



# Governance

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# Jubilee United Church Governance

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## Introduction

**We know** that as a church we do not exist for ourselves alone but for our community and for the world, therefore, **we seek** to live into the Vision and Mission bestowed on us by God, who is for us Creator, Redeemer and Sustainer. This requires that we see all others as children of God and that we embody our values by reaching out, welcoming and caring for one another with respect.

**We do** so by practicing Guidelines of Respectful Communication (*see Appendix*) with the understanding that prayerful collaboration is to be the norm between all committees and groups of Jubilee United Church as well as in our relationships with Region and the General Council.

This document is intended to be a **living document**, which will change with the needs of the mission and the realities of life at Jubilee United Church and the wider church.

## Who We Are

**The United Church of Canada:** Jubilee United Church is a congregation of The United Church of Canada. We have a history of amalgamation, most recently being a joining together of South Burnaby United Church and West Burnaby United Church on January 1, 2017.

“These longstanding congregations were established as congregations of The United Church of Canada as provided for in The United Church of Canada Act of 1925. These congregations were and are governed by the provisions of that act, and are in good standing with The United Church of Canada. It is bound by *The Manual* of The United Church of Canada. <http://www.united-church.ca/manual>.

Government bodies and financial institutions often assume that our churches will have their own governing documents. This is often not the case. Virtually all United Church congregations are not incorporated and consequently often do not have letters patent and some of the usual documentation expected of incorporated bodies. Our churches are internal divisions of the national incorporated body but maintain individual charitable status.” *Erik Mathieson, Chief Financial Officer, Mission through Finance, The United Church of Canada.*

We, Jubilee United Church, adhere to the beliefs, practices and policies of The United Church of Canada as outlined in *The Manual*.

## Jubilee's Vision, Mission and Values:

“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

### Vision

Together, we are called by God to be One<sup>1</sup> by  
Living Faith,  
Knowing Love,  
Voicing Hope.

### Mission

Worship  
Belonging  
Learning  
Service

### Values<sup>2</sup>

Honest, Respectful Relationships  
Joy, Laughter, Fun  
Hospitality  
Inclusiveness  
Adaptability  
Worship

<sup>1</sup> John 17:11 sites Jesus' prayer for his followers. “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.”

<sup>2</sup> These values were chosen in February 2015 during a values exercise. The founding congregations did the exercise separately and simultaneously. The value *Honest, Respectful Relationships* was chosen by both congregations as the number 1 value.

## How We Govern

### Transitional Council

#### Terms of Reference:

As stated in *The Manual* of the United Church of Canada (2019),

#### **B.7.4 Responsibilities of the Governing Body**

The governing body follows the policies set by the pastoral charge or congregation in fulfilling these responsibilities.

##### **B.7.4.1 Spiritual Matters**

The governing body oversees the spiritual interests of the congregation or pastoral charge, including

- (a) admitting people as full members;
- (b) removing people as full members;
- (c) granting certificates of transfer of membership;
- (d) the discipline of members;
- (e) the administration of the sacraments;
- (f) Christian education;
- (g) public worship;
- (h) the use of the church building;
- (i) pastoral care and visiting; and
- (j) outreach in evangelism and social action

##### **B.7.4.2 Financial Matters**

The governing body has general oversight of the finances of the congregation or pastoral charge, including

- (a) fundraising;
- (b) disbursement of funds; and
- (c) the budget approved by the congregation or pastoral charge

It may also authorize borrowing funds for the pastoral charge

##### **B.7.4.3 Pastoral Relations Matters**

The governing body deals with pastoral relations matters as directed by the pastoral charge

*"Pastoral relations" matters involve the ministry personnel, and the terms and conditions on which they serve the pastoral charge or other local ministry unit. These terms are set through a call and settlement, settlement, or appointment.*

##### **B.7.4.4 Proposals**

The governing body receives, makes decisions on, and transmits proposals to the regional council.

##### **B.7.4.5 Recommending Members for Ministry Leadership**

The governing body recommends suitable members for consideration by the appropriate body as

- (a) licensed lay worship leaders;
- (b) sacraments elders;
- (c) inquirers; and
- (d) designated lay ministers

##### **B.7.4.6 Property Matters**

The governing body gives orders and directions to the trustees on property matters

##### **B.7.4.7 Representing the Pastoral Charge to Regional Council**

The governing body represents the pastoral charge when the pastoral charge has authorized it to communicate with the regional council about

- (a) the pastoral relationship; or
- (b) the amalgamation, realignment, re-forming, or disbanding of the congregation or pastoral charge

#### B.7.4.8 Reporting

The governing body reports to the pastoral charge at least annually on

- (a) the life and work of the pastoral charge; and
- (b) the pastoral charge's financial situation, with details of all income, expenses, assets, and liabilities

#### B.7.4.9 Records

The governing body keeps the following records:

- (a) the membership roll of the congregation;
- (b) the historic membership roll of the congregation;
- (c) the record of children and adherents; and
- (d) the register of baptisms, marriages, and burials

*The term "adherent" is explained in section B.3.4.1 above. It means a person who contributes regularly to the life and work of the congregation but is not a member or full member.*

#### B.7.4.10 Sharing Reports from the Wider Church

The governing body shares reports it receives on action by the regional council and General Council with the pastoral charge

#### B.7.4.11 Completing Statistical Forms

The governing body completes the annual pastoral charge statistical and information forms, and returns them to the General Council Office by the required date

#### B.7.4.12 General Responsibility

The governing body has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation or pastoral charge

#### B.7.7.4 Minimum Number of Members Present

**Minimum Number:** A meeting of the governing body may take place only if at least 1/3 of its members are present

The congregation or pastoral charge may also set a higher minimum number of members that must be present for the meeting of the governing body to take place

Corresponding members are not counted for this purpose

**Who must be present:** A meeting of the governing body may take place only if one of the following people is present:

- (i) a member of the order of ministry who has been settled in or appointed to the pastoral charge;
- (ii) a designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge;
- (iii) the pastoral charge supervisor; or
- (iv) another person appointed by the regional council to attend the meeting

#### B.7.6.1 Chair

**Election:** The pastoral charge is responsible for electing a chair of the governing body

**Eligibility:** The following people are eligible for election:

- (i) full members of the congregation;
- (ii) a member of the order of ministry who has been settled in or appointed to the pastoral charge;
- (iii) a designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge; and
- (iv) the pastoral charge supervisor

**Responsibilities:** The chair is responsible for

- (i) presiding and keeping order at meetings of the governing body;
- (ii) taking votes and announcing the results;
- (iii) voting only if there is a tie; and
- (iv) holding office until the next annual meeting or for another term set by the pastoral charge

#### B.7.6.2 Secretary

**Election:** The governing body is responsible for electing a secretary

This person must be a member of the governing body

**Responsibilities:** The secretary is responsible for

- (i) taking minutes at all meetings of the governing body;

- (ii) receiving and sending correspondence for the governing body;
- (iii) ensuring the minutes, the membership roll, registers, records, and all other documents of the governing body are kept safe; and
- (iv) sending the minutes, membership roll, and other records to the regional council annually for review, if required by the regional council

#### B.7.6.3 Treasurers

The governing body is responsible for electing

- (a) a treasurer for the pastoral charge This person must be a member of the governing body; and
- (b) a treasurer for the Mission and Service Fund and other funds for the mission of the wider church

The same person may serve as treasurer of both.

Purpose and Responsibilities: The Transitional Council of Jubilee United Church is the Governing Body elected by the congregation to implement the vision and mission of the congregation. It is responsible for:

- holding all ministry groups accountable to the vision;
- developing and reviewing policy;
- planning for the growth and nurture of the congregation and its ministries;
- providing effective communication;
- overseeing the stewardship life of the congregation which includes annual budget, legacies and memorials;
- and all other matters which may properly and prayerfully come before the Transitional Council

Transitional Council Membership shall consist of 8-12 members to include a chairperson or co-chairs (B.7.6.1), secretary (B.7.6.2), Treasurer (B.7.6.3) and Ministry Personnel.

Meetings The Transitional Council will meet no fewer than 6 times a year.

Quorum 3 members plus Ministry Personnel. (B.7.7.4)

Term 2 years

## Ministry and Personnel

### Terms of Reference:

As stated in *The Manual* of the United Church of Canada (2019)

#### **B.7.8.4** Ministry Personnel on Committees

All ministry personnel settled in or appointed to a pastoral charge are automatically members of all committees of the congregation or pastoral charge, except they may not be members of the following:

- (a) a Joint Needs Assessment Committee;
- (b) a Joint Search Committee;
- (c) the Ministry and Personnel Committee; and
- (d) the Nominations Committee

**B.7.8.5** All congregations or pastoral charges must have a committee, which may be called the Ministry and Personnel Committee or a different name, with the following responsibilities:

- (a) being available for consultation and support for matters involving the pastoral charge staff;
- (b) overseeing the relationship of the pastoral charge staff to each other and to people in the congregation;
- (c) regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff;
- (d) making any recommendations needed as a result of these reviews to the governing body;
- (e) revising position descriptions of pastoral charge staff as needed;
- (f) conducting annual performance reviews of the pastoral charge staff;
- (g) ensuring pastoral charge staff make use of opportunities for continuing education that they have been given; and
- (h) maintaining close contact with the regional council Pastoral Relations Committee or equivalent *There are resources to assist Ministry and Personnel Committees with their responsibilities. See the Ministry and Personnel Committees resource available from the General Council Office.*

### Purpose and Responsibilities:

“M&P Committees are mandatory committees required by the by-laws of The United Church of Canada under every model of church governance: official board, church board, and church council.

In the United Church, we describe ourselves as “being in ministry together;” recognizing that the work of paid ministry personnel\* is only part of the ministry that takes place in the pastoral charge. The M&P Committee oversees relationships within the pastoral charge ministry, particularly the roles and functions of paid leaders and employees (such as the office secretary and any custodial staff). The M&P Committee may also be involved in setting expectations for work carried out by volunteers.

The M&P Committee has a dual role: it is consultative and supportive.

*\*Ministry personnel may include any of the following: ordained, diaconal, designated lay minister, congregational designated minister, diaconal/ordained supply, candidate supply, student supply, minister-in-training Native ministry, intern supply.*“

Excerpted from M&P Committee Guidelines, United Church of Canada.

The role of Ministry & Personnel is to oversee the work of the Lead Minister (including their supervision of staff). The committee is available for consultation to both the Lead Minister and the Transitional Council for matters within the Human Resources function of the church. If there are grievances of other staff, they have direct access to the Ministry & Personnel Committee.

Membership shall consist of 3-5 members.

Accountability M&P is accountable to the Transitional Council in compliance with the requirements of the regional council and The United Church of Canada.

Confidentiality - M&P members will maintain confidentiality, which includes no electronic correspondence related to confidential and/or private staff matters.

Meetings shall meet no fewer than 4 times a year and at least 2 of those meetings will include the Lead Minister who is the Staff Supervisor.

Quorum a minimum of 2 members

Term 2 years

Staff Supervision The Lead Minister is responsible for the daily on-site supervision of paid and volunteer staff and will report at least twice a year to M&P. This supervision is for both the support and accountability of staff as well as to make decisions and effect changes in a timely manner. The Lead Minister will conduct staff reviews in consultation with the Ministry & Personnel Committee.

There are limits to the authority of the Lead Minister. These are things that the Transitional Council (in consultation with the Ministry & Personnel Committee) would be responsible for:

- creation or elimination of staff positions;
- approving modifications to job descriptions;
- approving salary increases (based on recommendations from the Lead Minister);
- approving hiring and firing recommendations.

Records A record of meeting minutes and confidential personnel files accessible only to M&P will be kept in a secure, fireproof safe on the church site. Additional copies of the files in digital form will also be secured.

## The Board of Trustees

“The legislation of the General Council of The United Church of Canada with respect to the organization of pastoral charges and congregations and the management of their affairs – a part of what is called the “polity” of the United Church – is found in *The Manual* of The United Church of Canada. *The Manual* contains both the Basis of Union and the By-Laws. The basic law of the United Church is contained in the Basis of Union, which came into force by virtue of *The United Church of Canada Act*. The Basis of Union can be changed by the General Council only with the consent of the presbyteries. The By-Laws can be changed without notice by any General Council or by the General Council Executive pursuant to a change of policy made by the General Council.”

From *The Manual*:

### G.3. Trustees

*This section (G.3) is based on the Model Trust Deed. That document was part of The United Church of Canada Act and may only be changed through legislation. Section G.3 is intended to be a faithful interpretation of the Model Trust Deed. If there is any discrepancy between this section and the Model Trust Deed, the Model Trust Deed prevails. It is available from the General Council Office.*

*There is a resource for congregations that sets out the United Church requirements for trustees and congregational property in more detail. It also contains information on best practices for trustees. See the Congregational Board of Trustees Handbook available from the General Council Office.*

#### G.3.1 General

The congregation is responsible for having a board of trustees for the congregation.

#### G.3.4 Responsibilities

##### G.3.4.1 Holding Congregational Property

The trustees are responsible for holding all congregational property for the congregation as part of the United Church. There are three exceptions to this general rule. They are set out in sections G.2.2.2, G.2.2.3, and G.2.2.4 above. The trustees must give the same care and attention to congregational property as a reasonable person would give to their own property.

##### G.3.4.2 Compliance with Decisions and Other Requirements

The trustees must comply with

- (a) all decisions about congregational property that are made by the governing body and the regional council; and
- (b) all other United Church requirements for trustees and congregational property

##### G.3.4.3 Books and Records

The trustees are responsible for

- (a) keeping records of all funds that are received and disbursed by them;
  - (b) keeping records of all their meetings, which clearly indicate any decisions made at those meetings;
- and

- (c) making those records available upon request to any of the following:
  - (i) a representative named by the governing body;
  - (ii) the member of the order of ministry who has been settled in or appointed to the pastoral charge;
  - (iii) the designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge; or
  - (iv) the pastoral charge supervisor

#### **G.3.4.4 Trustees Not Liable**

A trustee is not personally responsible for any loss or damage to any congregational property.

There is an exception. A trustee is liable for loss or damage if

- (a) it was caused by the trustee's own action;
- (b) the trustee's action was intentional or negligent; and
- (c) the trustee was not meeting the requirements of the United Church or of secular law for trustees

The word "action" here includes an "omission," where a trustee does not take a particular action, either intentionally or unintentionally.

Membership shall consist of 4 members plus the Lead Minister.

**G.3.3.2** A majority of the trustees must be members of the United Church.

Chairperson The Board of Trustees will choose a chairperson or co-chairs from its membership.

**G.3.5** Any of the following may decide to be the chair of the board of trustees:

- (a) the member of the order of ministry who has been settled in or appointed to the pastoral charge;
- (b) the designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge; or
- (c) the pastoral charge supervisor

If the person decides not to be the chair, they may appoint another trustee as deputy chair. If the chair and the deputy chair are both unavailable for a meeting, the trustees at the meeting may elect a chair.

Term 2 years

Quorum 3 members including the Lead Minister

## What We Do

### **Core Ministry Groups - Worship, Belonging, Learning and Service**

“We have determined, through thorough consultation with both congregations, that our work and witness revolves around four key ministry areas of life together – worship, learning, belonging, and service.

All of the possibilities that emerged from all of the congregational consultations have been saved and will be handed on to the appropriate teams as the new congregation continues its work. In all these areas of our life together, we commit ourselves to greater accessibility and better communication. This is essential to making our new unity work with joy, laughter, and fun in God’s service.

There is much work yet to be done by the amalgamated congregation in designing and implementing the best ways to offer these areas of ministry, but we are convinced that can be done better together.”

*Excerpt from Stronger Together: Co-creating a New Community; approved 2015.*

Purpose – to examine the work of the Core Ministry and plan for the future development of that Core Ministry in relationship to the Vision, Mission and Values. (*see Appendix - Matrix*)

Accountability – each Core Ministry Group is responsible to report to the Transitional Council twice a year. Those reports will be a précis of decisions made at the gatherings and will include the number of people in attendance, actions, future plans and compliance with the Vision and Values.

Membership – members are those active or interested in the Core Ministry

Term – no terms

Gatherings – The Core Ministry Groups will meet no less than twice a year.

Coordination and Authority – at the Core Ministry Gatherings a coordinator or coordinators for each Core Ministry Group will be chosen and authorized to make decisions and act when needed between Core Group Gatherings in consultation with the Lead Minister &/or the Minister responsible for that particular Core Ministry.

Budget – each Core Ministry Group is responsible for submitting annual budget requests and monitoring expenditures during the year.

## Core Ministry Gatherings -

Agenda (approximately 2 ½ hours)

1. Opening Prayer
2. Guidelines for Respectful Communication
3. Biblical Reflection
4. Prayer
5. Learning
6. Reviewing the ministry what is the work being done and why are we doing it?
7. Developing the ministry
8. Planning and co-ordination when will it be done and who will be responsible to get it done?
9. Closing Prayer

## A. Core Ministry Group - Worship

“We offer worship  
as an outpouring of gratitude and awe  
and a practice of opening ourselves  
to God’s still, small voice of comfort,  
to God’s rushing whirlwind of challenge.

Through word, music, art, and sacrament,  
in community and in solitude,

God changes our lives, our relationships, and our world. We sing with trust.”

*From A Song of Faith, United Church of Canada*

“We will be authentic, inspiring, and exploratory in nurturing spiritual growth and health.

We will focus on our gratitude for the God who calls us to right relations in living faith, knowing love, and voicing hope, modeled in Jesus Christ and enabled by the Holy Spirit.

We will be comfortable in questioning, exploring the depths of God’s grace and mercy as we discover it in our multi-cultural neighbourhoods and draw on it to reform (and re-form) our understandings and practices of the faith.

We will craft a variety of forms and times of worship that will nourish a joyful Christian faith and unity among all generations.

We will continue and enhance the centrality of high-quality music in our worship.”

*Excerpt from Stronger Together: Co-creating a New Community; approved 2015.*

## Terms of Reference:

The Governing Body, which is for Jubilee United Church the Transitional Council, is responsible for the “Spiritual Matters” of the congregation as stated in *The Manual*.

### B.7.4.1 Spiritual Matters

The governing body oversees the spiritual interests of the congregation or pastoral charge, including

- (a) admitting people as full members;
- (b) removing people as full members;
- (c) granting certificates of transfer of membership;
- (d) the discipline of members;
- (e) the administration of the sacraments;**
- (f) Christian education;
- (g) public worship;**
- (h) the use of the church building;**
- (i) pastoral care and visiting; and
- (j) outreach in evangelism and social action”

The spiritual matters related to the worship life of the congregation are the responsibility of the Worship Core Group in consultation with the Lead Minister. These specific matters are public worship, the administration of the sacraments and the use of the sanctuary.

Responsibilities - *(see Appendix, Matrix)*

- a. Sunday worship
- b. Special services and rituals including weddings, funerals and memorials
- c. The sacraments of communion and baptism
- d. Music including Christmas Song, choir and music program in consultation with the Music Director. No decisions about music may be made without consultation with the Music Director.
- e. Public prayer
- f. Worship times and places
- g. Pulpit supply
- h. Lay Participation – liturgists, readers, prayer leaders, greeters, ushers and offering counters
- i. Review of the vitality and integrity of public worship including intergenerational, intercultural lay participation. Vitality and integrity includes matters related to physical accessibility of worship spaces.
- j. Envisioning and planning for the future in compliance with the Vision and Values of Jubilee United Church.
- k. Use of the sanctuary spaces including the selection and placement of the furniture.
- l. Flowers and hangings
- m. Maintenance of narthex areas

Membership – anyone interested &/or participating in public worship

Accountability – Core Ministry Groups are accountable to the Transitional Council

Meetings – must meet no fewer than twice a year

Quorum – 5 members including the Lead Minister and the Music Director

Term – unlimited

## B. Core Ministry Group - Belonging

“We are each given particular gifts of the Spirit.

For the sake of the world,

God calls all followers of Jesus to Christian ministry...

To embody God’s love in the world,

the work of the church requires the ministry and discipleship of all believers.”

*From A Song of Faith, United Church of Canada*

“We will be hospitable, inclusive, accessible and adaptable.

We will communicate widely and frequently so that people are welcomed and informed about the work and witness of the New Community.

We will build an empowering sense of belonging through attentive pastoral care and support in the practices of the Christian faith.

We will address the transportation problems identified in our consultations as quickly as possible in ways that accommodate the greatest number of people.”

*Excerpt from Stronger Together: Co-creating a New Community; approved 2015.*

### Responsibilities (see Appendix, Matrix)

1. Fellowship/Church Community events movie nights, festive meals (Thanksgiving, Christmas, Easter. Etc.), fun-raising.
2. Hospitality creating an environment of safety and belonging for each and every person including coffee times before and/or after Sunday worship, nametags, etc.
3. Transportation
4. Communications website, social media, press, technology (AV/Audio), Annual Report, print materials, face-to-face
5. Pastoral Care build a pastoral care team to visit shut-ins and the hospitalized, maintain family files to hold emergency contact information and establish a phone tree. Report to the Lead Minister those who desire or need contact from a Minister.
6. UCW and women’s groups
7. Men’s groups

Membership anyone interested &/or participating in ministries of belonging

Accountability Core Ministry Groups are accountable to the Transitional Council

Meetings must meet no fewer than twice a year

Quorum 5 members including the Lead Minister

Term unlimited

## C. Core Ministry Group Learning

“Divine creation does not cease  
until all things have found wholeness, union, and integration  
with the common ground of all being.

As children of the Timeless One,  
our time-bound lives will find completion  
in the all-embracing Creator.

The church has not always lived up to its vision.

It requires the Spirit to reorient it,  
helping it to live an emerging faith while honouring tradition,  
challenging it to live by grace rather than entitlement,  
for we are called to be a blessing to the earth.” *From A Song of Faith, United Church of Canada*

“We will provide a variety of learning opportunities that nurture faith, show love, and help people find hopeful voices, all the while respecting the diversity of our current congregations and communities.

We will cultivate learning opportunities that will be progressive, inclusive, multi- generational and intercultural.

We will invite people to discover and explore the ‘gems’ of the faith that nourish supportive relationships in their lives.

We will ensure that our learning opportunities are flexible and dialogical.”

*Excerpt from Stronger Together: Co-creating a New Community; approved 2015.*

Responsibilities (see *Appendix, Matrix*)

1. Sunday School
2. Youth
3. Adult formation
4. Prayer and/or meditation groups
5. Bible study groups
6. Topical study groups
7. Forums
8. Lenten Lunch

Membership anyone interested &/or participating in spiritual formation and skill development.

The Lead Minister is to be consulted until a Team Minister is called.

Accountability Core Ministry Groups are accountable to the Transitional Council

Meetings must meet no fewer than twice a year

Quorum 5 members to include the Team Minister when one is called

Term unlimited

## D. Core Ministry Group - Service

“We sing of God’s good news lived out,  
a church with purpose:  
faith nurtured and hearts comforted,  
gifts shared for the good of all,  
resistance to the forces that exploit and marginalize,  
fierce love in the face of violence,  
human dignity defended...We sing of God’s mission.”

*From A Song of Faith, United Church of Canada*

“We will enhance and reform the community services and involvements of the current congregations, such as providing clothing, food, and friendship to those in need in our communities, with increased awareness of the emerging needs of our communities

We will seek new partnerships in our communities that will strengthen our ability to live faith, know love, and voice hope

*Excerpt from Stronger Together: Co-creating a New Community, approved 2015.*

### Responsibilities (see *Appendix, Matrix*)

1. Relationships with our neighbours including groups using the church facilities Montessori Daycare, Greater Vancouver Food Bank, After School program, children and youth programs (Girl Guides, Brownies, Boy Scouts), Romance writers
2. Community Lunch
3. Thrift Store
4. Emergent needs and appeals both local and global
5. Refugees

Membership anyone interested &/or participating in service. The Lead Minister is to be consulted until a Team Minister is called.

Accountability Core Ministry Groups are accountable to the Transitional Council

Meetings must meet no fewer than twice a year

Quorum 5 members to include the Team Minister when one is called

Term unlimited

## **Administration**

### Responsibilities

1. Support office and custodial staff in consultation with the Lead Minister so the staff has the tools they need to do their work.
2. Office management including weekly communications, office equipment and supplies.
3. Bookkeeping in consultation with the Treasurer.
4. Maintenance including the grounds
5. Cleaning
6. Archives

Membership 3 members including Lead Minister

Accountability accountable to the Transitional Council

Meetings no fewer than twice a year

Quorum 2 members including the Lead Minister

Term 2 years

## Facilities and Property

“It should be clear to people that all the assets of the two congregations will be transferred to the new congregation. Perhaps the best analogy is that of a marriage – once wed, ideally, all crucial decisions about joint assets are made together.

Decisions about the ongoing stewardship of those assets will be made by the united congregation using the basic criteria of what best serves our vision, mission, and values.

We will be exercising wise and courageous stewardship over our facilities and finances together. The financial challenges in both congregations cannot be underestimated. Though not the driving force in the amalgamation, they do provide a strong incentive to consolidate our resources and work within our means.” *Excerpt from Stronger Together: Co-creating a New Community; approved 2015.*

### Responsibilities

To create a plan for the long-term use of the Rumble Site in compliance with the Vision and Mission of Jubilee United Church. The plan must include matters related to accessibility, maximum use of the facility and potential revenues from the use of the facilities.

Membership up to 7 members including the Lead Minister

Accountability accountable to the Transitional Council

Meetings no fewer than 5 times a year

Quorum 4 members to include the Lead Minister

Term when the plan is completed and approved by the congregation

## **Development (at Sussex)**

The Development Team was put in place in 2013 as a committee of West Burnaby United Church. From its beginnings, members of South Burnaby United Church have served on the team; all along the team has functioned as one.

Purpose To assist in bringing the Sussex Site project to completion.

### Responsibilities

In the building phase the team's work will include:

- Communicating with the congregation to keep the congregation apprised of the project's progress
- Making final decisions about interior decorating
- Making final decisions about equipment
- Adhering to the budgets for Tenant improvement
- Making choices about other items to be purchased by the church
- Coming to an agreement with Pacific Mountain Regional Office regarding a Memorandum of Understanding

Membership 6-8 members including the Lead Minister

Accountability accountable to the Transitional Council

Meetings at the call of the Lead Minister or Property Resource Team Lead

Term terms end when the project is completed

## **Policies and Procedures**

Baptism & Membership  
Donations and Bequests  
Funerals and Memorials  
Investments  
Membership  
Purchasing  
Sanctuary Use  
Substance Use  
Weddings

**NB:** These policies are meant to be revised annually by the Transitional Council. Though they are here, procedures are amendable by others.

## Resources

*Always check the General Council website for the most up-to-date documents.*

### Compensation

<https://www.united-church.ca/leadership/church-administration/ministers-salary-schedule-and-cost-living-groups>

### Ethical Standards

[http://www.united-church.ca/sites/default/files/resources/handbook\\_ethical-standards-practice-ministry-personnel.pdf](http://www.united-church.ca/sites/default/files/resources/handbook_ethical-standards-practice-ministry-personnel.pdf)

### Handbooks

<https://www.united-church.ca/handbooks>

#### Including:

- *The Manual* and Related Resources
- Administration
- Archives
- Congregational Life and Committees
- Ministry Vocations
- Finance
- Health and Safety
- Ministry Personnel Standards of Conduct
- Pastoral Relations Call and Appointment
- Property and Buildings
- Social Justice and Global Partners
- Staff and Volunteers

### *The Manual*

[http://www.united-church.ca/sites/default/files/the-manual\\_2019.pdf](http://www.united-church.ca/sites/default/files/the-manual_2019.pdf)

### Sexual Abuse Prevention and Response Policy

<https://www.united-church.ca/sites/default/files/resources/sexual-misconduct-prevention-response.pdf>

### Workplace Violence & Harassment Policy

<https://www.united-church.ca/sites/default/files/harassment-policy.pdf>

### Websites

The United Church of Canada <http://www.united-church.ca>

B.C. Conference <http://www.bc.united-church.ca>

Jubilee United Church, January 2019

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## Appendix

Core Ministry Matrix

Guidelines

Stronger Together

## Core Ministry Groups Matrix

Beginning January 1, 2017 activities and decisions are measured against the Vision & Mission of Jubilee United Church, which means:

- that for a growing congregation, nothing will be as it used to be;
- everything we say and do will be a reflection of our values; and
- attempts will be made to ensure that all activities will be intergenerational and accessible.

<b>Worship</b>	Sunday & Special Services / Rituals	<ul style="list-style-type: none"> <li>• Intergenerational</li> <li>• Pulpit Supply</li> <li>• Baptism</li> <li>• Communion</li> </ul>
	Lay Participation	<ul style="list-style-type: none"> <li>• Liturgist</li> <li>• Readers</li> <li>• Prayer Leaders</li> <li>• Greeters / Ushers</li> <li>• Offering Counters</li> </ul>
	Music	<ul style="list-style-type: none"> <li>• Choir</li> <li>• Growth might overlap Service/Learning</li> </ul>
	Sanctuary Space & Furnishings	<ul style="list-style-type: none"> <li>• Flowers</li> <li>• Hangings</li> <li>• Seasonal Decoration</li> <li>• Redesign of the Memorial Room / Narthexes</li> </ul>
<b>Belonging -</b> <i>Creating a place of involvement and belonging for each person</i>	Fellowship / Community Events	<ul style="list-style-type: none"> <li>• Movie Nights</li> <li>• Meals (Thanksgiving, Christmas, Easter etc.)</li> <li>• December Christmas Sing</li> <li>• Fun-Raising</li> <li>• L'Arche Services &amp; Community Connection</li> </ul>
	Hospitality	<ul style="list-style-type: none"> <li>• Hospitality before and after worship</li> <li>• Nametags (long term maintenance)</li> <li>• A place for everyone / making room</li> </ul>
	Transportation	
	Communications	<ul style="list-style-type: none"> <li>• Website</li> <li>• Press</li> <li>• Social Media</li> <li>• Annual Report</li> <li>• Face-to-Face</li> <li>• Technology (AV / Audio)</li> </ul>
	Pastoral Care / Elders	
	Group of Belonging	<ul style="list-style-type: none"> <li>• UCW / Women's Groups</li> <li>• Men's Groups</li> <li>• Family Matters</li> </ul>
<b>Service</b>	Thrift Shop	
	Community Lunch	
	Relationship with Neighbours / User Groups	<ul style="list-style-type: none"> <li>• Tenant/Landlord → Partnership</li> <li>• Montessori</li> <li>• Greater Vancouver Food Bank Society</li> <li>• ESL Classes</li> <li>• Sandwiches for 1st UC</li> <li>• St. Michael's</li> <li>• Scouts &amp; Guides</li> </ul>

	Refugees	
	Emergent Needs & Appeals	<ul style="list-style-type: none"> <li>• Local</li> <li>• Worldwide</li> </ul>
<b>Learning</b>	Formation across Generations	<ul style="list-style-type: none"> <li>• (One Room) Sunday School</li> <li>• Youth</li> <li>• Adult Formation</li> <li>• Lenten Lunch &amp; Forums</li> <li>• Studies and Groups</li> </ul>
	Topical Groups	<ul style="list-style-type: none"> <li>• Living the Question</li> <li>• Book Group(s)</li> <li>• Meditation</li> </ul>
<b>Facilities &amp; Property</b>	Big Picture Property / Physical Plant	<ul style="list-style-type: none"> <li>• Accessible</li> <li>• Increased Revenue</li> </ul>
<b>Administration - Day to day operations</b>	Finance	
	Office Management	<ul style="list-style-type: none"> <li>• Day to day communication</li> </ul>
	Maintenance	<ul style="list-style-type: none"> <li>• flowers and gardening</li> </ul>
	Archives	
<b>Mandated</b>	Trustees	
	Ministry & Personnel	<ul style="list-style-type: none"> <li>• Staffing</li> </ul>

# 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

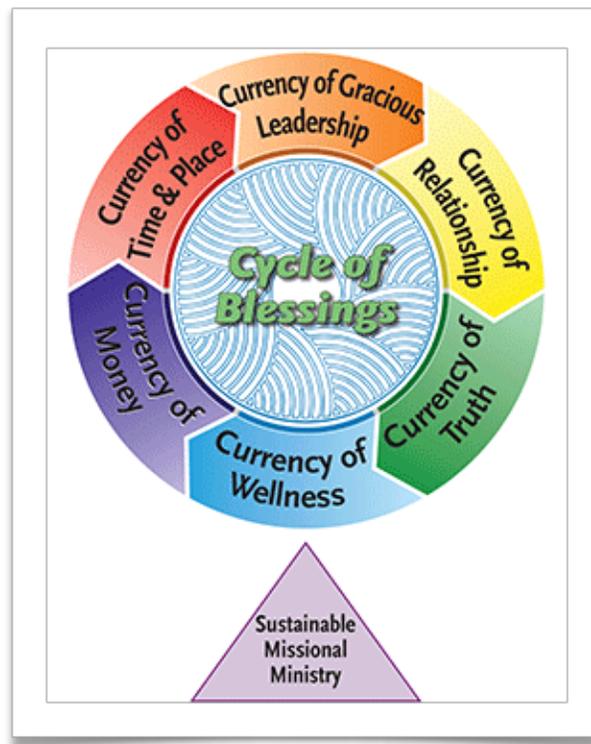
S = be **SENSITIVE** to differences in communication styles

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



# Stronger Together: Co-Creating a New Community



## West Burnaby United Church

6050 Sussex Ave. Burnaby, BC V5H 3C2  
604.434.4747 | [www.wbuc.ca](http://www.wbuc.ca)  
[wbuc@telus.net](mailto:wbuc@telus.net)

## South Burnaby United Church

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## 1. An Introduction to The Decision

After two and a half years of open, honest, and positive deliberations, the members and adherents of South Burnaby United Church and West Burnaby United Church are ready to make a formal decision to co-create a new community of the United Church of Canada for the purpose of strengthening our mission in Burnaby, BC. The congregations have discerned a new vision and mission, built on a solid theological foundation<sup>1</sup> and grounded in common values.

## 2. The Vision

*Together, we are called by God to be One<sup>2</sup> -  
Living Faith,  
Knowing Love,  
Voicing Hope.*

## 3. The Ministry

Worship  
Belonging  
Learning  
Service

## 4. The Values<sup>3</sup>

*Honest, Respectful Relationships<sup>4</sup>  
Joy, Laughter, Fun  
Hospitality, Inclusiveness,  
Adaptability, and Worship*

***“And now I am 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*

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<sup>1</sup> John 17:11 sites Jesus' prayer for his followers. "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."

<sup>2</sup> See footnote 1 re "One".

<sup>3</sup> These values were chosen in February 2015 during a values exercise. Both congregations did the exercise separately and simultaneously on the same day. The values common to both congregations are those listed in number 4 on page 2 of the proposal.

<sup>4</sup> The number one value chosen by both congregations.

## 5. The Decision

On December 13, 2015, the congregations will vote separately and simultaneously on the following question:

**Are you in favour of amalgamating South and West Burnaby United Churches into a single missional congregation, thereby consolidating all the resources of both congregations into one?**

The votes will be taken by written ballot in each congregation following the worship services on Sunday, Dec 13, 2015. A 2/3 majority of those present who are full members of their respective congregations will be required for the motion to pass.

If approved, the congregations will need to authorize the Boards to meet with the Presbytery, in order that the amalgamation can take effect January 1, 2016.

We are planning a phased rollout of the changes and details for governance, activities, facilities, finances, and staffing so that the vision, ministries, and values of the new community are served in the most effective ways possible.

Committees and teams from the founding congregations will continue their work up to the first Congregational Meeting of the New Community which we anticipate would be sometime in February. At that first Congregational meeting there will be election of persons for the Transitional Council, Trustees, and M&P. Prior to that meeting, the founding congregations will hold their 2015 annual meetings with the purpose of receiving their reports, to conclude their work, and to celebrate together.

The amalgamation will result in a new Community of Faith with shared resources, and every effort being made to reduce costs and grow the ministry.

## 6. The Effect

- The newly amalgamated congregation would live out the vision and values stated above with the four ministry areas taking priority.
- The newly amalgamated congregation will determine the most beneficial use of the resources that will support and sustain the vision, mission, and values.
- The implementation of a Transitional Council, a Transitional Board of Trustees, and a Transitional Ministry & Personnel Committee to ensure that the vision, ministry, and values guide all future the decisions that will shape the work and witness of the amalgamated congregation.

## 7. The Feedback on Earlier Drafts

The New Community Team reviewed all the feedback submitted regarding draft #1 and #2 of the proposal. The feedback included affirmations, questions and concerns.

### Affirmations:

The following two responses encapsulate most clearly the affirmations received:

*“I am excited about the opportunity to change and follow where I think God is leading.”*

*“I am excited about sharing our resources, sharing our ministers, growing in ministries, and helping to grow the community peacefully and with the knowledge of God’s love.”*

Four positive perspectives emerged from the feedback received. An amalgamated congregation would:

1. provide enhanced opportunities for spiritual growth
2. ensure the legacy of ongoing service to the southern part of Burnaby
3. develop new ways of doing outreach in our communities
4. strengthen our worship, learning, belonging, and service

### Questions and Concerns

One quote from the feedback stood out for the New Community Team: “I feel anxious,” wrote one church member, “when I’m in a church where I don’t recognize anyone.”

This concern drew to our attention, in a fresh way, the priority that we must give to making this a new **community**, with all the sense of belonging and support that both congregations have enjoyed on their own. That will take intentional effort and planning on everyone’s part. Being welcoming and supportive throughout this transition is crucial to its success.

Other questions and concerns include the place of worship, the fear of losing members, the financial viability of the new community, and the energy to revive our mission.

## 8. Response for the New Community Team

The New Community Team met on Saturday, October 17 and Sunday, November 8 to consider the feedback received. That feedback has been incorporated into this proposal. We draw your attention to the most important changes.

- **The Vision** – revised to focus on the unity we seek - “Together, we are called by God to be One – Living Faith, Knowing Love, Voicing Hope.” This vision will be embodied, lived out, through the four ministry priorities (worship, belonging, learning, service) that emerged from our lengthy consultations.
- **Clarifying the decisions to be made** – concern is still being expressed that there is not enough detail in the proposal about governance, staffing and programs. The team understands that those decisions **are best made after** the new congregation is created. The new community will determine the structures, staffing and programs that are needed in order to truly live out our vision and mission. Resource allocations will be made according to the vision and ministry area priorities.

The New Community Team was deeply impressed by the spiritual maturity reflected throughout the responses, particularly in the hopes, the excitement and the thoughtful questions all expressed and gratefully received.

## **9. The Straw Poll in October 2015**

At congregation gatherings in October 2015, we took straw polls to see what kind of support amalgamation had in each congregation. We used a scale of 1-7, with 1 being low and 7 being high.

South Burnaby United	30 for #7, 6 for #6, 1 for #5, and 2 for #4
West Burnaby United	29 for #7, 3 for #6

This indicates that there is strong support for amalgamation as proposed here and we are confident in putting the recommendations that will enable us to take the next steps in being stronger together.

## **10. A History of Unifications for the sake of Stronger Mission**

South and West Burnaby both have histories of strengthening their mission through amalgamations. Both trace their roots back to the early 1900s when Sunday Schools were started in the respective neighbourhoods. Out of these Sunday Schools, full congregations grew. Buildings were built, as early as 1910 ministries were shared, amalgamations were approved, and sites were moved. All these things were designed to strengthen worship, learning, belonging, and service in response to the changes going on in our neighbourhoods. Both congregations showed a courageous willingness to adapt to the evolving needs of their neighbourhoods with both religious and social services.

The demographics of those neighbourhoods changed dramatically, especially in the last 20 years. And more change is to come, providing yet another opportunity for faithful adaptation. According to the latest census data from 2006, immigrants comprised over half (51%) of the city's population, up from 28% in 1981. Of the 102,030 immigrants in Burnaby in 2006, the highest proportion (38% or 38,515) immigrated to Canada between 1991 and 2000.

The New Community Team has reviewed some of the detailed demographics and continues to seek more information to enrich our understanding of our new neighbours and their core values. We recognize that our context will powerfully shape the ways we offer the content of the Gospel in the future. Such adaptation is an ongoing aspect of faithful mission in any place and any age. We see the consolidation of resources proposed in this document as yet another step forward in adapting our work and witness ever more faithfully to serve God's mission in our neighbourhoods in the southern parts of Burnaby.

## **11. What Will Be Strengthened in This Unification**

We have determined, through thorough consultation with both congregations, that our work and witness revolves around four key ministry areas of life together – worship, learning, belonging, and service.

All of the possibilities that emerged from all of the congregational consultations have been saved and will be handed on to the appropriate teams as the new congregation continues its work. In all these areas of our life together, we commit ourselves to greater accessibility and better communication. This is essential to making our new unity work with joy, laughter, and fun in God's service.

There is much work yet to be done by the amalgamated congregation in designing and implementing the best ways to offer these areas of ministry, but we are convinced that can be done better together.

## **12. The Ministry Areas**

### **In Worship**

- we will be authentic, inspiring, and exploratory in nurturing spiritual growth and health
- we will focus on our gratitude for the God who calls us to right relations in living faith, knowing love, and voicing hope, modelled in Jesus Christ and enabled by the Holy Spirit
- we will be comfortable in questioning, exploring the depths of God's grace and mercy as we discover it in our multi-cultural neighbourhoods and draw on it to reform (and re-form) our understandings and practices of the faith
- we will craft a variety of forms and times of worship that will nourish a joyful Christian faith and unity among all generations
- we will continue and enhance the centrality of high-quality music in our worship

### **In Learning**

- we will provide a variety of learning opportunities that nurture faith, show love, and help people find hopeful voices, all the while respecting the diversity of our current congregations and communities
- we will cultivate learning opportunities that will be progressive, inclusive, multi-generational and intercultural
- we will invite people to discover and explore the 'gems' of the faith that nourish supportive relationships in their lives
- we will ensure that our learning opportunities are flexible and dialogical

### **In Belonging**

- we will be hospitable, inclusive, accessible and adaptable
- we will communicate widely and frequently so that people are welcomed and informed about the work and witness of the New Community
- we will build an empowering sense of belonging through attentive pastoral care and support in the practices of the Christian faith
- we will address the transportation problems identified in our consultations as quickly as possible in ways that accommodate the greatest number of people

### **In Service**

- we will enhance and reform the community services and involvements of the current congregations, such as providing clothing, food, and friendship to those in need in our communities, with increased awareness of the emerging needs of our communities
- we will seek new partnerships in our communities that will strengthen our ability to live faith, know love, and voice hope

## **13. Facilities and Finances**

It should be clear to people that all the assets of the two congregations will be transferred to the new congregation. Perhaps the best analogy is that of a marriage – once wed, ideally, all crucial decisions about joint assets are made together.

Decisions about the ongoing stewardship of those assets will be made by the united congregation using the basic criteria of what best serves our vision, mission, and values.

We will be exercising wise and courageous stewardship over our facilities and finances together. The financial challenges in both congregations cannot be underestimated. Though not the driving force in the amalgamation, they do provide a strong incentive to consolidate our resources and work within our means.

Here is a brief summary of the current financial situation in each congregation as of October 31, 2015.

<b>Sussex Site (West Burnaby)</b>		<b>Gray Site (South Burnaby)</b>	
Financial Assets -	\$136,890 (Dec. 31/14)	Financial Assets -	\$237,447 (Dec 31/14)
Offering Income -	\$61,416	Offering Income -	\$107,265
Other Income -	\$66,988	Other Income -	\$104,898
Total Income –	\$128,404	Total Income -	\$212,163
Expenses -	\$160,224	Expenses -	\$245,863
Shortfall to date -	\$31,820	Shortfall to date -	\$33,519

The New Community Team requested that a draft budget be prepared for 2016 and 2017. This is an effort to recognize the real costs of the New Community in its first years. These figures are ‘best guesses,’ and represent our understanding of the financial situation of this amalgamation. The draft budget is attached as appendix to this report. They will be revised and refined by the amalgamated congregation at the first Congregational Meeting.

The pattern in both congregations for 2015 is a decline in revenues, meaning that shortfalls will once again have to be covered by drawing from the funds summarized here as ‘Financial Assets.’ To put it bluntly, both congregations are at risk of closure if the current financial trends continue.

Consolidating resources as proposed would produce a significant improvement in our fiscal health and strength.

#### **14. Sussex Site Development Plans**

The redevelopment of the Sussex site is a key step in strengthening our mission in the Metrotown neighbourhood and beyond. It will provide new and flexible space for a variety of missional initiatives and enable us to forge strong partnerships with other groups, including the BC Conference office. The most recent timeline for moving out of the Sussex site is the summer of 2016. For the two years following that, our mission and ministries will operate out of the Gray site and we will develop more detailed plans for the best ways of using both sites while Sussex is being completed.

A number of options for the Sussex site were carefully considered within the constraints we faced, especially the kinds of buildings needed to generate a reasonable return on our land for the mission and ministries of the new community.

The BC Conference Office decision to relocate into the new building at the Sussex site means they will become a partner with the new congregation, not just a tenant. This comes with a financial commitment of \$750,000 over a 20-year lease and includes some up-front costs to cover shared

areas and furnishings, major subsidies for the cost and administration of shared services such as reception, major office equipment, Information Technology Services and Technology, kitchen equipment etc., as well as an additional cash amount which will balance the difference. The Conference will also, as a partner, pay an agreed upon pro-rated percentage of additional operational costs.

### **15. Gray Site Conversations**

During the development of the Sussex site, the amalgamated community will be worshipping at the Gray Site. The future plans for both sites will need to be discussed by the future congregation.

### **16. Staffing**

Issues related to **staffing** will not be finalized now. We maintain that these matters are best decided as a united congregation in ways designed to best serve our vision, mission, and values within our means.

### **17. Being Realistic about the Challenges We Face**

At our conversations moved forward, we realized that we had to face honestly several challenges to our aspirations if we were to achieve greater unity. Here are the key challenges that we have identified thus far in our journey together:

- Declining, aging congregations
- Decaying buildings
- Dwindling financial resources (see brief summary above)
- Few children, youth, and young families
- Increasing cultural diversity in our neighbourhoods
- Communications challenges in reaching people with our vision in a new age of social media
- Transportation challenges in getting people from their homes to the Sussex and Gray sites

We believe that dealing with these challenges to achieve our aspirations will be done more effectively if we unite and work on them together as a New Community.

### **18. Making It Happen**

- |                   |  |
|-------------------|--|
| Nov. 29, 2015     | Joint Advent I Worship and conversation regarding suggested names for the New Community.                                       |
| Dec. 13, 2015     | Decision Day – see #5 “The Decision” on p.3  |
| January, 2016     | Drafting of the Terms of Reference for the Transitional Council, Trustees and M&P.   |
| January 3, 2016   | Joint Epiphany Worship   |
| February 20, 2016 | Final Congregational Meetings - South and West Burnaby UCs<br>Inaugural New Community Congregational Meeting (incl. elections) |
| February 21, 2016 | Joint Worship with Marc D’Anjou, Organist  |

## **19. Choosing a New Name**

At the Joint Worship on November 29th, we will have a conversation about the 5 final names chosen by the congregations and ask you to make your final decision then:

Faith United Church  
Jubilee United Church  
Living Spirit United Church  
Metrotown United Church  
SouthWest (South West) Burnaby United Church

## **20. The Decision (Re-visited):**

The New Community Team, in accordance with the powers granted to it by the respective congregations, recommends therefore that the following question be put to each congregation for vote by secret ballot by full members of the congregations as of Dec 13, 2015, with a 2/3 majority in each congregation being required for approval:

**Are you in favour of amalgamating South and West Burnaby United Churches into a single missional congregation, thereby consolidating all the resources of both congregations into one?**

A second motion that will be made is: **“The Congregation of \_\_ Burnaby United Church, authorizes the Board to represent the congregation to the Presbytery in matters of Amalgamation.”**

Active adherents will be invited to vote on different coloured ballots, so their views can be expressed and considered.

## **21. A Prayer for Discernment**

This proposal represents years of conversation, prayer, contemplation, discussion, and hard work. In your discernment, we offer this prayer, that it may assist you.

We give thanks, O unifying God, for your vision of oneness.

We give thanks for the ways in which amalgamations  
have strengthened us in the past  
as we have lived faith, known love, and voiced hope  
in our neighbourhoods and beyond.

We give thanks for the spirit and endurance of our congregations  
as we talked, and talked, and talked some more  
to ensure that we gave your Spirit full opportunity  
to work within us and among us  
to discern your will for our future.

We give thanks for the New Community Team  
and its diligent work in sifting and sorting through our wisdom  
to compose the vision of unification presented in this report.

We ask for your help in discerning the right way to go  
to serve you in mission in our neighbourhoods.

We ask for your wisdom and guidance, O loving God,  
as we experience the disruptions and disorientations  
connected with any change of this magnitude.

Keep us focused on the vision, ministry, and values  
that you have sown so powerfully in our minds and hearts.  
Help us resolve any disputes and conflicts  
by asking what will best serve your will in our midst.

May whatever we discern and decide  
serve your mission in your world  
serve your vision of oneness  
in a world sorely and sadly divided against itself.

We offer this prayer in and through Jesus Christ, our Lord,

Amen.

## **Appendix #1**

### **The Process and the Purpose**

For more than two years the members and adherents of South Burnaby United Church and West Burnaby United Church have been exploring the call to join together into a New Community to strengthen the mission and ministries entrusted to us in our neighbourhoods of Metrotown, the South Slopes, and beyond.

The insights, wisdom, concerns and fears of the congregations have been articulated and collected through a variety of processes such as group dialogue, open space conversations, values clarification exercises, and regular joint worship services. The leadership that has tended these processes is the New Community Team (formerly known as the Amalgamation Committee), Donna Dawson, Reine Hitchen, Carla Wilks, Barry Morley, Don Morse, Karuna Nalliah, Ken/Barb Tunnicliffe, Linda Wray, the Rev Graham Brownmiller and the Rev Jay Olson, with the Rev Dr Brian Fraser as our consultant. In the earlier stages of the conversations, Bill Gilpin and Gary Begin served on the team.

Brian tells a story of an 88-year old elder in a congregation that was considering major changes in its leadership and mission in its community. When asked what the congregation should look for in a new minister, he said, "I want someone to stand up in the pulpit every Sunday and challenge me to change according to, and for the sake of, the Gospel."

There is nothing in the Gospel that supports the decline and death of a congregation. There is a lot in the Gospel that encourages the growth and adaptation of a congregation. Organizational expert Peter Drucker, an active Christian throughout his long and distinguished life, argues that the church is the most successful organization in Western history precisely because of its ability to adjust and

adapt to different times, different cultures, and different callings while maintaining a consistent faithfulness to Jesus Christ in worship, learning, belonging, and service.

That's the spirit in which this report is written. We are stepping into another cycle of major transformations in our way of being church in order "to change according to, and for the sake of, the Gospel." In the tradition of The United Church of Canada, which took one of the boldest steps in Canadian church history in 1925 to consolidate resources to serve the Gospel mission better, we look to the words of Jesus' prayer for his disciples recorded in John 17:11 – "... 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."

The flourishing of Christ's people is often referred to as being "missional." It means shifting the focus from stubborn survival only to faithful flourishing. Such flourishing comes through a wise stewardship of resources in order to invest in God's mission in the world. There is a divine rhythm that has moved the church since its beginning which is gathering to be nourished by grace and dispersing to share that grace in gratitude. It's not so much about the church having a mission as it is about the church being God's faithful people in partnership with Jesus Christ and the Holy Spirit in God's mission; it is not about being the church for ourselves, but being God's church for the sake of the world. God's mission of justice, peace, unity and beauty in the world remains constant. The forms best suited to that mission in any given time and place constantly change to improve their faithfulness in that context. That's what it means to be 'missional.' A New Community born from the union of South and West Burnaby United Churches can be stronger and more faithful in bearing witness to God's desire for unified excellence and effectiveness than if the two congregations remain apart.

## **Appendix #2**

### **Draft Budgets for 2016 and 2017**

see next page

	SB	WB	Total	SB	WB	WB	2016	2017
	2016	2016	Both	2016	2016	2016	Amalgamated Budget	Amalgamated Budget
	12 mos	12 mos	Congregations	First 6 mos	First 6 mos	Second 6 mos		
<b>Revenue</b>								
<b>Congregational Giving</b>								
Facilities	\$122,500	\$67,680	\$190,180	\$61,250	\$33,925	\$33,925	\$190,350	\$180,000
Programs	\$77,000	\$48,929	\$125,929	\$38,500	\$24,465	\$23,365	\$124,830	\$125,000
Other Revenue & Trust	\$3,700	\$1,800	\$5,500	\$1,850	\$900	\$900	\$5,500	\$6,500
Outreach	\$4,000	\$250	\$4,250	\$2,000	\$125	\$125	\$4,250	\$250
Total Revenue	\$0	\$10,400	\$10,400	\$0	\$5,350	\$5,050	\$10,400	\$10,000
	\$207,200	\$129,059	\$336,259	\$103,600	\$64,765	\$63,365	\$335,330	\$321,750
<b>Expenses</b>								
Administration								
Facilities	\$26,500	\$13,804	\$40,304	\$13,250	\$7,162	\$4,352	\$38,014	\$35,000
Payroll / Salaries	\$42,000	\$29,210	\$71,210	\$21,000	\$15,605	\$1,100	\$58,705	\$65,000
Ministry & Music	\$195,000	\$141,257	\$336,257	\$97,500	\$70,736	\$50,313	\$316,049	\$243,037
Other Ministries	\$1,700	\$0	\$1,700	\$850	\$0	\$0	\$1,700	\$1,200
Outreach	\$2,300	\$1,520	\$3,820	\$1,150	\$845	\$675	\$3,820	\$4,000
Other Expenses	\$0	\$10,300	\$10,300	\$0	\$5,150	\$5,150	\$10,300	\$10,300
Total Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$267,500	\$196,091	\$463,591	\$133,750	\$99,498	\$61,590	\$428,588	\$358,537
<b>Deficit</b>								
2016 if we do not amalgamate	-\$60,300	-\$67,032	-\$127,332	-\$30,150	-\$34,733	\$1,775	-\$93,258	-\$36,787
	South Burnaby will have a budgetted loss of \$60,300 for the year							
	West Burnaby will have a budgetted loss of \$67,032 for the year							
<b>Total loss for both congregations</b>								
2016 loss for amalgamated congregation							-\$127,332	-\$93,258

