

Approved - BELLS CORNERS UNITED CHURCH BOARD MEETING MINUTES

MEETING: No. 8 – 2022-2023

DATE & LOCATION: Oct 19th, 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	Bill McGee
Rev. Kim Vidal	David Stafford
Susan Young	Mark McDonald
Ellen Boynton	Will Wightman
	Norm Pound

REGRETS: Nicole Beaudry, Raven Miller, Jordan Berard, Desna Sulway(joined for a moment but couldn't get sound working)

GUESTS: N/A

NEXT MEETING: Wednesday, Nov 16th, 2022

- 1. Opening Remarks** Chair
- 2. Devotions** Rev. Kim
Rev. Kim spoke to us on the necessity of prayer.
- 3. Accepting of Corresponding Members** Chair
- 4. Approval of Agenda** Chair
David made a motion to accept the agenda as modified, seconded by Norm. Approved.
- 5. Approval of Minutes** Chair
5.1. Sept 21st, 2022
Bill made a motion to accept the agenda as circulated seconded by Norm. Approved.
- 6. Standing Reports**
 - 6.1. Ministers' Report (Page 3-6)** Rev. Kim/ Rev. Lorrie
 - 6.2. Finance Report (Page 7)** Bill
Bill made a motion to receive the report (though Aug 31st), seconded by David. Approved.
 - 6.3. M&P (Page 8)** David
- 7. New Business**
 - 7.1. Memorandum to Church Board from Insurance (Page 9)** Chair

A Business Continuity Plan is required by March 8, 2023 and if not completed we might face an underwriting review. Bill suggested a minimum of information as a start. Mark supplied sources of various examples for guidance. Denis will be contacted for guidance as well. This project will be ongoing.

- 7.2. **Duty of Care (Tues, Dec 6th, David will send an e-mail around)** David
18 places for Board and Trustees are available.
- 7.3. **Vitality Metrics (survey being made ready)** Mark
Vitality Metrics Mark has found a platform from which to create a survey bearing in mind that questions must be appropriate for the survey to be meaningful. Norm will look for a survey from about six years ago for EDGE to give Mark some background.
- 7.4. **EOORC at BCUC (Nov. 5th)** David
Two Men & a Stove will provide lunch for about 100 people with setup Friday evening. UCW will provide muffins for breaks and two cakes need to be secured to honour Rosemary Lambie’s retirement. Rev. Kim noted that ministers should be advised when higher courts of the church are to visit.
- 7.5. **DA Moodie Award for 2022**
The winner is Jonathan Yuan with a GPA of 98.5 and the presentation is November 1. Susan Young agreed to make the presentation this year.
- 7.6. **Concert Promotion** – Vote taken to promote it as a joint church activity for the Happiness Project was taken over e-mail and was approved. (HogTown Brass Quintet on Nov 5th @ 7:15 p.m. at St. Martin de Porres Church)
- 7.7. **BCUC Benevolent Fund Policy (Pages 10-11)** Rev. Kim
Kim presented a draft of the Policy and discussion was held. Modifications were noted and it will be presented for approval at the November Board Meeting.
- 7.8. **Trustees item – Endowment fund update (Page 12)**
Bill made a motion to send a letter, thanking the Trustees for the payments from the 2020/2021 endowment fund payouts and requesting the release of that money to further the Outreach Mission of Bells Corners United Church. Norm Seconded. Bill is preparing a letter to Trustees for Board approval.
- 7.9. **Men’s club report** David
David reported a successful Men’s Club hosted dinner on Tuesday when presentations on church land use were made by Christ Church Anglican and Queenswood United in Orleans.
- 8. **Other Business**
 - 8.1. **Devotions:** for Wednesday, Nov 16th, 2022 Chair
Susan volunteered to do devotions in Nov.
 - 8.2. **Chair:** for Wednesday, Nov 16th, 2022 Chair
David volunteered to be chair for Nov.
- 9. **Next Meetings:** Chair
 - 9.1. **Regular Board Meeting** – Wednesday, Nov 16th, 2022.
- 10. **Closing Prayer** Rev. Kim/Rev. Lorrie

MINISTERS' REPORT BCUC Board Meeting – October 19, 2022

Kim's Report:

Here are the highlights of my ministry from Sept. 22 to October 19, 2022.

Worship:

We continue to offer a live-streamed hybrid worship service every Sunday. I lead worship service on 3 of the 4 Sundays in which I prepare the weekly service with text and PowerPoint slides. Rev. Lorrie leads at least one service a month. Music was provided by the BCUC Choir, the CGS/Bell Canto and the BCUC Band with the leadership of Abe & Erin. It was wonderful to see the attendance grow week by week, particularly delighted to see the Sunday School slowly returning.

Season of Creation Time

- **September 25** – 16th Sunday after Pentecost / Creation Time 3.
- **October 2** – 17th Sunday after Pentecost / Creation Time 4 / World Communion Sunday. About 80 people in attendance. Thanks to Sue Morrison for engaging the children regarding the sacrament of communion during the Time for the Young at Heart.
- **October 9** – 18th Sunday after Pentecost / Creation Time 5 / Thanksgiving All-Ages Service. Thanks to Erin, Katrina, Heidi, Noah, Nicholas and Kaylee for helping me with the well-attended service.

Stewardship Campaign

- **October 16** – 19th Sunday after Pentecost / Stewardship 1. Bill McGee introduced the different Stewardship materials. Susan Young engaged the children during the Time for the Young at Heart about prayer. Barbara Bole was the reader and shared a minute for social action on behalf of SOSA.

Lorrie's Covenanting Service

A team of 6 met on October 6 and planned the Covenanting Service for Rev. Lorrie. The service will be held on Sunday, Nov 13 at 2: 30 pm.

Christian Education:

- Facilitated the weekly onsite Lectionary Group in the Shalom Room on Tuesdays at 10:30 am. About 8-10 participants come every week.
- Attended the Worship/CE meeting on Wednesday, October 5 at 7 pm by Zoom.
- Plans for the Seekers Group study in the Fall are underway. The group, under my leadership, will discuss the book written by the late John Shelby Spong entitled "Biblical Literalism: A Gentile Heresy" based on the Gospel according to Matthew. The study will start on Monday, Nov. 7 at 2 pm for 5 consecutive Mondays.

Pastoral & Spiritual Care:

- Offers pastoral and spiritual care to members and adherents through personal visits, phone calls, and emails,
- Participate 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.
- Led Communion in Stillwater Creek (Oct 13) at 10:30 am.
- Officiated the Celebration of Life services of the following:
Bill Dormer – September 24, 2022 - BCUC
Cy Chapman – October 14, 2022 – HPM (MacLeod St.)

Membership:

October 30 is Membership Sunday at BCUC and I'm happy to inform the Board that we have four women who are going to be received as new members that Sunday. They are: Rev. Camille Lipsett, Vicky Martin, Linda Miller and Gretchen O'Brien. A motion to receive them as full members will be submitted in the November meeting.

Other:

- A staff lunch was held on September 29 to celebrate the birthdays of Ellen, Kim and Ruth.
- Met with Rev. Lorrie & Sue Morrison on October 18 and discussed Sunday School and the Covenanting Service.
- I continue to attend the Lectio Presentation of Rev. Lisa Cressman of Backstory Preaching on Mondays via Facebook which helps me understand the Gospel readings I am preaching.
- I submitted my sabbatical plans to David Stafford.
- I will be on Study Leave from October 31 – November 6, 2022. Rev. Lorrie will lead the Remembrance Day Service on Nov. 6.

**Blessings,
Rev. Kim**

Diaconal Minister's Report to the Board – October 19, 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 have received my Certificate from Plan to Protect for the Administrator and Leader Training and am working my way through the Train the Trainer certification course. My last part of this course is the Practicum – which, of course, comes with some lesson writing and other documentation that needs to be handed in first. Almost there! I hope that our relationship with this organization will be most beneficial to BCUC.

Pastoral Care

I have been keeping in touch with people from the congregation by phone, email, Zoom and a few in-person visits, and I have taken part in our Wednesday night Prayer Circle.

I attended the meeting of the Pastoral and Spiritual Care committee on September 20.

Christian Education

Our Sunday School continues to grow each week. The one-room-schoolhouse format of Sunday School, led by Sue Morrison has come to a point where we need to split the class into two to make sure we meet the needs of our older children and youth. Erin has been

helping Sue for the past couple of weeks. Starting this Sunday, I will leave with the children after the Time for the Young at Heart or Rev. Kim will do so when I am leading worship if she is not away. Neither of these scenarios is sustainable and so we are trying to find another teacher to take on this commitment.

I co-facilitate the weekly Lectionary Study with Rev. Kim and prepare the materials for the weeks that I will be leading worship.

I will shift my days in the office to Monday, Tuesday and Wednesday from November 7 to December 5 in order to join the Seekers Book Study.

Other Committee Work

Committees have begun meeting again as the summer ended. Some are still on Zoom, some in-person, and some a mix of both. I continue to host the meetings on Zoom and set up the link in the Shalom Room to allow those who require it to join in-person meetings virtually.

Upcoming Meetings:

SOSA – October 27

Interfaith Bridge Building – October 27

Worship/CE – November 2

Seekers Book Study – November 7-December 5

Outreach

Zambia Partnership – The building project in Chipembi is nearing completion and I have been informed that, once again money is needed to continue the project. Plans are being made to hold an official opening in the spring. The committee there is hoping that a delegation from BCUC and Emmanuel UC will be able to attend. The date has not yet been set but one suggestion was to go during March Break. There is also hope that we will send some Young Adult Leaders to Chipembi next August for Camp Chipembi.

OWECC – We have distributed a Thanksgiving Calendar fundraising project by OWECC that encourages families to count their blessings during the month of October and put aside money to contribute to the outreach work of OWECC and the church. All proceeds raised by BCUC will be split equally between OWECC and BCUC.

Other

The new Photo Directory is finally in the works! Al Foubert will be here to take pictures from October 23 to 29. Bookings are coming in at a great rate! Ours will be Al's final church before he retires.

The Midrash Study with a group of Diaconal Ministers from the Ottawa area has resumed. We meet every 2nd Monday morning.

DOTAC (Diakonia of the Americas and the Caribbean) hold a prayer gathering on the first of each month, which I attend when possible.

DUCC (Diaconate of the United Church of Canada) I attended first post-Covid, in-person conference in Tatamagouche, Nova Scotia during the first week of October. It was a wonderful gathering that was able to go ahead in spite of the struggles still persisting after hurricane Fiona. The local committee was able to swivel to make new arrangements for lodging and meeting space in Truro for the first few days of the conference and then move us all to Tatamagouche once the power was restored. It was a great week of learning, business, and making connections with Diaconal Ministers from across Canada, and with representatives from the national office of the UCC. There was a focus on Truth and Reconciliation and the calls to the UCC in particular. I followed the conference with one week of vacation to take advantage of being in Nova Scotia in the fall.

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 31/08/2022

'ASSET

'Current Assets

'Operating Fund	-18,414.39	
'Total Operating Bank Account		-18,414.39
'Loblaws Program Bank Account		10,202.27
'Certificate Inventory	28,500.00	
'Total Certificates Inventory		28,500.00
'Bequest		87,246.94
'BMO InvestorLine - Cash		2,019.41
'Donated Securities		31,917.85
'Endowment Trust Fund Bank	18,514.06	
'Endowment Trust Mutual Fund	149,457.87	
'Total Endowment Trust Fund		167,971.93
'D.A. Moodie Scholarship Fund		7,568.15
'Loan To Loblaws Program		19,010.00
'Receivable from Directed Funds		732.38
'Accounts Receivable General		1,106.00
'Prepaid Expenses		4,414.74
'Total Current Assets		<u>342,275.28</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		<u>853,282.97</u>
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'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		1,560.00
'Accounts Payable		26,666.68
'Total Current Liabilities		<u>48,024.68</u>

Members of the Board

M&P Report to the Board October 19, 2022

The M&P Committee last met October 12 at BCUC

Summer Student

The financial deficit associated with this program is \$3,830.84. It will show under M&P Miscellaneous for the purpose of the auditors. As reported last meeting, it is the recommendation that BCUC does not participate in the 2023 version.

2023 Budget

The 2023 M&P budget is being formatted. Based on a 3.4% recommended increase in Minister salaries and the BCUC habit of applying the same to all staff, plus the extra needed to allow the Rev. Kim to take her Sabbatical next summer, the 2023 estimate is \$302,000.

Sabbatical

Rev. Kim has delivered her plans for Sabbatical, Leave and Continuing Education for the summer of 2023 to the M&P Committee from which will come the recommendation to the November Board meeting.

David Stafford, Chair

October 14, 2022

Memorandum to Church Board

From Board of Trustees

Subject: **Business Continuity Plan**

Background

In February, 2022, the Board of Trustees engaged Ecclesiastical Insurance to undertake a Risk Management Inspection for Bells Corners United Church. The Risk Management Report (attached) was submitted to the Trustees in March. It contained a number of recommendations for action, most of which pertained to building safety and security. Action on such recommendations fell within the purview of the Property Management Committee, which has implemented necessary changes.

One critical recommendation requires the attention of the Church Board:

We strongly recommend that the organization prepare a written Business Continuity Plan which can then be used in the event of a major interruption to assist in the swift return to normal activities. A team of key personnel should be assembled to formulate and prepare a written plan to be used following any major incident on site. The plan should be clear and comprehensive, identifying the roles and responsibilities of each team member in the event of an incident, as well as contact names and telephone numbers of organizations and the emergency services that may need to be contacted. In addition, the plan should specify where members would meet, how to proceed in the event of a catastrophic loss and how this would be communicated to members. Arrangements in writing should be made ahead of time with another facility regarding the use of their premises by your membership. The team should meet at regular intervals and the plan should be reviewed and updated at least annually.

The due date for implementing this (and all other) recommendations is March 8, 2023. We must notify our Insurance Broker Rhodes & Williams when these actions have been completed; failure to do so could result in an underwriting review of our insurance coverage.

Recommended Action

The Board of Trustees met on September 26, 2022. With respect to the above, the Trustees considered that the Church Board is best positioned by its mandate to function as the "Business Continuity Team". In the event of a catastrophic incident, the Church Board would automatically be kicked into action, thereby coordinating the continuation of congregational programs and activities.

To satisfy the requirements described above, the Church Board should put together a document describing our Business Continuity Plan, with terms of reference as stipulated. The Board of Trustees would assist in this process.

Denis Watson
Co-chair, BCUC Board of Trustees

Bells Corners United Church Policy Benevolent Fund Policy

Policy: BCUC Benevolent Fund Policy

- 1. Responsibility Centre: BCUC Church Board**
- 2. Rationale or Purpose**

The purpose of this policy is to establish and maintain a BCUC Benevolent Fund to support members and adherents of BCUC and the broader community in times of emergency financial or material need.

- 3. Policy Statement**

The Benevolent Fund is a Special Fund that is generally described in section 5.8 of the Financial Handbook for Congregations 2017 – The United Church of Canada.

- 4. Scope**

The fund is used to support members and adherents of BCUC and the broader community in times of emergency financial or material need.

- 5. Procedures**

1. Benevolent funds are raised by:
 - i. Designating the amount of \$500 in the BCUC Annual Budget; and by
 - ii. Creating a Benevolent Directed Fund by accepting contributions which are receiptable donations. In order to be receiptable, contributions must be made to the Directed Fund, never to assist specific individuals or families directly.
2. Funds must be available to the larger community and not just church members or adherents.
3. Amount of assistance may be up to \$100 but not less than \$50 in each single situation in the form of grocery cards or cash.
4. Assistance should generally be for emergency short-term help, not ongoing need.

- 6. Roles/Responsibilities**

Disbursements of the funds are at the minister's discretion and in a confidential and timely manner based on each request and situation.

Receipts and disbursements must be reported by the minister/s in the church Annual Report and by the Church Treasurer on the T3010 Registered Charity Information Return. Because of privacy legislation, such reports will not list the names of those who have received cash assistance.

The minister/s will maintain accurate records, including names of recipients and amounts given. This information will be held by the Church Office in confidential files.

7. References

Section 5.8 of the Financial Handbook for Congregations 2017 – The United Church of Canada.

8. Approval authority: Church Board

9. Reviewed: Church Board (Date) **Approved:** Church Board: (Date) **Replaces:** (Date)

Endowment Fund update

At the September 26th meeting of the Trustees, a payout from the Endowment Fund for the year 2021 was declared in the amount of \$6,538. This will be paid to BCUC at the direction of the Board, but is not to be used for operating expenses. There is an additional payout for 2020 in the amount of \$5,059 which is also awaiting the direction of the Board. The total amount available is \$11,597.

Regarding possible use of the payouts: Although the Fund specifies that these payouts are not to be used for operating expenses, the latter could be interpreted as those activities which are necessary to the operation of the church. The budget contains a few expenses which could be considered outside that restriction, for example, some budgeted donations from SOSA to outside agencies, such as OWECC, Refuge Now, etc.

I only bring to your attention this possible use of the payouts as I realize BCUC is in a shortfall position with regard to this year's budget. The payout funds could assist in alleviating this situation. For the Board's consideration and appropriate action.

Jan Pound
Co-Chair, BCUC Board of Trustees