

## MERIDIAN PASTORAL CHARGE MEETING

**November 12, 2019**

at Starbuck United Church

**Present:** Julie Ringash, Barb Kirk, Cliff Harrison, Michele Ammeter, Malcolm Kirkpatrick, Judy Cormier, Jane Manness, Jamie Scharf, Nancy Langlois, Margaret Porter, Melanie Mosset, Rev. James deBeer

**Regrets:** Diane Trudeau, Ron Manness, Judy Manness.

**Welcome:** The meeting was called to order at 7:06. The meeting was chaired by Jamie Scharf

**Opening Prayer** by Rev. James de Beer

### Minutes

The minutes from the September 10, 2019 were not read at the meeting. Board members read them prior to the meeting and were asked for errors or omissions.

-Under M&P – It should read that Sanford should be responsible from Dec. March

**Motion:** to adopt the previous minutes as amended. Malcolm Kirkpatrick/Michele Ammeter

**Carried**

### Financial Report

Meridian Charge – Treasurer's Report – at October 31, 2019

Bank Balance - \$17,226

Manse investment - \$110,000

M & S – pledge -\$7500

Expenses –	2019 Budget	Jan – Oct	year end estimate
Worship Leader –	\$7200	\$5724	\$6896
Travel –	\$1500	\$927	\$1180
Presb- Regional	\$3718	\$3718	\$3718
Regional mtgs			
Telephone -	\$1050	\$796	\$975
Office/Worship-	\$1500	\$1134	\$1293
Miscellaneous -	\$500	\$460	\$500
Secretary -	\$1320	\$990	\$1260
Treasurer -	\$500	\$500	\$500
Credit Union -	\$50	\$0	\$0
Salary -Pension-Benefits	\$72,950	\$61,244	\$73,854
Travel	\$3500	\$2376	\$3500
Total	\$93,788	\$77,869	\$93,676

**Motion:** To accept the Financial Report. Cliff Harrison/Malcolm Kirkpatrick

**Carried**

Jamie noted that Cliff Harrison term as Treasurer is completed at the annual meeting.

## **Committee Reports**

**Minister Report** as presented by Rev. James

Rev James wanted to ask 2 things of our churches

- 1) What would you like to see in your churches?
- 2) If there is a community event that is happening outside of the churches please let him know because he would like to be more involved in each of the communities.

Rev. James would like to reiterate that if there is something that we would like to have happen or something he needs to know that we let him know.

**Ministry & Personnel Report** as submitted by Michele Ammeter

Scheduling for services & pulpit supply is completed in a rotating schedule and the pulpit supply schedule is available to the end of November on the website. It is also on the Meridian website. Starbuck organized pulpit supply for Sept – Nov. Sanford will for Dec to March, and Avonlea for April to June. M & P has our own pulpit supply list but there will be a new list available from the Region Pastoral Relations, possibly at the end of Dec or early Jan.

All Annual meetings have been set with no requirement for additional pulpit supply. (Avonlea Jan 12, Sanford (9:30 am) & Starbuck (following 11:30 service)

**Prairie to Pine Regional Representative Report for Meridian Pastoral Charge**

All covenants to Prairie to Pine Region have been submitted to Heather Lea.

Submitted by  
Diane Trudeau

Rev. James added onto the report to let us know that the regional meeting will be held on the Pentecost weekend (May 29&30) but will be over on Saturday so he will be able to attend our services on Sunday.

## **Inter-Church**

### **MERIDIAN INTERCHURCH COUNCIL**

November 12, 2019

We are almost finished studying the book by Keith Stewart *WE WERE WRONG*. It is the story of a pastor who traveled halfway around the world thinking he was going to save Africa only to discover God had the opposite in mind. This is a story about conversion and waking up to an expansive view of the fullness of the gospel. We study a chapter before each meeting and then discuss how we as churches can be used by God to support each other and our congregations.

In June three \$300 Service Awards were given. The recipients were Alyssa Houde, Nathan Brigg, and Abby Vovchuk. On June 23 the second annual Meridian Interchurch Family Day was held at the Brunkild baseball diamonds with approx. 75 people in attendance from the Meridian churches.

We are brainstorming to determine the best way to encourage and support the graduates since we no longer have a church service that funded the awards.

We are finalizing the Advent Celebration Service that is being held in Brunkild Sunday December 1 at 7 pm followed by refreshments. Please promote the event in your churches. I attach a poster for the event. Last year the Advent Service was held in La Salle St Hyacinthe Church. The event collected \$1023 which was donated to Koats for Kids. Since the need for warm coats, mittens, scarves, hats is so great the collection will also go to Koats for Kids this year.

Our current bank balance is \$1637.68. Discussions on how to best use these funds in 2020 are being discussed.

Submitted by Judy Manness

## **Church Reports**

### **Sanford United Church**

#### **Sanford United Church Report to Meridian Pastoral Charge - Nov. 12, 2019**

Sanford United Church completed it's covenant with the Prairie to Pine Region and submitted it on the deadline.

Our next board meeting is coming up soon as we are needing to make a decision on a proposal for replacing the front door of our church.

We are happy to report that the service time change with having 9:30 service except for the 2nd Sunday of the month when it's at 11:00 is not having a negative impact on our attendance. We've been fairly active in communicating service times.

We also tried a new outreach program this fall called "You Can't Spoil a Baby". This was suggested by one of our congregation members and our church (and community) embraced it whole heartedly. We

collected gently used baby items to give to one family in need who we got matched up with through the program. Our volunteers then gathered on Nov. 1 at the church to wrap all the gifts and Onnolee Scharf then delivered an entire van load of donations to this family.

Our annual Remembrance Day service occurred on Nov. 11 and as usual was very well attended.

Respectfully submitted,  
Jamie Scharf

### **Starbuck Chair report November 2019**

We are well into our new session now which so far has been very successful. We are very happy to have James with us every week and are grateful to the congregations of Sanford and Avonlea for their generous co-operation in making this possible.

We had a baptism on September 29<sup>th</sup> which was a welcome and rare occurrence for us.

We held a council meeting on September 17<sup>th</sup> at which it was decided that we would hold our own hanging of the greens on 1 December which will also be white gift.

Our Annual Congregation Meeting will be held on January 19<sup>th</sup>.

We were very much saddened by the death of James' mother and continue to think of him and his family.

Margaret Porter

### **Avonlea Church report - Meridian meeting November 12, 2019**

Services at Avonlea began early August after the summer recess. Sunday school classes started September 15<sup>th</sup>. There was a funeral service for Jean Barnes October the 19<sup>th</sup>, a Thanksgiving service October 13<sup>th</sup>, and a Remembrance day service November 10<sup>th</sup>. No baptisms or weddings so far this year. Our board met September 17<sup>th</sup> and plan to meet again on the 19<sup>th</sup> of November. We have our Prairie to Pines covenant ready to go and will be reviewed and voted on at our next meeting.

Challenges: We are having difficulty getting enough leaders for our Sunday School children and I believe our attendance has slipped some. And I believe, we seem to have to compete with sports, dance and other distractions for our children Sunday mornings. However, finances are still okay at this time.

Ron Manness

**Motion:** to accept the committee and church reports as presented and submitted. Michele Ammeter/Jane Manness

**Carried**

### **Correspondence**

1. Peter Mitchell; November 6, 2019. *Letter to request to enter into a Formal Association with Meridian Pastoral Charge.*

## Old Business

### 1) Constitution update -

Michele reported on information from Heather Lea. This information was originally from The Presbytery Oversight Committee, but should be relevant to the Region as well

1. We are encouraged to use the terms "governance /structure document" or "governance policies and practices" rather than the word "constitution."
  - a. This is because the UCC Manual contains The United Church of Canada constitution.
  - b. Within that constitution there are various ways congregations can organize their local governance practices.
2. Is the governance document applicable to all 3 congregations and the pastoral charge, or just describe how the 3 work together.
3. Once we have a governance model that works it is submitted to the Region (Community of Faith Support) for review, suggestions, 2 year trial (where we can make changes), revised document is approved again & then the governance docs are added to the Covenant.
4. Part of it is the "Job descriptions" but it should include more.
  - a. Responsibilities of the board beyond the manual, if any
  - b. Organization of the governing body
  - c. Rolls & Responsibility of the Board & terms of Office
  - d. Meeting (how often & Quorum), if different from Manual
  - e. Standing Committees (if any) & how other committees are formed
  - f. Accountability (any that's not in the manual)
  - g. Reference in the manual that pertain. (IE for meetings "as required by the Manual, B7.7)
  - h. How the 3 congregations work together
5. Heather Lea is on the Region's Committee on Community of Faith Support and a good regional support in moving forward.

Michele has additional information from Heather on governance documents. To fully complete one, is a long process and includes determining what we want in such a document. This is not something that can be done by the next annual meeting. Things that are unique to us need to be in the governance document such as job descriptions as well as how our governing body functions. There are pieces that we have and others that we don't. We can make a policy, particularly for the committee chair job descriptions instead of a governance document initially. Michele Ammeter, Jamie Scharf and Malcolm Kirkpatrick will be working together to come up with updated job descriptions initially and then looking into policy updates.

- 2) **Contract vs Pulpit supply** – Michele was asked to come back with more information from the region. The process for a contract

There is a contract requirement for Ministers offering pulpit supply to the charge more than 4 times in one calendar year.

- Follow-up with the Region on details of the contract process indicates:
  - i. The process is essentially the same as the annual contracts we had with James. Includes Ministry Profile, Financial statement, job description.
  - ii. Part time appointments include associated costs. The entire process is now on line and requires a Pastoral Relation Committee liaison and being on the HUB.
- To set up a contract requires an appointment committee (2-3 people & can be board members) to work on above information.
- After that Pastoral Relation Committee would appoint someone to work with us
- Associated expenses include holidays, continuing education & phone that are not paid with pulpit supply. Payment is also paid at the rate for the minister and in our Cost of living group. If retired minister pension & insurance are not paid.

There is no urgency right now but the first stage is setting up the Hub.

Alternatives include: continuing as we are; setting up a contract; minimizing the use of any individual to 4 times per year; James doing 3 services each Sunday; or increasing the use of our own members for lay supply.

**Action:** Local boards will go back to congregations for discussions and so this can be discussed at the Meridian annual meeting.

- 3) The Hub – the email that was sent out about the Hub came from an address that could have been sent to spam, it was time sensitive then it disappeared. Now we have to ask for an introduction to The Hub in order to get the information and to get onto The Hub. Request is made email to: [ministry@united-church.ca](mailto:ministry@united-church.ca) . We need a church email address that will be registered to the church not an individual.

It was discussed that we could use the one that is used for the bulletins. The Hub will be the main form of communication with The United Church. At some point everything will be logged in through the Hub. Rev. James has volunteered to input whatever we need to but we need more info before anything happens. Chair of M&P and chair of board were previously appointed to be responsible for Hub and should have the login info.

Final agreement was we should set up a separate email account designated for this purpose. Jamie can set it up. Rev. James concern was the account being forgotten and not checked. Jamie said that it can be set up to be forwarded to him or Michele.

- 4) Covenants with Prairie to Pine – each covenant should be made public so we will post them to our website
- 5) United Church fresh start – it will be held near the end of January on a Tuesday or Wed. Rev. James will ask if there is a fee involved

## New Business

### 1) Decision regarding Manse fund and budget information –

#### Meridian Charge –Draft Budget - 2020

– November 1, 2019

Bank Balance - \$17,226

Manse investment - \$110,000

Worship leader -\$216/day

Minister-\$60,559 salary

Travel -\$0.42/km

<u>Expenses –</u>	<u>2019 budget</u>	<u>2019 est</u>	<u>2020 proposed</u>
Worship Leader –	\$7200	\$6896	\$7344 -34 Sundays
Travel –	\$1500	\$1180	\$1500
RegionAllocation	\$3718	\$3718	\$5000?
Regional mtgs -	\$	\$693	\$750
Telephone -	\$1050	\$975	\$1050?
Office/Worship-	\$1500	\$600	\$1500
Miscellaneous -	\$500	\$500	\$500
Secretary -	\$1320	\$1260	\$1320 -44 Sundays
Treasurer -	\$500	\$500	\$500
Credit Union -	\$50	\$0	\$50
Salary/pens/benefits	\$72,950	\$73,854	\$77,088
Travel	\$3500	\$3500	\$3500?
<b>Total</b>	<b>\$93,788</b>	<b>\$93,676</b>	<b>\$100,102</b>

#### Finance committee recommendations –

Manse investment withdrawal - \$15,000

Use Carryover - \$6000

Allocations – Avonlea - \$2450; Sanford - \$2450; Starbuck - \$1700

Sanford phone – discontinue

Karen Elliott has agreed to review financial records for 2019

This is my last year as treasurer – the end of another 5 years

2019 M & S pledge - \$7500

Avonlea to date - \$1966 (\$3500)

Cliff Harrison

The manse term is up the second week of January. The treasurers feel that in about 3 years we might want to hold some kind of fundraiser to replace the money which we withdraw.

**A motion** to reinvest all but \$15,000 from the manse fund. Malcolm Kirkpatrick/Margaret Porter.

**Carried**

- 2) We will need nominations for treasurer for the next meeting or at the latest the annual meeting. We need someone who would like to commit for at least 3 years but 5 would be best.
- 3) Formal Association Request from Peter Mitchell
  - Pastoral Relations Committee is reminding Ministers who are not in a Call or Appointment with a Community of Faith, that they can carry out the functions of ministry (worship leadership, pastoral care, funerals, weddings) only if they are in a “formal association”.
  - Process;
    - i. Ministry writes the governing body, stating that they intend to make themselves available, have all required credentials, and are on Church HUB
    - ii. Governing body indicates their support by motion.
    - iii. The motion of support by the community of faith & support of any incumbent ministry personnel is communicated in writing to Pastoral relations Minister of the Region (Judy Hare)
    - iv. Region wants to “clarify those eligible...no later than Dec 1<sup>st</sup>”.

**A motion** that the Meridian Pastoral Charge supports a formal association with Peter Mitchell: Margaret Porter/Malcolm Kirkpatrick.

**Carried**

- 4) The congregations are all comfortable with alternating service times on 2<sup>nd</sup> Sunday of each month.
- 5) Avonlea Annual meeting January 11, Sanford Annual Meeting and Starbuck Annual meeting January 19.

### **Next meeting topics**

**Adjournment:** A motion to adjourn was made by Malcolm Kirkpatrick at 8:56

Submitted by  
Melanie Mosset  
Recording Secretary for Meridian Pastoral Charge Meeting