

**Northern Spirit Executive Minutes  
September 10, 2025 via Zoom**

<b>EXECUTIVE PRESENT</b>	Leigh Sinclair (Chair), Helen Reed (Past Chair), Lorraine Stewart, George Mafuleka (Chair-Elect), Donna Kline (Treasurer), Paul Walfall, Susan Silverthorne, Mervin Gallant, Marilyn Carroll  A quorum was present.
<b>REGRETS</b>	Leslie Penny
<b>CORRESPONDING MEMBERS PRESENT</b>	Jim Belliveau
<b>STAFF PRESENT</b>	Shannon McCarthy (Executive Minister); Julie Graham (Justice & Communications Minister); Francesca Martina (Finance Administrator), Chloe Burns (Administrative Support); Chantal Winslow (Executive Assistant & Recording Secretary), Adam Hall (Pastoral Relations Minister);
<b>CALL TO ORDER</b>	Leigh called the meeting to order at 9:30 am. Leigh led us in reflection & prayer.
<b>APPROVAL OF AGENDA</b>	We reviewed the agenda.
<b>APPROVAL OF MINUTES 0011-2025/2026</b>	<b>It was agreed by consensus: That Northern Spirit Regional Council Executive approve the minutes of June 18, 2025 and June 26, 2025 as distributed.</b>
<b>BUSINESS ARISING</b>	
<b>Chinese United Update</b>	Jim has given us an update in the written property report. We will discuss financial implications later in the meeting.
<b>Nominations</b>	Leigh has provided us with a nominations report. Helen has agreed to step up and help with nominations. Their first priority is going to be the mission and support grants. Donna has agreed to be on the mission and support committee if needed.  <ul style="list-style-type: none"><li>• <b>Helen to get started with the mission and support grants piece</b></li></ul>
<b>Structure Document</b>	At our last meeting it was discussed that creating a structure document might be helpful in the nomination process. Prairie to Pine spent over a year creating their document. We could use this as a template for our own to cut down on time.  <ul style="list-style-type: none"><li>• <b>Chantal will arrange a meeting for Shannon, Leigh, and Lorraine to meet and start working on this. We will discuss further in October.</b></li></ul>

**Climate Change Task Group**

The youth and young adult climate group are working very hard. They are meeting with the MPs who are meeting in the Edmonton Area. This is not a United Church group. We do not have a contact that we can easily get in touch with to help engage in this type of action.

**To do:**

- Chloe to put a call out to Communities of Faith and in the newsletter inviting people who are interested in working on this and similar programs to reach out
- Make a list of Communities of Faith who are already engaged in this type of work

**CORRESPONDENCE**

**Letter from Living Spirit United Church**

We received a copy of a letter from Living Spirit United Church. Received for information.

**Here from the Beginning Travel Request**

We received a request from Paul Walfall regarding the Here from the Beginning exhibit. He is asking all of the regional councils to contribute \$750 each to the cost of shipping the exhibit across Canada.

**0012-2025/2026**

**It was agreed by consensus:  
That Northern Spirit Regional Council Executive approve a contribution of \$750 to the Here from Beginning travel fund.**

**To do:**

- Chantal will send a formal reply letting them know that the funds have been approved
- Francesca will get the funds to the group.

Paul wants to formally thank the Regional council for the support for this exhibit.

**REVIEW & ACCEPTANCE OF REPORTS**

We have reviewed and accept all of the submitted reports as information (attached).

**Property**

Jim wanted to let us know that he has invited Martha Dawson to our October in person Executive meeting as part of the Property Commission.

Jim also spoke about Chinese United. It was a very difficult situation this summer. We may want to discuss this further and implement policies in the event that something like this happens again in the future.

McDougall sold their church.

**To do:**

- Chloe to get a formal letter to Wilson and Bruce as a thank you for their time and service this summer

## **FINANCE**

Francesca and Donna reported.

The budget is starting to be worked on for next year. Numbers are being sent to Committees and Commissions to give their input.

**013-2025/2026**

**It was agreed by consensus:**

**That Northern Spirit Executive approve Helen Reed and Donna Kline to be listed as CRA Charity "Owners" for Northern Spirit Regional Council.**

**014-2025/2026**

**It was agreed by consensus:**

**That Northern Spirit Executive approve the Mission Support Budget in the amount of \$136,000 for 2026.**

We are still working on getting somebody as a replacement signer for our bank accounts. It was previously Heather so we are reaching out to a few different people to take over that role. This may come as an email motion before our next meeting.

## **NEW BUSINESS**

**Incorporated  
Ministries**

**015-2025/2026**

**It was agreed by consensus:**

**That Northern Spirit Executive approve the following:**

**a. Kirk United Church Centre**

**...pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Kirk United Church Centre 2024-2025 Board of Directors**

**Darlene Bakker  
Deanna Boyde  
Selam Hebttegergish  
Jacqueline Hunt  
Wilson MacLennan  
Bazi Muhabwa  
Ghirmay Teklemichael  
Susan Waldie**

**...pursuant to the Incorporated Ministries Policy of The United Church of Canada approve the Kirk United Church Centre 2025-2026 Board of Directors**

**Darlene Bakker  
Deanna Boyde  
Selam Hebttegergish**

Jacqueline Hunt  
Wilson MacLennan  
Bazi Muhabwa  
Susan Waldie

***These are based on the AGM Minutes of June 13, 2024, the draft AGM Minutes of June 19, 2025, the 2024 and 2025 board member approval forms, contact lists provided and receipt of other required documentation per the Incorporated Ministries Policy of The United Church of Canada.***

***\*N.B. During follow up with this IM, it was discovered that no D&O policy was issued for the dates of December 1, 2020 to June 18, 2024. It was an oversight on the part of the corporation when the change at Hub happened. No one realized the board no longer had this type of coverage. This has been corrected, and D&O coverage was purchased starting June 18, 2024. Staff have asked that the board be notified of this and that it be minuted.***

**Telfordville Pastoral Charge**

The Community of Faith Support Committee has recommended that Telfordville Pastoral Charge (Community United Church), be disbanded at their request, as of June 2025 (their disbanding service was held June 22, 2025).

After discussion, we have decided that we want to wait until October to pass this motion as there are implications with disbanding the pastoral charge. The Church would become the regions, and we are not sure that is what we want. There is also property to be dealt with.

**To do:**

- Adam to connect with the Pastoral Charge to clarify and bring the motion back to our October meeting for approval.

**Faith United Church**

The Pastoral Relations Commission has recommended that Faith United Church, in Edgerton AB (part of Edgerton-Paradise Valley Pastoral Charge), be disbanded as a community of faith at their request.

After discussion, we have decided to wait until October so that the community has time to deal with property, etc.

**To do:**

- Adam to connect with the Pastoral Charge to clarify and bring the motion back to our October meeting for approval.

**Linda McLaren Exit Interview**

The Pastoral Relations Commission held an exit interview with Rev. Linda McLaren upon the end of her pastoral relationship with Jasper. In the report that came out of

her interview Rev. Linda made some recommendations which the Pastoral Relations Commission determined to pass on to the Executive for their consideration.

1. **Linda recommends** that the national church needs to develop policy to respond to natural disasters and their impact on ministers. Insurance policies for churches need to be in place – Jasper had chosen not to have content insurance. Should there be mandatory salary replacement as a church policy? Insurance limit for Jasper United Church was just over \$2M (including debris removal) – Linda believes it would be beneficial to explore having debris removal costs as separate from insured loss or replacement costs. **Linda's recommendation** is that videos of buildings be taken to have a record of contents in case there is a disaster. The church's Historical Record should be seen as a priority to remove from the threat, along with any computers. **Linda recommends** that churches be encouraged to develop emergency plans and procedures.
2. **Linda recommends** that the National Church develop policy around support for impacted ministry and staff members.

There is already a national policy that encompasses all of the named components.

There might be a need to have a further discussion with communities of faith about insurance coverage and the experience of some of these communities. We may also wish to discuss things like having certain information stored outside of their building for instances like this.

**To do:**

- Communication between Leigh and Linda to let her know that we have actively listened.
- Put together a checklist of things to think about in preparation for a disaster of this sort. This letter will go out seasonally as a reminder for communities of faith.

**Outstanding Assessments**

We received a list from GC that shows who has assessments outstanding. This list also shows who has not paid at all, and who has made payments but still owe more.

We are actively communicating with them to encourage payment. They also will not receive any grants or funds from us if their assessment is outstanding. We might need to discuss at what point we reach out to these congregations and say, you are not "in good standing" and not functioning as a congregation.

Adam is working on communicating with them, and has some plans in place for visits, etc.

We also need to be more consistent when congregations are disbanding to flag if they have outstanding assessments as the Regional Council will need to pay those.

**Leadership Support Committee** After the conversation that we had recently around how best to support the work of the region one of the suggestions brought forward was to combine the Ministry Personnel support Committee and the Lay Leadership Support committee into one committee called the Leadership Support Committee. None of these groups have been able to meet since May because they have not had quorum. They would like to trial this until February 2026.

**016-2025/2026** **It was agreed by consensus:**  
**That Northern Spirit Regional Council Executive approve the creation of the Leadership Support Committee**

## **ONGOING BUSINESS**

**Needs Assessment Follow Up** **Tabled to October**

**First Third Ministry** Shannon presented us with a Memorandum of Understanding for the First Third Animator position. She also provided us with the draft budget and a job description. We would be partnering with Chinook Winds and Pacific Mountain. Our goal is to have somebody start on January 1, 2026.

### **To do:**

- **Julie will have the job description reviewed by the Affirming Committee to see if are there any changes suggested.**

**017-2025/2026** **It was agreed by consensus**  
**That Northern Spirit Regional Council approve the job description once it has been reviewed by the Affirming Committee and move forward to get it posted.**

**OTHER** Welcome to George!  
George joined the executive in the chair elect position. However, due to other responsibilities at his Community of Faith, he has requested that he be moved to a normal member rather than chair elect.

We are happy to have George continue with us as a member of the executive.


**EMAIL MOTIONS** **It was agreed by consensus**  
**Passed July 17** **That Northern Spirit Regional Council approve funding to allow up to 3 people to**  
**018-2025/2026** **represent NSRC at the August 8, 2025 Apology to 2SLGBTQIA people in Calgary. This**  
**will come from our cluster grant funding. The individuals need not be on the**  
**Affirming committee to be supported.**

**Passed Aug 22** **It was agreed by consensus that Northern Spirit Regional Council approve a shorter**  
**019-2025/2026** **term \$30,000 loan to Camp Maskepetoon, from the Legacy fun, repayable in 12**  
**months.**

**NEXT MEETING** Next meeting will be in person October 17-18 in Leduc (and hybrid).

**ADJOURNMENT**

  
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Leigh Sinclair – Chairperson

  
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Shannon McCarthy, Executive Minister

