

**Brechin United Church Council**  
**MEETING MINUTES**  
**Thursday, October 15, 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, Blaine Wilkins.

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 an article from the Times Colonist entitled "The spiritual practice of seeing through the lens of love" by The Ven. Alastair Singh-McCollum, rector of St. John the Divine Anglican Church in Victoria. She also told us about taking an "Awe" walk – walking to look for the 'Awe' to be found in nature.

APPROVAL OF AGENDA: add to New Business: Nominations. **M/S:** Val Neilson / Barb O'Neill. **Carried.**

ADOPTION OF MINUTES:

† September 17, 2020

**M/S:** Lynne Burrows / Anne Manikel. **Carried.**

CORRESPONDENCE SENT: none.

CORRESPONDENCE RECEIVED:

† Telephone call from St. Andrews United in Nanaimo. They are offering us the use of their sanctuary for services as we might wish. They also offered their meeting spaces for us to use as necessary now the fall is here.

**Minister's Report** – Rev. Tif McNaughton – see attached. She has been involved in many wider church activities.

**Financial Report** –Randy Manikel – see attached. We discussed the need to remove David Moddle and Pat Hyslop from Brechin United's list of signatories on our Royal Bank of Canada account. **Motion:** That Pat Hyslop and David Moddle be removed from the list of individuals who are authorized to sign on behalf of Brechin United Church on the Royal Bank of Canada bank account, and that Blaine Wilkins be added to the list of individuals as authorized to sign on behalf of Brechin United Church on the Royal Bank of Canada account. **M/S:** Randy Manikel / Lynn Burrows. **Carried.** We also discussed the need to include a representative from the Redevelopment team on the Budget team. The budget team usually includes the Treasurer, the Chair, the Stewardship and Finance team leader and the Ministry and Personnel team leader.

**Pacific Mountain Region** – Val Neilson. The annual meeting of the Region will be held via Zoom on October 16 and 17, 2020. Brechin's voting representatives are Val

Neilson and Susan Ward. Any members of the congregation may attend but are not able to vote. There is a remit in process which does not need any input from the congregations as it modernises the language used in various legal documents.

**Motion:** M/S Linda Braid / Barb O'Neill that the above reports be accepted as presented. **Carried.**

#### LEADERSHIP TEAM REPORTS

**Faith Formation and Spiritual Development (FF)** – no report. Darlene informed us via email that all study groups are on hold for the time being.

**Ministry & Personnel** – Linda Braid. See attached. There is a good letter in the most recent edition of the Broadview magazine regarding ministerial evaluations within the context of new responsibilities due to Covid-19.

**Mission and Outreach** – Lynn Burrows – see attached. The team would be interested in supporting a social justice group in the central Island area.

**Pastoral Care** – Barb O'Neill – see attached. Barb let us know about a long-time member who is struggling after a stroke. We are asked to keep her in our prayers. The group will start meeting at St. Andrews United next month.

**Property** – no report.

**Stewardship & Finance** – Blaine Wilkins. Nothing to report. He is still working to get more congregants on PAR (Pre-Authorized Remittance).

**Worship** – Diane Thomas – see attached. St. Andrews United has invited us to use their worship space. The first possibility would be the first Sunday in Advent, November 29, 2020.

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

#### OTHER REPORTS:

**Redevelopment** – Randy Manikel. The search is continuing for a property manager. Discussions are ongoing to solve the problems which have caused the delays.

**Motion:** M/S Blaine Wilkins / Barb O'Neill that the Redevelopment report be accepted. **Carried.**

#### OLD BUSINESS:

#### NEW BUSINESS:

- † The nominations team (the Vice Chair and another person) need to know which team leaders are stepping down, whether a member of the team will take on the responsibility of team leadership and which teams need additional members. The Pastoral Care team needs a new team leader. Team Leaders need to consult with their teams regarding their continuing participation.

- † Priorities for the next three to six months need to include where and how we can find space to share for our team meetings and other groups.

INTENTIONAL COMMUNICATION:

- † Team leaders will check with their teams about who is staying, and which members are willing to become team leaders.
- † Christine Robertson will prepare a letter to the bank regarding changing the signatories on the Royal Bank account.
- † Randy Manikel will set up a budget meeting.
- † Kathy Torhjelm will talk to St Andrews contact person Keith McGregor about meeting space.
- † Blaine Wilkins will work on ways to encourage more members of the congregation to join PAR.

CLOSING PRAYER – Tif closed with a prayer.

Next regular Council meeting: November 19, 2020 via Zoom.

Devotional: Linda Braid.

The meeting was adjourned at 11:11 am on the motion of Diane Thomas.

Kathy Torhjelm, Chair

Christine Robertson, Secretary

## Minister's Report

Rev. Tif McNaughton  
October 2020

Thanks to the teams who have resumed their fall work and discerned what will be in person and what will take place online, and thanks to the stewards of the safety plan for carefully supporting everyone's requests.

A couple of new wider church commitments have arisen:

- I am serving as diaconal mentor for Michelle McCreedy
- I have been part of the worship planning team for the region meeting which will be on October 16<sup>th</sup> and 17<sup>th</sup> (with an additional worship service for any congregations to access on Sunday October 18<sup>th</sup>). I had thought I would be attending the Friday afternoon service in person to support my Auntie's commissioning but due to covid, our plans have changed!

Wild Church continues, with our final fall gathering scheduled for October 20<sup>th</sup>. Its been an enjoyable experience for me and thank you to everyone who has offered feedback and support on this first round- looking forward to implementing some improvements to registration and communication for the Winter sessions.

Over the last couple of months I have been able to increase the time in my schedule for pastoral connections, and trying to be available to people who are new to our community, or meeting us online. Folks are finding the covid precautions understandable- the hardest part being that you're all such kind hosts and I can't accept tea or cookies when I visit, I'm keeping that mask on! Our second memorial in these times was Marge Dickson's service September 18<sup>th</sup>. Sands worked with me to coordinate everything required of the family and it all felt well done and safe. I was reminded that if families aren't working with a funeral home, we don't have a facility to offer them, though we could do outdoor gathering or Zoom if a facility is not available.

Upcoming areas of focus include working with teams to prepare for advent and a possible longest night/blue Christmas service, continuing to connect with more congregants, possibly connecting with cluster colleagues, and ever trying to make time to work on my 'web presence'.

This week's windstorm knocked out power and internet at my home for a while; fortunately, I was able to go in to the office after Cindy's office hours to conduct Zoom meetings in the kitchen. Everything was jostled around by a few hours, but most things worked out fine!

Respectfully submitted,  
Tif.

Financial Report to Brechin United Church Council  
October 15, 2020

- I have attached the September 30 Balance Sheet and also a document that combines our 2020 Budget for the year, as well as a projection of where we may end up financially at the end of this year. Our budget, which we developed in December 2019 projected an operating deficit of \$45,800. Based on our September 30<sup>th</sup> financials, I am projecting that our yearend deficit will be approximately \$37,000. Our expenses are a bit reduced and also we have received the unexpected federal pandemic subsidies revenue. Hopefully our revenue from PAR and other forms will continue strong for the remainder of the year(and beyond!).
- If we do manage to contain our 2020 operating deficit to \$37,000, that would leave a net amount of \$66,000 in the Transitional Expense Fund for 2021. I suggest that we should convene meetings of our Brechin Budget team so that we can plan for next year. Normally we have representatives from M&P (Linda B), Stewardship (Blaine) 2021 Chair (Kathy) as well as Treasurer (Randy).
- We applied for the federal wage subsidy for July and August (\$4,960 for each month). This will bring the total of federal pandemic revenue to \$16,500.
- I would like to make a motion that Blaine Wilkins be authorized to sign on the Brechin RBC chequing account.

Respectfully submitted,  
Randy Manikel

**Brechin United Church  
Balance Sheet As at 09/30/2020**

**ASSET**

**Current Assets**

Petty Cash	81.40	
Saving Bank Account	0.00	
Chequing Bank Account	43,581.78	
<b>Total Cash</b>	<u>43,581.78</u>	43,663.18
Investments		175,000.22
GST Receivable	433.71	
<b>Total Receivable</b>	<u>433.71</u>	433.71
Prepaid Expenses		702.33
<b>Total Current Assets</b>		<u>219,799.44</u>

**Capital Assets**

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

**TOTAL ASSET**

566,799.44

**LIABILITY**

**Current Liabilities**

Accounts Payable		337.00
Total Receiver General		0.00
<b>Total Current Liabilities</b>		<u>337.00</u>

**Trust Accounts**

Building fund	55,834.77	
The Spiritual Growth Fund	2,148.92	
Clear Spiritual Growth Fund	-162.98	
Mission & Service	18,618.00	
Clear Mission & Service	-18,618.00	
Loaves & Fishes	7,397.00	
Clear Loaves & Fishes	-7,397.00	
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	
Newcomer Citizenship Fund	0.00	
Clear Newcomer Citizenship Fund	0.00	
ProVision Fund	14,054.73	
Clear ProVision Fund	-4,146.56	
Ladies Friendship Group Fund	39.45	
Clear Ladies Friendship Group Fund	0.00	
Nanaimo Community Refugee Fund	36,196.65	
Clear Nanaimo Community Refugee Fnd	-8,091.68	
Total Trust Funds		<u>220,997.05</u>
<b>Total Current liabilities</b>		<u>220,997.05</u>
<b>TOTAL LIABILITY</b>		<u>221,334.05</u>

**EQUITY****Retained Earnings**

Retained Earnings - Previous Year	373,391.48	
Current Earnings	-27,926.09	
<b>Total Retained Earnings</b>		<u>345,465.39</u>
<b>TOTAL EQUITY</b>		<u>345,465.39</u>
<b>LIABILITIES AND EQUITY</b>		<u><u>566,799.44</u></u>

Generated On: 10/12/2020

**Brechin United Church**  
**Budget, YTD September totals and Year-End Projections**

	<b>2020 Budget</b>	<b>Sept 30th, 2020 Total</b>	<b>Projected 2020 Year End</b>
<b>REVENUE</b>			
<b>Revenue</b>			
Contributions to Local Expenses	135,000	93,128	128,000
Open donations	3,000	458	458
Weddings and Funerals (Net of Expense)	250	-100	0
Special Events & Fundraising	9,500	670	800
Bequests			0
Miscellaneous Revenues	2,000	1,269	1,500
Gov't Pandemic Revenue	0	11,590	16,250
Facility Rentals			
Investment Income	3,700	2,441	2,500
<b>Total Operating Revenue</b>	<b>153,450</b>	<b>109,456</b>	<b>149,508</b>
<b>EXPENSE</b>			
<b>Overhead Expenses</b>			
Moving & Temporary Space Expense	22,200	15,153	20,250
Electricity	2,500	1,882	2,500
Equipment Service & Agreements	1,500	1,218	1,750
Heating Expense			
Insurance	2,750	2,015	2,700
Janitorial Supplies	0	0	
Contract Janitorial Services	1,300	450	700
United Church of Canada Assessment	8,212	5,964	8,212
Repair & Maintenance Expense	200	0	
Telephone & Internet Expense	2,200	1,655	2,200
Utilities			
<b>Total Overhead Expense</b>	<b>40,862</b>	<b>28,337</b>	<b>38,312</b>

	<b>2020 Budget</b>	<b>Sept 30th, 2020 Total</b>	<b>Projected 2020 Year End</b>
<b>Payroll Expenses</b>			
Salaries & Employee Benefits	113,794	86,361	115,000
Contracted Music Services	30,650	17,357	23,000
Pulpit Supply	1,650	1,668	2,316
<b>Total Payroll Expense</b>	<u>146,094</u>	<u>105,386</u>	<u>140,316</u>
<b>General &amp; Administrative Expenses</b>			
Newspaper Advertising Expense	3,000	826	1,500
Bulletins, Inserts & Service Supplies	450	0	200
Website Expense	575	565	565
Envelope & Stewardship Expense	50	226	400
Sunday School & Christian Development	750	328	400
Search Committee Expense	0		
Benevolent Expense	350		
Office Supplies	2,200	1,149	2,000
Broadview Magazine Expense	350	-665	350
Fellowship Pastoral Care	200	28	150
Redevelopment Team Expense	500		
Miscellaneous Expense	1,000	160	500
Library Expense	200		
Music Expense	1,000	379	450
Mission & Outreach Committee Expense	200		
Subscription Expense	100	32	100
Bookkeeping and Payroll Expense	1,400	538	1,400
<b>Total General &amp; Administrative</b>	<u>12,325</u>	<u>3,566</u>	<u>8,015</u>
<b>TOTAL OPERATING EXPENSE</b>	<u><b>199,281</b></u>	<u><b>137,289</b></u>	<u><b>186,643</b></u>
<b>NET INCOME</b>	<u><b>-45,831</b></u>	<u><b>-27,833</b></u>	<u><b>-37,135</b></u>

## M+P Report for Council Meeting: October 15, 2020

The Ministry and Personnel members met, with Tif, via Zoom on Tuesday, October 13, 2020.

Many thanks to Eileen Carolan, a team member, who has completed a concise performance review for Cindy. In preparation for this report, Eileen is grateful for the contributions she received from both Cindy and Tif.

Linda will begin our minister's performance review later this month.

These past seven months have created additional stress and work for our staff and contractors. As we are deeply grateful for their diligence, the M+P team will be sending messages of gratitude to Tif, Cindy, Lonnie, Ron & Christina, and Tonnie.

Linda Braid, on behalf of the M+P team

### **Oct 5<sup>th</sup> correction: Mission & Outreach Team report to Council (our September 17<sup>th</sup> meeting (Zoom))**

- We officially welcomed Julia Roberts as our newest member

### **Truth & Reconciliation Theme**

- **2020 workshops: Cancellation/postponement of the March 18<sup>th</sup> Paddling Together and Fall workshops:**
- **Funds:** We will be returning \$400.00 to the City of Nanaimo for our unused portion of their 2020 Culture & Heritage Grant (\$800.00) + making application for a 2021 Culture & Heritage Grant to hold workshop(s) possibly again in the fall 2021. It appears we can hold on to the **United Church Justice & Reconciliation grant** funds until we can once again hold the workshops.
- We will be sending out informative **emails (updates)** to those people who had been interested in attending the cancelled March 18<sup>th</sup> Paddling Together workshop & possible 2020 Fall workshops. We will also ask

participants to comment on what they took away from the earlier Building Bridges workshop.

### **Other Business:**

- **City of Nanaimo's Design Labs:** these have been postponed due to the Corona Virus. However, another potentially positive opportunity is offered by the City as "***Re-Imagine Nanaimo***". This has been operating now for a few months. Everyone is encouraged to check it out and to participate on-line. [www.getinvolvedNanaimo.ca](http://www.getinvolvedNanaimo.ca)

- **Upcoming workshop (Oct 4<sup>th</sup>) "Addressing racism & harmful biases in a conversation" :**

Tif recommends this workshop and some of us are interested in participating. It is on-line, Sunday Oct 4<sup>th</sup>, 1-4:00 pm and is hosted by the UC Region. Cost is \$50.00. John Bullas moved that \$25.00 from our Mission and Outreach Team funds (?) be made available to team members who need it in order to participate in the workshop. Gerry Bates seconded this. All were in favour. Correction Oct 5<sup>th</sup>. *For assistance with conference & workshop funding, Randy Manikel advises that Brechin does have an established fund (The Spiritual Growth Fund) to assist members of our congregation to attend events such as these and that previous councils have nominated Gwen Boyd to handle applications for this funding. Lynn will connect with Gwen and learn the procedure for the 2 of us (Colleen & Lynn) who attended the workshop and felt able to do this because of financial assistance. Randy also advised that, as of September 15<sup>th</sup>, there was a balance of \$1,986 remaining in this fund.* We also discussed the possibility of hosting this same workshop here in Nanaimo at some point in the future. We would reduce our marketing of it to groups we think would be interested in participating.

- **Mission and Service videos or readings for online worship and/or website** – we agreed this would be good to do once a month on the 2<sup>nd</sup> or 3<sup>rd</sup> Sunday starting Sept 20<sup>th</sup>. At our monthly meetings, we will select which video to have included on the 2<sup>nd</sup> or 3<sup>rd</sup> Sunday that month.
- We are also encouraged to submit M&O Team postings for our Brechin website possibly on a monthly basis. (They would be placed likely in the "COMMUNITY UPDATES" section.)

- **“Cluster Events”** At our meeting, John raised a question re “how do we co-operate and work with the cluster on social justice/mission issues?” Tif indicated that at the moment there is no established link, and communication is mainly via the ministry personnel. John remembered that a social justice network was proposed for the Northern Island when the Presbytery was disbanded, and a workshop/meeting was held in Port Alberni on this subject. John agreed to contact Elaine Julian in Campbell River (one of the leaders) to see what the outcome was and any future plans. Tif will contact Ian Gartshore and Julia Roberts about a Social Justice Network Cluster. We agreed it would be helpful to try to get a list from Region of the mission enthusiasts in the various congregations and try to establish a communications channel and that clear, established contacts would be good/helpful.
- **Wild Church:** Feedback about these services/gatherings is quite positive.
- **Climate Change** We agreed that with the on-going signs of climate change including an abnormal number of hurricanes, floods, fires, etc., we need to keep after our governments (all levels) for a “green recovery”. We can also do postings on Brechin’s site (Community section) but they need to be kept “personal/heart to heart/ and non-political.
- **Loaves & Fishes** We discussed the importance of Loaves & Fishes in our community.
- **Our next meeting will be Thursday, October 8<sup>th</sup>.**

Respectfully submitted,  
Lynn Burrows

## **Mission & Outreach Report #2 to Council – Oct. 15<sup>th</sup>, 2020**

*This report #2 concerns our M&O Team meeting held October 8<sup>th</sup> Report #1 was for our Sept. 17<sup>th</sup> p.m. meeting*

### **Truth & Reconciliation Theme**

- **2020 workshops:**
  - **Cancellation of the March 18<sup>th</sup> Paddling Together and fall workshops 2020:**
    - Refund of a portion of the City of Nanaimo’s 2020 Culture & Heritage grant. Cindy has prepared a cheque for \$400.00 re our cancelled Paddling Together Reconciliation workshop. We will submitting our “final report” for

the Building Bridges workshop (Feb 2020) to City of Nanaimo Culture & Heritage committee ASAP.

- We are sending emails to those who were interested in attending the cancelled March 18<sup>th</sup> “*Paddling Together*” workshop and the possible fall 2020 workshops.

**Future workshops 2021** We are applying for a 2021 Culture & Heritage Grant re 3 reconciliation workshops in the Fall 2021. Deadline for grant application is October 19<sup>th</sup>. Our group decided it would be fall 2021 before we would hopefully resume our reconciliation workshops due to Covid-19. Kathi Camilleri, our workshop facilitator and Beban Park (for location) have been contacted to identify (as much as possible) timing availability late Sept through mid-November.

### **Other Business:**

- Sunday October 4<sup>th</sup> workshop: “***Break the Silence - the Power of Active Witnessing***” (how to address racism and harmful biases in a conversation). Two of our team members attended this and both felt it was quite excellent. They will be applying for use of Brechin’s Spiritual Growth Fund to assist with \$25.00 each (half the workshop expense). We will be contacting the workshop organizers to see if they would be willing to hold a repeat workshop. If so, we will apply for UC of Canada provision grant money to make it more accessible to a variety of participants.
- John explained about “**clusters**” – how they are groups of pastoral charges who co-operate and support one another with their ministries now that the Presbyteries no longer exist. This may be one way to communicate with people in other areas re things like social justice. He has already spoken with Elaine Julian re last fall’s workshop in Port Alberni when the possibility of a social justice network for North and Central areas was discussed. We discussed how we might keep communication between pastoral charges with (1) networks and/or (2) clusters (pastoral charges that are in close proximity ...i.e. The North Island Cluster including Port Alberni, and Central Island (this includes us). We thought setting up communications on social justice issues for our Central V.I. area would be good: this would include approx. 10 congregations. Two of our team members will further investigate possibilities.
- **Plastics:** The Federal Government has announced a future ban on certain single-use (non-recyclable) plastics, but it only covers less than 1% of plastics used. It is estimated that only about 10% of recyclable plastics actually get recycled; most of the rest end up in the landfill. We will keep an eye out for petitions or information that encourage sustainable

- packaging, and other helpful projects to reduce the use of plastics and to recycle them carefully.
- **Hydrogen:** The Alberta Government has expressed a wish to support development of hydrogen production. While a clean fuel when burned, the process of creating it is crucial. The most common process apart from electrolysis (separation of water molecules by electricity) uses methane gas to produce hydrogen, but is not a clean process as it creates carbon dioxide. A newer process being developed elsewhere is less greenhouse-gas intensive. Perhaps we can help spread the word. .
  - The upcoming **Provincial election**: We will remind/encourage people at Brechin to vote!

Respectfully submitted,  
Lynn Burrows

## Pastoral Care Report, October 15, 2020

Our team met outdoors in Bowen Park on October 7th for one last sunny meeting before the Fall/winter weather sets in.

From now on, we'll be meeting at St. Andrew's United church the first Wednesday of every month from 10 a.m. till noon. All Covid protocols will be carefully followed there.

We have mostly finished our latest congregational phone call-out and folks generally seem to be faring well, despite the Covid fatigue that we're all feeling 8 months into the pandemic. We continue to follow up individually with those of concern to us for various reasons....most particularly health issues.

Tif has proposed a joint cluster project...be it podcast, Zoom or some other modality...to further explore "Interrupted Grief". This is something very real and particularly Covid-related.

For example, families not able to be with someone very ill or dying; funerals and memorials postponed or held via Zoom; or even seniors feeling "imprisoned" in care homes and unable to socially interact with family or friends. Tif is hoping to facilitate having qualified professionals speak on various aspects of Interrupted Grief in the hopes of sharing ideas, experiences and thoughts on this very important and often devastating "side effect" of Covid-19.

This project will probably be further explored after Christmas, but we'll encourage participation by all the churches in our "cluster" and hope for expertise in facilitating the discussions/learning sessions.

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

### **Worship Team Report for Council**

October 15, 2020

The Worship Team met outdoors again for one last time on October 7<sup>th</sup> at Gwen Boyd's place.

Tif reported that Wild Church is going well. Attendees have enjoyed the experience. Registration information is on the Website.

It is difficult to know how many attend our services because some follow the service live on Zoom Sunday mornings, while many others view the service on YouTube at another time. Numbers on YouTube aren't necessarily accurate as some people click on but don't remain to view the whole service. Attendance at Zoom services average 25-40 households.

The picnic at Bowen Park was very successful thanks to Peggy Jensen and Grace Skomorowski. Those who attended had a very good time and enjoyed the distance visiting.

Transfer of Membership is being offered for November 15<sup>th</sup>. Margie Hatfield will transfer that day. Others interested are to contact the office.

St. Andrew's United has contacted Brechin and invited us to use space at St. Andrew's for special events. We are investigating what is available, cost and Covid19 guidelines they have in place. We are looking at the possibility of an Advent Service on November 29<sup>th</sup> at 3:00 pm. We will know more soon.

The Team continues to support Tif in Worship and her endeavors to keep us all feel spiritually challenged and fulfilled. We feel blessed to work with her.

Respectfully submitted,

Diane Thomas