

**Northern Spirit Executive Minutes  
February 12, 2024 via Zoom**

<b>EXECUTIVE PRESENT</b>	Leigh Sinclair (Chair), Leslie Penny, Donna Kline (Treasurer), Mervin Gallant, Marilyn Carroll, Lorraine Stewart, Susan Silverthorne, Helen Reed (Past Chair),  A quorum was present.
<b>REGRETS</b>	None
<b>CORRESPONDING MEMBERS PRESENT</b>	Jim Belliveau,
<b>STAFF PRESENT</b>	Shannon McCarthy (Executive Minister); Adam Hall (Pastoral Relations Minister); Chloe Burns (Administrative Support); Heather Dootoff (Finance Administrator), Julie Graham (Justice & Communications Minister);
<b>CALL TO ORDER</b>	Leigh called the meeting to order. Led us in reflection & prayer.
<b>APPROVAL OF AGENDA</b>	We reviewed the agenda.
<b>APPROVAL OF MINUTES 025-2024/2025</b>	<b>It was agreed by consensus: That Northern Spirit Regional Council Executive approve the minutes of January 8, 2025 as distributed.</b>
<b>BUSINESS ARISING</b>	
<b>Assessing Relationships between the NSRC</b>	We continued our discussion. Leigh took notes.  Susan and Leigh had met and brought forward a proposal. They would like to propose that we have two volunteers with a specific skill set: good listening skills and the ability to paraphrase to connect with a sample of communities of faith (10). They would have conversations asking what we are doing and need to continue doing and what do we need to change to better connect communities of faith. They will then report back to us before the AGM so that we can make a presentation.  Donna and Lorraine have agreed to be our listeners.
<b>CORRESPONDENCE</b>	
<b>How's it going 3.0 – Connecting the Dots</b>	Received for information.  Might we ask this group to share their learning and method at the annual meeting? We could use this as an example and encouragement for other gatherings.

**To do:**

- Leigh will bring the idea of sharing this model with the annual meeting planning team

**Letter to Premiere Smith** Letter written to Premier Smith by the Anglican Bishop regarding Jasper. Would the Executive feel comfortable co-signing this letter?

**026-2024/2025** It was agreed by consensus:  
That Northern Spirit Regional Council Executive approve co-signing the letter written to Premier Smith, written by the Anglican Bishop, regarding Jasper.

**New Ministry Fund** We received a letter from the Communities of Faith Support Committee letting us know that the New Ministries Fund which was bequeathed to the Northern Spirit Regional Council upon dissolution of the Edmonton Presbytery is valued at \$715,000. They are asking us to take another look at how we would like to use this money.

We are going to discuss this further at the March meeting.

**To do:**

- Chantal will write a letter in response to this group, thanking them for the dreaming and working they are doing and let them know we are going to table this discussion until March

**NEW BUSINESS**

**Fort Edmonton Proposal** We received a request from Anna Constantin at St. Paul's. They are requesting \$2415 for their Centennial Celebration at Fort Edmonton Park on June 8, 2025.

**027-2024/2025** It was agreed by consensus:  
That Northern Spirit Regional Council Executive approve the request for funding from St. Paul's for their Centennial Celebration at Ford Edmonton Park on June 8, 2025 up to \$3000.

**To do:**

- Chantal will communicate with Anna to let her know about the approval.

**Black History Exhibition Request** We received a request from Pilgrim United Church asking us for \$500 to help fund their Black History Exhibit.

**028-2024/2025** It was agreed by consensus:  
That Northern Spirit Regional Council Executive approve the request for funding from Pilgrim United Church for their Black History Exhibit in the amount of \$500.

To do:

- Chantal will communicate with Paul to let him know about the approval.

**FINANCE**

Heather provided us with an updated financial statement and report.

To do:

- Heather will provide the Executive with a break down of which each category/fund means.

**COMMITTEE REPORTS**

**Chair**

Leigh has been working with the annual meeting planning committee.

**Property**

Jim reported.

Discussion around property use in Jasper took place.

**Incorporated  
Ministries**

We have come to the point where we have a Severance Agreement with Surprise Lake.

**029-2024/2025**

**It was agreed by consensus:  
That Northern Spirit Regional Council Executive provide approval to sign the  
Severance Agreement with Surprise Lake.**

**Nominations**

Lorraine has a meeting scheduled with Morgan to continue their discussion.

**Other**

**STAFF REPORTS**

**Executive Minister**

We have purchased a meeting OWL which helps us with better tech for our hybrid meetings. It is currently in Julie's possession if it is needed. Shining Waters also had one in surplus and so we now have two between the three regions.

Heather will be retiring officially at the end of June. Working on a job description.

Working on setting up times for commissioner training for all three regions on zoom in the near future.

The Executive Ministers are planning some continued education with Leaderwise.

There is a big piece of work that is coming to us from GCE called Towards 2035. We will need to schedule significant amount of time on agenda coming up for the Executive to tackle some of this.

**Pastoral Relations  
Minister**

**Pastoral Relations Report- Executive- February 2025**

**Restorative Care Leaves and LTD:**

- Rev. Eli Carter-Morgan (Millwood's United, Edmonton)- LTD- Anticipated gradual return to work for March 2025
- Rev. Monica Rosborough (Athabasca Pastoral Charge) – Restorative Care- effective beginning Feb 12, 2025

**New Appointments/Calls and Renewal appointments**

- Rev. Alison Mock (Yellowknife) 1 year part time (25 Hours) Appointment (Not yet approved)

**Requests for Change of pastoral Relationships approaching:**

- Approved the notice of retirement for Rev. Dr. Geoffrey Wilfong-Pritchard (March 31, 2025) from St. Andrew's United Church, Edmonton

**New positions approved or pending:**

- Irma-Viking Pastoral Charge (Search) – Search underway

**Covenanting Services/celebrations:**

- Spruce Grove Pastoral Charge- Rev. Shane Goldie – Scheduled for Feb 23, 2025
- Rev. Lloyd Nyarota has been approved for Admission in The United Church of Canada and we will celebrate that at our June 1st 2025 Celebration of Ministry service

**Committee/Commission work:**

**Ministry Personal Support Committee:**

- The committee agreed to a change of schedule with the third Tuesday of the month being for the retired clergy and the 4th Tuesday of the month as a check in for active ministers.
- Presentations and open discussion will be advertised and scheduled as needed.
- Laura Fohse (OV minister) has scheduled a monthly worship gathering for all ministry personnel on zoom across the tri-region for the 4th Tuesday of the month at 12pm.
- A fall Ministers retreat is in the planning for September 2025 and will be connected with Laura Fohse (OV minister) as well.

**Lay Leadership Support Committee:**

- Lay leadership support recommended and PRC approved the following Sacrament Elders since January 1, 2025
  - o Will Gill (St. Paul-Ashmont, Alberta)
  - o Karen Martin (Fort Saskatchewan, Alberta)
  - o Eileen Lea (Rainbow Pastoral Charge, Alberta)
  - o Lynne Fredine (Grimshaw-Peace River, Alberta)

### **Community of faith Support**

- Continuing to review the Ecumenical Shared Ministry (ESM) agreement from Hinton United Church and Grace Lutheran Church. Contact has been made between the community of faith and Gail Allan to support their work and better prepare the community for eventual approval from the Lutheran Bishops office
- WE are continuing to support RSV Pastoral Charge towards building an ESM agreement with the Anglican Diocese of Edmonton.
- Currently the committee is examining the practises of staying connected with Communities of faith and is working on a plan to develop a yearly cycle of support/oversight visits. The intention here is to connect and ensure that all forms of support are known and offered to our communities of faith
- New Ministry Fund- See letter from Committee
- The Community has received disbanding requests from Hardisty-Hughenden Pastoral Charge to disband their pastoral charge, High Prairie United church (who is seeking to amalgamate with McLennan United. These will be attended to at the next scheduled meeting on Feb 20th and sent for action to the executive

### **Pastoral Relations Commission**

- Have planned and will be leading a collaboration gathering with Fort Saskatchewan, Tofield, and Wetaskiwin Communities of faith on Saturday Feb 15th
- Approved a License to administer the sacraments to Rev. Kimberly Roy for the bounds of our Region. (This was done as Kimberly requested a to have a license for a number of communities and it was felt that it would be fair to offer the license for all for the region)
- We are in DIRE need of Pastoral Charge Supervisors who are versed in governance. The Region will happily train individuals to do this work, and both lay and ministry personal are encouraged to discern this work
- Working to support Fort St. John as they continue to wait for Rev. Kennedy Phiri's arrival. Rev. Kennedy is an admissions minister from Zambia and has been stuck in limbo with the current immigration approvals from the federal government since September 2024

### **Other Statistical Information:** (Per the United Church of Canada Dynamics 365)

- 88 pastoral charges listed in our Region (38 under Pastoral Supervision)
- 113 Communities of faith
- Since summer of 2023 the executive has disbanded or are in the process of disbanding 7 communities of faith
- Chinese United, Green Grove PC, Sangudo, Rochester, South Cooking Lake, Rosalind (December 2024)
- Moose Hill, High Prairie, Hardisty- Hughenden are in discussion around disbanding.
- 37 Active non-retired Ministry personnel with Calls/appointments (two of which are on either LTD or Restorative care)

- 4 Retired ministers under appointment
- 93 retired ministers on our roster

**Justice &  
Communications**

Julie reported.

There is an upcoming learning day on February 27 at Southminster Steinhauer regarding the unmarked burials.

**030-2024/2025**

**It was agreed by consensus:**

**That Northern Spirit Regional Council Executive approve funding up to \$5000 for the Unmarked Burials event taking place on February 27, 2025.**

Letters are being sent to the Ministers and Premier and leader of the opposition that are involved in the transphobic legislation. A number of congregations are working on their own letters as well.

**ONGOING BUSINESS**

**Annual Meeting**

The committee is working really hard to make the small space work for us.

**Flourishing Event**


Mod's Flourishing event is being held on May 3 in Edmonton. More details to be in the newsletter soon.

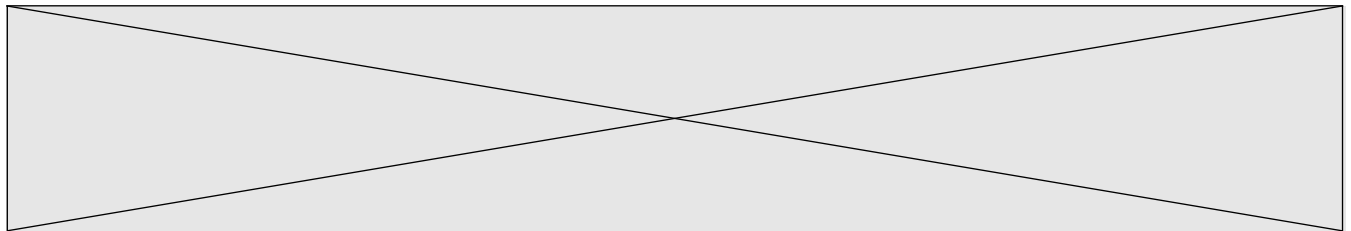
**NEXT MEETING**

Next meeting will be March 12 at St. David's Leduc and hybrid via zoom.

**ADJOURNMENT**

  
\_\_\_\_\_  
Leigh Sinclair – Chairperson

  
\_\_\_\_\_  
Shannon McCarthy, Executive Minister



	Opening Balance January 1, 2024	Receipts	Expense	Balance	Internal Transfers	Closing Balance December 31, 2024
		\$641,274.15	-\$569,676.13	\$71,598.02	(\$19,903.15)	\$51,694.87
<b>Externally Restricted</b>						
Archive Trust Fund	102,416.40		-5722.74	96,693.66		96,693.66
Regional Archive Fund	42,792.39	5,937.57		48,729.96		48,729.96
Emergency Relief Trust Fund	18,454.65	94,589.29	-59,500.00	53,543.94		53,543.94
Reclaiming the Mission Fund	24,159.77			24,159.77		24,159.77
				0.00		
Ann Mazur Fund	188,287.96	7,182.12		195,470.08		195,470.08
Student Bursary Fund	179,685.59	5,115.77	-11,200.00	173,601.36		173,601.36
<b>Internally Restricted</b>						
Chinese United Church	0.00	156,857.00	-33,421.42	123,435.58		123,435.58
Conflict Resolution Trust Fund	30,000.00			30,000.00		30,000.00
Pastoral Relations Emergency Fund	10,000.00		-4,903.15	5,096.85	4,903.15	10,000.00
Legacy Fund (040 - 2021/2022)	335,500.15			335,500.15		335,500.15
Contingency Reserve Fund (Finance Policy 3.1.1.)	150,000.00			150,000.00		150,000.00
Future Programming (formerly Annual Meeting Fund (040 - 2021/2022)(Mar 13/24)	25,253.41		-400.00	24,853.41	15,000.00	39,853.41
Totals	\$1,106,550.32 **	\$910,955.90	-\$684,823.44	\$1,332,682.78	\$19,903.15	\$1,332,682.78
Conexus chequing	117,650.16	Korean Loan	50,000.00	Receipts	910,955.90	
Conexus Savings	57,877.49	Frontier (Bursary)	145,673.36	Less Expense	-684,823.44	
Student Bursary Savings	27018.00	Term Deposits	1,370,668.79	Income/Loss	226,132.46	
St. Stephens loan	15,907.01	Accrued Interest	36,124.64	Beginning balance	1,106,550.32	
Ann Mazur loans	12,241.36	TD GIC	1,896.72	Ending balance	1,332,682.78	
Accounts Receivable	2,615.93	Cash on Hand		Liability	17,952.92	
			\$1,837,673.46		\$1,350,635.70	
				Retained earnings	487,037.76	
					\$1,837,673.46	

\*\* 2025 adjustments not included

**2024 Northern Spirit Regional Council**

	Dec 31-2023	2024 Budget	31-Dec-24	Projected	2025 Budget	
<b>Governance Revenue</b>						
Governance Grant	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000	To Sept 30
Shared Staff Grant	\$ 76,375	\$ 67,000	\$ 76,375	\$ 76,375	\$ 67,000	To Sept 30
Annual Meeting Meal Fee	\$ 23,190	\$ -			\$ 23,000	
Misc income	\$ 47,998	\$ 5,000	\$ 45,191	\$ 45,191	\$ 30,000	
	<b>\$ 472,563</b>	<b>\$ 397,000</b>	<b>\$ 446,566</b>	<b>\$ 446,566</b>	<b>\$ 445,000</b>	
<b>Governance: Office and Staffing Expenses</b>						
<b>Office Expenses:</b>						
Office Rent	\$ 31,365	\$ 31,365	\$ 12,341	\$ 12,341	\$ 6,600	revised budget 12,341
Office Costs (supplies, phone, wifi, etc)	\$ 8,539	\$ 13,500	\$ 8,296	\$ 8,296	\$ 13,000	
Shared Service GC	\$ 13,378	\$ 14,000	\$ 16,158	\$ 16,158	\$ 15,500	To Sept 30
Website	\$ 1,132	\$ 1,500	\$ 1,127	\$ 1,127	\$ 1,500	
Audit/Prof Services	\$ 9,859	\$ 11,000	\$ 15,399	\$ 15,399	\$ 10,000	
Office Move	\$ -		\$ 2,850	\$ 2,850		
Contingency		\$ 5,000			\$ 5,000	
<b>Shared Staff Costs</b>						
Shared EM, Asst and Finance staff	\$ 104,195	\$ 105,414	\$ 101,273	\$ 101,273	\$ 110,339	To Sept 30
Shared Staff Office Costs	\$ 1,332	\$ 2,000	##### ##	\$ 2,617	##### ##	
Shared Staff Travel Costs	\$ 8,907	\$ 9,000	\$ 5,728	\$ 5,728	\$ 9,000	
<b>Staffing</b>						
Regional Staff - Governance	\$ 141,787	\$ 154,508	\$ 131,717	\$ 131,717	\$ 135,792	To Sept 30
All Staff Con-Ed	\$ 1,600	\$ 3,553	\$ 242	\$ 242	\$ 4,000	
All Staff Training Event	\$ 3,775		\$ 3,331	\$ 3,331	\$ 3,500	
Staff Travel/meals	\$ 3,958	\$ 7,000	\$ 3,578	\$ 3,578	\$ 7,000	
<b>Governance: Committee and Structure</b>						
Annual meeting	\$ 40,045	\$ 16,000	\$ 2,977	\$ 17,977	\$ 68,000	Projected includes 15K for 2025
Governance Committee costs	\$ 1,853	\$ 8,000	\$ 2,632	\$ 2,632	\$ 8,000	
<b>TOTAL GOVERNANCE</b>	<b>\$ 371,725</b>	<b>\$ 381,840</b>	<b>\$ 310,266</b>	<b>\$ 325,266</b>	<b>\$ 399,231</b>	
<b>Remainder of Governance Total</b>	<b>\$ 100,838</b>	<b>\$ 15,160</b>	<b>\$ 136,300</b>	<b>\$ 121,300</b>	<b>\$ 45,769</b>	
Mission & Ministry	\$ 240,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	to Sept 30
Other M & M Income	\$ 66,278		\$ 14,709	\$ 14,709		
	<b>\$ 306,278</b>	<b>\$ 180,000</b>	<b>\$ 194,709</b>	<b>\$ 194,709</b>	<b>\$ 180,000</b>	
<b>Mission and Ministry Costs</b>						
<b>Staffing</b>						
Salaries and benefits	\$ 106,353	\$ 110,607	\$ 105,653	\$ 105,653	\$ 109,089	to Sept 30
<b>Mission &amp; Ministry</b>						
Mission Support grants	\$ 134,100	\$ 136,000	\$ 136,000	\$ 136,000	\$ 136,000	to Sept 30
M&S/Indigenous from sales/closures	\$ 25,853					
Clusters & Events, other grants*	\$ 46,616	\$ 20,000	\$ 15,447	\$ 15,447	\$ 20,000	
Mission & Ministry Committee Costs	\$ 2,361	\$ 6,000	\$ 2,312	\$ 2,312	\$ 6,000	
	<b>\$ 315,283</b>	<b>\$ 272,607</b>	<b>\$ 259,412</b>	<b>\$ 259,412</b>	<b>\$ 271,089</b>	
<b>Remainder of Mission &amp; Ministry Total</b>	<b>\$ (9,005)</b>	<b>\$ (92,607)</b>	<b>\$ (64,703)</b>	<b>\$ (64,703)</b>	<b>\$ (91,089)</b>	
<b>Restricted/Designated Funds</b>						
Revenue	\$ 28,465		\$ 269,682	\$ 269,682		include 50K from Foundation
Expenses	\$ 23,119		\$ 115,147	\$ 115,147		Chinese UC income and expenses now in RF
	<b>\$ 5,346</b>		<b>\$ 154,535</b>	<b>\$ 154,535</b>	<b>\$ -</b>	
<b>Combined Surplus (Deficit)</b>	<b>\$ 97,179</b>	<b>\$ (77,447)</b>	<b>\$ 226,132</b>	<b>\$ 211,132</b>	<b>\$ (45,320)</b>	

**2025 details**

2.5% increase in salaries  
 Conservative estimate of revenue  
 Deficit to be covered by retained earnings

**2024 Details**

\$60,000 cut to Mission and Ministry grant