



MINUTES OF
The Annual Congregational Meeting
JUBILEE UNITED CHURCH
The United Church of Canada

March 07, 2021
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	There were more than 65 people present via Zoom and telephone.
NOTICE & AUTHORITY	Notice of the meeting was given via e-mail to all members for whom we have e-mail addresses, which is ninety percent (90%) of the congregation's membership. Those without email received a hard copy of the Annual Report and notice of the meeting delivered to their homes. The meeting was held via Zoom, an online platform that allowed all participants to communicate simultaneously.
OPENING PRAYER, TERRITORIAL ACKNOWLEDGMENT, AND MEMORIALS	Rev. Graham Brownmiller, Lead Minister, called the meeting to order by prayer at 11:10 am; a quorum was present. During the prayer, Rev. Graham acknowledged that Jubilee United Church is on the ancestral and unceded territories of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples and that this compels us to think of relationship and reconciliation; he also read the names of those in memoriam.
ELECTION OF CHAIRPERSON AND SECRETARY	MOTION that Bill Medland be elected Chair of this Annual Congregational Meeting and that Debra Legge be elected Secretary. Moved by: Christina Burge Seconded by: Dorothy Jeffery CARRIED
MOTION TO EXTEND VOTING PRIVILEGES TO ADHERENTS	As per <i>The Manual (2021) B.3.7.2</i> MOTION to allow adherents to vote on temporal matters Moved by: Len Gross Seconded by: Maureen Hole CARRIED
RESPECTFUL COMMUNICATION GUIDELINES	Bill Medland reviewed the Guidelines for Respectful Communication and reminded folks that we try to live by these in all of our work together as a community. On behalf of the congregation Bill agreed that we would honour and respect these guidelines.
CONSENT AGENDA	Bill Medland explained a consent agenda is similar to an omnibus motion and will adopt the agenda (as amended following), the past minutes, and all reports. It was previously requested that if anyone was going to lift any items from the consent agenda, that it would have been communicated prior to the meeting; we received a request to speak about the Terms of Reference for the Jubilee Reserve Fund. This item will come after the budget. MOTION: That the Consent Agenda be accepted. Moved by: Christina Burge Seconded by: Mark Kitching CARRIED <ol style="list-style-type: none">Approval of (amended) Agenda to include moving the Terms of ReferenceApproval of March 1, 2020 and June 21, 2021 Congregational Meeting MinutesAnnual Reports

- i. Minister
- ii. Executive Team
 - i. Governance Background
 - ii. Administration Working Group
 - iii. Ministry & Personnel
- iii. Core Ministry Group: Worship
 - i. Music
- iv. Core Ministry Group: Belonging
 - i. FunRaisers
 - ii. Pastoral Care and Visitation
 - iii. United Church Women & UCW Financials
- v. Core Ministry Group: Learning
 - i. Sunday School and Family Matters
 - ii. Youth Group
 - iii. Adult Christian Education
 - iv. Lenten Series
- vi. Core Ministry Group: Service
 - i. Thrift Shop
- vii. Statistical Information
- viii. Contribution Report
- ix. Trustees Report & Financial Statement
 - i. Terms of Reference - Jubilee Reserve Fund *that the Congregation of Jubilee United Church adopt the Terms of Reference for the Jubilee Reserve Fund. [Removed to following budget]*

NOMINATIONS

Members of the Executive Team formed a Nominations Committee and opened nominations during worship in early February, and subsequently approached members of the congregation to fill positions on the Executive Team and on the Ministry & Personnel Committee. The Executive Team is also recommending moving to three year terms and is recommending nominations based on setting a staggered term.

Bill Medland, who has been chair, is stepping down from the Executive Team, as is Linda Wray who has served as our Treasurer. Andrew Burge is stepping down from the Ministry & Personnel Committee.

MOTION: that the following be elected to positions for terms specified:

to the Executive Team: Ken Tunnicliffe (2021-2023), Debra Legge (2021-2023), Lorna Gross (2021-2023), Barry Morley (2021-2024), Anne McCannel (2021-2024), Christina Burge (Treasurer) (2021-2024)

to the Trustees: Don Morse (2021-2024), Len Gross (2021-2023), John Baird (2021-2022)

to the Ministry & Personnel Committee: Glo McArter (2021-2023), Mark Kitching (2021-2024)

Moved by: Tammy Kitching

Seconded by: Barb Bierhaus

CARRIED

Gratitude was offered to Bill Medland, Linda Wray and Andrew Burge, each of whom have served faithfully and ably over the past number of years. It was also acknowledged that Janet Babey is stepping down from being Envelope Secretary and Maureen Hole will replace her. Thanks was offered to Brenna Ellis for her gift of cards for birthdays and anniversaries over the past year.

A challenge was offered to encourage female-identified members of the congregation to join the Trustees.

TREASURER'S REPORT

Linda Wray presented the 2020 Income and Expense Statements, the Statement of Accounts and the Balance Sheet. We budgeted for a thirty thousand dollars (\$30,000) deficit in 2020 and ended up with a net gain of eighteen thousand dollars (\$18,000). However, we received sixty-three thousand dollars (\$63,000) in government pandemic grants and received a thirty five thousand seven hundred dollar (\$35,700) extension fee from Townline Developers. Had we not had this extraordinary income we would have had a Net Loss of near eighty thousand dollars (\$80,000). Our investments, for which we do not budget income from, had a net gain of almost two hundred and forty-six thousand dollars (\$246,000).

Linda was asked if we were required to repay any of the Government Grants that we received and replied in the negative. It was also raised that had we not had access to these governmental grants, we would have made some other decisions regarding staffing; this does not negate the loss we experienced in our facility partner fees.

The statement of review of the financials were included in the Annual Report along with the reviewed financial statements.

MOTION that the 2020 Income and Expense Statements be accepted as presented.

Moved by: Linda Wray

Seconded by: Len Gross

CARRIED

2021 BUDGET

Linda Wray presented the 2021 Budget, with a deficit of seventy-four thousand dollars (\$74,000). No income is budgeted from investments which could offset that deficit in a good financial year, nor monies received from bequests. The budget reflects a commitment to children, youth and leadership ministries this year, including the hiring of a Children & Youth program staff to lead Sunday School. We have also budgeted to reflect a commitment to our online worship and to pay for a Technology Coordinator during the pandemic time. Government payroll grants are being extended until at least June.

A few concerns were raised regarding the 2021 Budget including the Rental Income and lack of any contingency built into it. In addition, the need to think about a realistic budget based on our hope and plan to move into the Sussex Site next year; this includes the need for conversations about staffing, and concern for support to Rev. Graham and the expectations that might fall upon him.

MOTION that the 2021 Budget be accepted as presented.

Moved by: Linda Wray

Seconded by: Ken Tunnicliffe

CARRIED

Thanks was offered to Linda Wray for the hard work of completing the financial work.

**JUBILEE RESERVE FUND
TERMS OF REFERENCE**

The Terms of Reference for the Jubilee Reserve Fund were lifted from the consent agenda and a variety of questions were asked about the recommendation. The language of these Terms of Reference is convoluted and unclear, plain language would make it more accessible. The Executive Team adopted an Investment Policy a number of years ago, and the Reserve Fund Terms should work hand in hand with that policy.

The risk level is not specific enough and could include diversifying holdings amongst asset classes, industry sectors, geographic regions, investment managers of contrasting style, etc. An approved asset allocation is also needed, and guiding objectives and parameters specifically around ESG (environmental, social & governance) issues. A concern was noted about moving our RBC Dominion Securities funds into Connor, Clark & Lunn because it increases risks to have a single management organization and loses diversity of investment insights and conversations.

The Trustees withdrew this motion to do more work and bring it back in the future.

EXECUTIVE TEAM PROGRAM

Nancy Baird, on behalf of the Executive Team, facilitated a conversation about the Future of Ministry at Jubilee United Church; particularly naming the misconceptions that continue to prevail, despite the congregation's leadership's attempt to share information in an accessible way.

Nancy offered a brief background on amalgamation conversations from the mid-2000s and the decision by West Burnaby UC to enter into development, all the while supported by South Burnaby UC each step of the way. She offered some background information on the decision and process by which Pacific Mountain Regional Council has come to be a partner in the space, and the design of the Sussex site.

The amalgamation motion read: "Are you in favour of amalgamating ... into a single missional congregation, thereby consolidating all the resources of both congregations into one?" In our conversations and in our being one congregation for the past four (4) years we have continued to say that we will be "one congregation with two sites" and that "together we will make decisions about the use of the sites when the building is closer to completion." There were no promises made about how either site would be used, and there are still no decisions which have been made about the use of the sites.

In the fall the Executive Team surveyed the congregation and had over fifty (50) responses. In that survey some of the popular misconceptions prevail. Nancy Baird and Christina Burge offered some of the misconceptions and some factual responses to those misconceptions. This leads us to a process by which we will have a facilitator to help us discern our way forward and offer a proposal on three particular areas: money, staffing and worship sites.

The presentation will be appended to these minutes.

Congregational conversations will occur Saturday March 13, April 10 and May 8th from 1:00 - 3:00 facilitated by The Rev. Shannon Tennant. These conversations will lead to a proposal for decision at a later date, but no decisions will be made at this time. Questions and comments can be sent to feedback@jubilee-uc.ca

OTHER

Thanks were offered to the many volunteers who help the congregation fulfill its mission in the world. Special thanks were noted to the members of the Transitional Council, Trustees, Ministry & Personnel Committee and those who have served on the Core Ministry Groups. Thanks were offered to our Minister and Staff.

ADJOURNMENT

Having completed our agenda, the meeting was adjourned at 12:50 pm by prayer offered by Lead Minister, Rev. Graham Brownmiller.

Bill Medland, Chair

Debra Legge, Secretary

Addendum - On the Same Page

Before we can begin having discussions on the future of Jubilee we want to start on a level playing ground. Everyone needs to have the same basic knowledge. There is a lot of misinformation out there. We would like to present some background information and the facts about **“One Congregation with Two Sites.”**

Amalgamation conversations began with all of the United Churches in Burnaby in the mid-2000s and South and West Burnaby continued the conversation together which led to Jubilee United Church coming together in 2017. During those conversations, prior to the call of Rev. Graham, West Burnaby United made the decision to enter into a development project, and invited members of South Burnaby to be a part of that conversation. Throughout the entire decision, South Burnaby supported West Burnaby in the move into development.

West Burnaby and BC Conference (now the Pacific Mountain Regional Council) agreed in principle to share the new site when it was built, with an understanding that certain costs would be shared. There was no formal agreement, but an understanding about the use of the facility by the church and Region. The design of the Sussex site reflects the use of space for both Jubilee UC and the Region and was done through collaboration of the Development Team (with members of both founding congregations), the architects from Townline Development, and staff from Pacific Mountain Regional Council. Currently the Development Team is in conversations with the Region to formalize a Memorandum of Understanding which reflects agreements made between West Burnaby and BC Conference and ongoing conversations between Jubilee and the Region.

Jubilee United Church came into existence based on a motion that read: “Are you in favour of amalgamating .. into a single missional congregation, thereby consolidating all the resources of both congregations into one?” It was described that “the newly amalgamated congregation will determine the most beneficial use of the resources that will support and sustain the vision, mission and values.”

Our resources included many things, but particularly money, investments and buildings. When we amalgamated there were no decisions made about the use of the two sites. We have always said that we would be **“One Congregation with Two Sites**; and that as the Sussex building came closer to completion, we would make decisions together, at that time, about how the two sites would be used.” There were no promises made about how either site would be used. There have still been no decisions made about how we will use the two sites; that is what this conversation - which began with the survey - is about.

In spite of information being shared by the congregation’s leadership over the years there still seems to be misconceptions that prevail in people’s minds. We would like to name out loud some of those misconceptions, and a factual response to each of them.

Misconception	Fact
we are only going to worship at the Rumble site	no decision has been made
we are only going to worship at the Sussex site	no decision has been made
we will have alternating services at both sites	no decision has been made
that we are planning to sell the Rumble site	there are no plans to do this.
community lunch will be restored at the Sussex site	no decision has been made
Pacific Mountain Region will not allow other groups to use the Sussex site	We are the owners of the building and control its uses. PMRC has first right of refusal (after us), but not at the cost of displacing facility partners.
if we hire a 2nd minister we will have 2 groups worshipping at 2 sites	the (draft) Ministry Profile clearly defined the job description of the 2nd minister, and it was to support worship, but not be the worship leader

the cost of finishing the Sussex site (furniture, kitchen, A/V) will take a big chunk of the capital of the funds we received from the sale of property.	we are looking at a cost of approximately \$150,000 to finish the site. Our agreement with Townline included some of the costs that people assume we still need to bear; of course there may be other costs that we have not considered
the PMRC has taken advantage of us in this development project	WBUC entered into the conversation saying “we have an asset that can support the whole church, and the Conference (Region) can support us in this as well”; they are making a one-time up front payment for use of the space for the long term, and they will contribute a monthly operations recovery fee
if our congregation doesn’t worship at one of the sites, we will lose our property tax status	it is our understanding that the City of Burnaby would grant tax free status as long as the buildings are being used for the purpose of the church - be that our outreach, our community gatherings, making our space available to other groups (Guides and Scouts), and/or worship. However, this is up to the City based on the information we provide them
we are in deficit every year, we can’t afford two buildings or two ministers	<p>Since we amalgamated, each year we have had a deficit budget, however, at the end of the year we have not had a net loss.</p> <p>We have not withdrawn any money from our investments since the amalgamation; over \$505k in investment income has accrued and none of it has been used for ministry or any other reason.</p> <p>We have had extraordinary income each year since we amalgamated: in 2017 we received a bequest of \$36k; in 2018 we got an \$11k grant from the Rick Hansen Foundation and the UCW donated \$30k (otherwise we would have had a loss of \$11k and our investments showed a loss in that year of \$48k); in 2019 we received 2 bequest totaling \$15k and the UCW donated \$26k. 2020 (a weird year for everyone!) we received government grants and the Sussex redevelopment of \$99k.</p>

Based on the survey results, the Executive Team has identified three main topics that will need further discussion over the next few months. These discussions will lead to the decisions that need to be made in order for Jubilee to move forward. The data from these conversations will be sorted by the Executive Team and be returned to the congregation in proposal form for a congregational vote (and decision).

- money
- staffing
- worship sites

We are well aware that these topics are challenging and controversial. It is not our intention to raise anxiety but to find a way forward that will respect our history and set the ground for the future. We trust that the Spirit is alive in our conversations and will guide us on a good path. In our guidelines for respectful communication one of our guidelines is to “trust ambiguity because we are not here to debate who is right or wrong”; may that be a guiding principle for these conversations.

The plan is to meet on the 2nd Saturday of the month for the next three months: 1:00 - 3:00 March 13 (yes, this Saturday), April 10 and May 8. We are going to have a facilitator from outside of the congregation to help us listen deeply to what you have to say. We will be meeting on Zoom. There will be an opportunity for small group discussions in Breakout rooms. If all technology works, we plan on having members of the Executive Team in each room to take notes. It will be a discussion time, not a decision making time. So now, we are curious if you have any questions you would like to raise. They will not be responded to, but we will forward them to our facilitator as part of these coming conversations. If you think of other questions you can email feedback@jubilee-uc.ca.

- end -