



Licensed Lay Ministers' Association,
Diocese of Nova Scotia and Prince Edward Island

**Minutes of the August 27, 2019
Executive Meeting including Area Representatives**

Held at The Church of Saint Andrew, Cole Harbour, NS

1. Call to Order, Welcome and Association Prayer:

The meeting was called to order at 1 pm with Marilyn Massie-Clarke, President in the Chair. The Licensed Lay Ministers' Prayer was prayed in unison.

2. Attendance:

The Rev'd Darlene Jewers, Member of the Board of Standards; Marilyn Massie-Clarke, President; Matthew Miller, Vice President; David Harrison, Association Immediate Past President; Victoria Henrikson, Secretary and Diakonia Editor; Wayne Hamlin, Treasurer; Dennis Eisan, Board of Standards; Area Representatives: Ted MacDonald – Valley; Sherry Smith – Chebucto; Judy Beaver – Eastern Shore; Anne Williams – Chignecto; and Jerry Cavanaugh – Fort Sackville.

Regrets: The Rev'd Tom Henderson, Warden; Area Representatives: Georgie Granchelli – Cape Breton; Deborah Beck – Northumbria; Don Himelman – Prince Edward Island; Roger Demone – South Shore.

3. Additions to the Agenda – The following items were added: Medallion; Redesign of the Banner; Area Representatives Vacancies and Letter re Change of Signing Officers.

4. Adoption of the Agenda –

It was moved by Dennis Eisan and seconded by Ted MacDonald that the Agenda be accepted with the additional items added. **Motion Carried.**

5. Minutes of the April 23, 2019 Executive Meeting:

It was moved by Matthew Miller and seconded by Anne Williams that the Minutes of the April 23, 2019 Executive meeting be approved as circulated. **Motion Carried.**

6. Business Arising from the Minutes:

a) Fall Conference 2019 – The Chair asked for volunteers for the following items:

- i. **Purchase wine** for the evening social gathering times. Wayne Hamlin offered to take care of *this*.
- ii. **Snacks** for the social gathering times - Marilyn Massie-Clarke offered to purchase cheese/crackers/etc. as refreshments.
- iii. **Ice Breaker and Liturgies** - Although not at the meeting, The Rev. Tom Henderson sent word that he would take care of the Ice Breaker for Friday evening as well as the preparation for the Liturgies.
- iv. **Sunday Morning's Eucharist** – The Rev. Darlene Jewers indicated she will be the Celebrant for the Sunday Morning Eucharist.
- v. **Check-in Time at the Centre** – Not before 4 pm on Friday. Supper will not be provided.

- b) Conference Sunday morning schedule** – Breakfast will be at 8 am, followed by a Eucharist at 9 am with The Rev. Darlene Jewers as Celebrant. Marilyn Massie-Clarke offered to do the homily that morning. There will be no lunch served so everyone can be on their way home.
- c) Blessing of the Pieta & Prayer Station** – Blessing of the Pieta & Prayer Station will take place on Saturday afternoon at the Conference.
- d) VSST** – David Harrison said there are no longer VSSTs for Healthy Parishes or Leadership. He served on the VSST - Leadership and Wayne Hamlin on Healthy Parishes.
- e) Synod May 23-24, 2019 Recap** – Anne Williams gave a report from Synod indicating that the Resolution regarding the name change from Lay Reader to Licensed Lay Minister was passed with some opposition from members of Synod.
- f) Name Change Implementation Plan** – At the AGM held in Cape Breton on June 1st a motion was passed for permission to use redacted documents, as over time, all materials used by the Association will include the new title “Licensed Lay Minister”.
- g) Website Update** – Matthew Miller has created a new website and is awaiting approval of the website address – nspeilayministers.ca or layministersnaspei.ca. Once this new website address is approved, it will need to be rolled out.
In order to have this change of web address made know to all Licensed Lay Ministers, it was moved by Sherry Smith and seconded by Anne Williams that the current Area Representatives notify each Licensed Lay Minister of the new website address. **Motion Carried.** Matthew said he is still waiting for some documents to upload to the website. These will be provided by Victoria Henrikson, Secretary, as soon as the name change has been made.
- h) 2019 Annual Meeting Recap-** Matthew Miller was elected Vice President of the Association and Ted MacDonald was elected as an “**alternate**” Member at Large for the Board of Standards in the event that a current Member at Large is unable to complete their term in the year ahead.

7. New Business

- a) Report from the Board of Standards Meeting** –
Details have been finalized around the Fall Conference. Sunday morning there will be Breakfast followed by a Eucharist celebrated by The Rev’d Darlene Jewers and then everyone is free to leave for home. Check-in is after 4 pm and dinner is not provided.
The Board will not be developing Pastoral Care videos because of the complexity of the issues around this ministry. It will be left to Parishes to determine what their needs are and to provide the appropriate training.
Discussion also took place on the duties of a Licensed Lay Minister and a motion was carried to place an article in the Diakonia explaining the levels of licensing as set out by the Diocese.
- b) Diakonia Report** –
Fall Issue 2019 - **125** were emailed and **326** were sent by Canada Post.
Deadline for the Spring 2020 Issue – March 15th
- c) Medallions - Redesign of the Association’s “Logo”** – Dennis Eisan said he has been working with the company who produced the medallions to incorporate the new name on the logo. He showed some early design work and he was encouraged to continue working with the company to have the name “Licensed Lay Minister” on two lines on the medallion. The shape of the medallion was given in both a round and a shield shape – those present chose to remain with the shield shape. Dennis will continue his contact with the company.
- d) Association Banner** – Marilyn Massie-Clarke is looking at the Banner to see what needs to be done to update it. The Logo will definitely need to be changed.

e) Area Representative Vacancies –

Fort Sackville

Jerry Cavanagh has just been accepted as a postulant in the Diaconate stream and has therefore tendered his resignation as the Area Representative for the Fort Sackville Region. This creates a vacancy there. Jerry said he would contact the Licensed Lay Ministers in the Fort Sackville area to see if anyone would be interested in serving in this role.

Dartmouth – Billie Myers, who has served for many years in the Dartmouth Region, tendered her resignation in June, thus creating a vacancy in the Dartmouth Region. Victoria agreed to make contacts within the Dartmouth Region to see if anyone is interested in serving in this capacity.

Prince Edward Island – Don Himelman has indicated that he can no longer fill the role of Area Representative for the Island, thus creating a vacancy on the Island. Victoria will contact the Licensed Lay Ministers on the Island to seek a replacement.

f) Location of Executive Meetings – Victoria Henrikson indicated she had been asked by one of the Area Representatives if the Executive Meetings could be held in various locations to make it possible for those outside Metro Halifax to attend the meetings. After some discussion it was agreed that the location in Cole Harbour is the most convenient location for most members of the Executive and therefore the meetings will continue to be held there.

8. Financial Report:

a) Financial Report - Wayne Hamlin, Treasurer, gave a verbal report as follows:

Balance Forward end of July 2019	\$10,560.52
Expenses	<u>\$ 1,759.50</u>
Closing Balance	\$ 8,801.02

It was moved by Wayne Hamlin, seconded by Judy Beaver that the verbal Financial Report be accepted as presented.

Motion Carried

b) Letter re Signing Authority – Following discussion with Wayne Hamlin, Victoria Henrikson indicated she had prepared a letter for his signature to take to the Bank to have the changes in signing authority made on the Association’s account. This letter provides for Matthew Miller, Vice President to become a signing officer and David Harrison’s name to be removed. This has been the past practice of the Association that the Treasurer, the President and Vice President have signing authority.

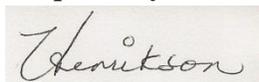
9. Next Meeting:

November 5, 2019 – 1 pm
Church of Saint Andrew, 2 Circassion Drive, Cole Harbour

10. Adjournment/Close with the Grace:

It was moved by Wayne Hamlin that the meeting adjourn at 2:37 pm with the saying of The Grace.

Respectfully submitted,



Victoria Henrikson
Secretary and Diakonia Editor