

# St. Paul's Lutheran Church Council Meeting Minutes

**Date:** September 14, 2025

**Time:** 9:44 AM

**Prepared by:** S. Schnare

## Attending:

Peter Oickle, Chair

Ann Joudrey

David Zwicker

Andre Brideau

Marshall Robar

Pastor V. Featherston

Karen Corkum

Sandra Schnare

Karen Field

Lucille Wentzell

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## 1. Call to Order

- P. Oickle called the meeting to order and offered the opening prayer

## 2. Approval of Minutes

- **Moved** by S. Schnare, seconded by L. Wentzell, to approve the minutes of August 21, 2025 as amended. **Decision:** *Carried unanimously.*

## 3. Financial Report

### 3a. Financial reports for August 2025 (full report circulated via email on September 11, 2025)

- August general fund deficit: - \$10,049
- 2025 general fund surplus (Jan. 1 – Aug. 31): + \$3,213
- Accumulated general fund surplus: + \$60,765

### Income Statement Highlights:

- General fund offerings were down \$967 from August 2024. \$919 of this decrease is regular envelopes. Of note is that there was a single contribution of \$3,000 made in August which throws off the comparison to last year. Two counts from August resulted in \$275 and \$370 which was extremely low.
- Room rentals: \$9,550. \$9,300 of that relates to SSODA.
- Pastor Salary: \$3,780 relates to South Shore Lutheran Shared Ministry. St. Paul's is paying for 6 services x \$630/service.
- Repairs and maintenance: \$102 for Len's Plumbing relates to repairs to kitchen heat pump (leaking)
- Windows: \$11,717 Nova Windows and Doors was final payment for church window replacement. \$25,813 was final cost which is equal to quote.
- Power: \$1,456. **\*\*Estimate\*\*** for services June 25 – August 26, 2025
- Office Equipment: \$4,625 for new office printer
- Software subscriptions: \$914. \$761 for Sage 50 Accounting software renewal and \$153 for MP3 conversion software for radio broadcast
- Music Copyright Licenses: \$652 for CCLI renewal

### 3b. Financial reports for July 2025 (full report circulated via email on August 10, 2025)

- July general fund deficit: - **\$6,641**
- 2025 general fund surplus (Jan. 1 – July 31): + **\$13,263**
- Accumulated general fund surplus: + **\$70,814**

#### Income Statement Notes:

- General fund offerings were down \$2,765 from July 2024. \$1,561 of this decrease is regular envelopes. \$355 is PAD. \$660 is E-transfers.
- Room rentals: \$11,032. \$9,300 of that relates to SSODA.
- Pastor Salary: \$3,780 relates to South Shore Lutheran Shared Ministry. St. Paul's is paying for 6 services x \$630/service. Salaries and benefits are down \$3,279 for July compared to July 2024 due to SSLSM arrangement.
- Snow Removal: \$839 for sanding and salting for winter 2024-2025. \$452 for winter 2023-2024 (less plowing and no sanding)
- Fellowship: \$89 for June 29 special service BBQ at camp Mush-A-Mush – plates, cups and forks.
- Worship supplies: \$50 Sundays and Seasons worship book ordered by Pastor Annette
- Outreach: \$37 for ice cream social supplies

### 3c. Financial reports for June 2025 (full report circulated via email on July 18, 2025)

June general fund deficit: - **\$825**

- 2025 general fund surplus (Jan. 1 – June 30): + **\$6,622**
- Accumulated general fund surplus: + **\$64,173**

#### Income Statement Notes:

- General fund offerings were down \$1,687 from June 2024. \$1,747 of this decrease is regular envelopes. \$355 is PAD. E-transfers up \$970
- Windows: \$370 in donations received during month. \$1,715 in donations received to-date.
- Miscellaneous: \$241
  - \$11 for church member printing
  - \$200 donation from SSLSM for June 29<sup>th</sup> camp BBQ
  - \$30 bank reconciling issue with cancelled PAD accounts
- Room rentals: \$10,016. \$9,000 of that relates to SSODA.
- Pastor Salary: \$3,780 relates to South Shore Lutheran Shared Ministry. St. Paul's is paying for 6 services x \$630/service. Salaries and benefits are down \$3,198 for June compared to June 2024 due to SSLSM arrangement.
- Parking lot refurbishment \$2,675 – Design Point Engineering & Surveying Ltd. parking lot drawings
- Power: \$4,676. For service between Feb. 21 – June 25, 2025. April bill was late due to NSP cyber hack.
- Office supplies: \$152.
  - \$128 USB drives for office
  - \$24 labels
- Software subscriptions: \$180
  - \$155 Microsoft office annual renewal
  - \$25 zoom monthly fee
- 2026 offering envelope boxes: \$550 – Of personal note, I would like to see the amount of boxes reduced next year. We are wasting more and more boxes each year. Perhaps stewardship can work with Gail to create a new list of people who would like boxes and we can adjust contribution numbers?

- Technology: \$176 for wireless headset and battery charger for pastor microphone
- Fellowship: \$413 for June 29 special service BBQ at camp Mush-A-Mush. \$200 of this cost was offset by SSLSM donation toward BBQ (above)

### 3d. Financial reports for May 2025 (full report circulated via email on June 10, 2025)

- May general fund surplus: + **\$9,034**
- 2025 general fund surplus (Jan. 1 – May 31): + **\$7,447**
- Accumulated general fund surplus: + **\$64,998**

#### Income Statement Notes:

- General fund offerings were down \$928 from May 2024. \$103 of this decrease is regular envelopes. \$385 is PAD. \$250 is loose cash.
- Windows: \$1,145 in donations received during month.
- Room rentals: \$10,356. \$9,300 of that relates to SSODA.
- Pastor Salary: \$3,780 relates to South Shore Lutheran Shared Ministry. St. Paul's is paying for 6 services x \$630/service. Salaries and benefits are down \$3,313 for May compared to May 2024 due to SSLSM arrangement.
- Repairs & Maintenance: \$13: Gow's Home Hardware batteries.
- Office supplies: \$133 for stamps
- Conventions: \$160 for David Zwicker "Pathways to Peace" conference
- Software subscriptions: \$23 zoom, \$97 website subscription renewal

**Moved** by A. Brideau, seconded by D. Zwicker, to adopt the May, June, July and August financial reports as presented. **Decision:** *Carried unanimously*

#### 4. HR Committee Update

B. Carver reported that he and O. Joudrey have completed a review of all staff job descriptions, including the Organist position. It was noted that the Organist's duties have changed due to the current rotation between contemporary and traditional services. To reflect this shift, it was recommended that the job description be revised to state that the Organist provides support for "**all traditional services**" rather than "**all services.**"

With this adjustment, the Organist would work six to eight hours per week, twice per month, instead of four times per month. If the church returns to holding four traditional services per month, the job description would be updated at that time.

The financial implications of this change will depend on the overall budget. Council will need to determine how to address this during budget planning, which is scheduled for discussion at the next meeting. It was also noted that S. VanderWal contributes a significant amount of time preparing music for the contemporary services, and this should be taken into account during budget discussions.

**Moved** by S. Schnare, seconded by K. Corkum, to adopt the revisions to the Organist job description as indicated above. **Decision:** *Carried unanimously*

#### 5. Old business

##### South Shore Lutheran Shared Ministry (SSLSM)

- K. Field reported that a meeting is scheduled for the evening of September 17<sup>th</sup> to discuss fall and Christmas plans. It was noted that two ministers will be responsible for covering nine churches, which will require significant coordination.

- P. Oickle and Pastor V. Featherston met to discuss the possibility of hosting a Youth and Young Adults Retreat. The retreat theme will be **“stillness.”** The planning meeting is set for **October 28th** and will be announced in multiple congregations, with an open invitation for anyone interested in helping, regardless of age. The group hopes to apply for funding through the Synod Offset in the new year. The proposed retreat schedule would include activities on Friday evening, all day Saturday, and Sunday morning.

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## **6. Correspondence**

- NONE

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## **7. Ministry Team Reports**

### **7a. Property Team**

- M. Robar reported that parking lot work is scheduled to begin around the 19th, which will involve removing the paved bank and digging a trench. Concerns were raised about potential damage to the existing parking lot during the process. Halifax Paving will complete the work. The town is requiring this work under the Municipal Act and has threatened legal action for non-compliance, despite a prior report indicating no issue. The estimated costs include \$5,700 for removing the bank, \$4,800 for trenching, and approximately \$1,600 each for necessary barrier protectants.

### **7b. Worship Ministry**

- K. Corkum mentioned that a meeting has been scheduled for later this month.

### **7c. Stewardship Team**

- No report.

### **7d. Music Team**

- No report.

### **7e. HR Ministry**

- No report.

### **7f. Esthetics Committee**

- No Report

### **7g. Connections Committee**

- The Connections Ministry hosted a successful ice cream social on August 24.
- The committee will be meeting this week to discuss the possibility of reinstating a coffee time before or after worship services.

## **8. New Business**

### **8a. Statement on Same Sex Marriage**

- S. Schnare has not yet contacted the Pastors regarding the statement on same Sex Blessing found on page 13 of our bylaws. The statement affirms that all people are welcome to join the church, while also expressing the belief that marriage is exclusively between a man and a woman. S. Schnare noted that she will reach out to both Pastors regarding this statement prior to the next council meeting.

### **8b. Church Web Page**

- L. Wentzell reported that J. VanderWal has submitted his invoice for website support. She noted that the website is managed through WordPress, and, as S. Schnare is familiar with this platform, she will assist with training and updates. It was also highlighted that several sections of the website require attention, including the Pastor's page, which still features Pastor Paul, as well as information related to Sunday School and other committees.

### **8c. Use of Church by non-Members**

A recent funeral request highlighted gaps in St. Paul's funeral policies and communication procedures. The service was held at St. Paul's with an external pastor leading, without prior consultation with the church's own pastors. This situation raised concerns about protocol, pastoral involvement, and the role of funeral homes in coordinating services.

The group noted that St. Paul's has traditionally not charged for the use of the church for funerals, aside from video-related costs, and that there is currently no formal written policy. It was emphasized that when the sanctuary is requested for a funeral, the church's pastor should be consulted first and included in the service, even if another pastor is participating.

To prevent future misunderstandings and to support shared ministry, the group agreed that a clear, written policy is needed. This policy should outline that funeral requests must go through the pastor (or, if unavailable, the chair), and that pastoral involvement is required for any service held in the sanctuary. It was also noted that funeral homes will need to be reminded of these expectations, as their communication practices contribute significantly to how arrangements unfold.

A written policy will be drafted in October to formalize these procedures and avoid similar issues going forward.

### **8d. Sound System Concerns**

- The Council discussed ongoing issues with the church's sound system, particularly affecting the choir, congregational sound, and speakers with higher-pitched voices. The choir microphone currently must remain off due to feedback, and the placement of a corner speaker is contributing to the problem. The current setup also makes it difficult for the choir to hear the pastor, and the online service audio is running from a secondary source rather than the main system. A newly purchased headset does not integrate properly, and a new microphone (approx. \$500) may be required.
- It was agreed that M. Robar seek advice from sound system specialist to assess the current setup and recommend solutions, including proper speaker placement and potential equipment upgrades.

## 9. Adjournment:

- Meeting adjourned at 11:03AM with D. Zwicker giving the closing prayer.
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## September 23, 2025 - SPECIAL MEETING OF COUNCIL

A special meeting of Council was held to review quotes for the proposed sound system upgrades. The attending Council members were in agreement to move forward with the project. A congregational meeting will be scheduled to present and discuss the quotes before proceeding.

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## October 19, 2025 – CONGREGATIONAL MEETING: SANCTUARY AUDIO SYSTEM REPLACEMENT

The meeting was called to order at 12:05 p.m. by Council Chair, Peter Oickle.

- M. Robar provided an overview of the current sound system and its limitations.
- A. Brideau presented a financial status update.
- M. Robar reviewed and compared the quotes submitted by Clarity Sound Solutions and Blackman Audio.

It was proposed that the project be funded as follows:

- Donations: \$5,000
- Special Projects Fund: \$4,800
- General Funds: \$10,000

A discussion followed.

**Moved** by A. Brideau, seconded by M. Robar, that St. Paul's Evangelical Lutheran Church contract Clarity Sound Solutions to replace the sanctuary sound system at a quoted cost of \$18,536 (before tax).

**Decision:** *Carried*

Attendance: 31 congregational members.