

DRAFT - BELLS CORNERS UNITED CHURCH BOARD MEETING MINUTES

MEETING: No. 1 – 2022-2023

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

PURPOSE: To carry out the business of BCUC

Church Board CHAIR: David Stafford (for this meeting)

PRESENT:

	Susan Young
Rev. Kim Vidal	Raven Miller
Ellen Boynton	David Stafford
Sue Morrison	Will Wightman
Mark McDonald	Norm Pound
Bill McGee	

REGRETS: Desna Sulway, Jordan Berard, Rev. Lorrie

GUESTS: Sue Morrison

NEXT MEETING: Wednesday, April. 20th, 2022

1. Opening Remarks

2. David Stafford, acting as Chair for this meeting, welcomed those in attendance, including new members Mark McDonald, newly elected Chair-elect, and Raven Miller, Youth Representative.

3. Devotions

Susan

Susan Young led the devotion with a reflection on the core mission of the United Church of Canada for the next 5-10 years.

4. Accepting of Corresponding Members

Chair

Norm Pound moved and Susan Young seconded that we accept all corresponding members. Approved.

5. Approval of Agenda

Chair

Ellen Boynton made a motion to approve the amended agenda, Seconded by Mark McDonald. Approved.

6. Approval of Minutes

Chair

6.1. Feb 16th, 2022

Bill McGee made a motion to approve the amended minutes, Ellen Boynton seconded. Approved.

7. Standing Reports

7.1. **Ministers' Report (Page 3-6)**

Rev. Kim/ Rev. Lorrie

7.1.1. **Membership status.**

Rev. Kim Vidal made a motion to remove Marion Routledge from the historic roll due to death, and to remove Lyn Williams from the historic roll due to transfer of membership to Cardinal United Church. Seconded by Norm Pound. Approved.

7.2. Finance Report (Pages 7-8) Bill
Bill McGee made a motion that the Finance report be received, Mark McDonald seconded, approved.

7.2.1. Financial Stewardship Campaign to Fall 2022 from Winter 2023. Bill
No motion was made on this, it needs to be further discussed in the worship committee and will be made into a motion in a future board meeting.

7.3. M&P(Page 9) David
Will Wightman made a motion that the BCUC Board grant 5 days' Vacation leave to Ellen Boynton for period of April 13 to April 23, 2022 (including two statutory holidays), seconded by Susan Young. Approved.

The friendship club has ceased operations and left-over funds have been distributed to various charities, including BCUC.

7.4. Monthly Report from Worship Commission (Pages 10-14) Sue/Chair
Susan Young made a motion to renew the Worship Commission Mandate, Norm Pound seconded. Approved

8. New Business

8.1. Board Chair and how meetings will proceed until one is found Chair
Ellen Boynton, and Norm Pound, agreed to be acting chairs of meetings. (May, April)

8.1.1. boardchair@bcuc.org address?
Suggested that any issues be forwarded to the office and sent to the next chair of the board.

8.2. Spring Garage Sale (May 7th) Ellen
Yes, we should do this, proceed with planning.

8.3. Lent/Easter Bell Ringer input March 21st for April 8th publication Ellen
Notes will be sent to committee chairs to prepare inputs for the Bell Ringer.

8.4. Spring Events: – Revisit next meeting.

8.4.1. Family Ministry (AKA Picnic)

8.4.2. Fellowship Hour after worship

9. Other Business

9.1. **Devotions:** for Wednesday, April 20th, 2022 Chair
Mark McDonald volunteered to do devotions.

10. Next Meetings: Chair

10.1. **Regular Board Meeting** – Wednesday, April 20th, 2022.

11. Closing Prayer Rev. Kim/Rev. Lorrie

The Rev. Kim Vidal closed the meeting with a prayer from the Rev. Dodd.

David Stafford, Acting Chair

William Wightman, Secretary

MINISTERS' REPORT
BCUC Board Meeting – March 16, 2022

Kim's Report:

Here are the highlights of my ministry from Feb 17 to March 16, 2022:

Worship:

We have reopened the sanctuary for onsite service since Feb 13 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.

- **Feb 20** – Seventh Sunday after Epiphany
- **Feb 27** – Transfiguration All-Ages Service with Rev. Lorrie leading. I was on Winter break.
- **Mar 2** – Ash Wednesday Service was offered in audio format.
- **Mar 6** – First Sunday in Lent with Communion / Agape Meal
- **Mar 13** – Second Sunday in Lent

Christian Education:

- Facilitated the weekly Lectionary Group discussion on Tuesday, Mar 1, 8 and 15 via Zoom.
- Seekers Group plan to have a spring onsite study with Bart Ehrman's book, *Jesus Before the Gospels: How the Earliest Christians Remembered, Changed, and Invented Their Stories of the Savior*, to commence April 25 at BCUC.
- Attended the Worship/CE meeting on Wednesday, March 2.

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.

Membership:

Motion to remove Marion Routledge from the historic roll due to death.

Backstory Preaching Mentorship Program:

- Regular weekly attendance in “lectio” (Monday) sessions.
- My 5^h sermon that I preached on Feb. 13th was appraised by the BCUC Sermon Appraisal Team on March 6 with good comments and notes of improvement which I gladly received.
- Joined a Spiritual Reflection session with Rev. Mike Marsh on Mar 9 at 12 noon via Zoom.
- Participated in a Zoom lecture offered by the Rev. Dr. Okundi on the topic, “Small Voice: Listening to Children at Worship”
- Attended a 1:1 Session with my mentor, Rev. Dr. Samantha Smith on March 14th via Zoom and a Small Group Session with my preaching cohort on Mar 16 16 facilitated by the Rev. Dr. Lisa Cressman.

**Blessings,
Rev. Kim**

Diaconal Minister’s Report to the Board – March 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 February 27, Transfiguration Sunday, while Rev. Kim was on vacation.

I officiated at the funeral of Rachel Erin Hauraney on March 8, at the Hulse, Playfair & McGarry west chapel.

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 continue to be involved with the Happiness Project and am looking forward to encouraging our neighbours at Jami Omar to join this endeavour. A meeting of the faith community leaders for this project is scheduled for this coming week, by Zoom.

Christian Education

With the help of Erin, Lenten packages were prepared for the children and youth in our congregation. This year, we purchased a program from the UCC GO Project that includes a “Wreck This Journal” activity plan for each day of Lent, and a Sunday School & Youth resource for the season. 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 March 2, the Interfaith Bridge Building Committee on March 3, and SOSA on March 10.

Outreach

Our Zambia Project continues with over \$13,500 raised, exceeding our original target for the construction of the Church/Community building! Of this amount, \$8300 was transferred to Chipembi last fall, leaving us with \$5,304.41 in our Zambia Partnership account at the moment. This past week we received an update on the costs to date (the roof is on!) and the budget to finish the project. Because of the circumstances discussed previously, the budget going forward to complete the project is in the range of \$20,000CAN – divided between the two Ottawa partners, BCUC and Emmanuel UC. The committees from both churches met on March 7. A

money transfer to Chipembi will take place very soon as the construction account in Chipembi is now just over \$1000.

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. As well, our chaplain, Rev. Steve Zink has accepted a full-time call at his church and will be leaving his position with OWECC effective March 20. I have agreed to take on part of this role at 5 hours per week. I will be working in team with Rev. Deacon Tamara Connors from Christ Church Bells Corners. We are looking forward to the opening up of the community houses and foodbanks as the pandemic restrictions begin to ease.

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 provided pulpit supply at Zion UC in Cedar Hill and St. Andrews UC in Pakenham on February 20.

I will be on vacation for the two-week period from March 14-27.

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

**Respectfully submitted,
Rev. Lorrie Lowes**

'Bells Corners United Church - OPERATING FUND

'Balance Sheet As at 31/01/2022

'ASSET

'Current Assets

'Operating Fund	<u>-25,814.71</u>	
'Total Operating Bank Account		-25,814.71
'Loblaws Program Bank Account		16,167.17
'Certificate Inventory	<u>21,150.00</u>	
'Total Certificates Inventory		21,150.00
'Bequest		87,246.94
'BMO InvestorLine - Cash		2,019.41
'Donated Securities		31,917.85
'Endowment Trust Fund Bank	26,004.53	
'Endowment Trust Mutual Fund	<u>139,457.87</u>	
'Total Endowmnet Trust Fund		165,462.40
'D.A. Moodie Scholarship Fund		7,568.15
'Loan To Loblaws Program		19,010.00
'Receivable from Directed Funds		732.38
'Accounts Receivable General		1,035.00
'HST Rebate		7,197.13
'Prepaid Expenses		<u>12,725.75</u>
'Total Current Assets		<u>346,417.47</u>

'Fixed Assets

'Property Building & Equip.	500,494.69	
'Property Buildings & Equip Addition	<u>10,513.00</u>	
'Total Property Building & Equip		<u>511,007.69</u>
'Total Fixed Assets		<u>511,007.69</u>

'TOTAL ASSET 857,425.16

'LIABILITY

'Current Liabilities

'Loan to start up Loblaws Program		19,010.00
'Owing to Directed Funds		608.00
'Due to Endowment Fund (from OF)		93,392.96
'Due to OF (from Endowment)		-93,392.96
'Due to DF (from Endowment)		180.00
'Accounts Payable General		14,771.80
'Accounts Payable		<u>4,687.24</u>

'Bells Corners United Church - OPERATING FUND
'Income Statement 01/01/2022 to 31/01/2022

'REVENUE

'General Operating Fund

'Weekly Givings	7,580.00	
'Monthly PAR Givings	13,482.66	
'Initial	60.00	
'Total Givings		21,122.66
'Loblaws Certificate Program	1,054.50	
'Total Events		1,054.50
'Total General Operating Fund		22,177.16

'TOTAL REVENUE 22,177.16

'EXPENSE

'Ministry And Personnel

'Total Ministry & Personnel 22,853.01

'Service And Outreach

'Mission And Service	3,333.37	
'Membership Multifaitth Housing	100.00	
'Total Service And Outreach		3,433.37

'Property Management - Operating Exp

'Furnace Maintenance	155.93	
'Natural Gas	2,148.68	
'Electricity	131.14	
'Snow Removal and Shovelling	795.83	
'Contract Janitorial Services	1,150.00	
'Custodial Services	75.00	
'Sub-Total - Janitorial Services		1,225.00
'Telephone	149.70	
'Internet & Web Hosting	322.58	
'Photocopier (Contract)	159.00	
'Sub-total - Telecommunications		631.28
'Fire Equip. Testing and Maintenance	463.00	
'Security Monitoring and Maintenance	81.00	
'Sub-total Fire Alarm/Security		544.00
'Total Property Mgt.Operating Expens		5,631.86

Ministry & Personnel Report to the BCUC Board March 16, 2022

The M&P Committee last met March 15, 2022.

There is one recommendation:

That the BCUC Board grant 5 days Vacation leave to Ellen Boynton for period of April 13 to April 23, 2022 (including two statutory holidays)

Note: Ruth Timms has agreed to cover the office in her absence ...

M&P is working on refining the Summer Student Job Description, with a mind to advertise early April, interviewing mid to late April and being ready to start early May.

Staff Interviews are scheduled for early June 2022.

M&P has been considering when Staff might return to full time work in the church. The week after Easter was suggested, however, we are waiting to see of any ramifications following the school break and will decide later in April.

David Stafford
Chair

Report of the Worship Commission to the BCUC Church Board March 2022

At its meeting on March 2, the Worship/CE Committee, acting as a Commission, discussed the need for a plan to transition out of the Covid pandemic mode as the province's mandatory restrictions are being lifted and Ontario is poised to adopt a longer-term, more balanced response to Covid-19. The majority of Covid-19 related public health and workplace safety measures were lifted on March 1, 2022.

According to Ontario's Reopening Plan, as of March 1, all settings are permitted to open at full (100%) capacity. Proof of vaccination, capacity limits, and physical distancing requirements are lifted for all settings, including religious services, rites or ceremonies, although individual organizations have an option of electing to follow those measures. Active screening requirements are also lifted, although signage at all entries to buildings open to the public is still required to be posted, advising those who enter to self-screen and return home if they are sick or have tested positive for Covid-19 or have had close contact with someone who has tested positive or have been told by the authorities to quarantine. Organizations such as BCUC are still required to maintain a current Covid safety plan that sets out measures that are being taken to minimize the risk of transmission of Covid within our building in order to protect the public, our members and our employees. A revised Covid Safety Plan for Worship at BCUC is attached. This plan has been developed following discussion at the Worship/CE Committee on March 2, and after consulting the current recommendations and requirements for religious organizations that now appear on the Ontario Ministry of Health and Ottawa Public Health websites.

The Worship/CE Committee has also discussed how to deal with transitioning our worship services to a new normal in which we can go back to our pre-pandemic expectations of larger attendance and congregational participation at the Sunday morning services held in the sanctuary, to continue to minimize the risks of exposure to Covid-19 at BCUC while returning to worship services more like we were used to prior to the pandemic. The Committee is of the view that the reopening will need at least a few weeks of transition time, to resume choir rehearsals, move away from reliance on projecting the pre-recorded YouTube worship service in the sanctuary for lay participation in the worship (e.g. for candle lighting, announcements, scripture reading, etc.), and to test out livestreaming so that there will still be a continuing online worship option for those who can't make it out on Sunday mornings.

Children are welcome on Sunday mornings, but for now any who attend will remain in the sanctuary with the adults, although the Nursery is being opened for parents to use at need with babies and very young children. Children's Sunday school programs will be reintroduced somewhat later, since those on the Worship Committee who are most closely in touch with families with children expect that for now families will be reluctant to bring out young children who are not yet able to be fully vaccinated against Covid and who may not have any memories of church. Also, work needs to be done to prepare Sunday school curriculum materials and get teachers in place before we will be ready to welcome children to their own Sunday school programs. The Worship/CE Committee hopes to be able to hold a large family-friendly congregational picnic in June to welcome back everyone, especially BCUC's children and their families.

Onsite Sunday services have been held in the sanctuary again since February 13. The attendance has ranged from just under 20 to numbers in the 30s since then. Congregational singing (while masked) and participation in prayers and readings has been reintroduced and encouraged.

Respectfully submitted,
Sue Morrison
for the Worship Commission

COVID-19 Safety Plan for Worship at BCUC
March 16, 2022
BCUC Worship Commission

Recently, the government of Ontario announced that the province has moved into the last steps of its plan for exiting from measures necessitated by the COVID-19 pandemic. A number of restrictions have recently been lifted in many sectors of Ontario's economy and society, and changes continue to be put in place in rapid succession. In response to these changes and the continuing provincial requirement that organizations such as BCUC maintain a COVID-19 Safety Plan, this document outlines updated measures that will govern Worship services at BCUC in the coming weeks. The following measures will be observed as part of the transition from the previously required measures to the full lifting by the government of Ontario of COVID-19 restrictions on gatherings:

1. Passive screening replaces active screening. Posters will be posted on all the exterior doors with questions that attendees at worship services and other visitors to the premises can use to screen themselves before entering the building. The same screening tools will be posted on the BCUC website, so that people can screen themselves at home before coming to a worship service. The screening posters to be used from here on are updated ones that are available from the Ottawa Public Health website. Signs will also be posted to remind those who enter that masks are required inside the building.
2. The screening usher will no longer pose screening questions to each person as they enter the building, nor will a record be kept of all those in attendance at each service. It is no longer mandatory to pre-register for any worship service. A table will be placed near the door with hand sanitizer and a box of disposable masks, and the screening usher will greet individuals and remind them to wear their mask at all times and to use the hand sanitizer as they enter and leave the building. Disposable masks will be made available to anyone who has forgotten to bring a mask or whose own mask doesn't cover nose, mouth and chin. Children under the age of 2 and any individual with a medical exemption from mask wearing will be welcomed without masks.
3. All those attending the worship service will be asked to distance themselves 2 metres from others who do not reside in the same household, insofar as this is

possible. For the time being, green masking tape will remain in place on the pews as a guideline for seating.

4. Clergy will wear masks except when in the chancel area, distanced from others, and speaking. Microphones will be used so that clergy do not have to speak loudly to be heard, and sharing of microphones will be avoided. Choir members will wear singing masks and these will not be removed to sing. Congregation members who are invited to make announcements or lead in prayer or scripture reading will use the lectern and lectern microphone and may remove their masks only while standing at the lectern and speaking. Only one speaker at a time will be at the lectern, unless members sharing the same household are coming up together (e.g., to light the Christ candle).
5. Whenever the weather permits, windows will be opened in the sanctuary, to provide fresh air in the worship space.
6. Congregational singing and vocal responses in prayers and responsive readings is now allowed and encouraged. The projection of hymns onto the screen will continue, so that it is not necessary to handle hymnbooks in order to participate in the singing, although the hymnbooks remain in place in the pews and may now be used by those who prefer them.
7. The congregation will be reminded not to congregate around the exit doors when they are leaving the sanctuary, but will be allowed to exit at their own speed and may chat with others in the sanctuary, entryway or halls, keeping in mind the need to stay distanced until they are outside. As the weather improves, and weather permitting, congregational fellowship outside on the labyrinth will be encouraged in place of indoor visiting.
8. Communion will continue to be served in individual portions using disposable cups which the congregation will be asked to take with them from the narthex table into their pew as they enter the sanctuary, so that passing of the elements is not necessary. Masks may be lifted to take the elements of communion while the congregation remains seated, and will be immediately put back on for the remainder of the service.
9. Offering plates will continue to be available on the table in the narthex, and the worshippers may put any envelope offerings they have brought with them onto

the offering plate as they enter or leave the worship space. No offering plates will be passed during the worship service.

10. Children are welcome in the sanctuary for worship. Parents may who bring younger children may wish to bring a book or small toy from home to occupy them if need be. Shared crayons and colouring paper will not be provided. Children's Sunday school programs will not be offered until at least later in the spring, and children will in general remain with their families in the pews. However, the Nursery will be opened each Sunday as a place where babies and toddlers may be taken at need by their parent or other responsible adults. Any toys removed from the shelves in the Nursery for these young children to play with should be left on the floor at the end of the morning, and they will be cleaned and sanitized before replacing them on the shelves for the following week.

11. For those who are not yet able or comfortable to attend an in-person worship service, we will continue to offer an online option. In the coming weeks, the Worship/CE Committee plans to replace our current online format of a pre-recorded YouTube video with a livestreamed Sunday service, which will be available for Sunday viewing on YouTube simultaneously with the live service in the sanctuary, and which also will then become a YouTube video that can be watched at a later time in the week. The details of when/how the transition from pre-recorded to livestreamed will happen are still in development at the date of this writing. Individuals who are immunocompromised, ill or who are not yet comfortable to attend the Sunday morning onsite service will be encouraged to watch the livestreamed service.