

# Bells Corners United Church

## ACTIVITY PLAN 2023



***REJOICE, RENEW, RESPOND, REACH OUT***

Presented March 5<sup>th</sup>, 2023

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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 2023, 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 a continued recovery from the impact of the COVID-19 pandemic on church activities and finances from 2020-2022, 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 2023, 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 pre-pandemic levels of rentals of church space. Major expenses this year will include salaries and benefits, property maintenance, worship and education programs, outreach to other organizations with common purpose, and additional costs for costs to cover sabbatical leaves within the ministry team. Additional funds donated for specific purposes to various directed funds of the congregation will also assist BCUC to accomplish its mission.

In the spirit of encouraging and sustaining a return to pre-pandemic levels of activity in the church while also promoting the safety of our congregation and members who are unable or unwilling to return to in-person activities, BCUC will continue to promote accessibility through the continued virtual and hybrid (combined in-person and virtual) delivery of programs and worship services wherever possible.

## 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 Section B of the [United Church Manual \(2023\)](#). The Church Board consists of the chairing group (Chair, Chair Elect / Vice Chair, Past Chair); the Secretary, the Treasurer (Chair of Finance), the Chair of the Ministry and Personnel Committee; 1-3 Members at Large; the representatives to EOORC (Eastern Ontario Outaouais Regional Council, formerly "Presbytery"); and the serving minister(s) or an appointee of EOORC.

In 2023, 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 continues to find ways to strengthen the communication with and among the committees and groups of BCUC, and to update and regularly add to and update 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 2023 are a continuation of last year's plans:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2023	Welcome signage	Jill Chuchryk	\$300.00 Operating Funds
2023	Improved Communications Centre display case for pamphlets	Olly Chuchryk	\$300.00 Operating Funds
2023	General BCUC Office Supplies	Office Admin Staff	\$3,200.00 Operating Funds
2023	BCUC Zoom Subscription	Office Admin Staff	\$226.00 Operating Funds
2023	Complete Entrance Signage	Olly Chuchryk	\$600.00 Operating Funds
2023	Digital presence maintenance	Connie Davidson	\$200.00 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 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Spring	Determine the feasibility of a church credit card and adherence to UC policy. Some suppliers require this now. Research Ottawa churches handling of this.	Ellen Boynton/ C Whitley/ Ross Mutton	TBD. Operating fund
2023	Investigate the financial arrangements made by Christ Church Anglican BC for the building on their property.	Bill McGee, Ross Mutton	none

### Projects Carrying Over from 2022:

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	Ross Mutton/ Bill McGee	Committee Chairs and Group Leaders

## Financial Management - Projects Carrying Over from 2022 (continued):

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
January – December	Organize ways and means to receive and safeguard all revenue received by Church and all disbursements	Ross Mutton Bookkeeper C. Whitley Bank fees including interest on overdrafts Envelopes	+Volunteers \$7,500 OP Fund \$3,000 OP Fund \$500 OP Fund
January – December	Issue official tax receipts for all qualifying donations	Griz Morrison and Linda Ward	
January - June and September – December	Prepare bi-monthly reports to the Board and an annual report to the Congregation	Bill McGee, Ross Mutton, Bookkeeper C. Whitley	
January – February	Arrange 2022 audit to present to Board & Congregation at 2023 AGM	Bill McGee Bookkeeper Frouin Group	\$4,500 OP Fund
January – December	Manage all banking arrangements & loan administration and prepare CRA returns	Bill McGee , Ross Mutton TD Bank, BMO Investorline Bookkeeper	

## Grocery Certificate Program

In 2023 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.

## Membership Committee

### Purpose:

To carry out activities related to membership, both at an administrative and interpersonal level, within the congregation and in the broader community and to convene any membership-related services, which include: baptism, confirmation, profession of faith, and transfers of membership in consultation with the Minister.

### The Committee

- maintains the historic roll, the lists of full members and adherents
- with the approval of the Church Board, grants admission of persons into full membership; grants certificates of removal and provides for appropriate follow-up on the newly baptized, confirmed and transferred adult members
- identifies, through updates of the membership list, those persons who have become inactive; reporting this information to the appropriate person(s) and the Church Board
- contacts newcomers and encourages them to participate in the life and work of the congregation, and transfers this information to the appropriate person(s) or committee
- promotes fellowship in the congregation, such as through Sunday morning Coffee Hour and the Information Booth
- reaches out to the surrounding community to foster awareness of the presence of BCUC and to encourage attendance of members, adherents and newcomers

### New Projects for 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
TBD and ASAP	Lockable Fireproof Storage container for documents and media containing membership records	Larry Ryan	\$140 / Operating
TBD	New member welcome – cake...	Larry Ryan	\$40 / Operating
TBD	Baptism/confirmation anniversary acknowledgement	Ryan	\$20 / Operating

## Membership Committee - Projects Carrying Over from 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Ongoing	Churchwatch database edits	Larry Ryan	nil

## 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.

The M&P committee consists of the following members: Members: Johanna Burrows, Richard Morrison, Daniel Lanoue, Mary Schmieder (Secretary), and David Stafford, (Chair).

### Projects for 2023:

Timeline	Project / Activity	Program Description	Resource Person / Contact	Budget/Cost
All year	Manage M&P Budget	Estimated M&P budget for all staff costs	David Stafford & Richard Morrison/ Bookkeeper	\$290,355
May, June, July, August	Move Rev Lorrie to full time as coverage for Rev. Kim's Sabbatical	Coverage for Sabbatical (May – Aug)	Done - Board	Included in salaries



## M&P - Projects for 2023 (continued):

<b>Timeline</b>	<b>Project / Activity</b>	<b>Program Description</b>	<b>Resource Person / Contact</b>	<b>Budget/Cost</b>
June	Staff Interviews	meeting with staff	Committee	nil
As required	Supports Visiting Personnel	Contracts with and reimburses Visiting Preachers	David Stafford	Included in budget
All year	Police Record Checks (PRCs)	Ensure all PRCs are up to date	TBD (Chair) Volunteers	\$10 each (\$100)
Ongoing	Committee training	Orientation and training on M&P process and procedures	David Stafford/ Region	Unknown (probably nil)
Ongoing	Continuity	Continue to meet as a committee and be represented at the monthly Board meetings	Chair/Stafford	Nil
Ongoing	Safety and Satisfaction	Ensure a safe and satisfying environment	M&P Committee	Nil
Ongoing	Continuing Education for Staff	Identify and approve opportunities	M&P Members and Staff	TBD
Ongoing	Review and rewrite Job Descriptions	Lorrie, add Plan to Protect Abe – include technical	M&P Committee and resources	Nil
Ongoing	Rev. Lorrie Lowes Sabbatical Preparations	Plan & prepare for 2024	M&P members	Extra person ½ time in 2024

## M&P Activity Plan Notes:

2023 is a Sabbatical year for Rev. Kim Vidal. BCUC is obligated to allow her three months with pay for this purpose. It is usual to elevate the parttime minister to full time and engage an appropriately trained person to provide back up for some worship and pastoral care activities.

Rev. Lorrie Lowes will be eligible for Sabbatical during 2024. BCUC must prepare for two Sabbatical years in a row.

## Pastoral and Spiritual Care Team

### Purpose:

The Pastoral and Spiritual Care Team, under the guidance of the minister(s), offers Christian love and support to members and adherents of BCUC and the wider community through compassionate listening, educational opportunities, prayer, and messages of support in times of life transition, illness, isolation, grief and personal or family crisis.

### Projects Carrying Over from 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Winter, spring and/or fall 2023	Training for P&SC Team Members (Ottawa pastoral Care Continuing Education workshops, other workshops, Plan to Protect training)	For Continuing Education Workshops: Susan Young  For "Plan to Protect" training: Rev. Lorrie Lowes	Continuing Education workshops: \$20 per person, for those who claim, from directed funds
Spring 2023	Death Café (postponed from 2020)	Susan Young	Voluntary donations
Fall 2023	Learning Event: Compassionate Listening Workshop (postponed from Fall 2022)	Susan Young	Voluntary donations
December 2023	Healing Tea and Service of Hope and Healing	Rev. Kim Vidal Rev. Lorrie Lowes	Voluntary donations

## Pastoral and Spiritual Care - Projects Carrying Over from 2022 (continued):

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Throughout 2023	Labyrinth walks	Rev. Lorrie Lowes	No cost
Throughout 2023	Midweek Prayer Circle (in own homes)	Rev. Kim Vidal Rev. Lorrie Lowes	No cost
Throughout 2023	Greeting Cards	Ronalie Abbey	\$300 (for stamps and cards), from operational budget

## Property Management

### Purpose:

To maintain church property and manage its use.

The committee consists of a number of volunteers. 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 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2023	Improved Sanctuary Lighting	Property Committee	\$2000
2023	Improvements to CCTV System	Property Committee	\$3500
2023	Digital Sign on Moodie Drive	Property Committee	~\$20,000 – pledges and other

## Property Management - Projects Carrying Over from 2022 (continued):

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2023	Sanctuary Carpet Replacement	Property Committee	\$4000
2023	CE Wing Sewer Repair	Property Committee	\$4000
2023	Replacement of Windows Beside the Main Door	Property Committee	\$2500

## 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 BCUC and the wider 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, and on the hallway TV and worship service announcements at church.

## Projects Carrying Over from 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2023	<b>UCC M&amp;S – Mission &amp; Service</b> Our gifts to M&S support the work of all the programs and partners across Canada and around the world.	Ellie Topp	\$40,000 – Donations

## SOSA - Projects Carrying Over from 2022 (continued):

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2023	<b>Ottawa West End Community Chaplaincy (OWECC)</b> The part time chaplains, Rev. Lorrie Lowes and Rev. Tamara Connors continue to provide individual and pastoral counselling, and work to reinstate group activities similar to those suspended during the pandemic in some of the social housing communities of west Ottawa.	Peggy Aitchison	\$9,000 – Operating Fund
2023	<b>Family Service Association (FAMSAC)</b> FAMSAC, in collaboration with Ottawa Food Bank network, will supply emergency food orders to residents in this neighbourhood. They are moving to temporary accommodations while their new facility is being completed.	John MacFarlane	\$5,100 – Operating Fund
2023	<b>Refuge Nepean Ottawa West (Refuge N.O.W.)</b> Refuge NOW continues sponsorship and support for a number of families from Columbia, Eritrea and Yemen and recently Afghanistan.	Bridget McNeill	\$5,200 – Operating Fund
2023	<b>Multifaith Housing Initiative (MHI)</b> MHI provides & promotes safe, affordable, well-maintained housing in inclusive communities	Barbara Bole	\$3,150 – Operating Fund
2023	<b>Social Action</b> To hold events where participants learn about issues of social injustice which need more visibility to accomplish social justice i.e. GLI	Ellie Topp, Clarke Topp and Reverend Lorrie Lowes	\$300 – Operating Funds

## Stewardship Committee

### Purpose:

Promotes an appreciation of Stewardship as a Christian responsibility and provides leadership in the organization and delivery of campaigns designed to obtain financial and personal commitments to the total life and work of the Church.

### New Projects for 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Fall 2023	Investigate on-line pledging	Bill McGee/ Larry Ryan	Nil

### Additional Information about New Projects:

Larry Ryan has successfully transferred the data of previous campaigns to the Church database application CHURCHWATCH, as recommended by the United Church.

### Projects Carrying Over from 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2023	Continue analysis of data in Churchwatch Pledging datafiles	Larry Ryan	Nil
February 2023	Committee Fair and Soup and Sandwiches	Bill McGee, Larry Ryan, Bob Boynton	Nil
October 2023	Annual Stewardship Campaign and Committee Fair	Bill McGee, Larry Ryan, Bob Boynton	\$300, operating fund

## 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 2023: Funds for Liability and Abuse Insurance for renewal November 29, 2023 of approximately \$18,000 + Ontario Sales Tax

### New Projects for 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Fall 2023	Business Continuity Plan – in accordance with insurance requirements, liaise with the Board and our insurance broker regarding a plan to continue the provision of services in the event of emergency	Denis Watson / the Board	

### Projects Carrying Over from 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
March 2023	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	

## Trustees - Projects Carrying Over from 2022 (continued):

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Sept. 2023	Review risk management protocol to meet insurance requirements		
Sept. 2023	Ensure update of police checks for BCUC volunteers, as appropriate		Costs to be borne by affected Committees
October 2023	Review insurance options prior to renewal of BCUC policy on Nov. 29, 2021	Denis Watson	\$ 18,000 + Ontario Sales Tax *
Ongoing	Administration of Memorial Endowment Fund	Janice Pound & Denis Watson	
Ongoing	Liaison with Union Cemetery	Keith Bailey	

\* This year the cost of insurance was substantially more than the amount budgeted) due to increasing costs across the insurance industry. However, as indicated above, the Trustees will be undertaking an investigation of other insurance alternatives, particularly with the United Church of Canada.

## Two Men & A Stove

### Purpose:

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

### New Projects for 2023:

During 2023, Two Men plan to continue providing fund raising opportunities for the General Fund, including a Shrove Tuesday Pancake Supper with entertainment, a Pentecost BBQ May 28, explore a Strawberry Social in June (weather permitting), and put on at least one major dinner in the Fall.

Everyone is welcome to pitch in and help!!



## 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 2023 operating budget for the full committee activity is \$9,525, an increase of about \$4,400 from last year's budget due to the inclusion of hiring a part time Youth Leader for this year. 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 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
TBD	New Sanctuary Antependia	Ellen/Sue/Kim	Memorial Donation
TBA	Confirmation Class	Kim/Lorrie	\$250
TBA	Hiring of a Part-Time Youth Leader	Lorrie	\$5,000
June 2023	Field Trip to Madahoki Farm	Lorrie	Self-Funding

### Additional Information about New Projects:

1. We need new Antependia in the sanctuary. The Worship/CE team approved purchasing new white antependia in memory of Anne Walker's mother.
2. Confirmation Class for youth ages 13-17 is being planned for this year.
3. The need to hire a part-time youth leader is imperative. A job description will be submitted to the Board for consideration.
4. An educational event for the congregation is being planned in June during Indigenous Week. The plan is to visit Madahoki Farm on Hunt Club Rd. This is a wonderful program in raising awareness of the indigenous culture.
5. The Zambia Partnership Project is in collaboration with SOSA and the Board.

## Worship / CE - Projects Carrying Over from 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Every Sunday	To offer an onsite and livestreamed worship service.	Worship Team / Office	N/A
Jan-Dec 2023	Worship Services & resources <ul style="list-style-type: none"> <li>- Communion &amp; worship resources</li> <li>- Sacred Dance</li> <li>- Membership Renewal</li> </ul>	Kim / Lorrie /Abe/ Worship/CE Committee	\$450
Jan-Dec 2023	Music & Piano/Organ Tuning and Licensing	Abe TeGrotenhuis	\$2,750
Jan-Dec 2023	Sunday School Programs, CE Discussion Groups, Resources, All-Ages Celebration & Curriculum	Lorrie / Erin	\$800
Jan-Dec 2023	Subscription – <i>Broadview</i> Magazine	Ellen Boynton	\$ 75.00
2023	Zambia Partnership Project	Lorrie	Fund-Raising
Summer 2023	Camp Awesome	Tamara Glanville	CE
2023	Family Ministry Events	Erin/ Family Ministry	\$200
2023	Affirming Process		