

ST. MARK'S LUTHERAN CHURCH
CONGREGATIONAL COUNCIL MEETING
MINUTES - MARCH 23, 2023

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Attendance Record

Date: March 23, 2023	Location: St. Mark's Church
Time Started: 19:07	Time Ended: 20:46

Invited	Jan 19	Feb 23	Mar 23									
Brenda Catchpole (VC)	P	P	E									
Sarah Harrington	P	P	P									
Signe Jewett (C)	P	P	P									
Lynda Joyal (T)	P	E	P									
Brian Lorch	P	P	P									
Inga Skundberg (S)	P	P	P									
Mary-Anne Tymm	P	E	A									
Kris Wegert	E	P	P									
VACANT	E	-	-									
Pastor Zsófi (exofficio)	P	P	-									
	Guests											
Sheila Matsubara	P											
Kurt Simonsen	P	P										

Minutes

1. Opening Devotions

2. Approval of Agenda

MSC CC-2023-16 That the Agenda of March 23, 2023, be approved.

3. Approval of Minutes

MSC CC-2023-17 That the Minutes of the Council Meeting of February 23, 2023 be approved.

4. Finance - It is concerning to note that offering in January 2023 is the same as January 2022 which at that time, we did not have the expense of a full time pastor.

MSC CC-2023-18 That the Designated Funds Policy be amended as follows:

- (a) that the Youth Activities Fund be closed out and the balance be transferred to the Youth Gathering Fund.**
- (b) that Youth Gathering Fund be renamed Youth Fund**
- (c) that the Youth Fund be described as "Holds funds raised by the Youth Committee for the purpose of defraying the cost to youth of (i) attending national and synodical youth gathering events and (ii) participation in events organized by the St. Mark's Youth Committee. Monies in this fund are over and above what has been set aside in the church budget for youth programming.**

5. Continuing Business

a) All Member Contact Campaign Update – Survey has been closed and some phoning to membership has been done. A short slide presentation showing survey highlights will be provided at the AGM. With Pastor Zsofi not in attendance, discussion on the Survey will be deferred to another meeting where all can be present.

b) Property Update - Once the insurance deductible is paid, Winnipeg Building and Decorating may commence work this spring.

MSC CC-2023-19 That Council authorize the payment of the \$10,000 insurance deductible in order to commence repairs associated with the claim.

6. Reports

a) Chair - Reviewed

b) Pastor - Reviewed

7. Committee Reports

a) Nominations - Reviewed

b) Sunday School - Reviewed

MSC CC-2023-20 That the purchase of a Cricut Cutting Machine be approved to a maximum of \$400, and be allocated from the Sunday School Offering Fund.

c) Worship Report - Reviewed

8. New Business

a) AGM Preparation and Agenda

MSC CC-2023-21 That the Agenda for April 23-2023 AGM be approved.

b) Lawn Service Renewal with Robert Van Lieshout

MSC CC-2023-22 That the Contract for Da Boy Next Door Lawn Service be approved for the 2023-2024 Season.

c) Password protection on the Documents page of the website, do we need to retain? Council laid over consideration of the matter to a future meeting.

d) Consolidated Minutes format example in March folder. Council expressed support for the new format going forward.

e) In Camera

f) A few dates to note:

April 27, 2023, Thursday Council Meeting to include old and new for the purpose of discussion of the Survey Report

April 30, 2023, Council Installation

May 2, 2023, Synod Workshop for Council Members (ZOOM).

Adjournment.

Finance Report – March 2023

Proposed Amendment to the Designated Funds Policy

In 2022, discussions were held with the Youth Committee regarding the merger of the Youth Activities Fund and Youth Gathering Fund. The Youth Committee supports the amalgamation of the funds. The current relevant sections of the Designated Funds Policy are shown here:

Fund	Description	Spending Authority
Youth Activities	Youth Committee from time to time sets aside a portion of the proceeds from Youth Gathering fundraising events to support youth group activities held locally. Monies in this fund are over and above what has been set aside in the church budget for youth programming.	Youth Committee
Youth Gathering	Monies raised through fundraising by the youth group to defray the cost of attending Canadian Lutheran Anglican Youth (CLAY) gatherings. Gatherings occur every two years.	Youth Committee

The following motion is proposed:

That the Designated Funds Policy be amended as follows:

- (a) that the Youth Activities Fund be closed out and the balance be transferred to the Youth Gathering Fund.
- (b) that Youth Gathering Fund be renamed Youth Fund
- (c) that the Youth Fund be described as “Holds funds raised by the Youth Committee for the purpose of defraying the cost to youth of (i) attending national and synodical youth gathering events and (ii) participation in events organized by the St. Mark’s Youth Committee. Monies in this fund are over and above what has been set aside in the church budget for youth programming.

Rationale for proposed amendment

- Simplify financial bookkeeping related to Youth Group funds.

- Gives the Youth Group greater flexibility in allocating fundraising monies to support local, synodical and national youth events.

Financial Update

General offering receipts for January 2023 were \$18,032 compared with \$18,005 during the same month last year. We anticipate being able to provide a 1st quarter update to the congregation at the AGM on April 23.

Synod Benevolence payments for January, February and March have been made according to the motion passed at the January council meeting (\$2,500 per month).

On March 17, GST Rebate forms were mailed to CRA. The claim is for just over \$1300 and covers the Jan – Dec 2022 period.

The February bookkeeping entries are not yet available.

Allocation of Financial Tasks

Official notice of the termination of the contract with the bookkeeper was given in February. The contract will end on March 31, 2023.

The proposed allocation of financial tasks presented at the January council meeting has been updated following a consultation with Pastor Zsofi. Significant changes include: (1) transfer of the PAD related functions to the bookkeeper (2) inclusion of the duties of the Treasurer in the document. The updated document is appended to this report.

The transfer of the bookkeeping function to Rhonda Lorch is on schedule to take place on April 1, 2023.

PAD System Security

Rhonda Lorch met with Lori on March 15 to receive training on the PAD system. Entering data into PAD requires a two-factor authentication. Currently, a code is sent via text message to Lori's personal phone. Rhonda contacted TD Bank that morning and learned that the code can still be sent to a FOB. A FOB was ordered and will be delivered to the church via UPS.

The planned protocol is for the FOB to remain in the office at all times and hence, be available for use by a second authorized person when Rhonda is not available to enter PAD data.

VISA Card Protocol

Steps are being taken to add additional accountability to purchases made with Visa Card. Under the proposed system, cardholders will complete a form each month similar to the cheque requisition form. Receipts will be attached to the form and both the cardholder and the supervisor will sign off on the expenses before the paperwork is given to the bookkeeper.

Respectfully submitted on behalf of the Finance Committee

Brian Lorch, Chair.

Proposed Assignment of Finance-Related Tasks

March 3, 2023

Office Administrator

- 1) Assemble the following by the third business day of each month: to-be-paid invoices, cheque requisitions, VISA purchase receipts, and offering recording sheets in a folder for processing by the bookkeeper.
- 2) Manage all aspects of the payroll system including transferring required information to our payroll services provider, providing required information to Group Services Inc (GSI) regarding pension and other benefits, and, for non-salaried staff, maintain a record of hours worked in each pay period.
- 3) Maintain a filing system as directed by the Finance Committee.
- 4) When notified by the bookkeeper or by the Treasurer, access QuickBooks and print pre-pared cheques.
- 5) Notify those with signing authority when documents (i.e., cheque requisitions, cheques) are ready for signing. Once cheques are signed, arrange for distribution to payees.
- 6) Re-stock supplies related to the counting of the offering.
- 7) Manage facility rental bookings and collection of user fees.
- 8) Assist the Finance Committee in distributing financial information to members.
- 9) When requested, provide staff/committee members with information about year-to-date expenditures as recorded in the accounting software. (NB – office administrator will have “Read only” access to the accounting software.

Bookkeeper

- 1) Manage all aspects of PAD giving including transferring monthly giving amounts to the bank, amending existing PAD agreements, and adding new PAD agreements to the system.
- 2) At least twice per month, process invoices and cheque requisitions and return printed cheques to church office for distribution to payees. When necessary, arrange for pre-prepared cheques to be printed by the Office Administrator.
- 3) Enter all information related to income and expenses into an accounting software package.
- 4) By the 15th day of each month, provide the Finance Committee with a balance sheet, profit and loss statement and bank reconciliation statement as of the end date of the previous month.
- 5) Reconcile monthly VISA statements of each cardholder.
- 6) Prepare and submit applications for GST rebates.
- 7) In instances where any of the above duties cannot be fulfilled, notify the Finance Committee as soon as possible. At least 15 days’ notice should be given for extended absences.

Finance Committee

- 1) Regularly review the council approved Finance Policy to ensure all provisions of the policy are being acted upon.

- 2) Provide support to the bookkeeper to resolve issues related to categorization of income and expenses.
- 3) Arrange for completion of the annual CRA charitable return.
- 4) Review / approve bank and VISA reconciliations and financial statements provided by the bookkeeper.
- 5) Provide or arrange for provision of back-up coverage for entering PAD updates and cheque writing when the bookkeeper is not available to complete those tasks.

Financial Secretary

- 1) Maintain records of giving by individuals and other monies received.
- 2) With the assistance of the Office Administrator, prepare year-end charitable tax receipts.
- 3) In coordination with the bookkeeper and the treasurer, reconcile the amount of charitable donations received and recorded in the accounting software with those recorded by the Financial Secretary.

Treasurer

Part 8 Section 4 of the bylaws lists the treasurer's duties as follows:

The treasurer shall:

- a. keep or cause to be kept proper accounting records;
- b. be responsible for the deposit of money, the safekeeping of securities and the disbursement of the funds of this congregation;
- c. make monthly remittance of benevolence receipts to the treasurer of the synod;
- d. keep or cause to be kept a proper set of books showing accurately the financial position of this congregation;
- e. ensure that receipts are issued for all contributions;
- f. render to the Congregational Council whenever requested by such an account of all transactions as treasurer and of the financial position of this congregation;
- g. have prepared for submission to the annual meeting a set of financial statements of this congregation since the previous annual meeting;
- h. ensure an annual audit or review of year-end financial statements;
- i. when requested to do so by the Congregational Council, prepare or have prepared interim financial statements; and
- j. perform such other duties as may from time to time be directed by the Congregational Council.

Chair Report for March 23 ,2023

My energy has been spent on producing the Chairs Report for the AGM. To date, through these last couple of months, I have made approximately 50 phone calls for the Stewardship Campaign.

Ongoing communication with Kurt re building/ property issues

Brenda has completed the review of Committee Terms of Reference and Staff Job Descriptions, next steps are for Pastor Z and I to review and to send back to Committees for comments. We are moving closer to establishing the job outline for the position that Jen held. Brenda has also initiated the Performance Appraisal process for Pastor Zsofi. It will be conducted as a 360 Review.

ACTIONS TAKEN:

Meeting with Pastor Z and Brenda March 2, 2023

Meeting with Pastor Z and Brenda March 10, 2023

ZOOM Meeting for Stewardship Survey Discussion March 6, 2023

Meeting with Kurt February 24, 2023, re insulation/ ice damming damage

Nominating Committee

Council Candidates for Nomination

The nomination committee nominates the following members for positions on the St. Mark's Lutheran Church Council:

Nathan Cook

Jodi Pappel-Reider

Cole Parsons

Tom Lewis

LUM AGM Representative

The nomination committee nominates the following individual to represent St. Mark's Lutheran Church at the Lutheran Urban Ministry Annual General Meeting:

Submitted by Ed Mann

Sunday School Report

Hi Signe,

I was hoping you could bring this to the council meeting on thursday. I was hoping to use Sunday school budget to purchase [a cricut cutting machine](#). I believe this machine would provide incredible opportunities for programming at St. Marks. It would be ideal to have this for cutting out palms for palm sunday, making small details for crafts, making decorations for the sanctuary, maybe custom T-shirts for the youth for CLAY. There are so many possibilities. The cost of this is approximately \$299.99 and I looked around for the best price. I know that I have funds available, and have already discussed this with the Sunday school committee. They are all on board for the purchase. So I am hoping to get council's blessing to move ahead with this purchase so I can start cutting out palms as soon as possible.

Submitted by Haiden Werboweski

Worship Committee Report

Ash Wednesday and Midweek services - No livestream. No bulletin. No communion. Meditation insert in Holden Evening Prayer has been well received.

Soup and Bread – so far these have gone well and it has been so nice to be together again, better attendance than anticipated, and people have filled in the spots to help out.

March 26 - Pastor Lenise will be leading worship

Palm Sunday – Youth Theatre performing a dramatic reading in place of sermon. Shortage of real palms this year, so will be offering paper ones made by youth.

Maundy Thursday – “Love Thy Neighbour” hot meal potluck 6:00 pm

Service at 7pm - No livestream, no footwashing. We’re going to explore “by the book with no bulletin”.

Eucharist around the altar - Stripping the altar moves directly out of that

Good Friday – no livestream.

Easter 10:00 service with 11:30 Youth Brunch fundraiser

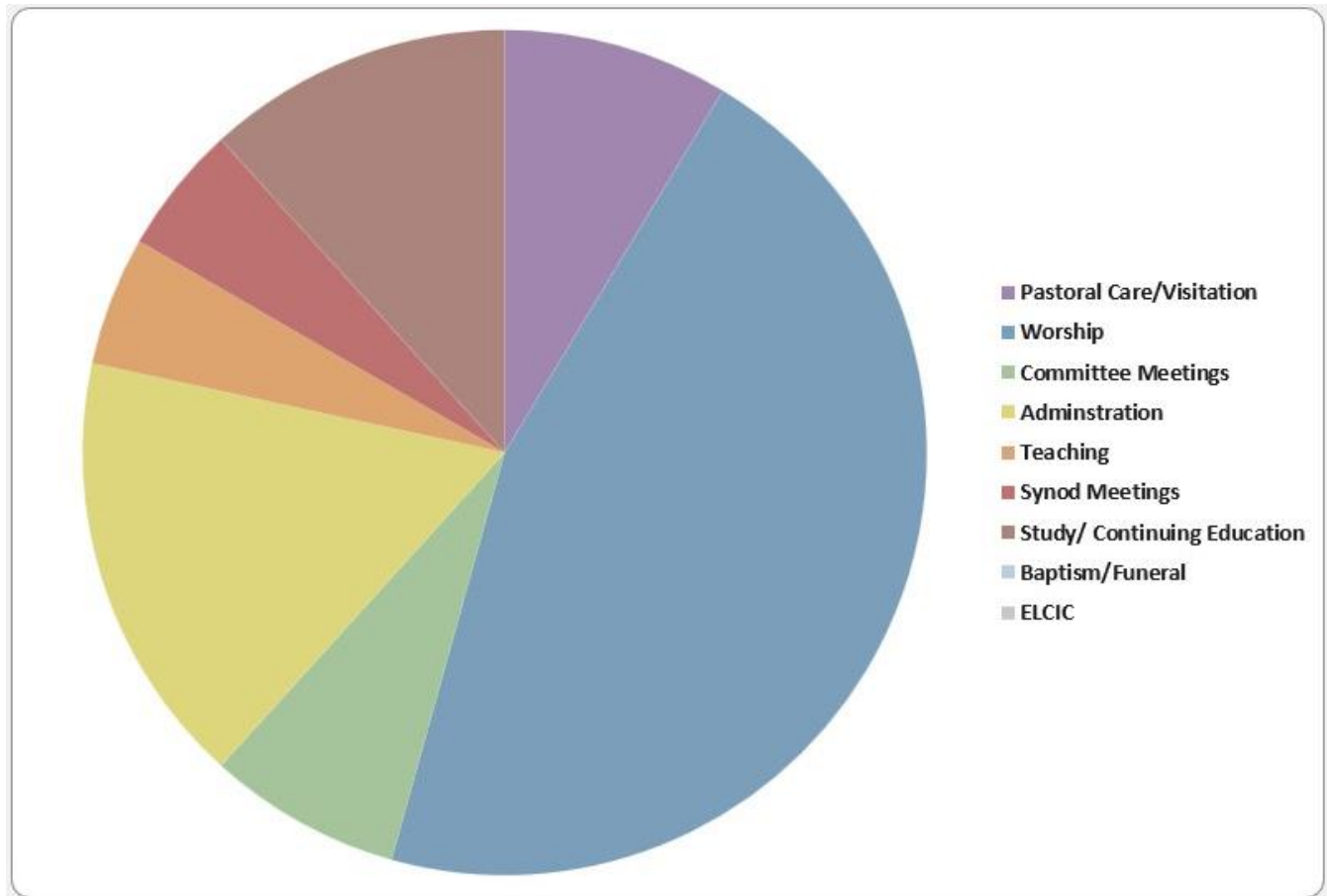
Liturgical arts group will be debuting new white paraments

Bulletins - we are going to experiment with producing a smaller version of a bulletin for the Easter season (6 weeks) - brief outline of service, prayer list, readings, immediate announcements.

APPENDIX – Pastor’s Reports

Pastor’s Report – February 2023

Pastor’s Report – March 2023



Where've we been

Beginning Lent – I gathered with other rostered leaders in Winnipeg to burn last year's palms for ashes. Our Ash Wednesday service was well attended, and I was told that it was a meaningful service. It wasn't until after the service that people remarked that I did not receive ashes on my own forehead – so, something for us to remember for next year.

Adult Education – Thanks to Marijus, Norm G., Norm F., and Ron for leading a dedicated group of St Marks folk through the New Testament study this winter. The leadership group will meet again in the Fall to decide what they would like to do for a new series in Adult Education. The byHeart study of Martin Luther's Small Catechism began on the last Friday of the month with nine folk in attendance, but, more importantly, a great group of diverse backgrounds and curiosity.

Where we are

Preparing for Holy Week – Conversations with Worship Committee have begun and revolved around Holy Week in preparation for my time away from the congregation. The Liturgical Arts group have stepped into their own creative powers without me this month, and I am happy to support and empower them as they engage with parament creation.

Where we're going

Sermons – I am moving into a learning and challenge phase for myself in sermon preparation. I have committed to not create a sermon manuscript in Lent and will preach from the sanctuary floor. This will mean that there will

Pastor's Report – February 2023

Rev. Zsófi Schmiedge

won't be a sermon readily available to send to our homebound folk, or a sermon available for reading on the website. I have already received positive feedback on this change, and I am looking forward to more conversation with people.

Goals for the coming month

1. AGM report and preparing for that gathering in prayer and discernment.
2. Creation of Lent Worship Liturgy Outline and PPT Template.
3. Continuing to be manuscript free in my sermons for all of Lent.

Congregation Statistics

SYNOD GUIDELINES		CURRENT PERIOD (Guidelines)	YEAR TO DATE (Guidelines)
Days of the Year	365	28	59
Workdays (5-day work week)	260	22 (20)	43 (42)
Days Off	94	05 (07)	11 (15)
Statutory Holidays	011	01 (01)	02 (02)
Vacation Days (includes days off)	028	00	00
Study Days (includes days off)	014	00	00
Sick Leave	023	03	03

Baptism – n/a

Confirmation – n/a

Death – n/a

Pastoral Acts

Baptisms	01	Confirmations	00
Weddings	00	Funerals	00

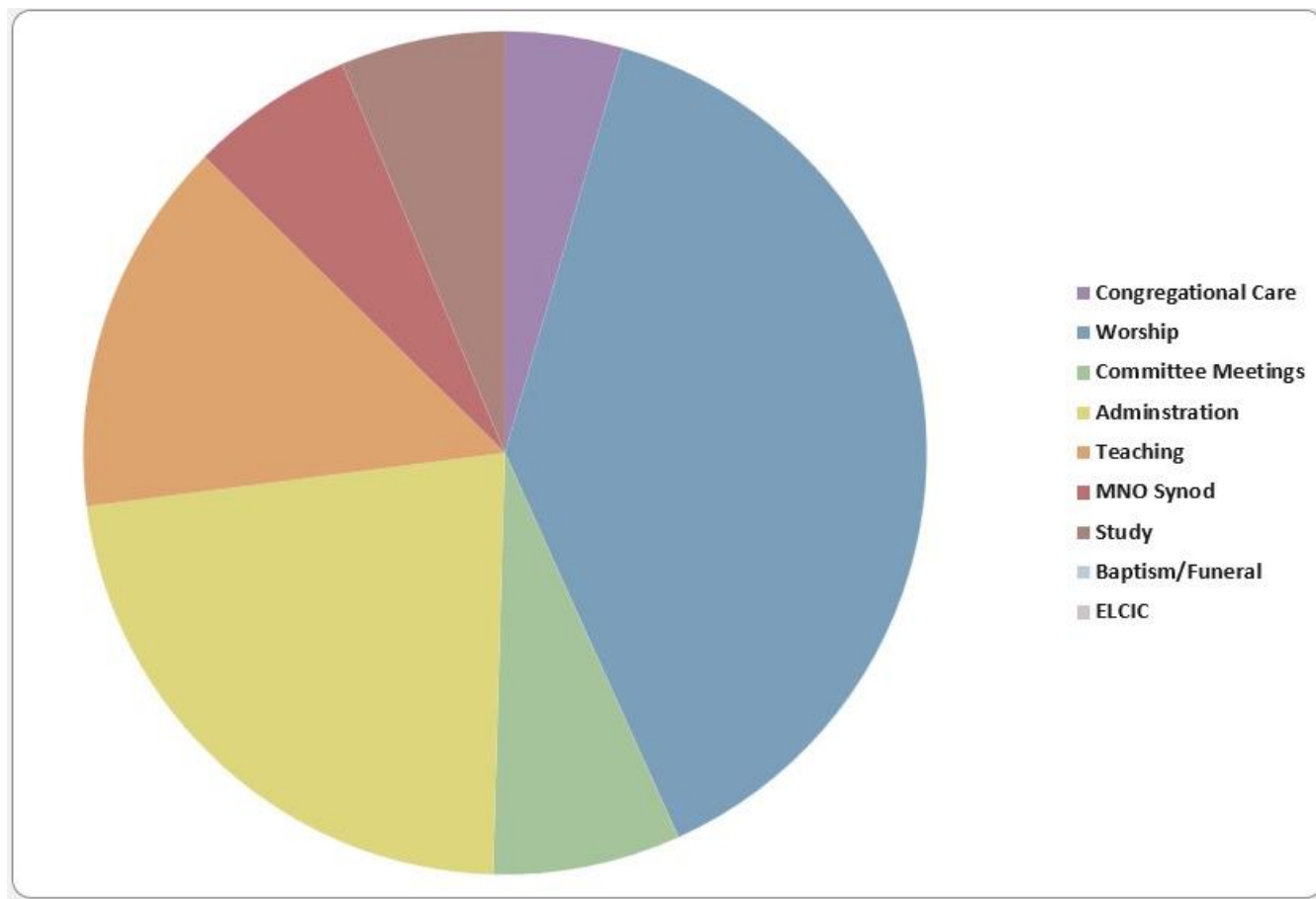
Congregation Activities (Year to date)

Worship Services	05 (10)	Communion Services	04 (08)
Baptismal Counselling	-- (00)	Wedding Counselling	-- (00)
Visitation/Family Prayer	04 (07)	Council Meetings	01 (02)
Meetings	04 (09)	"Home" Communion	01 (01)
Confirmation Classes	02 (04)	Other Events	03 (05)
Hospital Visits	-- (00)	Staff Meetings	01 (03)

Wider Church Responsibilities (year to date)

MNO Meetings/Events	01 (03)	Mentorship & Collegiality	05 (09)
Other Meetings/Events	00 (00)	MNO Synod Leadership Conference	

Books Read, Year to date: 05



Where've we been

Adult Education – Three more people have joined the byHeart study. Most of my congregational and pastoral care this month has been fielding spiritual questions and anxieties from people involved in this study. It has been a lovely opportunity for me to come alongside many members of the congregation.

Where we are

Staff Reviews – I have completed my 1:1 review meetings with staff. I have finalized all reports and filed in each staff members personnel folder. In reviewing this process, I have decided to formalize an evaluation and feedback process. Staff will engage in goal setting and review for a 1:1 meeting in Aug and Feb; Staff meetings in Sept/Nov/Jan/Mar/May. And a once-a-year retreat for team development and programming planning in June.

Holidays – Paul, Perrin and I are headed away for two weeks to visit family and recharge. Rev. Jenn Marlor has agreed to be the emergency pastoral care contact for the members of St Mark's. And Rev. Lenise Francis will supply for the March 26th worship service.

Where we're going

Worship Preparation – I am confident that all of the elements for Holy Week that need to come together will do so before I leave for holidays. I am back to work on Palm Sunday, so I am spending the middle of March preparing all the elements of worship that I have a hand on. Melissa, Lori, and I have found a rhythm for worship creation that is working well for us.

Pastor's Report – March 2023

Rev. Zsófi Schmiedge

Staff Retreat – I am beginning to think about how I would like to structure the Staff retreat so that we can be a bit more cohesive in our yearly programming and support of one another. I expect that this year's retreat will focus on job description changes and a better understanding of the organization structure of St Marks.

Goals for the coming month

1. Curating the Holy Week Worship Services. Creation of Pentecost & Time After Pentecost PPT.
2. Working with the Council Chair and Vice-Chair on revision and restructure of some Church documents.
3. Developing the Staff Retreat Content.

Congregation Statistics

SYNOD GUIDELINES		CURRENT PERIOD (Guidelines)	YEAR TO DATE (Guidelines)
Days of the Year	365	31	90
Workdays (5-day work week)	260	13 (23)	56 (65)
Days Off	94	06 (08)	17 (23)
Statutory Holidays	011	-- (--)	02 (02)
Vacation Days (includes days off)	028	11	11
Study Days (includes days off)	014	00	00
Sick Leave	023	01	04

Baptism – 01

GLENN, Jacob Gene [Feb 12]

Confirmation – n/a

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Death – n/a

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Pastoral Acts

Baptisms	01	Confirmations	00
Weddings	00	Funerals	00

Congregation Activities (Year to date)

Worship Services	05 (15)	Communion Services	04 (12)
Baptismal Counselling	01 (01)	Wedding Counselling	02 (02)
Visitation/Family Prayer	06 (13)	Council Meetings	01 (03)
Meetings	04 (13)	"Home" Communion	00 (01)
Confirmation Classes	01 (05)	Other Events	05 (10)
Hospital Visits	-- (00)	Staff Meetings	01 (04)

Wider Church Responsibilities (year to date)

MNO Meetings/Events	01 (04)	Mentorship & Collegiality	03 (12)
Other Meetings/Events	00 (00)	MNO Synod Leadership Conference	

Books Read, Year to date: 07