

Bells Corners United Church

ACTIVITY PLAN 2021



REJOICE, RENEW, RESPOND, REACH OUT

March 7th, 2021

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Executive Summary

Bells Corners United Church is organized as a Pastoral Charge in the United Church of Canada, governed by a Church Board, with a committee structure to undertake the work of the year. Mission work is accomplished through the efforts of the Worship/Christian Education Committee, the Pastoral and Spiritual Care Committee, the Family Ministry Team, the Service Outreach and Social Action Committee, and the Stewardship Committee, as well as a number of associated groups operating within the church. Administration and support work is accomplished through the remaining committees and groups operating in the church.

In 2021, Bells Corners United will continue to follow its mission of Christian Fellowship while also finding new ways to Rejoice, Renew, Respond and Reach Out in the local and wider community. The integrated plan for the year, which is necessarily informed by the continuing and uncertain impact of the COVID-19 pandemic, will see a continuation of the ministry of worship, sacraments, Christian development, education, and pastoral care through the ministry staff of Reverend Kim Vidal, Reverend Lorrie Lowes, and Music Director Abe TeGrotenhuis, supported by the BCUC Office Administrators, Ellen Boynton and Ruth Timms, and a large number of volunteers from the congregation.

In 2021, the work of the congregation will rely on operating revenues obtained through offerings to the life and work of the church, revenue-producing events, and rentals of church space (as pandemic-related safety protocols permit). Major expenses this year will include salaries and benefits, property maintenance, worship and education programs, and outreach to other organizations with common purpose. Additional funds donated for specific purposes to various directed funds of the congregation will also assist BCUC to accomplish its mission.

Throughout the year, BCUC will continue to monitor, adapt, and adhere to all pandemic-related health and safety requirements, laws, and advice provided by our local health unit (OPH) and the provincial government. In the spirit of encouraging and promoting the safety of our congregation, it is anticipated that our current offering of video services, supplemented with limited capacity in-person services for those who wish to attend (when local and provincial safety regulations permit), will continue for the majority of 2021. All church-related and sponsored meetings will continue to be held online until it is safe to meet in-person again.

Church Board

The Church Board functions as the governance body and the Court of the Church, with responsibility for oversight of the life and work of Bells Corners United Church as outlined in the United Church Manual (2016), Section B. The Church Board consists of the charring group (Chair, Chair elect, past Chair); the Secretary, the Treasurer (Chair of Finance), the Chair of the Ministry and Personnel Committee; one – three Members at Large; the representatives to EOORC (Eastern Ontario Outaouais Regional Council – formerly “Presbytery”); and the serving minister or an appointee of EOORC.

In 2021, the Church Board will continue to manage the affairs of the congregation in consultation with the various BCUC committees and groups. The Board will also continue to encourage committees, groups and volunteers to continue to support and develop BCUC’s focus on Family Ministry. The Board will also continue to find ways to strengthen the communication with and among the committees and groups of BCUC, and update and add to the BCUC Policy Handbook in consultation with the committees.

Communications Committee

Purpose:

To give publicity to programs and activities of the Church in order to inform the Congregation and the community, and to maintain infrastructure to support this purpose. The Communications Committee publishes the Bell Ringer newsletter, advertises BCUC events, manages the congregation's historical archives, organizes audio-visual support for worship services, and manages the congregation's internet presence.

Projects for 2021 are a continuation of last year's plans:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2021	Welcome signage	Jill Chuchryk	\$300.00 Operating Funds
2021	Marketing consultant	Jill Chuchryk	\$500.00 Operating Funds
2021	Improved Communications Centre display case for pamphlets	Olly Chuchryk	\$300.00 Operating Funds
2021	Volunteer acknowledgement Initiatives	Olly Chuchryk	\$100.00 Operating Funds
2021	General BCUC Office Supplies	Office Admin Staff	\$3,200.00 Operating Funds
2021	Complete Entrance Signage	Olly Chuchryk	\$400.00 Operating Funds

Financial Management Committee

Purpose:

The Financial Management Committee (FMC) administers the finances of the Church in the best interests of the Congregation under the guidance of the Church Board and in keeping with the overall objectives of the Church. The finances of the Church include the operating fund, directed funds (committee, capital and reserve funds), and event funds (collectively known as the General Fund), but not the Memorial Endowment Fund entrusted to Trustees.

New Projects for 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
January - December	Review and update financial policies	Bill Johnson	FMC committee members

Projects Carrying Over from 2020:

This lists the normal planned activities performed by FMC with estimated costs

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
January – December	Manage BCUC's annual financial planning cycle including: - coordinate all expense inputs - forecast revenues - draft budget for approval	Bill Johnson	Committee Chairs and Group Leaders
January – December	Organize ways and means to receive and safeguard all revenue received by Church and all disbursements	Bill Johnson Bookkeeper C. Whitley Bank fees Envelopes	Volunteers + \$6,500 OP Fund \$1,000 OP Fund \$1,000 OP Fund
January – December	Issue official tax receipts for all qualifying donations	Griz Morrison	

January - June and September – December	Prepare bi-monthly reports to the Board and an annual report to the Congregation	Bill Johnson Bookkeeper C. Whitley	
January – February	Arrange 2020 audit to present to Board & Congregation AGM	Bill Johnson Bookkeeper Frouin Group	\$4,000 OP Fund
January – December	Manage all banking arrangements & loan administration and prepare tax returns	Bill Johnson TD Bank, BMO Investor Bookkeeper	
January	Contribute financial expertise to Stewardship and other committees and groups	Bill Johnson	

Grocery Certificate Program:

In 2021 the Grocery Certificate program is expected to raise between \$3,000 and \$4,000 for the BCUC operating fund. We are currently receiving 5% from Loblaw’s and Sobeys. Metro earns us 3%. We encourage all who buy groceries to buy these certificates and enjoy giving the rebate to BCUC. We thank all who are participating.

Ministry and Personnel Committee

Purpose:

The Ministry and Personnel Committee functions around three roles, which are the consultative and supportive role, the healthy relationships role, and the supervisory role. We provide resources and support for the staff, including ministry personnel and lay employees, and the congregation with respect to any issue affecting the staff and their work at Bells Corners United Church. The committee works to build positive and trusting relationships between staff and members and adherents of the congregation.

Projects for 2021:

Dependent on acquiring new members, the following priorities will or may not be achieved by the M&P Committee in 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2021 Year Round	Summer Student Assist with CE summer projects	Lorrie Lowes (Supervisor)	\$10,000 Federal Grant
March – August 2021	Manage M&P Budget for all staff costs	David Stafford	\$275,000
All year	Staff Interviews	Committee	nil
TBA	Covenanting Service Covenant between Lorrie Lowes and the Congregation	TBD (Chair)	To Be Determined
TBA	Ensure all Police Record Checks are up to date	TBD (Chair)	\$10 each (\$100)
All year	Committee training Orientation and training on M&P processes and procedures	David Stafford	Unknown (probably nil)

In addition to these projects, the Ministry and Personnel Committee will continue to:

- Identify and approve suitable continuing education subjects;
- Work with all employees to ensure a healthy and satisfying environment;
- Meet regularly as a Committee, and to be represented at all Board meetings;
- Review staff job descriptions as required, and convey any recommended changes to the Church Board for decision; and
- Make recommendations to the Board and congregation for annual salary and allowances for a 2022 budget for M&P.

Pastoral and Spiritual Care Team

Purpose:

The Pastoral and Spiritual Care Team at Bells Corners United, under the guidance of the Minister(s), offers love, help, and support to those in need at BCUC and in the wider community.

New Projects for 2021:

No new projects are being considered at this time. Plans for events originally planned for 2020 will be reviewed in mid to late 2021, for possible implementation in 2022.

Projects Carrying Over from 2020:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Winter, Spring and/or Fall 2021	Online Training for PSC Team members	PSC Team Coordinator	Basic Training: \$110 Advanced Training: \$60 Continuing Education Workshops: \$15 (costs per person, for those who claim, from directed funds)

December 2021	Blue Christmas Service (in person or online, as appropriate)	Rev. Kim Vidal Rev. Lorrie Lowes	Voluntary donations
Throughout 2021	Midweek Prayer Circle (in own homes)	Rev. Kim Vidal Rev. Lorrie Lowes	No cost
Throughout 2021	Greeting Cards	Ronalie Abbey or Judy Mann	\$250 (for stamps and cards), from operational budget
Throughout 2021	"Broadview "subscriptions	Ellen Boynton	\$25x 3= \$75 for 3 retirement home subscriptions, from operational budget

Property Management

Purpose:

To maintain church property and manage its use.

The committee consists of a number of volunteers lead by co-chairs Ross Brown and Neville Reed. Individuals have specific responsibilities for the various sectors of the church (interior/exterior, property, contracts) to ensure the building and the property are secured and maintained, repairs and renovations are carried out, facilities are appropriately used and rental fees charged, and service and utility charges are paid. The committee further anticipates and plans for major repairs, renovations and construction projects as may from time to time be recommended and approved by the congregation.

New Projects for 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2021	Furnace Repair / Replacement and Custodian Room Update (if required)	Property Committee	Currently Uncertain
2021	Ladies' Washroom Vanity	Property Committee	\$5000
2021	Repair Sanctuary Carpet	Property Committee	\$2000
2021	Landscaping / Top Soil	Property Committee	\$1000

Service Outreach and Social Action Committee (SOSA)

Purpose:

To promote the work and needs of the Mission and Service Fund; to coordinate and participate in programs that proclaim the mission of the Church through service and outreach; and to inform and recommend action to the congregation on issues of human rights, social justice and care of God's creation occurring locally, nationally and internationally.

In support of this purpose the SOSA committee:

- Publicizes the work of the Mission and Service Fund on a regular basis and takes action on any appeals issued by the national church either for money or action;
- Keeps informed on local community needs and plans, coordinates and participates in local outreach programs through designated resource people on the committee;
- Publicizes and supports human rights, social justice and care of God's creation events and workshops held in the community;
- Presents all three aspects of Service, Outreach and Social Action to the congregation through regular Minutes for Mission, the Bell Ringer, the SOSA noticeboard, on the TV at church and announcements of meetings in the Sunday bulletin.

Projects Carrying Over from 2020:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2021	UCC M&S – Mission & Service Our gifts to M&S support the work of all the programs and partners across Canada and around the world.	Ellie Topp	\$ 39,800 – Operating Fund
2021	Ottawa West End Community Chaplaincy (OWECC) The part time chaplain, Rev. Steve Zink, will continue to provide individual and pastoral counselling, facilitate Bible study/support groups and lead martial arts groups for youth in some of the social housing communities of west Ottawa.	Peggy Aitchison	\$8,700 – Operating Fund

2021	<p>Family Service Association (FAMSAC) FAMSAC, in collaboration with Ottawa Food Bank network, will supply emergency food orders to residents in this neighbourhood. In 2020, 1184 food orders and 245 grocery gift cards, in lieu of hampers.</p>	John MacFarlane	\$5,100 – Operating Fund
2021	<p>Refuge Nepean Ottawa West (Refuge N.O.W.) Refuge NOW continues sponsorship and support for a number of families from Columbia, Eritrea and Yemen</p>	Bridget McNeill	\$5,200 – Operating Fund
2021	<p>Multifaith Housing Initiative (MHI) MHI provides & promotes safe, affordable, well-maintained housing in inclusive communities</p>	Barbara Bole	\$3,150 – Operating Fund
2021	<p>Social Action To hold events where participants learn about issues of social injustice which need more visibility to accomplish social justice.</p>	Clarke Topp and Reverend Lorrie Lowes	\$300 – Operating Funds

Trustees

Purpose:

The principal function of the Board of Trustees, mandated by the United Church of Canada (UCC), is to hold the BCUC property in trust for the UCC. Embodied in this function is the encouragement of risk management measures to minimize the likelihood of incidents that could result in damage to property or harm to persons, and the possible legal actions arising therefrom. Where such risk management measures prove not sufficient to prevent loss, Trustees obtain appropriate insurance coverage for the buildings and contents as well as coverage for accidents and behavioural issues such as possible allegations of abuse against vulnerable persons.

The Trustees also operate the Memorial Endowment Fund, and the Board of Trustees is the linkage between BCUC and the Union Cemetery.

Resources needed in 2021: Funds for Liability and Abuse Insurance for renewal November 29, 2021 of approximately \$13,000 + Ontario Sales Tax

New Projects for 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
October 2021	Review insurance options prior to renewal of BCUC policy on Nov. 29, 2021	Denis Watson	\$13,000.00 + Ontario Sales Tax *
Sept. 2021	Review risk management protocol to meet insurance requirements		
Sept. 2021	Ensure update of police checks for BCUC volunteers, as appropriate		Costs to be borne by affected Committees
March 2021	Determine whether a payout is appropriate from the Memorial Endowment Fund for use by the Church Board for non-operating fund purposes	Jan Pound / Denis Watson	

Projects Carrying Over from 2020:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Ongoing	Administration of Memorial Endowment Fund	Janice Pound	
Ongoing	Liaison with Union Cemetery	TBD	

* This year the cost of insurance was substantially more than the amount budgeted (\$11,740 + tax) due to increasing costs across the insurance industry. The estimate for 2021 allows for a 10% increase in the coming year. However, as indicated in the New Projects section above, the Trustees will be undertaking an investigation of other insurance alternatives.

Two Men & A Stove

Purpose:

Two Men & A Stove consists of Neil Lowes and David Stafford, who, with friends and local resources put on congregation meals and events in support of the General Fund and Committee activities.

New Projects for 2021:

Due to COVID restrictions, Two Men are stood down until restrictions are reduced significantly and the weather is warm enough to cook outside. Having said this, it is hoped (against all odds) that Strawberries being available, we might attempt a Strawberry Social during the last week in June. Much planning for this will be necessary. It is expected that the BBQ will be hauled out again for Hamburger Saturdays, and as we approach the fall and everyone being vaccinated, we will try again for a dinner of some kind. In the meantime, everyone Carry On and STAY SAFE! – David Stafford and Neil Lowes

Worship/Christian Education Committee

Purpose:

To promote participation in spiritual activities and meaningful worship; to develop and encourage knowledge of the sacred, particularly the teachings of Jesus Christ; to provide instruction in the Christian faith, and to promote participation in programs for spiritual growth and Christian living. The 2021 operating budget for the full committee activity is \$4,875, a drop of about \$2500 from last year's budget. The Committee also anticipates using committee directed funds and fund-raising projects to support some of the activities included in its plan.

New Projects for 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Every Sunday	To record order of service and post it on the Youtube, on the BCUC Website and will be made available over the phone.	Worship Team / Office	N/A
TBD	Covenanting Service for Lorrie as Diaconal Minister	EOORC / BCUC Participants	N/A
TBD	New Sanctuary Banners	Ellen/Worship Team	\$200 plus donations
Lent & Advent	Seasonal Family Resources	Erin	\$200
2021	Zambia Partnership Project	Lorrie	Fund-Raising

Additional Information about New Projects:

- 1) Online Order of Service – due to the COVID-19 pandemic which we anticipate to affect us in 2021, we will continue recording the order of service every Sunday and offer an in-person worship service for a limited number of people based on the Ontario Health regulations.
- 2) Covenanting Service for Lorrie – this service will be in consultation with EOORC. Date to be determined.

- 3) We need new banners in the sanctuary. The Worship/CE team approved in its meeting to purchase a new Christmas banner.
- 4) Seasonal family resources in Lent and Advent will be prepared.
- 5) Lorrie will spearhead raising funds for the Zambia Partnership initiative.

Projects Carrying Over from 2020:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Jan-Dec 2021	Worship Services & resources <ul style="list-style-type: none"> - Communion & worship resources - Sacred Dance Membership Renewal 	Rev. Kim / Lorrie Lowes/Abe TeGrotenhuis/ Worship/CE Committee	\$250
Jan-Dec 2021	Music & Piano/Organ Tuning and Licensing	Abe Te Grotenhuis	\$2,750
Jan-Dec 2021	Sunday School Programs, CE Discussion Groups, Resources, All-Ages Celebration & Curriculum Honorarium	Lorrie Lowes / Erin Berard	\$1,400
Jan-Dec 2021	Subscription – Broadview Magazine	Ellen Boynton	\$ 75.00
Summer 2021	Camp Awesome	Tamara Glanville	Self-Funding
2021	Shalom Room Upgrade & Renovation	Jan Pound	CD & Stinson Bequest
2021	Labyrinth Upgrade Bench / Landscape / Walking Events	Sue Morrison	CD & possibly Stinson Bequest