

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

**MEETING:** No. 10 – 2022-2023

**DATE & LOCATION:** Dec 21<sup>st</sup>, 2022 7:00 pm held virtually on Zoom

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

**Church Board CHAIR:** Jordan Berard (for this meeting)

**PRESENT:**

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

**REGRETS:** Nicole Beaudry, Raven Miller, Desna Sulway, Rev. Kim Vidal

**GUESTS:** Ross Brown

**NEXT MEETING:** Wednesday, Jan 18<sup>th</sup>, 2023

1. **Opening Remarks** Chair

2. **Devotions** Will

Will read a reading on patience, “Wait until you get to the Corner”.

3. **Accepting of Corresponding Members** Chair

Norm moved that we accept Ross Brown to the meeting as a corresponding member. Bill Seconded. Approved.

4. **Approval of Agenda** Chair

Additional items 8.1 and 8.2 were added to the agenda. Bill moved we approve the agenda as amended, Ellen Seconded. Approved.

5. **Approval of Minutes from Nov. 16, 2022 Board Meeting** Chair

Bill moved we approve the minutes as amended, Susan Seconded. Approved.

6. **Rental Policy (Page 7 )** Ross Brown

Ross spoke to us about the circulated “Rental Situation” note (Page 7). Though it is unfortunate that there have been some problematic rental situations recently, it was agreed that it would not be prudent to end “one-off,” external rentals of the church. Discussion was held around revising

the rental contract, translating it to other languages, increasing signage with instructions (eg. for disposal of waste) throughout the building and increasing the amount of the security deposit. Property committee will review feasibility of ideas. Several suggestions were made and reinforcement of the importance of Plan to Protect policy in future rentals, especially with children’s safety. The need for a Duty of Care volunteer appointment was also reinforced.

**7. Standing Reports**

**7.1. Ministers’ Report (Pages 3-6)** Rev. Kim/ Rev. Lorrie  
Lorrie made a motion to remove Gerald Okolowsky from the Historic Roll due to death. David Seconded, Approved.  
Lorrie presented the draft Job Description for BCUC Youth Program Director and some suggestions were made. Lorrie will update it for proceeding with advertising for applicants as soon as possible.

**7.2. Finance Report (Page 8)** Bill  
David moved that we receive the report, Bill Seconded. Received.

**7.3. M&P (Page 9)** David  
David raised the issue of renewing Zoom and it was agreed that we should. Jordan will ask Communications to approve the church having a Zoom membership.

**8. New Business**

**8.1. Insurance Vote (Done by E-mail)** Chair  
The Board supports the trustee's decision to renew insurance with the current provider for 2023. The Trustees will look into a more affordable provider in the new year.

**8.2. Vitality Metrics** Mark  
Mark will circulate a test version of the survey to Board members for feedback.

**9. Other Business**

**9.1. Devotions:** for Wednesday, Jan 18<sup>th</sup>, 2023 Chair  
Susan will do devotions on “an affirming Church.”

**9.2. Chair:** for Wednesday, Jan 18<sup>th</sup>, 2023 Chair  
Ellen will chair the meeting.

**10. Next Meetings:** Chair

**10.1. Regular Board Meeting** – Wednesday, Jan 18<sup>th</sup>, 2023.

**11. Closing Prayer** Rev. Kim/Rev. Lorrie

**MINISTERS' REPORT**  
**BCUC Board Meeting – December 21, 2022**

**Kim's Report:**

Here are the highlights of my ministry from November 17 to December 31, 2022:

**Worship:**

We continue to offer onsite worship service with live streaming 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.

- **November 20** – Children & Youth All-Ages Service / Reign of Christ
- **November 27** – 1<sup>st</sup> Sunday of Advent / Communion / Hope
- **December 4** – 2<sup>nd</sup> Sunday of Advent / Peace
- **December 11** – 3<sup>rd</sup> Sunday of Advent / Joy – Worship service led by Rev. Lorrie.
- **December 14** – Service of Healing, Hope and Renewal. I prepared the service but it was Rev. Lorrie who led it due to COVID illness.
- **December 18** – 4<sup>th</sup> Sunday of Advent / Love – Worship service led by Rev. Lorrie.
- **December 24** – Christmas Eve Service – Rev. Lorrie
- **December 25** – Christmas Service & Communion

**Christian Education:**

- Facilitated the weekly onsite Lectionary Group in the Shalom Room on Tuesdays at 10:30 am. Wrap-up session was held on December 13 with Rev. Lorrie. The study group will resume its weekly meeting on January 10, 2023.
- Attended the Worship/CE meeting on Wednesday, December 7 at 7 pm by Zoom.
- The Seekers Group study met on November 21, 28 and December 5 covered all parts of the book written by the late John Shelby Spong entitled “Biblical Literalism: A Gentile Heresy” based on the Gospel according to Matthew.

**Pastoral & Spiritual Care:**

- I continue to offer pastoral and spiritual care to members and adherents through personal visits, phone calls, and emails,
- 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 Ronalie Abbey of people who need greeting cards (thinking of you, sympathy, get well soon, birthday, etc.) on behalf of BCUC.
- I led Worship Service at Lynwood Park Lodge (Nov 17), Harmer House (Nov 24) and Stillwater Creek (Dec 8).
- Prepared the Blue Christmas Service on Dec. 14 but due to COVID, I wasn't able to attend the service.

**Membership:**

**Motion (Kim / \_\_\_\_\_):** To remove Jan Mitchell and Gerald Okolowsky from the Historic Roll due to death.

**Other:**

- Attended the Christmas Bazaar on November 19<sup>th</sup> and volunteered as a greeter and assisted in the Silent Auction.
- Attended the Duty of care Webinar by Zoom on December 6<sup>th</sup>.

As indicated earlier, I was in isolation for 10 days due to COVID illness. Thank you for your kind words and support as I recover. Thank you to Rev. Lorrie for leading the worship services in my absence.

I will be on vacation from Dec. 27 until January 7<sup>th</sup>. I will resume my tasks on Sunday, January 8, 2023.

Merry Christmas and a blessed New Year to all!

**Sincerely,  
Rev. Kim**

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**Diaconal Minister’s Report to the Board – December 21, 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 December 11 in my regular rotation and again on December 18 as Rev. Kim was on sick leave. I also led the Service of Hope and Healing on Wednesday, December 14 and will be leading worship again on Christmas Eve which will include our Christmas pageant. I have been greatly helped in that task this year by the wonderful talents of Cathy Dowsett and Wendy Morrell as we prepare for “God’s Great Idea!”

I took part in the Plan to Protect Training for Board Members and Trustees on Dec 6. I am still 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. My practicum has been rescheduled for December 29 as I simply ran out of time to finish the written assignment portion in time for the November date due to illness and busyness. 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.

**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. We definitely need to put a push on in the new year for more Sunday School Teachers.

I have drafted a job description for a Youth Leader that I will forward to you for consideration. I feel this is an urgent matter as our older kids are starting to drift away. This has always been a wonderful part of our ministry here at BCUC and I would hate to see it disappear.

I co-facilitate the weekly Lectionary Study with Rev. Kim and prepare the materials for the weeks that I will be leading worship. We held our final study of 2022 on December 13 with tea and Christmas goodies as we worked together to gain meaning for today in the scripture readings for Dec. 18.

I shifted my days in the office to Monday, Tuesday and Wednesday from November 7 to December 5 in order to join the Seekers Book Study and am now back to my regular office schedule of Tuesday, Wednesday, Thursday.

### **Other Committee and Community Work**

I attended the Interfaith Bridge Building meeting at Jami Omar on the evening of November 29. This committee is growing! We now have members from St. Martin de Porres Roman Catholic Church and Christ Church Bells Corners Anglican on the team. We launched a winter clothing drive in all four places of worship for the Shepherds of Good Hope. It was very successful with 110 items donated by BCUC members alone!

I chaired the meeting of the Worship/CE committee on the evening of December 7.

### **Outreach**

Zambia Partnership – We held a very successful vendor market on Saturday, December 17 with 41 vendors and lots of enthusiastic shoppers. Many thanks to all the volunteers who helped with set-up and tear down, those who worked in the kitchen providing muffins, coffee, soup and buns to our vendors and shoppers, those wrapping gifts, those manning the Silent Auction tables, and those selling tickets for lunch or clearing the dishes. Even with a power outage, the event continued. Soup was heated on the barbecue outside, the emergency lights kept business going for the vendors – and the Polka Dot Candy Co. was able to continue making cotton candy with their small generator set up outside the window! It was an awesome day all round. I am so grateful to Wendy Morrell who took on the organizing of the market. She is a bundle of energy, has a great network of friends and family that she can conscript into service, and amazing organizational skills! Thanks also to Hazel Smith who took on much of the promotion of the event on Social Media and in creating posters, as well as helping things run smoothly on the day. Between this fundraiser and donations to the Advent Appeal, I think we are getting close to our goal of raising \$6000 for the completion phase of the Church Office/Community Building in Chipembi.

Our next few months will be in organizing and fundraising for a delegation from BCUC to travel to Zambia to celebrate the opening of the building!

### **Other**

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

I also took part in a 5-week Midrash study focussing on the readings for Advent. This was led by Rev. Elisabeth Jones from Cedar Park United Church in Montreal. She is an expert in the process of Midrash. It was a wonderful, rich learning experience.

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) – no meetings have yet been held following the conference in Tatamagouche.

Thank you from the bottom of my heart for your support and encouragement throughout this year. Wishing each one of you all the blessings of this Christmas season!

**Respectfully submitted,  
Rev. Lorrie Lowes**

## Rental Situation

December 2022

With the relaxation of Covid restrictions, many of our regular renters have returned but we have periods when rooms are free. We have been renting these out [mostly to Muslim groups] on a one-off basis and this will bring in about \$9000 this year. We are getting more requests than we can handle but these rentals must be balanced against the problems and costs that result.

For the one-off rentals, we are requiring a security deposit of \$100 but no insurance coverage as part of our outreach program to the community and the difficulty arranging insurance. So far, we have retained \$150 for failure to comply with the rental conditions. For comparison, the Lynwood Village Community Association rents out a similar area under much the same conditions of use for \$20/hr plus the City of Ottawa liability insurance fee that varies from \$25 to \$50. They do not have anyone present during the rental and renters are responsible for clean-up and garbage removal. There is no security deposit requirement.

Our regular renters cause us few problems but these rentals are not without some issues. We had one occasion where inadequately supervised children damaged some of Winners equipment in the gym [regular renter] and another case where two teenagers wandered around the building and entered Rev Kim's office and the Sanctuary. In the first case, their \$100 deposit was given to Winners in compensation and in the latter case, no damage was done. Recently, a renter brought a keyboard and speakers into the Main Hall and the noise was disconcerting to another renter and garbage was not handled properly so they forfeited \$50.

Since animals get into our garbage if it contains any food scraps, we want renters to take their garbage with them. This has only been partially successful and our video camera system is unable to determine who is not complying.

Having a number of people in the building inevitably results in some wear and tear to our facilities and some additional costs. Examples are replacing the door handle in the accessible washroom, retrieving helium-filled balloons from the ceiling, removing tape from the walls, scratches on the floor from moving the pews in the Main Hall, etc. With winter approaching, salt and sand will inevitably be brought into the building necessitating extra cleaning.

Property Management has discussed having someone present during these rentals but a security guard would make the cost too expensive and a volunteer from the congregation, if one could be found, could be put in a difficult situation.

As with most other groups within BCUC, Property Management is losing its ability to address relatively minor problems using volunteer resources. Property Management Committee is also not in a position to assess the need for the rental income so it is seeking the Board's thoughts on these one-off rentals.

'Bells Corners United Church - OPERATING FUND

'Balance Sheet As at 31/10/2022

'ASSET		
'Current Assets		
'Operating Fund	<u>-6,797.79</u>	
'Total Operating Bank Account		-6,797.79
'Loblaws Program Bank Account		17,002.27
'Certificate Inventory	<u>21,700.00</u>	
'Total Certificates Inventory		21,700.00
'Bequest		87,246.94
'BMO InvestorLine - Cash		2,019.41
'Donated Securities		31,917.85
'Endowment Trust Fund Bank	19,698.01	
'Endowment Trust Mutual Fund	<u>149,457.87</u>	
'Total Endowment Trust Fund		169,155.88
'D.A. Moodie Scholarship Fund		7,568.15
'Loan To Loblaws Program		19,010.00
'Receivable from Directed Funds		732.38
'Accounts Receivable General		1,952.00
'HST Rebate		3,047.67
'Prepaid Expenses		<u>278.24</u>
'Total Current Assets		<u>354,833.00</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>865,840.69</u>
'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		<u>34,687.17</u>



## M&P Report to the Board December 21, 2022

Items to note:

2023 Budget:

Due to certain statutory requirements, the M&P budget has been reduced by \$16,448.36. The new estimated 2023 budget is just over \$300,000 which is positive news to BCUC

Other budgetary items which seem to have fallen through the cracks are still outstanding

1. Reimbursement of the Plan to Protect membership payment, now owed to the Rev Lorrie Lowes needs approval before the bookkeeper will write the check; \$338
2. M&P agreed to cover this cost from the M&P Directed Fund. Unfortunately, the note in the April 2022 minutes was not found until after the meeting.
3. To complete registration for the Board/Trustees workshop, I paid for 10 spaces, of which the remainder will be credits for the continuing training to be done over 2023. This will also come from the M&P Directed fund (282.50)
4. The Board needs to consider how we manage the operation of the plan to Protect Policy. Rev Lorrie is trained in the Administration and Training parts, but someone (a Lay person) needs to coordinate the ongoing aspects of record keeping, training, job descriptions, police record checks, etc.
5. The question of the renewal of the BCUC ZOOM software, now in the name of Rev. Lowes needs to be decided before the invoice arrives. Where is the responsibility center and who all need to be consulted?
6. M&P is now looking into Restorative Care for Rev Kim due to her current sick leave
7. The M&P Staff lunch is expected to take place on December 22 at the home of Johanna Burrows.

David Stafford  
Chair