

Approved- BELLS CORNERS UNITED CHURCH BOARD MEETING MINUTES

MEETING: No. 11 – 2022-2023

DATE & LOCATION: Jan 18th, 2023 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. Kim Vidal	Bill McGee
Norm Pound	David Stafford
Susan Young	Mark McDonald
Ellen Boynton	Will Wightman
Rev. Lorrie Lowes	Nicole Beaudry

REGRETS: Jordan Berard, Raven Miller, Desna Sulway

GUESTS: Ross Mutton

NEXT MEETING: Wednesday, Feb 15th, 2023

1. **Opening Remarks** Chair
2. **Devotions** Susan
Susan gave us some excerpts from “open hearts” an affirming ministry.
3. **Accepting of Corresponding Members** Chair
Bill made a motion to accept Ross as a corresponding member. Nicole seconded. Approved.
4. **Approval of Agenda** Chair
Norm made a motion to approve the agenda with the addition of item 6.2.2 Draft Budget 2023. David Seconded. Approved.
5. **Approval of Minutes** Chair
5.1. Dec 21th, 2022
Bill made a motion to approve the minutes as circulated. Norm seconded. Approved.
6. **Standing Reports**
 - 6.1. **Ministers’ Report (Pages 3-7)** Rev. Kim/ Rev. Lorrie
Lorrie submitted an updated position description for the Youth Program Director. The board agrees with Worship/CE’s recommendation to proceed with hiring a youth program director using this job description. David Stafford will submit the job description to EOORC for approval.
 - 6.2. **Finance Report (Page 8)** Bill presented the November 30, 2022 Finance statement noting several items of interest. Bill

6.2.1. **Motions:** Bill moved that the Board Secretary send a letter to Tina Fowler and one to Chris Brown, thanking them for co-organizing the Christmas Bazaar last November. Susan seconded. Approved.

Bill moved that Griz Morrison or Linda Ward be authorised to sign 2022 congregation tax receipts ~~for the congregation~~. David seconded. Approved.

The 300\$ for Plan to Protect will be paid for by the board.

The 300\$ for Zoom will come from the communications budget.

6.2.2. **Scenario 1 Budget 2023.** Ross Mutton presented an initial 2023 budget. Details were discussed at length. Efforts to create a lower deficit will be made prior to presenting a budget to the February meeting. Zoom membership will be in the Communications budget and Plan to Protect membership will be part of the Board budget.

6.3. **M&P (Page 9)** David noted that attempts are being made to provide financial support to Abe in recognition of his significant contributions to the audio/visual components of our worship services. David

7. New Business

7.1. **Rental Policy Update** Ross Brown

There has not been an increase in the security deposit. An offer of translation into other languages has been made for better understanding of garbage disposal. The Plan to Protect policy implications were not understood and need to be clarified. There has been a slight increase to rental fees.

7.2. **Youth Program Director position description** Lorrie
Was covered in the minister's report.

7.3. **Vitality Metrics Survey update** Mark McDonald
Mark thanked all those who responded to the test survey. He will continue working on refining it and will not need to have results for the AGM.

7.4. **2023 Activity Planning Cycle: Activity Plans & Budgets** Ellen
All but one Activity Plan & Budget was submitted on time and that group was contacted. Ellen will be contacting Board members and all committees soon for their willingness to continue for another year in their role. Annual reports are due in the office by January 27. AGM is March 5. Efforts to offer an onsite meeting with hybrid online option will be made. Jordan would rather not chair the meeting, so the Board needs to consider who to invite to the position.

8. Other Business

8.1. **Devotions:** for Wednesday, Feb 15th, 2023 Nicole will do devotions for Feb.

8.2. **Chair:** for Wednesday, Feb 15th, 2023 David will be our chair for Feb.

9. **Next Meetings:** Chair

9.1. **Regular Board Meeting** – Wednesday, Feb 15th, 2023.

10. **Closing Prayer** “Called beyond your comfort zone” Rev. Kim/Rev. Lorrie

MINISTERS REPORT

BCUC Board Meeting – January 18, 2023

Kim's Report:

Here are the highlights of my ministry from January 1 to January 18, 2023:

Worship:

We continue to offer onsite worship service with live streaming every Sunday. I lead worship service on 3 of the 4 Sundays (4 on 5 Sundays) in which I prepare the weekly service with text and PowerPoint slides. Rev. Lorrie leads at least one service a month. Music is 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. There were also new people and guests/visitors attending.

- **January 1** – On New Year's Sunday, Lay Worship Leader Jessica Knowles led the worship service. Both Rev. Lorrie and I were off that Sunday.
- **January 8** – Baptism of Jesus Sunday
- **January 15** – 2nd Sunday after Epiphany

Christian Education:

- Facilitated the weekly onsite Lectionary Group in the Shalom Room on Tuesdays at 10:30 am. The study group resumed its weekly meeting on January 10, 2023.
- Attended the Worship/CE meeting on Wednesday, January 11 at 7 pm in-person. First time to have a face-to-face meeting after 3 years ☺
- Prepared the Worship/CE Annual Activity Plan for 2023 duly approved by the committee.

Pastoral & Spiritual Care:

- I continue to offer pastoral and spiritual care to members and adherents through personal visits, phone calls, and emails. There were some people who drop by the office occasionally for pastoral care. The coffee after the church service is also a good time to reach out and connect with people.
- I continue to 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.
- I report to Ronal Abbey of people who need greeting cards (thinking of you, sympathy, get well soon, birthday, etc.) on behalf of BCUC.
- A very meaningful Celebration of Life Service was held for Gerry Okolowsky on January 7 with Rev. Lorrie leading. I participated in the service by leading the Invocation to Gather and the Prayer of Thanksgiving.
- I led a Worship Service at Stillwater Creek on January 12.
- Attended the Pastoral & Spiritual Care Meeting on January 17 and planned for the whole year.

Membership:

Request for baptism was received this week for Mikayla Jayde Frobel (Adult baptism) and her daughter, Ozzy Memphis Frobel (1 yr. old) on Sunday, March 12, 2023. Both had attended several of our services last year and will continue to come and be a part of our congregation.

Upcoming Events that I am involved in:

Committee Fair – will be held after the service on February 5th. Spearheaded by the Stewardship Team.

Celebration Hymn-Sing Sunday – Feb 12 at 10 am. Proceeds will be used for the picnic on Pentecost Sunday after church. **Soup & Sandwich lunch** will be offered by the Stewardship Team after the service.

The Seekers Lent Study – I will facilitate a book study in March-April. We will discuss Elaine Pagels' book, *Beyond Belief: The Secret Gospel of Thomas*.

Sincerely,
Rev. Kim

Diaconal Minister's Report to the Board – January 18, 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 Christmas Eve which included our Christmas pageant and on Christmas morning.

I completed the Train the Trainer certification course on December 29 with a final mark of 88%. I am now qualified to teach the Abuse prevention courses to volunteers and staff at BCUC - with no cost 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 Pastoral and Spiritual Care Committee on January 17. A Plan to Protect Training for this committee is planned for Feb. 2 and will include a particular emphasis on Senior Abuse in addition to the general orientation training as this is a sector that is most served by our Pastoral and Spiritual Care Team.

Christian Education

Our Sunday School attendance has been growing by leaps and bounds this month! I have been leaving with the children after the Time for the Young at Heart and taking the older kids when I was not leading worship. I have reached out to former Sunday School teachers but have only had one response, from Jordan Berard. I have completed the job description for a paid Youth Leader with the help of the Worship c/E committee. You will find it attached.

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

Other Committee and Community Work

I continue to be involved with the Interfaith Bridge Building but am missing tonight's meeting at Jami Omar as it was scheduled at the same time as this month's Board Meeting to accommodate a member's schedule.

Outreach

Zambia Partnership – We are excited to announce that with our vendor Market and the SOSA Advent Appeal, we surpassed our goal of raising \$6000! We were able to send

the \$6000 to Chipembi to allow them to put the finishing touches on the building and have close to \$2000 remaining in the Zambia Partnership account – a great start to raising the funds needed for Camp Chipembi 2023!

We have now begun organizing and fundraising (Mission Exposure Fund) for a delegation from BCUC to travel to Zambia to celebrate the opening of the building. Our first fundraising event is scheduled for this Sunday, January 22, after church – Lunch and Trivia! The initial plan was to go to Zambia in March for the opening of the new building but we have received news that Omega Bula, the key organizer in Chipembi, has recently had a return of her cancer and has undergone surgery in Lusaka. We are waiting to hear from the local committee there about the possibility of postponing the visit until August when Camp Chipembi is happening.

Other

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. DOTAC is holding a meeting in August in Minneapolis that I have been encouraged to attend. However, this will take place when Rev. Kim is on vacation and is very close to the possible alternate visit to Chipembi, so I will pass on this opportunity.

DUCC (Diaconate of the United Church of Canada) our Regional gathering of the “River DUCCs (diaconal ministers in the Ottawa area) is gathering at BCUC in early February. The theme of this meeting will be Spiritual Practices.

As always, thank you for your support and encouragement.

**Respectfully submitted,
Rev. Lorrie Lowes**

Bells Corners United Church Youth Program Director

Position Description

Hours of Work – up to 4 hours/ week

Remuneration - \$25.00/hour

Summary

Bells Corners United Church (BCUC) seeks an enthusiastic individual to rebuild its historically active and vibrant Youth Group in the wake of the pandemic.

To help achieve this goal, it is looking for a person to develop and deliver a Youth program for ages 13-18 that includes up to 4 hours a week of programming for youth, within and outside of the Sunday Worship Services.

Familiarity with, and experience in the United Church of Canada, is an asset.

Main Responsibilities

The success of this role will be measured in both program delivery and community outreach, interactions, and partnerships.

Reporting to the Christian Education Minister, the Youth Program Director will have responsibilities as described in the following areas:

Programming

- Develop an overall strategy to increase youth membership and participation in the life of the BCUC congregation.
- Consult regularly with the church leadership team to ensure program activities complement and support wider church initiatives.
- Participate in the delivery of the Youth component of the Sunday School program. This includes providing input to the Worship and Education Committee and the minister to plan the lessons for the weekly Sunday School program for youth ages 13-18. (i.e., Sundays 10:00 – 11:00).
- Communicate regularly with staff, parents, and members of the congregation on Youth Group plans and activities.

Outreach & Partnerships

- Reach out into the community to foster and create partnerships with area churches and faith communities for joint youth events and initiatives (e.g.: Christ Church Bells Corners, St. Martin de Porres Roman Catholic Church, Jami Omar Mosque)
- Seek opportunities for youth to support local organizations that serve the community (e.g.: FAMSAC, Ottawa West End Community Chaplaincy)

- Seek opportunities to involve our Youth in the local and global outreach of the congregation.

Worship

- Coordinate with the Minister, Music Director, and Worship & Education Committee to actively involve youth in the worship life of the church
- Involve youth in worship services (e.g. reading Scripture, lighting the Christ Candle, assisting the AV Team).
- Help coordinate youth-led worship services

Education /Training and Skill

- A self-starter who wants to help build on BCUC's history of strong and vibrant Youth involvement
- Experience working with children and youth (e.g., after-school programs, or camps as a project leader or program coordinator);
- Demonstrates a vibrant, passionate knowledge of and commitment to the Christian faith, and has a basic understanding of the theology and the authority of scripture within the United Church of Canada
- Willingness to be flexible and emote contagious enthusiasm for finding creative, relevant and faithful ways to inspire our young people
- Enthusiastic about working with teens and comfortable in reaching out into the community to establish relationships with other organizations (e.g. local faith communities and non-profits) to help form partnerships.
- Skilled in digital technology and social media.

'Bells Corners United Church - OPERATING FUND

'Balance Sheet As at 30/11/2022

'ASSET

'Current Assets

'Operating Fund	<u>14,181.52</u>	
'Total Operating Bank Account		14,181.52
'Loblaws Program Bank Account		19,052.27
'Certificate Inventory	<u>19,650.00</u>	
'Total Certificates Inventory		19,650.00
'Bequest		87,246.94
'BMO InvestorLine - Cash		16,856.89
'Donated Securities		31,917.85
'Endowment Trust Fund Bank	19,973.01	
'Endowment Trust Mutual Fund	<u>149,457.87</u>	
'Total Endowment Trust Fund		169,430.88
'D.A. Moodie Scholarship Fund		7,568.15
'Loan To Loblaws Program		19,010.00
'Receivable from Directed Funds		732.38
'Accounts Receivable General		2,528.27
'Prepaid Expenses		<u>5,350.57</u>
'Total Current Assets		<u>393,525.72</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		<u>904,533.41</u>
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'LIABILITY

'Current Liabilities

'Loan to start up Loblaws Program	19,010.00	
'Owing to Directed Funds	3,608.00	
'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	2,325.11	
'Accounts Payable	<u>39,374.33</u>	
'Total Current Liabilities		<u>64,497.44</u>

M&P Report to the Board, January 18, 202

The last meeting of the M&P Committee was January 11, 2023

All hard copies of the Annual Reviews for the Staff have been collected and are being reviewed.

The Annual Plan for 2023 has been submitted.

Short term planning for the Sabbatical of the Rev. Kim Vidal is underway – commencement still planned for mid-May.

Long term planning for the 2024 Sabbatical of the Rev. Lorrie Lowes is also underway.

Job Descriptions are under review due to changes in roles and responsibilities. Foremost among these is the extra work being performed by Abe TeGrotenhuis for technical support to Worship services. It is the goal of M&P to separate the Music Director work from the technical support for worship (filming, audio- visual support, streaming, etc.) to better assess the discrepancies in time and remuneration.

David Stafford
Chair