

Bells Corners United Church

ACTIVITY PLAN 2022



REJOICE, RENEW, RESPOND, REACH OUT

March 6th, 2022

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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 2022, 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 2022, 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 until it is safe for the entire BCUC family 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 (2021), Section B. 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 2022, 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 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 2022 are a continuation of last year's plans:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2022	Welcome signage	Jill Chuchryk	\$300.00 Operating Funds
2022	Improved Communications Centre display case for pamphlets	Olly Chuchryk	\$300.00 Operating Funds
2022	General BCUC Office Supplies	Office Admin Staff	\$3,200.00 Operating Funds
2022	Complete Entrance Signage	Olly Chuchryk	\$600.00 Operating Funds
2022	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 2022:

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
2022	Investigate the financial arrangements made by Christ Church Anglican BC for the building on their property.	Bill McGee, interested members of congregation tbd	none
2022	Electronic Delivery of Tax Receipts- determine feasibility	Griz Morrison	none
2022	Review the reporting of Financial results to Board, committees, congregation.	Bill McGee	none
2022	Investigate UC practice on e-transfers in place of cheques for inter-account transfers.	Bill McGee, Ross Mutton	none
2022	Join monthly United Church Youtube Channel for church treasurers	Bill McGee, Ross Mutton	none

Projects Carrying Over from 2021:

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 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	
January - June and September – December	Prepare bi-monthly reports to the Board and an annual report to the Congregation	Bill McGee Bookkeeper C. Whitley	
January – February	Arrange 2022 audit to present to Board & Congregation AGM	Bill McGee Bookkeeper Frouin Group	\$4,000 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 2022 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

A Message from Larry Ryan, Chair of Membership:

As I've just recently taken over the chair of Membership my first year will likely be just working to understand the depth and breadth of data contained in the spreadsheets Ron Prince so diligently maintained over the past 30 years or so. Thank you to Ron for going above and beyond in this important role. His efforts were of great benefit to the Finance and Stewardship committees over all those years.

Along with this I will be updating the Churchwatch database records to reflect the current status of members, adherents and families to ensure it properly reflects our hardcopy records. I will no doubt be relying on the staff and clergy to keep me straight and true.

With the departure of Grace Runions after her many years of welcoming new members and the freshly baptized, another member is needed to carry on this important function.

Ministry and Personnel Committee

Purpose:

The Ministry and Personnel Committee functions around three roles, which are the consultative and supportive role, the healthy relationship 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 2022:

Timeline	Project / Activity	Program Description	Resource Person / Contact	Budget/Cost
January	Summer Student	To determine the feasibility of have a summer student in 2022, and to execute if feasible	D. Stafford & Daniel Lanoue	~\$600

June	Annual Reviews	General Interviews with Staff to establish training, issues, etc	TBD	0
August	2023 Budget	Estimated M&P budget for all staffing costs	D. Stafford (for now)	~\$290,000
December	Christmas staff gathering	Appreciation to staff for 2022	Committee	~\$300
Ongoing	Committee training	Orientation and training on M&P process and procedures	David Stafford	Unknown (Probably nil)
TBA	Covenanting Service	Covenant between the Rev. Lorrie Lowes and the Congregation	TBD	TBD

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

- Ensure that Police Record Checks remain up to date for all committee members and staff;
- Identify and approve suitable continuing education projects;
- Continue to work with all employees to ensure a healthy and satisfying environment;
- Continue to 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 amounts and a 2023 budget for M&P.

Note: 2023 will be a Sabbatical year for Rev. 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. M&P will make suitable recommendations.

Note 2: Rev. Lorrie 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.

New Projects for 2022:

1. Prior to the covid-19 pandemic, the Pastoral and Spiritual Care Team hosted an annual learning event that was open to all. In the fall of 2022, we hope to once again be able to host such an event. The proposed theme is "Mental Health". This could be connected to the "Happiness Project", the new Bells Corners multi-church mental health initiative.
2. Design and post signage with guidance for new labyrinth users.

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Winter, Spring and/or Fall 2022	Training for P&SC Team members	P&SC Team Coordinator Susan Young	Continuing Ed. Workshops: \$20 (per person, for those who claim, from directed funds)
Fall 2022	Learning Event: Mental Health theme (in-person or online, perhaps hybrid format)	P&SC Team Coordinator Susan Young	\$150 for speaker's fee/honorarium
December 2022	Blue Christmas Service (in person or online)	Rev. Kim Vidal Rev. Lorrie Lowes	Voluntary donations
Throughout 2022	Midweek Prayer Circle (in own homes)	Rev. Kim Vidal Rev. Lorrie Lowes	No cost
Throughout 2022	Greeting Cards	Ronalie Abbey or Judy Mann	\$250 (for stamps and cards), from operational budget

Throughout 2022	"Broadview "subscriptions	Ellen Boynton	\$25x 3= \$75 for 3 retirement home subscriptions, from operational budget
2022	Design and post labyrinth signs	Rev. Lorrie Lowes	\$50 from directed funds

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 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2022	Refurbish / Replace Duct Fan	Property Committee	\$3000
2022	Replace Sanctuary Carpet	Property Committee	\$5000
2022	Asphalt Patching	Property Committee	\$1000
2022	Light Standards	Property Committee	\$3000

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, on the TV at church and announcements of meetings in the Sunday bulletin.

Projects Carrying Over from 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
2022	UCC M&S – Mission & Service SOSA highlights projects of the M&S Fund of the United Church which supports the programs and partners across Canada and around the world working to bring our faith into action.	Ellie Topp	\$ 00 – Operating Fund

2022	<p>Ottawa West End Community Chaplaincy (OWECC) The part time chaplain, Rev. Steve Zink, will continue to provide individual and pastoral counselling, facilitate weekly study groups and organize special services when requested. If health guidelines permit, Steve will resume the martial arts program for youth and plan a weekend family camping experience. New activities will be to organize a fund raising choir concert at Easter as the December one could not take place due to COVID.</p>	Peggy Aitchison	\$9,000 – Operating Fund
2022	<p>Family Service Association (FAMSAC) FAMSAC, in collaboration with Ottawa Food Bank network, will supply emergency food orders to residents in this neighbourhood. In 2021, over 1,000 food orders and over 200 grocery gift cards, in lieu of hampers.</p>	John MacFarlane	\$5,100 – Operating Fund
2022	<p>Refuge Nepean Ottawa West (Refuge N.O.W.) The sponsorship of the Yemeni family has now ended. Support will continue for Mary and her family, and it is hoped that the Syrian family will be able to come to Canada this year, COVID permitting.</p> <p>There is also some discussion about the possibility of assisting in the sponsorship of a family from Afghanistan.</p>	Bridget McNeill	\$5,200 – Operating Fund

2022	<p>Multifaith Housing Initiative (MHI) MHI provides & promotes safe, affordable, well-maintained housing in inclusive communities</p>	Barbara Bole	\$3,150 – Operating Fund
2022	<p>Social Action SOSA will continue to represent BCUC and EOORC on the UCC Guaranteed Livable Income (GLI) Action Project. The actions will include encouraging federal and provincial governments to achieve implementation of a GLI. Within the congregation, there will be educational events as opportunities to learn about the intent of the social actions.</p>	Ellie Topp, Clarke Topp and Reverend Lorrie Lowes	<p>\$300 – Operating Funds \$300 – EOORC UCC</p>

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 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Jan-May 2022	Transfer Pledge database to Churchwarch in Office computer	Larry Ryan	
Fall 2022	Investigate on-line pledging.	Bill McGee/ Larry Ryan	

Additional Information about New Projects:

The information about financial pledges has previously been on a member's private computer. This is to be transferred to the church computer, using the Churchwatch software, per United Church recommendations.

Projects Carrying Over from 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
Nov 2022-Feb 2023	Annual Stewardship Campaign and Committee Fair	Bill McGee, Bob & Barb Noyes, 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 2022: Funds for Liability and Abuse Insurance for renewal November 29, 2022 of approximately \$16,000 + Ontario Sales Tax

Projects Carrying Over from 2021:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
March 2022	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. 2022	Review risk management protocol to meet insurance requirements		
Sept. 2022	Ensure update of police checks for BCUC volunteers, as appropriate		Costs to be borne by affected Committees
October 2022	Review insurance options prior to renewal of BCUC policy on Nov. 29, 2022	Denis Watson	\$ 16,000 + 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. The estimate for 2022 allows for a 10% increase in the coming year. However, as indicated 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, 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 2022:

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. We expect that the BBQ will be hauled out again for occasional Hamburger weekends, and as we approach late summer, with everyone being vaccinated, we will try again for a dinner of some kind. In the meantime, everyone, Carry On and STAY SAFE!

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 2022 operating budget for the full committee activity is \$5,125, an increase of about \$250 from last year's budget due to the inclusion of Confirmation & Membership Class 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 2022:

Date / Timeline	Project / Activity / Program Description	Resource Person / Contact	Approximate Funding and Source
TBD	Covenanting Service for Lorrie as Diaconal Minister	EOORC / BCUC Participants	N/A
TBD	New Sanctuary Antependia	Ellen/Sue/Kim	Memorial Donation
Lent & Advent	Seasonal Family Resources	Erin	\$200
TBA	Confirmation & Membership Class	Kim/Lorrie	\$250

Additional Information about New Projects:

1. Covenanting Service for Rev. Lorrie – this service will be in consultation with EOORC. Date to be determined.
2. We need new Antependia in the sanctuary. The Worship/CE team approved purchasing new white antependia in memory of Anne walker's mother.
3. Seasonal family resources in Lent and Advent will be prepared.

Projects Carrying Over from 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
Jan-Dec 2022	Worship Services & resources <ul style="list-style-type: none"> - Communion & worship resources - Sacred Dance Membership Renewal - 	Kim / Lorrie /Abe/ Worship/CE Committee	\$350
Jan-Dec 2022	Music & Piano/Organ Tuning and Licensing	Abe Te Grotenhuis	\$2,750
Jan-Dec 2022	Sunday School Programs, CE Discussion Groups, Resources, All-Ages Celebration & Curriculum Honorarium	Lorrie / Erin	\$1,400
Jan-Dec 2022	Subscription – Broadview Magazine	Ellen Boynton	\$ 75.00
2022	Zambia Partnership Project	Lorrie	Fund-Raising
Summer 2022	Camp Awesome	Tamara Glanville	Self-Funding