

## MEETING OF THE BOARD

Neepawa United Church  
Sept. 16, 2025

**Present:** Glen Cummings, Rev. Leith Saunders, Grant Babcock, Susan Phillips, Lynda Lowry, Linda Hart, Gayle Johnston, Connie McLeod, Judy Elgert, Rita Friesen, Jane Goudie, Judy Hare (by ZOOM)

1. **Call to order** – Glen called the meeting to order at 7 pm. He asked each Board Member to introduce themselves to our new Pastoral Charge Supervisor, Rev. Leith Saunders

2. **Opening Meditation** – Rev. Leith Saunders introduced herself followed by an opening prayer.

3. **Additions/Changes to the Agenda** – Item 10a) Profile Committee, will be dealt with as soon as Judy Hare comes online; add St Andrew's letter to correspondence

### 4. Adoption of the Agenda

Lynda Lowry moved adoption of the amended agenda, seconded by Rita Friesen. **Carried.**

### 5. Adoption of the Minutes

Correction: Change Judy Hares to Judy Hare. Susan Phillips moved adoption of the corrected May 20, 2025 minutes, seconded by Judy Elgert. **Carried.**

### 6. Correspondence

a) Habitat for Humanity – Thank you for our donation totaling \$1,591.25 to the Neepawa Chapter.

b) Neepawa Girl Guide Unit – asking to use the CEC basement on Thursday evenings

c) Report from Office Administrator – Dawn hi-lighted items of interest: Community choir is using the CEC for practices on Wed. evenings, marriage licenses are being issued, list of bookings for CEC since May. Touchwood is being asked to clean up leaves and Doug Wilkinson being asked to do snow clearing.

d) Copy of the Annual Report that Rev. John Lea sent to Prairie to Pine

e) Reports from Rita re: June, July and Aug. activities - Thank you Rita for all you do. Activities included funerals, weddings, Country Meadows, hospital and home visits, and Sunday Services.

f) Judy Hare, Pastoral Relations Minister for the Prairie to Pine Region, sent notice that Rev. John Lea has resigned from the position of Pastoral Charge Supervisor, and will be replaced by Rev. Leith Saunders from McKenzie United Church in Portage La Prairie.

g) St. Andrew's College sent a request for support, perhaps in the form of a College Sunday. The letter was passed on to the Worship Committee.

7. **Treasurer's Report** – Judy Elgert distributed the financial statement which shows income and expenses for each of Jan. to August 2025, a year to year comparison for Jan. to August 2024 and Jan to August 2025, as well as a list of checks written May to August.

## 7. continued

### NUC Financial Statement to the end of August 2025

Income	\$ 121,673.87
Expenses	\$ 110,059.69
Surplus	\$ 11,614.18

**Moved** by Judy Elgert, seconded by Gayle Johnston, that the Financial Statement be adopted. **Carried.**

## 8. Committee Reports

### A) Property

Grant Babcock reported

- Grant reported that handicap parking will be on Ellen Street north side of the Church from Mountain Ave east. The curb will be painted blue and a sign can be placed if needed. Grant, Rita and Jane will decide on the length of the parking.
- A window was broken in the CEC and Grant had Yellowhead Windows repair it as well as a door sweep.
- The sidewalk pavers outside the choir door need to be levelled. Grant has a quote from Parkside Landscaping. A **motion was made and passed** to accept the quote and have the sidewalk fixed.
- The boiler needs some work and will be done before winter.
- Grant will check re: leak in the Chapel

## 10. New Business

### A) Profile Committee and Congregational Meeting

- Lynda Lowry, Chair of the Profile Committee reviewed the following Report.

**Report to the NUASM and NUC Boards and St. James' Vestry from the  
NUASM Community of Faith Profile Committee  
September 2025**

The Profile Committee met nine 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.

## 10A) continued

### 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:

- approval by the NUASM governing body and NUC board
- approval by the community of faith
- approval by our judicatures: Bishop Rachael and the Pastoral Relations Committee of the Prairie to Pine Region
- 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.

### Submitted by Profile Committee members:

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

## 10A) continued

- Lynda read a letter of support dated Sept. 10, 2025 from Bishop Rachael Parker commending the work of the Profile Committee
- Lynda read the motion needed from the NUC Board in order to proceed with our search for a new minister. **A motion was made and passed** with details of next steps.
- Lynda asked for suggestions for names of anyone interested in being on the Search Committee.
- She encouraged us to attend the Congregational Meeting on Wed. Sept 17 at 7 pm where the Community of Faith must pass some motions.

## 8 Committee Reports

### B) UCW Susan Phillips reported

- The Neepawa UCW last General Meeting was on Sept. 3, 2025 and the next one is Oct. 1
- The UCW balance was \$12,158 at the end of Aug.
- UCW catered 2 funerals over the summer
- Ella Jarvis and Noreen Hollier spend many hours working on community friendship and CEC kitchen.
- We donated \$500 to the Salvation Army food bank
- The UCW is doing the lunch for the NUASM 5<sup>th</sup> Anniversary celebration on Sun. Sept. 21
- UCW units visit Country Meadows 6 times a year.

### C) Pastoral Charge Supervisor's Report

- Rev John Lea resigned in Aug. due to illness. Rita reported that he plans to attend the NUASM 5<sup>th</sup> Anniversary Sunday
- Rev. Leith Saunders has been appointed as the new Pastoral Charge Supervisor and will attend the NUC and NUASM Board Meetings.
- Judy Elgert asked Leith to submit her expenses periodically to be reimbursed by the NUC.

### D) Trustees –Gayle had nothing to report.

### E) Stewardship Lynda Lowry reported

- Stewardship Seconds appear every week in the e-mailed newsletter and on the overhead during Sunday services.
- A special project will be announced in October.

### F) Prairie to Pine Region

Leith reported that there is a Pastoral Care Visitor training on Sept. 27 at McKenzie United in Portage La Prairie.

### G) Minister's Report N/A

### H) Ministry and Personnel Jane Goudie reported

- The M&P Committee is recommending that Dawn Gardy's hours be increased. She currently works Tues to Friday 9 to 3 and they would like to add on Monday from 9 to 3 (at home).
- **A motion was made and passed** to increase Dawn's hours starting Sept. 22 and going to the end of Dec. 2025 when the increase will be evaluated.

### I) Acceptance of all reports was moved by Rita Friesen and seconded by Grant Babcock. **Carried.**

## 9. Old Business

### A) New Choir Front

The Men's Shed has completed the project and it looks good

### B) United Church 100<sup>th</sup> Anniversary Celebrations June 8

The event was well attended followed by lunch with over 90 attending. Donations from the lunch were given to Habitat for Humanity Neepawa.

### C) New Office Laptop – A new office laptop has been purchased

### D) Westman Youth Choir will be performing in the sanctuary in October and also be using the CE C.

### E) Caretaker

Marivi Borali is still caretaker on a six month term position, with Doug Guy helping her. Rita, Grant and Glen will review the caretaker position after the six months is over.

## 10. New Business (continued)

### B) NUASM 5<sup>th</sup> Year Celebration

The Celebration is on Sept. 21 with a special service followed by lunch. Rita Friesen and Bishop Jim Njegovan(retired) will lead the service. There will be a silver collections for lunch.

### C) Girl Guides Request

A **motion was made and passed** to allow the Girl Guides to use the CEC basement weekly at no charge for their meetings starting Sep. 18 from 6:30 to 8:00 pm

## 11. Moment of Levity

## 12. Next Board Meeting

- Tuesday Nov. 18, 2025 at 7:00 pm

13. Rev. Saunders closed the meeting with a prayer.

14. Glen adjourned the meeting at 8:40 pm

## Motion passed by email since the May 20 Board Meeting

1. That permission be given to have a Ukrainian Orthodox Funeral Service at NUC on June 7, 2025 at the standard rental cost of \$155.

**Motions made Sept. 16, 2025**

**1. Motion made by Jane Goudie and seconded by Judy Elgert.**

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 Church 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 (\$ 72,954.00 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 remuneration of the Ministry Personnel through the Pastoral Charge Payroll Service – ADP # JFTH

**Motion #1 continued**

**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

**Carried.**

2. **Motion made by Grant Babcock and seconded by Judy Elgert.** That we accept the quote of \$6,367.00 from Parkside Gardens Landscaping to repair and level the sidewalk outside the choir room door. **Carried.**
3. **Motion made by Jane Goudie and seconded by Susan Phillips.** That the NUC Board approve Dawn Gardy starting working on Mondays, beginning Mon. Sept. 22, 2025 until the end of 2025. She will work from home on Mondays from 9 until 3pm. **Carried.**
4. **Motion made by Susan Phillips and seconded by Lynda Lowry.** That the Girl Guides be given permission to meet in the CEC Basement on Thursdays from 6:30 to 8:00 pm starting Sept. 18 at no charge. **Carried.**