

NUASM Board Meeting Minutes – September 16, 2025, 2025

The September meeting of the NUASM Board was held by Zoom teleconference on Tuesday September 16, 2025 at 1:00 pm.

Present: Leona Kucher, Anita d'Armada, Judy Elgert, Daphne Hall, Lynda Lowry, Jane Goudie, Betty Ebner, Rev. Leith Saunders, Murray Hart,

Regrets: Susan Phillips, Pat Fedoruk

1. Welcome and Call to Order – Leona Kucher called the meeting to order at 1:00 pm.

- Leona acknowledged the special people joining the Zoom meeting today ... Pastoral Charge Supervisor Rev. Leith Saunders, and Pastoral Relations Minister/Liaison Judy Hare from Prairie to Pine Regional Council.

2. Opening Prayer – Rev. Saunders

3. Additions/Changes to Agenda - item 9a) Report of Profile Committee and Approval of Documents was moved forward to be item 5 and a new 9 a) Congregational Meeting was added.

4. Approval of Agenda

Motion: Lynda Lowry / Judy Elgert

That the agenda be approved as amended. **Carried.**

5. Report from Community of Faith Profile Committee and Approval of Documents

a) Lynda Lowry, Chair of the Profile Committee reported as follows:

The Profile Committee met ten times during the summer to write the following documents which are required by our judicatories as part of the process of searching for a new minister/priest to provide spiritual leadership at NUASM:

1. Financial Viability Reviews

- three financial viability documents ... for St. James', NUC and NUASM, were completed with figures gratefully supplied by the treasurers. The financial reviews chart and look for patterns over the last six years in many aspects related to the financial health of the congregation: revenue and expenses, payroll amount, utilities and repair costs, the number of contributors, and investments or special funds which are available. These reviews showed that our community of faith is in a very good financial position, able to support a minister/priest for at least a five-year period.

2. Living Faith Story

- This document lays out the mission statement and origins of NUASM, and then describes specifically what activities our community of faith has been involved with in these areas of our ministry: Administration; Community Outreach and Social Justice; Denomination and Communities; Christian Education and Faith Formation and Growth; Leadership; Pastoral Care; Self Care; and Worship.

- This section also describes what facilities and amenities our church and CEC has to offer. This document also includes a Community Information section which describes the Neepawa area in terms of industry, businesses, media, and the availability of health care, education, day care, recreation and other attractions.

3. Position Description

- this is the place where we describe the knowledge, skills and abilities which we hope our new clergy will possess. This section includes a detailed list of the expected duties and responsibilities of our minister/priest in these areas: Administration; Community Outreach and Social Justice; Continuing Education; Denomination and Communities; Faith Formation and Christian Education; Leadership; Pastoral Care; Self Care; and Worship.
- there is also a Terms of Employment section which describes the salary and benefits for either a United Church minister or an Anglican priest filling our position.

In Summary:

The Financial, Living Faith Story and Position Description documents are really the means through which we advertise our ministry to those searching for a change in position. In our documents we have continually tried to emphasize these ideas and themes:

- We are a dedicated, energetic and exciting mix of two denominations who have proven we have been able to form a single community of faith in which we are committed to walk together along a common path of service, mission and praise.
- We have one minister/priest, one building and one shared Sunday service.
- Sunday morning worship honours the traditions and practices of both of our founding denominations by including elements that each find familiar and meaningful.
- Through our worship, pastoral care, Christian education, community outreach, and social justice activities we minister to the needs of our community of faith members, plus attend to many needs in the wider community.
- NUASM is looking for a faith leader who can embrace the blending of the traditions of the two denominations that is the Christian reality of our shared ministry.
- We are looking for a leader who is a consensus builder a person who is able to relate to the broad demographic in our community of faith.
- There is much assistance available to support the leadership responsibilities of our minister. Many dedicated and engaged church members are available to help eg. Worship and other committees, choir director, and the chairs of our three boards.
- We want our minister to provide spiritual leadership, prepare and lead weekly Sunday worship services, be able to prioritize and manage multiple tasks, be a visible and positive presence while participating in church and community activities, take an active role in pastoral care, and provide direction and support to church committees as needed.
- Our church is a modern facility with excellent sanctuary and office space, and technological and office manager support.
- The Neepawa area is a vigorous and growing community, a safe place to live and raise a family, and which offers much in terms of businesses, education, health care and recreation.

Next Steps:

- next steps involve securing approvals of our boards and our two judicatories.
- following these approvals our ministry position and information can be posted on the UCC ChurchHub website and advertised through the procedures of the Anglican Church.

Profile Committee members:

Lynda Lowry, Nancy Hunter, Jane Goudie, Jackie Snider, Don Walmsley, Murray Hart

b) Letter from Bishop Rachael Parker

- Lynda read a letter of support from Bishop Rachael Parker which read in part:

“It is an honour and a privilege to write this letter today to offer my support, and that of the Anglican Diocese of Brandon, for the ongoing work of the Neepawa United-Anglican Shared Ministry (NUASM) Committee and Volunteers who have created the Parish Profile and the Financial Viability Report.

I feel extremely comfortable that the work prepared for the next stages of seeking a new Minister for NUASM truly represent and meet the needs of the Anglican expectations for the Search Process.”

c) Motion to Approve Profile Documents and Future Actions

- Lynda presented the wording for the Approval Motion as follows:

Motion

Having reviewed the detailed Community of Faith Profile including Living Faith Story, a detailed Position Description for a fulltime ministry position, parameters for terms for that position and update on financial status, and having received a letter of approval of movement to search for a position based on the profile from Bishop Rachael Parker, Anglican Diocese of Brandon dated September 10, 2025;

the governing body of Neepawa United-Anglican Shared Ministry approves the Community of Faith Profile for a fulltime ministry position to serve Neepawa United-Anglican Shared Ministry based on its contents

and recommends the Profile and related documents to a meeting of the Community of Faith of the Neepawa United-Anglican Shared Ministry composed of the community of faith of Neepawa United Church and St. James’ Anglican Parish on September 17, 2025 for their consideration

and a request for final approval of the posting on Church Hub for a fulltime ministry position effective January 01, 2026

with the following terms if the applicant is a United Church of Canada Minister:

1. Salary - up to base salary for Category F COL 3 (\$ 72,954. FTE per year in 2025)
2. Telephone / Communications - \$960 per year (\$ 80 per month)
3. Continuing Education Allowance - minimum as indicated by 2026 Salary Schedule (\$ 1686 per year in 2025)
4. Minimum of three weeks of study leave within each pastoral year, including Sundays
5. Minimum of one month of vacation (including five Sundays) within each pastoral year
6. For members of the Order of Ministry and recognized lay minister, a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge.
7. Moving expenses - up to \$15,000
8. Adequate administrative assistance – paid part-time office manager 22 hrs/week
9. Travel Expense reimbursement, based on the rate of the 2026 Minimum Salaries and Reimbursements for Ministry Personnel document
10. Employer costs for Pension and Benefits, as assessed in the *Premiums and Taxable Benefit Calculator*

11. With the Community of Faith committing to renumeration of the Ministry Personnel through the Pastoral Charge Payroll Service – ADP # JFTH

And if the applicant is a Priest within the Anglican Church of Canada, with terms based on the current Anglican Council of the North Stipend Scale:

The call / appointment will begin on January 1, 2026.

1. Base stipend of \$41,727.23 (plus \$323.01 per year since ordination to a maximum Length of Service of \$8,075.25 (2025))

2. Housing Allowance - \$1500 monthly (currently)

3. Utilities - \$300 monthly (currently)

4. Continuing Education Plan - \$900 yearly (2025)

5. Vacation - minimum of one month including five Sundays

6. Sabbatical Leave - a minimum of three months of sabbatical leave after five consecutive years of service to the pastoral charge

7. Moving expenses: up to \$15,000

8. Adequate administrative assistance – paid part-time office manager 22 hrs/week

9. Travel Expense - rate of \$.66 first 5000 Km, and \$.55 thereafter, \$4,200 minimum for full-time clergy

10. Employer costs for Pension and Benefits, as assessed by the Diocese of Brandon

- the motion was **Moved by** Judy Elgert and **Seconded by** Betty Ebner.

Discussion:

- Rev. Hare described our profile documents as very thorough and very clear she was impressed.

- Rev. Hare mentioned that the receiving congregation is required to pay for moving expenses. The amount allocated for that will determine in what area the search committee is able to accept applications. She mentioned that within the last couple of years the cost to move a family from Newfoundland to Winnipeg was \$13,900. The amount allocated in the motion for moving expenses (\$15,000) would enable the search committee to look anywhere in Canada except perhaps the far north.

- Some benefit figures are set by the Diocese or by the UCC, and others are determined locally. Rev. Hare mentioned that if the perfect candidate was found, a congregational meeting could be held to acceptably adjust one of the locally determined figures such as moving expense allocation, and then the desired candidate could be presented for acceptance.

- the meeting was asked to suggest congregation members who could be asked to serve on the search committee.

- training for search committee members will take place on Saturday September 20 2025 and Rev. Hare will send out documents to search team members as soon as they are appointed.

- NUASM board Chair Leona called for the question and the motion was **Carried** unanimously.

6. Approval of Minutes from Last Meeting (June 17 2025)

Motion: Judy Elgert / Jane Goudie

That the minutes of the June 17 2025 meeting be accepted as circulated. **Carried.**

7. Business Arising from the Minutes - none

8. Correspondence

a) Pastoral Charge Supervisor's Report from Rev. John Lea

- Rev. Lea's report described his involvement with our pastoral charge during the past year ... attendance at board and congregational meetings and participation in worship services.

- he made positive comments regarding: annual reports, completion of statistical forms, our worship pattern, the farewell service for Rev. Chad, the 100th Anniversary service and the work of the profile committee.

- he concluded by saying "the tone of the community is realistic and positive. They are aware of the uniqueness of their situation and have the strength to live into the future".

b) Report from Pastoral Assistant Rita Friesen

- this report detailed her activities during the June to August period: visits to homes, hospitals, seniors' residences, weddings, funerals and worship services.

- it provides reassurance that visits and care, in addition to that provided by the Pastoral Care committee members, is still being provided in the absence of a fulltime minister. Thank You Rita!

c) Notification of Change in Pastoral Charge Supervisor

- an email from Rev. Judy Hare received August 27 2025 advised that Rev. Leith Saunders will be assuming the role of Pastoral Charge Supervisor due to the illness of Rev. John Lea.

- she mentioned some of the duties of the Pastoral Charge Supervisor, and included a copy of the *Pastoral Charge Supervisor Policy* which describes the role in detail.

9. Committee Reports

a) Treasurer – Judy Elgert

	Date	Memo	Debit	Credit	Balance	Budget Balance
NUASM						1,500.00
	2025-04-04	Oil refills for the candles	162.40		162.40	1,337.60
	2025-04-14	communion supplies, palm branches and fellowship time supplies	55.86		218.26	1,281.74
	2025-05-29	Chad's farewell	7.84		226.10	1,273.90
	2025-05-31	Chad's farewell	100.09		326.19	1,173.81
	2025-05-31	Chad farewell gift		100.00	226.19	1,273.81
	2025-06-08	farewell gift for Chad	260.00		486.19	1,013.81

2025-06-30	Appreciation gift	25.00	511.19	988.81
2025-08-15	Chad's farewell	40.82	552.01	947.99
2025-08-31	working lunch for profile committee & Bishop Rachael	38.02	590.03	909.97
Total NUASM		<u>690.03</u>	<u>100.00</u>	<u>590.03</u>
TOTAL		<u>690.03</u>	<u>100.00</u>	<u>590.03</u>
				<u>909.97</u>

b) Worship – Pat Fedoruk

We met on September 4. These are the discussion points from our meeting.

Anglican Holy Eucharist is scheduled for at least once per month. Choir has returned to share their vocal talents for Sunday worship. The activities basket will remain in the narthex for an alternative to Sunday school.

We asked Rita Friesen to join us at our meetings whenever possible. With Anita, a Worship Committee member, and Rita, leading many of our Sunday services, it is helpful to have their input. As mentioned previously, the GAP committee has filled all of the Sunday services to the end of December with ministers and lay persons. Betty Ebner has joined the GAP committee.

Coffee time before worship has started again. We hope to establish a rotation for coffee preparation. The UCW and Anglican ladies will be greeting at the door.

We assisted Rita with the plans for the 5th anniversary service on September 21. Bishop Jim Njegovan will be joining us and leading Holy Eucharist. Grape juice will also be offered. Rita will invite Rev Leith Saunders, who is replacing Rev. John Lea while he is on sick leave.

A lunch will follow the service. The menu is pasta and green salads, sandwiches, cake, ice cream and beverages. We thank the UCW and Anglican ladies in advance for catering the event. This is a no charge event with donations welcome at the door. Proceeds will go to the UCW for special projects.

United church communion will be celebrated on October 5, World communion Sunday, and on December 7, for Advent. Thank you Rita, as she will be gifting these services to us. In addition, Rita has offered to lead Advent study and a Blue Christmas service. How blessed we are to have Rita, our pastoral assistant.

c) Ministry & Personnel – Jane Goudie

- The M & P Committee would like to have the office hours extended to Monday through Friday from 9 – 3.
- When Chad left, we had spoken to Dawn and asked her to note any changes in her work load. She was tasked with slightly different/more office duties. Also there have been lots of people coming in daily, and where before there were two people in the office, there is now one. We do not want to deter people from coming to the office.
- Dawn has since approached us and related that an extra day would enable her to do her work more effectively.
- The M & P Committee feels that adding another work day is the right thing to do at this time. As well, we would like to have Dawn work from home on Mondays.

We suggest that we try this out until the end of the year, starting Monday, September 22, 2025.

Motion: Jane Goudie / Lynda Lowry

That we recommend to the NUC board that the work week of the Office Manager be extended to include Mondays working from home, effective Monday September 22 2025 until the end of the current calendar year. **Carried.**

d) Mission & Service and Outreach – Susan Phillips

- We hope to connect with the women from PAC again to make more denim quilts. We'll be meeting in October for that.
- We'll be taking 2 quilts to the new owners of the Habitat for Humanity house. Just waiting for a suitable time.
- During September we are collecting donations for the school breakfast/snack programs.

e) Stewardship – Lynda Lowry

- at a later date there will be an announcement about a special project.

f) Pastoral Care – Betty Ebner

Cards sent in June, 2025

- Sympathy..3
- Get Well..2
- 1 Yr. Anniversary Of Death..3
- Celebration..3
- Visits/Calls..2

Cards sent in July, 2025

- Sympathy..1
- Get Well..3
- 1 Yr. Anniversary Of Death..1
- Celebration..3
- Visits/Calls..2

Cards sent in August, 2025

- Sympathy..3
- Get Well..3
- 1 Yr. Anniversary of Death..2
- Celebration..3
- Visits/Calls..0

g) Regional Representatives

i) Prairie to Pine –

ii) Brandon Diocese – Anita d'Armada

- Executive Archdeacon of the Diocese of Brandon Cheryl Kukurudz has been appointed by Bishop Rachael Parker as the contact person if a priest is needed for weddings, funerals etc. during the December 31 to July time period. She will also be present to lead Holy Eucharist one Wednesday a month during that time.

- Bishop Rachael has initiated a monthly Zoom meeting for information sharing among priests and lay folks. It will be in the evening of the 3rd Monday of the month.
- Daphne Hall has ordered a quilt from Victoria Quilts for Rev. John Lea, and Anita will deliver and present it on behalf of NUASM.

h) Pastoral Charge Supervisor – Rev. Leith Saunders

- Rev. Saunders commented on the unique nature of our pastoral charge and her desire to learn more about us as we work together in the future.

i) Website – Murray Hart

Recent updates to the website: www.nuasm.com

- June NUASM board minutes added to the Boards and Minutes page
- September meetings of UCW units and boards have been added to the Events and Calendar pages
- a reminder of the NUASM 5th Anniversary celebration on September 21 2025 has been added to the main page.
- a notice has been posted on the main page advertising the Congregational Meeting being held on Wednesday September 17.

j) Acceptance of Reports

Motion: Murray Harty / Jane Goudie

That the reports be accepted as presented and discussed. **Carried.**

10. New Business

a) Congregational Meeting

- a congregational meeting is being held on Wednesday September 17th in the sanctuary and by Zoom, the purpose being to approve the Ministry Profile documents which describe what our community of faith is all about, and what we hope to find in our search for a new faith leader. These documents have to be approved by our congregation before we can use them to advertise NUASM to folks who are searching for a new ministry position.
- there are three motions to be passed at the meeting:
 - give approval to the Profile documents and to their posting on the ChurchHub
 - appoint a search committee
 - appoint persons to forward final copies of documents to the Pastoral Relations Minister and appoint a person to post the position on ChurchHub.
- Lynda will use the same general procedure as in today's meeting to report on the work of the Profile Committee, then deal with the required motions.

11. Next Meeting: Tuesday October 21 2025 at 1:00 pm by Zoom.

12. Closing Prayer - Rev. saunders

13. Adjournment - at 1:52 pm.

Signatures:

(Chair – Leona Kucher)

(Secretary – Murray Hart)