



**Licensed Lay Ministers Association Diocese of NS and PEI  
Executive Meeting  
7:00 p.m., February 27, 2024, Via Zoom  
Minutes**

**Present:** Barb Bergeron, President; Archdeacon Tom Henderson, Warden; Maxine Simpkin, David Harrison, Ted MacDonald, Paul Fevens, Georgie Granchelli, Jo-Anne MacDonald, and Sherryl Murphy

**Absent:** Anne Williams and Gail Teixeira

**Regrets:** Nancy MacDonald, Roger Demone, and Brent Boutilier

**1. Welcome and Opening with the Association Prayer**

Barb welcomed members to the meeting and led with the Association Prayer

**2. Approval of Agenda**

**MOVED by Paul Fevens, seconded by Ted MacDonald that the agenda, as distributed, be approved. MOTION PUT AND PASSED.**

**3. Approval of Minutes – November 23, 2023**

Note was made that Paul Fevens appeared twice in the present listing.

**MOVED by Anne Williams, seconded by Ted MacDonald that the minutes of November 23, 2023 be approved, with the changes noted. MOTION PUT AND PASSED.**

**4. Financial Report**

Jo-Anne MacDonald presented the financial statements for the year ending December 31, 2023. She noted a minor change to the bank balance resulting in a balance of \$140.50. She noted that she planned to do a further review to ensure that the figures were correct. The President indicated that as Jo-Anne had taken over mid-year a further review is reasonable.

**It was agreed that further consideration of the financials be deferred to the next meeting of the Association.**

Jo-Anne presented a proposed budget noting that costs are increasing that an increase to the cost of the Conference would have to be considered. She indicated that the cost being quoted from the Conference facility is approximately \$10,000 more than last year.

The Association discussed the possibility of increasing the cost of the conference from \$50 to possibly \$75 or \$100. Note was made that parishes and the Diocese had monies to offset the cost of their Lay Ministers attending training and/or conference. The increase to Licensed Lay Ministers dues to \$25.00 was also discussed. The cost of the AGM is \$15.00 and could be increased to recognize the rising cost of food.

**Jo- Anne will bring back a revised proposal for consideration at the next meeting being held in April.**

Although mileage has not been an issue in recent years due to meetings on Zoom, there was concern that with the Board of Standards meeting in person in April, the existing mileage rate would not cover expenses for members travelling long distances. Note was made that the Licensed Lay Minister reimbursement for mileage was based on a flat rate while the Diocesan rate was \$.55/km. Following a discussion of the appropriate approach it was **MOVED by Maxine Simpkin, seconded by Paul Fevens that the mileage rate for Board and Association members travelling to in-person meetings from a distance be \$20 per 100 kilometers. MOTION PUT AND PASSED.**

## **5. Business Arising from the Minutes**

### **a) Report to LLM Association re Meeting of President, VP and Secretary**

Maxine reviewed the written report distributed with the agenda noting the matters which were discussed. The hard drive has been purchased and given to Victoria to back up her electronic files. Sherryll will then back up what she has on her computer. A copy of the report is attached.

### **a) Where is the Banner?**

The banner is in PEI and the plan was that Gail would bring it back to Nova Scotia sometime in April/May for the AGM. Barb will reach out to Gail regarding the banner.

### **b) Spring Diakonia Update**

Barb will follow up with Gail regarding the status of the Diakonia. The e-mail for sending reports to Gail for the Diakonia is [diakonia@nspeilayministers.ca](mailto:diakonia@nspeilayministers.ca)

### c) Agenda General Meeting Planning

Barb advised that Anne Williams is in hospital and that she will be following up to determine what this means to the practical planning for the meeting (tables, food, etc.).

The Association reviewed the suggestions made at the previous meeting with Sherryll offering to approach Rev. Canon David Fletcher to be the presenter with a topic of Team Ministry. The session should last approximately one hour. An honorarium of \$100 plus \$50 for gas will be provided. The speaker will be asked to join the group for lunch.

In the event we cannot get a speaker, an education session led by Marie MacDonald on best practices for visitation in Seniors Homes and Hospitals will be offered.

General timing of the AGM is:

9:00 am – 9:30 am Registration  
10:00 am Eucharist  
11:15 am AGM  
12:00 noon Lunch  
1:00 pm Educational Session

### New Business

#### a) Report from Board of Standards

Rev. Tom noted that the Board of Standards had approved revisions to the Archival Policy for the Associations' records. The Policy governs the retention and archiving of the Licensed Lay Ministers records. The policy has been posted to the web.

Referring to **Bishop's Policy 1.1.4: Administration of Communion from the Reserved Sacrament (Diaconal and Lay)** (*revised February 9, 2024*) which was recently distributed, Rev. Tom noted that the Board had reviewed the revised policy and were seeking clarification from the Bishop's Office regarding the intent of Section B and whether it was permitting the distribution of the sacrament in a group setting at a Seniors/Nursing Home under the guidelines provided in the BAS on page 265. .

With respect to the regionalization of the lay ministry, Rev. Tom reported that there is an ongoing reconfiguration of the ministry at the Diocese. Barb will be contacting Association members to determine if Section F of the Lay Ministers Handbook requires revision to allow for use of Lay Ministers outside their own parish.

**d) Date and Time of Next Meeting**

The next meeting of the Executive will be held on April 4, 2024v via Zoom

**e) Adjournment and the Grace**

The meeting adjourned with the Grace at approximately 8:30 p.m.

Submitted by  
Sherryl Murphy