



---

MINUTES OF  
THE EXECUTIVE TEAM OF  
**JUBILEE UNITED CHURCH**

The United Church of Canada

June 17, 2020

Virtual Meeting

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

|  |   |
|--|---|
| <b>PRESENT:</b>                            | Rev. Graham Brownmiller (Lead Minister), Bill Medland (Chair), Linda Wray, Lorna Gross, Sara Coyne, Ken Tunnicliffe, Nancy Baird and Debra Legge<br><br>The Executive Team joined together via Zoom, a platform that allowed all members to communicate with one another at the same time.  |
| <b>AUTHORITY</b>                           | The Executive Team joined together via Zoom, a platform that allowed all members to communicate with one another at the same time.  |
| <b>OPENING PRAYER</b>                      | The meeting began with prayer at 6:30 pm.   |
| <b>RESPECTFUL COMMUNICATION GUIDELINES</b> | Council members reviewed and agreed to follow the Guidelines for Respectful Communication.  |
| <b>BIBLE STUDY</b>                         | Rev. Graham led the Executive Team in a reflection and study around white privilege and racism.   |
| <b>PREVIOUS MINUTES</b>                    | Having been no comments or corrections made to the minutes as distributed:<br><b>Motion:</b> that the Minutes of the Executive Team meeting on April 29, 2020 and the Extraordinary Executive Team meeting on May 7, 2020 be adopted as distributed.<br><b>Moved by:</b> Linda Wray <b>Seconded by:</b> Sara Coyne <b>CARRIED</b>   |
| <b>FINANCIAL REPORT</b>                    | We are currently at 42% of our budget: income is around 34% as are expenses. Linda has completed the applications for government wage subsidies, and we will also apply for Rental Relief subsidies. Rev. Graham and Ken will work on the application paperwork with Linda and our facility partners. The annual budget will be presented again and voted on after the service on June 21, 2020.<br><b>Motion:</b> To accept the financial report for May 2020 as presented<br><b>Moved by:</b> Linda Wray <b>Seconded by:</b> Ken Tunnicliffe <b>CARRIED</b> |

**Technology for Worship:** Andrew Burge and Rev. Graham have been doing a fine job of offering virtual worship. We are grateful for Andrew's volunteer time and equipment. In order to continue offering this type of worship through COVID and beyond, the cost will be minimum five thousand dollars (\$5,000).

**Motion:** that Rev. Graham and Andrew Burge be authorized to purchase equipment as needed for virtual worship in the sanctuary, even if it exceeds the budget line.

**Moved by:** Linda Wray    **Seconded by:** Nancy Baird

**CARRIED**

#### MINISTER'S REPORT

Rev. Graham has been busy throughout the pandemic. He has written and printed the protocols and posters etc. that we needed to get up around the church in order to somewhat reopen; this took quite a bit of work. Having Arzina and Justin in regularly is good, but working together takes time.

He sent out the **survey** that was mentioned last meeting; fourteen (14) responses were received. The survey did not elicit the type of information or responses that he was expecting, but he will share the responses anyway.

Since amalgamation our **governance model** was transitional as we figured out what worked for this community and what didn't. We have had some good learning. In the conversations and the work we've been doing, it has become more clear that we have been moving towards a (modified) policy governance model. Whether this language has been used or not, it is what we have tried to do. What that means is that the Executive Team would set policy and monitor the work of the Minister: what are we doing (ENDS which are the Executive Team's work) and how will we do them (MEANS, which are the Minister's work). Rev. Graham has done work on a Governance Manual that might accurately reflect what we've been saying/working towards, and the Executive Team is encouraged to look at this model.

The idea is that this would reflect a direction, not a complete document. It is, and has to continue to be, a living document.

**Camp Spirit** will be at the church for June 25 – July 10 (Training) and then from July 13 – 31 for campers. They are working hard to ensure that all physical distancing and safety protocols are in place.

The **Development Team** met to talk about the Sussex Site for the first time they have met since 2017. There were a few items to discuss. The team will continue to include Ken Tunnicliffe, Barb Tunnicliffe, Don Morse. Len Gross, Barb Bierhaus and Linda Wray. We will ask Nancy Baird if she wishes to continue, and possibly one other person. We discussed the time capsule and things that will go into it. Rev. Graham shared with the team some of the plans for Audio-Visual for the space; he has worked with Andrew Burge and the proposed budget is currently about eighty-six thousand dollars (\$86,000). Furniture ideas proposed by 34F (our Interior Designer) were presented and the team has agreed that we are on the right track with the plan presented. Finally, we spoke about the financial agreements with Tribe Management and Pacific Mountain Region. These are closer to being complete, but not yet finalized.

#### OTHER BUSINESS

**Community of Faith Council (PMR) Survey** – The Region has provided a summary of the responses received. We were not among those communities of faith who submitted.

**Ministry Profile & Search Team** – The team continues to meet and form the Profile. There are no recommendations coming from this team yet.

**CMG Updates** – Updates from CMG: Worship and Learning are attached as an appendix. There is no update from CMG: Belonging.

**DECISION MAKING  
AUTHORITY**

**MOTION:** The Executive Team gives decision making authority to the Chair and Lead Minister regarding health and safety protocols in the absence of calling a meeting of the Executive Team

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

Meeting was adjourned at 7:50 pm.

**NEXT MEETING**

Tuesday, August 18, 2020 at 6:30 pm or at the call of the Chair and/or Lead Minister.

---

Bill Medland, Chair

---

Debra Legge, Secretary

This remainder of this page is left intentionally blank

## Appendix

### Core Ministry Group: Worship

The team discussed our present Zoom worship, listing the following reflections:

- The services are well received and easy to join and follow
- An average of 60 – 70 connections / 100+ viewers is encouraging
- There are “outside” viewers which suggest others are seeking this service
- Singing ahead gives an opportunity for those who enjoy participating and a time for others to simply listen
- Communion at the end also leaves opportunity for participating or some “visitors” to leave
- The words around offering are thoughtful and appropriate
- Music offering by members, video & recordings are appreciated and worth experimentation, small “glitches” are accepted
- More voices in the service are appreciated, again small “glitches” are accepted.
- The length of the service feels appropriate for sitting at a computer
- Helen will continue to make appropriate size and theme banners, Barb will organize changing parameters and décor, Dorothy has lay readers and prayer leaders organized, ALL are encouraged to bring in flowers if

\*thanks to Andrew & Graham for their good work—few congregations have this quality or sense of sacred worship \*

CMG:Worship recommends that we purchase the equipment needed to continue when Andrew’s “donations” need to be returned to his work, as a good quality will keep people attending and connected.

CMG:Worship recommends staying with 10:30 through the summer to provide continuity and avoid confusion. The service is finished in good time for those with summer activities.

### Core Ministry Group: Learning

Since May 1: Sunday School and Youth have continued to meet every other Sunday under the leadership of Debra Legge, Barb Tunnicliffe and Pamela Evans. We have started to use Illustrated Ministry weekly resources. On Sundays that we don’t meet on zoom, we are able to send the children and youth in households some resources and creative ways to explore the story being shared in worship. Debra has asked the families about their plans and wishes for connecting over the summer.

Since Easter, one of the main ways the church has connected with their families is by sharing kits for Easter, Pentecost and in a couple of weeks, the summer edition, Camp@Home. The resources are provided in PDF files and then Debra, Barb, myself, and Graham have put time and effort into creating the kits for delivery. Families have expressed their gratitude for these kits, the activities around the special Christian holy days have been well received by their children and youth. The kits represent an opportunity for the connection between families and Jubilee to continue.

Camp Spirit is coming to Jubilee for three weeks in July – the weeks of the 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>. There will be more shared with the community on the weekly emails. We urge families to register as soon as possible so that they are able to participate in the day camp. The Camp Spirit team is grateful to Jubilee for its participation and agreement to host for three weeks. They are working diligently to provide a creative and fun space for children and follow CoVid guidelines from BC Health.

We are appreciative of the time and care Dorothy Jeffery puts into her leadership of the weekly bible study. The resources and study materials are excellent and Dorothy’s enthusiasm for learning and sharing biblical knowledge is to be commended.

The confirmands have met with their mentors for a third time. This group is looking forward to gathering online later this month. Many of the youth have participated in worship online in the past few Sundays.