

**MINUTES OF THE CHURCH COUNCIL MEETING  
OF PEACE LUTHERAN CHURCH  
on Tuesday, May 17<sup>th</sup>, 2022 at 7:00 pm**

**Vision Statement:** *Peace Lutheran Church is a welcoming, worshipping and witnessing community in Jesus Christ through whom healing, wellness, love and peace are offered unconditionally to all.*

**Mission Statement:** *Celebrating and Sharing God's Love for All.*

**ATTENDANCE:**

**In-person:** Janet Van der Wees (Co-chair), Fiona Haapalehto (Secretary), Mike Balzer, Tapio Haapalehto, Jeremy West and Pastor Ronnie Smith

**Via Zoom:** Gloria Zorn, Sunny Wishart (Treasurer), Wayne Ruhnke (Finance Team Lead).

**Regrets:** Ina Toso (Co-chair)

1. **Call to Order:** Jan called the meeting to order at 7:04 pm.
2. **Opening:** Mike did the opening devotion. Jan will do it in June.
3. **Approval of the Agenda:** moved by: Tapio, seconded by: Jeremy.  
**THAT the agenda for Tuesday, May 17, 2022, be approved, as amended. Discussion:** Change the item about the stained-glass windows to Acquisition not Purchase. **CARRIED**

4. **Approval of the Previous Minutes:** Moved by Mike, seconded by Tapio:

**THAT the Minutes of the Church Council Meeting held on April 19, 2022, as amended, be approved. Discussion:** Correct the name of our member Shannon Jackson and correct spelling for Wayne Ruhnke. **CARRIED.**

5. **Treasurer's Report:**

Sunny summarized her written report.

- One of our GIC renewals is due. There are two options, 2.8% or 2%. The 2.8% option ties up the funds but pays a better rate. If we choose this and we need funds we could borrow from the church's capital projects fund. Council is in favour of going for the 2.8% option.
- April Financials were supplied in Excel and Quickbooks formats. Council is asked to consider whether we can convert to the Quickbooks format for our monthly financial reports which is quick and easy for the bookkeeper to print out. The Excel format is produced using manual input, which is prone to data entry errors and costs us for the time spent producing the document. The Finance Team will compare the two documents and advise if there is missing info we need.
- The letter sent to the CRA was redirected to the Charities Directorate.

Moved by Jeremy seconded by Gloria:

**THAT the Treasurer's Report & Financial Statements be approved. Discussion: CARRIED**

## 6. New Business:

- **Establishing the last Sunday in February as a permanent date for the Annual General Meeting (Recommendation from the Finance Team)**

Moved by Jeremy seconded by Tapio **to establish the last Sunday in February as the permanent date for the Annual General Meeting. Discussion:** There was a concern should there be a snowstorm that day to appoint the first Sunday in March as a back-up date. Fiona confirmed this would fit into the timeframe outlined for the AGM in our constitution. **CARRIED.**

- **Church Council approval of the amended Financial Handbook (submitted by the Finance Team)**

Council members received the document by email May 13 for review.

Moved by Tapio seconded by Jeremy **to adopt the amended Financial Handbook with thanks. Discussion:** Congratulations were offered to the Finance Team. **CARRIED**

Wayne & Sunny left the meeting at 7:40 pm.

- **Caretaking services for rentals**

There was a concern expressed that a recent rental had been booked without a confirmed caretaker assigned to open and close. One was found on short notice however we should have a list of people willing to perform this service for the church now that we have more rentals and they can be booked well in advance.

Kateryna has sent out an email asking for people with keys to open and close for rentals in the hopes of creating this list.

Jeremy mentioned there would be a few people with keys not able to do this for events that run late. Ronnie has advised he will do it if no one else is available. Making the church available for community groups is a good way to serve the community.

- **Recent Covid Concerns**

We have had a number of cases of Covid in the congregation following the May 1<sup>st</sup> service. Happily, there have been no hospitalizations. To help prevent Covid or other infections, we should try to open the windows in the Sanctuary and in the Fellowship Hall when in use. We must ensure they are closed before vacating the building. Mike asked if we could move coffee hour outside during the summer. After discussion it was determined we will resume coffee hour this coming Sunday. Gloria will send an email to Ronnie for review and have Kateryna send it out to the congregation announcing resumption. Ronnie will let Analisa know that coffee is back on this week so she can bring a cake to celebrate her birthday.

- **Welcoming Christ the King members**

With more visitors and prospective members coming from Christ the King Fiona asked if we could give an opportunity for visitors to identify themselves each week. We can all welcome newcomers. We could also have a special service to welcome new members perhaps in September. There was a discussion about welcoming new members (including those moving over from Christ the King) at a dedicated service each year. This year we will schedule this in the fall.

- **Request for refugee sponsorship**

Ronnie received a direct request from an Afghan woman asking for refugee sponsorship and notified the Co-chairs on April 23<sup>rd</sup>. Council was also informed.

Jeremy mentioned it could be as much as \$20K to finance the sponsorship of one applicant, and would be a two year commitment.

Pastor Ronnie did hear again from the person. Given the number of internet scams out there he is not sure how legitimate the email was. He contacted the new staff person in the National Synod liaising with CLWR and will have a follow-up discussion with her. Tapio also mentioned putting the author of the email in touch with LWF.

Tapio and Ronnie are familiar with situations where sponsorships have been successful but the applicants went through a sponsorship organization. This may be something for discussion during our upcoming Visioning exercise.

## 7. Old Business:

- **Follow up on Visioning – Pastor Ronnie:**

Shannon Jackson was identified last month as willing to lead a visioning session for the new Council. She is just starting a new job at Durham District Youth Services which may be taking up her time. Ronnie will follow up with her to set a date. If it's not in June it will likely be scheduled for September.

- **Update on Constitution:**

Fiona submitted the documents approved by the congregation May 1<sup>st</sup> to the Synod Secretary who came back with two questions and the information that the Synod Committee would not be considering our document until November. He also advised if we decided to change the document in the meantime, it would require a congregational meeting.

The first issue he raised was why we referred to having a ballot vote should we want to change our letters of incorporation (since we are not incorporated), and the second was whether the section on duties of Council and Officers included information about the Financial Secretary. The Model Constitution did not include this position among the Officers.

Fiona mentioned the first item could stay in case we should ever want to incorporate, then there would be an approved mechanism for the congregation to vote on this. Jeremy mentioned that there is no benefit to incorporating. Council did not object either way to retaining or removing this clause.

Discussion on the second item also resulted in no firm decision to retain or remove the sections that had been included in our earlier constitution and brought forward to the new document. Fiona said she would check with the Synod Secretary, Rev. Wendell Grahlman. We would like to leave the document unchanged to avoid another congregational meeting.

- **Updating Active Members and Friends list**

Pastor Ronnie has a plan to work with Joan Ruhnke to set up the two lists outlined in our new constitution (Responsibility List and the Roster) based on giving patterns. Unfortunately, this was delayed due to illness. He will reschedule with Joan.

- **Acquisition of stained-- glass windows from Christ the King**
  - We learned we have until the end of August for this project and that Christ the King will donate \$10K to Peace unconditionally, so this could help offset the window project costs.
  - Tapio and Jeremy will get the dimensions of the windows, then consult with a number of specialty companies on the methods to remove them and move them and get quotes.
  - Council will be informed and vote on the company/quote.
  - Once the windows are on site a separate project will be undertaken to design and install a solution to display them.
  - Ronnie delivered good news! He has reached out to the Bishop and the Synod would consider donating funds to this project.
- **Prayers for the People**  
Pastor Ronnie shared the names of people for whom prayers are requested.
- **Correspondence**  
Recent items were covered separately as agenda items.

8. **Reports:** Verbal reports were provided for the following committees/activities.

- **Property (Tapio)**
  - Task-Co is cleaning every two weeks now on Tuesdays
  - Fernie Works has resumed lawncare and will mow the lawns every two weeks
  - Insurance evaluation – Inventories have been completed. Wayne, Bill & Tapio will meet tomorrow to start discussing the value of the inventory, the value of the building & land. Bill will prepare recommendations which will come to the Council as soon as possible – hopefully by next meeting.
  - Jeremy purchased and marked-up new recycle containers. Tapio asked that anyone passing on Wednesdays return the containers to the porch or put them inside.
  - Jeremy continues his inspections and repairs
- **Health Cabinet:**
  - There is no update from the Health Cabinet.
  - Tapio had no update on the delivery of the materials for the AED.
- **Worship & Arts:**
  - Fiona mentioned the W&A issue that currently outstanding is pulpit supply for Pastor Ronnie's vacation July 25-Aug 27. He will be here on Sunday July 24 and return for service Aug 28.
  - Ronnie will speak with Arnold to see if he would be willing to preach twice in that time. Fiona will consult with the other members of W&A. Pastor Adam has subbed in previous years. We could ask if he would be willing to provide coverage.
- **Mutual Ministry:**
  - Fiona reported that Kateryna will be on vacation June 6<sup>th</sup>. Pastor will cover the office and contact the Council for help, if needed.

- **Congregational Life:**
  - Jan did a Costco run for paper supplies
  - We will resume coffee hours this Sunday
  
- **Pastor's Report**
  - Pastoral Acts: 2 Funerals, non-members. Both included rentals of the church and they asked me to officiate. Required planning meetings, tours of the facilities, setting up slide shows, phone calls, emails, etc.
  - Sunday services – in person/live stream
  - Weekly sermon preparation, reading, writing, collegial discussion
  - produce/coordinate services, volunteers/worship assistants, live stream uploads and distribution, tech support, etc.
  - Arnold continues to preach once per month. I meet with Arnold before and after to coach/debrief
  - Music Team rehearsal, organization, etc.
  - Attended Christ the King's closing service. We should expect some of their members to visit Peace in the coming weeks.
  - Olive Branch Sunday featuring Deborah McCracken.
  - Ongoing participation/engagement with intercessor prayer group. Often requires follow up visits/phone calls/texts/emails
  - Confirmation class each Wednesday. In person. This past week the class picked up the garbage around the property. I attended 2 concerts performed by confirmands. Confirmands cleaned garbage up in parking lot as an act of services
  - Communications: email, phone calls, zoom calls, texts, social media posts, newsletter/gratitude corner submission, review of Synodical and National church communications, etc.
  - Monthly council meeting
  - Monthly Newsletter/Gratitude Corner submission
  - Peace Veggie Garden meeting/communications – Helped the team load soil and manure into the new bed built by Janet's husband Ron.
  - Rentals: Opened/closed the church for 3 rentals and 1 showing of the facilities for a prospective rental. I am available to cover rentals if volunteers are not available.
  - YouTube Statistics:
    - Views: 493 (approximately 230 unique viewers)
    - Watch time: 78.6 hours
    - Subscribers: +3 108 total
  - Facebook Statistics:
    - Posts: 23; Reach: 342; Page Likes: 247
  - Jeremy asked about communion for shut-ins. Ronnie mentioned he is available for anyone who contacts him. He has contacted several people to schedule a visit but they did not call back.

9. **Closing Prayer:** Mike did the closing prayer.

10. **Adjournment:** There being no further business, the meeting adjourned at 9:03 pm.

Next Council Meeting – Tuesday, June 14, 2022 at 7:00 pm via hybrid Zoom & in person model