

Brechin United Church Council
MEETING MINUTES
Thursday, May 28, 2020

Via Zoom

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

Regrets: Darlene Darby.

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

DEVOTIONAL – Linda Braid read two poems by Charlotte Caron: “Creation” which is based on Genesis; and “New Ways of Life”, based on Ecclesiastes, verse 5.

APPROVAL OF AGENDA: add correspondence received from David Moddle and information about policies surrounding re-opening.

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

ADOPTION OF MINUTES:

† April 16, 2020 **M/S:** Barb O'Neill / Lynn Burrows. **Carried.**

CORRESPONDENCE SENT: None

CORRESPONDENCE RECEIVED:

- † David Moddle sent a letter to council expressing his regret that he cannot continue in the Treasurer position. Kathy Torhjelm will send a letter of thanks.
- † Letter from Ron Klusmeier with information regarding re-opening recommendations from his son, a minister in the United States.

Minister's Report – Rev. Tif McNaughton – see attached. She is working towards being more intentional rather than striving for perfection around relational, spiritual and connection points. Bob Simpson wants to start a Facebook group. Tif will tell Bob to go ahead and after reviewing the Terms of Reference, Diane Thomas will discuss with Bob the formation of a communications team.

Financial Report –Randy Manikel – see attached. Randy was disappointed that David Moddle could not continue. We need a search team to find a new treasurer. Each council member is asked to review the list of congregants and come up with two or three suggestions. We will hold a committee of the whole to discuss this in two weeks. Randy will provide information regarding the reality of the job and a list of expectations and responsibilities. Randy has created a draft budget for furnishings as a starting point for each group / team to work on their area of requirements.

Pacific Mountain Region – Val Neilson – see attached. Val is continuing to attend the weekly meetings. Tif will send a letter to our MP and MLA requesting assistance for all faith communities.

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

LEADERSHIP TEAM REPORTS

Faith Formation and Spiritual Development (FF) – Darlene Darby – no report. There is no need to ‘do’ anything at this time.

Ministry & Personnel – Linda Braid – see attached. The pandemic is incredibly stressful for all our staff – Tif, Cindy, Lonnie, Ron and Tonnie. Regarding the music contracts – less money is being paid for April, May, and June. The new contracts were to come into effect July 1, 2020, but the current contract will be extended until things are back to ‘normal’.

Mission and Outreach – Lynn Burrows – see attached. Julia Roberts is in touch with her former church in Nelson. They are holding “Wild Church” outdoor services. A church on the lower mainland is doing the same.

Pastoral Care – see attached.

Property – Tom Gray. The yard is being looked after.

Stewardship & Finance – no report.

Worship – Diane Thomas – see attached. Tif will be away for two more services and the services will be covered by Peggy and Kris Jensen and Ian Gartshore.

Motion: M/S Barb O’Neill / Lynn Burrows that Leadership team reports be accepted.
Carried.

OTHER REPORTS:

Redevelopment – Val Neilson. See attached. Things are progressing as planned with the building ready in the late fall 2020. The rent of ‘affordable’ apartments will be based on rent to income ratio. The Vancouver team is actively looking for a property manager, preferably an on-site person.

OLD BUSINESS: none

NEW BUSINESS:

- † Treasurer – a meeting will be held on June 11, 2020 to review possible candidates for Treasurer. Randy Manikel will provide background information. Kathy will invite Doug Cochrane to join the meeting.
- † Re-opening – would small groups in a “Wild Church” style on a rotating basis be a reasonable alternative? Julia Roberts would possibly be interested in working towards this. There may be liability concerns. It is probably too soon to form a team to discuss re-opening, people might get too excited or anxious.

INTENTIONAL COMMUNICATION:

- † Kathy will send David Moddle a letter of thanks.
- † Kathy will send the Terms of Reference (ToR) to Diane to review.
- † Diane will call Bob Simpson to discuss the formation of a communications team after she reviews the ToR.
- † Randy will provide council members with a list of jobs and responsibilities of the treasurer.
- † Kathy will invite Doug Cochrane to join our treasurer search team.

CLOSING PRAYER – Tif closed with a prayer.

Treasurer search team meeting June 11, 2020 at 10:00 am via Zoom

Next Council meeting: June 25, 2020 via Zoom.

Devotional: Barb O'Neill.

The meeting was adjourned at 11:25 am on the motion of Randy Manikel.

Kathy Torhjem, Chair

Christine Robertson, Secretary

Minister's report to Council
Thursday May 28th, 2020

Gail Miller and Brechin's M and P continue to be supports to me in the learning curve of both congregational ministry and the current covid situation we are navigating together. The structure of my work week continues to be a challenge, and I am working towards increasing space for the following (in order of priority):

- A more regular schedule for pastoral calls and writing cards to people
- Writing a summer pastoral letter (for mailed distribution for at least those who don't engage digitally- preferably everyone)
- More diverse entries on the Minister's Musings page
- Occasional video offerings for the cluster YouTube channel

I do not know if the spiritual formation folks will have discussed this and feel ready to propose it but I've been approached by Bob Simpson and Darby Love who are interested in creating and facilitating a Facebook Group.

The Facebook group is an example of a decision which is a more natural fit with something like a 'communications' team, or whoever oversees the Brechin Facebook page. I am seeing continuing challenges balancing our media/communications needs and my regular duties in the absence of a team of this nature for a congregation of our size. The Facebook group proposed would involve creating a space visible to admitted members only where articles, photos, discussions could be shared: this is like Spark, like a study group, like fellowship time, and more useful for personal connections than the existing Facebook Page. This idea has kind of slipped into the cracks of our existing teams and their abilities to take something on right now, as well as their knowledge/interest in Facebook as a platform for interaction. Bob does not intend for this to take any extra time from any teams- it is a low input and participant-managed proposal.

The June 14 and July 4 weddings are proceeding with precautions in place consistent with Region and provincial government requirements. As I will be near (even with precautions) a new cluster of people, I will be avoiding contact with congregants and the Nanaimo community for a period after each wedding.

Our colleague Foster Freed is nearing his retirement and John Crowdis will be coming to serve with Trinity. Let's keep these ministers and their families in our prayers during this time of transition.

One of my con-ed commitments this spring is an 8 week course on Mondays titled "Recontextualizing Pastoral care for Trauma and Covid-19". This week we talked about how even for people who would not describe themselves as experiencing trauma, as well as those who are, there are shifts which may be happening in our behaviours, perceptions and our bodies. We've learned some new ways to support a 'body scan' reflection one on one or in small groups. This led to an excellent discussion on the value of honestly, openly discussing our health as the body of Christ, collectively. How is the body of Christ in these days? What is tense, stretched, aching, agitated? What is breathing with more difficulty... or breathing more easily? I'll be sharing more about this in the weeks to come and encourage us to keep it in mind as we prepare to consider returning to some ways of being together in person. Covid-19 is one thing, and the ways our concerns are expressed (and will be in the future) is another distinct matter for us to keep front of mind- individually and collectively.

Respectfully submitted, Tif McNaughton.

Financial Report to Brechin Council

May 28, 2020

The attached Comparative Income Statement for the periods of January 1 to April 30 indicates that our year-to-date deficit for 2020 is actually much less than in 2019. This is happy news (for now) but the adverse effects of the pandemic will show up between now and the end of 2020. It is impossible to know the extent of these effects, but here are some things that we must follow in the next few months:

- Revenue from contributions to Local Expenses. We are fortunate to have over 50 contributors on PAR whose donations were not interrupted. In April, we received many contributions by e-transfers or Canadahelps but these seem to have dropped by half in May. This may change, but we must expect that not having in-person Sunday services will reduce this revenue for the year (by maybe \$10,000).
- Whether or not we will be able to hold fundraising events for the rest of the year remains a question. (We had budgeted for \$9,500 for fundraising revenue for 2020.)
- We have enrolled in the Canada Emergency Wage Subsidy program and may be eligible for up to \$4,500 from this program during 2020.
- Our expenses for April were unusually low, but much of this was a timing issue, and May expenses will be higher. However many of our general and administrative expenses such as advertising will be reduced.

So it is quite possible that our 2020 Operating Deficit could be \$10,000 to \$15,000 greater than our budget. This would result in the balance of the Transitional Expense Fund being \$42,000-\$47,000 to begin 2021. These projections have been used for calculating how much should be spent on furnishing our new space.

Respectfully submitted,
Randy Manikel
Treasurer

**Brechin United Church
Balance Sheet As at 04/30/2020**

ASSET

Current Assets

Cash to be deposited	-5.00	
Petty Cash	80.40	
Saving Bank Account	0.00	
Chequing Bank Account	<u>72,705.01</u>	
Total Cash		72,780.41
Investments		155,000.22
GST Receivable	<u>193.10</u>	
Total Receivable		193.10
Prepaid Expenses		<u>369.75</u>
Total Current Assets		<u>228,343.48</u>

Capital Assets

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

TOTAL ASSET		<u><u>575,343.48</u></u>
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LIABILITY

Current Liabilities

Accounts Payable	0.00
Total Receiver General	<u>0.00</u>
Total Current Liabilities	<u><u>0.00</u></u>

Trust Accounts

Building fund	54,499.77	
The Spiritual Growth Fund	2,148.92	
Clear Spiritual Growth Fund	-162.98	
Mission & Service	7,948.00	
Clear Mission & Service	-8,423.00	
Loaves & Fishes	3,331.00	
Clear Loaves & Fishes	-3,431.00	
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	9,028.73	
Clear ProVision Fund	-4,146.56	
Ladies Friendship Group Fund	39.45	
Clear Ladies Friendship Group Fund	0.00	
Nanaimo Community Refugee Fund	34,178.65	
Clear Nanaimo Community Refugee	-2,320.00	
Total Trust Funds	<u>217,814.73</u>	
Total Current liabilities	<u><u>217,814.73</u></u>	

TOTAL LIABILITY 217,814.73

EQUITY

Retained Earnings

Retained Earnings - Previous Year	373,391.48
Current Earnings	<u>-15,862.73</u>
Total Retained Earnings	<u><u>357,528.75</u></u>

TOTAL EQUITY 357,528.75

LIABILITIES AND EQUITY 575,343.48

**Brechin United Church
Comparative Income Statement**

	Actual 01/01/2020 to 04/30/2020	Actual 01/01/2019 to 04/30/2019
REVENUE		
Revenue		
Local Contributions	39,654	41,355
Open donations	458	1,216
Weddings and Funerals Net of Expenses	-100	0
Special Events & Fundraising	670	705
Miscellaneous Revenues	1,110	4,344
DILOR-RENT	0	50
Investment Income	2,130	2,546
Total Operating Revenue	<u>43,922</u>	<u>50,216</u>
EXPENSE		
Overhead Expenses		
Moving & Temporary Space Expense	7,530	8,018
Electricity	1,428	1,432
Equipment Service & Agreements	309	943
Fuel Expense	0	0
Insurance	893	791
Janitorial	0	89
Contract Janitorial Services	300	400
Assessments-Denomination & Region	2,237	2,236
Telephone & Internet Expense	717	682
Total Overhead Expense	<u>13,414</u>	<u>14,593</u>
Payroll Expenses		
Wages, Salaries & Benefits	35,936	40,612
Contracted Music Services	8,257	10,231
Minister Travel Expense	216	151
Minister's Continuing Ed & Book Exp	350	599
Pulpit Supply	412	0
Total Payroll Expense	<u>45,170</u>	<u>51,593</u>

General & Administrative Expenses

Newspaper Advertising expense	668	1,041
Bulletins, Inserts & Service Suppli	0	314
Envelope & Stewardship	151	158
Sunday School & Christian Develop't	136	506
Search Committee Expense	0	766
Benevolent Expense	0	0
Office Supplies	482	1,044
Observer Expense	0	0
Fellowship Pastoral Care	28	0
Redevelopment Team Expense	0	0
Miscellaneous Expense	35	407
Library Expense	0	0
Music Expense	42	0
Mission & Outreach Committee Exp.	0	347
Subscription Expense	0	0
Bookkeeping and Payroll Expenses	77	430
Total General & Adminstrative	<u>1,619</u>	<u>5,013</u>

TOTAL EXPENSE 60,203 71,199

NET INCOME -16,281 -20,983

Generated On: 05/13/2020

Furnishing Budget Recommendation from the Redevelopment Team

The Redevelopment Team is proposing this budget to guide the purchase of the necessary furniture and furnishings for our new space. There will also be expenses for moving, installation and hook up of various items, and of course there are bound to be many items that we didn't know we would need.

This budget will serve as a guideline for the various groups that will actually do the pricing and comparison. The Redevelopment Team will guide the process and assemble the total of all of these items before final purchases are made. We expect that there will be many adjustments required, but we feel this is a good place to begin. It may be possible to adjust the allocation from one category (or space) to another.

We will have to balance out 'what we need' with 'what we can afford' at this time. This is made much harder with not knowing how the pandemic will affect our revenues. However, we are going to move in, and we will need certain items, so we have to move ahead.

Summary of Funds Available

The Building Fund	54,391
The Memorial Fund	4,693
The Piemakers' Fund	2,579
Transitional Expense Fund	102,980
Total 'Unrestricted' Funds Available for Operation and for Furnishing New Space to begin 2020	164,643
Projected Operating Deficit for 2020	-57,500
Projected Total of Furnishing purchased prior to Move In (December 2020)	-32,000
Balance of Funds Available to begin 2021	75,143
Projected Total of Furnishings purchases during 2021	-12,500
Projected Operating Deficit for 2021	-30,000
Balance of Funds Available to begin 2022	32,643

Initial Furnishing Budget-May 25, 2020

Category	Purchase by December 31, 2020	Purchase at later date
Chairs for sanctuary and Multi Purpose Rooms	10,000	
Worship furnishing	7,000	3,000
Kitchen equipment	2,500	1,500
Furnishing for Chapel/Meeting Room	1,000	2,000
Furnishing for Library	1,500	1,500
Furnishing for Narthex and Entry Area	1,500	1,500
Filing, shelving for Music Storage	1,500	
Office Furnishings (Minister)		1,500
Office Furnishings (Office Administrator)		1,500
<i>Allowance for Moving and service connections</i>	4,000	
<i>Allowance for Unforeseen Expenses</i>	3,000	
TOTAL	32,000	12,500

Pacific Mountain Region Report for Council, May 28/20

I have been continuing to attend the weekly Zoom meetings on Wednesday afternoons from 1-2:30pm. There have been guest speakers each week including the current Moderator, the regional minister for Native Ministries, and on May 20th the assistant to Delta MP Carla Qualtrough. She answered many questions and clarified some of the government programs being offered. Ms. Qualtrough is the current Minister of Public Services and Procurement and Accessibility and is a member of a federal COVID task force.

Communities of Faith are being encouraged to send a letter/email to our MP and MLA requesting support for churches and faith groups generally. The message might include the positive contributions churches make to their local communities by supporting individuals, groups and local initiatives. It was strongly suggested a personal letter from a minister would go further than a petition or 'form letter'.

The PMR is emailing very informative newsletters addressing the re-opening of churches and how gatherings might resume. Their take is very conservative and it is strongly advised that we be faithful discerners in our decision making.

Respectfully submitted,

Val Neilson

M+P Report: May 28, 2020

The M+P team continues to be thankful for the on-going work of Brechin's staff- Tif and Cindy- as well as our contractors- Lonnie, Ron and Tonnie.

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

On May 8, the Pacific Mountain Regional Council stated the following: *“We are asking for all churches to consider the needs of their ministry personnel right now. Acknowledge that their ministers are working very hard and getting tired. Check in with them and encourage them to take the rest that is their due. Be generous, sincere and specific in your support of their need to take some time off.”*

This month has been an exhausting one for Tif with additional demands that have included reimagining congregational life, experimenting with new technologies, and facilitating online access for the Brechin members with Thursday check-in Zoom sessions. Sunday services have been appreciated and very well received by Brechin members thanks to the combined effort of Tif, Lonnie, Ron and Christina.

M+P is grateful to our Music team who have chosen to support Brechin by reducing their monthly invoice amounts beginning April, 2020. Lonnie and Ron have agreed *“to extend this arrangement as long as our church is unable to gather as a public group for rehearsals, meetings and/ worship. Upon resumption of ‘in-person’ gatherings, the terms of the temporary agreement will expire and be replaced by the proposed July 1, 2020 to June 30, 2021 contracts.”*

Respectfully submitted,
Linda Braid

Mission and Outreach, May 28, 2020

Basically, we don't have much to report. We need to wait and see how things go re: Covid-19 before we can restart the reconciliation workshops. It's very hard to see at this point if we can even get back to them in the Fall. Time will tell!

Tsow-Tum Le Lum Home Support (their Counselling & Culture Support Team) have very kindly offered outreach services counselling to any reconciliation workshop participants in need, so notice of this has been forwarded to some of the 2019-2020 workshop participants.

As mentioned at our last Brechin council meeting, most of us are very interested in pursuing energy alternatives, ways we can move into the future to protect our environment, mitigate climate change, etc., so are keeping ears open for upcoming, relevant on-line events, etc.:

- **Ian Gartshore**, as he announced this past Sunday, has a blog on his website www.IanGartshore.ca for suggestions on how we can move into the future.
- **Creatively United** (based in Victoria) Creative Solutions for a New World “bringing people & organizations together who care about healthy & resilient communities”). www.Creativelyunited.org is a very helpful, inspiring website with weekly on-line meetings (“**EarthFest**” – Creative Solutions for a New World...free webinar series 11:00 a.m. – noon on Wednesdays)

Lynn Burrows

Pastoral Care Report, May 2020

Due to the ongoing Covid-19 restrictions, our Pastoral Care team is currently unable to make our usual hospital or in-home visits to our congregation.

However, we have just completed our second very successful full congregational phone call-out and plan to do a third in mid to late June.

These calls continue to be much appreciated by those being phoned, and also very rewarding to those doing the calling. We all feel this is a very worthwhile effort and has enhanced existing relationships and promoted new friendships during the calls.

Those on lockdown in Care Homes and/or those who have no computers were extra appreciative of our calls to help them stay connected to their Brechin family for the duration of the restrictions.

While checking on each member’s well being, we also asked members if they had been able to access the online Sunday services, Tif’s “Minister’s Musings”, and the Thursday afternoon Zoom chats.

Responses varied, but the majority of those called knew of the online activities and either were continuing to access them regularly or had at least tried them at some point and planned to tap into them again.

As always, and in conjunction with our minister Tif, the team is available at all times to assist with any pastoral care needs or concerns our congregation may have, despite the pandemic restrictions.

Respectfully submitted,

Barb O'Neill
For the Pastoral Care Team

Worship Team Report for Council May 28, 2020

Worship Team has been quite busy this past month. Services change each week it seems with a combination of pre-recording and live with zoom, but we have such talented people to call on that we have had some amazing services. We need an extra special thanks to Team member and Music Director Lonnie Moddle along with her Music Team Ron Klusmeier and Christina Bogucki. They have spent many hours working on the logistics and preparing the services. And of course we have our very talented Minister, Tif, who seems extremely talented with all the technology needed to produce these services. Ron says we now have YouTube pre-recorded services, Zoom services and Hybrid services – a combination of many technologies!

A special thank you goes to Peggy and Kris Jensen for their service on May 17th, and to Ian Gartshore and Julia Roberts for their service on May 24th, while Tif took some education time. Also, thanks to Anne Manikel for being available for Pastoral Care while Tif was away. We are so blessed to have such willing talent to call on within our congregation.

Our Team last met on Zoom on May 13th. The Sunday service follows the Lectionary with a focus on crisis pastoral care. We have recently included an offering prayer and information on ways of giving our offering. We have also

included a Worship Leader to take part in the service by reading scripture and other parts of the service along with Tif. We have received lots of good comments from people who have watched our services, the latest which came from Val Neilson's Mom, Marion. She said, "I have been surfing around looking at various worship services online and Brechin's was SO good. The visuals, the words to the music, everything went so smoothly.....In the summer our church is going to recommend different services to watch I'll recommend Brechin for sure." There is a new element being planned for Sunday's service on May 31st. Make sure you tune in.

Respectfully submitted by Diane Thomas

Redevelopment Report for Council, May 28/20

Randy and I had a Zoom meeting with Terry Harrison on May 14th. There have been some changes in financing at the regional level which do not impact the church component of the project. It does result in an increase of affordable housing units from 51% to 70%. They are actively searching for property management and will let us know when that is in place. We have been reassured that the timeline has not changed with a goal of completion for late fall 2020.

Our BUC redevelopment team met on Zoom for two hours on May 21st. We reviewed our notes from the November workshop in order to assess next steps. The tasks of choosing and ordering worship elements, furniture, kitchenware, bookcases, tables, chairs, etc. will be shared with the various ministry and user groups who identified their needs at a November workshop. A budget plan will be drafted so folk will know what is available for spending.

Respectfully submitted,

Val Neilson