



MINUTES OF
THE TRANSITIONAL COUNCIL OF
JUBILEE UNITED CHURCH
The United Church of Canada

June 6, 2018
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: Bill Medland, Chair, Linda Wray, Elizabeth Baird, Lorna Gross, Ken Tunnicliffe, Debra Legge, the Rev. Graham Brownmiller, Lead Minister, Colin Brown, Associate Minister
Regrets: Karl Sturmanis, Sara Coyne

OPENING PRAYER The meeting began with prayer at 6:00 pm.

RESPECTFUL COMMUNICATION GUIDELINES Council members reviewed and agreed to follow the Guidelines for Respectful Communication.

JUC MISSION / VISION REFLECTION What is the next step? There is a moratorium until Spring 2020 on the discussion of the use of both our buildings, for now we are just focusing on being Jubilee United.

Consent Agenda (a) That the Minutes of April 17, 2018 be adopted as distributed
(b) That the Transitional Council of Jubilee Pastoral Charge approve the requests of Rev. Graham Brownmiller, Lead Minister, for time off during the 2018-2019 Pastoral Year
(c) That the Transitional Council of Jubilee Pastoral Charge give approval to the Sabbatical plan outlined by Rev. Graham Brownmiller.

Motion: To accept the Consent Agenda item motions as presented.
Moved by: Elizabeth Baird **Seconded by:** Ken Tunnicliffe **CARRIED**

FINANCIAL REPORT **MOTION:** To accept the Financial Report for April 2018 as presented.
Moved by: Linda Wray **Seconded by:** Debra Legge **CARRIED**

M&P REPORT Rev. Graham shared that when Marcus Petrunia was hired in 2015 there was an agreement about payment of his MSP (Medical Service Plan). Unfortunately, it was never put into place, and now there are three years of arrears. M&P suggests paying the church amount, upon further discussion, the Council decided to pay the full amount of arrears from 2015-2018 for Marcus Petrunia's MSP.
Motion: That Jubilee United pay the outstanding amount of (no more than) \$1,800 to MSP for payments in arrears from July 1, 2015 to present on behalf of Marcus Petrunia.
Moved by: Ken Tunnicliffe **Seconded by:** Linda Wray **CARRIED**

New Business

(a) Presbytery Oversight Self-Assessment – Westminster Presbytery is responsible for the oversight of the pastoral charges in the Presbytery, which includes reviewing records, promoting their religious life, making recommendations etc. The Presbytery has initiated a Pastoral Oversight Self-Assessment Process as a means of fulfilling this responsibility. The Questionnaire (and supporting material) assists in completing the assessment. It establishes a solid benchmark as we move into the new structure and allows Westminster Presbytery to provide needed support to the congregation. Linda, Bill and Elizabeth will do this assessment and have it ready no later than July 30, 2018

(b) Contractor Quote(s) – Ken Tunnicliffe, Don Morse, and Rev. Graham have been working with an architect, and subsequently a contractor to provide some drawings and plans for the use of the Rick Hansen Foundation grant of \$20,000 to renovate the bathroom and ramp in the hall. The amount quoted is more than the grant, leaving the balance to be covered by JUC

Motion: To accept the quote from Bizzarri Construction for the amount of \$23,747.22 for the work on the bathroom and ramp.

Moved by: Ken Tunnicliffe **Seconded by:** Elizabeth Baird **CARRIED**

Using the same architect and contractor, we also received a quote for renovations to create offices in the basement of the hall. A request to both MyunSung Church and First United Methodist for assistance in this renovation will be made.

Motion: To accept the quote from Bizzarri Construction plus electrical costs to the maximum of \$12,000 for the renovations to the basement in the hall to create offices.

Moved by: Ken Tunnicliffe **Seconded by:** Debra Legge **CARRIED**

(c) Lease Proposal – Beau Bierhaus & Debra Legge have submitted a proposal to lease / use the lower hall of Jubilee Hall for both a ministry of our Core Ministry Group: Service and a business venture. They want to offer birthday parties and special events that are fully decorated and upcycled items, recyclable and compostable materials. They would do some painting and decorating of the lower hall.

As a ministry of the CMG: Service they would offer a weekly “Toddler Time” for caregivers and toddlers and a monthly birthday party for children in Foster Care. They would use the materials from their business venture, but use it as a ministry of the congregation.

Motion: To accept the proposal for a six-month trial period (July – December 2018) with a price to be negotiated by Bill Medland on behalf of the Transitional Council.

Moved by: Elizabeth Baird **Seconded by:** Linda Wray **CARRIED**
(Debra Legge absented herself from the conversation and abstained from voting)

Meeting Adjourn

Meeting was adjourned at 8:14 pm.

Next Meeting

Tuesday, September 18, 2018 from 6:00 to 8:00 pm.

Bill Medland, -Chair

Debra Legge, Secretary

Appendices

Consent Agenda Notes: *A consent agenda is used for items that do not anticipate any discussion. If there is someone you would like to be discussed, simply ask for it to be removed from the consent agenda.*

5.A. Minutes for April 17, 2018 are attached to this agenda. If there are minor changes, please communicate them to Debra it is hoped that they would have communicated to the Secretary.

5.B & C Attached is Rev. Graham's request for Holidays, Study Leave and Days Off/Away for 2018/2019 as well as a proposal for his Sabbatical beginning July 1, 2019. M&P has seen this request and proposal and forward it to the Transitional Council for approval.

Other Notes

6. Ministry & Personnel is a mandatory committee required by the by-laws of The United Church of Canada under every model of church governance. The M&P Committee is accountable to the Transitional Council of Jubilee United Church and offers recommendations to such. The report from M&P to the Transitional Council is considered confidential, and TC motions from M&P recommendations are recorded in the minutes.

8.A. Presbytery Oversight Self-Assessment – Westminster Presbytery is responsible for the oversight of the pastoral charges in the Presbytery, which includes reviewing records, promoting their religious life, making recommendations etc. The Presbytery has initiated a Pastoral Oversight Self-Assessment Process as a means of fulfilling this responsibility. The Questionnaire (and supporting material) assists in completing the assessment. It establishes a solid benchmark as we move into the new structure and allows Westminster Presbytery to provide needed support to the congregation.

We were asked to complete the self-assessment and submit it to the Presbytery Executive along with a copy of the Annual report by May 1, 2018. The Pastoral Oversight Team will report to the Executive with recommendations for follow-up.

With everything that we've had going on, this was missed, and needs to now be completed. A small group of two or three would be useful to divide the sections and complete it.

8.B. Contractor Quotes – Ken Tunnicliffe, Don Morse, and Rev. Graham met with an architect and contractor and have received quotes for the following three (or four) projects.

1. The ramp and bathroom renovation (paid by our Rick Hansen Foundation Grant of \$20,000);
[awaiting the quote] \$23, 747.22 – half of the gst back (\$560) – project has to be done by September 2018
2. Renovation/building of the two offices in the lower hall (including a new sink/vanity);
[\$8,500 not including electrical; still awaiting a site visit and quote on this portion of the job]
3. Renovation of the Chancel in the Sanctuary
[not yet quoted]
4. Renovation of the back of the Sanctuary
[not yet quoted]

Options 1 & 2 are our first priority; options 3 & 4 are for future conversations.

8.C. Lease Proposal – Beau Bierhaus & Debra Legge have submitted a proposal to lease / use the lower hall of Jubilee Hall for both a ministry of our Core Ministry Group: Service and a business venture. They want to offer birthday parties and special events that are fully decorated and upcycled items, recyclable and compostable materials. They would do some painting and decorating of the lower hall.

As a ministry of the CMG: Service they would offer a weekly "Toddler Time" for caregivers and toddlers and a monthly birthday party for children in Foster Care. They would use the materials from their business venture, but put it on as a ministry of the congregation through this system.

The equipment and props from their business could also be used for benefit of Jubilee UC groups such as Family Matters and Sunday School.

They have asked for us to set a fee (whether it be a standard/flat fee, or a per use basis), and permission to use some storage (in the Resource Room?) and leave some decorations in the lower hall.

Agenda Item 5.B.

To: Ministry & Personnel Committee, Jubilee United Church

cc: Transitional Council, Jubilee United Church

From: The Rev. Graham K. Brownmiller, Lead Minister

Date: May 1, 2018

Re: Request for Holidays, Study Leave and Days Off/Away

Below are the dates which I am suggesting/requesting in regards to Holidays and Study Leave for the 2018-2019 Pastoral Year. I have also included the beginning of my plan for Sabbatical in 2019.

Included in this list are dates for Lieu and Wider Church Away times. I will attempt to maintain Mondays and Fridays as my 'days off' each week, but am flexible about how those happen.

Date(s)	Type of "Away"	Days
July 17 - 19	Holidays	3 days
July 20-30	General Council	10 days / 2 Sundays
August 1 - 19	Holidays	12 days / 3 Sundays
October 6-7 (Thanksgiving)	Holidays	2 days / 1 Sunday
December 25 - January 2	Lieu Days	1 Sunday
January 19-February 3	Study Leave	12 days / 3 Sundays
February 26 - March 3	Holidays	5 days / 1 Sunday
April 22 - 29	Lieu Days	1 Sunday
July 1 - September 30	Sabbatical	12 Sundays
October 1 - 26	Holidays	18 days / 3 Sundays
October 27 - November 17	Study Leave	15 days / 4 Sundays
November 18 - 30	Prep	1 Sunday

Days I am allotted and expecting to take:

- 1 month of holidays (equal to 23 working days not including days off, 5 Sundays)
- 3 weeks of study leave (equal to 15 working days not including days off, 3 Sundays)
- the week after Easter and Christmas as Lieu time (2 Sundays)
- General Council Executive Meetings (which are reimbursed by the General Council) (typically 2 Sundays) *not expected after December 31, 2018*
- BC Conference General Meeting (1 Sunday)

The Sundays that I will be 'away' requiring Pulpit Supply:

- July 22* (General Council)
- July 29* (General Council)
- August 5 (H)
- August 12 (H)
- August 19 (H)
- October 7 (H)
- December 30 (L)
- January 20 (S)
- January 27 (S)
- February 3 (S)
- March 3 (H)
- April 28 (L)

Holidays: 22/23 days and 5/5 Sundays (meaning 1 holiday day remain to be scheduled)

Study Leave: 12/15 days and 3/3 Sundays (meaning 3 study leave days remain). The dates included for Study are for a trip to Israel/Palestine that I am interested in participating in leading.

Agenda Item 5.C.

Sabbatical Proposal

Goals:

- Renewal of Self
- Renewal of Spirit
- Renewal of Vocation

I will:

- read books on a variety of topics (church related and fiction)
- attend worship at other congregations (locally and nationally)
- spend time at home
- disengage from church bureaucratic work

I am also suggesting taking 18/23 days of my holidays leaving another week (5 days including 1 Sunday) to be taken before June 2020. I would like to add on Study Leave time (October 27 - November 17) during which time I will engage with a consultant to plan a process by which Jubilee United Church will have the conversation of being one church with two sites: what mission and ministry will happen at each site?

Agenda Item 8.C.

To: The Transition Council

From: Beau Bierhaus and Debra Legge

Date: May 24, 2018

Re: Proposal to lease the basement of the church hall.**Proposal:**

With the present tenants about to finish their lease with Jubilee United Church, we would like to put forth a proposal to use the church hall basement for the following purposes:

1) To use the space for a new business venture:

- We plan on using the space to offer local parents and families a place to host birthday parties and special events. These events will be scheduled to take place on:
 - Friday evening
 - Saturday day time
 - late Sunday afternoons.
 - Special seasonal events such as for Halloween etc.
- Being extremely conscious of the well-being of the planet, we intend to offer events that supply a fully decorated themed event. We will be using upcycled items, recyclable and compostable materials and will not allow balloons or plastic that cannot be recycled to be a part of these events.
- As part of our proposal we ask to use a part of the current Sunday School resource room for storage and to use the desk that is currently unused.
- Upon approval of a lease, we would ask for approval to put some hooks in the walls to hang decorations and to paint the blue doors at our own cost.

2) To use the space as a means of offering community outreach programs:

- It is our goal to use the space for weekly "Toddler Time" where caregivers and their infants / preschoolers, can come by and have a place to meet.
- These gatherings will take place once to twice a week depending on popularity. Our idea is to offer the following times:
 - Tuesday afternoons (after community lunch)
 - Thursday mornings
- We will be providing toys, comfortable seating for nursing parents and are looking in to the options of refreshments.
- These gatherings will be set in a decorative "theme".
- As a business we plan on making no profit from these sessions. To cover costs for refreshments there may be a minimal charge, yet this has to be determined at a later time upon approval from the transition council regarding the use of the space.
- We intend for these gatherings to be a way for local caregivers to connect, while having a safe place to let their little ones play.
- We also have some ideas on connecting new parents with local community resources that are available to them.

3) To use the space to offer free monthly parties:

- A goal of ours is to connect with our local social worker department to discuss the possibility of offering monthly birthday parties to children in the social care system. For example, children whose birthday is in May and are currently in foster care, would all come together for a party at the end of the month to celebrate together.
- We would provide our services for free.
- The free party package would include:
 - Decorated theme
 - Games
 - Craft
 - Interactive story telling

4) We intend on using our business equipment and props for the benefit of the following Jubilee Church groups:

- a. Sunday school
- b. Family Matters

For example, we would use our equipment to offer our church youth and families to attend seasonal parties such as Halloween, Christmas, Easter etc. As well as regular family matters meetings when required.

Summary of our overall goal:

To use the space on a weekly basis for both profitable business as well as non-profit community outreach.

Therefore, considering the balance of profit vs non-profit plans for the space, we ask that the transition council consider our ideas and if agreeable, put forward an offer of a rental fee and agreement.

Kind regards,

Beau Bierhaus & Debra Legge