

Brechin United Church Council
MEETING MINUTES
Thursday, September 19, 2019

ATTENDANCE: Christine Robertson, Linda Braid, Val Neilson, Lynn Burrows, Tif McNaughton, Randy Manikel, Rob Russell, Tom Gray, Diane Thomas, Kathy Torhjelm, Darlene Darby, Barb O'Neill.

Regrets: none

WELCOME by Linda Braid, Council Chair, who called the meeting to order at 10:02 a.m.

DEVOTIONAL – Barb O'Neill read an article "It's All About Attitude" based on Psalm 34.

APPROVAL OF AGENDA as amended: **M/S:** Kathy Torhjelm / Lynn Burrows. **Carried.**

ADOPTION OF MINUTES:

† June 20, 2019 **M/S:** Rob Russell / Barb O'Neill. **Carried.**

† August 27, 2019 executive meeting **M/S** Kathy Torhjelm / Randy Manikel. **Carried.**

CORRESPONDENCE SENT: A Thank You card was sent to Hope Lutheran thanking them for the enjoyable barbeque.

CORRESPONDENCE RECEIVED: None

Minister's Report – Rev. Tif McNaughton – see attached.

Financial Report – Randy Manikel – see attached. There is a great deal of uncertainty about our financial position at this point. Money collected from Cameron Island recycled bottles will continue to go to Loaves and Fishes. Tom Gray and Kathy Torhjelm will discuss this with Vera and Wally.

Pacific Mountain Region – Val Neilson – see attached.

Motion: M/S Diane Thomas / Tom Gray the above reports be accepted as presented. **Carried.**

LEADERSHIP TEAM REPORTS

Faith Formation and Spiritual Development (FF) – Darlene Darby. It is time to start planning our White Gift Sunday, which will be held on the second Sunday of Advent (December 8th).

Ministry & Personnel – Rob Russell – See attached. **Motion:** That Brechin Council authorize the Ministry and Personnel Team to sign a contract with Lonnie Moddle and Ron Klusmeier (our Music Team) that will extend their existing contract with the same provisions until June 30, 2020. Ministry and Personnel is also authorized to sign a new contract with our Music Team that will extend from

July 1, 2020 to June 30, 2021 that will provide an increase in pay to each of them for each Sunday worship service from the current \$160.00 to \$175.00. **M/S** Rob Russell / Val Neilson. **Carried.** As this motion replaces the August 27, 2019 motion Council hereby moves to rescind the August 27, 2019 vote. **M/S** Kathy Torhjelm / Darlene Darby. **Carried.**

Mission and Outreach – Lynn Burrows – see attached. The Team is applying to the City of Nanaimo for funding for upcoming workshops. The City requires that the finances of applicants be available. Randy will provide Lynn with the link for the City to review our financial statements.

Pastoral care – Barb O’Neill – see attached.

Property – Tom Gray. Tom was asked to check the front stairs for possible safety issues and talk with our landlords about it.

Stewardship & Finance – No report.

Worship – Diane Thomas – see attached. Tif will be away for two Sundays in the Fall. The dates include October 13 and November 10. Anne Manikel will provide pulpit supply on Thanksgiving Sunday, October 10. The Worship Team will ask another minister to worship on November 10. There will be an announcement in the Nanaimo paper introducing Tif to Nanaimo.

Motion: M/S Rob Russell / Darlene Darby that Leadership team reports be accepted. **Carried.**

OTHER REPORTS:

Redevelopment – Randy Manikel – A new interior design firm has been hired. There will be a meeting at Brechin House on September 25th with Terri Harrison and other members of the Vancouver team.

MPS Report – Val Neilson – see attached. Final report!

OLD BUSINESS:

- † Terms of Reference: Kathy will include two appendices regarding workplace violence and harassment and sexual misconduct. **Motion:** That Brechin United Church Council ratify the updated Operating Terms of Reference. **M/S:** Kathy Torhjelm / Val Neilson. **Carried.**

NEW BUSINESS:

- † Linda Braid will be taking a box of archive materials to the Pacific Mountain Region office.
- † Brechin has a pamphlet for newcomers but it is in need of updating. Linda Braid will look after this.

- † Educational Fund. – Lynn Burrows asked about the possibility of an educational fund to assist people to attend development workshops. We have a Spiritual Development Fund set up by Marg and Reg Attwell. It is under the Faith Formation Team umbrella; they will authorise the dispersing of funds.

INTENTIONAL COMMUNICATION:

- † Darlene Darby will discuss with her team the White Gift Sunday and further study groups.
- † Tom Gray will talk with Wally Russell about the refundable bottle collection.
- † Kathy Torhjelm will talk to Vera Bell about the refundable bottle collection.
- † Kathy Torhjelm will make the final changes to the Operating Terms of Reference and forward to Christine Robertson for dissemination.
- † Barb O'Neill will provide information about the Pastoral Care team for inclusion on the website.
- † Linda Braid will update the newcomer pamphlet.

CLOSING PRAYER – Tif closed with a prayer.

Next Council meeting: October 17, 2019 at Brechin House. Linda Braid will be away, Kathy Torhjelm will preside.

Devotional: Rob Russell.

The meeting was adjourned at 11:45 am.

Linda Braid, Chair

Christine Robertson, Secretary

Minister's report September 2019

These first 2 months with Brechin have been vibrant and full with getting oriented and enjoying meeting people; my deep thanks to everyone for all the welcome, support, orientation information and encouragement I've received in this transition! The days have been filled with the following:

-Getting myself organized in the office and learning the rhythm of weekly tasks together with Cindy and our music team, who have all been very helpful

-Connecting with each of the Teams; again, my thanks to everyone for being so helpful in getting me up to speed. There's a great deal of things happening here with a lot of energy!

-Trying to meet Brechin folks and starting to form a pastoral rapport: the pastoral care committee has been especially helpful and everyone has been very gracious with me as I try to learn names and navigate getting to know so many new people, all in their own unique life joys and challenges.

-Starting to see how everything fits together now that our fall programs are resuming, and plan out the next few months; including starting to search for relevant continuing education opportunities

-Becoming acquainted with fellow ministers and community organizations, as well as connecting with UCC ministers in the area, our regional minister Gail Miller, and learning what's going on with our cluster

-This coming weekend, September 21st I have my first wedding in Brechin's books with a couple and their parents (legalities only, as they're doing a full celebration near Campbell River in October of their own design). The couple, who are from the Greater Vancouver Area, are delighted to be marrying right here at Brechin House, and to be a cheerful little part of our redevelopment story!

As of June 2019, Region is asking ministries with new personnel to engage in a minimum of 4 units of the Fresh Start program within our first 2 years of ministry together. This involves selecting the sessions most relevant for us, and bringing a facilitator who can cover 2 units per day. The cost is equal to a day of pulpit supply plus expenses. The details of how we schedule this are still being formed, so Gail Miller will be in touch.

Respectfully submitted,

Tif McNaughton

Financial Report to Council
September 19, 2019

I am happy to report that we have not had any financial surprises over the summer and our financial condition is very much in line with what we had budgeted for 2019. Contributions from the congregation are slightly ahead of last year at this time and we did receive the bequest of \$20,000 from the estate of Marjorie McLellan for which we are very grateful.

Our expenses are below our projections, especially moving expense for our new minister which was \$12,000 less than the budgeted amount. I am hopeful that our operating shortfall for 2019 will be closer to \$30,000 than \$47,000.

The question that has been hanging over all of us is: ***“Will we have enough money to keep going until we move into our new space, and will we have enough money to pay for the move and connections as well as furniture and fixtures for the new space?”***

After doing a lot of projecting (and guessing, frankly), I believe the answer to both questions is ***“Yes, Just Barely!”*** I have tried to predict our income and expenses to the end of 2020 by which time we should be in our new space. Congregational donations should continue similar to this year, and expenses while we are in our temporary spaces should also be quite similar as well. I project that we will have approximately \$55,000 left in the Transitional Expense Fund (after deducting our operating deficits for 2019 and 2020). We will also have \$60,000 in various non-restricted funds such as Building Fund and Memorial Fund for a total of about \$115,000.

We really need to hold back \$50,000 as a reserve for unforeseen financial events. That would leave us with about \$65,000 for moving, buying furniture and fixtures. ***Will that be enough?*** I believe that we need more.

I suggest that we must develop a plan right now that includes stewardship, additional fundraising and appeals for bequests. ***How are we going to deal with this?***

Respectfully submitted,
Randy Manikel, Treasurer

**Brechin United Church
Balance Sheet As at 08/31/2019**

ASSET

Current Assets

Petty Cash	80.40	
Saving Bank Account	0.00	
Chequing Bank Account	923.93	
Total Cash		1,004.33
Investments		230,000.00
GST Receivable	515.04	
Total Receivable		515.04
Prepaid Expenses		604.37
Total Current Assets		232,123.74

Capital Assets

Property		347,000.00
Total Capital Assets		347,000.00

TOTAL ASSET 579,123.74

LIABILITY

Current Liabilities

Accounts Payable		-200.00
Total Current Liabilities		-200.00

Trust Accounts

Building fund	54,283.77	
The Spiritual Growth Fund	2,148.92	
Clear Spiritual Growth Fund	0.00	
Mission & Service	17,228.30	
Clear Mission & Service	-17,228.30	
Loaves & Fishes	6,116.03	
Clear Loaves & Fishes	-6,116.03	
Memorial Funds	4,693.20	
Clear Memorial Funds	0.00	
The Piemakers' Fund	2,579.39	
Clear The Piemakers' Fund	0.00	
Transitional Expense Fund	128,451.27	
Clear Transitional Expense Fund	0.00	
The Legacy Fund	14,870.93	
Clear Legacy Fund	0.00	
ProVision Fund	8,938.10	
Clear ProVision Fund	-5,471.73	
Ladies Friendship Group Fund	387.85	
Clear Ladies Friendship Group Fur	0.00	
Nanaimo Community Refugee Fur	26,852.44	
Clear Nanaimo Community Refuge	-11,149.00	

Total Trust Funds		226,585.14
Total Current liabilities		<u>226,585.14</u>

TOTAL LIABILITY		<u>226,385.14</u>
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EQUITY**Retained Earnings**

Retained Earnings - Previous Year	373,391.48	
Current Earnings	-20,652.88	
Total Retained Earnings		<u>352,738.60</u>

TOTAL EQUITY		<u>352,738.60</u>
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LIABILITIES AND EQUITY		<u><u>579,123.74</u></u>
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**Brechin United Church
Comparative Income Statement**

	<u>Actual 01/01/2019 to 08/31/2019</u>	<u>Actual 01/01/2018 to 08/31/2018</u>	<u>Difference</u>
REVENUE			
Revenue			
Local Contributions	81,923	80,378	1,545
Open donations	1,852	1,772	80
Weddings and Funerals	200	310	-110
Special Events & Fundraising	705	2,280	-1,575
Bequests	20,000	10,000	10,000
Miscellaneous Revenues	6,093	560	5,533
Sale of Surplus Assets	0	5,652	-5,652
DILOR-RENT	50	5,530	-5,480
Investment Income	4,117	846	3,271
Total Operating Revenue	<u>114,941</u>	<u>107,328</u>	<u>7,613</u>
EXPENSE			
Overhead Expenses			
Moving & Temporary Space Expense	14,703	17,128	-2,425
Electricity	1,860	1,578	281
Equipment Service & Agreements	1,352	2,175	-822
Fuel Expense	0	2,409	-2,409
Insurance	1,594	4,959	-3,366
Janitorial	148	1,354	-1,207
Contract Janitorial Services	800	3,206	-2,406
Presbytery Fee	5,218	5,091	127
Repair & Maintenance General	0	20	-20
Telephone & Internet Expense	1,365	1,693	-328
Utilities	0	1,038	-1,038
Total Overhead Expense	<u>27,039</u>	<u>40,651</u>	<u>-13,612</u>
Payroll Expenses			
Wages, Salaries & Benefits	77,087	76,260	827
Contracted Services	18,088	17,292	796
Wedding & Funeral Compensation	200	260	-60
Minister Travel Expense	176	152	24
Minister Moving Expense	2,627	0	2,627
Minister's Continuing Ed & Book Exp	599	10	589
Pulpit Supply	1,236	1,648	-412
Total Payroll Expense	<u>100,013</u>	<u>95,622</u>	<u>4,391</u>
General & Administrative Expenses			
Newspaper Advertising expense	2,109	2,211	-102

Bulletins, Inserts & Service Suppli	351	199	152
Website Expense	565	565	0
Envelope & Stewardship	312	772	-460
Sunday School & Christian Develop't	840	502	338
Search Committee Expense	766	0	766
Benevolent Expense	0	335	-335
Office Supplies	1,548	1,158	390
Observer Expense	-300	18	-318
Fellowship Pastoral Care	15	39	-24
Redevelopment Team Expense	0	669	-669
Miscellaneous Expense	1,222	131	1,091
Library Expense	0	0	0
Music Expense	308	303	4
Mission & Outreach Committee Exp.	-132	100	15
Subscription Expense	32	96	-64
Bookkeeping and Payroll Expenses	906	896	10
Total General & Adminstrative	<u>8,542</u>	<u>7,994</u>	<u>795</u>
TOTAL OPERATING EXPENSE	<u>135,594</u>	<u>144,363</u>	<u>-13,519</u>
NET INCOME	<u><u>-20,653</u></u>	<u><u>-37,035</u></u>	<u><u>21,132</u></u>

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Pacific Mountain Region Report for September 2019

Rev. Karen Hollis of Gabriola has been instrumental in the planning of an event for the New Year. We have invited Rev. Janet Gear from VST to present her workshop entitled 'Theological Buffet'. While our cluster congregations are the organizers, we will be promoting the event to any who wish to attend.

The day long event will be held at Camp Pringle on Saturday, January 11th, 2020. It's possible there will be an option to stay overnight on the Friday before, but I don't have those details yet. It will be a very worthwhile day and Janet is a fantastic facilitator. I hope several from Brechin will attend, especially from Council.

Respectfully submitted,
Val Neilson

M&P Report for September, 2019

The M&P committee has been in contact with the Music Team (Lonnie and Ron) to discuss contract renewal for the coming season on several occasions during the summer. We recently facilitated a discussion at Brechin House between the Music Team and Brechin Executive to try to clarify our positions and find common ground moving forward. The Music Team definitely wants to continue working at Brechin and the Brechin Community of Faith definitely wants them to continue working with us into the future. They are a highly regarded pair; along with their significant others and they are a vital part of our Community of Faith. Accordingly it was agreed by Lonnie and Ron that they would extend their existing contract until June 30, 2020 with the existing components and that thereafter they would provide Brechin with a new contract for the period July 1, 2020 to June 30, 2021 that would see an increase in remuneration commensurate with what they initially proposed during the past summer. In addition, the Music Team would like a commitment from Brechin that they will consider future increases in remuneration to the point where both parties are satisfied that the pay and

conditions of employment are appropriate to their level of competence as defined in the RCCO table of Recommended Salaries. Rob will be presenting a motion to Council on September 19th that will address the Music Team contract issues, going forward.

In addition to the time devoted to the Music Team contracts, M&P has met with Tif to discuss her new ministry and remains available and committed to assisting her in any aspect of her employment that she may require. We look forward her Covenanting Ceremony on October 6, 2019.

Respectfully submitted,
Rob Russell, M&P Chair

Mission & Outreach Team Report to Council - September 19th, 2019

Truth & Reconciliation Theme

- **Our 2 Fall Reconciliation Workshops** (Building Bridges on Oct 4th and Paddling Together on Nov 22nd) are coming up quickly! To date, there are 50 participants registered for the Building Bridges workshop Oct 4th and 67 registered for the Nov 22nd Paddling Together Workshop. Reminders will shortly be emailed to people pre-registered for the Oct 4th workshop. For both these workshops, this time around, our M&O Team will be responsible for Food (lunch & refreshments, tea & coffee). The Emotional support group for Indigenous people have been contacted and again asked for their assistance.
- **Plans re proposed Reconciliation projects in 2020.** Organizers will just be from our M&O team as Tillicum Lelum will no longer be partnering with us (They are super busy and cannot take the time). We are in the process of applying for a City of Nanaimo Culture & Heritage Grant but have just discovered this grant will only cover 25% of our costs (so \$1150.00). For back-up, John Bullas has already sent in a request to the United Church of Canada's "Healing Fund" for \$4,600.00 to cover all our expenses for the 2 workshops. As John is out of town for a few days, Lynn has advised the person handling the UCC Healing Fund of our situation with the City of Nanaimo Grant. Although closing date for the Healing Fund grants was Sept 16th, it may be up to 90 days before we hear whether or not our request for funding has met with success. These workshops will be held Thursday January 30th (Building Bridges) and Wednesday March 18th (Paddling Together) and will

be available to all residents (not just service providers). The location will be Beban Park.

- **Noelle Hanuse** – the October presentation including “Leave Ego at the Longhouse Door: How Living by Spiritual Values Helps to Transcend Ego”. (October 20th at Bowen Park Centre (Room 1). We still do not have confirmation from the ProVision Small Project Fund committee. John has an idea about payment if Provision funds do not come through for us. We will wait for our next meeting (Oct 10th) before planning further details, food, etc. for this. Participants at past reconciliation workshops will be contacted about this presentation in early October.

Affirming Ministry: Our “themed Conversation” re people “differently abled” and caregivers took place this past Sunday, Sept 15th. In the theme portion of the service, Tif spoke about the upcoming 6 Study Group sessions related to people with disabilities, caregivers, etc., and facilitated by Gwen Boyd. Tif collaborated with 4 Brechin people who told their stories during the sermon portion: Phil & Marilyn Huffman, Kathy Torjhelm and Theo Johnstone. I think everyone agreed it was quite an excellent service. The 6-week study group series, facilitated by Gwen Boyd, will be starting up Friday, September 27th at 2:00 p.m. and take place in Leah Caitlin’s home. We will hold another “conversation” at Brechin after the completion of these group sessions.

Minute for Mission/Hallelujah Moment

Our schedule for October is all set. Our October 20th, Hallelujah Moment may be focusing on all the retired ministers at Brechin.

SPARK: will be starting up again October 3rd, 10 – 11:30 at Brechin House. Leah Caitlin will facilitate this month. Marg Barrie expects to be back to facilitate the November meeting of Spark.

Climate Action: Friday, September 20th is the International Day of Climate Protest. In Nanaimo, it will take place 1:00 -3:00 pm at Diana Krall Plaza. We are encouraging Brechin people to participate as they are able. More info is still needed for the Sept 27th Climate Rally.

Metamorphosis Journey workshop at O.U.R. Ecovillage: Lynn attended and gave a short report. She had contacted Velcrow Ripper & his partner Nova Ami to see if they were interested in doing a film showing and workshop here in Nanaimo at some point. They won’t be available for several months.

Possible Brechin Educational Fund for workshops: Lynn will be bringing this subject up at our Sept 19th Brechin council meeting (Sept 19th). Tif will also explore other options.

A very good roast beef buffet dinner will be available for those wishing to dine before the singalong. There was a great turnout last year and everyone enjoyed a happy evening of pre Christmas "fun, food, song and fellowship!

Tif had the intriguing idea that a few Pastoral Care and other Brechin folks might enjoy doing a little A Capella carolling at the care homes where some of our Brechin seniors reside. This possible pre-Christmas event will be discussed further at the October/November meetings.

Linda Braid recently asked for a volunteer to help Cindy with archiving the history of Brechin United. Marilyn Huffman has kindly offered to help, and that project, with input from others as needed, is currently underway.

As a team, we continue to assist Tif in visiting and calling those in our congregation who are in need of Pastoral care. As always, with caring compassion, we are available to help as needed.

Respectfully submitted by
Barb O'Neill for the Pastoral Care team

Worship Team Report for Council September 19, 2019

The Worship Team met with Tif on July 24th at Brechin House for an informal 'Meet and Greet' session. It was a relaxed opportunity to answer some of her many questions and a chance to hear more about her plans for her ministry.

We met again on September 4th for our regular Worship Team gathering. This was a valuable time for all of us to go over all the services since Tif's arrival and look at our worship schedule and answer Tif's many concerns and questions. Tif expressed her appreciation for the support she has received and wishes us to know that she welcomes any ideas or suggestions which can be made at any time. Tif has plans in progress for a study leave so we will need Pulpit Supply for that.

Tif and the Team have planned her Covenanting Service for Sunday, October 6th, 3:00 pm, at Hope Lutheran Church. Announcements have been prepared for the

bulletin and invites will be sent to other churches. She has chosen Keith Simmonds as guest preacher. We will also include a rep from the Pacific Mountain region.

The Team has received several concerns that the music on Sunday mornings is too loud for several people. Lonnie was asked to work with Ron on the volume. The information sheet for lay Leaders has been updated by Val Neilson and sent to all lay leaders on the roster.

Several duties of the team were discussed and arrangements made for when people are away, such as preparing communion elements; locking up Sands when Peggy is away; discussing liturgy around communion and placing of hymns for worship.

In discussion with Tif, we hope to have an announcement in the Bulletin paper regarding our new Minister, and other changes. Rob Russell has been asked to help with that.

On behalf of the Worship Team, Diane Thomas

Ministry Profile Search Team

The MPS team will be disbanded at the upcoming Covenanting Service on October 6th. I am hoping Gail Miller will invite someone to stand in for her representing the Region as she is in Kamloops that day.

The MPS team has received many glowing comments and expressions of gratitude related to Tif's call to Brechin. We are all proud of the work done and could not be happier with the outcome. Many thanks to Brechin Council for the support given to the team over the past year.

Respectfully submitted,

Val Neilson