



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

The United Church of Canada

November 12, 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>INDIGENOUS RELATIONS</b>	Jubilee United Church gives thanks and acknowledges that we exist on the ancestral and unceded territories of the hən̓q̓əmiñəḥ and Skwxwú7mesh speaking peoples.
<b>PRESENT:</b>	Rev. Graham Brownmiller (Lead Minister), Bill Medland (Chair), Linda Wray, Lorna Gross, Ken Tunnicliffe, Nancy Baird, Sara Coyne and Debra Legge  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 around Psalm 90.
<b>PREVIOUS MINUTES</b>	<b>Minutes</b> for the Executive Team meeting of September 29, 2020 are available on the church website: <a href="https://jubilee-uc.ca/documents/minutes/">https://jubilee-uc.ca/documents/minutes/</a>  Having no comments or corrections: <b>Motion:</b> that the Minutes of the Executive Team meeting on August 18, 2020 be adopted as distributed.  <b>Moved by:</b> Nancy Baird <b>Seconded by:</b> Linda Wray <b>CARRIED</b>
<b>FINANCIAL REPORT</b>	We are currently at 83% of our budget with a loss of \$22,582. Both income and Expenses at 76%.  <b>Motion:</b> To accept the financial report for October 2020 as presented <b>Moved by:</b> Linda Wray <b>Seconded by:</b> Nancy Baird <b>CARRIED</b>  <b>Canada Emergency Business Account</b> – There is a change in the Canadian Emergency Business Account whereby we can now get a sixty thousand dollar (\$60,000) loan which requires forty thousand dollars (\$40,000) to be repaid by December, 2022. This is an

increase from the loan we already received of forty thousand dollars (\$40,000) with a repayment of thirty thousand dollars (\$30,000).

**MOTION:** That the Executive Team of Jubilee United Church authorize Linda Wray to increase the CEBA loan from forty thousand dollars (\$40,000) to sixty thousand dollars (\$60,000).

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

**Technology Update:**

A few months ago the Executive Team agreed to purchase technology that will be needed to continue doing what we've been doing for virtual worship. A Video Mixer was recently purchased at a cost of almost two thousand dollars (\$2,000). We still need to buy a new laptop for running this, plus a few other items. The computer in the photocopy room no longer works (the one that the Counters use) and therefore will need to be replaced. One option is to replace the office computer and move that computer, which is a few years old, down to the photocopy room. Research indicate that it will cost about three thousand dollars (\$3,000) for two new computers. Cameras will cost another few thousand dollars.

**MOTION:** That Rev. Brownmiller be authorized to spend up \$3000 to purchase a laptop for streaming and an office computer.

**Moved by:** Debra Legge      **Seconded by:** Sara Coyne      **CARRIED**

**COVID-19 UPDATE**

**Facility Partners & Space Use**

With the update from Dr. Bonnie Henry and Minister Adrian Dix on Saturday, November 7<sup>th</sup>, Rev. Graham sent out a note to the Facility Users. While the order does not include groups like AA or faith communities, it felt prudent to ask all facility partners to suspend their activities for two weeks, until November 23, 2020. Subsequently, groups such as AA and Al-Anon could continue to meet, but they had all agreed to suspend their activities during that time.

Myung Sung congregation was not asked to suspend their worship but to consider the smallest number of people required to produce it. They could not conceive of having a different way of doing this and so have cancelled worship for the two weeks of this order.

Moving ahead the Executive Team recommends that everyone wear masks and gatherings to stay within the Provincial Health Order (currently 50 persons in attendance).

In regards to increasing facility fees, we will not increase the base rate for 2021, but we will request Myung Sung to increase to seventy-five percent (75%) of their fee and First United Methodist increase to fifty percent (50%) of their fee.

**MINISTER'S REPORT**

**Ministry Profile & Search (MPS)**

After three Sunday morning conversations and a Tuesday evening session facilitated by Bill and Nancy, a survey was sent out to the congregation about the Future of Ministry at Jubilee United Church. We have asked that the community respond by November 18<sup>th</sup>. A call out to assist some folks in filling out the survey and encourage responses will happen.

**Governance Manual**

With so much else going on, perhaps now is not the time to revise the Governance Manual. A small Governance Working Group that could work on it rather than the entire Executive Team and bring recommendations at appropriate times would be helpful. Nancy and Ken offered to go through the document and provide an update in January.

**Annual Meeting** – Typically at this time of year we try to determine when our Congregational Meeting will take place. It seems like we will still be out of the church around our usual meeting time (early March) and we will need to do the meeting online.

It is suggested that a date be set at January 2021 Board Meeting – possibly March 7 to be confirmed.

**Nominations** – We have been nominating people to serve two-year terms for the community of Jubilee on the Executive Team, Ministry & Personnel Committee, Trustees, and Regional Council Representatives. Our Governance Structure has named the membership of the Executive Team as eight to twelve (8-12) members, M&P as three to five (3-5), Trustees as four (4) and Regional Council Representatives as two (2).

Executive Team: Sara Coyne and Nancy Baird continuing to serve a term from 2020-2022. Bill Medland, Debra Legge, Linda Wray, Ken Tunnicliffe and Lorna Gross all have terms which end at this Congregational Meeting.

Ministry & Personnel: Maureen Hole continues to serve a term from 2020-2022. Andrew Burge and Glo McArter have terms which end at this Congregational Meeting.

Trustees: Bill Gilpin continues to serve a term from 2020-2022. Don Morse, Len Gross, and John Baird have terms which end at this Congregational Meeting.

Regional Council: Barb Tunnicliffe and Ken Tunnicliffe are serving a term from 2020-2022. We do not need to elect new representatives this year.

There is a need to find folks to fill the vacancies. The Office of Vocation Minister has reminded Ministry Personnel that they are forbidden to serve on Nominations Committees, but that they should be consulted.

**MOTION:** That Bill Medland and Sara Coyne serve as the Nominations Committee of Jubilee United Church, to prepare and present a slate of nominations to the Congregational Meeting.

**Moved by:** Nancy Baird      **Seconded by:** Debra Legge      **CARRIED**

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**ADJOURNMENT**      Meeting was adjourned at 8:05 pm.

**NEXT MEETING**      Thursday, January 14, 2021 at 6:30 pm.

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Bill Medland, Chair

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Debra Legge, Secretary