

Brechin United Church Council
MEETING MINUTES
Thursday, June 25, 2020

Via Zoom

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

Regrets: Tom Gray, Darlene Darby.

WELCOME by Kathy Torhjelm, Council Chair, who called the meeting to order at 10:06 a.m.

DEVOTIONAL – Barb O'Neill read "Wondering about the church after Covid-19" by Dean Ansley Tucker, of Christ Church (Anglican) Cathedral, Vancouver

APPROVAL OF AGENDA: add to correspondence received: email from Staples and a request for Brechin to participate in an event. **M/S:** Linda Braid / Lynn Burrows. **Carried.**

ADOPTION OF MINUTES:

† May 28, 2020 **M/S:** Barb O'Neill / Anne Manikel. **Carried.**

CORRESPONDENCE SENT: Kathy Torhjelm sent a letter of thanks to David Moddle.

CORRESPONDENCE RECEIVED:

- † Letter received from the Mission and Service branch thanking Brechin for their donation.
- † An email from Vera Bell and Mary Laanela with a suggestion of how Brechinites can use the extra money the federal government is sending to seniors. This suggestion will be sent to the congregation via email shortly before the funds will be received.
- † The Pacific Mountain Region sent an update to the recommended re-opening procedures and timeframe.
- † An email from Staples regarding their assistance to businesses during the pandemic. The information will be forwarded to the property team.
- † Brechin received a request from Laura Palmer for us to participate in the annual march for Lisa Marie Young (one of the MMIWG). We agreed not to advertise this in our bulletin because of Covid19.

Minister's Report – Rev. Tif McNaughton – see attached. She is working on a reopening plan for Brechin to send to Gail Miller for review and approval. Anne Manikel will proof-read and review it before it is sent to Gail.

Financial Report –Randy Manikel – see attached. Randy has applied for the enhanced emergency wage subsidy and we have received the first installment. We should be getting a total of \$6,609.00.

Pacific Mountain Region – Val Neilson – see attached. Val is continuing to attend the weekly meetings. Blair Odney will be taking over as president of PMR from Jay Olsen.

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

LEADERSHIP TEAM REPORTS

Faith Formation and Spiritual Development (FF) – Aside from an offer to facilitate a day camp in Nanaimo for children to run in July for 2 weeks, there is nothing to report. Due to Covid-19, concerns over the theological framework, and logistics, the Faith Formation team turned down the opportunity. Once we have our own building to advertise and work from, we might entertain this Spirit Camp in future years.

Ministry & Personnel – Linda Braid. The team is keeping in touch with all staff. Regarding the music contracts – we are paying reduced monthly rates. We will stay on the temporary contract until we are able to gather to worship in person.

Mission and Outreach – Lynn Burrows – see attached.

Pastoral Care – Barb O’Neill – see attached.

Property – no report.

Stewardship & Finance – no report.

Worship – Diane Thomas – see attached. There have been changes in the music responsibilities. Christina Bogucki is taking over some of the power point responsibilities from Ron Klusmeier.

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

OTHER REPORTS:

Redevelopment – Val Neilson. See attached. We have a new PMR representative on the development team, Don Evans. He will need to get up to speed on our project but will be an asset to the team. Construction has been delayed but will move forward as quickly as possible once the issues are worked out.

OLD BUSINESS:

- † Treasurer – a meeting was held on June 11, 2020. Several of the people asked to consider the position have declined due to other responsibilities. Blaine Wilkins will discuss the position with Randy Manikel. Thanks to Linda Braid for making the phone calls.

NEW BUSINESS: none

INTENTIONAL COMMUNICATION:

- † Linda will ask Cindy to notify people if mail arrives for their team. She will also ask her to refer in-person event announcements to the appropriate team for review.

- † Tif will complete the Health and Safety letter.
- † Anne Manikel will review the Health and Safety letter before it is sent to Rev. Gail Miller at PMR for her authorization.
- † Randy will ask Cindy to send out the suggestion by Vera Bell and Mary Laanala by separate email the last week of June.
- † Val will ask Cindy to include the PMR report in the next congregational fan out email.

CLOSING PRAYER – Tif closed with a prayer.

A group email will be sent out if anything requires discussion before our next meeting.

Next regular Council meeting: September 17, 2020 via Zoom.

Devotional: Anne Manikel.

The meeting was adjourned at 11:33 am on the motion of Randy Manikel.

Kathy Torhjelm, Chair

Christine Robertson, Secretary

Minister's Report to Council June 25, 2020

In addition to regular items such as worship preparation, meetings and pastoral care, the last month has been spent:

- Identifying where my time is being spent so I can meaningfully shift my schedule towards more time for pastoral care, creating spiritual care content people can access in addition to sermons, and planning potential small group contemplative worship.
- Continuing with the 'Recontextualizing Pastoral Care for Covid-19 course I've been taking via Leadershift which concludes next week.
- Continuing to gather information from Region and colleagues on how the activities of the church align with the province's phased resumption of activities.
- The minister email account has been mimicked a third time in an attempted scam. There does not seem to be a way to prevent this although I have wondered if it would be best to switch away from using Shaw email, as the security of my Gmail account has never been compromised. Although the fraudulent emails were not sent from the Shaw account, the address list seems to have been somehow accessed.

In yesterday's Town Hall, Janet Gear shared her Theological Banquet material through the lens of covid-19, and began by observing that covid's arrival has been like the tail of a dog, swiping all the pieces of our lives and our faith communities off the coffee table. Members will be missing different things about church life right now- and expressing that longing in different ways. It was a fascinating reflection of great value, and an important reminder of the diversity among us and how we might consider the needs of members whose view does not line up with our own.

You will have received the Region's guidelines for reopening, and the updated version as well. Although the document primarily focuses on resuming in-building activities it is important to recognize the same precautions apply to us without a building. Given the percentage of our people who are in a risk population, it is important that we are consistent and careful in how we restart any in-person contact.

Brechin does not have a committee/team who is handling crisis response as was recommended by the General Council guidelines this spring. As detailed in the Region's document, any re-opening plans need to be submitted for approval to the regional minister. I am drafting a plan which would encompass small group gatherings, contemplative worship led by the minister, as well as a safety plan for one on one pastoral care visits. Necessary precautions may include meeting outside, wearing masks, keeping an attendance list, limiting the number of participants, conducting visits seated rather than walking to ensure distance is kept. For instance, I am learning it may not have been appropriate for the women's brunch group to advertise their Smitty's gathering directly in the bulletin without consulting with any teams or me, even though they were following the rules set out by Smitty's. It is not Cindy's responsibility to stay informed of what events are appropriate to list in the announcements.

As the province enters Phase Three it will become increasingly frustrating for people to face restrictions and precautions but Brechin is a large enough church, and Nanaimo a large enough community, that it is not the only 'bubble' any of us are a part of. It is important that we have these safety plans in place so small groups and visits can be planned with assurance and consistency, and precautions are not perceived as subjective or arbitrary.

Respectfully submitted,
Tif McNaughton.

Financial Report, May 25, 2020

I have attached the “Comparative Income Statement to May 31, 2020” which shows our position for the first 5 months of this year compared to last year. Although our revenue for this year is less, our expenses are reduced as well. The shortfall for the first 5 months is actually smaller than last year which is somewhat surprising.

You can see details for this past month in the document “May 2020 Income & Expenses”. The revenue for Local Contributions is made up of PAR receipts for the month of \$7,240 and mailed or e-transfer contributions of \$4,335. So despite not having in-person services, people are continuing to ensure their donations are received.

We received \$720 under the Canada Emergency Wage Subsidy program this month. The ‘Basic’ portion of this program is a payment of 10% of the salaries paid to employees (not contractors). This program is available to all charitable organizations and businesses and runs for 3 months. We will receive 2 more payments under the program in June and July.

I have applied on Brechin’s behalf for the ‘Enhanced’ wage subsidy program. For organizations whose revenue decreased by at least 15% in March, the subsidy level is 75% of salaries paid. Brechin qualified for this program and in June we have received \$4,449. In all, we should receive a total of \$6,609 from the Canada Emergency Wage Subsidy program.

All-in-all, we are weathering the storm quite well, and at this point, we can expect our annual deficit to be a bit smaller than our budget has predicted. The government support was unexpected, but certainly will be helpful.

Please review the attached documents and feel free to call or email me with any questions or comments that you have.

Respectfully submitted,

Randy Manikel, Treasurer

**Brechin United Church
Balance Sheet As at 05/31/2020**

ASSET

Current Assets

Cash to be deposited	-5.00	
Petty Cash	80.40	
Chequing Bank Account	18,313.53	
Total Cash		18,388.93
Investments		205,000.22
GST Receivable	260.40	
Total Receivable		260.40
Prepaid Expenses		298.02
Total Current Assets		<u>223,947.57</u>

Capital Assets

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

TOTAL ASSET

570,947.57

LIABILITY

Total Current Liabilities

0.00

Trust Accounts	
Building fund	54,526.77
The Spiritual Growth Fund	2,148.92
Clear Spiritual Growth Fund	-162.98
Mission & Service	10,606.00
Clear Mission & Service	-10,606.00
Loaves & Fishes	4,327.00
Clear Loaves & Fishes	-4,327.00
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	34,528.65
Clear Nanaimo Community Refugee Fund	-2,900.00
Total Trust Funds	218,186.73
Total Current liabilities	218,186.73
TOTAL LIABILITY	218,186.73
EQUITY	
Retained Earnings	
Retained Earnings - Previous Year	373,391.48
Current Earnings	-20,630.64
Total Retained Earnings	352,760.84
TOTAL EQUITY	352,760.84
LIABILITIES AND EQUITY	570,947.57

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**Brechin United Church
Comparative Income Statement**

	Actual 01/01/2020 to 05/31/2020	Actual 01/01/2019 to 05/31/2019
REVENUE		
Revenue		
Local Contributions	51,229	51,820
Open donations	458	1,389
Weddings and Funerals	900	200
Special Events & Fundraising	670	705
Miscellaneous Revenues	1,110	4,842
DILOR-RENT	0	50
Gov't Pandemic Programs Revenue	720	0
Investment Income	2,130	4,099
Total Operating Revenue	57,217	63,105
EXPENSE		
Overhead Expenses		
Temporary Rental Expense (Brechin House & Sands)	9,070	9,518
Electricity	1,747	1,432
Equipment Service & Agreements	1,095	1,159
Insurance	1,117	992
Janitorial Supplies	0	127
Contract Janitorial Services	300	400
Assessment fees	2,982	2,982
Repair & Maintenance General	0	0
Telephone & Internet Expense	897	853
Utilities	0	0
Total Overhead Expense	17,208	17,462
Payroll Expenses		
Wages & Salaries	35,968	40,745
Employee Benefits	10,739	9,919
Contracted Music Services	10,077	12,637
Wedding & Funeral Compensation	1,000	200
Minister Travel Expense	216	151
Minister's Continuing Ed & Book Exp	1,087	599
Pulpit Supply	824	0
Total Payroll Expense	59,910	64,250

General & Administrative Expenses

Newspaper Advertising expense	668	1,501
Envelope & Stewardship	189	196
Sunday School & Christian Develop't	170	590
Search Committee Expense	0	766
Benevolent Expense	0	0
Office Supplies	709	1,430
Service Supplies	0	351
Observer Expense	0	0
Fellowship Pastoral Care	28	15
Redevelopment Team Expense	0	0
Miscellaneous Expense	35	407
Library Expense	0	0
Music Expense	42	0
Mission & Outreach Committee Exp.	0	100
Subscription Expense	0	32
Bookkeeping and Payroll Expenses	308	471
Total General & Adminstrative	<u>2,149</u>	<u>5,859</u>
TOTAL EXPENSE	<u>77,848</u>	<u>87,571</u>
NET INCOME	<u><u>-20,631</u></u>	<u><u>-24,466</u></u>

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Brechin United Church
Income Statement 05/01/2020 to 05/31/2020

REVENUE

Revenue

Local Contributions	11,575.00
Open donations	0.00
Weddings and Funerals	0.00
Special Events & Fundraising	0.00
Miscellaneous Revenues	0.00
DILOR-RENT	0.00
Gov't Pandemic Programs Revenue	720.26
Total Operating Revenue	<u>12,295.26</u>

TOTAL REVENUE 12,295.26

EXPENSE

Overhead Expenses

Temporary Rental Expense (Brechin House)	1,540.00
Electricity	318.90
Equipment Service & Agreements	785.33
Fuel Expense	0.00
Insurance	224.45
Janitorial	0.00
Contract Janitorial Services	0.00
Assessment Fees (National & Region)	745.55
Repair & Maintenance General	0.00
Telephone & Internet Expense	179.37
Utilities	0.00
Total Overhead Expense	<u>3,793.60</u>

Payroll Expenses

Wages & Salaries	7,193.58
Employee Benefits	2,577.38
Contracted Music Services	1,820.00
Minister's Continuing Ed & Book Exp	736.54
Pulpit Supply	412.00
Total Payroll Expense	<u>12,739.50</u>

General & Administrative Expenses

Newspaper Advertising expense	0.00
Envelope & Stewardship	37.72
Sunday School & Christian Develop't	34.01
Benevolent Expense	0.00
Office Supplies	227.70
Service Supplies	0.00
Observer Expense	0.00
Fellowship Pastoral Care	0.00
Redevelopment Team Expense	0.00
Miscellaneous Expense	0.00
Library Expense	0.00
Music Expense	0.00
Mission & Outreach Committee Exp.	0.00
Subscription Expense	0.00
Bookkeeping and Payroll Expenses	230.64
Total General & Administrative	<u>530.07</u>

TOTAL EXPENSE 17,063.17

NET INCOME -4,767.91

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Pacific Mountain Region Report for June 25/20

I have been continuing to attend the weekly Zoom meetings on Wednesday afternoons from 1-2:30pm. Earlier this month the townhall guest was Health Minister Adrian Dix. This week the guest speaker is Janet Gear who facilitates the Theological Banquet events.

The PMR is emailing 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. Christine distributed the newsletter and the updates from the Region that follow Dr. Bonnie Henry's recommendations as well as the required guidelines from WorkSafe BC.

On Saturday, June 27th the Region will be presenting an online Celebration of Ministry Service at 10am. Here is the YouTube link:

<https://www.youtube.com/watch?v=y2mVJb-4GbQ&feature=youtu.be>

Respectfully submitted,

Val Neilson

Mission & Outreach Report to Council June 25th, 2020

This past month has been quiet as far as our Mission & Outreach Team although all of us have been super busy with our lives, our community, etc. in other ways.

Some of us have been supporting/learning from, the local "Black Lives Matter" rallies, webinars, etc.

- This link might be of interest & helpful: "Uncomfortable Conversations with a Black Man" Episode 2 with Matthew McConaughey (There is also Episode 1 and 3 available)

https://www.youtube.com/watch?v=CwiY4i8xWlc&feature=share&fbclid=IwAR2aIld0KisxocnmS5T7N5rz_6QTnCzIJ2dmUq7D7WInpmPbJw5sh3cqhkQ

- Creatively United – Community Solutions for a New World - based in Victoria on VI, continues to host excellent webinars + advertise many relevant, critical and interesting subject-matter. www.creativelyunited.ca. All webinars, etc. are taped and available a couple of days after production, on their website.
- Another link: this one I will be forwarding to Martha (along with a short intro as suggested by Tif) for our website news, is a statement for Pride month posted on the Island Health website and sent to me by Tim of “Reaching Out” <http://www.islandhealth.ca/news/stories/pride-2020-trans-care> (It is “a statement that expresses for me how we, both inside and outside our health authorities, need to move forward in providing the best of care for trans people in our communities.”)

Re our Reconciliation events: Brechin United has now received the expected \$5,026.00 from the UC Justice & Reconciliation Fund Committee for our pre-Covid 19 planned Fall Reconciliation workshops. We are able to wait until an appropriate and safe time to hold the workshops using these funds.

Poverty in Nanaimo: One of our Team members suggested I include a recent submitted letter to the editor re our homeless situation. *(June 17th issue had a front page article re the 630 shopping carts collected on the streets by the City since Nov 2019. I pointed out that the vast % of these carts held people’s only possessions including their blankets for warmth/safety. I suggested that the City address the underlying homeless issues by further thoughtful collaboration with local groups working on these issues. (My letter didn’t make it into today’s paper – hopefully next week’s!)*

I am meeting with Dennis Lakusta this afternoon to discuss his “Nanaimo Streets Initiative” (re the homeless) to be launched late summer/early fall. Our M&O group may choose to assist with this. I will be sharing the info with them after the launch date.

Lynn Burrows Chair, M&O Team

Pastoral Care Report for June 2020

Given the continuing Covid-19 restrictions, it’s been a relatively quiet month for the Pastoral Care team. Unfortunately, but understandably, no hospital or home visits are permitted at this time.

With Cindy's help, we've been updating our congregational list with contact information. A finalized version should be available this week.

Armed with that information, we're about to begin our third congregational call out to check on the well being of our Brechin church members during this unusual time stemming from the pandemic.

These calls have been well received and will be continued every 6-8 weeks for the duration.

We of course continue to make regular calls to those members in long term care homes under lockdown and to any Brechin members we know of who would benefit from our caring connection.

As we don't meet during July and August, some of the team recently gathered for a socially distancing but pleasant bag lunch/meeting in Bowen Park.

As always, we will be available through the summer months via phone or email for any Brechin members who have concerns or needs they wish to share.

Respectfully submitted,

Barb O'Neill
For the Pastoral Care team

Worship Team Report for Council

June 25, 2020

It's been a busy time for Worship Team. It seems every week there are changes to the Worship service and its pretty exciting! But it all puts a lot of work on our Minister Tif, and our Music Team. Therefore, Worship has had extra time with Tif to try and find ways to relieve her workload and stress level. Tif needs time for Pastoral Care and its difficult because of all the technical preparation needed to get a service ready to go online with Zoom or YouTube. Thankfully, Kathy Torhjelm has volunteered to learn how to use Zoom for a service but we are hoping we can have a few others learn as well so that Tif doesn't have to run the whole service each week. But this will take time to fully train new people. We have slowly added features like Lay Leaders and Choir singing to lead the hymns, thanks to the expertise of Lonnie, Ron and Christina, and all the volunteer lay people. It is very important that Lay Leaders and guest Pulpit Supply send a practice session to Ron

before the Sunday they are leading. A recorded Offertory will be added to this week's service.

Worship Team has recommended a proposal to M & P that for the next two months, July and August, Tif takes the fourth Sunday off and people will be encouraged to watch other recommended services on the internet. Suggestions will be printed in the Friday fan out email. This will give Tif a week each month to catch up on Pastoral Care and other duties that she is struggling to find time for. This will also give the Music Team a breather too as they have been spending many extra hours preparing our services. But it is important that these changes must not affect salaries.

Communion Sundays: Worship recommends that a printed bulletin with the Communion liturgy is sent out to the congregation on the Friday so only Tif with the Communion elements is visible on the screen. That way people can follow the liturgy on their printed version and see Tif present the elements and offer communion.

We are grateful to the Pulpit Supply Clergy who have allowed services to continue while Tif has been away. The next Sunday Tif will be away is July 12, and we are delighted that Anne Manikel has agreed to cover that Sunday. Rob Russell will be the Lay Leader.

Ron Klusmeier has asked permission to share his workload with Christina. Christina will look after more of the technical work of putting everything together as Ron spends more time on the music. That includes putting each choir person's recorded song together so we have a "choir" leading the music each Sunday. It takes a lot of time. In the absence of Ron or Lonnie music for a service will be able to be pulled from the music library that they are building each week. Therefore Ron and Christine or Lonnie can take a holiday break as needed.

Worship Team approved a motion for Rev. Gwen Boyd, Rev. Peggy Jensen and Rev. Kris Jensen to solemnize marriages under the name of Brechin United Church. Forms are to be submitted to Pacific Mountain Region.

Worship Team agrees to the removal of Charlotte Caron from the Historic Roll and we forward this recommendation to Council. Charlotte is an order of ministry person who is now attending James Bay United Church in Victoria.

Worship has again entered an ad in the yearly 101 Things to Do in Nanaimo magazine. Diane proofed the ad with assistance from Lonnie and made some minor changes.

Worship has a budget of \$7,000 for Chancel furniture. Lonnie and Gwen will seek out appropriate pieces for Communion Table, Lectern and Baptism furniture. Brechin retired clergy have offered to provide a Baptism Bowl. The furniture will be movable.

Respectfully submitted,
Diane Thomas

Redevelopment Report for June 25/20

Randy and I were informed last week of a change in personnel on the Region's Property Resource Team. Terry Harrison is no longer with the Region and our new liaison person is Don Evans. We met with Don and Treena Duncan by Zoom on June 22nd and feel he is experienced and qualified to work with Brechin going forward. His background is finance and more recently he has worked with non-profits such as First United in Vancouver, Our Place in Victoria, and the Bethlehem Retreat Centre.

There are delays on the project and the building will not be completed in the timeline we have previously reported. It will be at least spring of 2021 before we will move in. Colliers, BC Housing and the Region are all working hard to address the delays. They are committed to seeing the project through and all have an interest in a timely completion of the building.

Respectfully submitted,
Val Neilson