

Bells Corners United Church

ACTIVITY PLAN 2024



REJOICE, RENEW, RESPOND, REACH OUT

Presented March 3rd, 2024

Table of Contents

Executive Summary.....	3
Church Board	3
Affirming Circle	4
Communications Committee	5
Financial Management Committee	5
Grocery Certificate Program	6
Membership Committee.....	7
Ministry and Personnel Committee	8
Pastoral and Spiritual Care Team.....	9
Property Management.....	10
Service Outreach and Social Action Committee (SOSA)	11
Stewardship Committee	12
Trustees.....	13
Two Men & A Stove	14
Worship/Christian Education Committee.....	14

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, the Membership 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 2024, 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. We will encourage, embrace, celebrate and recognize diversity and inclusion of all kinds and continue to welcome everyone through our doors. The integrated plan for the year 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 2024, 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. 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 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, committee and group meetings, 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 of Canada Manual \(2024\)](#). 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 2024, 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 the [BCUC Policy Handbook](#) in consultation with the committees.

Affirming Circle

Purpose:

The Affirming Circle will engage the congregation in the Affirming Process. This includes education, reflection, discussion and discernment as the congregation considers making an ongoing public commitment to full inclusion for all, especially 2SLGBTQIA+ people.

Projects for 2024:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Throughout 2024	Work toward completing requirements for becoming an affirming Congregation (i.e., inclusive marriage policy; inclusive mission/vision statement, long term plan)	Susan Young	Possible UCC grant. We will apply if facilitator is needed to help with development of new mission statement
Throughout 2024	Engage congregation in education and reflection through messages in announcements; visits to committees and groups (Jan.); Stewardship Fair (Feb.); workshops, videos, guest speakers, etc.		Donations
Throughout 2024	Acquire and display information, books & resources		Donations
March	PIE Day celebration (information session; pie sale and dessert)		Donations, pie sale to raise funds for resources
August	Participate in Ottawa Pride Week activities		Most activities are free. Participants cover their own costs for transportation, food, etc.
Fall 2024	Congregational Meeting and Vote (<i>if we are ready</i>)		No Cost
Fall 2024	Celebration (if 75% "Yes" Vote) and payment of Affirm United Membership Fee		Donations for celebration and \$125 (approx.) for membership from operating fund

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 advertises BCUC events, manages the congregation's historical archives, organizes audio-visual support for worship services, and manages the congregation's internet presence.

Projects Carrying Over from 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2024	General BCUC Office Supplies	Office Admin Staff	\$3,200.00 Operating Funds
2024	BCUC Zoom Subscription	Office Admin Staff	\$226.00 Operating Funds
2024	Website 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 2024:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Winter 2024	Review investments held in the BMO investment account	Bill McGee, Ross Mutton, Brian Durno	None

Financial Management Projects Carrying Over from 2023:

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
January – December	Organize ways and means to receive and safeguard all revenue received by Church and all disbursements	Ross Mutton and Volunteers Bookkeeper C. Whitley Bank fees including interest on overdrafts Envelopes	\$7,650 OP Fund \$3,000 OP Fund \$500 OP Fund
January – February	Issue official tax receipts for all qualifying donations	Linda Ward	
January - June and September – December	Prepare monthly reports to the Board and an annual report to the Congregation	Ross Mutton Bookkeeper C. Whitley	
January – February	Arrange 2024 audit to present to Board & Congregation AGM	Bill McGee Ross Mutton Bookkeeper Frouin Group	\$5,000 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 2024 the Grocery Certificate program is expected to raise between \$2,000 and \$3,000 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.

New Projects for 2024:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
January - February	Membership Review to determine Active / Inactive Members and Adherents	Larry Ryan	\$100

Projects Carrying Over from 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Ongoing	Churchwatch database edits	Larry Ryan	nil
As Required	New Member Welcome	Beverly Wilcox	\$50, Operating
As Required	Baptism/Confirmation	Beverly Wilcox	\$50, Operating
TBD	Lockable Fireproof Storage container for documents and media containing membership records – to be coordinated with Finance	Larry Ryan/Ross Mutton	\$200, Operating

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 2024:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
All year	Manage M& P Budget for all staff costs	David Stafford & Richard Morrison/ Bookkeeper	\$290,355
June	Staff Interviews	Committee	nil
As required	Support Visting Ministers – create contracts and organize reimbursement for Visiting Ministers	David Stafford	Included in budget
All year	Ensure all staff Police Record Checks (PRCs) are up to date	TBD (Chair) Volunteers	\$10 each (\$100) Included in the budget
Ongoing	Orientation and committee training on M&P process and procedures	David Stafford/ Region	Unknown (probably nil)
Ongoing	Continue to meet as a committee and be represented at the monthly Board meetings	Chair/or designate	Nil
Ongoing	Ensure a safe and satisfying work and worship environment	M&P Committee	Nil
Ongoing	Identify and approve Continuing Education opportunities for staff	M&P Members and Staff	Included in budget
Ongoing	Review and Rewrite Job Descriptions: Lorrie – add Plan to Protect Abe – include technical aspects of worship	M&P Committee and resources	Nil
Ongoing	Plan & prepare for Rev. Lorrie Lowes Sabbatical in 2025	M&P members	Extra person ½ to ¾ time in 2025

M&P Activity Plan Notes:

2025 is a Sabbatical year for Rev. Lorrie Lowes. BCUC is obligated to allow her three months with pay for this purpose. Last year, we reported that 2024 would be a Sabbatical year for Rev. Lorrie Lowes. This was an error since she is not eligible until 2025. BCUC is obligated to allow her three months with pay for this purpose. Since she is ¾ time, some additional support will be sought for Rev. Kim during the sabbatical period and M&P will engage an appropriately trained person to provide back up for some worship and pastoral care activities. Ministers are obliged to return from Sabbatical for at least one year before resigning or accepting a new Call. Given the length of time the Rev. Lorrie has spent with BCUC, we have the option of waiving this requirement, subject to Congregation approval.

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 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Throughout 2024	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
Fall 2024	Learning Event: Separation and Divorce (Speaker: Dan Lanoue)	Susan Young	\$150 for speaker's honorarium
December 2024	Healing Tea, Service of Hope and Healing and Labyrinth Walk	Rev. Kim Vidal Rev. Lorrie Lowes	Voluntary donations
Throughout 2024	Midweek Prayer Circle (in own homes)	Rev. Kim Vidal Rev. Lorrie Lowes	No cost
Throughout 2024	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 2024:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2024	Replace water heater	Property Committee	\$1500
2024	Sanctuary lighting improvement	Property Committee	\$2500
2024	North door railing repair	Property Committee	\$1000
2024	Main Door lock	Property Committee	\$1200
2024	South Sanctuary wall	Property Committee	\$5000
2024	Telephone Upgrade	Property Committee	\$1500
2024	Video Upgrade	Property Committee	\$1000
2024	Move existing sign to replace old wooden one	Property Committee	\$6500
2024	Courtyard Upgrade	Property Committee	\$30,000

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.

Projects Carrying Over from 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2024	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	\$41,200 – Donations
2024	Ottawa West End Community Chaplaincy (OWECC) 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.	David Power Fardy	\$9,270 – Operating Fund
2024	Family Service Association (FAMSAC) FAMSAC, in collaboration with Ottawa Food Bank network, will supply emergency food orders to residents in this neighbourhood. They have moved to Hollyer House next to Christ Church on Richmond Road.	John MacFarlane	\$5,230 – Operating Fund
2024	Refuge Nepean Ottawa West (Refuge N.O.W.) Refuge NOW support for a family of 4 winds up in January of 2024. Sponsorship and support for a family of 5 from Syria will continue until April 2024. A new sponsorship will be pursued in the fall of 2024.	Beverly Graham	\$5,200 – Operating Fund
2024	Multifaith Housing Initiative (MHI) MHI provides & promotes safe, affordable, well-maintained housing in inclusive communities	Barbara Bole	\$3,300 – Operating Fund
2024	Social Action 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 2024:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Fall 2024	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 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2024	Continue analysis of data in Churchwatch Pledging datafiles	Larry Ryan	Nil
February 2024	Committee Fair and Soup and Sandwiches	Bill McGee, Larry Ryan, Bob Boynton	Nil
October 2024	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.

Projects Carrying Over from 2023:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
March 2024	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	
Sept. 2024	Review risk management protocol to meet insurance requirements		
Sept. 2024	Ensure update of police checks for BCUC volunteers, as appropriate		Costs to be borne by affected Committees
October 2024	Review insurance options prior to renewal of BCUC policy on Nov. 29, 2024	Denis Watson	\$ 22,000 + Ontario Sales Tax *
Ongoing	Administration of Memorial Endowment Fund	Janice Pound & Denis Watson	
Ongoing	Liaison with Union Cemetery	Keith Bailey	

*Insurance costs for property and commercial liability for 2023-24 were \$20,462.76 (\$18,947 + \$1515.76 tax)

Two Men & A Stove

Purpose:

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

New Projects for 2024:

- Strawberry Social: it is hoped (against all odds) that strawberries will be available so that we can attempt a Strawberry Social during the last week in June – in conjunction with the Men’s Club. Much help will be needed!
- Breakfasts: occasional Friday mornings for the Men’s Club – an experiment!
- Pork loin dinner on March 22: *A Meaningless Hour* with the Rev. Tom Sherwood
- A community BBQ during the Garage Sale in May
- Occasional BBQ weekends (Hamburgers/Hot Dogs) during the summer
- Another dinner in the fall
- Run the Kitchen for the Christmas Bazaar

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 2024 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 2024:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
TBD	New Sanctuary Antependia	Ellen/Sue/Kim	Memorial Donation
Fall 2024	Confirmation Class	Kim/Lorrie	\$250
2024	Part-Time Youth Leader	Lorrie	\$5,000

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 the fall of this year.
3. Part-Time Youth Leader on contract (\$17.50/hr) is in place for 2024.

Worship / CE - Projects Carrying Over from 2023:

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 2024	Worship Services & resources - Communion & worship resources - Sacred Dance Membership Renewal	Kim / Lorrie /Abe/ Worship/CE Committee	\$450
Jan-Dec 2024	Music & Piano/Organ Tuning and Licensing	Abe TeGrotenhuis	\$2,750
Jan-Dec 2024	Sunday School Programs, CE Discussion Groups, Resources, All-Ages Celebration & Curriculum	Lorrie / Erin	\$800
Jan-Dec 2024	Subscription – <i>Broadview</i> Magazine	Ellen Boynton	\$ 50.00
2024	Zambia Partnership Project	Lorrie	Fundraising
2024	Mission Exposure	Lorrie	CD Funds
Summer 2024	Camp Awesome	Vicky Martin	\$600
2024	Family Ministry Events	Erin/ Family Ministry	\$200