



MINUTES OF
THE EXECUTIVE TEAM OF
JUBILEE UNITED CHURCH

The United Church of Canada

August 18, 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

INDIGENOUS RELATIONS	Jubilee United Church gives thanks and acknowledges that we exist on the ancestral and unceded territories of the hən̓q̓əmiñəḥ and Skwxwú7mesh speaking peoples.
PRESENT:	Rev. Graham Brownmiller (Lead Minister), Bill Medland (Chair), Linda Wray, Lorna Gross, Sara Coyne, Nancy Baird and Debra Legge Regrets: Ken Tunnicliffe The Executive Team joined together via Zoom, a platform that allowed all members to communicate with one another at the same time.
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.
BIBLE STUDY	Rev. Graham led the Executive Team in a reflection around the widespread attention in the media around the pandemic, what churches are doing, school concerns and racism to name a few.
PREVIOUS MINUTES	Minutes for the Executive Team meeting of June 17 th , and the Congregational Meeting on June 21, 2020 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/ Having no comments or corrections made to the minutes as distributed: Motion: that the Minutes of the Executive Team meeting on June 17, 2020 be adopted as distributed, and the minutes of the Congregational Meeting on June 21, 2020 be received for information.
	Moved by: Linda Wray Seconded by: Sara Coyne CARRIED

FINANCIAL REPORT

We are currently at 58% of our budget with a loss of \$28,757. Income at 49.37% and Expenses at 53.74%
Bank balance is at \$27,637

There will be a recommendation coming from the Trustees regarding the different funds that we currently have. The Endowment Fund (to be renamed Operating Reserve Fund) and has a balance of \$192,060 (\$4,906 increase in 2020). The Connor Clark & Lunn Fund has a balance of \$1,792,523 (\$65,480 increase in 2020).

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

Moved by: Linda Wray

Seconded by: Nancy Baird

CARRIED

CEBA (Canada Emergency Business Account) - When COVID-19 hit in March, there was some hope that churches would be available for CEBA; an interest free forty thousand (\$40,000) loan to small businesses and not-for-profits that required a thirty thousand dollar (\$30,000) repayment by December 2022. At first we were, and then we weren't, and then we were again, and then we weren't. At this time we are eligible to apply for this loan. It does require some extra bookkeeping to show how we have used the loan, however, payroll will more than cover the use of this loan over the next two years. It was recommended that we apply for it to help tide over our financial situation at the current time.

Motion: that the Executive Team of Jubilee United Church empower Linda Wray, Treasurer, to apply for the Canada Emergency Business Account (CEBA).

Moved by: Debra Legge

Seconded by: Nancy Baird

CARRIED

COVID-19 UPDATE

Return to in-person Worship - Based on information from our insurance company, Provincial and Judicatory requirements, and after conversation with Service BC (COVID-19 info) and WorkSafe BC, Rev. Graham has planned out a lot of our Pandemic Response and reopening protocol. Following Public Health Officer's guidelines of no more than fifty (50) people in a space, and using physical distancing guidelines, our sanctuary could hold thirty (30) spaces (some of those being family bubbles).

It is recommended that we continue to worship online, and commit to doing so until all restrictions on gathering have been lifted by the province and the Region. That means until we can all return. This will be an agenda item each month for a status review.

Nancy Baird and Rev. Graham will look at what some "in-person" outdoor gatherings might look like.

Motion: that until there is a vaccine for COVID-19, and/or until further Provincial and Judicatory limits are released, that Jubilee United Church will continue to worship virtually.

Moved by: Debra Legge

Seconded by: Linda Wray

CARRIED

Thrift Shop & Community Lunch – Rev. Graham has prepared reopening protocols for both Thrift Shop and Community lunch, after having spoken with Janet Babey and Blanche Cleve. It appears that at this time it may be possible to re-open both the Thrift Shop and Community Lunch, however in a different way than ever before.

The draft Thrift Shop re-opening plan includes items such as: no more than four (4) volunteer staff in the Thrift Shop at a time, no more than three (3) customers in the shop at the same time, no more than five (5) volunteers in the Choir room pricing and sorting. Further, we will need to install plexiglass at the cash counter, mark off waiting lines outside the church, and we will remove the fitting rooms. Sanitizer, gloves and masks will be made

available and handed out by one volunteer staff person at the door; that person will also keep track of names and phone numbers for contact tracing. Donations will be received only by appointment, put in a bin and not dealt with until the following week.

The community lunch will have to become a take-out operation only, we cannot allow participants to enter the building or access the washrooms. The number of volunteers will be limited, and distribution will be monitored.

We are in agreement of the openings suggested therefore Rev. Graham will ask Justin to source and install plexiglass and work with Janet towards a re-open of the Thrift Shop, including having Arzina order gloves and masks.

Facility Partners & Space Use - There are a few of our facility partners who have asked about using space and Rev. Graham is working with them to have them return. We will follow Provincial and Judicatory requirements and will ensure that the facility partners comply with all of the protocol laid out in the document.

MINISTER'S REPORT

Camp Spirit - Three weeks of Camp Spirit went very well. There were about fourteen (14) children the first week, sixteen (16) the second week and eleven (11) the third week. We have also offered storage space to Camp Spirit in the lower hall where they can store their camp materials throughout the year. It is our hope that we can host this camp again in the future. Those who participated from our congregation: Freya (three weeks), Thomas (two weeks), Emily (two weeks) Lily (one week), Johnny (one week) and two friends of Freya's who came for three weeks and two weeks each.

Lower Hall – Rev. Graham has been working with Justin, Pamela, Barb and Debra to begin a re-organization of the Lower Hall. As mentioned above a storage room is being offered to Camp Spirit. However, the other storage rooms, as well as the Resource/Youth Room need to be organized and purged. Pamela, as coordinator of the Core Ministry Group for Learning is spearheading the project. The items in three different rooms need to be consolidated and purged; Justin placed a “free ad” online for the old chairs which were stored downstairs, and they have all been gifted. New shelving was purchased for one of the rooms, and we will need to purchase some bins and such for storage. This is a good project.

Ministry Profile & Search (MPS) - the MPS Team met on July 28th and August 6th to complete the Community Faith Story portion of the profile, and a job description. They will pass the MPS by Marc Coulombe before it comes to the Executive Team. At present it is with Linda Wray for the Treasurer's comments before it goes to Marc for his review.

Governance Manual – This is being reviewed by the members of the Executive Team. This manual represents what we have been doing the last four years. Though it is a significant shift from the founding congregations' governance and some of the language will be strange, the actual “on the ground” implementation should not be too strange for our folks. The Executive Team sets the ENDS “what do we want to do” and the Minister helps the congregation to achieve the MEANS “how are we going to do it.” The governance is still congregationally based, with the Minister assuming accountability for the operation of the congregation. This is the beginning of a conversation, and if it goes to the congregation for approval, the Executive team will need the right language and will need to feel comfortable with it before it is presented. This item will remain as an agenda item while we consider it.

Staff - Rev. Graham has continued to work with Justin and Arzina to return to their normal work hours in September. Justin has spent a lot of time doing aesthetic work on the church and hall, and we have some further work happening over the next few months.

Development - When Townline asked for an extension on the Exchange agreement, we along with Pacific Mountain Region charged them an extension fee. Our portion of that fee is thirty-five thousand, seven hundred and four dollars and thirty cents (\$35,704.30) and we will receive it shortly.

Rev. Graham continues to be engaged in conversations regarding the Audio-Visual build for the church and have begun to look at furniture. Currently he is engaged in working on an interim budget with Tribe Management Company.

Holidays – Though Rev. Graham is on holidays right now there are a few work items that are required of him. He is away for four (4) Sundays, but in effect he will only be taking twelve (12) of the twenty-three (23) days of his agreement. He will take the other eleven (11) days at some other time in the future.

ADJOURNMENT

Meeting was adjourned at 8:00 pm.

NEXT MEETING

Tuesday, September 8, 2020 to review MPS Report
Tuesday, September 29, 2020 for a regular Executive Team Meeting
Meetings will be at 6:30 pm or at the call of the Chair and/or Lead Minister.

Bill Medland, Chair

Debra Legge, Secretary

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