

**St Andrew's River Heights United Church
Service Team Meeting Tuesday November 15, 2016
Lounge @7:00 pm**

Administration

Call to order: 7:00 pm by Chair Joan Stevenson.

Present: Karen Lumley, Cathy Kinsman, Joan Stevenson, Paul Webster, Linda Paul, Bill Craddock, Fred Cross, Peter Brehaut, Anne Grewar, and Kelvin Koots. **Regrets:** Sharri Bertram. **Interest Group Annual Visit:** Nancy Hodgson from Outreach

Devotional: Paul Webster

Approval of agenda: The agenda was approved with the following changes:

- The addition of one item for Correspondence
- The addition of Discussion item 3 – Fellowship
- The addition of Discussion item 4 – P&A

Approval of minutes from October 18, 2016: The Service Team agreed to accept the minutes of the previous meeting as circulated.

Business arising:

- **Auction:** Joan mentioned that the Goods and Services Auction was postponed in November since there was no one to organize it and also the calendar was very busy. Bill recommended that it should be scheduled at some point in the New Year because it was included in the budget.
- **Consultant's visit:** Paul provided an update on a consultant's visit to examine the heating system. The consultant has seen boilers such as ours last 30-40 years, but said that it depends on how well it has been maintained. He recommended that if we were to change our heating system, we should hire an engineer to do the specifications and then obtain quotes from three different contractors. The consultant will be returning to cut into a section of pipe in order to more closely examine the condition of the pipes and boiler.

Correspondence: City-Wide Worship Service: Joan referred to an email from Winnipeg Presbytery about the Presbytery-wide worship service being planned for April 23rd, 2017 at the Centennial Concert Hall.

Discussion

1. Visit from Outreach Interest Group – Nancy Hodgson

- Vision/goals: Outreach has decided to go beyond “giving,” with more of a focus on building relationships.
- Interest group members: Karen Lumley, Joan Stevenson, Peter Brehaut, Kelvin Koots, Vinny Ashton, Sonja Lundstrom, and Nancy Hodgson.

- Outreach has recently visited/participated at: Meet Me at the Bell Tower, Northend Stella Community Ministry, Right to Housing rally, Canadian Museum for Human Rights visit
- Meals on Wheels also falls under Outreach
- Although the group has been involved in many different things and sometimes unsure of its direction, things are crystallizing. Possible future initiatives include another visit to the Canadian Museum for Human Rights and a Blanket Exercise for the youth.
- Last spring, Outreach became involved with the Assiniboia Residential School Reunion, which will take place in June 2017.
- Upcoming opportunities: St Matthews Maryland gift store, Right to Housing events, Escape Poverty Challenge, Behind Closed Doors (fundraising event for 1JustCity), Messy Church Intergenerational Event
- Overall, the Outreach Interest Group has decided to narrow its focus.

2. **Working Paper- Interest Group and Service Team – Joan**

The Service Team agreed upon the following revisions to the working paper:

Page 1: Communication

- Interest Groups are required to submit quarterly reports to the Office Administrator. As before, they need not submit regular meeting minutes to the office, but should keep them for their own records.
- The schedule of quarterly reports for all Interest Groups (except the Foundation Group) is November, February (AGM report), March and June

Page 2: Liaison Pairs

- The liaison to Property & Administration and Trustees is the Chair of M&P

Page 3: Quarterly Report form

- The suggested Quarterly Report format is optional, not required
- Items will be bulleted rather than numbered and the space in-between removed so as not to give the impression of “fill-in-the-blanks”

Page 4: Schedule for Annual Visit

- Worship and Outreach were swapped: Outreach will visit in November, and Worship will visit in March

Page 5: Preparation for Annual Visit

- Items will be bulleted rather than numbered

Page 6: Role of Liaison

- Minor changes were made to the wording of the fourth and fifth bullet points

Page 7: Role of Members-at-Large

- Members-at-large are described as full members, not voting members
- The third and sixth bullet points were removed

Joan will make corrections as mentioned above and distribute a copy of the **Interim Reference Guide (September 2016-February 2018)** to Interest Group Leaders, Service Team Members and the Church Office Manager.

3. Fellowship – Anne

The Fellowship Interest Group would like to remind the Service Team about the Cookie Walk (Dec 3). Each member of the Service Team is asked to donate 10 dozen cookies. Cookies should be delivered to the church by December 2 at 5:00 pm.

4. P&A – Karen

The Property & Administration minutes (p. 2 #4) from November 1, 2016 indicate that they disagree with the proposal to build an infant room at this time. The Service Team believes that such a room is necessary and could have a relatively small expense, and could be built in a way that would not affect future renovations to the narthex. A Meeting to discuss this further will be set up between members of P&A, Karen, Fred and Bill.

5. Hungarian Group update – Linda

Joan and Linda have had two meetings with Janet Walker, Chair of Winnipeg Presbytery regarding the Hungarian Group. One of these meetings was meant to include members of the Hungarian Group but they did not attend. Therefore, a letter from the chair of Presbytery was sent to the group to inform them of the following:

- The group must submit a budget to the Service Team and await its approval before receiving money;
- Any requests for additional use of space at St. Andrew's must be brought to the Service Team;
- The material from the Hungarian United Church will be sent to the Archives at the group's expense.

6. Stewardship – Cathy

Cathy provided an update on Stewardship. On November 6 Clark Brownlee presented a word on the importance of Stewardship, Lorne Hurst presented his message on Stewardship during worship on November 13, and Josh Ward will speak about Stewardship on November 20. The Stewardship Interest Group has developed a document which explains the needs of our church. Bill has totaled each member's contributions for the current year, to be included in each person's Stewardship package. In addition, Bill and the Stewardship Interest Group will update the mailing list.

7. Nominating – Linda

Linda asked for the Service Team's input on the recommendations presented at the October Service Team meeting. Bill noted that the recommendations would narrow down who could become Vice-Chair to just a few people. Linda explained that recruitment may come from outside the Service team. (See next paragraph)

In order to shorten the length of office for the Vice Chair and later the Past Chair from two years to one year, the Nominating group has recommended for 2017-18 that a new member-at-large is recruited instead of the Vice-Chair. After the Past-Chair's one-year term is completed then the Vice-Chair position will be filled, possibly from within the Service Team. If no one from within the Service Team emerges as Vice-Chair then there is still the possibility to recruit from outside. Anne said she concurs with the recommendation that members-at-large serve a two-year term because it makes the commitment more manageable.

Fred noted that it will be important to report on the Governance Working Model at the AGM. An evaluation of the model will be given to the Service Team members and chairs of Official Interest Groups.

8. Finance/ Treasurer Report – Bill

Bill presented the financial statements to the end of October 2016. He reported that our deficit is growing, mostly due to Maintenance and Repairs expenses, which were \$24,832 over budget. However, Bill explained that this is largely due to catching up on needed repairs, particularly the replacement of several steam traps. He believes that we will get caught up and therefore Maintenance and Repairs may be much reduced next year.

Regular offerings were over budget, and Bill expects that at the end of the year we will be close to making budget. Total income was under budget mostly due to fundraising. The Quiz Night was budgeted for November, so the deficit appears artificially better this month, but will be worse in November. The Royal Tea Party and Harvest Supper both earned less than budgeted. Staffing costs have been under budget due to the caretaker being budgeted an extra three hours per week which mostly has not been used.

The Piano Fund has a deficit of \$390 due to PAR donations which have yet to come in. The Choir account has \$1,629 remaining after contributing to the piano.

Cathy asked how much the caretaker can be expected to do in terms of set-up for events. M&P will look into who is responsible for this.

New Business

1. December meeting

It was decided that the December meeting will take place a week earlier than scheduled, December 13 at 7:00 pm in the Lounge. The meeting will start at 7:00 as usual, followed by an informal social gathering. Linda volunteered to coordinate.

Adjournment: 9:20 pm

Next Meeting: December 13, 2016 7:00 PM Lounge

Devotional: Kelvin Koots
Visiting Group: Foundation