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

The United Church of Canada

September 29, 2020

Virtual Meeting

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

**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, Ken Tunnicliffe, Nancy Baird and Debra Legge

Regrets: Sara Coyne

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 Gospel of Matthew.

**PREVIOUS MINUTES**

**Minutes** for the Executive Team meeting of August 18, 2020 are available on the church website: <https://jubilee-uc.ca/documents/minutes/> Having no comments or corrections:  
**Motion:** that the Minutes of the Executive Team meeting on August 18, 2020 be adopted as distributed.

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

**FINANCIAL REPORT**

We are currently at 67% of our year with a loss of \$16,931. Income at 61.96% and Expenses at 77.18%. Our bank balance is at \$34,598

We were approved for the CEBA loan of \$40,000. We will need to pay back \$30,000 in two years.

**Motion:** To accept the financial report for August 2020 as presented

**Moved by:** Linda Wray      **Seconded by:** Ken Tunnicliffe      **CARRIED**

**MINISTER'S REPORT**

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**COVID-19 Update Return to in-person Worship**

The response to our decision to maintain virtual worship for the time being has been well-received. There are a few people who have not been attending our virtual worship and look forward to returning to in-person worship when it happens.

**Thrift Shop**

Thrift re-opened on September 17th with good success; approximately 55 customers came through the shop on the first day. Janet Babey and Gwen Morse have done a lot of work to re-open the shop and to make sure that the volunteers are comfortable. Customers are happy the shop is open. Lots of donations are still being left. There are space constraints and the items need to be quarantined before being sorted.

**Community Lunch**

Blanche Cleve was willing to begin the lunch again, but she was unable to get many volunteers who could commit to coming back. After much discussion it was decided not to re-start the lunch at this time. Donations from Cobs are still being received and shared with a shelter.

**Facility Partners & Space Use**

We have had three (3) new 12-step groups ask about using space, and two musical groups (one of which Marcia Nottle is a member of). Two of the 12-step groups will use the sanctuary for their meetings and the other will use the hall. Both musical groups will use the hall on Saturday; one of them once a month and the other most Saturdays. All of the groups understand the importance of following our protocols and keeping us informed about their use. The hall is also available for occasional events. At some point we may need to look at the alarm on the church as some of our groups are having problems with it

**Ministry Profile & Search (MPS)**

After the meeting with the Ministry Profile co-chairs on September 17th, Bill Medland, Nancy Baird and Rev. Graham met to discuss a process for moving forward, as requested by the Executive Team. On Sunday September 20, Bill & Nancy shared the process with the congregation during Life & Work of the church. The Executive Team will host bi-weekly gatherings on Sunday at 10:00 am prior to worship and facilitate an exchange of information. On October 4th we will do a summary of the Stronger Together (Amalgamation) document from 2015 and remind people of the story of how we got where we are, today. Following that the next two (or three) sessions will focus on the 'Goals' areas of the Ministry Profile document; we will gauge people's reaction to the goals as stated and ask if there is anything missing. In November we will release a questionnaire with some specific questions about the future dreams of ministry and use of the two sites.

Once all of this is finished, we will share some of that back with the Ministry Profile Team and hopefully be able to do some introductions to the Ministry Profile in early January prior to a congregational meeting if it feels like we're moving toward approval by the Executive Team and a recommendation to the congregation of the same.

Thanks to Bill and Nancy for getting the process in place for the Sunday meetings.

**Sussex Site Update**

The windows are all in, the drywall and wiring has been done. There about 20 floors on the tower so far with windows on the lower floors.

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**Governance Manual** Following the work on the Ministry Profile being completed, it may be a good time to host some information sessions on the Governance Manual, which could lead us up to the Congregational Meeting in (typically) March

It was suggested that there be a small group to review the Governance Manual to see it is heading in the right direction and figure out when it is ready for presentation to the congregation. When we amalgamated a manual was adopted. This was written as an indication of where we are heading and what we have talked about. The Executive Team needs to have an opinion on this manual and only recommend it if we are comfortable with it. We also need to discuss the best way to present it to the congregation. We need to read through it and make sure its complete then a small group would work on the presentation.

**ACTION:** It was suggested that at the next meeting we discuss the first eight (8) pages of the manual and make any necessary changes. Rev. Graham will email an updated copy for the Executive Team to work with.

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**Staff** Rev. Graham spoke of his learning as staff supervisor; he has spoken with M&P and Marc Coulombe and asked for advice from the Executive Team about some staffing situations which have arisen.

Notwithstanding that this is an unusual situation and time.

**MOTION:** The Executive Team authorizes Rev. Graham to negotiate related employment concerns with staff as necessary.

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

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**ADJOURNMENT** Meeting was adjourned at 8:00 pm.

**NEXT MEETING** Thursday, November 12, 2020 at 6:30 pm.

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Bill Medland, Chair

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Debra Legge, Secretary

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