

**Meeting Notes**  
**Church Council of Mt. Zion Lutheran Church of**  
**Edmonton Unit 202, 11808 St. Albert Trail, Edmonton**  
**August 17, 2025 after the Service**

**Council Members:** Beryl Cousins, Cindy Madigin (Vice Chair), Daryle Niedermayer (Pastor), Ed Jobs (Chair), Margaret Olson, Michelle Kendrick, Raymond Runka EXCUSED, Sharlene Millang (Secretary / Treasurer), Tia Leslie EXCUSED

1. Call to Order: 11:30
2. Quorum (minimum of 5 members): YES
3. Opening Devotion: (Pastor Daryle) Based on Hebrews 12:1 *Therefore since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight and the sin that clings so closely, and let us run with perseverance the race that is set before us, looking to Jesus the pioneer and perfecter of our faith, who for the sake of the joy that was set before him endured the cross, disregarding its shame, and has taken his seat at the right hand of the throne of God.*
4. Adoption of the Minutes of Sunday, July 20, 2025  
Moved by Michelle/Seconded by Beryl - CARRIED
5. Additions, Deletions and Adoption of Agenda  
Moved by Cindy/Seconded by Margaret - CARRIED
6. Unfinished Business:
  - a. Stained glass windows – Winter’s Stained Glass. Sharlene reported that the restoration has been finished, and the windows are ready for delivery. The Invoice is \$1,338.75 and we may make arrangements for delivery in September. The windows are in crates and will need to be safely stored until our move to the new location.
  - b. Office Setup Update – office is set up; computers are working; Sabine took the initiative to set up the Sunday School room
  - c. Financial Policy - (Sharlene) – no updates
  - d. Building and Suite Access Keys, Fobs, App – (Sharlene) – Sharlene needs to contact Lenny for non-working fobs. Note to all that we must ensure main building door is closed (sometimes it doesn’t fully latch. Sharlene will also ask about the automatic unlock/lock times on Sundays).
7. Committee Reports:
  - a. Fellowship: Tia & Michelle – Thank you to Michelle for bringing a small sandwich tray for our Council meeting (croissants).
  - b. Outreach: Beryl has asked to meet with Cindy re: phone list. She made calls to confirm our new location, and to say we are happy to send out Eternity for Today devotions. She noted that people are not calling back. Some people have asked to be removed from the contact list. Sabine has compiled a new membership list which may need to be reviewed with Beryl for updates.
  - c. Worship: Margaret – We have a good list of readers. We will invite congregation members to return to participating in worship through ushering, reading, counting, serving coffee, etc. Pastor Laird wore his alb and stole today and it was appreciated as it made for a deeper feeling of reverence in our communion service. Margaret

will ask Tim to wear his robes on August 31 when he is our presider. Moving the chairs to allow flow during communication worked well.

- d. Education / Sunday School: Raymond was not at the meeting today, but it was noted that, at this point, there is no formal Sunday School. A deliberate effort has been made to involve children in worship (collecting offering, assisting with communion). When children are present, children's time is appreciated.
- e. Secretary / Treasurer: Sharlene – no financial reports were received from accountant for July. It is requested that financial information be shared for the weekly bulletin. Sharlene is still working on getting a Keep card (credit card).
- f. Pastor's Report: Pastor Daryle will be calling on some people who have not been attending, and about whom we are concerned for their mental wellbeing. He has also been invited to visit some members who live outside of Edmonton. In lieu of mileage, he asked (and received approval to) use CommunAuto and receive reimbursement for this expense. He is on holidays Aug 31-Sep 15. For August 31, the hymns have been selected. Pastor Laird will be given the opportunity to select hymns for the services on September 7 and 14.

8. New Business:

- a. August 2025 Calendar Update-circulated (updated and will be sent out this week)
- b. Rental / Lease Update (Sharlene) – Design Tech is handling full permitting process (we do not need to apply for any permits on our own).
- c. Financial Secretary Position – Irma Trottier has resigned; we will need to remove her from signing authority and someone else from Council will need to be added. It has been recommended that the data entry for the offerings be added to the Parish Administrator duties.
- d. Parish Administrator – Ed and Sabine have been connecting every Tuesday. As we move forward, the role of the Parish Administrator may be changing. Ed will meet with Sabine to discuss office hours, current duties and possible future duties such as donation receipt data entry, website maintenance and social media. The current 15 hours per week, and current salary will not change.
- e. Property Management: Sharlene expressed she is unable to effectively serve as Secretary-Treasurer AND undertake all the work involved with duties previously under the Property Management Committee. While the "lion's share" of the work related to the lease and our current space is done, there are ongoing tasks that will need to be done by someone else. Sharlene will provide Ed with information about what the work would entail to discuss with other Council members to take on.
- f. Congregation re-visioning and planning – Pastor has data for community (who are our neighbours?). How can we move the conversation forward? What are people looking for (spiritually, community-wise)? What programs can we offer and support?
- g. New computers/printers. Stephen Borst, Technical Director, reviewed the quotes and confirmed the equipment recommended would meet our needs, although we will need one more webcam for the computer to be used for livestreaming. The quote is just over \$4128 for three computers and peripherals (screens, webcams, etc.). Thanks to Pastor Daryle for obtaining such a good price using his corporate discount with Lenovo

MOTION: To approve purchase of computers per quote obtained by Pastor Daryle.  
Moved by Sharlene/Seconded by Cindy. CARRIED.

- h. Other – Website and social media updates – we need to supply information to Stephen to update our website, Google and Facebook. Also, we need to update our website address (the webnode address is cumbersome). The Technical Director position should be under the direction of the Worship Committee, but there is currently no Council position overseeing the website, etc.
- 9. Correspondence
  - a. Edmonton Food Bank’s “Gleanings 2025” Newsletter
  - b. Uline Catalogue – given to Sabine
- 10. Next Meeting: Sunday, September 21, 2025 after the Worship Service UPDATE: The next Council meeting has been rescheduled to Monday, September 22, at 7:00 PM.
- 11. Closing Prayer: the Lord’s Prayer
- 12. Adjournment: 1:25 PM