**Eastside United Church Leadership Team**

**Minutes of the November 1, 2022 Meeting**

**Attendees: :** Sarah Tkachuk, Russell Mitchell-Walker, Sam Baidoo, Delia Baidoo, Bonny Manz, Cathie Henderson, Teresa Strachan, Becca Anderson, Anita Tessier, Amanda Benesh, Doug Scheurwater

**Regrets:** Jim Fallows

| **Agenda**  **#** | **Discussion** | **Action** |
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| 1. | **Call to Order – Sarah**  Meeting called to order at 7:09 |  |
| 2. | **Opening Devotion - Russell** |  |
| 3. | **Acceptance of the Agenda**  Anita moved acceptance, 2nd by Cathie. Carried. |  |
| 4. | **Minutes of the September 14, 2022 Leadership Team meeting**  Cathie moved acceptance, 2nd by Anita. Carried. |  |
| 5. | **Business arising from the Minutes (20 minutes)**  5.1 Mavis – proposal for Support of children’s book  Mavis has asked for reimbursement of her postage fees for sending boxes of children’s books out to the Region’s churches. She said she will reimburse the church when (if) she receives the grant, which she should have a response on in about one month. The Leadership Team had agreed to have Eastside’s name used on her grant application at the September meeting although no funding was agreed to as part of that motion. The church is currently in a significant budget deficit position.  5.2 Bookkeeper role and replacement of Anita  Two aspects; one is processing invoices and all that entails (writing cheques, getting signatures, copying, filing and getting copies of invoices to bookkeeper), the other is the bookkeeping itself. A number of options were considered; 1) contract out both aspects; 2)see if someone would volunteer to take care of processing and filing invoices and ES/LSC pay someone to do the bookkeeping, 3) having the invoice processing done by the office.  The office will take over the invoice processing, etc. and either the current LSC bookkeeper or another one could manage the ES books. | Sarah will speak to Mavis and tell her consideration will be made to include this in next year’s budget, if not successful with grant.  The office will do invoice processing, and receipts for renters. |
| 6. | **New Business**  6.1 Becca – remote work proposal  Becca has asked to work from her new home in Prairie River, with a schedule provided that reflects which days and times she will be in-person in the office. She would be working both for BoL and ES offices, 50% of her time for each, with the salary and benefits split 50/50. A casual person will be hired to be in the office when Becca is working remotely, with a lower salary as their responsibilities would be simpler (basic office). Becca’s hours will increase to 32 hours a week, and potentially an extra three hours for the invoice processing. Two things for consideration: 1) Becca doing the Admin. duties for both ES and BoL; 2) Doing much of the work remotely. The Job Description will need to be re-written and perhaps a review of her remuneration.  ***Amanda moved that the ES Leadership Team approves the coordination of the administration and communication responsibilities in a joint position. 2nd by Teresa. Carried.***  Some research will need to be done regarding staffing and benefits for casual employees. Hiring will need to be done in conjunction with representation from BoL.  ***Cathie moved approval of Becca working part of her hours remotely. 2nd by Bonny. Carried.***  Becca will review her and BoL’s job descriptions and make required modifications. And creation of a job description for the casual employee needs to be done.  6.2 Regional council self-assessments  Some of the committees work with personal information and they should likely sign confidentiality agreements. It will help to educate people on these committees as to their role in keeping certain information confidential. | Becca and Anita will meet to discuss invoice processing and time required.  Becca will send out forms to the committees to be signed and returned. |
| 7. | **Reports**  **7.1 Minister’s – Russell**  Positive feedback on cluster church service which is a good first step on getting different ministry collaborating together. Donations are required for INI Café to pay for performers. Doug and Leslie have been organizing things for the baking, etc. with assistance of volunteers. Volunteers are also needed to help prepare breakfast for their take-out, the 4th Saturday of the month. The various ES committees seem to be in agreement of the congregation attending another church’s service on the Sundays that Russell is off. There may be some challenges for John Bishop in regard to bus routes and accessibility of the church itself. (ie. Broadway may be an issue). There is a possibility the Munch office may be rented out to an organization called “Community Support and Accountability” which works with people who have been incarcerated and are coming back out into the community. They work with circles of support for reintegration. Very few of their clients would be coming to our building, perhaps as few as two per year, and they would be escorted the entire time in the building.  **7.2 M&P - Cathie**  Some concern with getting community involved in Community Dinner, as per the grant ES received. Need to increase participation from community. Positive comments were received on the cluster and shared ministry. Outreach goals and holidays and education were discussed. Russell is considering spending some of his time on cluster issues during his sabbatical.  **7.3 Region - Becca**  The United Church is launching an insurance plan that will provide “more affordable and accessible property and liability insurance”. This info. has been provided to the Property &Maintenance Committee.  **7.4 Finance –**  ES finances are looking fairly bleak, and unsure about LSC finances at this time. Need to get the messaging about our finances out to our congregation. Inflation, salaries, utilities going up. Next year’s budget will be challenging.  **7.5 Living Spirit Centre Committee - Sarah**  Already covered in other reports. Next meeting – week of November 7th.  **7.6 Faith Formation - Amanda**  Proposed communion schedule; reducing numbers of times we have communion, about six times a year, on specific days. It would begin right away. Can re-visit if needed.  ***Amanda moved that we approve the recommendation regarding changes to number of times per year communion is done. 2nd by Doug. Carried.***  Music license increased by $200.00. Request will be made to increase honorariums by $200.00 as well.  There will be a baptism done in December.  ***Amanda moved that Carter Joel Morris Bromley be baptized on December 4, 2022. 2nd by Anita. Carried.***  **7.7 Gratitude team – Teresa**  The Stewardship Campaign has been worked on and the luncheon will be held on November 13th after church.  **7.8 Congregational care - Delia**  It is a difficult month for everyone right now, Linda passing and Delia’s sister passing but we continue to support each other. The team would like to start following up after baptisms, doing it in a way that does not make parents feel guilty if not attending church. Also, the same for Marriage and Marriage Prep. course, Russell will follow up on those. | Notice on change will be included in the newsletter.  Amanda will send an email to Jim. |
| 8. | **Next Meeting**  **Proposed:**  January 11, 2022 7 pm Hybrid |  |
| 9. | **Closing Prayer** |  |
| 10. | **Adjournment**  Anita moved the meeting be adjourned at 9:15 |  |