

**Crossroads United Pastoral Charge
Council Meeting Minutes
September 16, 2021 via Zoom**

Present: Brent VanKoughnet Don Lemon Karen McGill
 Harold Kenyon Betty Park Diane Unruh
 Terry Gosnell Jeannie Baker Lloyd Baker
 Lynn Rempel Susan Wepler Shawna Hayward
 Julie Ruban McDonald

Regrets: Karen Tjaden

1. Brent VanKoughnet called the meeting to order at 7:05 p.m. A quorum is present.
2. **Opening Worship**
Harold Kenyon led opening worship with a reading from a new daily devotional resource called "These Days". We have ordered this resource instead of The Upper Room for this year.
3. **Land Acknowledgement**
Karen McGill read the Land Acknowledgement

4. **Agenda**

Motion: Julie Ruban McDonald/Lloyd Baker
 "That the agenda be accepted as distributed." Carried.

5. **Minutes of May 20, 2021**

Motion: Betty Park/Terry Gosnell
 "That the minutes be approved as distributed." Carried.

6. **Minutes of July 14, 2021**

Motion: Diane Unruh/Susan Wepler
 "That the minutes of July 14, 2021 be approved as distributed." Carried.

7. **Business Arising**

7a. **Canada Summer Job grant report.**

Our Summer employee Matt Kenyon wrote a report (attachment i) that was distributed to council before the meeting. Brent VanKoughnet will send a note on behalf of council to Matt thanking him for a job well done.

7b. The application of criteria for Covid restrictions

Brent sent out a document "Covid Challenge" for discussion. Much discussion followed. After discussion a consensus had not been reached about how to go forward. Brent VanKoughnet will meet with Jeannie Baker tomorrow to come up with a plan to forward to council for approval.

7c. Summer Hours adjustment

With the increased work load six hours a week was added to the Administrative Assistant position for July & August. Hours have not changed in the past 15 years, but the amount of work has increased so this is something that will have to be looked at for future.

8. Crossroads New Business

8a. Scheming and Dreaming

Brent sent several resources to council prior to the meeting. Brent is willing to sit in on all committee meetings as they plan their budget for 2022. Each committee is challenged to look at what is possible by taking some risk and being creative. Want committees to be optimistic and ambitious but not overwhelmed. Lynn Rempel willing to help with scheming & dreaming. There is a worksheet for each committee chair to take to their committee to help with some visioning. There is also a 10/10/10 document for council to look at and respond.

8b. Stewardship Campaign

Looked at dates of having Stewardship material ready for Nov 14 & 21 and mailed Nov. 22nd. This is still a bit late from a finance perspective. The summer packages were well received in Carman. The campaign could fit with the above worksheet around Belonging, Growing, Serving.

8c. Community Action Training Opportunity

Karen Tjaden sent a request that we consider funding Community Action Training for 1-3 participants from our Embracing the Spirit funds.

Motion: Diane Unruh/Susan Wepler

"That Crossroads Council approve the expenditure of funds from the Embracing the Spirit grant for 1-3 people (to be identified in partnership with Carman Wellness Connections) to attend the Community Action Training." Carried.

Terry Gosnell reported that there is approx. \$3500 available in this fund.

9. Crossroads Committee Reports

9a. St. Andrew's

Shawna Hayward reported that 2 outdoor services were held at St. Andrew's in August. A fall newsletter was sent to congregation members last week. An apple pie fundraiser and a Mom's Pantry fundraiser were recently held. A garage sale was planned but has been postponed until spring. The board is trying to recruit new board members.

9b. **Ministry and Personnel**

Lynn Rempel reported that the committee had not met. Holidays were all arranged with Karen Tjaden on holidays and a week of study leave from August 27 – October 5th, Harold Kenyon on holidays from October 18 – November 1st and Karen McGill taking September 13, 14, 15th off.

Ministry and Personnel approved the expenditure for staff to have lunch with Matt Kenyon on his last day of work.

Ministry and Personnel is still working on the Administrative Assistant job description.

9c. **Worship Committee**

Jeannie Baker reported that the committee has held a couple of meetings to plan pulpit supply for Harold's vacation time and Sundays off. The greeter list, musicians list has been made and circulated. Arrangements for worldwide communion have been made. Elements will be in individual servings for people to pick up at the doors. Discussion was held about how we show compassion to single people/recently bereaved etc. when we go back to in person worship. The committee will decorate for Thanksgiving.

Motion: Jeannie Baker/Betty Park

"That we accept with gratitude the request by Katie Bruce & Trevor Paradoski to have Karen Tjaden officiate at their wedding." Carried.

Motion: Jeannie Baker/Lynn Rempel

"That Leah Jayne Weir, daughter of Kyle & Michelle Weir, Abigail Hannelle Kelly Bosma daughter of Stephanie & Diemer Bosma, Brooks Patrick Garth McCullough, son of Harley & Stephanie McCullough, Jameson Bouchard, son of Tasha Bouchard and Stephanie Aniela Marine Bosma, be presented for baptism at Carman United Church."

Carried.

The committee is pleased that Jane Malcolmson has agreed to be a part of the worship committee and welcome her to the committee.

Motion: Jeannie Baker/Julie Ruban McDonald

"That Jane Malcolmson join the worship committee of Crossroads United Pastoral Charge for a two year term." Carried.

9d. **Ministry Staff**

Harold Kenyon:

It seems like a long time since we last met! After coming back from sabbatical leave in July I have experienced a steady pace in ministry with lots happening. I have led the liturgy for one baptism and taken part in another. I have offered leadership for eight funerals with one in a church building. I have graveside services booked for four more individuals. Certainly, one of the big changes has been the return to in-person worship at Elm Creek and Carman and the challenge of livestreaming the service on Sunday morning.

I am grateful to the musicians and Karen McGill who have faithfully supported worship. We've had to figure out a lot on the fly! The time constraints have meant that we have placed a higher emphasis on planning and organizing the different parts of worship. For example, sermons need to be completed by Thursday morning so that the following week's liturgy can be prepared on Friday. I am very grateful for the direction of Ministry and Personnel to take a Sunday off a month from leading worship. For example, next week is a Sunday off from planning and leading worship and yet the time is fully booked.

Many members of our churches are experiencing complex personal and pastoral care issues. We currently have members admitted to four hospitals in the province. With proper precautions I have been able to visit in homes of individuals who are double vaccinated. It does feel stressful to not be able to visit in hospital when people are sick or palliative.

It is very challenging to find individuals who will step up and support worship. I am thankful that Jane Malcolmson is joining the worship committee. We have a limited roster of people who have led music and worship in Carman. We need people who will work "in the back" changing slides as we live-stream, and to operate the camera. At present, Elm Creek has no musicians and the repertoire of songs the two congregations know is different.

COVID continues to affect us all. I know of three individuals who have died from the virus and probably 20 who have contracted it. With a full calendar booked ahead, the potential for developing symptoms and the requirement then for isolation and testing could prove to be extremely disruptive. For example, next week I have funeral/gravesides booked on Wednesday and Thursday with guests travelling from out of province. If I develop what appears to be a cold, there is not a lot of back plans possible.

I have requested two weeks holidays from October 18th – November 1st.

9e. **Crossroads Finance**

Terry Gosnell shared the narrative report: Statements you received for this meeting are to the end of August 2021 and include the comparison to the same period of 2020.

I will once again explain that Crossroads Pastoral Charge funds are received by Allocation from Carman United Church and St Andrews United Church on a monthly basis. Therefore, the Income should match the Expense at yearend!

The current split of expenses (for 2021) is 87% from Carman and 13% from Elm Creek and is determined by the number of "Identifiable Givers" from each church as reported in statistics. An

Identifiable Giver is someone who donates \$50.00 or more in the year. This is the amount set by the United Church of Canada. We review these numbers each year.

Balance Sheet for August 31 shows a bank balance of \$11,287.28 – I usually like there to be a cushion of about \$5,000.00:

-currently there is \$4,166.65 Innovation Grant being held in this account – down from \$5000.00 as \$1,500.00 of it is being paid to Karen McGill for work she did as part of the project, monthly until December of 2021.

-M&S forwarded to this point is \$20,727.00 – 2020 is lower on the comparison as one less amount was sent to end of August and is very similar to this year to September 15.

- CEW Subsidy money has been sent to Carman and Elm Creek to the end of Period 18 and I believe there is one more Period we may be eligible for. We were eligible for all but 2 of the periods so far. The application process takes place through Crossroads as it has the payroll account but the grant money is returned to each church at the rate they contributed to Crossroads' revenue.

Income & Expense Statement

Again there is the comparison to the same period for 2020. Income is similar due to the allocation method.

Crossroads pays those expenses deemed to be the responsibility of both churches.

The largest expense to Crossroads is our Ministry and Personnel costs.

Of note is the Group Pensions and Benefits costs are considerably higher this year for both staff and the Employer.

Our United Church Assessment also increased by \$41.00 per month.

We have received 75% of the Canada Summer Jobs Grant and have submitted the final calculations for the remainder.

If you have any questions, make sure you ask.

9f. **Christian Education**

There is no report but Karen Tjaden has sent out an announcement that there will be Sunday School in Carman every second Sunday alternating with Elm Creek's every second Sunday. Elm Creek Sunday School will start September 12th and Carman will start Oct. 3.

9g. **Pastoral Care**

Susan Wepler reported that the committee had not met. It remains a challenge with the health regulations to arrange visits. The committee would like to meet and discuss how best to coordinate prayer shawls etc. The committee did assign people to be phoners at the beginning of the pandemic but not sure how many are still following through.

Following the move of residents to the new Boyne Lodge, Twiddle Muffs and activity blankets were delivered. Zoom calls are allowed with residents.

9h. **Mission and Service and Outreach**

Diane Unruh reported that the committee had not met. The committee was involved with putting the care packages together. This was a very successful project. Congregation members continue to support M&S.

9i. **Ad hoc committee – Tree**

Judy McGregor has a group of people working to determine the future of the tree stump. They are not ready to bring recommendations forward yet.

Motion: Betty Park/Lynn Rempel

“That the Crossroads reports be accepted as presented.”

Carried.

10. **Correspondence**

None

11. **Next Meeting Date**

The next Council meeting is scheduled for October 13th at 7:00 p.m. in person if possible – fully vaccinated and with masks or by Zoom if necessary.

Shawna Hayward left the meeting.

12. **Carman Business**

12a. **Hall Rental Guidelines**

This will be part of the proposal for Covid guidelines.

Are there additional food preparation rules that need to be followed?

13. **Carman Committee Reports**

13a. **Carman Finance**

Terry Gosnell shared this report: Financial Reports are to August 31, 2021 with comparison to 2020

Receipts and Disbursements

Received income is down only \$1,412.00.

M&S is up \$892.50.

Unreceipted income reflects what we have received from the Wage Subsidy and Manitoba Bridge Grants plus the shares we received that were receipted by the United Church of Canada. The wage subsidy amount is the Carman portion to the end of Period 18 with the possibility of one more. These \$ continue to assist with costs until we can return to fundraising and more rentals again. Basically the only rental we have just now comes from the Daycare.

We continue to have the support of the congregation in the form of PAR and continued weekly/monthly donations!

Expenses have continued as our employees have continued to operate throughout the Covid period and our Property Committee has carried on with projects that needed attended to. The

sanctuary steps have been repaired and there was shingle damage after the windstorm that toppled the big tree that needed to be addressed.

Balance Sheet

Our Bank account is very healthy at this time and investment total reflects the \$30,000.00 we added to the 2019 Operating GIC.

Deposit #6 matured August 20th and was renewed for 12 months at 1.9% and the Savings account interest that belonged to this investment was added to it.

Deposit #7 matures on October 2nd so Stewardship and Finance Committee will be polled as to renewal of that GIC in the next couple of weeks.

Please ask any questions you have regarding these reports.

Terry also reported that with the return to in person worship will come the need to decide what to do with Sunday offering as there is no longer a night deposit box at the Credit Union and they have indicated that they will not be installing one.

Karen McGill will talk to Jodi Winkler to see what Chamber business' do with their deposits at days end. Do we need to change back to another bank?

Terry and Karen will do more investigating and bring recommendation to council.

13b. United Place

Betty Park reported that the committee met on August 31st. The committee believes that catering could be safely done. They are prepared to screen renters for vaccine status. If that becomes too much of a hassle, then they would quit catering. Cleaning of the kitchen will happen on September 29 & 30 and Turkey Pies will be made on October 14th.

The committee would like to encourage Council to align our restrictions with the current Public Health Restrictions to help facilitate the rental and catering opportunities.

13.c. Property Committee

Don Lemon reported that it has been quiet since our last meeting except for the storm that took down the big tree in the front of the church. A big thanks to the town of Carman for coming on two occasions to clean it up- therefore there was no cost for its removal and cleanup. The wind storm also removed some shingles on the church spar that required a rental of a lift to be brought in from Winkler to replace them

The other big project was the repair and covering of the two sets of steps to the sanctuary. We had put \$10,000 in this year's budget for this project. Because we didn't know the extent of the damage to the north step until the old carpet was removed the extra repair required and the decision to repaint the railing the project was over budget by \$1820. The following is the cost breakdown, \$4331.25 to repair the cement work which included 2 pylons under the steps and replacing the bottom two steps and rebuilding the top landing so there wasn't a step down as you came out of the church. The new covering came in slightly under estimated at \$5657.40 and the railing sand blasted and repainted cost \$1813.58 for a total cost of \$11802.48.

There were two wasp nests at the north entrance one of which we were able to kill but the other one I think we will have to get an exterminator in to remove.

Because of the dry summer, the ground has shrunk away from the building and has let water go into the Day Care . To solve this we are getting more soil to put against the foundation on the north and east side of the church, it is hoped that this will solve the problem

We renewed the contract with our cleaning staff at the same rate as last year.

Some of the other budget items are

Repair and maintenance have spent \$4114.02 out of \$5000 Budgeted and \$177.98 for janitor supplies out of \$1000 budgeted.

13d. **Technology Committee**

Lloyd Baker reported that with the money spent on livestreaming equipment this year the committee was unable to use their budget to do upgrades this year. Technology has had a schedule to updating staff computers. The Admin Assistant computer should have been updated in 2019 and with Covid that didn't happen. The soundbooth laptop for projecting is in need of updating as it is now doing several applications it was never intended for.

Discussion followed.

Motion: Lloyd Baker/Don Lemon

“That the amount of approximately \$2400 used for livestream, plus the cost of a laptop for livestreaming, be put in a separate category and the tech committee be allowed to use it's original budgeted amount for computer upgrades.” Carried.

14. **Communication with Membership**

Susan Wepler will do a summary of the meeting to be shared with the congregation.

15. Harold closed the meeting with a blessing.

Brent thanked everyone for their patience with such a long meeting. There is a lot of work being done!

Meeting adjourned at 9:56 p.m.