

Elgin-Portland Pastoral Charge  
Meeting of the Official Board  
Aug. 16, 2018, 7 p.m.  
Elgin United Church  
Minutes

Attending: Rev. Takouhi Demirdjian-Petro, Will French, Cam McKay, Margaret Martin, Jan Haskin, Ted Brett, Duncan Pickard, Joanne McLean, Larry Cochran. Regrets: Katy Gibson.

1. Chair Cam McKay calls the meeting to order at 7:05 pm (quorum present).
2. Opening prayer led by Rev. Takouhi Demirdjian-Petro
3. Approval/amendments to the agenda. Carried.
4. Approval of the minutes of the regular meeting of Official Board of May 29, 2018. Carried.
5. Business arising from the minutes.  
Letter to former manse tenant: Margaret prepared the letter July 7, and copied to Cam, Takouhi, and to Jim Earl. The follow-up is to confirm that one of these persons was able to deliver the letter on behalf of the Official Board. If not this action needs to be taken.
6. Report of Ministry and Personnel Committee: Larry Cochran –  
The renewal of Rev. Takouhi's covenant with the Pastoral Charge: The wage increase is 1.6%, which brings the total per annum to \$58,647. Larry made the motion, Jan Haskin seconded, that we approve the cost of living and salary update as described. The discussion was regarding the United Church of Canada guideline and requirement minimum. We recognize that in some aspects our covenant agreement remunerates Rev. Takouhi above the minimum, as per history with this Pastoral Charge. Carried.  
  
Larry tendered his resignation from the role of Ministry and Personnel Chair effective this date of Aug. 16, 2018. Larry intends to continue as a member of the committee. He recommends Jan Haskin, currently serving as an M & P committee member representing Portland United Church, as the next chair of the committee. Jan, being present, gave her agreement to assume the chairperson role. Official Board thank Larry for his service, and thank Jan for taking the role as Chair of Ministry and Personnel.  
  
M & P committee will review with Norma Cummings, pastoral charge secretary, between now and the January 2019 meeting. There will be a recommendation of a wage increase, following the formal review.
7. Report of Chair of Council of Elgin United (Ed Speers), and of Chair of Council of Portland United (Katy Gibson). No reports.
8. Worship Committee report: Rev. Takouhi - The worship committee met Sunday, Aug. 12. The decision to do a trial of alternate bulletin format is on hold until after 2019. Discussion for the reason for this decision took place. The 2019 covers are ordered

already. A suggestion was made that the content and content format within the bulletins could be adjusted to try something different in the meantime.

Arising from the meeting is the request that Official Board consider a budget of \$400 toward the two July special services (community service held in Hanna Park, Portland, and "Elgin Days" service in Elgin). The custom is that special music is provided at these two services and the budget would be applied to cover some costs toward this. These are typically outreach events. Ted Brett does not see the possibility of including this budget change immediately, but this request is to be resolved by decision toward the next Official Board budget for 2019.

Full Worship Committee Report, and Sabbatical Supply Schedule are attached with these minutes.

9. Report of O.B. Treasurer: Ted Brett – Full Report is attached with these minutes. In summary matters are under control and things in a state of preparation, as much as can be, toward the period between now and mid –January, for the minister's sabbatical. The Official Board is advised to recognize that Ted Brett will have completed his second five year term as Treasurer of Official Board by Jan. 10, 2019.
10. Motion to accept reports. It was moved by Duncan Pickard, seconded by Joanne McLean. Carried.
11. New Business A. Newsletter. It was moved by Will French, seconded by Joanne McLean to move this discussion "in camera". Carried.
12. Meeting Adjournment. It was moved by Will French to adjourn.
13. Closing prayer: Led by Margaret Martin. We joined in prayers for us all, with special blessing for Takouhi for her period of sabbatical.

Next meeting date: Dec. 2, 2018 at 12:45 p.m. in Elgin United Church. Official Board usually share a meal in December. We are hopeful this will be possible in conjunction with this meeting.

**Worship Planning Committee Meeting  
Report to the OB  
2018 – August 16**

- **The Worship Planning Committee Met on August 12, 2018 and here are the highlights.**
  - Lynne Dimma moving back to Sault Sainte Marie, Ontario, at the end of September.
- **Business arising from the Minutes:**
  - The New Format of Bulletins will be considered for 2020, tried out early 2019, as the 2019 bulletin covers are ordered as of June 2018.
- **Baptisms/Confirmations –**
  - Clair Ann De Long - Jordan De Long & Tara Thompson  
August 19, 2018 – Elgin
- **Weddings –**
  - Mercedes van Noppen & Šarūnas Veselka@ PUC
    - October 20, 2018 - Rev. Kerri Brennan – (Ottawa)
- **Funerals – Date of the service**
  - Ruth Cheetham (Dickson) - June 26, 2018
  - Howard Martin – Committal – July 30, 2018
  - Morley Norbert Hennig - August 10, 2018
- **Gathering Schedule (Attached)**
  - **Final Sabbatical Line Up**
  - **November 4, 2018 All Saints Day the ritual of reading the names of those who have passed on in the last year and lighting a candle in their memory will be taken care of by each church.**
  - **Christmas Eve – Portland First and Elgin Second – as per conversations with Rev.(s) Walton, to accommodate their way back to Kingston. Portland Christmas Eve Service will be at 4 p.m. and Elgin at 7 p.m.**
- The Worship Planning Committee does support Acknowledging the Territory that we gather during Worship Celebrations/Events, because it reminds us that everything we have are not ours, but we are stewards of this earth. This takes us all the way back to the Beginning, God the Creator.
- Lastly, The Worship Committee would like the OB to have a Budget of \$400.00 for Evangelistic/Outreach Worship Services that we have 2 per year in July. The Canada Day Sunday and Elgin Days.

**Thank YOU!  
Rev. Takouhi**

Sabbatical Line Up for Sunday Worship Leadership  
& Emergency Pastoral Care Needs

EPPC Sunday Worship Celebration Leadership

**August 26: Joint Service with Potluck Lunch at Portland**

Rev. Takouhi's Last Sunday before the Sabbatical – we will share Communion and a Pot Luck Lunch.

**September: Emergency Pastoral Care Contact – Rev. Don Stiles**

1. 2 - Barbara DeJeet (NO Communion)
2. 9 – Lynne Dimma
3. 16 - Lynne Dimma
4. 23 – Charlotte Hoy
5. 30 – Led by: **EPPC Joint Choir – in Elgin**

**October: Emergency Pastoral Care Contact – Rev. Lynne Gardiner**

6. 7 – Rev. Walton – Communion Sunday
7. 14 – Margaret Martin
8. 21 – Norma Wrightly
9. 28 – Barb Dejeet

**November: Emergency Pastoral Care Contact – Rev.(s) K. & T. Walton**

10. 4 - Rev. Walton – Communion Sunday
  11. 11- Margaret Martin
-

12. 18- **BELL CHOIR JOINT SERVICE PORTLAND**

13. 25 – **Pat Greenhorn**

**December: Emergency Pastoral Care Contact – Rev.(s) K. & T. Walton**

Advent and Christmas will be led by - Rev. Walton

14. Dec. 30 –Low Sunday Led by Joint Choirs

**December 25, 2018 - January 16, 2019:**

**Emergency Pastoral Care Contact – Rev. Lynne Gardiner**

15. 6 – Norma Wrightly

16. 13 – Barb Dejeet

Report to Official Board 16 August 2018  
Treasurers Report

1: The Charity report has been accepted as presented so we are in business for another year. This report will be a little more challenging next year as for the first time we will be sending receipted money out of the country.

2: The taxes and insurance for the manse have been paid. Rent is coming in in a timely manner. There is still the problem with the cold air returns not being adequate and Jim Earl is working on that. He is getting prices and I may be wrong but have recommended that he uses someone that he trusts rather than going for the lowest bidder. We would like it done right this time.

3: I have on hand for Lebanon \$12768.43 plus what will be coming this month and for Honduras \$48.25.

When items like these are added to the web site it would be beneficial to me if someone let me know where to send the money. I still haven't been told where the money for Honduras goes.

4: I did work with M&P to set up Rev. Takouhi's wages for next year.

5: I think I'm prepared for the next 4 & ½ months. The worship committee has supplied me with a complete list of who is doing what and when so I can be prepared to pay them. Most of our replacement people will only be doing two services so they won't require T4's next year. So far only the Walton's and Margaret Martin fall into that.

6: O.B. should be made aware that a treasurer's term is 5 years. As of January 10th 2019 I will have completed my 2nd 5 year term for a total of 10 years.

Ted