



MINUTES OF
THE EXECUTIVE TEAM OF
JUBILEE UNITED CHURCH
The United Church of Canada

March 12, 2020
JUBILEE UNITED CHURCH
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: Rev. Graham Brownmiller (Lead Minister), Colin Brown (Associate Minister), Bill Medland (Chair), Linda Wray, Lorna Gross, Sara Coyne (by phone), Nancy Baird and Debra Legge
Regrets: Ken Tunnicliffe

OPENING PRAYER Bill Medland welcomed Nancy Baird as a new member of the Executive Team. The meeting began with prayer at 6:30 pm.

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

BIBLE STUDY Rev. Graham led us in a reflection on James 4 and the state of the world at the current time in the midst of the COVID-19 Pandemic.

CONSENT AGENDA *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.*

- (a) that the Minutes of the Transitional Council meeting of January 21, 2020 be adopted as distributed.
- (b) that the JUC Policies be adopted as recommended and include the JUC Governance Manual
- (c) that the M&S Goal for 2020 be set at sixteen thousand, five hundred dollars (\$16,500).

Minutes for the meeting of January 21, 2020 were distributed and are available on the church website. If there are minor changes it is hoped that they would have communicated to the Secretary. Minutes can be found <https://jubilee-uc.ca/documents/minutes/>

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

Moved by: Linda Wray **Seconded by:** Debra Legge

CARRIED

FINANCIAL REPORT

a. Budget 2020 – When Linda transferred the document from one format into another some of the lines were missing in the copy presented to the congregation. This has been rectified. The document has been reprinted to be shared with the congregation.

b. The February financial Report was presented.

Motion: To accept the financial report for February 2020 as presented

Moved by: Linda Wray **Seconded by:** Lorna Gross

CARRIED

OTHER BUSINESS**a. JUC Policies**

i. Policies that have been considered are a Criminal Records Search policy and an Emergency Plan (e.g., COVID-19) policy. The United Church of Canada Emergency Plan as set out by the General Council Office could be used as a reference. Current common understanding is that it will be at the call of the Lead Minister plus two (2) from the Executive Team will make the decisions in the case of an emergency.

b. Community of Faith Council (PMR) Survey

A survey was received from the Community of Faith Council for Pacific Mountain Regional Council. This survey will help to assess the health of each Community of Faith within the Region. A separate committee will need to be created to take on filling out this survey. The deadline for this survey to be completed is April 2, 2020.

c. Annual Meeting Review

i. **MPS Conversation** - There was general support from the congregation about how things are going at this time. The need for a second minister was brought forward to be reviewed if we can afford this position at the present time.

In order to begin a process to hire a second minister, a Community of Faith Ministry Profile will need to be compiled. There is a handbook available to assist. Much of the information from our 2016 MPS would still be useful, as well as the Westminster Presbytery Oversight document compiled in 2018.

There was some conversation about the financial state of the congregation and the viability of hiring another staff person at this time. The Executive Team agreed to go ahead with the creation of the profile, and when it is presented to the congregation that will be the determining factor.

1. **Appointment of Team** - The Executive Team has the authority to appoint the MPS/Search Team consisting of about 5-7 people. One or two should be from the Executive Team. The following names were presented and will need to be approached to sit on this team: Tammi Kitching, Barb Tunnicliffe, Lee Anne Davies, Debra Legge, John Baird, Glo McArter and Ken Martin.

Motion: that the seven people listed be approached to be a member of the Ministry Profile & Search Team and appointed if they agree.

Moved by: Nancy Baird **Seconded by:** Sara Coyne

CARRIED

ii. **Affirming Ministry Community Process** - This process will require a small team to guide us through this process. There is a handbook available as well as a website for more information:

To become an affirming ministry the process includes: Encountering the need; discerning, embarking, engaging, documenting, deciding together and then joining the family. This

process can take as long as the church needs. Three commitments include the vision statement, continuing plan of action and an equal marriage policy.

Potential names for this team: Dorothy Jeffery, Mark Kitching

ACTION: Graham will approach Mark about leading this team and others to make up the team.

iii. **Financial Review Statement for Report Next Year** - It was requested that a statement from our Accountant be included in the Annual Report indicating that a review had been done. **ACTION:** Linda will approach the Accountant and request the review statement and we will announce to the congregation when it is available.

d. CMG Updates – An update from Len Gross is attached. Rev. Graham has an exhaustive list of the Matrix / who is involved in each of the Core Ministries and working groups. It is mostly correct. The Lenten Series is going; the second evening was last night. Lenten Worship seems to be going fine.

e. GC Explorer - Our GC Explorer, is getting excited about coming to spend some time with us. There will be a host team made up of Debra Legge, Shannon Baird and Mark Kitching. Along with Rev. Graham, this team met with the Explorer last week via telephone to do some getting to know you and communal building of understanding.

f. Camp Spirit - We have signed the agreement with Camp Spirit and we are set to go ahead July 6-12, 2020. Rev. Graham is the current site contact and will include our Explorer on that work once they join us. Nancy Baird will do the food for the week.

g. Theological Banquet - LeaderShift (of PMR) was seeking sites to host the Theological Banquet which helps describe the different theologies that exist within the United Church of Canada. Rev. Graham has offered to host it here on Saturday, June 20th. The congregation is encouraged to attend. When registration is open, it will be shared.

h. Food Safe - Rev. Graham is arranging with a Food Safe instructor to come and lead a class here at Jubilee. The cost will be one hundred dollars (\$100) rather than four hundred (\$400) (because of his connection to the instructor), plus \$25 / person for the workbook and certificate as required by the government.

Meeting was adjourned at 8:30 pm.

NEXT MEETING

Wednesday, April 29, 2020 at 6:30 pm or at the call of the Chair and/or Lead Minister.

Bill Medland, Chair

Debra Legge, Secretary

CMG: Belonging *respectfully submitted for the Belonging Ministry by Len Gross*

Dave Ellis and I have, to date, have been able to put together an organizational chart to get some understanding of the various groups within this Ministry. We wanted the congregation to view what this chart looked like. We therefore posted a larger version of the chart, on the wall in the hall, in the north east corner. We picked this location so it would, hopefully, not interfere with the normal activities in the hall.

The charts show the names of those who have consented to belong to one of more of the various groups. This exercise showed that there are six main groups in this Ministry.

The next step was and is to hold a meeting with each group in an attempt to identify and confirm members and if others should or could be added to the group and to determine any sub groups.

The first group that I met with was the Fellowship Group. The discussion centered around the variety of activities within the group and it resulted with 5 sub-groups. They are Family Matters, Festive Meals, Fund Raising Events, Rumble on Gray Community Event and L'Arche Community & Services. I was able to confirm the members and the group leadership for four of the five groups. Another meeting is necessary to clarify or confirm the group and initiate some form of reporting. No one has thus far agreed to be a group representative to sit on the Belonging Ministry steering committee.

The second group I met with was the Pastoral Care Group. Seven people indicated an interest in the ministry. Due to an inadequate notice for the meeting, only 4 of the 7 members were able to attend. Those assembled felt that they could not continue the in-person visitations to the hospital or homes due to a lack of members and transportation problems etc. They did agree to a telephone visitation ministry. However not one to date has taken a leadership role to initiate this activity and no one has agreed to be a representative on the Belonging Ministry steering committee. Another meeting with group is necessary to see if a program or programs can be initiated.

The next group I am hopeful of meeting with is the Men's Group. It was initially proposed for Sunday Mar. 15 but may be postponed to the following Sunday. It is proposed that will be followed by a meeting with the Ladies group and then the Hospitality group (the largest group with a number of sub groups). I also need to meet with the Communication Group.

Notwithstanding these groups not being formally organized according to the organizational chart, many groups have been active undertaking tasks/events. These groups are in the Fellowship and Hospitality group ministries.

One Ministry that we will not be implementing is Transportation. We have been advised by our Church Insurance Underwriter that it is an unwise service to provide as a church for Liability reasons. It could also have a potential impact on our insurance.