

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

**MEETING:** No. 3 – 2021-2022

**DATE & LOCATION:** June 16<sup>th</sup>, 2021 7:00 pm held virtually on Zoom

**PURPOSE:** To carry out the business of BCUC Church Board

**CHAIR:** Jordan Berard

**PRESENT:**

Rev. Lorrie Lowes	Susan Young
Jordan Berard	Rev. Kim Vidal
Ellen Boynton	David Stafford
Bill Johnson	Will Wightman

**REGRETS:** Norm Pound

**GUESTS:** N/A

**NEXT MEETING:** Wednesday, Sept 15<sup>th</sup>, 2021

1. **Opening Remarks** **Chair**

2. **Devotions**

3. **Accepting of Corresponding Members** **Chair**

No members were added as corresponding members.

4. **Approval of Agenda** **Chair**

Additional items were added to the agenda: 7.6 – Photo Directory Update and 7.7. – Zambia Project Update.

Lorrie moved to approve the agenda and Bill seconded. Approved.

5. **Approval of Minutes** **Chair**

**5.1. April 21, 2021**

Ellen moved to approve the minutes of the April 21, 2021 meeting as amended. Seconded by Susan. Approved.

**5.2. May 19, 2021**

David suggested that minutes follow a sequential numbering continuing over each of the meetings. Jordan will investigate if this is standard practice.

Lorrie moved to approve the minutes as amended. Seconded by Ellen. Approved.

6. **Standing Reports**

6.1. **Ministers' Report** (pages 4-7 attached) **Rev. Kim/ Rev. Lorrie**

6.1.1. Through an e-mail vote held on May 27, 2021, the Board approved Kim's plan to register for a preaching mentorship program called "Backstory Preaching," a ten-month intensive online program from Aug 2021-May 2022. The cost is approximately \$4300CD, which would take up her annual CE amount for two years. She will pay the remaining \$300 herself.

6.2. **Finance Report** (page 8 attached)

**Bill**

Bill reported that expenses remain the same as last year, but we are falling behind on revenues.

David reminded that sabbaticals are coming up in 2023 and 2025, so we should start planning financially to avoid further strain.

Ellen reported that she is starting to get inquiries from groups looking to return in the fall, so an increase in rental revenue is anticipated.

Bill moved to approve the report. Seconded by David. Approved.

6.3. **M&P** (pages 9-10 attached)

**David**

David reported that interviews will be held soon for the Summer Student position and that staff performance reviews were recently held.

David moved to have the M&P Committee representative included on the Board Executive. Seconded by Susan. Approved, One Abstention.

7. **New Business**

7.1. **Monthly Report from Worship Commission**

**Chair**

The province has not yet lifted its restriction on indoor worship services that limits us to a maximum of 10 people (including clergy and staff) at an indoor worship service, and therefore Sunday morning on-site worship services have not yet restarted. If there is a change over the summer in this provincial restriction, the Worship Committee will hold an *ad hoc* meeting and make a decision on restarting weekly Sunday morning on-site worship services. Otherwise, we will reassess at our regular meeting in early September.

7.1.1. **Motion to Renew Worship Commission Mandate**

David moved to accept the Worship Commission report and to renew the Commission's mandate until the September 15<sup>th</sup> Board meeting. Bill Seconded. Approved.

7.2. **Minister Status at Board and Congregational Meetings** (pages 9-10 attached)

**David / Chair**

After discussing the rationale outlined in the attached document (pages 9-10), David made the following motion:

“Whereas the Manual (2021) states in that Members of the Order of Ministry called or appointed to the Congregation are members of the governing body, (The Manual 2021, Section B.7.3.1(b) and

whereas there is a general understanding that Members of governing bodies have certain rights and privileges described as full participation in the life and work of that Board that include giving reports, making motions, participating in discussions, and voting,

Therefore, be it resolved that ministry personnel called or appointed to the Bells Corners United Church congregation be recognized as being full members of the Governance Board with those same rights and privileges.”

The motion was seconded by Ellen. Approved.

It is noted that this is a formalization of the description of the Board membership outlined in the 2019 BCUC Handbook which states that “The ordained Minister may vote and may make or second motions as he or she may choose” (page 10 of the Handbook).

**7.3. Church Board and Summer Break** **Chair**

It was decided that the BCUC Church Board will not meet in the summer months of July or August, unless exceptional circumstances warrant a meeting of the full Board.

**7.4. BCUC Handbook Update** **Chair**

Several parts of the Handbook need to be updated, including references to “Presbytery,” the composition of the Executive committee, and acknowledgement of our multiple ministers. Jordan, Kim and David will work on a revised draft over the summer and will circulate for Board review prior to the September meeting.

**7.5. Worship and Pastoral Care Policy Updates** **Chair**

Final versions of policy documents for worship and pastoral care have been updated and were submitted for approval.

David moved to approve the Worship and Pastoral Care policy document updates. Ellen seconded. Approved.

Jordan will ensure that the updated policy documents are posted to the BCUC website.

**7.6. Photo Directory Update** **Lorrie**

Lorrie received an e-mail from the photographer who was going to do the photo directory last year. He’d like to book a time when we’d like to start. End of October, after Thanksgiving was suggested.

**7.7. Zambia Partnership Update** (Pages 11-12: Update / Pages 13-14: Annex) **Lorrie**

Lorrie provided an update on the Zambia Partnership and moved that because this project is a mission of Bells Corners United Church, all money raised for this project will be held in the BCUC Zambia Partnership Account until it is transferred to the Chipembi Community for the purpose of completing this project. David Seconded. Approved.

**8. Other Business**

**8.1. Devotions:** for Wednesday, Sept 15<sup>th</sup>, 2021 **Chair**

Norm will do devotions if able, if not David.

**9. Next Meeting:** **Chair**

**9.1. Regular Board Meeting** – Wednesday, Sept. 15, 2021.

**10. Closing Prayer** **Lorrie**

## **MINISTERS' REPORT BCUC Board Meeting – June 16, 2021**

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

Here are the highlights of my ministry from May 20 to June 16, 2021:

### **Worship:**

During this period, no onsite worship service was held in the church building and will continue this way until further notice. The weekly worship service continues to be offered via audio, video and text formats posted on the church website, Youtube and Facebook.

- **May 23**– Pentecost Sunday. An all-ages worship with special participation from various Asian ministers and a choir from the Philippines.
- **May 30** – Trinity Sunday. I preached on the story of Nicodemus & Jesus with emphasis on the history of the doctrine of Trinity.
- **June 6** – 2<sup>nd</sup> Sunday after Pentecost. I focused on healing ministry based on the story of Jesus healing a man with the withered hand on Sabbath.
- **June 13** – Camping Sunday / Celebrating Christian Education. An interactive, collaborative and upbeat re-enactment of a one-day camping with lots of songs, activities and reflections. Thanks to Erin, Noah & Nicholas, Abe & family, Lorrie, Raven and the Wightmans for a fun and enjoyable service!

### **Christian Education:**

- The Worship/CE Committee met via Zoom on June 2, 2021.
- Lectionary Group had its wrap-up meeting on Tuesday, June 8<sup>th</sup> at 10:30 am via Zoom. The group will resume on July 6<sup>th</sup> for the study of the book of Lamentations.

### **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, Bridlewood Trails & 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 by phone calls, emails or cards.
- Participates in the weekly Zoom fellowship hosted by Rev. Lorrie every Sunday at 11 am.
- Officiated the burial service of Doreen Pope on Tuesday, June 15<sup>th</sup> held at the Bells Corners Union Cemetery.

### **M&P Committee Annual Review:**

I had my annual review with two members of the M&P Committee, Rick Morrison & Mary Schmieder on June 9, 2021.

**Wider Church/ EOORC:**

- Participated in an online EOORC event for Ministry Personnel, “For the Love of Creation” hosted by Andrea Pramowski on May 26, 2021.
- Attended the Online EOORC Covenanting Service on May 28, 2021.

**Other Activities:**

1. Participated in a Zoom meeting with UCCan Filipino Ministers Network on May 31<sup>st</sup>.
2. Attended a Zoom Debrief Meeting of the UCC Asian Heritage Month Pentecost Planning Team on June 2, 2021.

**Upcoming Plans:**

**Backstory Preaching Mentorship Program**

I am pleased to inform you that I have been selected as one of the 31 participants from USA, Canada & Australia for a 10-month mentorship program that will begin in August. I have also signed up for The Collective (Weekly Sermon Prep with Real-time resources and live discussions for better preaching Subscription) in the months of June & July. This is a \$40US monthly subscription but will be covered during the mentorship program. I am immensely thankful for allowing me to use my two-year Continuing Ed allowance to help defray the cost of the program. Your continued support is very much appreciated.

**Study Leave & Staycation**

I will be on Study Leave from June 18-24 and then again on August 16-22.  
Staycation with family from June 25-July 2 and then again on August 9-15.  
During my absence, Lorrie will look after the worship service and pastoral care issues.

**Summer Worship Plans**

I will lead the worship service in the whole month of July until Aug 8 and again on Aug 29 and Sept 5. Sunday Sermon Series based on the book of Lamentations will be in place every Sunday from July 11 until Aug 8.

**Supervision of Summer Student**

Lorrie and I will take turns in supervising the summer student.

**Blessings,  
Rev. Kim**

**Diaconal Minister’s Report to the Board – June 16, 2021**

**Working in Ministry On-line and In Person**

I continue to share in the planning, writing and recording of the weekly worship service. I will lead 2 services in Kim's absence this month - June 20 for the Aboriginal Day of Prayer and June 27. Since the latest lockdown announcement from the province, our worship services have been online and through text and audio only.

### **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 have been hosting a Zoom virtual "Happy Hour" for people in the congregation on Friday afternoons at 4:30. It has been a fun way to keep in touch. As well, I host a virtual "Coffee time after the service" on Sunday mornings at 11am.

### **Christian Education**

We continue to offer resources to children, youth, and families through activities offered online. May 13 was our last "regular" Sunday School and Youth offering. We will begin providing resources again once the summer student is in place.

I continue to host and co-facilitate the weekly Lectionary Study on Zoom, taking on the responsibility for planning and facilitating when Rev. Kim is away. Our last meeting of this group took place on June 8 with plans to resume in September.

### **Other Committee Work**

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

On May 20, I hosted and attended the meeting of the Interfaith Committee.

On June 2, I hosted and attended the Worship/CE committee meeting

### **Outreach**

I took part in a joint zoom meeting with our Ottawa partners in the Zambia Project on June 11. The meeting included members from Emmanuel United Church and three of us from BCUC – Neil Lowes, Hazel Smith, and myself. A decision was taken to support Chipembi's number one identified priority, the office and community building extension to the church. Emmanuel UC is also supporting Camp Chipembi which is an ongoing project of the partnership. I will provide more detail in a separate report.

On June 2, I accompanied Esther and Marlon Stewart to Parliament Hill for a drumming and singing vigil for the 215 children found in the unmarked burial site at the Kamloops Indian Residential School. We were interviewed for an article for APTN and photos appeared in the Ottawa Citizen. It was a very moving experience and the Stewart family appreciated the show of support from the church.

### **Other**

I attended the meeting of the Board of directors for OWECC on May 19. We continue to plan for the Weekend Away for members of the supported communities in September. We also are planning for the December choir fundraiser. It had been suggested that BCUC would be a great place to host this event but, in consultation with folks here, it was concluded that we do not have the space to accommodate all the choirs and audience members. I have taken back a suggestion from the Worship/CE Committee that if St. Stephen's Anglican would provide the venue once again, BCUC would take on the other hosting responsibilities – refreshments, programs, etc. The Board meets again on June 30 and we hope to have a response from St. Stephen's by then. When available, I assist the chaplain, Steve Zink, with a virtual Bible Study for the folks at Regina Towers.

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.

I continue to be in contact with the local DUCC (Diaconate of the United Church of Canada) through regular meetings.

I completed a Labyrinth Facilitator course online through Veriditis and one day pre-requisite course from Saturday, May 22 – Friday, May 28 and now have a certificate that qualifies me as a trained Labyrinth Facilitator. I look forward to a time when I can put this training to use in the church and in the surrounding community so that our two beautiful labyrinths at BCUC will see more use.

I will be taking my 4 weeks of 2020/21 vacation in the month of July followed by one week of Study Leave at the beginning of August to use the online resources and program from the Festival of Homiletics.

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

Respectfully submitted,

**Rev. Lorrie Lowes**  
**Diaconal Minister**

'Bells Corners United Church - OPERATING FUND  
'Comparative Income Statement  
Year to Date at May 31, 2021/2020 **DRAFT**

	'Actual 01/01/2021 to 31/05/2021	'Actual 01/01/2020 to 31/05/2020	
'REVENUE			
'General Operating Fund			
'Weekly Givings	55,270.00	67,669.90	
'Monthly PAR Givings	66,297.62	64,856.93	
'Initial	90.00	216.00	
'Loose	27.80	259.62	
'Donations	5,054.00	0.00	
'Sunday School Collections	<u>0.00</u>	<u>2.20</u>	
'Total Givings		126,739.42	133,004.65
'Rental Agreements	8,000.00	4,800.00	
'Group Room Rentals	675.00	8,420.00	
'Other Room Rentals	0.00	3,820.00	
'Funeral Fees	60.00	0.00	
'Parking Fees	<u>180.00</u>	<u>240.00</u>	
'Property Rentals		8,915.00	17,280.00
'GST Rebate/Interest/Inv. Income	2.07	17.34	
'Bulletin Sponsorship	<u>0.00</u>	<u>380.00</u>	
'Total Other Income		2.07	397.34
'Loblaws Certificate Program	1,750.15	886.75	
'Other Fundraising	<u>539.11</u>	<u>0.00</u>	
'Total Events		2,289.26	886.75
'Special Stewardship Program		500.00	675.00
'Total General Operating Fund		<u>138,445.75</u>	<u>152,243.74</u>
'TOTAL REVENUE		<u>138,445.75</u>	<u>152,243.74</u>
'EXPENSE			
'Ministry And Personnel			
'Minister B Salary	34,699.15	22,634.75	
'Minister B - Housing Allowance	0.00	11,317.35	
'Minister B - Telephone	333.35	250.00	
'Minister B - Auto Allowance	0.00	58.38	
'Minister B - Pension	3,122.90	3,055.70	
'Minister B - Health, Ins.	<u>2,990.05</u>	<u>2,450.25</u>	
'Total -Minister B		41,145.45	39,766.43



## **Report from M&P to the June 16 Board meeting**

Ministry & Personnel continues to arrange and hold annual Interviews with Staff. The Rev Lorrie and the Rev Kim are almost complete; the rest are pending. The intention is to report any findings at the next meeting of the Board – July or September – as the board decides.

### **Summer Student:**

The announcement was published in the Happenings for three weeks and placed on the BCUC Website. The restriction to be domicile in the federal riding of Nepean may have eliminated some applicants. Interviews will happen this week with the successful candidate to start Monday, June 21.

It is recommended that since the M&P Committee is an obligatory Committee of the Board, it be represented on the Executive Committee and a motion to that effect will be presented to the June 16 Board meeting.

Respectfully submitted,  
David Stafford  
Chair

On Other Matters ...

## **Motions emanating from previous meetings**

*Note: the church is ever evolving; The Manual and its By-Laws are revised and published every three years following each General Council, incorporating the major and minuscule changes and corrections that are approved by the General Council. It is worthy and warranted that governing bodies review the new Manual to ensure compliance with those changes that may be applicable, appropriately noted, and followed.*

As previously discussed at the Board Meeting in March, April and May regarding the rights and privileges of ministry personnel appointed to governance bodies (Councils, Boards etc.), I first make the distinction that there is a difference between Congregation Meetings and governance meetings. Congregation meetings are usually called to approve the annual budgets and nominations for the following year. Sometimes the Congregation is called to make decisions about Trustees, and the Pastoral Relationship. In all cases, The Manual 2016, 2019 and 2021 have been mute on any relationship and attendance requirement for ministry personnel to these meetings, with the few exceptions dealing with the Pastoral Relationship. Consequently, I would say the Congregation would decide on any role the minister(s) will play. BCUC does this by asking them to open the meeting, say prayers, read the role of the departed, and close with prayer. While I tend to agree with the will of a congregation, I do not believe this is a necessity. When a Congregation properly elects a chair of the Annual Meeting, that person holds office until the rise of the next Annual meeting, has the power to Call meetings and thus can open the meeting; others can say prayers, read the list of names etc. In my opinion, a properly run

and mature congregation can do all this without the minister(s) present. I recognize there would be arguments against this but it is not covered by the Manual.

However, in the case of Governance Meetings, the Ministry personnel do have a role to play. The Manual 2021 states that Ministry personnel called or appointed to the congregation are members of the governing body; in fact, they are required to be in attendance to provide quorum. In the case of multiple ministry personnel, only one needs to attend to provide quorum, but all are members of the governing body. (The Manual 2021 Section B.7.3.1b).

Consequently, the following motion regarding membership of the BCUC Church Board:

Whereas the Manual (2021) states in that Members of the Order of Ministry called or appointed to the Congregation are members of the governing body, (The Manual 2021, Section B.7.3.1(b) and

whereas there is a general understanding that Members of governing bodies have certain rights and privileges described as full participation in the life and work of that Board that include giving reports, making motions, participating in discussions, and voting,

Therefore, be it resolved that ministry personnel called or appointed to the Bells Corners United Church congregation be recognized as being full members of the Governance Board with those same rights and privileges.

### **BCUC Policy Manual**

The BCUC Policy Manual is, after a cursory glance, well out of date, so I also move that subject to the approval of the previous motion, the BCUC Policy Manual be amended.

### **Composition of the Executive**

Since the M&P Committee is the one committee mandated by The Manual to be part of a governing body, I propose that the M&P Committee also be represented on the Executive, if for no other reason as to protect the integrity of the Ministry Personnel.

Regarding the matter of **Inactive Ministers** requesting membership in a Congregation (ref. May 19 Minutes), I have put the question to the Rev. Whit Strong, the Regional Personnel Minister, and await his reply.

David Stafford  
Member of the Board  
Bells Corners United Church

## Zambia Partnership Update June, 2021 Rev. Lorrie Lowes

Work continues to get the partnership projects underway in support of the Chipembi community. The Ottawa partners (Emmanuel UC and BCUC) met by zoom on Friday evening, June 11.

We looked at the updated costing estimates of the prioritized projects from the Community Committee in Chipembi:

1. Chipembi Congregation Modern Office Construction \$21,317.24 CDN
2. Chipembi Rural Health Centre Mothers' Shelter \$11,046.53 CDN
3. Chipembi Primary Stand Alone Classroom (Preschool) \$10,095.92 CDN
4. Musical Instruments and Equipment for Youth & Young Adults \$ 6,338.54 CDN

After some discussion with Omega Bula, the Emmanuel UC committee now agrees with BCUC that we should honour their number one priority and work together to raise the funds needed to build this new complex. The title given this project by the local committee does not fully represent the plan. This would house, not only badly needed church office space and washroom facilities, but also a main hall/community use room that would benefit the whole village. Plans are to provide adult literacy classes, sewing classes to encourage local entrepreneurship, a place for the Youth and Young Adults to gather in a safe and wholesome way. The congregation of the United Church of Zambia on the Mission site has held a fundraiser and raised approximately \$1000 toward this project – very impressive for such a small community with many people living in poverty!

I have discussed this project with both Worship/CE and SOSA and have found support and enthusiasm from both committees. Worship/CE are keen to start a “Buy a (virtual)Brick” campaign soon as the feeling was that our congregation are eager to have a special project in these difficult times.

In addition to the capital building projects proposed by the Chipembi community, we also commit to carrying on the Camp Chipembi day camp experience for the children each summer. The budget for this camp in the summer of 2021 is just under \$12,000 CDN. This covers meals for the children, masks and t-shirts, equipment and supplies for the camp activities, and training and honoraria for the Youth Leaders. Emmanuel is prepared to cover most of that cost this summer but would appreciate a contribution from BCUC. (At present we have around \$2000 in our Zambia Partnership account. Some of that has been raised through sales of maple syrup, soaps, etc. and some is from donations from people interested in supporting a building project.)

We are looking at an estimated fundraising target of approximately \$25000 CDN (total) for each of BCUC and Emmanuel UC over the next 2-3 years, to enable the building of the church complex and support of Camp Chipembi for the next two summers (2022, 2023).

Our next steps:

1. The Joint Partnership Committee members from Emmanuel UC and BCUC are preparing an Annex to our Partnership Covenant (approved by our respective boards earlier this year) to specify the details for this project. (I hope to have the draft of this in time for our June meeting.)

2. In order to satisfy CRA requirements, the Board is asked to provide the following statement with regards to the annex document:

This project is a mission of Bells Corners United Church. All money raised for this project will be held in the BCUC Zambia Partnership Account until it is transferred to the Chipembi Community for the purpose of completing this project.

(This should be signed by the same people who signed the original covenant agreement.)

In addition to this important focus of our meeting last week, a request has been made by Omega Bula for some videos from our two churches that could be shared with the children at Camp Chipembi this summer. We were able to provide these from our “Camp Sunday” service on July 13. Our Emmanuel friends were impressed!

We also discussed the hope that we can build community between our two Ottawa partners. We will be looking for a way to get together for a social event once the pandemic restrictions allow and we will look for opportunities for joint fundraising activities.

Respectfully submitted,

Rev. Lorrie Lowes

**ANNEX TO THE COVENANT AGREEMENT  
BETWEEN EMMANUEL UNITED CHURCH AND BELLS CORNERS UNITED CHURCH, OTTAWA, CANADA  
AND THE CHIPEMBI CONGREGATION OF THE UNITED CHURCH OF ZAMBIA.**

----- CONSTRUCTION OF CHURCH OFFICE BUILDING -----

**Description of Project**

Emmanuel United Church (Emmanuel), Bells Corners United Church (Bells Corners) and the Chipembi Congregation of the United Church of Zambia (Chipembi) agree on the purpose set out in the Covenant Agreement to aid in the educational and spiritual development of children and young people and in the development of sustainable families and communities.

Emmanuel, Bells Corners and Chipembi desire to jointly construct a church office building adjacent to the main Church building with funds raised by all three parties and with the labour and commitment from the members of the congregation and the communities within the Chipembi Mission Station.

The Project will consist of the construction of a stand-alone building with a main conference room, a lounge area, an office for the minister, a vestry room and washroom facilities. Plans and cost estimates for materials have been supplied by the Chipembi Congregation and are attached.

Currently the minister's office and the vestry room are too small and not functional. There is no space to accommodate visitors. As well, the building will allow for meeting space for church meetings, and plans to be headquarters for the Consistory. However, the building will not only benefit the Church but the entire community. The conference room will be used as a classroom for adult literacy lessons in the afternoon, or sewing classes for women in the community to learn a skill that will allow them to earn money to support their families. The building will also provide a place for youth programming and activities.

Construction will commence in August 2021, and will be completed, as funding is available.

**Roles and Responsibilities of the Parties**

Emmanuel and Bells Corners are responsible for receiving donations for this joint partnership project with Chipembi, crediting them to the Zambia Mission Fund in the case of Emmanuel, and the Zambia Partnership Fund in the case of Bells Corners. Emmanuel will be responsible for transferring the resources to Chipembi. Emmanuel and Bells Corners will review on a semi-annual basis progress reports (with pictures where available) and expenditures, and will report to their respective congregations on this ministry.

Chipembi is responsible for managing this joint partnership project, the recruitment of skilled staff, the purchase of materials and their transport to the site, the facilitation of community volunteers, their labour and materials. Chipembi will also be responsible to provide semi-annual progress and expenditure reports to Emmanuel and Bells Corners.

**Administration of Donations**

Donors wishing to support this joint partnership project with Chipembi will make donations to either "Emmanuel United Church" or "Bells Corners United Church". All donations made to Emmanuel will be deposited in Emmanuel's Zambia Mission Fund. Donations made to Bells Corners United Church will be deposited into the Zambia Partnership Fund. The amount of the donations will be recorded and charitable donation receipts will be issued to donors. Donor names and other personal information will not be disclosed.

**Estimate of Costs**

A detailed cost estimate for this joint construction project (attached) has been provided by Chipembi in the amount of 395,700 Zambian Kwacha (the Canadian dollar equivalent with conversion rates in effect June 10, 2021 is approximately \$22,000). These estimates may be revised from time to time to reflect inflation and exchange rates fluctuations.

Summary of Proposed Construction Costs:

Foundation		68260
Walls and Flooring		85440
Windows and Doors		60400
Roofing	120150	
Plumbing		21980
Electrical		19970
Painting and Miscellaneous		<u>19500</u>
		<u>395700</u> Kwacha

**Transfers of Funds to Chipembi and Progress and Expenditure Reports to Emmanuel**

Emmanuel with transfer, by bank transfer, the resources received by both Emmanuel and Bells Corners periodically as funds permit, and based on an estimate of resources need during the construction phases. An initial transfer will be made by August 2021 to enable the project to be started. Subsequent transfers will be provided on an as-needed and as-available basis, and will dependent in part on the receipt of and review of the expenditure and progress reports submitted by Chipembi.

**The Keeping of Documents Associated with the Church Office Building Project**

Emmanuel, Bells Corners and Chipembi will all keep documents associated with this project. All parties will have equal rights of access to the records associated with this project, except for personal information about the donors.

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Emmanuel United Church  
 691 Smyth Road,  
 Ottawa, ON K1G 1N7  
 Canada

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Bells Corners United Church  
 3955 Old Richmond Road  
 Ottawa, ON K2H 5C5  
 Canada

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Chipembi Congregation of the United Church of Zambia  
 Chipembi Mission Station,  
 Zambia