertise and promote the programs.

Cross

A motion was passed on June 25, 2019 at a congregational meeting that the cross should be taken down. The cross will be stored by Kenon until a decision is made for its future installation. Thelma will speak to Brenda to see if they can recruit people to decide on a new location for the cross.

August 6 Minutes

Charlotte - KDSB/Hub Communicator

Charlotte's report to the congregation regarding Shelter/Hub was excellent - clear and informative and much appreciated by the congregation. It was suggested that a summary of her report be included in a newsletter .

Emerging Spirit Grant

It was suggested that an Ad Hoc Task/Focus Group or Interest Group be formed to initiate workshops, etc. connected to this Grant.

MP

Lynda noted a motion was passed at the last congregational meeting that a new MP committee be elected. It likely cannot just happen and may need to be a result of congregational visioning.

Visioning

Meg contacted Lisa Moncrief to find out if she was available to conduct a facilitator-led visioning and strategic planning workshop for Knox: she was not available. Lynda spoke to Kaitlin Almack to determine her availability for such a workshop. She is willing to wave her fee and Knox will pay her travelling expenses from Owen Sound, ON. Date to be determined.

Congregational Minutes - for perusal only - January 27, June 9, August 11, August 25.
LT was asked to look over the minutes and report any errors or omissions.

5) Correspondence

Knox received an e-mail dated August 20, 2019 from Luke Hildebrand regarding the Temporary Closing of the Kenora Emergency Shelter and Service Hub. Meg acknowledged that we received this letter and suggested that it be posted on a Lower Hall bulletin board.

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6) Reports

i) Minister's - Attached.

ii) Youth and Young Families - Attached.

It was noted that Messy Church was well received with about 30 people attending.

It was decided through consensus that a nursery worker for \$20 a Sunday be hired. Elora Cavner expressed interest in the position and Jean Anne and Sarah will interview her regarding this position.

iii) M&P - Attached.

Jean Anne noted that Judy Hare will be at Knox on Saturday, September 28 for an M&P workshop.

iv) F&S - Attached .

Peter reported on Knox's bank statement ending August 23, 2019.

He outlined the expense and revenue in the statement and broke down the restricted funds for memorial, pantry, loan UCC, Pabaamashi Guiding Circle.

v) WIG - Cathy reviewed the minutes of WIG's September 8th meeting. Thelma Bretel has joined this Interest Group.

They are requesting that the sound system in the chancel be moved to the back of the sanctuary, behind the back pew. The cost involved in this change would have to be reviewed. Len Mark (Lake of the Woods Concert Group) should be advised of these changes as well. Peter agreed to talk with Alex about the process of moving the sound system.

Motion #4: Moved by Peter Fox and seconded by Cathy Zroback

THAT if the cost of moving the sound system is under \$500, Leadership Team approves its relocation to the back of the sanctuary. Carried

WIG is requesting that a new headset be purchased for use by the Ministers. The two missing headsets have been located but are old and not always reliable. Meg tried out a new headset and was pleased with it. The quote for the new headset from Northern Sounds is \$739 plus tax.

It was agree by consensus that a new headset be purchased and that Bruce Graham be asked to buy it.

From time to time someone drops into the church looking for assistance from the church: Ruth Girard is suggesting that the Benevolent Fund is not part of WIG's mandate and she is correct. Lynda has spoken to Cheryl Kinney Matheson about it and she is remembering that there was a Minister's Discretionary Fund; perhaps, it should be included in the Pantry Fund. Jean Anne and Lynda will confer with Cathy when reviewing this policy.

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A request was made for the baptisms of three children - Aiden and Elliot, children of Chelsea Herdman and Gabriel Bossé (grandsons of Brenda Herdman and great grandsons of Donald Leckie on December 1 and Rori daughter of Kate Ronnebeck and Adam Wilson (granddaughter of Andrea Ronnebeck and great granddaughter of Jake Wiebe). Date to be scheduled.

Motion #5: Moved by Cathy Zroback and seconded by Thelma Bretel
THAT permission for baptism of Aiden and Elliot Bossé on December 1 be given. Carried

Motion #6: Moved by Cathy Zroback and seconded by Thelma Bretel
THAT permission for baptism of Rori Wilson (date to be determined) be given. Carried

Cheryl Kinney Matheson has been asked to perform a wedding on July 25, 2020, for Dorian Lunny and Ali Gow at camp. As per procedure, she is requesting permission to enter it on Knox's register.

Motion #7: Moved by Charlotte Caron and seconded by Cathy Zroback
THAT Cheryl Kinney Matheson be given permission to enter Dorian Lunny and Ali Gow's wedding in the Knox register. Carried

WIG is suggesting that a locked box could be set up in the sanctuary for people wanting to make donations to Knox during concerts, etc. The ongoing discussion regarding collections of money at Knox was referred to F&S.

The confusion around closing the church in July still needs to be clarified. F&S and M&P were not informed of the change in the decision to not open in July and a lot of decisions then had to be made. The outcome should be that WIG makes the initial recommendation to close or not and takes it to the LT for their final decision.

Payment for pulpit supply caused some problems in July because it was not a budgeted item. The amount paid has been questioned by WIG and it was the amount suggested and approved by the congregation in the last MP report. It cannot be undone unless by congregation vote. Bruce and Jan volunteered to not be paid but that did not comply with payroll.

vi) Building - Charlotte mentioned that Peter Welsh was to be trained for a contact person for the boiler. The Building Renewal Ad Hoc Task Group had a meeting and discussed the Knox Building Renewal priority list. Cathy will look into getting someone to inspect our stained glass windows and also the rotting window sills on south wall.

7) New Business:

i) Showers - A request was made by Meg to open Knox to allow people who are homeless to have showers. A plan as to how it would be delivered had not been developed yet. A decision was reached through consensus e-mails to not proceed with this request.

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ii) Crisis Statement Kate Rudd (Media Relations)

Lynda talked with Kate Rudd (Media Relations for the United Church of Canada) and she advised that a statement regarding the Hub closing should be made by the Chair. It was e-mailed to LT, approved and posted on our website.

One important point that she stressed was with all decisions and committees, no decisions should ever be made unilaterally. They should always be made in agreement with all members. It could come back to haunt a person if a decision was ever questioned and/or challenged.

She also stated the importance of Knox having a plan already in place in case a serious incident should occur at Knox - one that would go beyond our injury reporting policy. We need to develop a plan and have a basic statement already in place that would be issued immediately. It would help us to respond without being reactive. It was decided that Lynda contact Kate Rudd for further information regarding the contents of a crisis statement.

iii) Information from Shannon McCarthy and/or Heather Lea

Shared in the Tidbits at the end of these minutes.

iv) Liaisons

Lynda circulated a copy of Knox's Interest Groups so LT members could choose the ones with which they would like to liaise. A form also was circulated on which members could write their contact information which will be posted on an LT bulletin board for the congregation's information.

v) Rental Facility Policy

Jean Anne presented a revised rental facility policy sent via e-mail. Changed will be updated and applied for approval at the next meeting

vi) Disclosure

Don presented his communication idea called Disclosure. It will be a monthly report of Leadership Team discussions and decisions to keep the congregation informed and inspired. He will send the first one to Leadership Team for perusal before sending it to the congregation. It will be e-mailed with hard copies available at a Sunday service.

8) Adjournment - Cathy Zroback moved that the meeting be adjourned at 8:00 p.m.

Next Meeting Date - October 17, 2019 at 4:45 p.m.

Devotions - Jean Anne

9) Closing Prayer - Thelma Bretel

Signature of Chair

Knox United Church

Signature of Secretary

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Reports and Tasks Pending from September 19, 2019

Tasks	Person(s) Responsible
Make an announcement regarding a new photo directory	Thelma
Finalization of the rental policy.	Jean Anne and Lynda
Recruit people to look into where the cross from the Christian Education Wing should be place on the church.	Thelma and Brenda Shodin
Form an Emerging Spirit Focus Group.	Meg
Get updated report from Darlene re: Pabaamashi	Thelma
Write a report for the congregation around the Hub reopening.	Charlotte
Contact Kaitlin Almack regarding a date and price for a two-day facilitated visioning workshop.	Lynda
Look into moving the sound system to the back of the church	Peter
Look into a locked box in sanctuary.	F&S
Find someone to inspect our stained glass windows and rotting sills.	Cathy
Contact Kate Rudd concerning a crisis statement for Knox.	Lynda
Conduct an interview with Elora Cavner regarding potential hire as nursery worker.	Jean Anne and Sarah Pyzer
Disclosure	Don
Purchase a new microphone headset.	Bruce Graham

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MOTIONS

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CONSENSUS DECISIONS

In the absence of Rai Therrien; Recording Secretary, Cheryl Dyck was appointed by consensus to take the minutes.

The agenda was approved by consensus to one addition added: 5) Correspondence.

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APPENDIX TIDBITS

1) B.7.7.4 b Who must be present: A meeting of the governing body may take place only if one of the following people is present:

- ii) a member of the order of ministry who has been called or appointed to the pastoral charge;
- iii) a designated lay minister who has been recognized by the regional council and appointed to the pastoral charge;
- iv) the pastoral charge supervisor, or,
- v) another person appointed by the regional council to attend the meeting.

2) Minutes

Posting Draft Minutes

The council is responsible for posting the draft minutes of meetings of the council, its executive, its sub-executive, and commissions.

Website or Alternative

The council must post these draft minutes on its website or, if there is no website, by any other means that makes them available to its members promptly. Governing bodies of communities of faith must post minutes in some way that makes them available to members of the community of faith.

Decisions

Minutes must clearly indicate any decisions that have been made.

Approved Minutes

The council must post the minutes again after approval.

3) Who May Vote

Full Members May Vote

All full members whose names are on the membership roll have the right to vote at all meetings of the congregation.

When Adherents May Vote

Adherents may vote at meetings of the congregation if the full members decide to allow adherents to vote.

"You are correct that adherents' voting is no longer limited by qualifiers such as temporal or spiritual matters. The full members may give adherents the right to vote on everything, or, I suppose, could still choose to give limited voting rights. I was at a meeting recently where this happened and it did not create a harmonious atmosphere, and was done for what I considered rather petty reasons."

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4) Annual Meeting

At the annual meeting, the congregation or pastoral charge is responsible for

- a) electing a chair and a secretary of the annual meeting;

5) Membership of the Governing Body

General

The governing body has the following members:

- a) the full members of the congregation elected by the congregation or pastoral charge;
- b) the members of the order of ministry who have been called or appointed to the pastoral charge;
- c) the designated lay ministers who have been recognized by the regional council and appointed to the pastoral charge;
- d) the pastoral charge supervisor, if there is no such member of the order of ministry or designated lay minister; and
- e) any other full members that the congregation or pastoral charge includes in the membership of its governing body. This may include full members who hold specific positions in the congregation or pastoral charge.

Exception: There is one exception to the requirement in paragraphs (a) and (e) above for governing body members to be full members of the congregation: People who are not full members may be elected in special circumstances with the regional council's approval.

"There is the provision of an exception:

Exception: There is one exception to the requirement in paragraphs (a) and (e) above for governing body members to be full members of the congregation: People who are not full members may be elected in special circumstances with the regional council's approval.

The special circumstance might be, for instance, a Lutheran whose congregation closed and now is an active adherent of the United Church, but wants to maintain their Lutheran identity, or an RC for whom becoming a United Church member would create discord in their family of origin, whereas their active involvement in the United Church is less problematic."

6) Commissions

Acting by commission: The governing body or its executive may appoint one or more United Church members as a commission to take on a specific responsibility and make decisions on its behalf.

Decision is non-debatable: The commission's decision is as effective as a decision of the governing body or executive that appointed it. The governing body or executive may not debate the commission's decision and come to a different decision.

Reporting: The commission is responsible for reporting its decision to the body that appointed it. The decision must be included in the minutes of that body.

"A commission, in my experience, is seldom used because generally the governing body wants to be able to debate and make decisions on important matters.

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But sometimes a commission is the most effective way to do a particular piece of work. For instance, if members of the governing body know their own members are highly invested on different sides of an issue and will have great difficulty coming to an agreement they might agree to name a small number of United church members, whose wisdom and decisions they will accept even though they may not agree with them, to act as a commission to take on a specific responsibility and make a decision on behalf of the governing body.

Or if a large governing body is too cumbersome to deal with some particular, frequent, time-sensitive and detailed work for which they are responsible, they may name a smaller number people with particular gifts and skills to serve as a commission to do the work on behalf of the commission. Prairie to Pine Regional Council has named 2 commissions of this sort - the Property Commission deals with the issues that require Regional Council decisions around such detailed and time-sensitive things as approving congregations' requests for sale, purchase, renovations, leases, etc.

The Pastoral Relations Commission makes decisions on behalf of the Regional Council in areas of pastoral relationships - changing, approving terms of call, appointment, and all matters related to that.

I have known of a conference which needed to assume responsibility for a congregation unable to manage their own affairs. A commission was appointed to do this piece of work on behalf of the Conference Executive.

If a community of faith governing body were to consider appointing a commission to do a particular piece of their work, I would suggest they discuss this option carefully with a member of the Regional Council staff, or another person to whom staff might refer them. And it would be important to note parts b. and c. of B.7.5.2. The decisions of a commission are not debatable, and the governing body cannot decide upon a decision different from that of the commission."

7) Conduits

Churches and other charities should NOT accept donations (with tax receipting) designated for other organizations that do not have charitable status. This is called being a conduit and is expressly prohibited by charity law. In the charity world it is the equivalent of money laundering. And, if there is no tax receipting, there is no reason to run the money through the church at all. Folks can donate directly to the other organizations.

Both of these concepts respect charity law and the notion that our churches are required to limit their activities to their "own charitable activity," which they conduct directly or through entities over which they have "direction and control".

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In the case of helping a non-charity with a Grant, great care must be taken in setting up a formal arrangement that would allow the church board to assert it has direction and control over the enterprise. To the extent money flows into the church, the outflow needs to be compliant with charity law. Ideally you would have a memorandum of understanding with the organization that documents that the church charitable purpose aligns with the organization you want to help. Then there would be a trustee agreement that demonstrates on what conditions you receive and subsequently disburse the money. For most churches, this might be too complex an undertaking and it is best to say no - with regret.

Note that if you receive a big grant and disburse it, it also has to show on your financial statements and charitable filings

8) Benevolent Funds

I am hearing from across the country that CRA auditors are getting more concerned with cash payments being given to individuals even for modest sums. Technically a charity shouldn't give money to a non-charity (without demonstrating direction and control of what happens to the money). Modest payments from benevolent funds have not been an issue until now. It is always a good idea to purchase vouchers, or pay actual bills, when administering a benevolent fund.