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MINUTES OF  
**JUBILEE UNITED CHURCH**  
The United Church of Canada

March 28, 2017  
JUBILEE UNITED CHURCH  
RUMBLE SITE, BURNABY, BRITISH COLUMBIA

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**Vision:** Together we are Called by God to be One by

**Mission:** Living Faith - Knowing Love - Voicing Hope

**Ministry Priorities:** Worship | Belonging | Service | Learning

**Values:** Honest Respectful Relationships | Joy, Laughter, Fun, Hospitality  
Inclusiveness | Adaptability | Worship

**PRESENT:** Carla Wilks co-chair, Bill Medland, co-chair, Linda Wray, Lorna Gross, Ken Tunnicliffe, Debra Legge, the Rev. Graham Brownmiller, Lead Minister.

Regrets: Regrets: Karl Sturmanis and Elizabeth Baird

**OPENING PRAYER** The meeting began with prayer at 5:30 pm.

**RESPECTFUL COMMUNICATION GUIDELINES** Council members reviewed and agreed to follow the Guidelines.

**Biblical Reflection** Luke 19. 1-10

**Approval of the Minutes** **Motion:** To approve of the Minutes of February 14, 2017 as corrected.  
Moved by: Debra Legge                      Seconded by: Linda Wray                      **CARRIED**

**TREASURER'S REPORT** See attached (Feb 28, 2017):  
Revenue is \$65,542; Expenses are \$63,360; Net Income \$2,182

**BUDGET** **Motion:** To approve the Treasurer's Report as presented.  
Moved by: Linda Wray                      Seconded by: Ken Tunnicliffe                      **CARRIED**

**Expanded Transition Team Final Report** Report was presented to the congregation by Carla Wilks  
**Motion:** That the Expanded Transition Team Final Report be received and transmitted to the BC Conference Interim Ministry Committee  
Moved by: Carla Wilks                      Seconded by: Lorna Gross                      **CARRIED**

**Core Ministry** The Core Ministry Gatherings are (a) worship, (b) service, (c) learning and (d) belonging

Hoping for more people to come out to support these core gatherings. See appendix.

- Trustees** See appendix.
- We have submitted an application for an Improvement grant from the Rick Hansen Foundation to make the hall more accessible in a variety of ways. We will hear back from the Foundation by May 31, 2017.
- Prioritizing possible expenditures - see appendix
- Replacement of the sanctuary computer - Andrew Burge has provided a list of requirements and options for various computer (estimated under \$1000)  
**Motion:** To approve the purchase a new computer system to the maximum of \$1500  
Moved by: Carla Wilks                      Seconded by: Ken Tunnicliffe                      **CARRIED**
- Ministers' Report** Meeting with the core ministries.  
Pastoral care for a number of congregational members.  
M&P update - the committee is working on rewriting the job descriptions for all the staff.  
See appendix.
- Motion to Adjourn** Chair declared the meeting adjourned at 7:22 pm.
- Next Meeting** Wednesday, May 17, 2017 from 6:00 to 8:00 pm.

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Bill Medland and Carla Wilks, Co-Chairs

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Debra Legge, Secretary

Jubilee United Church  
March 28, 2017

**Transitional Council**  
**APPENDIX**

CMG: Worship

The Core Ministry Group: Worship met on Saturday, February 18th, 2017. There were 14 people present (including 3 staff) and by the end of the gathering Melissa White and Barb Tunnickliffe volunteered to be the Co-ordinators.

This first gathering was an orientation to the governance structure. The CMG considered the question “If we didn’t have \_\_, I wouldn’t come” and received some great ideas. We did delve into some tangents regarding Communication and the cross-over with CMG: Belonging.

Decisions and Actions:

- Dates for Communion will be determined by the Lead Minister in consultation with the Co-ordinators. (March 5th, April 16, May 14).
  - Christina Burge will set-up communion and Helen Martin will choose (and train) those who will serve.
- The Lead Minister will arrange for pulpit supply, when needed.
- Barb Tunnickliffe will coordinate beautification of the sanctuary.
- We will do an Easter Sunrise Service (April 16th)

This CMG will meet again on Tuesday, May 16th at 7:00 pm.

CMG: Service

The Service Core Ministry Group gathered Saturday Feb. 25, 2017 from 9 am to noon. There were 4 participants plus the Interim Minister.

The Agenda as outlined in the Governance document was followed including biblical reflection on Matthew 25:1-13, 31-46.

For exploration during the “Learning” time at future Gatherings the following questions were suggested:

1. What are the obstacles to effectively communicating the service ministries being done and the opportunities for people to join those efforts?
2. What service ministries are individuals doing outside of church programs and how can we learn of them for the purpose of exploring how those efforts might shape JUC’s community service?
3. What do we do after we become familiar with a person “on the street”?
4. How do I with my own fears show up in fearful situations?

5. How can we observe and learn about each group that meets on church property? How can we do that in ways that might create meaningful relationships rather than just the landlord/tenant arrangement?

Decisions made:

1. Lorna Gross and Caroline Lowther agreed to locate the City of Burnaby's printed resources about services available to the public and to bring those resources to the church.
2. Caroline Lowther agreed to record all the requests for donations &/or support that are coming to the church for the purpose of getting an overview of the total requests and from what areas of service are the requests coming.

In consultation with the Lead Minister, the next Service Gathering is to be scheduled for some time during the last 2 weeks in April.

### **CMG: Learning**

The Core Ministry Group: Learning met on Saturday, March 18th, 2017. There were 2 people present, plus the Lead Minister. This does not equal a quorum as set by the Governance Document.

This first gathering was an introduction and orientation to the governance structure. We had some good conversation about Spiritual Formation and how that happens across generations, and how we see it happening in our church.

Because there was not a quorum, we did not make any decisions, but one of the suggestions that came out of the conversation might begin regardless. With help from (Rev.) Dorothy Jeffery, a once-a-month biblical study may take place at the Mulberry; if we can get permission from the Mulberry to invite others into a space for that purpose, not just those who live there.

We did not set another CMG date.

### **Trustees**

The trustees met on March 22, 2017 and will be chaired by Rev. Graham. There was a review of the Governance document and some conversations regarding where we are with A) Amalgamation B) Development C) Status of Rumble Site D) Insurance Coverage and E) Finances (and investments). The Trustees will invite a representative from Connor, Clark and Lunn to the next meeting (in May) to discuss investment options.

Following is a list of possible expenditures, forwarded from the former Stewards of South Burnaby United Church. These should be prioritized by the Transitional Council.

There are two types: sooner than later, and additional work.

1. Replace electric sign and name change on Rumble - \$7800.00 (quote) Repair & fix only \$4800 (quote). Further quote will be requested from another company. Looking into moving the sign from the Sussex site to the Gray site.
2. Repair asphalt damage in lane and upper parking lot - \$4,200.00 (quote)
3. Other signage changes (banner to cover wooden sign on corner; replace sign in front of Hall)- \$400.00 (est.)
4. Moss control on church roof- \$1,000.00 (quote)
5. Replace air conditioner condenser for summer- \$2,000.00 (est.). Once we have a firm amount we may approach the other congregation to see if they would like to contribute to the cost.
6. Payment to Milani's for snow removal in December 2016 (disputed invoice)- \$1,200.00

Possible allowances for additional work:

1. Modify men's washroom in Hall to allow for disabled access.
2. Replacement of hot water tanks in both the church (installed in 2000- electric) and Hall (installed in 2006- gas).
3. Consider designing new ramp for better Hall access.
4. Sanctuary upgrades (pews/chairs, Chancel area, décor, etc.)

#### CMG: Belonging

The Core Ministry Group: Belonging met on Saturday, March 25th, 2017. There were 15 people present, including the Lead Minister; at the end of the gathering Kathy Prasad and Barry Morley continued on as the Co-ordinators until the next meeting, October 21, 2017. [This date may need to change to October 28.]

The CMG spoke about some of the areas in which there has been work done in the area of Belonging and then began to talk about how to develop the ministry. Taking a balcony view of the congregational life, it was noted that the important areas to focus on in the next six months would be:

1. Welcomers: to ensure a welcoming presence from the beginning of the Sunday worship experience through to the end. This is something that would be done in cooperation with the Greeters. **Barb Tunnicliffe and Dorothy Jeffery** agreed to spend some time together making these plans.
2. Pastoral Care Team: to ensure that adequate pastoral care is being done within the congregation, under the supervision of **Randolph Bruce** who will help organize and develop this team. **Barry Morely, Margaret Turner, Helen Martin, Donna Dawson, Lorna Gross, and Linda Wray** volunteered to help create this team and perhaps invite some others to it.

3. Fellowship Time: to ensure that the scheduling, organization, and implementation of Fellowship time is done; this may include some changes. **Marlene Rogerson, Brenna & Dave Ellis, and Barb Tunnicliffe** volunteered to gather this team together.

Other things that were spoken about included: Movie Nights, Prayers List, Transportation, Communications (MailChimp Email List), the continuation of Social Hospitality for UCW/Women's Groups, Men's Groups and Fun-raisers.

**Dave Ellis** will coordinate the meal portion of the One-Pot Maundy Thursday gathering.

It is hoped that the members of this CMG can see how this structure is unfolding; permission is granted to groups to do the work that is theirs, based on the conversation of the vision and the forward movement of the ministry. When there is something to share with the Coordinator(s) and the Lead Minister, a small gathering will happen at which point the 'go-ahead' will be given, or other questions can be asked. And when the CMG gathers next some of these items will already be implemented, so as part of our review, we will review these.

### **Minister's Report**

Beyond all of the above being "my work" there has been a plethora of pastoral care this past 6 weeks. I have also spent much time attempting to implement the governance structure as we have designed it, and have spent quite a bit of time dealing with some "background" chatter. There are some who are unhappy with the "loss of their power" (or so it seems) and have asked in a variety of times and places why I need to be 'so involved.' I continue to encourage people to speak directly with me, and have others in the congregation who do the same. My answer is that there needs to be someone who has the overarching view of the ministry and mission of the church, and that is what has been created in my new job description.