

**DRAFT - BELLS CORNERS UNITED CHURCH BOARD MEETING MINUTES**

**MEETING:** No. 3 – 2022-2023

**DATE & LOCATION:** May 18<sup>th</sup>, 2022 7:00 pm held virtually on Zoom

**PURPOSE:** To carry out the business of

**BCUC Church Board CHAIR:** Ellen Boynton (for this meeting)

**PRESENT:**

Rev. Lorrie Lowes	Susan Young
	Ellen Boynton
Bill McGee	David Stafford
Jordan Berard	Will Wightman
	Norm Pound

**REGRETS:** Desna Sulway, Rev. Kim Vidal, Raven Miller, Mark McDonald

**GUESTS:** Ross Mutton, Janice Pound

**NEXT MEETING:** Wednesday, June. 15<sup>th</sup>, 2022

1. **Opening Remarks** Chair

2. **Devotions** Jordan

Jordan Berard gave an resume of 2nd Corinthians, Chapter 5:17 - 20, closing with prayer.

3. **Accepting of Corresponding Members** Chair

4. **Approval of Agenda** Chair

With the addition of Items 7.4 Trustees Insurance Update, 7.5 Duty of Care Report, 7.6 Thank You to Hugh Frampton, David Stafford moved the amended agenda, Jordan Berard seconded. Approved.

5. **Approval of Minutes** Chair

5.1. Apr 20<sup>th</sup>, 2022

Bill McGee made a motion to approve the amended minutes, Susan Young Seconded. Approved.

6. **Standing Reports**

6.1. **Ministers' Report (Page 3-7)**

Rev. Kim/ Rev. Lorrie

6.1.1. David Stafford made a motion to remove Marjorie Stone and Harold Blackwell from the historic roll due to death. Norm Pound Seconded. Approved.

6.2. **Finance Report (Page 8 – directed Funds, Page 9 – March Financial)**

Bill

6.2.1. **Quarterly Report Summary (Page 10 – Treasurers Summary)**

Ross

Bill made a motion to accept the financial report, Norm seconded, approved.

6.3. **M&P**

David

- BCUC has hired Arcadie Gagné as summer student until September.
- Travel Allowance has been raised by UCC.

6.4. **Monthly Report from Worship Commission (page 11)**

Sue/Chair

- David moved that we continue the worship commission, Jordan seconded.  
Approved.

7. **New Business**

7.1. Broken church window follow-up action

We spoke of what can be done to aid in education and restitution based on effort. Action will be taken to enable the child to better understand the consequences of what happened.

7.2. Minister's Benevolent Fund

There is a budget line item of \$500 for this.

7.3. Mark's Vitality Metrics (is there ongoing discussion needed for this item?)

He'll speak on this next meeting. Jordan will provide background EDGE information to Mark.

7.4. Insurance update

Janice Pound

Ecclesiastical Insurance reassessed BCUC and submitted a supplementary bill for roughly 200\$. Property Assessment has gone up as well.

7.5. Duty of Care

David

Lorrie's course on training duty of care has courses for board members, the next course is in September and David will present more on this next month.

7.6. Thanks to Hugh Frampton who has retired from his volunteer position as IT support for the church computers, backups and networking. He has been making this contribution for at least the last 10 years. Will to write thank you letter, and pass it by Bill and Ellen.

8. **Other Business**

8.1. **Devotions:** for Wednesday, June 15<sup>th</sup>, 2022

Chair

Ellen will do the devotions for June.

8.2. **Chair:** for Wednesday, June 15<sup>th</sup>, 2022

Chair

Jordan will be the chair in June.

9. **Next Meetings:**

Chair

9.1. **Regular Board Meeting** – Wednesday, June 15<sup>th</sup>, 2022.

10. **Closing Prayer**

Rev. Kim/Rev. Lorrie

## **MINISTERS' REPORT**

### **BCUC Board Meeting – May 18, 2022**

#### **Kim's Report:**

Here are the highlights of my ministry from April 21 to May 18, 2022.

I am now working in the office on Monday, Wednesday and Thursday from 9 am to 4 pm. I work from home on Tuesday with Friday & Saturday as my days off.

#### **Worship:**

We have modified our weekly worship preparation to accommodate the needs for a live-streamed hybrid worship. I continue preparing the weekly service and the PowerPoint slides. The service is also made available via telephone. Rev. Lorrie and I agreed to return to some of the usual worship practices such as processing before the service and recessing after the departing music. Choir is back and we are so glad to have them again! Coffee Time after the service is also back!

- **Apr 24** – 2<sup>nd</sup> Sunday of Easter – preached on “Thomas”.
- **May 1** – 3<sup>rd</sup> Sunday of Easter / BCUC 171st Church Anniversary – preached on Peter.
- **May 8** – 4<sup>th</sup> Sunday of Easter / Christian Family Sunday & Celebrating Mothers – preached on Jesus, the Good Shepherd.
- **May 15** – 5<sup>th</sup> Sunday of Easter/Friendship Sunday – preached on “love one another”.

A Memorial Service for those who passed away during the height of the COVID pandemic is being planned by the Worship/CE Committee. Details will be announced soon.

An all-ages Pentecost Sunday will be held outdoors on June 5<sup>th</sup> with a picnic and games for all.

#### **Christian Education:**

- Facilitated the weekly Lectionary Group discussion on Tuesday, April 26, May 3 and 11 via Zoom.
- Seekers Group 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* met on April 25, May 2 and 9 at BCUC.
- Attended the Worship/CE meeting on Wednesday, May 4 and presented the worship planning for June 5 to September 4, 2022.

### **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. Prayer Chalice on Sundays and the Prayer Box were revived for people to send in their prayer requests.
- 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.
- Officiated the Celebration of Life Service for Marion Routledge on March 22 at BCUC; Harold Blackwell on May 10 at BCUC and Isobel Bryan on May 12 at the Capital Memorial Gardens.
- Drop-in meetings with people in my office.

### **Membership:**

I've requested Ellen to present the following motion:

Motion to remove Marjorie Stone and Harold Blackwell from the historic roll due to death.

### **Backstory Preaching Mentorship Program:**

- Regular weekly attendance in “lectio” (Monday) sessions.
- Attended the Seasonal Sermon Prep for Summer 2022 on May 3.
- Attended my final 1:1 Session with my mentor, Rev. Dr. Samantha Smith on May 16 via Zoom and a Small Group Session with my preaching cohort on May 11 facilitated by the Rev. Dr. Lisa Cressman.
- Attended the Closing Ceremony of the 2021-2022 Backstory Preaching Mentorship participants on May 17.

### **Continuing Education / Study Leave:**

I am currently attending the Festival of Homiletics from May 16-20 livestreaming from Denver, Colorado. This is the Festival's 30<sup>th</sup> year with the theme: “After the Storm: Preaching and Trauma”.

### **Other**

- Participated at a Prayer Forum by Zoom on April 22 regarding the national elections in the Philippines. The forum was organized by Filipino Clergy & Lay of the UCC. I was tasked to respond to the speaker's presentation and acted as moderator during the Q&A time.
- Helped at the BCUC Spring Garage Sale on May 7<sup>th</sup>.

## **Blessings, Rev. Kim**

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### **Diaconal Minister's Report to the Board – April 20, 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 will lead worship this Sunday, May 22 and offer minister support while Rev. Kim is on Study Leave.

#### **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 took part in the Celebration of Life Service for Marion Routledge on April 22.

#### **Christian Education**

We continue to offer resources to children, youth, and families through activities offered online. I will be working with our summer student to continue to provide resources through the summer months while giving our amazing Erin a break from all the work she does voluntarily throughout the year.

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.

I assisted with the hiring of the Summer Student by being part of the interview team and am supporting/supervising Arcadie in her role.

#### **Other Committee Work**

I host the monthly board meetings and other committee meetings as required through Zoom.

I attended the meeting of the SOSA committee on May 19.

#### **Outreach**

Although the building project at Chipembi is still underway and will require more funding, we have switched gears for the present to emphasize fundraising for Camp

Chipembi, the summer day camp that is planned and led by young adult leaders in Chipembi in August for more than 100 children from the area. In pre- Covid times, the leadership was made up of local young adults as well as leaders from Canada. Emmanuel UC, our partners here in Ottawa, are discussing whether or not to send young adult leaders this year because of continuing concerns about Covid. They will be making a decision soon and will communicate this to me. I would be interested in the thoughts of this Board around the idea of sending young adults from BCUC.

### **Other**

I continue to serve on the Board of Directors for OWECC. The Annual General Meeting of OWECC took place on Sunday, April 24, at BCUC with excellent participation from our congregation. Four new Board Members from the community were elected to the Board. This will help us move forward after the resignation of several previous Board members and the loss of one to death. It will also add new energy to OWECC to have fresh eyes and ideas on the team! We look forward to a revitalization of the chaplaincy.

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.

From May 3 to May 9, I took study leave to begin an online course on Administration and Leadership with Plan to Protect. I am impressed by the depth and the comprehensive materials provided. One of the main objectives in this course is to review and update our existing Abuse Prevention Policy at BCUC. It has been interesting to both pull together existing documents and to look at them through the lens of this learning. There are many opportunities with our membership in Plan to Protect for future trainings for members of our church community in leadership roles. It is an important and exciting journey!

On the evening of May 16, I attended a seminar hosted by EOORC entitled “Affirming? Why Not?” It is my hope that BCUC will embark on a process to become an Affirming Ministry in the UCC. This seminar was a good introduction to some of the resources and network of people that could help us if we decide to move forward.

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

**Respectfully submitted,  
Rev. Lorrie Lowes**

1	Status of Directed Funds as of	May 2022								
2		Balance	Credit	Debit	YTD Change	Ending	Other/	Total	Notes	
3		2021/01/01				Balance	Investmts/			
							Pledges			
4	CD M&P - General	\$1,756.21	\$0.00	(\$339.00)	(\$339.00)	\$1,417.21		\$1,417.21		
5	CD CE-Mission Exposure	\$6,968.63	\$145.00	\$0.00	\$145.00	\$7,113.63		\$7,113.63		
6	CD CE-Zambia Partership	\$4,291.66	\$1,387.75	(\$5,000.00)	(\$3,612.25)	\$679.41		\$679.41		
7	CD CE-Programs	\$1,364.23	\$105.00	\$0.00	\$105.00	\$1,469.23		\$1,469.23		
8	CD CE-Youth	\$6,027.26	\$108.00	\$0.00	\$108.00	\$6,135.26		\$6,135.26		
9	CD Events-General	\$5,360.18	\$0.00	\$0.00	\$0.00	\$5,360.18		\$5,360.18		
10	CD Pastoral Care	\$126.79	\$0.00	\$0.00	\$0.00	\$126.79		\$126.79		
11	CD SOSA-Appeals	\$0.00	\$2,627.70	\$0.00	\$2,627.70	\$2,627.70		\$2,627.70		
12	CD SOSA-Flowthru	\$100.00	\$3,060.00	\$0.00	\$3,060.00	\$3,160.00		\$3,160.00	Note 1	
13	CD SOSA M&S-Flowthru	\$0.00	\$910.00	\$0.00	\$910.00	\$910.00		\$910.00	Note 1	
14	CD Worship-Flowers & Decorations	\$1,000.00	\$275.00	\$0.00	\$275.00	\$1,275.00		\$1,275.00	Note 2	
15	CD Worship-Music General	\$3,295.99	\$875.00	\$0.00	\$875.00	\$4,170.99		\$4,170.99		
16	Sub Total	\$30,290.95	\$9,493.45	(\$5,339.00)	\$4,154.45	\$34,445.40		\$34,445.40		
17	CD PM-Building, Maintenance & Repair	\$12,079.61	\$1,676.89	\$0.00	\$1,676.89	\$13,756.50	\$0.00	\$13,756.50		
18	Capital Fund-Labyrinth/Landscape	\$6,517.47	\$0.00	\$0.00	\$0.00	\$6,517.47		\$6,517.47		
19	Capital Fund-Portico	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Note 3	
20	Capital Fund - Audio-Visual Upgrade	\$59.97	\$0.00	\$0.00	\$0.00	\$59.97		\$59.97		
21	Capital Fund - Shalom Renewal	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00		\$5.00		
22	Sub Total	\$6,582.44	\$0.00	\$0.00	\$0.00	\$6,582.44	\$0.00	\$6,582.44		
23	Total	\$48,953.00	\$11,170.34	(\$5,339.00)	\$5,831.34	\$54,784.34	\$0.00	\$54,784.34		
24										
25	Note 1: Balance is transferred every four months or when balance exceeds \$500.									
26	Note 2: Balance over \$1,000 at year-end is transferred to Operating Fund.									
27	Note 3: Securities									

I modified Bob's date from Apr to May. Bill McGee



'Bells Corners United Church - OPERATING FUND

'Balance Sheet As at 31/03/2022

'ASSET

'Current Assets

'Operating Fund	-42,822.44	
'Total Operating Bank Account		-42,822.44
'Loblaws Program Bank Account		22,617.17
'Certificate Inventory	14,700.00	
'Total Certificates Inventory		14,700.00
'Bequest		87,246.94
'BMO InvestorLine - Cash		2,019.41
'Donated Securities		46,189.85
'Endowment Trust Fund Bank	16,604.53	
'Endowment Trust Mutual Fund	149,457.87	
'Total Endowmnet Trust Fund		166,062.40
'D.A. Moodie Scholarship Fund		7,568.15
'Loan To Loblaws Program		19,010.00
'Receivable from Directed Funds		732.38
'Accounts Receivable General		250.00
'HST Rebate		7,197.13
'Prepaid Expenses		10,750.76
'Total Current Assets		<u>341,521.75</u>

'Fixed Assets

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

'TOTAL ASSET 852,529.44

'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		894.07
'Accounts Payable		<u>6,666.70</u>

Quarterly Report Mar 31 2022	Budget	YTD	% Spent
<b>Expenses</b>			
Committees - Service			
Worship - Resources	\$ 450	\$ 37	8%
- Music	\$ 2,750	\$ 325	12%
Christian Education - Resources	\$ 1,925		
- Banners			
Service & Outreach - Mission & Service	\$ 40,000	\$ 6,667	17%
- OWECC and Local	\$ 9,000	\$ 2,250	25%
- Refuge NOW	\$ 5,200		
- FAMSAC	\$ 5,100		
- Multi Faith Housing	\$ 3,150	\$ 100	3%
- Educational outreach events	\$ 300		
Membership (CR)	\$ 200		
Pastoral & Spiritual Care	\$ 625	\$ 60	10%
Benevolent Fund (minister discretion)	\$ 500		
Stewardship (expen in Communications)	\$ 300		
<b>Subtotal - Service</b>	<b>\$ 69,500</b>	<b>\$ 9,439</b>	<b>14%</b>
Committees - Support			
Ministry & Personnel	\$ 287,195	\$ 70,157	24%
Property Management - Operations	\$ 47,900	\$ 14,059	29%
- Office photocopier - Rental contract	\$ 1,600	\$ 477	30%
- Office photocopier - use	\$ 1,000	\$ 41	4%
- Office equipment - Purchase			
- Mtc&Repair (excludes DF funds)	\$ 12,000	\$ 1,690	14%
Communications - office supplies	\$ 3,200	\$ 259	8%
- displays, bulletin bd, signage	\$ 1,400		
Denominational Assessment	\$ 16,246	\$ 4,062	25%
Trustees (Insurance coverage = \$5M)	\$ 16,000	\$ 3,819	24%
Financial Management (including Audit)	\$ 7,500	\$ 3,676	49%
+ Bookkeeping service	\$ 7,500		
+ Moodie Scholarship (\$200 dividends)	\$ 200		
GST/HST (PST portion 8%)		\$ 1,253	
GST/HST (GST portion 5%)		\$ 960	
Board (Operations; COVID-19)	\$ 300		
Volunteer Resources			
Transfers to/from Other Funds			
Miscellaneous & Other Expenses			
<b>Subtotal - Support</b>	<b>\$ 402,041</b>	<b>\$ 100,453</b>	<b>25%</b>
<b>Total = Service+Support</b>	<b>\$ 471,541</b>	<b>\$ 109,892</b>	<b>23%</b>

Worship Commission Report:

I will not be able to attend tonight's meeting due to some planned family activities. Here is a brief report from the Worship Commission:

Since last month, wastewater testing continues to show a general downward trend in the amount of the covid virus found in Ottawa area wastewater. At BCUC we continue to require masking of those who enter our building and participate in our Sunday morning worship services. We are also continuing to ask worshippers to be seated at a distance from others in the sanctuary, and have placed tape on some pews to support them in choosing their seats to maintain the distancing in seating. Coffee time following the worship service has been reintroduced, and people are encouraged to sit at a table or take their coffee/tea/juice outside (weather permitting) to the courtyard or the outdoor labyrinth to drink it and chat.

It is anticipated that, barring a significant new covid wave in the near future, the Ontario government will lift all remaining covid restrictions (e.g., on public transit and in long-term care and health settings) this summer. BCUC will continue to move cautiously and ask everyone to continue to mask indoors for worship. It is anticipated that regular Sunday school programming will return in September, but we will continue to offer online Sunday school resources for children through the summer.