

St. Mark's Congregational Council

Record of Meeting – May 19, 2022

Purpose of Meeting: St Mark's Monthly Council Meeting

Date: May 19, 2022

Location: St. Marks & Zoom Virtual Meeting

Time Started: 19:00

Time Ended: 21:30

Invited	Jan 6	Jan 29	Jan 30	Feb 24	Mar 31	Ap 28	May 19					
Pastor Schmiedge							P					
Brian Lorch (C)	P	P	P	P	P	P	P					
Kris Wegert (S)	P	E	E	P	P	E	P					
Brenda Catchpole	P	P	P	P	P	P	P					
Sarah Harrington	P	P	P	P	P	P	E					
Signe Jewett	P	P	P	P	P	P	P					
Mary-Anne Tymm	-	-	-	-	-	E	P					
Wade Quehe	P	P	P	P	P	E	P					
Lynda Joyal	EX	P	E	P	P	P	P					
Inga Skundberg	P	E	P	P	P	P	P					
Guests												
Kurt					P							

Minutes

1. Opening Devotions
2. Approval of Agenda

MSC CC-2022-23 That the agenda of Council meeting of May 19, 2022, be approved

3. Approval of Consent Agenda

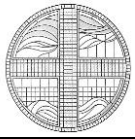
MSC CC-2022-24 That the minutes of Council meeting of March 31, 2022, be approved

MSC CC-2022-25 That the minutes of Council meeting of April 28, 2022, be approved.

MSC CC-2022-26 That the minutes of the Annual Congregational Meeting of April 24, 2022, be approved.

MSC CC-2022-27 That, on the recommendation of the Social Ministry Committee, \$515 be disbursed from the Social Ministry Fund interest account to Winnipeg Quaker Meeting in support of the Music for Life program.

MSC CC-2022-28 That Lynda Joyal be authorized to sign the 2021 Charitable Return.



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MSC CC-2022-29 That Brian Lorch and Daniel Corzo be appointed to the Finance Committee.

4. Orientation
 - a) Roles and Responsibilities
 - b) Financial Reporting
5. Reports
 - a) Pastor – reviewed format of report.
 - b) Chair
 - c) Program / Council / Ad hoc Committee Reports
 - I. Social Ministry
 - II. Worship
6. Items for Decision
 - a) Elections of Officers

The chair was assumed by Pastor Schmiedge.

Nominations were called for the position of chairperson. Signe Jewett was nominated and accepted the nomination. There were no further nominations. Signe Jewett was declared elected by acclamation

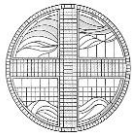
Brian Lorch assumed the chair.

Nominations were called for the position of vice-chairperson. Brenda Catchpole was nominated and accepted the nomination. There were no further nominations. Brenda Catchpole was declared elected by acclamation

Nominations were called for the position of treasurer. Lynda Joyal was nominated. The chair noted that Lynda has agreed to accept the nomination. There were no further nominations. Lynda Joyal was declared elected by acclamation.

Nominations were called for the position of secretary. Inga Skundberg was nominated and accepted the nomination. There were no further nominations. Inga Skundberg was declared elected by acclamation

- b) Installation of council – June 5th, 2022



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c) Signing authority

MSC CC-2022-30 That Lynda Joyal, Signe Jewett, Brian Lorch, Brenda Catchpole be granted signing authority on St. Mark's bank accounts effective May 20, 2022.

d) Centering for Worship statement

MSC CC-2022-31 That the Centering for Worship statement be revised by: (a) inserting "and expressions" following "gender identities"; (b) by deleting "of" in the final sentence and replacing it with "through a commitment to" and (c) replacing "care" in the final sentence with "racial equity".

e) Donation to Reconciling in Christ

MSC CC-2022-32 That \$100 be disbursed to Reconciling Works and charged against GL 5301.3 Other Mission Support.

f) Covid Protocols – Mask requirements remain in place.

MSC CC-2022-33 That the COVID protocols be changed to allow for the distribution of bread at communion, the offering plate be passed and that service of coffee after service be resumed.

g) Document retention policy

MSC CC-2022-34 That the Policy on Records Retention be approved as presented.

h) Mutual Ministry terms of reference

MSC CC-2022-35 The Governance Committee, in consultation with the pastor, undertake a review of the terms of Reference of the Mutual Ministry Committee.

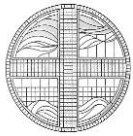
i) ZOOM renewal

MSC CC-2022-36 That the subscription to ZOOM be renewed for a period of one year.

j) Sisters of the Holy Rock – discussion of contract renewal

k) Portable AC unit – Deferred

l) In Camera Session



m) Proposed Meeting Schedule

June 16

September 8

October 27

November 24

December 11 (Sunday) - Congregational Budget Meeting

January 19

February 23

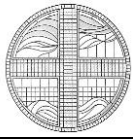
March 23

April 23 (Sunday) - AGM

The meeting was adjourned.

Reports / Documents Attached

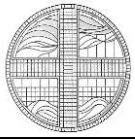
1. Pastor's Report
2. Chair's Report
3. Finance Report
4. Worship
5. Social Ministry Minutes
6. Social Ministry Report – Reconciliation Initiative Report
7. Records Retention Policy
8. Q1 Financial Statements



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Chair's Report - May 17, 2022

Following is background info to agenda items for the May 19th council meeting.

Social Ministry Interest Disbursement

The Social Ministry Committee has recommended the interest accumulated in the Social Ministry Endowment Fund as of December 31, 2021 be disbursed to the Music for Life program of Epiphany Indigenous Anglican Church. The program is operating jointly with the Manitoba Quakers. The amount to be disbursed is \$515. As per the Social Ministry Meeting Notes of November 2021, we have verified that the program is active, and we have received confirmation of its CRA charitable status.

Finance Committee Membership

Having completed the transfer of bookkeeping responsibilities to our contract bookkeeper, Rhonda Lorch is resigning her position on the Finance Committee. Daniel Corzo has agreed to fill the position vacated by Rhonda. Membership of the committee consists of the Treasurer, another member of council and a member of the congregation who is not a member of council.

Mutual Ministry

With our new Pastor in place, it would be prudent to review the terms of reference for the Mutual Ministry Committee. This would be a task for the Governance Committee which would seek input from Pastor Zsófi.

Committees of Council

Normally this would happen at the May meeting, but it is proposed that we delay this to our June meeting pending completion of a review of the Mutual Ministry Committee terms of reference.

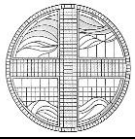
Actions Recommended by Social Ministry

Centering for Worship

Social Ministry is recommending some changes to the "Centering for Worship" statement read at the start of each worship service. The proposed changes would align our statement with what is recommended by Reconciling in Christ organization.

RIC Donation

Social Ministry is also recommending that we donate \$100 to the Reconciling in Christ organization. RIC asks all those on its roster of members to make annual financial contribution to sustain RIC. An "Other Mission Partner" line was included in this year's budget with an amount of \$100. The motion on our agenda designates RIC as the recipient of that \$100 budget item.



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Refugee Sponsorship

Social Ministry is recommending that council consider forming an ad hoc committee of interested congregational members willing to investigate options for sponsoring refugees from Ukraine.

Please see the Social Ministry report for more information.

Covid Protocols

No action is necessary if we wish to keep the current protocols in place. There has been little if any push back against our mask mandate for Sunday morning services. With warmer weather just around the corner, consideration might be given to resuming coffee hours and encouraging people to mingle outdoors.

Document Retention Policy

An updated draft of the proposed policy is in the meeting folder on G-Drive. Please review prior to the meeting and be ready to raise any concerns you might have.

One item in the document that still needs some tinkering is whether committee minutes/reports need to be retained. An option would be to have all reports submitted for a given meeting to be appended to the minutes and then have a single PDF created as a record of that meeting once the minutes are approved.

A secondary issue relates to the actual physical storage of the documents. Some documents, especially the parish registers that record baptisms, weddings, etc. and date back to the formation of the congregation probably should be stored in a fire-resistant cabinet. An unanswered question is what other documents are worthy of fire-resistant storage. How this is answered would have implications for: (a) how large a cabinet is needed, and (b) where would that cabinet be located.

Here's one example of what a relatively large cabinet would cost.

<https://www.uline.ca/Product/Detail/H-7583/Storage-Cabinets/Fire-Resistant-Storage-Cabinet-36-x-20-x-72>

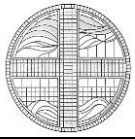
Zoom Renewal

Our ZOOM account will be up for renewal in June. The cost of a one-year license is \$200. Month to month licenses go for \$20/month.

Sisters of the Holy Rock rental contract

Our initial agreement with the Sisters of the Holy Rock expires on August 31. They are requesting confirmation that the agreement will be renewed as they are pleased with our facility.

There is a concern about the amount of storage space being used by the group. Some of the groups' belongings have been recently removed from the building. I have asked the Property Committee to assess the situation.



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Aside from the storage issue, a renewal of the contract would depend on council's willingness to commit the Parish Hall to an outside group on Tuesday evenings through the fall and winter seasons.

Portable AC Unit

A portable AC Unit was purchased several years ago to cool the office space. This unit is now redundant with the installation of a central AC system in the church. Kurt Simonsen suggested we make the unit available to the pastor for her home. In checking with her, I learned that the house they are renting has central air.

Question for council – do we wish to sell the unit or perhaps donate it to a non-profit organization?

Fire Alarm System

Not an agenda item but to keep you up to speed, there are two on-going issues related to the fire alarm systems. Last Monday the alarm was triggered around 4 PM. Kurt S, Fred M and I were on site and ABC Fire and Safety was called in for assistance. The cause of the alarm was traced to the sensor located in the sacristy in the northwest corner of the sanctuary. Water had found its way into the building, dripped onto the ceiling of the sacristy and then likely through a channel created by a nail or screw and then into the sensor. When the sensor was removed, it was full of water which caused a short and triggered the alarm. Property is investigating the source of the leak.

The second issue is that a fire warning alarm is now going off every 12 hours. A replacement part needed to resolve the problem is on order. In the meantime, we have requested our monitoring service to take the panel off-line. This request must be renewed every 72 hours to prevent API from phoning someone about the alarm being triggered.

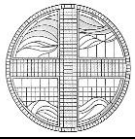
Respectfully submitted
Brian Lorch
Chair

Finance Report – May 17, 2022

This report summarizes the congregation's finances for the first quarter of 2022. Please refer to the balance sheet and income statement found in the meeting folder for more detail.

GIVING

General giving is down by \$10,000 compared to the same time last year. There is likely no single answer to why. Possible factors include: (1) Covid fatigue (2) Inflationary pressures on household budgets (3) giving to other causes – Ukraine, and (4) our large 2021 surplus.



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Cumulative Giving to General Offerings by Month and Year

Month	2017	2018	2019	2020	2021	2022
Jan	-	-	24,117.00	20,920.04	19,587.00	18,432.00
Feb	46,732.00	45,187.73	45,385.01	44,496.09	55,837.42	36,604.00
Mar	68,548.70	67,675.85	66,863.35	65,853.09	67,103.03	57,010.54

BUDGET TO ACTUAL EXPENDITURES

The Profit and Loss statement (also referred to as the Income Statement) has been prepared for the 1st quarter and includes a column showing the corresponding budgeted amount for that same period. The budgeted amount is the annual budget divided by four.

As many of our expenditures are incurred on an irregular basis, the information provided on the % of Budget spent year to date is not particularly useful. Examples of irregular expenditures would be software licence renewals that occur once a year, the purchase of bibles for Grade 5 students, postage stamps that are purchased in bulk. Another one would be snow clearance where expenditures occur in the first three and last three months of the year.

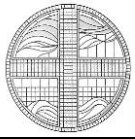
The following items are noted:

1. Wages and benefit expenditures are well below budget as we have not had the expense of a full-time pastor during this quarter. Correspondingly, the budget for Supply Pastors (5150.1) is showing as overspent. These results are a more a factor of how the budget was structured than anything else. The budget was structured on the assumption that a full-time pastor would be in place on January 1.
2. Our decision to send only a portion of our budgeted monthly commitment to the MNO Synod (5301.1) is reflected by report showing only 75% of the budgeted amount has been remitted.
3. Utility Costs for the first quarter have come in at 94% of what we budgeted for. Gas costs have been higher than expected but electricity costs have been less than expected.

BOTTOM LINE

As of March 31, income has exceeded expenditure by \$4,507.78. What is keeping us cash flow positive is:

- Absence of a full-time pastor's salary
- Decline in giving is being partially offset by return of some rental income
- Partial payment of budgeted amount to the Synod



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OTHER NOTES PERTAINING TO THE INCOME STATEMENT

1. Our net income is likely understated as funds set aside to cover the salary of the Sunday School Ministry Coordinator and costs associated with the call process have not yet been transferred from retained earning to the income statement.

2. Sunday School Ministry Coordinator Disbursement

Of the \$15,000 allocated to this position, approximately \$8,700 remains. This should be sufficient to fund the position through to May 2023.

	Expended	Balance
Opening Balance		15,000.00
Expended 2021	3,142.18	11,857.82
Expended 2022 YTD	3,146.36	8,711.46

3. While we budgeted \$20,000 to cover Call Process costs, the cost of relocating Pastor Zsófi (moving household goods, food and accommodation costs, personal travel costs) has come in at just under \$9,900. These costs will show up on the Quarter 2 report.

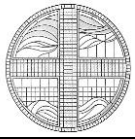
OVERALL LIQUIDITY

A good question for council members to ask is how the congregation stands in terms of monies available to pay our operating costs? The answer to this question, one must turn to the balance sheet.

As of March 31, current assets amounted to \$157,350.21. This is held in three separate accounts: chequing account, TD Direct Investing Account (money market fund), and a TD Bond mutual fund.

Note that the value of the Bond Fund is overstated in the balance sheet as the value of the units have fallen as interest rates have risen over the past few months.

Some of these monies have been set aside for designated purposes. The details appear on the Liabilities side of the balance sheet.



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Current Assets

1000 TD Bank	104,722.70
1205 TD Direct Investing	21,667.38
1207 TD Bond Fund - Unrestricted	30,960.13
Sub-Total	157,350.21

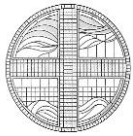
Liabilities

Accounts payable / Credit Card	795.13
2001 Miscellaneous Obligations	3,600.00
2002 ELCIC - GSI	2,212.25
2004 Memorial Fund	13,200.75
2006 Youth Gathering	4,385.40
2007 Youth Activities	185.53
2011 Community Garden Project	949.37
2014 Canadian Lutheran World Relief	565.00
2016 Urban Ministry	560.00
2017 Lutheran Urban Mission Meals	2,091.28
2022 Luther Village Camp	100.00
2028 Sunday School Offerings	1,524.23
2030 Music Ministry/Instruments	259.85
2032 Christmas Hampers	1,235.48
2048 Canada Lutheran Subscription	63.22
2068 Coffee House	312.91
2078 Education	233.50
2081 Hagglund Endowment Interest	242.75
2082 Social Ministry Interest	588.62
2403 Capital Works	1,935.18
Sub-Total	35,040.45
Unencumbered Cash (Assets – Liabilities)	122,309.76

Some of the liabilities are flow-through accounts. The balance in these accounts is cleared out normally at the end of the year as funds are forwarded to the designated recipient. These include CLWR, Urban Ministry, Luther Village Camp.

Some of the liabilities represent funds set aside for specific purposes related to internal programs (e.g., Youth Gathering fundraising, Christmas Hampers, Lutheran Urban Meals).

A detailed description of the various liability accounts, their purpose and who has authority over their use is found in the Designated Funds Policy.



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BANK RECONCILIATIONS

Bank reconciliations have been completed for the first three months of 2022. Some minor issues, mostly with regard to tidying up the presentation with regard to voided cheques, are under review.

Worship Committee Report - May 19, 2022

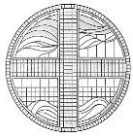
Looking Ahead

- May 29 - CLWR Sunday emphasis - Pastor Zsofi is away, using a pre-recorded video from CLWR
- Summer Services - no collaboration this year, Melissa has replacements lined up for her holidays, and Pastor Zsofi will be around except for June 26 (will need pulpit supply)
- Recognition of graduates - 5 quilts have been completed to gift to this year's graduates - will determine which service this best fits into in June

New Business

- Planning to redo the welcome brochures in the pews by Come Together Sunday
- Creating a new working group - Liturgical Arts - Pastor Zsofi to help guide the start of this, Monica Bailey has agreed to participate, looking for others - first task will be to create new pieces for Advent/Christmas - the hope is to retire most of the existing banners and paraments over time
- Pandemic transition pieces
 - **Motion to approve passing of the offering plate and serving real bread instead of wafers**
 -

Respectfully submitted by Sarah Harrington



Policy on Records Retention

Effective Date: May 20, 2022

Approved By: CC-2022-24

Review Date:

1. Annual Financial Records

At the close of each financial year, under direction of the Treasurer, the church staff will compile the following documents and mark them for destruction 7 years hence. Where the records are electronic, at the close of the financial year a copy of the files will be made and stored separately and destroyed in 7 years time:

- a. CRA charitable return
- b. Manitoba Corporations Branch return
- c. Accounts payable, accounts receivable, expense reports, bank statements, credit card statements and cancelled cheques
- d. Records of donations
- e. Investment records
- f. Contracts

2. Human Resource Records

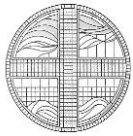
The pastor will maintain an employee record for each member of the staff which includes the information noted below. Upon the employee's separation from the church, the file will be marked for destruction 7 years hence except where indicated:

- a. Timecards (only required for 2 years)
- b. Documents related to payroll: Pay records, payroll deductions, earnings records, unclaimed wages, tax forms, etc.
- c. Personnel records: application forms, evaluation forms, employment contracts, termination papers, etc.
- d. Note that employee records of the pastor are an exception, as outlined in 4(a).

3. Permanent Annual Records

At the end of each fiscal year, under the direction of the Council Chair, the church staff will compile a summary of documents from the previous year for permanent retention. These documents include:

- a. Minutes of the Annual General Meeting
- b. A copy of the Annual Financial Report & Auditors Report
- c. A copy of the minutes of each Council meeting, with any documents that are referenced (e.g., if the minutes refer to a subcommittee report, that report should be included. Routine subcommittee reports are not necessary)
- d. A list of congregation members noting accessions, transfers, and releases
- e. Official correspondence of note (regarding extraordinary issues)



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- f. A sample newsletter and Sunday bulletin
- g. A copy of the general financial ledger
- h. ELCIC Parochial Report

4. Permanent Church Records

The following permanent files will be set up and maintained by church staff. Where the files are electronic, they will be set up in a separate directory and backed up accordingly. In response to software changes either a paper copy will be made and retained, or the versions will be upgraded to maintain accessibility:

a. Pastor Files (One file per pastor)

This will include:

- i. Application Files
- ii. Call letter and acceptance
- iii. Pertinent information (e.g., awards, letters of commendation, disciplinary files)
- iv. Letter of resignation

b. Legal Files (one file per topic)

- i. Ownership documents (deeds, titles, mortgages)
- ii. Articles of Incorporation
- iii. Bylaws (a dated copy added each time they are updated)
- iv. Licenses, Permits
- v. Construction documents: Building permits, architectural drawings, contracts
- vi. Lawsuits (subfiles for each legal action)

c. Media Files (one file per decade)

Any pictorial records of church events, or mentions by other organizations should be kept to tell the St. Mark's story such as:

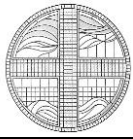
- i. Photographs (identified and dated as possible)
- ii. Newspaper articles, magazine articles etc.
- iii. Histories of the congregation

5. Permanent Historical Material

Records beyond a certain date may not lend themselves to this format (for example historically baptisms, confirmations, and weddings were recorded in the Parish Registry, but are now noted in the Annual Reports). Documents pertaining to the topics in section 4 should be maintained in their existing format.

6. Retention of Email Records

Email messages only need to be kept for 12 to 24 months unless they are relevant to one of the



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categories above.

References:

- Evangelical Council for Financial Accountability: <https://www.ecfa.org/>
Canada Revenue Agency
- Evangelical Lutheran Church in America: <https://bit.ly/3Mu2WRT>