

Brechin United Church Council
MEETING MINUTES
Thursday, April 16, 2020

Via Zoom

ATTENDANCE: Anne Manikel, Christine Robertson, Linda Braid, Kathy Torhjelm, Val Neilson, David Moddle, Tif McNaughton, Lynn Burrows, Tom Gray, Randy Manikel, Diane Thomas, Darlene Darby.

Regrets: Barb O'Neill.

WELCOME by Anne Manikel, Council Vice Chair, who called the meeting to order at 10:05 a.m.

DEVOTIONAL – Val Neilson read two prayers: 'Time to Surrender' from Prayers to Sophia by Joyce Rupp and 'Plain Blessings' from Joy is our Banquet by Keri Wehlander.

APPROVAL OF AGENDA: **M/S:** Linda Braid / Lynn Burrows. **Carried.**

ADOPTION OF MINUTES:

† March 19, 2020

† April 2, 2020 revised

M/S: Val Neilson / Randy Manikel. **Carried.**

CORRESPONDENCE SENT: None

CORRESPONDENCE RECEIVED: None.

Minister's Report – Rev. Tif McNaughton – see attached. Loaves and Fishes are doing amazingly well, although some clients are concerned about how the requirements for physical distancing are being handled. Loaves and Fishes are looking for donations of egg cartons. Linda Braid will put a box on the back deck at Brechin House for them.

Financial Report –Randy Manikel – see attached. The projected revenues are down from this time last year but not unreasonable under the circumstances. Currently congregations and charities are not eligible for the \$40,000 bail out for small businesses. As we value our music team and their contributions, Linda Braid and Randy will contact Lonnie Moddle and Ron Klusmeier regarding their contract and invoices.

Pacific Mountain Region – Val Neilson – see attached.

Motion: M/S Linda Braid / Lynn Burrows the above reports be accepted as presented.
Carried.

LEADERSHIP TEAM REPORTS

Faith Formation and Spiritual Development (FF) – Darlene Darby – no report.

Ministry & Personnel – Linda Braid – see attached. Our custodian, Tonnie Leatherdale, is coming in on weekends to clean.

Mission and Outreach – Lynn Burrows – see attached. Lynn is in contact with Cliff Powers of Extreme Outreach Society of Victoria. He is working on bringing the same outreach to the Nanaimo homeless people.

Pastoral Care –see attached.

Property – Tom Gray. The lawn was cut on April 15.

Stewardship & Finance – David Moddle – no report. David is working on another stewardship letter which will be going out by email.

Worship – Diane Thomas – see attached. Everyone is working hard on the upcoming online services. We discussed the frequency of email fanouts. Tif will send a group email on Wednesdays regarding pastoral information and Cindy will continue with the regular Friday emails which will include how to access the online services.

Motion: M/S Lynn Burrows / Val Neilson that Leadership team reports be accepted.
Carried.

OTHER REPORTS:

Redevelopment – Val Neilson. See attached.

OLD BUSINESS: Terms of Reference – there is no indication of just which members of Council constitute the Executive. **Motion:** Move that the Terms of Reference be updated to identify the positions which make up the Executive which includes the Chair, the Vice Chair, the Treasurer, the Secretary, and the Minister (ex officio).

M/S: Val Neilson / Linda Braid. **Carried.**

NEW BUSINESS:

- † Letter of Authorization – A letter will be sent to Revenue Canada authorizing the addition of Randy Manikel and David Moddle to act as the representative of Brechin United Church in regards to the “My Business Account”.

INTENTIONAL COMMUNICATION:

- † Randy will put a paragraph in the Friday email fan-out reminding people to continue to support Loaves and Fishes, and if possible, consider making an extra donation.
- † Linda will put a box on the back deck of Brechin House for egg cartons.
- † Linda and Randy will talk with the music team regarding their contract and invoices.
- † David will send another letter from the Stewardship and Finance team. It will go in a separate email.
- † Tif will talk with Cindy about continuing her regular Friday emails.
- † Kathy will amend the Terms of Reference.

CLOSING PRAYER – Tif closed with a prayer.

Next Council meeting: May 21, 2020 via Zoom.

Devotional: Linda Braid.

The meeting was adjourned at 11:20 am on the motion of Tom Gray.

Anne Manikel, Vice Chair

Christine Robertson, Secretary

Minister's report to Council: Tif McNaughton

April 16, 2020

We've been in a changed routine due to covid-19 for about one month now. My role has shifted somewhat. In general I view my role as supporting spiritual care and connection, which this past month has meant more behind-the-scenes work and less direct pastoral contact than I'd prefer, as there's been a need to work out a cohesive response to this new situation:

- Working from home with office hours set at 10-6 Thursday-Sunday (though it's been a challenge to fit some tasks within this range), checking in daily by phone with Cindy
- Together with Martha making changes to the website to suit our current needs for online community
- Beginning to connect with teams who might want to use our online platforms to share and connect (so far this has been taken up by Anne Nesbitt's Going Deeper group)
- Sorting out how to keep information organized when the volume and flow of communication has changed, and when I am consistently working away from the office!
- Attempting to stay connected with the congregation and new people who are reaching out to us at this time, even though we aren't interacting in our usual ways: I am grateful for the pastoral care team and the value of mutuality the whole congregation holds, as I simply haven't been able to reach out as much as I have longed to right now!
- I have been more involved in the weekly email list (and transitioning this back to Cindy) which has revealed a serious gap: the minister's email account does not have an up to date address book with categories such as 'mailing list' which match Cindy's. This has caused a surprising amount of extra time spent and frustration.

-Resumed weekly reflection on the scriptures Palm Sunday (April 5th), working together with the music team for Good Friday and Palm Sunday. I have been writing articles for the website, loosely flowing from conversations I've had with people and what they say they are finding helpful right now, some of which are already posted. We have had a couple of requests for the addition of a Facebook Group for discussion and sharing of articles and I am exploring this with volunteers.

-Continuing to hold this community in prayer, and stay open to what arises. These are new times! I've been reminded by beloved mentors not to spend our energy and resources on pouring this new wine in to old wine skins! It seems very important at this time that we work with a sustainable pace, listen deeply, and support one another in a balanced and responsive way.

-Region: weekly region check in Zoom meetings which I attend as able, and increased communication with Region office and our Region Minister. Based on availability, I am considering invitations to contribute to podcasts or worship services across the province.

-Monthly conference calls with the Provincial government and Faith Leaders which Brechin was randomly selected to be part of.

-Cluster: In consultation with other cluster leaders, I've established a Cluster YouTube channel which we hope to use for sharing offerings for reflection and spiritual nurturance.

-Generally speaking, the need for communication and mutual support among clergy has increased, and my con-ed and Coaching needs have been shifted for the foreseeable.

-I will be keeping my scheduled vacation time from April 19th to 26th (preceded by a regular day off). The remainder of my 2019-2020 vacation and con-ed time will be re-evaluated closer to the dates.

A note from the most recent Faith Leaders meeting with the provincial government: It was very encouraging to hear the spirit of collaboration and mutual support, and to have that affirmed by the provincial leaders. Folks shared how their traditional celebrations for this season are being modified, experiences of both support and targeted attack, and questions about how to safely and responsibly share support with their communities ranging from linguistic support (ie translating the FULL government statements in languages additional to French and ASL) to seeking guidance on food distribution (ie Sikh Langar, which is a free community meal; food banks, upcoming rituals as part of Ramadan).

Respectfully submitted, Tif McNaughton.

Financial Report for Brechin Council April 16, 2020

We have all been worried about how the curtailment of regular Sunday services and the whole Covid19 situation will have on the finances of our church. There have been many phone calls and webinars from across the denomination and Pacific Mountain Region exploring ways that congregations can deal with the fall-out of this situation. Although none of us can really know, but based on the information that we have today, and the positive news that we have received since March 15th, I hope that I can allay some of your concerns. Rather than a simple monthly statement of revenue and expenses, I have attached the results from March along with a projection of what things may look like until the end of June. These are some important points:

- Approximately 65% of our revenue comes from PAR donations which have not been affected by the interruption of services. Envelope donations received at services totalled \$1,586 for the 3 services that were held in March. Overall, our revenue decreased by 20% compared to 2019.
- Our congregation has responded to the call to donate by alternative methods: e-transfer, through Canadahelps or by mail direct to Brechin House. To April 13th, over \$1,900 of donations to Local Expenses has been received; and additional \$900 has been donated to M&S, L&F and Refugees.
- Brechin is eligible for assistance under the Wage Subsidy Program. Starting in April, we will receive a subsidy of \$720 (for April, May and June) which is 10% of the payroll for our minister and administrative assistant. For organizations whose revenue is reduced by more than 30%, application may be made for a subsidy of 75%. At this time, it does not seem that our reduction in monthly income will be to that magnitude.
- On the advice of PMR, we have made application to the Royal Bank to receive an interest-free loan of \$40,000 which has no restrictions to its use. If this loan is repaid by December 2022, there is provision for up to 25% (\$10,000) to be forgiven.
- Our expenses will be very similar to our budget. There may be some modest reductions because of reduced number of meetings or other activities.
- To the end of March, our accumulated deficit is \$15,870. This is very similar to the deficit in March 2019 of \$15,507.

Based on the projections we are able to make at this time, our financial situation to the end of June will be similar to the budget that we had developed for this year.

Respectfully submitted,
Randy Manikel, Treasurer

**Brechin United Church
Balance Sheet As at 03/31/2020**

ASSET

Current Assets

Cash to be deposited	-5.00	
Petty Cash	80.40	
Saving Bank Account	0.00	
Chequing Bank Account	535.17	
Total Cash		610.57
Investments		230,000.22
GST Receivable	156.93	
Total Receivable		156.93
Prepaid Expenses		656.70
Total Current Assets		231,424.42

Capital Assets

Property		347,000.00
Total Capital Assets		347,000.00

TOTAL ASSET

578,424.42

LIABILITY

Current Liabilities

Accounts Payable		819.00
Total Current Liabilities		819.00

Trust Accounts

Building fund	54,472.77	
The Spiritual Growth Fund	2,148.92	
Clear Spiritual Growth Fund	-162.98	
Mission & Service	5,989.00	
Clear Mission & Service	-5,989.00	
Loaves & Fishes	2,006.00	
Clear Loaves & Fishes	-2,006.00	
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	102,980.23	
Clear Transitional Expense Fund	0.00	
The Legacy Fund	14,870.93	
Clear Legacy Fund	0.00	
ProVision Fund	10,319.43	
Clear ProVision Fund	-4,146.56	
Ladies Friendship Group Fund	39.45	
Clear Ladies Friendship Group Fund	0.00	
Nanaimo Community Refugee Fund	33,870.65	
Clear Nanaimo Community Refugee Fnd	-1,740.00	
Total Trust Funds		<u>219,925.43</u>
Total Current liabilities		<u>219,925.43</u>

TOTAL LIABILITY220,744.43**EQUITY****Retained Earnings**

Retained Earnings - Previous Year	373,391.48
Current Earnings	-15,711.49
Total Retained Earnings	<u>357,679.99</u>

TOTAL EQUITY357,679.99**LIABILITIES AND EQUITY**578,424.42

Generated On: 04/09/2020

Brechin United Church
Statement of Revenue & Expenses and Projections for 3 months

	March 2020 Actual	April 2020 Projected	May 2020 Projected	June 2020 Projected
REVENUE				
Revenue				
Local Contributions (PAR)	7,285	7,285	7,285	7,285
Local Contributions (Envelope from services)	1,586			
Local Contributions (via e-transfers, Mail, Canadahelps)	0	2,500	1,800	1,800
Federal Wage Subsidy Receipts		720	720	720
Open donations	0	0		
Weddings and Funerals				
Special Events & Fundraising	0			
Miscellaneous Revenues				
Total Operating Revenue	8,871	10,505	9,805	9,805
EXPENSE				
Overhead Expenses				
Moving & Temporary Space Expense	1,585	1,750	1,500	1,500
Electricity		650		
Equipment Service & Agreements		400		
Insurance	0	450	225	225
Janitorial Supplies		50	50	50
Contract Janitorial Services		250		250
Presbytery Fee	746	746	746	746
Repair & Maintenance General				
Telephone & Internet Expense	179	179	179	179
Total Overhead Expense	2,510	4,475	2,700	2,950
Payroll Expenses				
Wages & Salaries	7,194	7,194	7,194	7,194
Contracted Music Services	1,420	2,869	2,869	2,869
Wedding & Funeral Compensation	500			
Employee Benefits	2,230	2,450	2,450	2,450
Pulpit Supply	0	420	0	0
Total Payroll Expense	11,344	12,932	12,512	12,512

	March 2020 Actual	April 2020 Projected	May 2020 Projected	June 2020 Projected
General & Administrative Expenses				
Newspaper Advertising expense	144	250	250	250
Bulletins, Inserts & Service Suppli				
Envelope & Stewardship				
Sunday School & Christian Develop't				
Benevolent Expense				
Office Supplies	35	75	75	75
Service Supplies				
Observer Expense				
Fellowship Pastoral Care	30	50	50	50
Redevelopment Team Expense				
Miscellaneous Expense	0	150	150	150
Library Expense				
Music Expense				
Mission & Outreach Committee Exp.				
Subscription Expense				
Bookkeeping and Payroll Expenses	0	240	120	120
Total General & Adminstrative	209	765	645	645
TOTAL EXPENSE	14,063	18,172	15,857	16,107
NET INCOME For Month	-5,192	-7,667	-6,052	-6,302
Year to Date Accumulated Deficit	-15,870	-23,537	-29,589	-35,891

Pacific Mountain Region, April 16/20

I have been attending the weekly Zoom meetings on Wednesday afternoons from 1-2:30pm. They continue to be worthwhile and informative, often reinforcing newly shared government information from the previous few days. Sadly, some are reporting break ins and loss of property from their church buildings. Many do not have security systems and the properties are looking obviously empty.

I have also attached the notes I took from a Zoom conference with our Regional Minister Gail Miller on April 3/20. Gail highlighted information relating to finances, employment and governance. Other BUC attendees on that call were Tif, Randy and Linda.

I will report verbally on the Zoom call to be held April 15th at 1pm.

We are receiving good support and guidance from the wider church and I am so grateful for the capable leadership within Brechin's teams, ministries, Council executive and ministry personnel.

Respectfully submitted,

Val Neilson

M+P Report: April 16, 2020

Despite this extraordinary time, the staff and contractors have continued to work responsibly and diligently at home (Tif, Lonnie, Ron) or at Brechin House (Cindy, Tonnie).

Regular communication has been ongoing with the team, our staff and contractors via emails, telephone conversations and Zoom meetings.

We wish Tif a restful seven day vacation next week.

Respectfully submitted,

Linda Braid (M+P leader)

Pastoral Care Report for April

Due to the ongoing COVID-19 restrictions our Pastoral Care activities have, of necessity, been limited to telephone calls and email.

However, the team and other helpers recently divided up the whole congregational list and undertook a call-out to all our Brechin members to check on their well being during this unprecedented time.

Tif was hoping we could help identify anyone who was feeling extra stressed or anxious, who would like to talk with her personally, or who needed assistance in any way.

We all had very good conversations with the folks we phoned. The calls were well received and evidently much appreciated. In general, people seem to be doing OK. However, our folks in lockdown in care homes are quite isolated and lonely, missing their family and friends who are unable to visit. We will continue to call them as we always do, just to make sure they have regular contacts and don't feel forgotten.

A very sad note.....Fay-Ann, the daughter of our Council President Kathy Torhjelm, passed away last week. Due to the COVID-19 restrictions, her service will be held at a later date. Our sincere condolences go out to Kathy and her family.

Also of note, Helga Bouman, a former Brechin member, passed away on April 4th. Again, her family indicated that no service will be held at this time, due to the COVID-19 restrictions.

Our planned "Welcome to Newcomer's" evening at Brechin House at the end of April has had to be postponed for the time being.

As always, we continue to be available (by phone or email) to anyone who is ill, grieving the loss of a loved one, or otherwise in need of our help.

Respectfully submitted,
Barb O'Neill for the Pastoral Care Team

Worship Team Report for Council

April 16, 2020

Worship Team last met via Zoom on March 31st, 2020. Not all of the team were able to meet as some still don't have the technology. They are working on it.

At that time Tif was still working on the logistics of using YouTube to present a short message for our Sunday Worship and Easter week. A lot has happened since then and with the help of our talented Music leadership team Tif presented very meaningful Worship messages last week, and especially for Good Friday and Easter Sunday. Thanks to Lonnie, Ron and Christina, we were able to sing to music provided online.

For April 19th and 26th we will have members of the congregation present Worship online while Tif takes some well deserved time off. This Sunday, Anne Manikel will give the message, and on the 26th, Dale Perkins will give the message. They will have full support of the Music Team and Christina. Lonnie is a member of the Worship Team as well and works closely with Tif. She will support Anne and Dale as needed.

Ron and Christina have had to postpone the planned Sunday evening Sing-Along for a week. The new start date will be April 26th. Further information will be in next Wednesday's Brechin email.

Lonnie sent an email to the Worship Team reporting on the logistics of producing the services for Good Friday and Easter Sunday. I'll read her report at the meeting.

Brenda Wolff has sent a renewal form for Brechin's 2020 Marriage license. I believe both Gwen and Peggy filled out these forms last year so that they could perform marriages on behalf of Brechin during the year. Kathy Torhjem also received this report. I believe Brechin already has all requirements up to date and only need to renew for this year. Cindy will have this info also.

Respectfully submitted by Diane Thomas

Redevelopment, April 16/20

Nothing further to report from our Vancouver team. A few of us have noticed continued activity on the job site, so we are thankful for that.

Respectfully submitted,

Val Neilson