

**JUBILEE  
UNITED CHURCH  
2017 Annual Report**



# RESPECTFUL COMMUNICATION GUIDELINES

For Jubilee United Church by Eric H.F. Law

All are accepted as children of God and deserve to be treated that way

R = take **RESPONSIBILITY** for what you say and feel without blaming others

E = use **EMPATHETIC** listening

S = be **SENSITIVE** to differences in communication styles

P = **PONDER** what you hear and feel before you speak

E = **EXAMINE** your own assumptions and perceptions

C = keep **CONFIDENTIALITY**

T = **TRUST** ambiguity, because we are not here to debate who is right or wrong



**JUBILEE UNITED CHURCH**  
Congregational Meeting  
February 25, 2018

AGENDA (and Table of Contents)

1. Call to Order
2. Opening Prayer
- i. In Memoriam (**page 3**)
3. Election of Chairperson and Secretary for this meeting
4. Motion to extend Voting Privileges to Adherents (*Manual 2016, 3.7*)
5. Consent Agenda
  - i. Approval of Agenda
  - ii. Approval of Minutes
    - i. January 15, 2017 Congregational Meeting (**page 4**)
    - ii. February 19, 2017 Congregational Meetings (**pages 5-10**)
  - iii. Annual Reports
    - i. Minister (**page 11**)
    - ii. Transitional Council (**page 13**)
    - iii. Core Ministry Group: Worship (**pages 15-17**)
      - i. Choir & Music
    - iv. Core Ministry Group: Belonging (**pages 18-21**)
      - i. FunRaisers
      - ii. Pastoral Care and Visitation
      - iii. United Church Women Financials
    - v. Core Ministry Group: Learning (**pages 22-23**)
      - i. Christian Education
      - ii. Adult Education
      - iii. Lenten Lunches
    - vi. Core Ministry Group: Service (**pages 24-25**)
      - i. Thrift Shop
      - ii. Community Lunch
    - vii. Statistical Information (**page 26**)
    - viii. Contribution Report (**page 26**)
    - ix. Trustees (**pages 27-28**)
    - x. Expanded Transition Team (**addendum pages 35-37**)
    - xi. A Message from Carla Wilks (**addendum page 38**)
    - xii. Ministry & Personnel (**addendum page 39**)
6. Nominations
  - i. Transitional Council
  - ii. Trustees
  - iii. Confirm Presbytery Representatives
7. Treasurer Report & 2017 Financials (**pages 29-33**)
8. 2018 Budget (**page 34**)
9. Transitional Council Program
10. Adjournment

## ***IN MEMORIAM***

***Ernie Baird  
Edie Bitcon  
Joyce Bromley  
Ruth Bromley  
James Carlberg  
Flora Carswell  
Carol (Hooten) Clarke  
Kay Cumming  
Elsie Hawkins  
Dorothy Jokanovich  
Peter Joyce  
Veronica Kennedy  
Stan McBride  
Muriel Mackie  
Hazel Nicolle  
Wilson Nicolle  
Fran Pollock  
Bill Shippam  
Jean Sweeney***

***These are not simply names on a page  
These are lives lived in constellations of love,  
lives that shone as  
Mother, Father, Brother, Neighbour, Friend.  
Honoured and missed,  
may these names be written on our hearts forever  
and they themselves held in the memory  
and joy of our loving God.***

Jubilee United Church  
**Special Congregational Meeting**  
**January 15, 2017**

The meeting was called to order and a quorum was declared.

**Motion:** Moved by Helen Martin and seconded by Mary Hillhouse that Kathy Davies be appointed as Chair and that Janet Babey be elected as Secretary of this meeting.

This is the first official congregational meeting of Jubilee United Church. Kathy Davies explained that the purpose of the meeting was to vote on the Nominations Slate for Transitional Council, M&P, and Trustees, and to act on the recommendations of the Ministry Profile and Search Report.

Maureen Hole explained that the Expanded Transition Team had created a large list of proposed names from both founding congregations for the Nominations Slate, and what was presented was the final slate.

Transitional Council: Karl Sturmanis, Carla Wilks, Ken Tunnicliffe, Elizabeth Baird, Debra Legge, Linda Wray, Bill Medland, Lorna Gross.

Ministry and Personnel: Sharon Marble, Andrew Burge, Holly Nathan, Beau Bierhaus, Barry Morley

Trustees: Don Morse, John Baird, Len Gross, Reine Hitchen

Kathy asked three times for other nominations from the floor, and no other names were nominated.

Carla Wilks and Bill Medland would act as co-chairs of the Transitional Council.

**Motion:** Moved by Maureen Hole and seconded by Ruby Papilla that the nominations slate be approved as presented. The motion was approved unanimously. The Transitional Council, M&P and Trustees term of office will be two years.

Rev. Graham Brownmiller left the room for the next section of business.

Carla Wilks reported on the Ministry Profile and Search report.

**Motion:** Moved by Carla Wilks and seconded by Brian Burke

a) that Jubilee United Church approve the recommendation of the Expanded Transition Team Ministry Profile and Search report that the call of the Rev. Graham Brownmiller be continued as the Lead Minister and that a vacancy be declared for a part-time Order of Ministry Team Minister Position which will not be posted or filled until sufficient funds are in place to do so;

b) and that Jubilee United Church request BC Conference approve the Ministry Profile and Search report and the continued call of the Rev. Graham Brownmiller be continued as the Lead Minister of Jubilee United Church. The motion was approved unanimously.

Carla Wilks and Bill Medland, new Co-Chairs of the Transitional Council brought Rev. Graham Brownmiller back into the meeting, and the congregation welcomed their new lead minister. Rev. Jay Olson expressed thanks to the Expanded Transition Team. On behalf of the congregation Rev. Graham Brownmiller expressed his thanks to the New Community Team and disbanded the committee.

The meeting was closed with prayer by Rev. Graham Brownmiller.



AGM MINUTES OF  
**SOUTH BURNABY UNITED CHURCH**

The United Church of Canada

February 19, 2017

JUBILEE UNITED CHURCH  
RUMBLE SITE, BURNABY, BRITISH COLUMBIA

**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:** There were 60 people present.
- **OPENING PRAYER** The meeting was called to order by prayer at 11:55 am; a quorum was present.

**IN MEMORIAM** As part of the opening prayer, the names listed in the In Memoriam were read. Georgie Douglas, Ron Evans, Jean Mann, Gwen Patterson, Lillian Peterson, Joyce Powell, Ada Treleavan, John & Kathleen Molyneux, Patricia Alford, Rosalyn Anderson, Charles James, Ian Macdonald, Bruce Watson, Edwin Marble.

**RESPECTFUL COMMUNICATION GUIDELINES** We shared the Respectful Communication Guidelines and agreed to them. We also agreed to hold each other accountable for them

- **ELECTION OF CHAIRPERSON AND SECRETARY** MOTION M/S Christina Burge/Barb Tunnicliffe that Carla Wilks be elected chair of this Annual Congregational Meeting, and that Debra Legge be elected secretary. **CARRIED**

**MOTION TO EXTEND VOTING PRIVILEGES TO ADHERENTS** As per *The Manual (2016) B.3.7* a MOTION M/S Ken Martin/Christina Burge to allow adherents to vote on temporal matters. **CARRIED**

**CONSENT AGENDA** Rev. Graham Brownmiller explained the Consent Agenda MOTION M/S Maureen Hole/Gwen Morse that the Consent Agenda be accepted. **CARRIED**

- Approval of Agenda
- Approval of Minutes
  - February 20, 2016 Congregational Meeting

- Annual Reports
  - Minister
  - Board Report
  - Transition Team/Expanded Transition Team
  - Music Director
  - Worship Committee
  - Ministry and Personnel
  - Trustees
  - Stewards
  - Giving Report
  - Communications
  - Fun-raising
  - Presbytery
  - UCW Report & Financials (2016 & Budget 2017)
- Treasurer's Report
- Financial Report for 2016

**OTHER  
BUSINESS**

A Review of the 2016 financials has been received by the church. Thanks was expressed to all who have served South Burnaby United Church, but special thanks was noted to Don Morse, for chairing through many of the past number of years and Don Staley for having taken on the position of Treasurer in the past few years.

**ADJOURNMENT**

Having completed our agenda, the meeting was adjourned at 12:10 pm by prayer.

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Carla Wilks, Chair

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Debra Legge, Secretary

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AGM MINUTES OF  
**WEST BURNABY UNITED CHURCH**

The United Church of Canada

February 19, 2017

JUBILEE UNITED CHURCH  
RUMBLE SITE, BURNABY, BRITISH COLUMBIA

**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:** There were 21 people present.
- **OPENING PRAYER** The meeting was called to order by prayer at 12:10 pm; a quorum was present.

**IN MEMORIAM** As part of the opening prayer, the names listed in the In Memoriam were read. Cleo King and Janette Alexandra Duncan Dean.

- **ELECTION OF CHAIRPERSON AND SECRETARY** MOTION  
M/S Barry Morley/Len Gross that Bill Medland be elected chair of this Annual Congregational Meeting, and that Debra Legge be elected secretary.  
**CARRIED**

**MOTION TO EXTEND VOTING PRIVILEGES TO ADHERENTS** As per *The Manual (2016) B.3.7* a MOTION  
M/S Linda Wray/Len Gross to allow adherents to vote on temporal matters.  
**CARRIED**

- **CONSENT AGENDA** MOTION  
M/S Brian Bourke/Barry Morley that the Consent Agenda be accepted.  
**CARRIED**
  - Approval of Agenda
  - Approval of Minutes
    - March 6, 2016, April 3, 2016 and May 22, 2016 Congregational Meetings

- Annual Reports
  - Minister
  - Board Report
  - Pastoral Care
  - Envelope Steward
  - Statistical Information
  - Property
  - Worship
  - Christian Education
  - Ministry & Personnel
  - Fidelity
  - Community Lunch
  - New Community
  - Development
  - Trustees
- Treasurer's Report
- Financial Report for 2016

**OTHER  
BUSINESS**

Thanks was offered to all who have served West Burnaby United Church, but special thanks was noted to Bill Gilpin, for chairing through many of the past number of years.

**ADJOURNMENT**

Having completed our agenda, the meeting was adjourned at 12:18 pm by prayer.

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Bill Medland, Chair

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Debra Legge, Secretary

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

February 19, 2017  
 JUBILEE UNITED CHURCH  
 RUMBLE SITE, BURNABY, BRITISH COLUMBIA

**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:** There were 82 people present.
- **OPENING PRAYER** Rev. Graham Brownmiller, Lead Minister, called the meeting to order by prayer at 12:20 pm; a quorum was present.

**RESPECTFUL COMMUNICATION GUIDELINES** We shared the Respectful Communication Guidelines and agreed to them. We also agreed to hold each other accountable for them.

- **ELECTION OF CHAIRPERSON AND SECRETARY** MOTION  
 M/S Christina Burge/Helen Martin that Carla Wilks and Bill Medland be elected co-chairs of this Annual Congregational Meeting, and that Debra Legge be elected secretary. **CARRIED**

**MOTION TO EXTEND VOTING PRIVILEGES TO ADHERENTS** As per *The Manual (2016) B.3.7* a MOTION  
 M/S John Baird/Ruby Papilla to allow adherents to vote on temporal matters.  
**CARRIED**

**CONSENT AGENDA** MOTION  
 M/S Mary Begin/Barb Beirhaus that the Consent Agenda be accepted.  
**CARRIED**

- receipt of South Burnaby United Church 2016 Annual Reports
- receipt of West Burnaby United Church 2016 Annual Reports

- **ELECTION - PRESBYTERY REPRESENTATIVES** MOTION  
 M/S Ken Martin/Gary Begin to elect Barb Tunnicliffe & Helen Martin as representatives to Westminster Presbytery.  
**CARRIED**

- **2017 BUDGET** Linda Wray presented the 2017 Budget with Revenue of \$332,066, Expenses of \$327,063, and a Net Income of \$5,003  
M/S Brian Bourke/Kathy Prasad that the 2017 Budget be accepted  
**CARRIED**

**OTHER BUSINESS** Many thanks to Rev. Jay Olson for all she did for us and we are forever grateful for helping us achieve our goals.  
Many thanks to the (Expanded) Transition Team for all their hard work.  
Heartfelt thanks from Ken Martin for all the support he received from Dave Ellis, Don Morse, Barry Morley and the sandwich team.  
Many thanks to everyone who served on all the committees from the founding congregations over the years.

**ADJOURNMENT** Having completed our agenda, the meeting was adjourned at 12:38 pm by prayer.

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Bill Medland and Carla Wilks, Co-Chairs

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Debra Legge, Secretary

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## Minister's Message

*And now I am no longer in the world, but they are in the world ... Holy God, protect them in your name ... so that they may be one, as we are one. John 17.11*

Online, one of my colleagues was searching for a 'creative way' to present their annual report message; some of the responses were way beyond my understanding (creating an acrostic about the work of the church this past year, writing a cross-word puzzle about things that had happened) but I shared with the group that I was simply writing my report under the sections of our Vision & Mission Statement. I trust that you will see yourselves and your place in the work of Jubilee United Church through 2017 in these following reports.

### **Together we are called by God to be one:**

On January 1, 2017 we officially became Jubilee United Church, fulfilling the mandate to consolidate South and West Burnaby United Churches into one worshipping congregation. We celebrated our joining together and have throughout the year continued to develop our understanding of who we are as a church and a congregation. We have combined many of the former events and traditions of our founding congregations, and together have made them our own, and created new ones!

### **Living Faith:**

Worship is a cornerstone of our life together as a community. Each week, and for special occasions, we gather in worship to be reminded that we are, indeed, living faith, not just receiving it. We challenge ourselves and others to follow the way of Jesus, and we try to take the lessons and learnings beyond our worship space into the world.

We provide space for the Greater Vancouver Food Bank Society, we offer a Community Lunch, we offer the Thrift Shop to the community, we have space for the Montessori Daycare in our basement, and our Jubilee Hall is used by many groups. Our action in the world is indeed living faith.

### **Knowing Love:**

We have known love together this past year through the death of many beloved friends and family members. We have offered care to each other, and shared in sorrow and grief, joy and excitement. We have, indeed, known love.

We have witnessed the growth of our children's programs and the engagement of the children as they grow older and into a different understanding of their place in the church family. We have seen how gatherings have included those who need to be included (though we know we can always do better!), and we have found ways to state our own needs and wants. Our presence in the world is indeed knowing love, and helping love be known.

**Voicing Hope:**

We have shared our opinions with others, fear of the unknown, uncertainty of the future, distrust of the system, all the while knowing that the future is not ours, but God's. We lean into the future hoping for and trusting in the story of God that is ours to share about a changed world that is turned upside down and causes us to be unsure of how it works. The world is changing, and God is right along side us in the changes that are coming.

And so we are a community that voices hope - to each other, and to the world at large. We voice hope that the church is not dying, simply changing. We voice hope that the systems of our day will transform and be transformed so that the world will know God's dream for it, and for us. Our voice in the world is indeed voicing hope!

**The Future:**

As 2017 comes to a close and 2018 begins, Jubilee United Church stands on the precipice of something new - holding firm to the stories of its past, but ready to step into the dream that God has for us. It is scary to listen for that dream to become a reality, but we will do it together, in joy and jubilation!

Thank you to all of you who volunteer your time and efforts to the wellbeing and the running of this community, and huge thanks to our staff: Kathy Prasad (Office Administrator), Justin Harvey (Caretaker), and Marcus Petrunia (Music Director). I have been very thankful this past year to have Marie Paul with us as a Student from the Vancouver School of Theology. It has been wonderful to see her continue to grow into her ministerial vocation and to journey with her through this time.

Thanks be to God!



The Rev. Graham K. Brownmiller

## **Transitional Council Report**

This is the report from the first full year in the life of the Transitional Council of Jubilee United Church. The Transitional Council provides a visionary leadership supported by our core ministry groups of Worship, Service, Learning and Belonging and by the Administration Working Group. It has been a fascinating year as we embrace this new way of being.

The Transition Council consists of Carla Wilks – co-chair (until her resignation in November 2017), Bill Medland – co-chair, Debra Legge, Linda Wray, Elizabeth Baird, Karl Sturmanis, Lorna Gross and Ken Tunnicliffe, the Rev. Graham Brownmiller – Lead Minister and the Rev. Jay Olson – Interim Minister (until March 2017). We have been wonderfully served by Debra's secretarial and Linda's financial leadership during this year. Personally, I also want to thank the Council for their hard work, enthusiasm and support over the year; I have enjoyed our meetings.

It is of course with mixed feelings that we recognize Carla and Rev. Jay moving on in their respective callings to the Church; we wish them both well as we celebrate their tremendous gifts to us.

The Transition Council met 7 times during the year, following a basic agenda that we formed from the very first meeting. This agenda begins with prayer, respectful communication guidelines, biblical reflection and check-in and ends with prayer. We feel this grounding is essential to our visionary role and leadership and have found it working well for us.

The council is responsible for policy and governance and so began the year by reviewing and accepting the Governance Manual. The logistics of last year's AGM also took a little effort due to the fascinating complexity of moving from two congregations into one and respectfully handling the separate AGMs as one.

Throughout the year we have been kept informed of the status of the redevelopment of the Sussex site. For many I am sure there is sorrow at the passing of the structure that housed them for so long; we look forward to seeing a new thing in its place, signs of rebirth.

In March we received the final report from the Expanded Transition Team Final Report for forwarding to the BC Conference Interim Ministry. This team did a wonderful job through its several years and the report feeds back some useful learnings for future Transition Teams. This represents once again our ability to change as Church, while holding onto core important beliefs and behaviours.

Throughout the year the council has received financial reports, keeping it informed as to financial health. Having been in other congregations I certainly see similarities in the broad picture. I am impressed with how those responsible have used what we have. At the same time, we must continue to remember inflation and that what we gave ten years ago does not go as far.

At each meeting we hear how the core ministry groups are faring. We recognize the dedication and commitment by the people on those teams and the great work that they do. It is unfortunate that the Service and Learning core ministry groups are not quorate and I for one look forward to seeing further indications of us living into our Ministry Priorities. Perhaps these call out to you? Why not attend their next meetings and see how you can be a part?

As well as our Core Ministry Groups we also hear from the Trustees, M&P committee and Administrative Working Group and I wish to recognize their excellent work for the congregation. It is wonderful to see the work done for the congregation as well as that done in service to our community.

Part of the Council's responsibility is to represent the congregation in relationships and so in May we accepted Marie Paul's request to be in relationship with us as a student placement. We look forward to sharing in that relationship. Please continue to welcome her and help her learn.

We also have responsibility to represent the congregation when called upon by the United Church to vote on remits, which did happen this year. Playing our part in the wider Church is a right and a responsibility; as well as voicing our opinions in remits it has been an honour to share our lead minister with the wider Church.

Now that we have spent a year coming together the Council is beginning looking at the fluidity and flexibility of our next years and how the Council continues to forward the vision and mission of the congregation. I certainly have faith that we will still be here, and I look forward to hearing how we see ourselves developing over that period. Creating this plan will include conversations with the congregation; please keep your eyes and ears open for the announcements and plan to be part of the conversation.

As I have said, this has been a fascinating first year and I am looking forward to the next one, God being our helper.

Respectfully submitted on behalf of the Transition Council by  
Bill Medland, chair

### **Governance Manual**

In February 2017 the Transitional Council adopted a Governance Manual for the Jubilee United Church congregation. There is a copy in the office if folks wanted to read through it, it is available on the website, or one could be printed for you if you want your own copy. This manual describes the make-up of the congregation and the operating principles that we are employing (including how Core Ministry Groups are intended and expected to run). This is a living document, and we expect that changes will be made to it.

A review of our governance and organization will (probably) be done in 2019.

### **Core Ministry Group: Worship**

*“We will be authentic, inspiring and exploratory in nurturing spiritual growth and health. We will focus on gratitude for the God who calls us to right relations in living faith, knowing love and voicing hope, modeled by Jesus Christ and enabled by the Holy Spirit. We will craft a variety of forms of worship that will nourish a joyful Christian faith and unity among all generations “*

*From Stronger Together: Co-creating a New Community – approved 2015*

The Worship Core Ministry Group task is to oversee the worship life of the congregation.

Our responsibilities are: Weekly worship services \* Pulpit supply \* Music \*Choir \* Sacraments \* Lay readers \* Prayer leaders \* Offering \* Monthly service at St. Michaels \* Responding to feedback from the congregation \* Accessibility ( children, L’Arche, newcomers , seniors ) \* Worship décor, supplies, banners and paraments \* Baptism \* Communion \* Greeters \* Connections team \* Welcoming of new members

This has been a year of change for all Core Ministries as we learn to work together in this new amalgamation. Rev. Graham has taken the lead in preparing agendas and meeting leadership as we move forward in this year of transition. Now the CMG will review our ministry to ensure we are meeting our goals and responsibilities, and plan for the year ahead.

This year we updated the worship space by removing some pews and clearing the front of the sanctuary. Plans for completing these updates are in the works.

Several special events came under our oversight: Shrove Tuesday dinner & devotion, Lenten Lunches, One pot Maundy Thursday meal, “Son Rise” service, Pentecost birthday service and the Christmas Community giving project.

We discussed the needs of all our members in worship services, as well as the feedback and suggestions received from the congregation, and looked at how to meet these needs in light of our new congregation. As a result, we experimented with video sermons and music, pre-service sing-a- longs, song leaders, new music and continued with our 10:00 summer service time.

We continued to oversee and support Marcus as our music director. We appreciate his careful and gracious leadership in developing our choir, and for the great sounds we hear on Sunday morning. A highlight was the Christmas Cantata.

We welcomed our student, Marie Paul, and rejoice in her excellent leadership in Bible study and worship services. Another project we completed was the “helpful hints ” for Communion servers, readers and prayer leaders that will help lay volunteers navigate in our new amalgamated worship. Copies are available for all volunteers.

Thanks to Christina Burge who took over the mighty task of scheduling offering and worship volunteers for this year. We are still looking for someone to pick up this well

prepared and set up project. Thanks to Dorothy Jeffery and Barb Tunnicliffe for organizing the “re-new” Connections team who welcome folks in worship and help make connections with all our worshippers. Thanks to Helen Martin and Barb Tunnicliffe who oversaw the seasonal liturgical decorations, Antependia, flowers and banners that provide worship for the eye. A big thank you to Rev. Graham for shepherding this fledgling group, leading us in learning and facilitating our meeting together. Hours of work go into this one core ministry.

We look back on much good work and look forward to what will come to be. Suggestions are welcomed and encouraged! Please see the co-ordinators, Rev. Graham or leave a note in the office. Keep this ministry in your prayers and listen carefully for your call to join in this new opportunity.... there is always a place for you !

With heartfelt thanks for the opportunity to serve this community  
Melissa White and Barb Tunnicliffe – co-ordinators

### **Music Ministry & Music Director**

2017 was a year of new beginnings and transition in the birth and new life of Jubilee United Church - one that, as all parents will know and understand in the early development of any being, included times of wonderment and excitement, and also of a few trials and tribulations. However, just like in the growth of a toddler, those latter moments are not negative, but are important in the growth of any mature and well rounded entity and individual!

For me personally, this included opportunities to try and think “outside the box” with the goal of trying to develop a style of worship which both enriches the spiritual experience of each and every member of this congregation, no matter what their age, spiritual experience or former congregational background, while at the same time always keeping a keen focus on conducting a worship style that is attractive to anyone who may enter our doors for the first time. This has included creating a monthly progression of worship styles, where we have moved from a very traditional style in the first week (more singing of traditional hymns and organ accompaniment) to a mixed style in the middle of the month to a more contemporary service by the last week of each month (more contemporary songs selected from More Voices, as well as introducing some “worship songs” from our more Evangelical and charismatic sister denominations). Each of these services are balanced , in part, with the regular service music Rev. Graham and I select for each season, and on the last, Contemporary Sunday, with a hymn-sing before service in place of the Prelude. This has been a trial since September, and one that, considering the lack of feedback from the congregation (or, in other words, the lack of “I don’t like this” discussion at post-service coffee time), has been enjoyed by most. You will notice that we have not followed this order exactly, because the liturgy of the various Church seasons includes some well-connected music that accompanies it, but we are working to further develop a style of worship that all members of the congregation can, even if it’s not wholly to their personal preference, they can appreciate and respect.

Jubilee United Church Choir has worked hard this past year to sing well and sing often, and I am extremely pleased with how they have improved their sound, their connection to each other, and in their ability to try new things that they may not feel comfortable with at first. Some examples of this were learning Gregorian chant in Latin and singing it for the congregation, and in working very hard to learn a difficult Christmas cantata, which they performed very well on the December 17th service. It wasn't without its difficulties, however even in the 11th hour, they banded together to take time out of their own busy schedules to attend extra rehearsals, so they could offer a performance that the congregation could enjoy and they could be proud of! And, in my judgment, they very much succeeded both goals!

2017 wasn't without its difficulties, and loss. We lost some important members in our ranks. We remember Bill Shippam, a long standing and very dedicated member of South Burnaby's Choir who was too ill to sing with us and subsequently died and Peter Joyce who graced us briefly with his lovely voice before his passing. We also think of longstanding members, Lorraine Allison who retired from the choir because of breathing issues and Lillian Chalmers who moved to a retirement community on Vancouver Island and whose family offered a memorial donation to the choir which allowed us to purchase the lovely choir folders we use every week. In the fall we also missed many weeks with Donna Dawson who suffered in a car accident.

I am excited to the further growth and development that I am able to be a part in the areas of Worship, as the Director of Music at Jubilee United Church. I believe that while we grow as a congregation with a focus on meaningful and inclusive worship, whilst always holding an open mind and a willingness to challenge our own personal preferences and beliefs, we will both grow in awe and wonder of the majesty of God, and this will be paralleled by growing in numbers and strength as a family of faith. I feel blessed to be a part of the "growing up" of Jubilee United Church!

Humbly submitted,

Marcus Petrunia  
Director of Music

### **Core Ministry Group: Belonging**

Three meetings were held in 2017.

The CMG-Belonging encompasses all areas of the life and work of our church. The first gathering was an orientation to the governance structure and the ideas of planning. Under this CMG, we focus on: Fellowship & Community Events, Hospitality, Transportation, Communications, Pastoral Care & Elders. At the end of the first gathering Kathy Prasad and Barry Morley volunteered to be the co-ordinators.

During the next two meetings we established important areas of focus and involved the following people: Welcomers: (Barb Tunnicliffe & Dorothy Jeffery); Pastoral Care Team: (Randolph Bruce, Dorothy Jeffery, Margaret Turner, Lorna Gross, Linda Wray); Fellowship Time: (Marlene Rogerson, Brenna & Dave Ellis, Barb Tunnicliffe).

We noted that other topics for future planning included: Movie Nights, Prayer List, Transportation, Communications, UCW/Women's' Group, Men's' Group, Family Matters.

We met again in October and Dave Ellis agreed to be co-coordinator along with Kathy Prasad as Barry Morley's schedule filled up over the year.

Pastoral care continues to be facilitated by Rev. Randolph Bruce in consultation with Rev. Graham Brownmiller.

Dave Ellis has begun to coordinate the schedule for Sunday Fellowship. In the fall we modelled several different set-ups for Coffee Time. On Easter morning there was a breakfast and we had a Thanksgiving lunch following worship.

The FunRaisers report follows. Keep an eye out for 2018 events.

Respectfully submitted,  
Kathy Prasad & Dave Ellis  
Coordinators, CMG-Belonging

### **Fun Raisers**

In 2017 the committee hosted the annual Robbie Burns Supper (Jan.), two Pancake Breakfasts (Apr. & Nov.), a Canada 150 evening (Jun.), a "Black and Bling dinner-concert, (*The Flanagans*, Oct.) and a Breakfast with Santa. With these five events the committee managed to raise over \$6000 for our church, in addition to providing fun and congenial social activities for our congregation and the community at large. We look forward to hosting a number of events for our church in the coming year. We hope that you will come and enjoy the events!

Respectfully submitted,  
Dave Ellis on behalf of  
Members Nancy Baird, Dave Ellis, Barry Morley, Marlene Rogerson, Bev Thacker, Barb Tunnicliffe

### **Pastoral Care**

Just as the Sunday Liturgy is “the work of the people”, pastoral care is “the work of the Church”. It is our work and not the work of an individual but us the people of God in this place at this moment in time.

Pastoral care is nothing more than taking the time to listen, love and validate another in their time of struggle, grief or challenge. It's when someone deeply listens to you it is like holding out a dented cup you've had since childhood and watching it fill up with cold, fresh water. When it balances on top of the brim, you are understood. When it overflows and touches your skin, you are loved with a life full of possibility. We bring the gift of presence and the gift of our silence. Not the sort of silence that is filled with unspoken criticism or hard withdrawal, but rather the sort of silence that is a place of refuge, of rest, of acceptance of someone as they are.

We have a dedicated group of pastoral visitors here at Jubilee and I thank them for their dedication and support. When we need to inform Rev. Graham about a situation, he responds as required. We are all called to care for the other, to make the phone call, ask the question, run the errand, sit for coffee/tea, make a meal, invite someone out for a meal. Offer a ride to the store or to an appointment. Pick up that phone and call after the three month mourning period when the phone has gone silent.

Let's be who we say that we are the Church in the world for we all possess the gift of pastoral care.

Respectfully submitted  
The Rev'd. Randolph F. Bruce

### **Pastoral Visitation**

I made 36 visits in person (not counting my own son) and I visited via telephone 16 times. Lorna delivered poinsettias to shut ins and I sent Christmas cards to those in nursing homes. 10 Prayer Shawls were delivered to: Ernie Baird, Margaret Stevens, Bill Shippam, Len Gross, Jackie Henry, Gwen Morse, Clint Freeman, Kay Gardner, Jim Gardner and Helen Martin.

Respectfully submitted,  
Margaret Turner

## UCW Financial Report 2017

### RESOURCES

Member Donations	\$1,302.92
Unit Projects	\$0.00
U.C.W. Social October Donations	\$32.40
Thrift Shop	\$31,054.00
Chair Yoga one time only	\$82.00
Coffee Hour Donations	\$653.15
<b>TOTAL RECEIPTS</b>	<u>\$33,124.47</u>

### \*Designated Givings

1st United Sandwiches donations	\$878.60
	<u>\$0.00</u>

### Sub-Total Designated Givings

\$878.60

### TOTAL RECEIPTS including ad-hoc

\$34,003.07

### DISBURSEMENTS

#### National & Presbyterial

Mission & Service	\$2,000.00
Presbyterial Expenses	\$100.00
<b>Sub-Total National &amp; Presbyterial</b>	<u>\$2,100.00</u>

#### Congregational Disbursements

JUC Building & Maintenance	\$12,000.00
	\$0.00
Flower Committee	\$77.24
Contingency Fund	\$44.80
Sunshine Gifts-Prayer Shawls	\$180.30
2017 Over & Above to JUC	\$10,000.00
<b>Sub-Total Congregational Expenses</b>	<u>\$22,302.34</u>

#### Local UCW Expenses

Kitchen - Social & Equipment	\$697.10
Thrift Shop Equip-t(cap fnds left now \$185.22)	\$80.55
Cleaning: Kitchen, Lounge, Thrift Shop	\$455.00
Program (speakers, etc.)	\$60.00
Library & Photography Expenses	\$88.90
Delegate Expenses	\$815.00
Stamps, Calendars & Bank Charges	\$60.80
Poster for Thrift Shop	\$20.00
Accountants Review- Tickets to JUC Event	\$50.00
<b>Sub-total Local UCW Expenses</b>	<u>\$2,327.35</u>

**Outreach Disbursements**

First United Church	\$500.00
Canadian Bible Society	\$150.00
VST Bursuary	\$300.00
Amnesty International	\$100.00
Edmonds School Camp	\$200.00
WISH Drop-In Centre	\$300.00
Alcohol/Druc chq returned	(\$50.00)
1st U. Sandwiches (2017 Deficiency=\$1324.72)	
Fair Haven Auxiliary	\$200.00
L'Arche	\$200.00
St. Michael's Centre (Tapestry Fdn.)	\$200.00
Dugout (Downtown Eastside)	\$200.00
Burnaby Homeless Project	\$200.00

**Sub-total Outreach Disbursements**\$2,500.00**TOTAL DISBURSEMENTS**\$29,229.69**\*Designated Givings Paid Out**

1st United Sandwiches \$2,203.32

**Sub-Total Designated Givings**\$2,203.32**TOTAL DISBURSEMENTS**\$31,433.01**Notes:****1st United Sandwich Making Fund:**

Deficit Balance to Dec. 31, 2016	\$3,832.87	
Donations in 2017	\$878.60	
Expenses in 2017	\$2,203.32	
All time Deficit Balance to Dec. 31, 2017		\$5,157.59

Bev Thacker, Treasurer  
 United Church Women

### **Core Ministry Group: Learning**

There has not been a Core Ministry Group gathering for Learning in this first year of our amalgamation. However, it does not mean that Learning Core Ministry functions are not being taken care of. Below you will read reports from Sunday School and Bible Study.

### **Christian Education**

The Christian Education Team consists of Debra Legge and Blanche Cleve.

Membership was inconsistent for Sunday School and could range from 2 pre-school children to a full complement of 10 to 12 children when all the families were in attendance.

We continued to use the One Room Curriculum but added in materials from Illustrated Children Ministry as well as Sermon for Kids.

A sleepover took place in January. Other events include an Easter Egg hunt and a Halloween party. Some of the children also participated in the Christmas Eve service..

For Family Matters a number of gatherings took place – pizza making, movie/pot luck and a paint afternoon for adults only.

Respectfully submitted  
Debra Legge

### **Bible Study**

Bible Study has been offered since October 2017 on two prophetic books – Amos (2017) and Micah (2018). These are relatively short books which are highly valued for insights on justice which continue to be relevant today. The idea to study these books came out of the concluding video of the series “Eclipsing Empire” by Marcus Borg and Dominic Crossan. These video sessions were offered by Brian Bourke in the spring of 2017.

The Bible Study group meets on most Tuesdays from 1 – 3 pm in the June Burritt lounge in the JUC Hall immediately after the Community Lunch. Nine people have participated in the program at various times with average attendance of 5 per session.

The study consists of reading the text for the week; and lively discussion of the biblical story, ancient and contemporary issues of justice, and learning about the bible. A set of questions and a synopsis of the discussion for each week are available to help with study or to catch from missed sessions. Each participant uses their favourite version of the bible which can lead to interesting comparisons.

Our meeting schedule takes a break for Advent and Lent when there are many with other church activities. We also take a break over the summer.

On November 21, 2017, I offered a short bible study called “Flowers of Faith” about flowers found in the biblical text. It consisted of pictures, learning, quiz questions and prizes. Fourteen people attended including three guests from outside JUC. This program was offered through the assistance of the Seeker Women’s group.

In Joy from the Word who is among us,  
The Reverend Dr. Dorothy A. Jeffery

### **Lenten Lunches**

The 2017 Lenten Lunches were focused on the four core ministry areas of Jubilee United Church: Worship, Belonging, Learning and Service, and we included two on music. We are thankful to the volunteers who come and offer themselves to the Lenten Lunches - both in presentation and in preparation for the meals.

### **Core Ministry Group: Service**

There was only one Core Ministry Group gathering for Service in the first year of our amalgamation, however the work of the CMG has continued in the Thrift Shop and the Community Lunch. Further, our space is still used for the Greater Vancouver Food Bank, and we make the Jubilee Hall available to community groups as needed.

### **Thrift Shop**

46 Years Old and Still Thriving!

In business since 1972, the Thrift Shop has operated as part of the UCW (United Church Women) and the proceeds from the shop have formed the major part of the UCW's budget. In 2017, the shop brought in an amazing \$31,054 from the sale of used clothing and household items, priced from 5 cents to \$5.00+. By year end, the UCW had donated \$20,000 to Jubilee United Church – for which we are most grateful!! In addition, the UCW funds the purchase of tea, coffee etc. (and monthly birthday cakes) for the Sunday Fellowship as well as kitchen equipment and other items for the church. In addition, much of the funding for the First United Sandwich-making project comes from the UCW (see separate article about sandwich-making). The UCW's outreach giving includes First United, Fair Haven, L'Arche, St. Michaels, Burnaby Homeless and more. Most of this is funded from the Thrift Shop.

Last spring, the shop was requesting donations to fill the empty bins at the foot of the west stairs. Over the summer, goods kept coming in, and by September, we were overwhelmed! And it has continued since the September opening. The bins have been overflowing and the storage room, usually empty, has been choked! A big thank you to members of the church and of the surrounding community who have been so generous. The shop has been doing a rousing business every week.

All this has meant that our volunteers have been very busy. Currently, the roster shows up to 30 volunteers from both the congregation and the surrounding community. On any Thursday, it takes at least 20 to operate the shop – sorting donations, pricing items for sale, displaying and tidying, operating the cash desk, etc. Some arrive as early as 8:45 and some stay until after closing at 2 pm. Many of our staff are getting on in years (6 or 7 are in their late 80s-early 90s) or have health issues, so can only come for a few hours. We welcome whatever hours volunteers are able to offer.

Over the Christmas break while the shop was closed for 3 weeks, we were busy. With the close-out of Sears stores, we purchased some of their fixtures for the shop. We put in a new babywear display unit, some new clothing racks, and display shelves. At the same time, a major clear-out of old stock took place and on reopening in January, the shop looked great! Janet Babey, the shop coordinator, along with a team of volunteers worked daily for a couple of weeks to engineer the “new look”. Meanwhile, the donations kept coming in – and there were some extra sorting and pricing days to make a dent in the piles of boxes and bags of treasures.

So, we here at Jubilee owe a big “Thank You” to the Thrift staff for all your work. To Janet Babey who has been coordinator since 2015. Jayeson Danler has been looking after much of the sorting of donations since the summer of 2017. Gwen Morse has been Janet’s assistant in the “new look”.

The Thrift Shop is open on Thursdays from 10 am to 2 pm, from September to June. We welcome your support as a customer and in providing donations of good quality clothing and household items.

Respectfully submitted,  
Janet Babey

### **Community Lunch**

The Community Lunch is running each week. We finished the hot lunch program in June and continued with the bag lunch program until mi-August when we all took a 2 week break, We then started in September with the hot lunch program again. one of our helpers passed away this year and we miss her greatly.

Our Office Administrator, Kathy Prasad, does a great job sending out our food order to the L’ARche so they can shop and pick it up each week. Rev. Graham, our minister, or Marie Paul, our student, comes in each week and talks to the folks and then offers grace before the meal.

We receive bread and desserts each week from Cobb’s and from Safeway. We also get various donations from other companies who support our cause.

We also have a differently abled young lady and her caregiver who come in each week to help wash, set, and do the bread for the clients. We also do a special lunch at thanksgiving and Christmas for our folks. As well, at the Christmas dinner they receive a gift bag with basic everyday things in it.

We have between 25-35 people come each week. It is difficult for some as they have to bus or walk to the church.

Respectfully submitted,  
Blanche Cleve

### Statistical Information

Marriages	7	
Baptisms	4	
Funerals	5	
Total Active Membership, January 1, 2017-01-01		<b>286</b>
Members removed by Transfer	4	
Members removed by Death	11	
Removed by Council	110	
Total Active Membership, December 31, 2017		<b>161</b>

Respectfully submitted  
 Rev. Graham K. Brownmiller & Kathy Prasad  
 on behalf of Historical Records

### Contribution Report

	# of Regular Envelope Contributors	# of PAR Contributors	# of Other Contributors
\$0 - \$100	8	1	17
\$101 - \$500	17	4	11
\$501 - \$1000	15	6	5
\$1001 - \$2000	14	4	3
\$2001 - \$3000	7	7	2
\$3001 - \$4000	2	1	2
\$4001 - \$6000	3	2	2
Over \$6000	2	1	1
<b>Total Contributors</b>	<b>68</b>	<b>26</b>	<b>43</b>

**PAR** (Pre- Authorized Remittance) Contributors have their donation transferred automatically each month from their bank account to Jubilee United Church.

**Others** are those who contribute on a one time or semi-regular basis.

The above information is obtained from our contribution data in PowerChurch. This data is used to generate the annual Charitable Tax receipt for the contributors.

Thank you for your contributions this year.

Respectfully submitted  
 Janet Babey, Envelope Secretary

## **Trustees**

*The role of the Trustees is to hold in Trust real property and long term investment funds for members of the Church. They have a role in cooperation with the board to ensure that our property is protected and maintained for use by the members of the Church. They administer special funds, like the Endowment and Reserve Funds, for donations made to the church for future or special projects on behalf of the congregation.*

Trustees hold one account with RBC Dominion Securities and one account with Connor Clark & Lunn on behalf of the Church.

### **Endowment Fund**

This year 2017 started with a fund value of \$134,707.14. The activity in the fund for the year included donations of publicly traded shares amounting to \$8,641.70 plus the reinvestment of interest and dividends from mutual funds held in the account. The public traded shares held by the fund were converted to cash in August at a special rate made available to our fund. The year end balance of the account is \$149,426.94, a gain of \$14,719.80 over 2016

### **Reserve Fund**

This fund was initiated in August 2017 with a deposit from the net sale of our Sussex property to the developer, Townline Developers as a reserve fund to cover off added costs and operation expenses that may be incurred with final stages and opening the new building at our Sussex site. The initial deposit of \$1,676,380.00 less expenses of \$406,677.36 to cover consultant, legal and Conference project management fees incurred on our behalf by the Conference Office redevelopment team was \$1,269,703.00. The trustees added \$175,000.00 from the Jumpstart Account on October 6 to bring the total investment to \$1,444,703.00 as at October 6, 2017. The balance of the Fund as at December 31, 2017 is \$1,526,529.00. The change in the value of \$81,826.00 in the fund is due to the reinvestment of interest and dividends into the various funds held in our account and a change in the value of the various funds held. It also includes the payment of a management fee for the last three months of 2017 of \$2,153.00.

Details of the Funds can be viewed on next page of this report.

### **Property Insurance**

The property insurance we arranged with Marsh Canada in March 2017 for our Sussex site was terminated in June 2017 when the developer took possession our property. We currently have Insurance coverage with Marsh Canada on our Gray site.

Respectfully submitted,  
Len Gross, Trustee

**Endowment Fund**

<b>Managed by RBC Dominion Securities</b>						
				# Shrs or Units	Price Per Shr/Unit	Value
<b>Fund Value as at December 31, 2017</b>						
P & H Total return Bonds		RBF6340	3644.54	\$11.31		\$41,235.08
P & H Global Hi Yd Bonds		RBF701	4697.07	\$10.67		\$50,119.18
RBC Canadian Equity Fund		RBF591	1257.79	\$27.20		\$34,215.46
10 share Bk N. S.			10.00	\$81.12		\$811.20
Cash						\$23,046.02
Value as at December 31, 2017						<b>\$149,426.94</b>

Change in the Value is due to a donation of public traded shares, dividend reinvestment and change in fund unit values.

**Year over Year Change in the Fund**

Value of the fund as at Dec. 31, 2016						\$134,707.14
Value of the fund as at Dec. 31, 2017						\$149,426.94
Change in value of the fund year to Dec.31, 2017						\$14,719.80

**Notes on Fund Change**

There were 3 donors that contributed a total of \$8641.70 to the Fund. The balance of the change in Fund Value was due to the reinvestment of the funds dividends and a change in the unit price of the funds held.

**Jubilee United Church Reserve Fund**

**Managed by Conner Clark & Lund**

<b>Change in Value of the Fund from the Initial Investment</b>						
<b>(August 29, 2017 to December 31,2017)</b>						
Value of the initial investment as at August 29, 2017						\$1,269,703.00
Transfer in of Jumpstart funds on Oct. 6						\$175,000.00
Total investment by the Church						\$1,444,703.00
Value of the the fund as at December 31, 2017						\$1,526,529.00
Change in the value of the fund as at December 31, 2017						<b>\$81,826.00</b>

**Notes on Fund Change**

The change in the fund value to December 31, 2017 is due to reinvestment of dividends, interest income and changes in the values of the various fund units held on our behalf. It also includes the payment of the quarterly management fee of \$2,153.00.

### **Treasurer**

2017 was an extraordinary year at Jubilee United Church. We had extraordinary income and extraordinary expenses.

On the income side, we received a bequest of \$36,000!!

We also received the money from the development of the Sussex property in the amount of \$1,274,461.70. The money from the development has been invested by our Trustees to hopefully grow in capital while we wait for the Sussex building to be ready for the improvements we want to make to the Sussex building. That money as invested at the end of August and by December 31st we are realizing \$81,856 in investment income and \$12,669 in market appreciation.

The \$36,000 bequest was deposited into our BMO bank account to help with the general operating expenses. The BMO account has since been closed and all of our operating funds are not in one account in Van City Savings.

On the expense side we had to realize \$13,577.28 in refugee expenses. We had that amount in a special bank account for our refugee family - it was time to pay them that money and had to expense the payment.

Our income was 3% higher than budgeted. Thank you to the UCW for your generous \$23,000 donation over the year. Fundraising activities raised \$10,691 with expenses of \$3,873 netting \$6,818. We were able to rent the Sanctuary at Sussex \$13,825 over budget and we were able to rent the Hall on Gray for more than \$11,000 over budget.

Our expenses were 6% higher than budget. We incurred higher expenses at Sussex than anticipated due to permitting/demolition delays. Our building expenses were higher at Gray than expected due to driveway, furnace and plumbing repairs.

Respectfully submitted,  
Linda Wray, Treasurer

JUBILEE UNITED CHURCH

RESTRICTED FUND REVENUES AND EXPENDITURES

FOR THE YEAR ENDED DECEMBER 31, 2017

Unaudited - See Notice To Reader

FUND	Fund Balance, beginning of year (SBUC)	(WBUC)	Revenues	Expenditures	Excess (Deficiency) For The Year	Fund Balance, before transfers	Fund Transfers	Fund Balance, end of year
Legacy	\$ 119,474		\$ -	\$ -	\$ -	\$ 119,474	\$ -	\$ 119,474
Contingency	66,658		170	-	170	66,828	-	\$ 66,828
Outreach	-		27,097	27,961	(864)	(864)	864	\$ -
Refugee	13,565		12	13,577	(13,565)	-	-	\$ -
Endowment	\$ 134,707		14,719	-	14,719	149,426	-	\$ 149,426
Sussex Redevelopment			1,359,099	2,812	1,356,287	1,356,287	-	\$ 1,356,287
	<u>\$ 199,697</u>	<u>\$ 134,707</u>	<u>\$ 1,401,097</u>	<u>\$ 44,350</u>	<u>\$ 1,356,747</u>	<u>\$ 1,691,151</u>	<u>\$ 864</u>	<u>\$ 1,692,015</u>

**REVENUE**

**Fixed Revenue**

Open	4,525.60	
Envelopes & General	140,589.35	
Gain on Sale of Assets Sussex Site	1,390.00	
Employer Payroll Refund	702.73	
Deficit Reduction	1,440.00	
Initial Offering	245.00	
Seniors Ministry	75.00	
Long Term Interest	848.87	
Short Term Interest	39.32	
Resales - Observer, etc	492.45	
Administration Total		150,348.32
Envelopes - Building	219.60	
Facilities from UCW	23,000.00	
Total Facilities		23,219.60
Use of Facilities - Myung Sung	18,150.00	
Use of Facilities - Angels Playhous	9,600.00	
Use of Facilities - Health Unit	600.00	
Use of Facilities - WBUC AA Group	320.00	
Use of Facilities - AA	760.00	
Use of Facilities - Sussex Site	31,325.00	
Use of Facilities - Montessorri	36,600.00	
Use of Facilities - Naranon	400.00	
Use of Facilities - Other	1,200.00	
Use of Facilities - FUMC	15,700.00	
Use of Facilities - WBUC Tai Chi	1,620.00	
Use of Facilities - Weddings/Funera	3,900.00	
Use of Facilities - Philatelic Stamp	2,220.00	
Use of Facilities - Jazzercise	1,800.00	
Use of Facilities - Romance Writers	875.00	
Use of Facilities - Total		125,070.00

**Total Fixed Revenue**

298,637.92

**Revenue - Programs**

CE General Revenue		1,080.00
Sunday School		290.00
Fund Raiser - Robbie Burns Dinner	2,455.00	
Fund Raiser - Other	4,460.25	
Fund Raiser - Pancake Breakfast	1,789.00	
Total Revenue Programs		<u>8,704.25</u>

**Total Revenue-Christian Ed.**

10,074.25

**Revenue - Ministries**

Music - Choir	1,946.55
Family Matters	40.00
<b>Total Other Ministries</b>	<u>1,986.55</u>

**Other Revenue & Trusts**

Flo Thru Revenue	130.00
Investment Income Endowment Fund	6,078.10
Donations for UCW	615.00
Memorial Trust Donations	3,282.00
Contingency Fund Donations	170.00
<b>Total Other Revenue &amp; Trusts</b>	<u>10,275.10</u>

**Revenue - Outreach**

Outreach Revenue - Community Lunch	1,812.15
Outreach Revenue-M&S	20,957.75
Outreach Revenue-WDR	80.00
Outreach Revenue-1st United	742.00
Outreach Revenue - UCW M & S	1,000.00
Outreach Revenue - Bby Xmas Bureau	100.00
Outreach Revenue - UCW Sandwiches	828.60
Outreach Revenue Other - National	40.00
Outreach Revenue - Refugee	13.57
Outreach Revenue-SBUC Lenten Lunch	1,326.40
Outreach Revenue - Burnaby Homeless	209.00
Total Revenue Outreach	<u>27,109.47</u>

**Revenue - Outreach**

27,109.47

**TOTAL REVENUE**

348,083.29

**EXPENSE**

**Fixed Administration Expenditures**

Wages-Secretary	26,811.84	
Administrative Employee Benefits	5,574.36	
Salary, Benefits, Relief		32,386.20
ADP Payroll Fees		630.33
Accounting & Audit	1,537.50	
Bank Charges	531.21	
Accounting & Bank Charges		2,068.71
Presbytery Assessment		16,004.52
Postage	87.12	
Office Supplies	1,489.40	
Photocopier Lease & Copy Charge	3,092.44	
Total Office Supplies		4,668.96

2017 Annual Report

Jubilee United Church

Telephone, Fax, Net	4,919.23		Total Christian Education	1,016.90
Purchase/Repair Equipment	150.00		Worship Ministry	395.47
Computer Software and Support	757.28		Ministry Supplies	431.20
Website Management	17.00		<b>Ministry of Session Total</b>	<u>1,843.57</u>
Resales Expense (Observers, etc.)	646.02			
Sundry Expense	1,050.19		<b>Outreach Expense</b>	
Travel Expense	454.48		Outreach - M & S	20,957.72
Total Office Expense		7,994.20	Outreach - UCW	1,000.00
<b>Total Administrative Expenses</b>		<u>63,752.92</u>	Outreach - 1st United	742.00
			Outreach - WDR	80.00
<b>Fixed Facilities Expense</b>			Outreach - Bby Xmas Bureau	100.00
Wages - Custodian	25,826.60		Outreach Other - National	40.00
Custodian Relief	3,811.00		Outreach - Community Lunch Program	3,385.80
Custodian Employee Benefits	3,859.43		Outreach - UCW Sandwiches	828.60
Salary, Benefits Relief		33,497.03	Outreach-SBUC Lenten Lunch	628.02
Custodial Supplies		2,805.89	Burnaby Homeless Society	199.00
Utilities-Hydro/Gas	21,522.37		Total Outreach	<u>27,961.14</u>
Utilities-Sewer/Water	2,032.36		<b>Total Outreach</b>	<u>27,961.14</u>
Garbage Removal	2,121.82			
Utilities Total		25,676.55	<b>Other Expenses</b>	
Building Repairs/Maintenance		17,437.20	Flo Thru Expense	140.00
HST Prior Year Adjustment		0.00	Donations to UCW	615.00
Insurance		9,419.56	Family Matters Expense	309.84
Weddings/Funerals		2,925.00	Fund Raising expense	3,872.50
Sussex Expenses		8,670.96	<b>Total Other Expenses</b>	<u>4,937.34</u>
<b>Total Facilities Expense</b>		<u>100,432.19</u>		
			<b>For Office Use Only</b>	
<b>Ministry &amp; Music Expense</b>			WCB Expense	321.34
Wages Minister	97,552.67		<b>Total Office Use Only</b>	<u>321.34</u>
Sabbatical Fund Expense	2,216.15			
Continuing Education	1,559.41		<b>TOTAL EXPENSE</b>	<u>342,272.28</u>
Minister Supply	1,442.00			
Minister Employee Benefits	20,101.70		<b>NET INCOME</b>	<u>5,811.01</u>
Minister - Other Expense	1,634.62			
Salaries, Benefit, Relief		124,506.55	<b>EXTRAORDINARY 2017 ITEMS:</b>	
Music Director	14,287.14		Bequest	\$36,000.00
Relief Organist	1,050.00		Proceeds from Sussex Property Dev	\$1,274,461.40
Music Director Employee Benefits	867.37		SRF Investment Income	\$71,968.73
Music Ministry Salary & Relief		16,204.51	SRF Market Appreciation	\$12,669.00
Music & Instrument	2,312.72		SRF Management Fees	-\$2,811.73
Total Music Expense		2,312.72	Refugee Expenses	-\$13,577.28
<b>Total Minister/Music Expenses</b>		<u>143,023.78</u>		<u>\$1,378,710.12</u>
			<b>YEAR END RESULT</b>	<u>\$1,384,521.13</u>
<b>Other Ministries</b>				
Christian Education	249.28			
Sunday School	295.02			
Curriculum Development	472.60			

**ASSET****Current Assets**

Bank of Montreal - Chequing	20,766.24	
Vancity Operating	66,181.86	
Vancity Refugee Trust	1.15	
<b>Total Cash</b>		<b>86,949.25</b>
Term Deposit - Manulife Bank	3.67	
Vancity Jumpstart	4,869.40	
Vancity Share Acct	1,041.00	
Endowment Fund	149,426.94	
Connor Clark Lunn	1,526,529.00	
<b>Total Term Deposits</b>		<b>1,681,870.01</b>
Accounts Receivable	992.96	
GST Receivable	3,917.67	
HST Receivable	444.58	
<b>Total Accounts Receivable</b>		<b>5,355.21</b>
Prepaid Expense		3,945.44
<b>Total Current Assets</b>		<b>1,778,119.91</b>

**TOTAL ASSET** 1,778,119.91

**LIABILITY****Current Liabilities**

Accounts Payable Control	324.94
Key Deposit - Refundable	1,285.00
Montessori Prepaid Property Tax	460.00
Facility Deposit	200.00
ProVision Grant	2,072.28
Church Pension	396.78
Accounts Payable - Building	1,625.00
<b>Total Current Liabilities</b>	<b>6,364.00</b>

**TOTAL LIABILITY** 6,364.00

**EQUITY****Owners Equity**

General Fund	29,174.30
Endowment Fund	134,707.14
Legacy Fund	119,474.22
Contingency Fund	66,667.15
Refugee Fund	13,564.86
Retained Earnings - Previous Year	23,657.11
Current Earnings	1,384,521.13
<b>Total Owners Equity</b>	<b>1,771,755.91</b>

**TOTAL EQUITY** 1,771,755.91

**LIABILITIES AND EQUITY** 1,778,119.91

Generated On: 02/17/2018

	BUDGET 2018
Open	\$4,500
Envelopes	\$145,000
Employer Payroll Refund	\$350
Short Term Interest	\$40
Sundry Revenue	\$200
Resales - Observer, etc.	\$500
Envelopes - Building	\$200
Facilities from UCW	\$12,000
Rentals - Sanctuary	\$34,800
Rentals - Hall	\$55,000
Weddings & Funerals	\$5,000
CE General Revenue	\$1,350
Fundraisers - Other	\$8,900
Investment Income - Funds	
	\$267,840
<b>Outreach</b>	
Community Lunch	\$2,000
M & S	\$21,000
WDR	\$100
1st United	\$750
UCW M & S	\$1,000
Burnaby Xmas Bureau	\$100
UCW Sandwiches	\$850
Flo Thru Revenue	\$150
Burnaby Homeless	\$220
Donations for UCW	\$650
Lenten Lunch	\$1,350
	\$28,170
<b>TOTAL REVENUE</b>	<b>\$296,010</b>

<b>CMG: Worship</b>	
Pulpit Supply	\$2,500
Relief Organist	\$1,050
Music & Instrument	\$4,000
Worship Ministry	\$1,000
<b>Total CMG Worship</b>	<b>\$8,550</b>
<b>CMG: Belonging</b>	
Fellowship	\$800
Family Matters	\$800
Website	\$100
Transportation	\$500
Fun Raising	\$3,900
Belonging Misc.	\$300
<b>Total CMG Belonging</b>	<b>\$6,400</b>
<b>CMG: Service</b>	
M & S	\$21,000
Community Lunch	\$3,400
UCW Sandwiches	\$850
Weddings/Funerals	\$4,000
Resales - Observer, Calendars , etc.	\$550
Flo Through Donations	\$2,970
<b>Total CMG Service</b>	<b>\$32,770</b>
<b>CMG: Learning</b>	
Christian Education	\$1,000
Training & Courses	\$100
Lenten Lunch	\$630
Study Material	\$500
Learning Misc.	\$300
<b>Total CMG Learning</b>	<b>\$2,530</b>
<b>Administration</b>	
Bank Charges	\$220
Accounting/Audit	\$1,600
Computer Software/Support	\$500
Office Equipment Service/Repair	\$600
Office Supplies	\$1,000
Photocopier	\$3,100
Postage	\$100
Presbytery	\$14,587
Telephone & Internet	\$4,900
Building Repair & Maintenance	\$13,000
Custodian Relief	\$500
Custodial Supplies	\$2,500
Garbage Removal	\$2,100
Insurance	\$9,469
Utilities - Hydro/Gas	\$20,000
Utilities - Sewer/Water	\$2,050
Sundry Expenses Admin	\$100
<b>Total Administration</b>	<b>\$76,326</b>
<b>M &amp; P</b>	
Salaries including benefits	\$176,411
<b>Total Expenses</b>	<b>\$302,987</b>
<b>NET INCOME</b>	<b>-\$6,977</b>

# JUBILEE UNITED CHURCH

a congregation of The United Church of Canada



## Contact Information

(February, 2018)

### Staff

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Debra Legge, Secretary  
Linda Wray, Treasurer  
Ken Tunnicliffe, Administration Liaison  
Elizabeth Baird  
Lorna Gross  
Karl Sturmanis  
Rev. Graham Brownmiller

### Trustees

Don Morse, Administration Liaison  
John Baird  
Len Gross  
Rev. Graham Brownmiller, Chair

### Ministry & Personnel

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Sharon Marble  
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Learning - Vacant  
Service - Vacant

### Administration Working Group

*(support to Church Staff, building maintenance point people)*  
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### **Expanded Transition Team Report**

The (Expanded) Transition Team completed our work at the beginning of 2017 by completing the final evaluation - highlights included here. The evaluation was forwarded to the Conference Interim Ministry Committee and was intended to look at the interim ministry time and at the goals and determine to what degree the goals had been accomplished. We surveyed the congregation and received 43 responses.

#### **Goal #1 - healing & reconciliation in regard to our recent pastoral relationship and its abrupt ending.**

A majority of respondents (69.2%) believe that we have accomplished this goal, and comments reflected that time has healed and that some relationships are still mending, but that for the most part people have moved forward.

To accomplish this goal: the history event, the listening sessions and a litany for reconciliation and closure during our final worship solely as South Burnaby United Church.

#### **Goal #2 - work toward amalgamation with West Burnaby United Church.**

A majority of respondents (87.2%) feel that this goal has been accomplished; other comments included 'we are amalgamated but it will take some time to truly feel as one.'

To accomplish this goal: supported the work of the New Community Team in the joint visioning events and the naming events, where our new name for our amalgamated congregation emerged, Jubilee United Church. Also the listening sessions helped to open up questions and conversations about this goal.

#### **Goal #3 - create a sustainable ministry into the long-term future and determine what that might look like.**

It was less clear that this goal was accomplished where some (38.5%) felt it was, but half of the respondents (51.3%) felt it was only partially accomplished. Two people (5.1%) said it was not accomplished and two (5.1%) don't know. Comments included uncertainty of the future and that 'This is an ongoing process of encouragement to move forward with new ideas and approaches to meet the ever changing world around us.' This goal will continue to be addressed as we live out our mission into the future.

To accomplish this goal: the history event, the listening sessions and the ministry priority event held at SBUC's 2016 ACM.

#### **Goal #4 - improve communication within the congregation.**

About half of the respondents (47.4%) said that this was accomplished, and one-third (36.8%) said it was partially accomplished. Four people (10.5%) said it was not accomplished and two (5.3%) didn't know. Interestingly the comments for ALL responses all said that this is an ongoing process. We have come a long way, and we have to keep improving in this area. Many comments mentioned specific things that have been helpful over the last 2.5 years that have helped improve communication.

To accomplish this goal: Respectful Communication Guidelines (in our team and modelling to the Official Board and the rest of the congregation), and the event in which they were introduced to the congregation. Further the Communication Workshop with Kathy Davies (BC Conference) and the ongoing practise for us on how to better improve communication, by frequent reporting, finding other ways (like Ministers' Musings – a newsletter by Jay and Graham) to address issues and rumours that keep coming up.

This goal will continue to have ongoing work, since communication has improved, but is still not very healthy.

**Besides work on the goals, what else was accomplished?**

A new governance document and new structure was developed. We now have a Transitional Council, which is more of a visionary board, and the working groups are the Core Ministry Groups.

The Expanded Transition Team completed the Ministry Profile and Search form last fall complete with recommendations, including the recommendation to continue the call of The Rev. Graham Brownmiller as Lead Minister and also the recommendation that a vacancy be declared for a part-time Order of Ministry Team Minister Position (which will not be posted or filled until sufficient funds are in place to do so).

The chancel area has been altered, opening it up by removing the choir pews, and some of the front pews in the sanctuary were removed to make room for a special place for children to participate in worship in an inviting and comfortable way, and also to provide different types of seating.

**In a general sense, how is the congregation different now? Is there a new/renewed sense of health and direction? What were some of the learnings?**

People are somewhat more willing to take risks. They have been through a lot of change in the last few years, and they have responded well for the most part.

We have new lay leadership in the congregation. More than half of the members of the Transitional Council are people who were not on the Board three years ago, including both co-chairs.

One thing that we celebrated, and saw as a very good sign that we were making the right decisions, was that at each stage of the MPS process there were unanimous approvals of the report (at the Transition Team level, then at both congregational Boards, and finally at the congregational meeting).

Joy and vitality has returned to the congregation. We were a broken congregation three years ago. We went through a period of grieving. Grief was caused by relationships being severed. People were watching their friends behave in ways that they never believed that they would behave. Some of those relationships are still damaged, but we can now again have fun together as a congregation.

**What are the plans to carry forward the changes that have been made and the new mission strategy?**

The plans are outlined in the new governance document. We have four core ministries based on the ministry priorities that were identified while developing our mission. These core ministry gatherings will be grown over time, each of which focuses in on a priority area of the congregation (worship, learning, belonging, service).

**What worked well? What were some highlights?**

For members of the Transition Team, the highlight of our meetings was the sense of community that we developed over time. When we expanded to include members from West Burnaby before official amalgamation, we managed to do in a way that was effective and did not disrupt our work. Members of the team found much personal support in the team, which was an unexpected bonus for many. We also learned to adapt as needed.

Another highlight was the difference in the congregation itself in outlook and hope, with joy and vitality restored. This time and space of interim ministry allowed for the process of dreaming about and determining who we are and who we want to be to take shape and to see where we are and where we want to go. While engaging in the process we explored who we are called to be, not just what we are called to do.

Rev. Jay had great skill in modifying language with which we speak about change that engages the people who are ‘tired of talking about change.’

**Conclusion:**

According to the feedback we received from the congregation and the reflections of the Expanded Transition Team, the general consensus of our interim ministry time is that it has been both a productive and a positive one. We have worked hard to make very good progress on our four goals that we set out to accomplish almost three years ago.

When we look back at where we were three years ago, we are amazed at how far we have come in so little time. It was done with the very effective and inspiring leadership from our Interim Minister, Rev. Jay who has been a very good fit for our congregation and who worked tirelessly to keep the goals of the interim ministry before us. She has an impressive skill set and creative resources and practical and adaptable ideas at her fingertips. She also would draw from resources from elsewhere adapting them for our use. Her gentle and compassionate way of leadership was ideal for the situation we were in and the conflict that we had just been through. We have been so blessed to have her leading us through this time at South Burnaby (now Jubilee) United Church.

Respectfully submitted

Carla Wilks

On behalf of the Expanded Transition Team: John Baird, Bill Medland, Maureen Hole, Debra Legge, Barry Morley, Beau Bierhaus, Brandon Eyre, Ken Martin, Gary Begin, the Rev. Jay Olson, the Rev. Graham Brownmiller, Presbytery representatives: Betty McLean, the Rev. Julie LeBrun

## **A Message to the Congregation from Carla Wilks**

As many of you know, back in 1998 I graduated from the Vancouver School of Theology with a Masters of Theological Studies. For a variety of reasons I did not pursue ordination at that time. It was something I considered returning to at a later time.

After a significant amount of discernment, in the fall I decided to explore what would be required for ordination now. Things happened very quickly and within a very short time not only was I on the path to ordination, but I also was offered a ministry position in a congregation. I resigned as co-chair of the Transitional Council at Jubilee effective October 31, and I began my ministry at Mount Seymour United Church on November 1.

My first months at MSUC have been very fulfilling and affirming of my call to ministry. At the time of writing this I have now been approved as a candidate for ordination and approved to begin my supervised ministry experience (SME), which will take place at Mount Seymour UC. If all goes according to schedule, my ordination to the Ministry of Word, Sacrament and Pastoral Care will take place in May 2019.

Jubilee and South Burnaby UC has been my home church for my whole life. I am so grateful for your excitement, support and prayers for me as I finally have answered the call that for me began over 20 years ago. I am so humbled and touched by the notes and messages of encouragement I have received over the last few months, and I miss seeing you every week.

Thank you for walking with me on this journey. I will always hold Jubilee very close in my heart and will look forward to my visits 'home' again.

Respectfully,  
Carla Wilks

## Ministry & Personnel

2017 has been a steadily eventful first year for the Ministry and Personnel Committee of Jubilee United. We started off as a brand new group in January put together from members from both founding congregations; we are comprised of Andrew Burge, Beau Bierhaus, Barry Morley, Holly Nathan, and Sharon Marble.

We started the year by setting some goals: to revise the annual review process to be more empirical while at the same time formalizing the process and revising job descriptions for the new church. Personally I have been challenged with mentoring Reverend Graham in his new role of staff supervisor.

In May, the committee made a recommendation to the Transitional Council to terminate the employment relationship with longtime custodian Jim Noble. It is important to remember that no one person holds the power to hire or fire in the church. Communication with the congregation after a termination is a lot like walking a tightrope, it can be difficult to find the balance between not saying enough and saying too much. Best practices in personnel matters dictate that we should never comment on a former employee's reasons for leaving, and doing so can leave the church open to possible legal consequences. That said, we stand by our recommendation that the termination was in the long term best interests of the congregation and staff.

We subsequently used the opportunity of the dual custodial vacancy to consider and formulate the new role into one that better fit our current needs by considering where and when the caretaker is required and in what capacities. Therefore, Carla Wilks employment relationship with Jubilee United as the 'Sunday Custodian' also ended. Following that review of needs, a search was conducted and Justin Harvey was selected from the applicants; we have been pleased with Justin's progress so far.

Even though the M&P committee conducts annual reviews, we are open to receiving your timely feedback (positive or negative) for any of your staff. Please respect that our practice is to disregard anonymous feedback as we cannot follow-up with you if clarification is required and to let you know the feedback has been acted on.

Finally, I would like to take this opportunity to formally and publicly thank Kathy, Marcus Justin and Reverend Graham for their work through this year of transition. As well, we wish Jim and Carla well in each of their new endeavours and want to thank them for their service to the congregation.

Respectfully submitted  
on behalf of the M&P Committee,  
Andrew Burge, Chair