



MINUTES OF
THE EXECUTIVE TEAM OF
JUBILEE UNITED CHURCH

The United Church of Canada

February 16th, 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 hən̓q̓əmi̓nəm̓ 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, Anne McCannel, Christina Burge (Treasurer), Sara Coyne (Secretary), Barry Morley, Nancy Baird and Debra Legge (Chair)

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 January 12th, 2022 be adopted as distributed.

Moved by: Sara Coyne **Seconded by:** Anne McCannel **CARRIED**

**ITEMS FOR
CONVERSATION**

Financial Update We are waiting for Gary Fenton to complete his review of the 2021 Financial Report. Once he has returned this to us, Christina will confirm the 2021 financials for the Annual Report.

As the 2022 Budget has not yet been adopted, we do not have a January financial statement. However tax receipts have been printed and are being distributed. We can now begin depositing revenue and recording expenses for 2022.

Budget 2022 Treasurer Christina Burge and Rev. Brownmiller created a draft budget for 2022. The Executive Team reviewed this budget and discussed it. It shows a deficit similar to what was described during the Future of Ministry proposal. Both a “snapshot” of the budget and a line-by-line detailed budget will be published for the congregation to view in the annual report.

Restart Plan The B.C. Provincial Health officer announced today that many Covid 19 health restrictions

will be lifted as of midnight tonight. These include capacity restrictions on church congregations. Some restrictions remain in effect, such as mask-wearing.

After discussing various options, the Executive Team decided that Jubilee United Church will offer in-person worship services with synchronous streaming of the service for those who prefer to join worship online. The Executive Team decided that all adults attending in person must be vaccinated with at least two shots, and children over the age of 5 must have one vaccination shot. Vaccine passports will be checked upon entering the church building.

Those congregation members attending in person will be offered a beaded necklace to wear to indicate their level of comfort regarding social distancing and physical contact with others.

Until further notice, we will not be hosting a coffee time in the hall after worship.

Sunday March 13th, 2022 is the second Sunday of Lent and will be the date in-person worship is offered once again. The Jubilee United Church AGM will follow the service and will occur in the sanctuary; this allows for attendance on Zoom as well.

A decision regarding how Sunday school is offered will be determined soon, once Rev. Brownmiller has communicated with families of young children.

Motion: That Jubilee United Church return to in-person worship on Sunday March 13th, 2022.

Moved by: Christina Burge **Seconded by:** Debra Legge **CARRIED**

Development The City of Burnaby will grant occupancy to our congregation soon. There will still need to be deficiency reporting prior to having it turned over from Townline to our congregation. The Executive Team will thank the Development Committee at the 2022 AGM, and the Committee will be disbanded. Small groups, based on areas of responsibility will work with Rev. Graham to get the building ready for our use.

Office & Facilities Co-ordinator Express Personnel continues to recruit on our behalf and will be forwarding applications for our consideration once potential applicants have completed the initial interview and skills testing.

Governance Manual Since 2017 Jubilee United has operated under the Governance Model outlined in the Amalgamations Document. Over the last several years, we have continued to refine the Governance Manual. Nancy Baird, Ken Tunnicliffe and Rev. Brownmiller have worked on this on behalf of the Executive Team and the entire Team recommends the adoption of a revised Governance Manual.

At the AGM the Executive Team will also recommend that their name be changed to "Council".

Motion: To ratify the latest version of the Governance Manual and present it to the congregation at the AGM on March 13th, 2022

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

Nominations Each year there are a few members of the Executive Team, Trustees and Ministry & Personnel Committee whose terms end; it is the responsibility of the Executive Team to

name a nominations committee to speak with those who terms are ending, and create a slate to present to the Congregational Meeting.

On the Executive Team, Nancy Baird’s and Sara Coyne’s terms are up
For the Trustees, Bill Gilpin’s and John Baird’s terms are up
On Ministry and Personnel, Maureen Hole’s term is up

The Executive Team appointed Ken Tunnicklffe and Anne McCannel to speak to the members above to ascertain if they are willing to commit to another term; these two will then work to find others to fill positions if there are openings.

**Community
Life Minister**

The Search Committee has received an application for the position and the applicant will be interviewed soon. Maintaining Confidentiality will be important in this process. If the Search Committee decides to extend a call, salary negotiation will need to occur. Though the Search Team does that work on our behalf, the Executive Team needs to approve the budget.

Motion: That the Search Team be authorized to negotiate with a successful candidate for up to 7% over minimum salary, plus the cost of their cell phone bill and all related benefits as named by the salary schedule of The United Church of Canada.

Moved: Christina Burge **Seconded:** Anne McCannel **CARRIED**

ADJOURNMENT

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

NEXT MEETING:

Wednesday March 30th at 7:00 pm

Debra Legge, Chair

Sara Coyne, Secretary

The remainder of this page is intentionally blank

This page is intentionally blank.