



MINUTES OF
THE EXECUTIVE TEAM OF
JUBILEE UNITED CHURCH

The United Church of Canada

January 12th, 2022

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, Nancy Baird and 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 December 15th, 2021, be adopted as distributed.

Moved by: Sara Coyne **Seconded by:** Barry Morley

CARRIED

FINANCIAL REPORT

Christina Burge is beginning the process of finalizing year end financial reports, so there is no financial report. However, Christina did share that we are revising the Chart of Accounts for both the Simply Accounting and PowerChurch programs. This revision brings the accounts into line with the governance structure and the budget as presented the past few years.

**ITEMS FOR
CONVERSATION**

Re-start Plan There has been no further information from the Region regarding communities of faith returning to in-person worship; therefore we will continue to worship via the online platform Zoom. The current Provincial Health Orders are in effect until January 31st and are likely to be extended. The decision regarding a return to in-person worship will be reviewed regularly at the Executive Team's monthly meetings.

Phone Tree Using the existing phone tree, the Executive Team will contact congregation members to check on members' well-being and share the decision about returning to in-person worship at the current time.

Development Don Morse and Rev. Brownmiller attended a meeting with Townline Developers to clarify the relationship between the Property Management Company/Strata and the church. This meeting involved a discussion of the Cost Share Agreement which outlines areas and items on the property belong solely to Jubilee United Church, and which are deemed to be shared property. Per our legal agreement, Townline must turn over the building by March 29th, 2022. It is likely that the Pacific Mountain Region staff will want to move in soon after we have occupancy.

The Development Team, Trustees, and Executive Team members have had the opportunity to read over Jubilee United Church's lease with the Pacific Mountain Regional Council. The lease was written by Cameron White, lawyer for the PMRC; Jubilee United Church did our due diligence by having a second legal opinion from Greg Greiner who agreed that the Lease is thorough in covering possible issues that could arise between the parties. Greg offered a few items to consider, and the Region has agreed to those changes.

Motion: That the Executive Team of Jubilee United Church authorize the Trustees of Jubilee United Church to execute the Lease with the Pacific Mountain Regional Council regarding the occupancy of 6000 Sussex Avenue, Burnaby.

Moved: Barry Morley **Seconded:** Anne McCannel **Carried**

We discussed "move-in" dates for the Sussex site including our first in-person worship services. We determined that June 5th 2022 might be a realistic and appropriate date as it will be Pentecost and allows enough time for us to acclimate to the space, advertise, and host some Open Houses for members and the public. Rev. Brownmiller, Debra Legge, Christina Burge will begin planning for this date.

Office and Facilities Co-ordinator After a failed search for hiring an Office & Facilities Coordinator, Rev. Graham sought some other options. A colleague operates Express Employment Professionals. They would do the work of recruiting and vetting before bringing candidates to the Hiring Team for a final interview and decision. They are willing to offer Jubilee United Church a significant discount on their usual rate as the owner of the company is also a United Church minister and understand the nature of the position for which we are hiring.

Motion: That we contract Express Employment Professionals to find an Office and Facilities Coordinator for the position at Jubilee United Church at a cost of approximately thirty-six hundred dollars (\$3,600).

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

Annual General Meeting The date for this year's AGM will be Sunday March 13th, 2022. We will ask for Annual reports to be to the office by February 18, 2022.

ADJOURNMENT Being no further items on the agenda, the chair declared the meeting adjourned at 8:40 pm

NEXT MEETING The Executive Team will meet on Wednesday February 15th, 2022 at 7:00 pm.

Debra Legge, Chair

Sara Coyne, Secretary