



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

March 12, 2023

JUBILEE UNITED CHURCH (SUSSEX)  
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 approximately 38 people present in-person.

**OPENING PRAYER,  
TERRITORIAL  
ACKNOWLEDGMENT,  
AND MEMORIALS**

Rev. Graham Brownmiller, Lead Minister, called the meeting to order by prayer at 11:40 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 Debra Legge be elected Chair of this Annual Congregational Meeting and that Anne McCannel be elected Secretary.

**Moved by:** Dorothy Jeffery      **Seconded by:** Barry Morley      **CARRIED**

**MOTION TO EXTEND  
VOTING PRIVILEGES TO  
ADHERENTS**

As per *The Manual (2021) B.3.7.2*

**MOTION** to allow adherents to vote on temporal matters

**Moved by:** Ken Martin      **Seconded by:** Christina Burge      **CARRIED**

**RESPECTFUL  
COMMUNICATION  
GUIDELINES**

Debra Legge and Rev. Graham 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 Debra agreed that we would honour and respect these guidelines.

**CONSENT AGENDA**

Debra Legge explained a consent agenda is similar to an omnibus motion and will adopt the agenda, 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; prior to the meeting there were no requests.

**MOTION:** That the Consent Agenda be accepted.

**Moved by:** Pamela Evans      **Seconded by:** Maureen Hole      **CARRIED**

- i. Approval of Agenda
- ii. Approval of 2022 Congregational Meeting Minutes (March 13, March 27 and November 27)
- iii. Annual Reports
  - a) Minister
  - b) Community Life Minister
  - c) Council
    - a. Sussex Development & Launch Team
    - b. Ministry & Personnel
  - d) Core Ministry Group: Worship

- a. Music Ministry
- e) Core Ministry Group: Belonging
  - a. FunRaisers
  - b. Pastoral Care & Prayer Shawls
  - c. United Church Women & UCW Financials
- f) Core Ministry Group: Learning
  - a. Sunday School and Family Matters
  - b. Youth Group
  - c. Adult Christian Education & Bible Study
- g) Core Ministry Group: Service
  - a. Thrift Shop
- h) Statistical Information
- i) Contribution Report
- j) Trustees Report & Financial Statement
  - a. Terms of Reference for Jubilee Reserve Fund

**NOMINATIONS**

Members of the Council formed a Nominations Committee and opened nominations in early February; subsequently they approached members of the congregation to fill positions on the Council. Of those spoken with by the Nominations Committee, no one was willing to serve at this time. It is recommended that the Council be authorized to appoint new members if and when an appropriate member is found.

Lorna Gross, who has served on the Council (through its various names) has served since amalgamation and is not seeking re-election at this time. Gratitude is offered for her service.

**MOTION:** that the following be re-appointed to positions for terms specified:

*to the Council: Ken Tunnicliffe (2023-2026) and Debra Legge (2023-2026)*

*to the Trustees: Len Gross (2023-2026)*

*to the Ministry & Personnel Committee: Glo McArter (2023-2026)*

*and that the Council be authorized to appoint new members of the Council prior to the next Congregational Meeting.*

**Moved by:** Dorothy Jeffery

**Seconded by:** Bill Gilpin

**CARRIED**

**TREASURER'S REPORT**

Christina Burge presented an overview of the 2022 financials. A summary of the financials is appended at the end of these minutes. There was revenue of \$303,688 and expenses of \$652,093, with a net loss/deficit of \$348,000. Christina explained that this deficit was less than what was budgeted. We do not budget investment income, though it is reported in the Trustees report.

Christina reported that the offering was down 10% from the budgeted amount, and there were some large costs for Sussex (legal fees for the second closing, and property taxes for 2022 because we could not apply for property tax exemption). While the UCW had budgeted a \$15,000 donation, they graciously donated \$35,000 to the operation of the church. A one-time payment of \$800,000 was received from the Region. Some of this payment was used to cover the deficit, rather than taking money out of investments.

There was a gathering a week prior to the congregational meeting for those interested in a deeper look at the Financial Report (and budget). It was helpful for those folks to gather and ask their questions.

**MOTION** that the 2022 Income and Expense Statements be accepted as presented.

**Moved by:** Christina Burge

**Seconded by:** Maureen Hole **CARRIED**

**2023 BUDGET**

Christina Burge presented details of the 2023 Budget, with a projected total revenue of \$341,546, and projected total expenses of \$683,128, leaving a net loss/deficit of \$341,582. A summary of the budget is appended at the end of these minutes.

Conversation was held about the viability of the congregation based on this sort of deficit. Christina shared that the two ways of decreasing a deficit are to increase revenue and to decrease expenses. Increasing revenue through rental of space requires that we find a balance between our needs and those of outside renters. There have been some new users, but the Sussex space is mostly used by our own groups.

We try to keep our expenses as low as possible, and the biggest expenses are our Staff, which we believe is a necessary expense for our continued success. With the increase in staff from the 2022 budget to the 2023 budget, it is difficult to compare staffing costs. Ministry Personnel salaries were increased by the Cost of Living increase set out in the minimum salary schedule, this year it was 3.4%.

Someone wanted to know where the revenue and expenses for Fundraisers were recognized; they are found under the CMG: Belonging section.

Annual costs for the Sussex site include service agreements for HVAC and the elevator, in order to maintain warranty.

There was a discussion around the high costs at the Rumble site – hydro costs have increased; doors will be replaced; and we have to insure the two buildings at Rumble, while at Sussex our insurance costs are recorded in 2 places: one the shared costs with the strata, and one for the inside of the building.

Christina explained that the budgeted deficit will be covered from net gains of current investments, not from the capital. Someone asked about the Bong Soo Lim bequest from the early 1990s, and it was clarified that our investment amount does not include this bequest, because we have not yet received it.

Given the projected net loss, a request was made that the congregation be supplied with quarterly updates throughout the year.

**MOTION** that the 2023 Budget be accepted as presented.

**Moved by:** Christina Burge                      **Seconded by:** Glo McArter                      **CARRIED**  
**Two opposed:** Len Gross and Bev Thacker

Thanks were offered to Christina Burge for the hard work of completing the financial work and presenting the information in a way that was quite understandable.

**AFFIRMING MINISTRY**

At the congregational meeting in March 2020, it was agreed that Jubilee United Church wanted to move into the Affirming Ministry process, to be intentional about what it means to be a church where “all are welcome.” Due to the pandemic, that work was put on hold while other important pieces of business were dealt with. The Learning Core Ministry Group decided to move ahead with the Lenten Series this year, “Creating a Place at the Table” as a part of the Affirming Ministry conversations that need to happen in order for the community to be recognized, officially. The church was congratulated on taking this move toward an Affirming Ministry.

**MOTION** that Jubilee United Church reaffirm its commitment to the Affirming Ministry Process.

**Moved by:** Dorothy Jeffrey                      **Seconded by:** Christina Burge                      **CARRIED**

**OTHER BUSINESS**

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 Council, Trustees, Ministry & Personnel Committee and those who have served on the Core Ministry Groups,

scripture reading, prayers, coffee time. Particular thanks were extended to Janet Babey, Gwen and Don Morse, and Nancy Baird, as well as all the volunteers, for their work with the Thrift Shop, and Dorothy Jeffery for her work at scheduling lay participants.

In addition to the thanks to all volunteers, it was noted that more volunteers are needed to assist with the weekly coffee time.

Thanks were also extended to Rev. Graham for leading us through this past year even through his medical crisis.

**ADJOURNMENT**

Having completed our agenda, the meeting was adjourned at 12:32 pm by prayer offered by Lead Minister, Rev. Graham Brownmiller.

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Debra Legge, Chair

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Anne McCannel, Secretary

**Appendix 1: Financial Summaries****Summary of Treasurer's 2022 Report****2022 Revenue**

|                          |                     |
|--------------------------|---------------------|
| Contributions            | \$166,300           |
| Use of Facilities Rumble | \$92,200            |
| Use of Facilities Sussex | \$8,100             |
| Directed Donations       | \$4,100             |
| Flow-thru                | \$22,100            |
| Other                    | \$10,800            |
| <b>TOTAL</b>             | <b>\$303,688.40</b> |

**2022 Expenses**

|                        |  |
|------------------------|--|
| Administration         | \$34,400   |
| Ministry and Personnel | \$261,200  |
| Facilities – Rumble    | \$86,800   |
| Facilities – Sussex    | \$129,000  |
| Core Ministry Group    | \$19,000   |
| Flow Thru              | \$21,500   |
|                        | <i>(plus \$100,00 to the First Forward campaign)</i> |
| <b>TOTAL</b>           | <b>\$652,093</b>                                     |

**DEFICIT** Budgeted \$355,000 and realized \$348,000

**Summary of the 2023 Budget****2023 Budget Revenue**

|                          |                  |
|--------------------------|------------------|
| Contributions            | \$146,600        |
| Use of Facilities Rumble | \$121,600        |
| Use of Facilities Sussex | \$36,200         |
| Directed Donations       | \$1,300          |
| Flow-thru                | \$19,450         |
| Other                    | \$16,400         |
| <b>TOTAL</b>             | <b>\$341,546</b> |

**2023 Budget Expenses**

|                        |                  |
|------------------------|------------------|
| Administration         | \$23,900         |
| Ministry and Personnel | \$419,100        |
| Facilities – Rumble    | \$115,600        |
| Facilities – Sussex    | \$76,600         |
| Core Ministry Group    | \$28,400         |
| Flow Thru              | \$19,500         |
| <b>TOTAL</b>           | <b>\$683,128</b> |

**Deficit Budgeted \$341,582**