

**Special meeting of Service Team
St Andrew's River Heights United Church
February 27, 2019**

Present: Anne Grewar, Paul Webster, Bill Craddock, Michael Duncan, Rob Siddall, Lorne Hurst, Linda Paul, Karen Lumley

Guest: Mary Best, Pastoral Relations Commission (PRC)

Anne called the meeting to order at 6:00PM. We introduced ourselves. Mary Best opened the meeting with prayer.

Anne stated the purpose of the meeting to be clarification of the procedure to finalise the ministry position at St Andrew's once the Gap period for Noelle Bowles is finished.

Mary Best outlined the process as follows:

- It needs to be done because we have a Gap minister and the person cannot be reappointed until a Ministry Profile (MP) is done.
- Job descriptions must be completed and should reference whether the positions as described meet our needs; the job descriptions must include the % age of time Ministers spend on each task-this is required by CRA
- The Ministry profile is completed by congregation involvement; this was a step that was omitted last summer
- Consultation with congregation is necessary
- Completed Ministry Profile is first approved by the ST before presenting it to the congregation for approval
- A Pastoral Relations Commission rep must attend the congregational meeting
- If the ministers currently in the roles (regular and gap) agree to the job descriptions, then they do not need to reapply
- Neither position would be advertised, but can be approved by the ST and the congregation (??)
- The position we currently have for the Youth and Young adult position must be included in the Ministry Profile package. The entire Ministry team must be seen as one unit working together toward stated ends.
- Once the congregation has approved the MP the PRC must approve it
- We can send draft copies to Mary for prior vetting if we need further guidance
- The MP includes a Financial Viability document which sets out our financial picture and indicates whether we are able to do what we say we want to do
- The PRC meets the second Tuesday of each month; this is important for us to know in order to set a timeline for completion
- If the position needs to be advertised, this is now done on the Church HUB; ST A needs to be on the HUB
- We decide how long our posting is on the HUB
- We can send our MP to Mary in sections if that meets our needs

- Mary advised that it would be helpful if a member of M&P were on both the MP group and the Search group if there is to be a search. M&P is involved in writing job descriptions, ultimately will be responsible to supervise the people in positions and, thus, it would be helpful if they were represented throughout the process
- The Ministers should see both the profile and the job descriptions

Mary Best here left the meeting.

We reviewed the list of folks that we thought would be good to be on the MP group. We assigned people to contact the folks on the list.

We set a tentative timeline:

- March 13- MP group meets
- First announcement for the congregational meeting to be made on March 17
- Congregation meeting is called for March 31
- Final documents and congregational decision goes to PRC by April 5