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MINUTES OF  
THE TRANSITIONAL COUNCIL OF  
**JUBILEE UNITED CHURCH**

The United Church of Canada

December 3, 2018  
JUBILEE UNITED CHURCH  
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:** Bill Medland, Linda Wray, Lorna Gross, Ken Tunnicliffe, Sara Coyne, the Rev. Graham Brownmiller, Lead Minister

Regrets: Debra Legge, Colin Brown, Associate Minister

**OPENING PRAYER** The meeting began with prayer at 6:30 pm.

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

**Consent Agenda**

- (a) that the Minutes of October 24, 2018 be adopted as distributed
- (b) that the Baptism & Membership, Substance Use, and Purchasing Policies be adopted, and that the Alcohol Use policy be deleted from the governance manual.
- (c) that we fund the Drum Circle through to June, 2019 before reconsidering our hosting of it.
- (d) that copyright licenses for Video and Music be purchased and included in the CMG: Worship budget for next year at a cost of approximately \$500.
- (e) <removed>
- (f) that Rumble on Gray be approved for September 14, 2019.

**Motion:** To accept the Consent Agenda item motions as presented.

**Moved by:** Elizabeth Baird **Seconded by:** Sara Coyne **CARRIED**

**FINANCIAL REPORT** **MOTION:** To accept the Financial Report of October 2018 as presented.  
**Moved by:** Linda Wray **Seconded by:** Ken Tunnicliffe **CARRIED**

a. At the end of October (83% of the year) we are presenting a deficit of \$32,000. The cost of the office renovations and lighting are not included in this deficit. We are still waiting the cheque from the Rick Hansen Foundation. The Trustees have indicated that the Connor, Clark & Lunn fund is approximately \$20,000 deficit.

b. We will begin to tighten up on some of the controls for spending. Linda Wray will speak with Kathy Prasad regarding the year-end recording of costs.

**Other Business**     **5.A.** The new offices are complete and keys were given to MyungSung Congregation and First United Methodist Churches. They have been asked to have all of their items moved by no later than December 31, 2018, though earlier would be great!

We have replaced light fixtures in the hall, both upper and lower. These are more efficient and cost effective, plus they're brighter. We also had the toilets in the ladies' bathrooms in the hall replaced.

There is a bit of furniture re-arrangement which will be happening over the next few weeks.

**3.E.** Conversation between Bill Medland, Chair of the Council and Andrew Burge, Chair of Ministry & Personnel resulted in a recommendation regarding the governance manual to be amended regarding membership and quorum.

**MOTION:** To amend the governance manual be amended to read: "that the Ministry & Personnel committee shall consist of 3-5 members with quorum being a minimum of 2."

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

**5.B.** There is need for nominations for both Ministry & Personnel and members of the Council. Six of the seven members of the Council's terms end at the congregational meeting, and at least 3 of those members are willing to continue. We are looking for at least 3 members for the Council and 1-2 members of Ministry & Personnel. All members of the Council should begin some conversations with members of the congregation regarding nominations.

**5.C.** Members of the Council met for a working group conversation about the governance structure, and suggests that Jubilee United Church continue with the overall simplified model of governance. To that end, the Council will be more proactive in building relationships with, and requesting information from, the Core Ministry Groups, small working groups, and the congregation at large.

**5.D.** Annual Meeting will be held March 10th, 2019. In regards to a program, these meetings are a chance to share the story of one's church and to dream about the future of the church. Some questions we may use to guide a conversation this year:

- I wonder what part or thing about our church you like best.
- I wonder what the most important thing about our church is.
- I wonder where you are in the story of our church, what part is about you?
- I wonder if there is anything we can leave out and still have all the story we need, anything we can leave out and still BE THE CHURCH?

Elizabeth Baird will begin to solicit reports for the Annual Report which will be distributed on February 24th, 2019.

**5.E.**

**Meeting Adjourn**     Meeting was adjourned at 8:00 pm.

**Next Meetings**     Wednesday, January 16, 2019 6:30 pm  
Tuesday, February 12, 2019 6:30 pm

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Bill Medland, Chair

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the Rev. Graham K. Brownmiller  
acting Secretary

## **Appendix**

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

**3.A.** Minutes for October 24, 2018 are available on the church website. If there are minor changes it is hoped that they would have communicated to the Secretary.

**3.B.** Included in this package are three new policies (Baptism, Substance Use, and Purchasing). The Substance Use policy would replace the Alcohol Use policy which was adopted in spring 2017.

**3.C.** During this fall we have hosted a monthly Drum Circle. We have paid Pulse Play Circle \$150 per evening and solicited donations by putting out a basket. In the three evenings we have received \$150 in donations. It is recommended that we continue hosting the Drum Circle through to June and see if it grows.

**3.D.** It has come to our attention that we have not had any licenses for our music or video usage for the past number of years. Somehow this was lapsed and never known. We require 3 licenses: Video License (\$155 based on avg. attendance of 92), and 2 music licenses (CCLI and OneLicense which are \$137 and \$185USD respectively). This is not a cost we have anticipated for a number of years, but we should be paying so that our projection is legal.

**3.E.** It is recommended that the governance manual be changed to read that the Ministry & Personnel Committee quorum be a minimum of 2 and a maximum of 5.

**3.F.** With the success of Rumble on Gray this year, Debra and Beau would like to do it again next year on Saturday, September 14, 2019.

## **Other Notes**

**5.A.** The new offices are complete and keys were given to MyungSung Congregation and First United Methodist Churches. They have been asked to have all of their items moved by no later than December 31, 2018, though earlier would be great!

We have replaced light fixtures in the hall, both upper and lower. These are more efficient and cost effective, plus they're brighter. We also had the toilets in the laddie's bathrooms in the hall replaced.

There is a bit of furniture rearrangement which will be happening over the next few weeks.

**5.B.** Nominations: M&P and members of the Council.

**5.C.** Governance Review - a recap of the Council conversation on Wednesday, November 21st, with recommendations.

**5.D.** Annual Meeting: Suggested date of February 17th or 24th, 2019. In regards to a program, these meetings are a chance to share the story of one's church and to dream about the future of the church. Some questions we may use to guide a conversation this year:

- I wonder what part or thing about our church you like best.
- I wonder what the most important thing about our church is.
- I wonder where you are in the story of our church, what part is about you?
- I wonder if there is anything we can leave out and still have all the story we need, anything we can leave out and still BE THE CHURCH?

**5.E.** Rev. Graham received an email from a member of the congregation with some concern over the donation to the Lion's Foundation as they volunteered with the understanding that it was to support the church. He replied to this individual with some further information and apologies for the misunderstanding. He also replied that it was his understanding that the event will go again next fall and it will not be a profit share event in the future.