**­­ DRAFT - BELLS CORNERS UNITED CHURCH BOARD MEETING MINUTES**

**MEETING**: No. 10 – 2021-2022

**DATE & LOCATION:** Feb 16th, 2022 7:00 pm held virtually on Zoom

**PURPOSE**: To carry out the business of BCUC Church Board **CHAIR**: Jordan Berard

**PRESENT**:

|  |  |
| --- | --- |
| Rev. Lorrie Lowes | Susan Young |
| Jordan Berard | Rev. Kim Vidal |
| Ellen Boynton | David Stafford |
| Sue Morrison  Mark McDonald | Will Wightman  Norm Pound |
| Bill McGee |  |

**REGRETS:** Desna Sulway

**GUESTS:** Sue Morrison, Ross Mutton, Mark McDonald

**NEXT MEETING**: Wednesday, Mar. 16th, 2022

1. **Opening Remarks** Chair
2. **Devotions** Jordan

Jordan spoke to us on the volunteering that we all do to help the Church, how we realize our potential through volunteering, and how we become a part of something bigger than ourselves.

1. **Accepting of Corresponding Members** Chair

Bill made a motion to accept all corresponding members, David seconded. Approved.

1. **Approval of Agenda** Chair

Ellen made a motion to accept the Agenda as amended, David seconded. Approved.

1. **Approval of Minutes** Chair
   1. Jan 19th, 2022

Ellen made a motion to accept the Minutes as amended, David seconded. Approved.

1. **Standing Reports**
   1. **Ministers’ Report (Pages 3-7)** Rev. Kim/ Rev. Lorrie

In addition to the report attached, Rev. Kim made a motion to remove Lorence Venance from the membership roll due to death. David Seconded, Approved.

* 1. **Finance Report** Bill

The safe deposit box was investigated, and the original deed was found. Financial receipts were emailed out to all donors for the church.

* 1. **M&P (Page 8)** David
     1. **Directed fund of sabbatical**

It was discussed and stated that funding for ministry coverage during upcoming sabbaticals will have to be incorporated into the 2023 Budget. A directed fund for sabbaticals was not an overly-favoured approach.

* + 1. **COVID kits.**

It was agreed that it is prudent to have some rapid test kits on hand for staff use, but not for the public in general. It was stated that it would be better that someone feeling ill be encouraged to stay home.

* 1. **Monthly Report from Worship Commission (Page 9)** Sue/Chair
     1. Motion to Renew Worship Commission Mandate

David made a motion to renew the Worship Commission Mandate, Norm seconded. Approved.

1. **New Business**
   1. **Rev. Karen Boivin VAM Renewal** Chair

David moved that Jordan be authorized to sign Rev. Boivin’s renewal request on behalf of the Board, Lorrie Seconded. Approved.

* 1. **Helping Downtown Residents** David

Various strategies for helping residents in downtown Ottawa suffering from the impact of the “Freedom Convoy” were discussed. David will take ideas back to the Men’s Club.

* 1. **Draft Text of Vaccination Policy for BCUC (Page 10)** Chair

David moves that we adopt the policy on COVID-19 and publish it on our website as we do other policies. Seconded by Lorrie. Approved.

* 1. **Nominations** Ellen

Several nominations were made to shore up several committees.

* 1. **Audited Financial Statements / 2022 Budget**  Bill / Ross / Chair

The projected budget for 2022 was discussed. Ross and Bill will prepare the final materials for distribution to the congregation before the AGM.

* 1. **AGM Logistics**  Chair

This was a general overview of what will be discussed, and we went over the draft agenda.

It was decided that we will push the AGM back 15 minutes to 11:15 so that we give time for Abe to set things up in the church.

Documents listed below will be shared with the congregation by Sunday February 27th.

* + 1. Chair / Secretary
    2. Agenda / Zoom Link
    3. Minutes from Last AGM
    4. Activity Plan / Annual Report
    5. List of Significant Board Motions
    6. Staff Appreciation
    7. Other Logistics?

1. **Other Business**

* 1. **Devotions:** for Wednesday, Mar 16th, 2022 Chair

Susan volunteered to do devotions.

1. **Next Meetings**: Chair
   1. **Regular Board Meeting** – Wednesday, Mar 16th, 2022.
2. **Closing Prayer** Rev. Kim/Rev. Lorrie

**MINISTERS’ REPORT   
BCUC Board Meeting – February 16, 2022**

**Kim’s Report:**  
Here are the highlights of my ministry from Jan 20 to Feb 16, 2022:  
 **Worship:**  
From January 20 until Feb 6, no onsite worship service was held in the church building but we have reopened the sanctuary for onsite service on Feb 13 at 50% capacity and will continue that way until further restrictions will be announced. Online worship service continues to be offered via YouTube, link of which is posted on our website, and Facebook. In addition to preparing the text format of the Sunday worship and recording my input for the weekly online service, I also prepare the weekly Powerpoint slides. The service is also made available via telephone.

* **Jan 23** – Third Sunday after Epiphany / Stewardship 1. We began our 2022 Stewardship Campaign this Sunday with a message from Bill McGee inviting the congregation to support the campaign.
* **Jan 30** – Fourth Sunday after Epiphany / Stewardship 2. Rev. Lorrie led the service and I shared a stewardship story during the children’s time. We also honoured and offered tribute to Bill Johnson for his exemplary work as our Treasurer and Finance Chair for 17 years. Erin Berard shared some words on Family Ministry.
* **Feb 6** – Fifth Sunday after Epiphany / Stewardship 3**.** Ellen Boynton offered a word thanks for all those who have volunteered in the different committees and the Board and encouragement to offer our time and talents. This being the last Sunday of the Stewardship campaign, Bill McGee expressed his thanks and appreciation for those who have supported the campaign.
* **Feb 13 –** Sixth Sunday after Epiphany. Church sanctuary reopened for onsite worship service at 10 am. There were less than 20 people in attendance.

**Christian Education:**

* Facilitated the weekly Lectionary Group discussion on Tuesday, Jan 25, Feb 1, Feb 8 and Feb 15 at 10:30 am via Zoom.
* Wrote the Sunday School Home Resource for the week leading to Jan. 30th.
* Attended the Worship/CE meeting on Wednesday, Feb 2 and presented the worship planning for the upcoming season of Lent, Easter and Pentecost.

**Pastoral & Spiritual Care**:

* Offers pastoral and spiritual care to members and adherents through emails and phone calls. Follow up calls were offered to those who were recovering from treatment and for those who were ill and the grieving.
* Participates in a weekly simultaneous virtual Prayer Circle every Wednesday at 8 pm from home.
* Sends the weekly worship service and announcements to the activity coordinators of retirement homes (Stillwater Creek, Lynwood Lodge & Valley Stream Manor) to print copies for our members and adherents residing in those retirement homes mentioned.
* Reports to Ronalie Abbey of people who need greeting cards (thinking of you, sympathy, get well soon, birthday, etc.) on behalf of BCUC.
* Continues to update the spreadsheet of members that we have been in touch with through phone calls, emails or cards.
* Attended the Bell Let’s Talk Day as part of The Happiness Project on Jan 26 via Zoom hosted by the Christ Church Bells Corners and a Mental Health Presentation hosted by the Suzuki Association of Ontario on Feb 6th via Zoom.

**Backstory Preaching Mentorship Program:**

* Regular weekly attendance in “lectio” (Monday) sessions.
* My 4th sermon that I preached on Jan 23rd was appraised by the BCUC Sermon Appraisal Team on Feb. 6th with good comments and notes of improvement which I gladly received.
* Met with a Preaching Team as a Focus Preacher in which my preaching style and sermon were appraised by the team on Jan 27 at 7:30 pm. I also attended another preaching team as a Sermon Appraiser on Feb 11 at 3 pm via Zoom. In addition, I signed as a Bonus Appraiser and submitted a total of 9 appraisals out of the required 15 in the program.
* Joined a Spiritual Reflection session with Rev. Mike Marsh on Jan 26 at 12 noon via Zoom.
* Participated in a Zoom lecture offered by the Rev. Dr. Chelsea Yarborough on the topic, “Proclaiming Across Platforms: Understanding One's Voice Beyond the Pulpit.”
* Attended a 1:1 Session with my mentor, Rev. Dr. Samantha Smith on Feb. 14th via Zoom and a Small Group Session with my preaching cohort on Feb 16 facilitated by the Rev. Dr. Lisa Cressman.

**Upcoming Vacation:**

I will be on vacation from February 22 until February 28, 2022. Rev. Lorrie will lead the service on Feb 27th.

**Blessings,   
Rev. Kim**

**Diaconal Minister’s Report to the Board – February 16, 2022**

**Working in Ministry On-line and In Person**

I continue to share in the planning, writing and recording of the weekly worship service, including the Children’s Story. I led worship on January 30. We have resumed the Zoom Fellowship time at 11:00am following the worship service since January 9. It has been great to see some new people joining us. It was also wonderful to be back in the sanctuary for a hybrid service last week. We look forward to the eqasing of restrictions as time goes on.

**Pastoral Care**

I have been keeping in touch with people from the congregation by phone, email and Zoom and I have taken part in our Wednesday night Prayer Circle.

I have taken part in the meetings and offerings of the newly formed Happiness Project, a joint effort by the three churches on our road – Christ Church Anglican, St. Martin de Porres Roman Catholic, and BCUC. This initiative is spearheaded by Michael Hammond and addresses mental health issues in our community. This month, part of the activity has been a series of “Zoom Cafés” hosted by CCBC with presentations from local experts and opportunity for discussion.

**Christian Education**

We continue to offer resources to children, youth, and families through activities offered online. I continue to host and co-facilitate the weekly Lectionary Study on Zoom, taking on the responsibility for planning and facilitating when I am leading worship.

**Other Committee Work**

I host the monthly board meetings and other committee meetings as required through Zoom.

I attended the meeting of the Worship/CE Committee on February 2. Other committees that I engage with (Interfaith, Pastoral & Spiritual Care) are just beginning to resume meetings after a Christmas Break. SOSA met virtually by Zoom on January 20

**Outreach**

Our Zambia Project continues with over $12,500 raised, exceeding our original target for the construction of the Church/Community building! We will continue to fundraise over this amount to allow for the fluctuations in a very volatile Zambian Kwatcha. Any money over and above the amount needed for this building project will go toward supporting Camp Chipembi. This summer day camp is an ongoing project and will require our support each year as part of our partnership with Emmanuel UC and Chipembi. In the future, we also hope to be able to help fund some of the other projects on the priority list compiled by the Chipembi Community leaders. This building was the costliest on the list but others are equally important – a maternity wing at the Medical Centre, and improvements to the schools.

**Other**

I continue to serve on the Board of Directors for OWECC and, when available, to co-facilitate a weekly Bible Study with people from the neighbourhoods we support. Our treasurer, Neil Hunter, has resigned after many years of serving OWECC, effective next year. We are now searching for someone to take on this responsibility.

I continue to take part in a bi-weekly Midrash Study group with several diaconal ministers from this area.

DOTAC (Diakonia of the Americas and the Caribbean) hold a prayer gathering on the first of each month, which I attend when possible.

I continue to be in contact with the local DUCC (Diaconate of the United Church of Canada) through regular meetings.

In my role as Pastoral Charge Supervisor for Pakenham Pastoral Charge, I have attended two council meetings and have agreed to provide pulpit supply for February 20 – made possible by our current practice at BCUC of pre-recording the parts of the service, so that I can fulfill my commitments at home while being able to lead worship there. The folks from the Pakenham PC have expressed their appreciation of our YouTube services while their buildings were temporarily closed.

I have 3 weddings scheduled in the near future, all off-site:

May 28 – Greg Mountenay and Sean O’Meara

June 18 – Lucas Hudson and Shannon LaValley

July 24 – Conor Morris and Elly Crow

I will be on vacation for the week of March Break, March 14-20.

And, as always, let me express my gratitude for all you do to support us in our ministry.

**Respectfully submitted,**

**Rev. Lorrie Lowes**

The M&P Committee last met February 10, 2022

1. **Summer Student Job Description**  
   The Job Description is being revised and should be available for March. Advertising will commence in March (AGM?) and run two or three weeks with interviews in April. The position starts May 2 and runs for 16 weeks until September 2. We are tentatively planning for Camp Awesome assistance, as well as some assistance to Financial Management. We are also looking at some new way to oversee the work being done under the Pandemic.
2. **Sabbaticals for 2023 and 2024** A reminder that both ministers are eligible for Sabbatical in 2023 (Rev. Kim) and 2024 (Rev. Lorrie). With that in mind, we would like to discuss with the Board and Financial Management a proposal to create a Directed Fund to support the Sabbatical periods. I will have some details at the meeting.
3. **The 2022 M&P Plan** is attached. It covers the usual issues of Summer Students, Annual Staff Reviews; 2023 Budget and miscellaneous staff expenses.
4. **Annual Planning Document:** M&P is developing an Annual Planning Document to cover all that is to be done in our work. In the same vein, an outline of how the staff salaries and other costs are developed each year is in work. It is the plan to release all of these to the congregation.
5. **Covid Kits**  
   It has been suggested that COVID Rapid Test Kits be acquired by the church to enable anyone not vaccinated and wishing to come to church to be able to self-test. Costs may come out of the M&P Directed funds.
6. **Planning for a M&P Vice-Chair**M&P is planning to create a position of Vice Chair, ostensibly to be the person to take over on the end of term of the Chair.
7. **Motion Concerning the M&P Directed Fund**At the moment, the M&P Directed Fund monies are available to M&P for Covid-related activities (for example, the purchase of Covid rapid-test kits).   
   The committee agreed to seek to establish a separate directed fund, under the aegis of Financial Management Committee, to be used to help cover the Sabbatical expenses in 2023 and 2024. I would like time to discuss this with the Board.
8. **Vacation:** A reminder that Rev. Kim will be on holiday February 22 thru Feb 28, returning March 1. Rev Lorrie will lead worship on the 28th.
9. **Next Meeting**: The M&P Committee plans to meet on Tuesday, March 8 at 2:00 pm at BCUC or via ZOOM depending on COVID restrictions**.**

**Respectfully submitted,  
David Stafford Chair**

**Report of the Worship Commission to the BCUC Church Board**

**February 2022**

At its meeting on February 2, the Worship/CE Committee, acting as a Commission, agreed that in-person, on-site worship services at BCUC should resume as of February 13. This decision was made in light of current information on the declining cases of Covid in Ottawa and the fact that the December decision to suspend services was a voluntary one on BCUC’s part as the Omicron variant spread rapidly in December. Hospitalizations due to Covid have continued to decline in the Ottawa area, and both local and provincial officials have accelerated the pace of the lifting of official restrictions in recent weeks.

The Worship Commission also decided at the February meeting to continue with the measures we had been using before the most recent suspension of on-site worship, i.e., masking and distancing required, contact information kept for each attendee in case it is needed for tracing, and those attending are asked to self-screen with the provincial screening tool for any possible Covid symptoms and to stay home if they have symptoms or other indications of risk of carrying the virus into the church. One change that was made however is that we are now allowing those who attend to sing (while continuing to stay masked and distanced).

To date, one on-site service has been held in February. Approximately 20 people were in attendance, all of them having previously attended on-site worship since our Covid measures have been in place. The measures will be reviewed again at the next Worship/CE Committee meeting on March 2, in light of the situation and trends at that time.

