



MINUTES OF
THE EXECUTIVE TEAM OF
JUBILEE UNITED CHURCH

The United Church of Canada

December 15th, 2021

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 are situated on the shared, ancestral and unceded territories of the hən̓q̓əmiñəm and Skwxwú7mesh speaking peoples. We equally respect each of the Nations who share territory in what we call Burnaby.

PRESENT:

Rev. Graham Brownmiller (Lead Minister), Ken Tunnicliffe, Lorna Gross, Christina Burge (Treasurer), Debra Legge (Chair), Sara Coyne, Barry Morley, and Nancy Baird

Regrets: Anne McCannel

The Executive Team joined via Zoom, a platform that allowed all members to communicate with one another at the same time.

OPENING PRAYER

The meeting began with prayer and check-in at 7:00 pm.

PREVIOUS MINUTES

Motion: that the Minutes of the Executive Team meeting on November 9th, 2021, be adopted as distributed.

Moved by: Sara Coyne **Seconded by:** Christina Burge

CARRIED

Minutes for the Executive Team meeting on November 9th, 2021, are available on the church website <https://jubilee-uc.ca/documents/minutes/>

**ITEMS FOR
CONVERSATION**

Re-start Plan

We had a discussion about returning to in-person worship. We realize that some congregation members would like to worship together in the church once again, while others are concerned due to health and safety reasons with the latest Covid-19 variant. The decision was made by the Executive Team to postpone our return to in-person worship until after Advent. The Executive Team will meet on January 12th, 2022, to re-assess our plans, taking into consideration Provincial Health Orders.

CMG: Worship The Worship Core Ministry Team met and has thought through plans for continued online worship and returning to in-person worship.

Development The Development Team along with some other members of the congregation attended a walk-through of the new building. We are waiting for a few supplies to arrive in order to complete some of the finishing work. There is ongoing discussion regarding the number of parking spots allotted to Jubilee in the building's underground parking garage. Reverend Graham and Andrew Burge met with the A/V installer and were pleased with how smoothly the A/V system works.

The Development Team offered some feedback to the Region on the Lease. Once they have reviewed these notes, the Trustees and Executive Team will have a chance to read the Lease and offer comment.

Policies and Governance An updated Policy document has been shared to Ken Tunnicliffe and Nancy Baird. They will meet to discuss them in January and bring comments back to the Executive Team

Renovation The renovation of the chancel is complete for a cost of \$21,674.05. The gift we received from "The John and Gloria McArter Fund at the United Church of Canada Foundation" was \$24,243.60. We want to thank Jack and Glo for their very generous donation and we will continue to discuss how to honour them for this gift.

Office and Facilities Coordinator Glo McArter (M&P), Maureen Hole (M&P), Christina Burge (ET) and Rev. Brownmiller reviewed over 30 applications that were received for the Office & Facilities Coordinator Position. We shortlisted to 5 applicants and Maureen, Christina, Barry Morley and Rev. Brownmiller interviewed 4 of them. We invited 3 of the candidates for a second interview and skills demonstration. Two of these applicants came and were interviewed. The third applicant took another position in between interviews.

The hiring team agreed to offer the position to one of the candidates. However, there is some discussion regarding this candidate's ability to fulfill the number of hours we require due to an upcoming internship they will be completing.

Motion: that Rev. Graham Brownmiller be authorized to negotiate the position of Office & Facilities Coordinator with Andrea Barón for an hourly salary between \$24 and \$28 per hour.

Moved by: D. Legge **Seconded by:** Christina Burge **CARRIED**

ADJOURNMENT Being no further items on the agenda, the chair declared the meeting adjourned at 8:50 pm

NEXT MEETING January 12th, 2022

Debra Legge, Chair

Sara Coyne, Secretary

