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MINUTES OF  
an Extraordinary Meeting of  
THE TRANSITIONAL COUNCIL OF  
**JUBILEE UNITED CHURCH**  
The United Church of Canada

April 23, 2019  
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:** Rev. Graham Brownmiller (Lead Minister), Colin Brown (Associate Minister), Sara Coyne, Lorna Gross, Bill Medland, Linda Wray

Regrets: Debra Legge, Ken Tunnicliffe

**OPENING PRAYER** The meeting began with prayer at 6:35 pm.

**AGENDA** The agenda for this extraordinary meeting of the Transitional Council consists of the following items:

1. Financial Report
2. Email to Congregation
3. Correspondence re: Fair Trade Coffee
4. Substance Use Policy question
5. Music Program
6. Caretaking Position

**FINANCIAL REPORT** Linda Wray shared the financial report to the end of March, 2019. At twenty-five percent (25%) of the year, our income is at twenty-two percent (22%) and expenses are at twenty-two percent (22%).

**MOTION:** To accept the financial report to the end of March, 2019.

**Moved by:** Linda Wray                      **Seconded by:** Sara Coyne                      **CARRIED**

**EMAIL TO CONGREGATION** At the April 3, 2019 Transitional Council meeting, it was decided that the Transitional Council would attempt a communication strategy beginning this week. A draft of the letter going out was shared, and suggestions were made. The email will go out through MailChimp later this week.

**CORRESPONDENCE** An email was received regarding the claim that we provide Fair Trade Coffee at Jubilee United Church. It appears that lately that has not always been the case, and it was requested that we either source Fair Trade Coffee, or communicate that we do not

provide it at our fellowship time. Most members of the Transitional Council were unaware that we make this claim, and Lorna Gross will follow up with the correspondent. Members of the Council will source information regarding ground Fair Trade Coffee.

**POLICY QUESTION**

A group would like to rent the hall, and provide alcohol at their event. Our Substance Use Policy requires each of those requests to be considered by Council. Because a member of the congregation is the one seeking this rental, the Council agreed that it would allow this exception, and request a follow-up conversation with the congregational member.

**MOTION:** To allow an exception to the Substance Use Policy for a rental to the South Burnaby Metro Club, provided all necessary documentation is provided before the event.

**Moved by:** Linda Wray                      **Seconded by:** Sara Coyne                      **CARRIED**

**MUSIC PROGRAM**

With the resignation of Marcus Petrunia as Music Director, there is some opportunity for conversation about the job description and program before committing to hiring someone for the job. The Core Ministry Group: Worship will convene a conversation on Thursday, May 2<sup>nd</sup> with those interested in the music program to discuss options for the next while. The Transitional Council recommends that we schedule music replacement for the summer while we engage a process to determine our needs and desires for the future.

**CARETAKER**

Our Caretaker, Justin Harvey, will continue to be on Restorative Care for a while. Though we are grateful for the volunteer labour of those who have been offering themselves, it was decided that we should find a more permanent replacement for Casual Leave Coverage. Rev. Graham, along with Ministry & Personnel, will work on filling this position of approximately 10 hours per week, and increasing the use of the cleaning company.

**MEETING ADJOURN**

Meeting was adjourned at 7:45 pm with prayer.

**NEXT MEETING**

Tuesday, May 14<sup>th</sup>, 2019 as scheduled.

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Bill Medland, Chair

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The Rev. Graham K. Brownmiller,  
Acting Secretary