

St. Andrew's River Heights United Church
255 Oak Street
Service Team Meeting Minutes – Tuesday, September 18, 2018
Boardroom @ 7:00 pm

Present: Paul Webster, Rob Siddall, Anne Grewar, Peter Brehaut, Michael Duncan, Lorne Hurst, Bill Craddock, Jeff Kremer, Karen Lumley. **Regrets:** Linda Paul

Administration

1. Call to Order: Greetings/Vision Statement

Paul Webster called the meeting to order at 7:02. Anne Grewar agreed to take the minutes tonight as Linda Paul was unable to attend. The Service Team read the vision statement together.

2. Devotion: Karen led us in prayer.

3. Approval of Agenda: Bill Craddock/Jeff Kramer to approve the agenda which was distributed prior to the meeting. **Carried**

4. Approval of Minutes from July 24, 2018: Jeff Kramer/Rob Siddall to accept the July Service Team minutes as written. **Carried**

5. Business Arising: Refer to Property & Administration discussion.

6. Correspondence: None received

Items for Discussion

1. Financial Update: Bill distributed and reviewed the financial statements with the Service Team members. He commented that the statements covered the period from January 1, 2018 to August 31, 2018. He noted the following:

- Printing in colour is very expensive because if there is one drop of colour on the bulletin, we are charged for 2 pages colour. Some possible solutions were discussed. One was to print the bulletin in colour once a month instead of every week. No decision was reached at this meeting
- The garage sale is set for September 28 and 29 and items have started to arrive. We had budgeted \$3,500 for this fundraiser.

2. Interest Group Presentation – Property and Administration

Since two of this Group's members presented a proposal at the last Service Team meeting, and they regularly provide detailed minutes of their monthly meetings to the Service Team, it was decided they wouldn't be required to attend this meeting. Paul Webster commented that Cam Regier, a member of the group, will be applying to Winnipeg Foundation for a grant towards the cost of the engineering consultant's report as to the condition of the building's mechanical systems. He added that this was approved by the Finance Interest Group earlier in the month.

3. **Governance:** Rob Siddall provided an update from the Governance meeting which was held on September 16, 2018. A hybrid system was discussed which would be between the conventional model and the interest group model. Core/critical Interest Groups (Committees) would be identified and their Chairs would attend Board meetings.

Action to be taken: Reach out and gather opinions about what people think of the current system and the proposed system.

4. **Office hours:** In 2010 the church's office hours were reduced. In the summer, when Karen and Andrea are on holidays, there is no St. Andrews representative in the building. It was proposed that someone should be in the office for 12 months instead of the current 10 months especially with only one minister now. The Service Team agreed that this is an important change.

Action to be taken: Michael Duncan will discuss these changes with Andrea.

Items for Decision

1. Ministry and Personnel Report:

A. **Position Descriptions** (job descriptions were circulated prior to the meeting)

- **Minister of the Word, Sacrament and Pastoral Care.** The changes will allow Karen to be the lead clergy regarding worship, ministry and pastoral care. Peter Brehaut/Lorne Hurst to approve this position description as written. **Carried**

- **Part- time Congregational Designated Minister (CDM).** Part-time position will focus on leading worship service once or twice a month. Lorne Hurst/Jeff Kramer to approve this position description as written. **Carried**
- **Youth and Adult Coordinator.** Will focus on development and implementation of youth-oriented programs. Bill Craddock/Lorne Hurst to approve this position description as written. **Carried**
Action: Paul Webster will forward the approved position descriptions to Mary Best, Chair of Pastoral relations at Presbytery.
Action: The Service Team members suggested names to serve on the two Search Committees:
 - CDM: Linda Paul, Glen Neufeld, Ruth Mackenzie, and Rita Swan
 - Youth/Adult Coordinator: Lorne Hurst, Jeff Kramer, Anne Grewar and Joe McCallum

The Service Team members thanked Michael Duncan and his interest group for all the hard work that went into preparing the Position Descriptions. He was asked to share this with M&P and to tell them that all their hard work is appreciated, and it is a job well done!

B. Ministry and Personnel Update:

- Office Manager: Michael Duncan reported that M&P is in the process of reviewing Andrea's job description. It has been five years since this was last performed.

Other:

1. Minutes: A member commented that the Service Team minutes are not posted on the Church's web site. **Action:** Paul Webster will approach Andrea and request that she post the minutes on the web site.
2. Web site: Jeff Kramer felt that St. Andrew's web site isn't very user friendly. He suggested looking at Westworth' web site.

Adjournment: Meeting adjourned at 8:43