

**Brechin United Church Council**  
**MEETING MINUTES**  
**Thursday, October 17, 2019**

ATTENDANCE: Kathy Torhjelm, Christine Robertson, Val Neilson, Tif McNaughton, Randy Manikel, Rob Russell, Tom Gray. Visitor: Anne Manikel

Regrets: Linda Braid, Lynn Burrows, Diane Thomas, Darlene Darby, Barb O'Neill.

WELCOME by Kathy Torhjelm, Council Vice Chair, who called the meeting to order at 10:03 a.m.

DEVOTIONAL – Rob Russell read an article about Autumn.

APPROVAL OF AGENDA: **M/S:** Val Neilson / Tom Gray. **Carried.**

ADOPTION OF MINUTES:

† September 19, 2019 **M/S:** Rob Russell / Randy Manikel. **Carried.**

CORRESPONDENCE SENT: None

CORRESPONDENCE RECEIVED: None

**Minister's Report** – Rev. Tif McNaughton – see attached. We discussed the Fresh Start program. Brechin has been asked to provide goodies for the Cluster's 'Theological Banquet' January 11, 2020 which we will do. We discussed the possibility of staying at Camp Pringle January 10, 2020.

**Financial Report** – Randy Manikel – see attached.

**Pacific Mountain Region** – Val Neilson – see attached. She is now on the PMR website mailing list. She will put an announcement in the bulletin so members of the congregation can sign up also.

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

LEADERSHIP TEAM REPORTS

**Faith Formation and Spiritual Development (FF)** – no report

**Ministry & Personnel** – Rob Russell – no report.

**Mission and Outreach** – see attached.

**Pastoral care** – see attached. The Christmas carolling idea is a good idea.

**Property** – Tom Gray. The basement lights have been fixed and the outside stairs checked and deemed not to be a problem.

**Stewardship & Finance** – No report.

**Worship** – see attached.

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

**OTHER REPORTS:**

**Redevelopment** – Randy Manikel – A report was given to the congregation on Sunday, October 13, 2019. There will be a workshop November 28, 2019 at Hope Lutheran Church to discuss final ideas of setting up and furnishing the various rooms.

**OLD BUSINESS:**

- † The Brechin Information pamphlet: Linda Braid is continuing to work on it.

**NEW BUSINESS:**

- † We received a request from a member of the congregation about fundraising after worship services with the proceeds going to an environmental project. We decided it was not appropriate and declined the request. Linda Braid will notify this person.
- † Church directory – If someone wants to have their picture taken and included in the directory this is encouraged. We welcome all.
- † Annual General Meeting: The meeting will be held on February 2, 2020. Randy Manikel will contact Sands as we will need to use the chapel longer than usual. The worship team will plan the service.
- † Refugee sponsorship by Brechin – Anne Manikel – She discussed whether this is something Brechin wants to continue doing. She will put a questionnaire in the bulletin to assess the congregation's wishes.

**INTENTIONAL COMMUNICATION:**

- † Val Neilson will put an announcement in the bulletin regarding signing up for the Pacific Mountain Region emails.
- † Randy Manikel will talk to Sands about Christmas Eve and February 2, 2020.
- † Kathy Torhjelm will talk to Cindy about the directory and the AGM date.
- † Christine Robertson will email all council members requesting that they choose their top five preferences of the Fresh Start modules and rank them, with the responses back to Christine by November 1, 2019 .
- † Kathy will send a thank you card to Hope Lutheran thanking them for the use of their sanctuary and their assistance for Tif's covenanting service.
- † Val Neilson will talk to the Worship team about locking up Sands.

- † Tif will tell the congregation to “Save the Date- January 11, 2020”
- † Anne Manikel will do a questionnaire for the congregation regarding Refugee sponsorship.

CLOSING PRAYER – Tif closed with a prayer.

Next Council meeting: November 21, 2019 at Brechin House.

Devotional: Val Neilson.

The meeting was adjourned at 11:40 am on the motion of Tom Gray.

Kathy Torhjelm, Vice Chair

Christine Robertson, Secretary

## Minister's report October 2019

New routines, learning curves and relationship building continue, and again my thanks to everyone who has continued to help me learn the ropes around here! It was a joy to celebrate our covenanting in good company over at Hope Lutheran and lift up our ministry together.

-September 22<sup>nd</sup>, I attended the AGM for Camp Pringle and learned about the camp and their work. It sounds like they are well positioned to be a good asset to the post-presbytery churches on the Island.

-September 25<sup>th</sup> Martha Hardy and I attended a workshop on social media for churches in Duncan; this gave us plenty of resources and ideas for supporting the many activities and groups of Brechin in sharing their plans and connecting with people online. We continue to consider how to apply these learnings to our current social media. There is a parallel workshop available via Mandate Magazine, and it may be good to offer this workshop between redevelopment tasks in 2020 to build ability and interest among more Brechin members.

-There has been one planning meeting for the Cluster's Theological Banquet workshop January 11<sup>th</sup> with Janet Gear at Camp Pringle. I have been asked if Brechin folks can offer muffins, cookies, coffee and tea for the event; we do not have details such as numbers yet but we are hoping for upwards of 100 participants.

-I have attached a 2-page list of the Fresh Start Modules mentioned in September. We are required by Region to select a minimum of 4 to participate in together with one of the region's facilitators. We can do 2 units a day (3 hours long each) and the cost for a day is equal to pulpit supply and mileage. Please review this list and consider which sessions seem most relevant, intriguing or pressing to you. Gail Miller will work with me to find a suitable facilitator for us.

- I have applied for LeaderShift funding to work with a Clergy Coach. This would be a person to support my transition from a small congregation to a larger one which is also going through a time of transition! So, some of the topics from the Fresh Start modules which don't make the cut to work on together can be supported through coaching instead.

-We have a request for me to officiate an off-site wedding on July 4<sup>th</sup>, 2020 for Elise Pennell and Ryan Lewis. They live in Cassidy and are getting married at Noisy Acres in Cedar. He was raised Catholic but finds the UCC a better fit and even worked a summer at Camp Pringle when he was young.

Respectfully submitted,

Tif McNaughton.

**Brechin United Church  
Balance Sheet As at 09/30/2019**

**ASSET**

**Current Assets**

Petty Cash	80.40	
Saving Bank Account	0.00	
Chequing Bank Account	9,346.81	
Total Cash		9,427.21
Investments		230,000.00
GST Receivable	196.70	
Total Receivable		196.70
Prepaid Expenses		604.37
<b>Total Current Assets</b>		<b>240,228.28</b>

**Capital Assets**

Property		347,000.00
<b>Total Capital Assets</b>		<b>347,000.00</b>

**TOTAL ASSET**

**587,228.28**

**LIABILITY**

**Current Liabilities**

Accounts Payable		1,949.00
<b>Total Current Liabilities</b>		<b>1,949.00</b>

**Trust Accounts**

Building fund	54,310.77	
The Spiritual Growth Fund	2,148.92	
Clear Spiritual Growth Fund	0.00	
Mission & Service	19,355.30	
Clear Mission & Service	-19,355.30	
Loaves & Fishes	8,065.03	
Clear Loaves & Fishes	-8,065.03	
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	-5,224.26	
Ladies Friendship Group Fund	225.45	
Clear Ladies Friendship Group Fund	-200.00	
Nanaimo Community Refugee Fund	38,212.44	
Clear Nanaimo Community Refugee Fnd	-12,010.35	

Total Trust Funds		236,995.86
<b>Total Current liabilities</b>		<u>236,995.86</u>

<b>TOTAL LIABILITY</b>		<u>238,944.86</u>
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**EQUITY****Retained Earnings**

Retained Earnings - Previous Year	373,391.48	
Current Earnings	-25,108.06	
<b>Total Retained Earnings</b>		<u>348,283.42</u>

<b>TOTAL EQUITY</b>		<u>348,283.42</u>
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<b>LIABILITIES AND EQUITY</b>		<u><u>587,228.28</u></u>
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**Brechin United Church  
Comparative Income Statement**

	<b>Actual</b> <b>01/01/2019 to</b> <b>09/30/2019</b>	<b>Actual</b> <b>01/01/2018 to</b> <b>09/30/2018</b>	<b>Difference</b>
<b>REVENUE</b>			
<b>Revenue</b>			
Local Contributions	93,045	91,983	1,062
Open donations	2,167	1,941	227
Weddings and Funerals	200	810	-610
Special Events & Fundraising	705	7,741	-7,036
Bequests	20,000	10,000	10,000
Miscellaneous Revenues	5,610	762	4,847
Sale of Surplus Assets	0	5,652	-5,652
DILOR-RENT	50	6,180	-6,130
Investment Income	4,117	846	3,271
<b>Total Operating Revenue</b>	<b>125,893</b>	<b>125,915</b>	<b>-21</b>
<b>EXPENSE</b>			
<b>Overhead Expenses</b>			
Moving & Temporary Space Expense	16,759	18,645	-1,885
Electricity	1,860	1,716	144
Equipment Service & Agreements	1,352	2,175	-822
Fuel Expense	0	2,409	-2,409
Insurance	1,794	5,028	-3,234
Janitorial	148	1,354	-1,207
Contract Janitorial Services	800	3,206	-2,406
Presbytery Fee	5,964	5,091	873
Repair & Maintenance General	0	20	-20
Telephone & Internet Expense	1,535	1,864	-328
Utilities	0	1,038	-1,038
<b>Total Overhead Expense</b>	<b>30,212</b>	<b>42,544</b>	<b>-12,332</b>
<b>Payroll Expenses</b>			
Wages, Salaries & Benefits	86,029	85,806	223
Contracted Services	21,018	20,113	905
Wedding & Funeral Compensation	200	560	-360
Minister Travel Expense	176	278	-103
Minister Moving Expense	2,627	0	2,627
Minister's Continuing Ed & Book Exp	599	621	-22
Pulpit Supply	1,236	1,648	-412
<b>Total Payroll Expense</b>	<b>111,885</b>	<b>109,027</b>	<b>2,858</b>
<b>General &amp; Administrative Expenses</b>			
Newspaper Advertising expense	2,385	2,483	-99

Bulletins, Inserts & Service Suppli	0	199	-199
Website Expense	565	565	0
Envelope & Stewardship	312	811	-498
Sunday School & Christian Develop't	840	585	255
Search Committee Expense	766	0	766
Benevolent Expense	0	335	-335
Office Supplies	1,584	1,511	73
Service Supplies	351	0	351
Observer Expense	-750	-757	7
Fellowship Pastoral Care	15	180	-165
Redevelopment Team Expense	0	669	-669
Miscellaneous Expense	1,222	131	1,091
Library Expense	0	0	0
Music Expense	378	303	75
Mission & Outreach Committee Exp.	115	100	15
Subscription Expense	139	96	42
Bookkeeping and Payroll Expenses	983	973	10
<b>Total General &amp; Adminstrative</b>	<u>8,904</u>	<u>8,184</u>	<u>720</u>
<b>TOTAL EXPENSE</b>	<u>151,002</u>	<u>159,836</u>	<u>-8,834</u>
<b>NET INCOME</b>	<u><u>-25,108</u></u>	<u><u>-33,921</u></u>	<u><u>8,813</u></u>

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## M & O Team Report to Council – October 12th, 2019

### Old/New/continued Business:

#### Truth & Reconciliation Theme

- Our Team members agreed the **Building Bridges workshop on Oct 4<sup>th</sup>** went very well. We had a smaller number of participants (27) but still an excellent workshop, good support from Tsow-Tum-Le Lum, and from Elder Wayne Johnny. Tillicum Lelum didn't provide the food at this workshop (just the space) so we didn't have any of Tillicum Lelum's awesome stews, but survived with store purchased food, etc. Our next workshop on Nov 22<sup>nd</sup> will be similar in this respect. Of the 21 participants submitting their evaluations, 20 stated that the workshop exceeded their expectations. Marg Barrie will be putting together the evaluation summary.
- **Our upcoming Paddling Together workshop (Nov 22<sup>nd</sup>)**: To date we have 71 people registered. Lynn has been sending out reminders to those registered asking them to confirm their planned participation (Our workshop facilitator likes to keep the number of participants to around 60). At the same time, in the same email, Lynn has advised them of Noelle Hanuse's presentation on Oct 20<sup>th</sup> and ask them to RSVP if they would like to attend. Lynn has also send out additional emails to past workshop participants + community members asking them to RSVP.
- **Plans re proposed Reconciliation projects in 2020.**
  - We have both Kathi Camilleri and the space at Beban Park booked for Thursday, January 30<sup>th</sup> (Building Bridges) and Wednesday March 18<sup>th</sup> (Paddling Together).
  - Grant/funding applications:
    - (1) City of Nanaimo Culture & Heritage funding grant. The City of Nanaimo will only provide up to 25% of the total expenses (25% is \$1500.00). Our application has been submitted.
    - The United Church of Canada Justice & Reconciliation Fund application was also submitted and has been initially received well.

We have advised this committee that although we have applied for the full funding (\$4600.00), if the city of Nanaimo Grant also comes through, we will return (or not draw on the \$1500.00.)

- After our Nov 22<sup>nd</sup> workshop, we can concentrate on advertising, our 2020 workshops. (Hopefully we will have heard back regarding our 2020 funding). These 2 workshops will be open to more of the community in general, rather than mostly service providers.
- **Noelle Hanuse** – October 20th presentation including “Leave Ego at the Longhouse Door: How Living by Spiritual Values Helps to Transcend Ego” at Bowen Park Centre (Room 1). We have the room from 12:00 – 4:00 so our Team members (as many as possible) will head there right after the Brechin Service to set up. Noelle’s presentation (1:00- 3:00 p.m.) will be about 1.5 hours with a short break after the first hour. When the doors open at 12:30 we will have refreshments available and for the duration of the day. Evaluation questionnaires will be given out towards the end of the presentation (possible during the break.)
  - Advertising: we are letting as many people (and local churches) as possible know about this event. Local churches have been asked to RSVP to Brechin (Cindy); most RSVP’ing will be back to Lynn.
  - Funding: we haven’t received the Provision funding but have been assured that it is forthcoming.

**Affirming Ministry**: Everyone felt that the “themed Conversation” re people “differently abled” and care-givers on Sunday Sept 15<sup>th</sup> went very well. There was a bit of update and discussion re Brechin’s new weekly study group series, focusing on disabilities. As the study group is evolving and unfolding, it has been suggested that we continue this process by making good use of the United Church of Canada’s very large Ministry on Disabilities, as it has much to offer. There is a website we can visit for information: <https://www.united-church.ca/community-faith/being-community/disability-and-inclusion>.

**Minute for Mission/Hallelujah Moment:** our team was pleased with councils 2 suggestions for our Hallelujah moment:

- (1) recognizing Brechin people not often acknowledged:
- (2) talking about our Brechin Spiritual Growth fund where we currently have \$2100.00 for educational workshops, etc. for members of Brechin congregation.

**SPARK:** Numbers have been small but the gathering well worth attending. Martha will still be updated info re Spark for our Brechin website.

**Climate Action:** those of us who attended the Friday, September 20<sup>th</sup> and Friday September 27<sup>th</sup> International Days of Climate protest, were pleased with the events. We will try to find out dates of the future monthly Friday rallies.

**Blue Boxes (Island Crisis Care Society fundraiser)** 9 boxes were returned Sunday the 13<sup>th</sup>. We have asked people to return them this coming Sunday. (11 to come back)

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**New Business:**

- M&O Annual report will be due in another month or 2.
- Cultural Night at Shq’apthut (VIU). 5:30 – 8:00 p.m. on October 16<sup>th</sup>. Cedar Bark weaving with Emily Mack (Dinner provided)

**Our Next M&O team meeting:** Nov 14<sup>th</sup>

## Pastoral Care Report – October 2019

Glad to report that all has been relatively quiet on the pastoral care front this past month, though of course we continue to be in touch with those in our congregation with various concerns.

Many of us recently enjoyed a very happy Brechin-related weekend, beginning with our amazingly successful fundraiser "Dessert and Talent Auction" October 5th. We continued on with our regular Sunday morning Sands service on October 6th, followed by the lovely afternoon Covenanting service for Tif at Hope Lutheran church.

Saturday December 7th will see us at our annual Cookie Walk fundraiser from 11 am till noon, again to be held at Hope Lutheran church.

Though it seems early to be thinking Christmas just yet, we'll enjoy our "Second Annual Brechin Christmas Singalong" at the ABC Restaurant on Wednesday December 11th from 5 pm. A roast beef buffet dinner may be purchased there by those who wish to dine before the singalong. Official announcement and sign up sheet closer to that date. Many thanks to Anne Harris-Freed for again facilitating this fun pre-Christmas evening!

We're considering the idea of doing a little a capella Christmas carolling at the homes/care homes of some of our shut-in Brechin family members who might otherwise be feeling a little isolated or lonely at such a convivial time of year. To be discussed further at our November/December meeting.

As always, the Pastoral Care team continues to be available to assist Tif in calling or visiting any in our congregation who are in need of compassionate support, for whatever reason.

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

## Worship Team Report for Council

October 17, 2019

The Team was very busy this past month. After August, getting back into routine with all the meetings and groups took up a lot of time. Helping Tif plan the Covenanting service was very meaningful.

The services with the focus on Jeremiah and Creation in September were interesting and informative and the timing of the theme was very appropriate. The great choices of music fit very well with the theme.

The service for Tif's Covenanting on October 6<sup>th</sup> at Hope Lutheran was lovely. It was a great choice of venue and there was a good turnout of people. Thanks to everyone who helped with the planning, refreshments and took part in the service.

Thanks to those who contributed to the small display for Thanksgiving last Sunday. Grace and Nelson looked after the arranging of the donations.

Anne Manikel presented a meaningful and heartfelt message on Thankfulness last Sunday while Tif was away. Thanks Anne from the Worship Team. The next Sunday that Tif will be away is November 10<sup>th</sup>. Ian Gartshore has agreed to present the message for that Sunday.

A new Power Point Presenter schedule has been prepared which will take us to March 15/2020.

As requested, the Worship Team has submitted a budget figure to the Treasurer for the Annual Report.

The Worship Team has two members looking at furniture ideas for a lectern and communion table for the new church building. They have found a couple of Artisans whose work they like.

On behalf of the Worship Team,

Diane Thomas

**Fresh Start** provides materials/tools for clergy and laity to use in establishing healthy relationships in communities of faith. Each module follows a similar format to provide a group learning experience for three hours. PowerPoint slides are used throughout the session along with small group conversation and individual worksheets. A trained facilitator facilitates the conversations and exercises for each Module. Theological reflection is integrated into each module.

The Modules:

1. **Church Size and Its Implications:** Remembering the basics of Church Size Theory during a time of transition can help us see our situation anew.
2. **Conflict Module 1 – Conflict Awareness:** Change in leadership, membership and mission, in and of itself, invokes conflict. Alban Institute Senior Consultant Alice Mann has said that one of the “great myths” of the church is that change is possible without conflict. Understanding the early warning signs and being clear on how we as individuals respond in conflict situations can help us navigate the transition phase.
3. **Conflict Module 2 – Conflict Management:** The purpose of this module is to deepen participant’s understanding of conflict and provide ideas and tools they can use in managing conflict effectively. (Related Modules #5, #11, #17, #18, #20 & #21).
4. **Decision Making: Style and Clarity:** A look at: Authority; Nature of decisions; Need for involvement; and faith community culture.
5. **Dialogue – Searching for Common Ground:** An approach to living in community in spite of our differences.
6. **Diversity:** This module examines differences related to cultural expectations, power, and privilege. This module was intentionally designed to be broad in scope and focus on the implications of diversity such as race, gender, sexual orientation, gender identity, finances, or ability, without focusing on any specific difference.
7. **Entering a New System:** The purpose for this module is to help participants understand that communities of faith are living systems and that the way new people enter the system can have a substantial impact on their ministry. This module provides some tools for new leaders and their communities of faith to get to know each other, and learn about the community of faith’s history, culture and expectations.
8. **Exit and Entrance – Patterns, Emotions and the Wilderness:** The purpose of this module is to help participants understand that the success of a transition depends in part upon how exits and entrances are handled, to reflect on their own exits and entrances, and become more intentional about entrance into new ministry.
9. **Family and Friends – Leading an Integrated Life:** The purpose of this module is to help ministry personnel look at their lives, how they live and how they schedule their time. Participants consider the importance of balance, integration and how well they maintain relationships with family and friends.
10. **Family Systems Theory – The Community of Faith as a System:** A clear understanding of Family Systems Theory can help ministry personnel and communities of faith be more self-aware and self-differentiating; to be better equipped to identify those in the community of faith with good leadership skills; and to better recognize and deal with anxiety in the system.
11. **Finances – What You Need to Know:** Responsible for the “big picture” and leading in the planning of the church’s vision, mission and core values, ministry personnel and lay leaders

can look at how monies are spent as an indicator of the extent to which the community of faith lives into their vision, mission and values. Facilitating faithful stewardship of the community of faith's gifts – time, talent and treasure – is a vital part of leadership.

12. **Habits, Norms and Expectations:** The purpose of this module is to explore how understanding a community of faith's routines and norms can smooth a new person's entry into the system.

13. **History-Sharing and Understanding:** The purpose of this module is to share the history of the community of faith and to explore how that history has shaped the community of faith and its relationship with the wider church.

14. **Leadership for Our Times:** A look at authority and leadership styles in the context of today's challenges.

15. **Leading Planned Change:** The purpose of this module is to have participants reflect on their readiness for change and to consider how well they are doing in following the basic steps needed for change to be effectively implemented.

16. **Organizational Systems Theory – Using Organizational Analysis in Communities of Faith:** The purpose of this module is to provide participants with a model for analyzing the effectiveness of their faith community systems.

17. **Planning for Effective Ministry – The Discern/Plan/Do/Reflect Cycle:** Planning is a cyclical process – “Vision without action is a dream. Action without vision is simply passing the time” (Joel Barker). There must be accountability for action embedded in the cycle and every system needs feedback about how things are going and changing. Cultural relevancy is a key component when discerning the who, what, where, when, why and how of the Spirit's leading and discerning how the church lives into the way of Christ, expressing love for God and neighbour.

18. **Polarities – Differences to be Managed:** Learning to differentiate between problems that need to be fixed and polarities that need to be managed, and a model for managing them.

19. **Power, Authority and Influence:** The purpose of this module is to help participants understand the dynamics of power, authority and influence in their communities of faith by conducting a power analysis and looking at dimensions of trust and agreement among those with formal and informal power.

20. **Renegotiating Roles and Expectations:** “...as we act, we not only express what is in us and help give shape to the world; we also receive what is outside us, and we reshape our inner selves. When we act, the world acts back, and we and the world are co-created.” This module equips participants with tools to negotiate roles and expectations.

21. **Role Clarity:** A clear understanding of your role in the community of faith is one of the most important tools you can acquire as a church leader – ordered or lay.

22. **Transition:** Understanding the difference between change and transition will help participants recognize individual and group dynamics in times of change and equip them to respond accordingly.

23. **Wellness – Caring for Self in Transition:** Spiritual, Physical, Mental, Emotional and Social Well-Being for Leaders Experiencing Change.