

# Bells Corners United Church

## ACTIVITY PLAN 2017



***REJOICE, RENEW, RESPOND, REACH OUT***

Compiled under direction of  
BCUC Board of Governance  
February 26, 2017

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## Executive Summary

Bells Corners United Church is organized as a Pastoral Charge in the United Church of Canada, governed by a Church Board, with a committee structure to undertake the work of the year. Mission work is accomplished through the efforts of the Worship/Christian Education Committee, the Pastoral and Spiritual Care Committee; the Service Outreach and Social Action Committee and the Stewardship Committee and a number of associated groups operating in the church. Administration and support work is accomplished through the remaining committees and groups operating in the church.

During 2017, Bells Corners will continue to Rejoice, Renew, Respond, and Reach Out in the local and wider community to further its mission of Christian Fellowship. The integrated plan will see a continuation of the ministry of worship, sacraments, Christian development and pastoral care through the ministry staff of the Rev. Kim Vidal, Congregational Designated Minister Lorrie Lowes, and Music Director Abe TeGrotenhuis, supported by the BCUC Office Administrators Ellen Boynton and Nancy Meyers and a large number of volunteers from the congregation.

The work of the congregation will need operating revenues of approximately \$405,700 obtained through offerings to the life and work of the church, revenue-producing events, and rentals of church space, and will spend the approximately \$413,850 on salaries and benefits, property maintenance, programs, and outreach to other organizations with common purpose, including the Mission and Service Fund of the United Church, Ottawa West-end Community Chaplaincy, Multi-faith Housing Initiative, Refuge N.O.W., and the local food bank (FAMSAC). Additional funds donated for specific purposes to various directed funds of the congregation will also assist BCUC to accomplish its mission. The congregation is currently in the process of raising capital funds to meet the anticipated need in the near future for a new roof on the sanctuary, as well as several other building improvement projects. Literally scores of the congregation membership also provide volunteer support to all these efforts.

The Church Board will respond to the recommendations of the BCUC EDGE Team by creating a Family Ministry Team to foster growth in programs and activities at BCUC which address the needs of families with children. The Church Board will also respond to the anticipated remits from the national church concerning implementation of the initiatives flowing from the recent comprehensive review of the national church's structure and relationships and continue to develop policies and procedures to facilitate the effective and responsible use of BCUC's resources and gifts in service of our mission.

## Governance

### **Church Board**

The Church Board functions as the governance body and the Court of the Church, with responsibility for oversight of the life and work of Bells Corners United Church as outlined in the United Church Manual (2013), Sections B. The Church Board consists of the chairing group (Chair, Chair elect, past Chair); the Secretary, the Treasurer (Chair of Finance), the Chair, Ministry and Personnel Committee; two Members at Large, the representatives to Presbytery and the serving minister or an appointee of presbytery.

The 2017 Church Board is comprised of:

Minister	The Rev. Kim Vidal
Chair	Jordan Berard
Chair-elect	Vacant
Past Chair	Sue Morrison
Secretary	Norman Pound
Treasurer/Finance	Bill Johnson
Ministry & Personnel	Alex Culley
Member at Large	Will Wightman
Member at Large	Ellen Boynton
Presbytery Rep. #1	Joyce Williams
Presbytery Rep. #2	Sue Morrison
Presbytery Rep. #3	Nicole Beaudry
Presbytery Rep. #4	Desna Sulway
Youth Consultation	Ellie Crow
Young Adult Consultation	Lorrie Lowes

In 2013, pursuant to the revised Manual (2013), the Church Board agreed to move to one Annual General Meeting, commencing in 2015.

In 2017, the Church Board will continue to manage the affairs of the congregation in consultation with the various BCUC committees and groups, continue to work on improving communications between groups, and look to the future in fostering the development of a BCUC Family Ministry Team to follow up on the EDGE Team's findings and recommendations. The Church Board will also consult with BCUC committees, groups, staff and the Presbytery's Organization of Pastoral Charges Ministry Team in developing revisions to the BCUC Handbook that may be needed, for the congregation to vote on at a future congregational meeting. The Church Board will also study and vote on remits from the national church, as required, to help determine the future shape of the United Church of Canada.

### **Family Ministry Advisory Team**

Feedback and information obtained through the activities undertaken by the EDGE Team in 2016 (detailed in the 2016 Annual Report) has made it clear that a focus on attracting more

young families to BCUC is both the most desired and the most feasible strategy for ensuring that our congregation remains viable in the future.

At the 2017 AGM, the EDGE Team will recommend that the congregation approve the creation of a new **Family Ministry Advisory Team** (made up of members from all areas of the church, but particularly representatives from the young families who are already active in the church) that will help with the creation and implementation of events, programming, worship services, etc. geared specifically towards attracting and retaining young families and fostering a network of resource connections in the Bells Corners community.

In its inaugural year, the Family Ministry Advisory Team will function under the umbrella of Worship/C.E. and will be tasked with the following SMART (Specific, Measurable, Attainable, Realistic, Time-Based) Goals:

- Organize and facilitate family worship and special programming (in consultation with Worship/C.E., the ministry team, committees, community groups, etc.)
- Communicate with other BCUC committees to ensure that Family Ministry is a priority
- Foster inter-generational interaction at BCUC
- Seek and expand partnerships with community and faith-based groups to provide and share resources (space, talent, organization, funds, etc.)
- Communicate often with BCUC's young families to ensure that their needs are being met
- Experiment with new ways to attract, engage, and retain young families at BCUC

To make this work, **we need your help!** Anyone with an active interest in experimenting with new ways of attracting young families to BCUC is invited to join the Family Ministry Advisory Team. Please contact Jordan Berard ([jordan.berard@sympatico.ca](mailto:jordan.berard@sympatico.ca)) for more information.

## [Activity Plans of the Thrust Committees of the Church](#)

### [Worship/Christian Education Committee](#)

**Purpose:** To promote group participation in spiritual activities and meaningful worship; to develop knowledge of God, provide instruction in the Christian faith, and promote participation in programs for spiritual growth and Christian living. The 2017 operating budget for the full committee activity is \$6,230. The Committee also anticipates using committee directed funds to support some of the activities included in its plan.

#### **Worship**

##### **What's New this Year:**

1. Focus on Family Ministry & Becoming an Intercultural Church
2. Joint Worship Service with Glen Cairn United Church on Sunday after Christmas.
3. Simple dinners are provided by volunteers and parents for the youth & children's choirs on Thursdays.

DATE	ACTIVITY/PROGRAM	RESOURCES / CONTACT	FUNDING
January 1, 2017	Joint New Year's Sunday at Glen Cairn UC		
January 8, 2017	Baptism Sunday	Rev. Kim/ Lorrie / Abe/ Erin	
Jan 22, 29 and Feb 5, 2017	Stewardship Campaign	Rev. Kim / Lorrie/Abe / Erin/ Stewardship Team	
February 12, 2017	Celebration Hymn-Sing Sunday	Rev. Kim/ Lorrie / Abe/ Erin	
February 26, 2017	Transfiguration Sunday / All-Ages / Dance & Movements with Guest	Rev. Kim / Lorrie/ Abe / SS & Youth / Wendy/ Erin	\$150
March 1, 2017	Ash Wednesday / Labyrinth Walk	Rev. Kim / Lorrie/ Abe / Labyrinth Keepers	
March 5, 2017	1st Lent / Communion Sunday / Family Meeting (AGM)	Rev. Kim / Lorrie / Abe/ Erin /Board	
April 9, 2017	Palm Sunday	Rev. Kim / Lorrie / Abe/Erin	
April 13, 2017	Maundy Thursday (Potluck Dinner)	Lorrie / Rev. Kim	
April 14, 2017	Good Friday Service	Rev. Kim / Abe	
April 16, 2017	Easter / Communion / All-Ages / Dance & Movements	Rev. Kim / Lorrie / Abe / Erin/ SS & Youth/ Wendy	
TBD	Spring Concert	Abe / Choirs / Other Guests	
May 7, 2017	BCUC Anniversary Sunday / Communion	Rev. Kim / Lorrie / Abe / Erin	
May 14, 2017	Nurturing Sunday (Mother's Day)	Rev. Kim / Lorrie / Abe / Erin	
June 4, 2017	Pentecost Sunday / Confirmation Sunday	Rev. Kim / Lorrie / Abe/ Erin	
June 11, 2017	Sunday School Closing / All Ages /Dance & Movements / Picnic	Rev. Kim / Lorrie / Abe / SS & Youth / Erin/ Wendy	
June 18, 2017	Aboriginal Sunday / Celebrating Fathers	Rev. Kim / Lorrie / Abe/ Erin	
September 3,	Installation of Board	Rev. Kim / Lorrie / Abe/ Erin	
September 10, 2017	Welcome Back Sunday School & Celebration Picnic / All Ages/ Dance & Movements	Rev. Kim / Lorrie / Abe / Erin / SS/Youth/ Wendy/ Monica	
October 1, 2017	World Communion Sunday	Rev. Kim / Lorrie / Abe / Erin	
October 8, 2017	Thanksgiving Sunday	Rev. Kim / Lorrie / Abe / Erin	
October 15, 2017	SOSA Sunday	SOSA Team / Rev. Kim / Lorrie/ Abe/ Erin	
October 29, 2017	Homecoming Sunday / All- Ages / Dance & Movements	Rev. Kim / Lorrie / Abe / Erin / SS/Youth/ Wendy	
November 5, 2017	Remembrance Sunday & Veterans Breakfast	Rev. Kim / Lorrie / Abe/ Erin/ UCW	
November 26, 2017	Youth & Children's Sunday / Reign of Christ / Dance & Movements	Rev. Kim / Lorrie / Abe / Wendy/ Erin/SS/ Youth / Wendy	
December 3,	1st Advent / Communion Sunday	Rev. Kim / Lorrie / Abe/ Erin	
December 10,	Christmas Concert	Abe / Choirs / Other Guests	
December 13, 2017	Healing Tea, Blue Christmas, Labyrinth	Rev. Kim / Lorrie/ Pastoral & Spiritual Care Team	
December 24, 2017	4th Sunday in Advent / Young at Heart Service – 10 am Christmas Eve Service - Communion by Intinction 9:00 pm	Rev. Kim/ Lorrie / Abe/ Erin/ Choir	
December 31, 2017	1st Sunday after Christmas / Joint Service with GCUC (BCUC hosting)	Rev. Kim / Lorrie/ Abe	
	Sacred Dance Membership Renewal	Wendy	\$75.00
	Bulletin Sponsorship for 2017	Ellen / Nancy	\$100.00
	Communion Elements	Karen	\$100.00
	Candles, Oil, other Worship Resources	Karen	\$150.00
	CCLI & Select Song Licensing	Abe	\$403.00
	Baptismal Candles	Ellen / Nancy	\$100.00
	Music	Abe	\$1,000.00
	Piano & Organ Tuning	Abe	\$1,300.00
Total			\$3,378.00

## Christian Education

### What's New This Year:

1. The Lectionary Group is spearheading a fundraising campaign to support the Shalom Room Renewal Fund.
2. Karen Morrison & Arcadie Gagne are joining Navan UC for a Mission Trip to Nicaragua in March, 2017. Two bake sales will help them raise funds.
3. Youth and Young Adults are invited to attend Rendezvous – a national gathering of YAYA in Concordia University (Montreal, QC) on August 16-19, 2017. A possible event for the new confirmands.
4. UP Youth plans to redecorate the UP Room with a funding request of \$200.
5. Sunday Nite Lite is requesting a funding of \$500.00

ACTIVITY/PROGRAM	RESOURCES / CONTACT	FUNDING
Fundraising Bake Sale	Karen & Arcadie , Volunteers/	
UP Event - Tobogganing & Hot Chocolate	Kim/Alex	
Sunday Nite Lite	Olly & Team	
UP Event – Spaghetti Dinner and Board Games	Kim/Alex	
Fundraising Bake Sale	Karen & Arcadie , Volunteers	
Family Celebration	Monica Peck / Lorrie / SS / Youth / Alex & Kim C.	\$300.00
UP Event – Ottawa 67 Game	Kim/Alex	
Confirmation Class	Lorrie / Rev. Kim / Alex & Kim C./ Mentors / Youth Confirmands	\$200.00
Sunday Nite Lite	Olly & Team	
UP Event – Colour Me Mine	Kim/Alex	
Eco-Fair/Kindness Day	Barbara Eade / CE	\$200.00
Sunday Nite Lite	Olly & Team	\$200.00
UP Event – Parc Omega	Kim/Alex	
Spring Garage Sale	UP Youth / Lorrie / Alex & Kim C.	
SS Closing/ Family Celebration	Monica Peck / Lorrie / SS / UP Youth/Alex & Kim C.	\$300.00
UP Event – Redecorating UP Room	Kim/Alex/ Youth	
UP Event – Redecorate UP Room	Kim/Alex/ Youth	
Camp Awesome	Tamara / Camp	
RENDEZVOUS- Montreal, QC	Rev. Kim/Kim/Alex / Youth & Young	
Welcome Back SS & Family Celebration/ Registration	Monica Peck / Lorrie / SS / UP Youth / Alex & Kim C.	\$300.00
UP Event – Redecorate UP Room	Kim/Alex	
Sunday Nite Lite	Olly & Team	
UP Youth Event	UP Youth / Lorrie / Alex & Kim C.	
Sunday Nite Lite	Olly & Team	
Baking for Christmas Fair & Dinner	UP Youth / Lorrie / Alex & Kim C.	
Christmas Bazaar / All – Ages		
Adult Membership Class	Lorrie / Rev. Kim	\$200.00
Youth Christmas Event	UP Youth / Lorrie / Alex & Kim C.	
Tab for Wallet Youth Fundraising	Ruth Howes/ UP Youth / Alex &	
Lectionary Group	Rev. Kim	
Young Adults Gathering (4 programs)	Lorrie	\$200.00
Sunday School Supplies	SS / Lorrie/ Erin	\$400.00
Advent Study	Rev. Kim	\$50.00
Sunday Nite Lite	Olly Chuchryk	\$500.00
Wreath-Making Workshop	Nicole B and Lorrie	\$
UP Room Redecorating	Kim/Alex	\$200.00
		\$2,850.00

## Service, Outreach and Social Action Committee (SOSA)

**Purpose:** to promote the work and needs of the Mission and Service Fund: to coordinate and participate in programs that proclaim the mission of the Church through service and outreach: and to strive to inform the congregation on issues of human rights, social justice and care of God's creation occurring locally, nationally and internationally.

In support of this purpose the SOSA committee:

- publicizes the work of the Mission and Service Fund on a regular basis and takes action on any appeals issued by the national church either for money or action;
- keeps informed on local community needs and plans, coordinates and participates in local outreach programs through designated resource people on the committee;
- publicizes and supports human rights, social justice and care of God's creation events and workshops held in the community;
- presents all three aspects to the congregation through regular Minutes for Mission, the Bell Ringer, the SOSA noticeboard, on the TV at church and announcements of meetings in the Sunday bulletin.

In 2017 the SOSA committee recommends continued financial support for the following outreach ministries:

**Ottawa West End Community Chaplaincy (O.W.E.C.C.):** The Ottawa West End Community Chaplaincy had a rebirth in August 2016 when Rev. Steve Zink was appointed to work for a total of twelve hours per week in the four social housing neighbourhoods. As a result of this the following will happen in 2017.

An informal group will meet once a week at Regina Towers and when requested special services will be offered (e.g. Blue Christmas). Steve will continue to spend some time at each of the food banks to get to know individuals and will be available for one on one counselling. It is difficult to be more precise than this because of the very nature of the work. Steve will endeavour to respond to the needs of the different neighbourhoods.

**Refuge N.O.W.:** Our new refugee family from Syria, a couple with four children, arrived in Canada in November, 2016. The family has many adjustments to make, including to the Canadian winter. The husband has started English lessons and the children are all in school and learning English rapidly.

As this is a blended relationship, with the Federal Government, Refuge N.O.W. is responsible for supporting the family financially for 6 months. Refuge N.O.W. is entirely responsible for supporting the family in every other way, for a full year, and this is what we will continue to do in 2017.



**Multi-faith Housing Initiative (MHI):** The mission of MHI is to help people who are homeless or at risk of homelessness by providing and promoting well maintained, affordable, rental housing in a safe and neighbourly environment. Currently MHI owns and provides affordable and supportive housing for 41 low income families in Blake House, Kent House and Somerset Gardens with occupancy beginning in The Haven in January 2017. In 2016, SOSA's budget line for MHI was \$3000. As well BCUC pays a membership fee of \$100 to MHI which gives voting privileges and access to ongoing updates. This year Ottawa Presbytery has launched a campaign to raise \$100,000 towards MHI's goal of its \$1,000,000 capital campaign for The Haven. Presbytery hopes to double the number of United Church congregations who are members of MHI from 10 to 20. BCUC is one of the 10 members. From the SOSA budget, \$500 is being donated to the Presbytery campaign. As individuals, we too can contribute to helping MHI accomplish its mission. Donations may be sent to: Multi-faith Housing Initiative, 209-404 McArthur Ave., Ottawa, ON, K1K 1G8, or by donating online at [www.multifaithhousing.ca](http://www.multifaithhousing.ca). More information on MHI can be found on the website. **Barbara Bole Stafford**

**Mission and Service (M&S):** The “work” of the M&S Enthusiast has, for the past year, been to continue to be present and visible. This has been achieved mostly through informative articles and posters on the bulletin board, with donation envelopes placed in the narthex on special occasions and speaking to the “Young at Heart” combining story time and Minutes for Mission.

Bells Corners United Church is very generous in its budgeted givings to the M&S Fund. For this the United Church of Canada and the Mission and Service Fund offer thanks.

For the coming year new ways will be put in place to engage our members and visitors so that they can give to M&S without compromising their givings to the local church;

- through special envelopes, (Christmas, Thanksgiving, Easter, Memorial and other celebrations) placed in a special M&S box on the narthex table.
- bulletin board themes will be displayed throughout the year e.g. Why I Give; How to Give; How Much is Given?; Who Receives What I Give? etc.

It is through the generous gifts of the people that the Church can fulfill its mission to be the hands and feet of Christ in the world.

**FAMSAC Food Cupboard:** 2016 was a year of great transformations for FAMSAC. All operations were transferred to the storefront location that had been its temporary storage space since the flood of 2015. Financial concerns do remain given the ongoing cost of rent and utilities for FAMSAC'S storefront location. August 12, 2017 is the date of the next Food Truck Rally, which raises funds in the community for FAMSAC. Volunteer recruitment will remain an area of focus for 2017.

**Advent and Lenten Projects:** The Lenten Project for 2017 is a work in progress and will concern some aspect of aboriginal issues.

	SOSA Budget Request for 2017	Budget 2016	Expenditure 2016	Budget Changes 2017 - 2016
	\$	\$	\$	\$
Mission and Service Fund	41,000	41,000	41,000	0
Ottawa West End Community Chaplaincy	7,500	2000**	3,850	5,500
Refuge N.O.W.	5,000	5,000	5,500	0
FAMSAC	5,000	5,000	6,000	0
Multifaith Housing	3000*	3,000	3500***	0
Emergency Local Funds	0	4,000	4000****	-4,000
<b>TOTALS</b>	61,500	60,000	60,000	1,500
* \$1,000 of the \$3,000 earmarked for the Haven U.C. Presbytery Challenge				
** \$2,000 for OWECC or successor organization.				
*** \$500 earmarked for The Haven United Church Presbytery Challenge				
**** The \$4,000 was allocated to: Aboriginal Sunday \$150; OWECC \$1850; Refuge N.O.W. \$500 ; FAMSAC \$1,000; MIH (Haven U.C. Pres. Challenge) \$500				

Alison Bridgewater, Chair

## Pastoral and Spiritual Care Team

The Pastoral and Spiritual Care team at Bells Corners United, under the guidance of the Minister and the Congregation Designated Minister (CDM) offers love, help and support to those in need at BCUC, and the wider community. In 2017, the committee hopes to implement:

### Learning Events

Learning events in the form of workshops, retreats, and invited guest speakers will be arranged to raise awareness on certain topics and enhance spiritual development not only for the Pastoral and Spiritual Care Team but for the congregation as a whole. **\$ 200**

### Friendly Visitors and Hospital Visits

Visits are made within our circle of care to those living at home, in long-term care facilities, or retirement homes. The team participates in the worship services at retirement homes. **Trained**

### Pastoral Care Visitors

Members of our team who have taken special training in Pastoral Care, assist our Ministers in providing pastoral care to those in need at home, retirement homes, long-term care facilities or in the hospital. We are offering those in our congregation who are interested in the Basic or Advanced Pastoral Care Course to register in 2017. Fees will be reimbursed. **\$300**

### Prayer Chalice/Prayer Circle

Every Sunday, the congregation is encouraged to submit prayer requests as an avenue of extending prayer and support to those who are in need of healing. Our ministers, with members of our team, respond with prayer to those requests in a Prayer Circle held once a month.

## Sending Of Cards

Get well, sympathy and personal thought cards are sent by the Team as the need arises.

**\$ 200**

## Healing Tea, Service of Hope and Labyrinth Walk (Blue Christmas Service)

An opportunity to gather before Christmas with a guest speaker/presenter, the purpose of which is to extend care for those who are sick, lonely, grieving, or feeling blue. This program is offered not only for those in our congregation but to the wider community as well. **\$100**

**Total Budget Submitted: \$ 800.00**

Suzanne Ogden Chair, Pastoral and Spiritual Care Team

## Stewardship

Purpose: To promote an appreciation of stewardship as a Christian responsibility and to provide leadership in the organization and delivery of campaigns designed to obtain financial and personal commitments to the total life and work of the Church.

The Stewardship Committee conducts an annual Stewardship campaign within the congregation to raise awareness and commitment among the congregation's members and adherents toward meeting the financial and volunteer needs of the congregation. In recent years the campaign has taken place in January. The committee has recommended a review of the timing of the stewardship campaign and consideration of a merger of the committee with Financial Management Committee.

	2017		2016		2015		2014	
	#	\$k	#	\$k	#	\$k	#	\$k
Pledges received	112	\$187.3	180	\$245.4	169	\$252.4	199	\$254.4
PARs no reply, but assumed no change	64	\$67.7						
Non-PAR pledges not yet received*	13	\$19.4						
Active financially, but do not pledge	N/A		126		77		--	
Inactive financially	N/A		109		147		--	
<b>Total</b>	<b>419</b>	<b>\$274.4</b>	<b>415</b>	<b>\$245.4</b>	<b>393</b>	<b>\$252.4</b>	<b>199</b>	<b>\$254.4</b>
N/A - not available to be available End of Feb./18								
* These households did pledge in 2016 The figure <u>assumes</u> no change in 2017								

## Activity Plans for Support Committees

### Communications

**Purpose:** To give publicity to programs and activities of the Church in order to inform the Congregation and the community, and to maintain infrastructure to support this purpose. The Communication Committee publishes the *BellRinger* newsletter, advertises BCUC events, manages the congregation's historical archives, organizes audio-visual support for worship services, and manages the congregation's internet presence.

Planned activities in 2017 include:

- Develop systems to have events and newsworthy items communicated to our committee and resource people, and to the church, Bells Corners community, and beyond, as appropriate and in a variety of ways;
- Maintain historical archives of the church;
  - Support, encourage the use of and foster training in various technologies such as:
  - **Audio:** Encourage improvements to audio system to accommodate children's choirs and adult choirs. Ensure current equipment is used to best advantage through training the users.
  - **Projection:** Promote the purchase of a projector that will meet needs into the future in a safe and functional way.
  - **Computer and software:** Continue good practices currently followed.
  - **Email and other electronic media:** Extend the use of electronic media.
  - **Website redevelopment:** Update and extend functionality. Continue research into appropriate approaches.
- Demonstrate stewardship in reducing paper usage
- Communicate positives of congregants (birthdays, anniversaries, births, new members, volunteer appreciation, etc.)
- Implement as many initiatives from Vision 20/20 and EDGE Reports as feasible

To facilitate this work, Communications Committee requires a budget of \$5,900, which would be allocated as follows:

Office supplies: \$3,700

Displays/ bulletin board/ indoor signage to display & promote the church, its events and activities: \$400

Outdoor signage: \$900

Vision 20/20 and EDGE initiatives, and "Little Church Community Library": \$900

Olly Chuchryk, Chair – Communications Committee

### Financial Management Committee

**Purpose and Scope:** The Financial Management Committee (FMC) administers the finances of the Church in the best interests of the Congregation under the guidance of the Church Board and in keeping with the overall objectives of the Church. The finances of the Church include the operating fund, directed funds (committee, capital and reserve funds), and event funds (collectively known as the General Fund), but not the Memorial Endowment Fund entrusted to Trustees.

### **Planned Activities and Outcomes in 2017**

1. Manage BCUC's annual financial planning cycle, including
  - a. coordinating preparation of expenditures for each area of responsibility under the Board;
  - b. forecasting anticipated revenues; and
  - c. preparing an annual financial budget for Board and Congregation approval, which recognizes priority programs within the anticipated resources\* available to the Church.
2. Organize the ways and means to receive, record, safeguard and account for all revenue received by the Church, including the Sunday collections, PAR, contributions to directed funds (committees and capital projects) and special projects and programs;
3. Disburse funds authorized by areas of responsibility, and account in full for all transactions;
4. Issue official tax receipts for all qualifying donations;
5. Prepare monthly financial reports to the Board and an annual report to the Congregation;
6. Arrange for an annual audit of Church accounts and present to the Board and Congregation;
7. Manage all banking arrangements and the administration of loans;
8. Contribute financial expertise stewardship campaigns.

\*Note: The term "anticipated resources" would generally be interpreted as forecast revenues from all sources, plus any positive balance in the operating fund, plus authorized borrowings.

### **Resources Needed in 2017**

To manage this work the FMC needs an envelope secretary, a directed fund coordinator, event treasurers, securities coordinator and funds for the following purposes (\$11,400 from Operating):

1. \$3,400 for the annual financial audit to present at the AGM on March 5, 2017
2. \$5,400 for contract services of a book keeper to keep track of ongoing revenue and expense transactions, prepare cheques for signature and keep accurate financial records
3. \$900 to purchase special envelopes for seasonal and special givings
4. \$1,700 to pay interest and service charges for bank accounts, PAR services and line of credit interest charges
5. \$200 to pay the Moodie Scholarship using funds from dedicated interest bearing securities.

Bill Johnson, Chair

### **BCUC Certificate Program (Loblaws Program)**

The BCUC Grocery Certificate Program is a fundraiser for BCUC. Known as the BCUC Loblaws Program, it encompasses the year round sale of grocery certificates for all major grocery stores in the Ottawa area including Loblaws and affiliates (Independent, Maxi, No Frills, Superstore, Canada Super Store), Metro and Food Basics, and Sobeys (Freshco, IGA, Foodland, Price Chopper). Farm Boy is an exception and not included. Over the past ten years, the Loblaws program has generated an average \$5-6000/year for BCUC.

**Funding:** The program is funded through a \$19,010 revolving fund that was established in 2004-05. The fund allows BCUC to purchase \$20,000 worth of Loblaws certificates that yield a return

of 5% to BCUC. Other certificates yield 2-15%. Although sales have declined slightly in the last year, the program is a profitable endeavor for the church.

**Sales:** The program operates with sales every Sunday from Alan Bentley or his replacement and through sales from the office through the week.

**The Future:** Certificates will continue to be sold on Sundays after church and weekly from the office. It is hoped to have some promotion to inform new congregants and to remind older members of the value of the program to BCUC. Projected revenue: \$5,000.

Alan Bentley, Gift Certificate Program Coordinator

## Membership Committee

**Purpose and Scope:** The Membership Committee provides for the membership needs of individuals and families within the congregation by managing and maintaining the membership rolls of the church, including: the Historic Roll; current list of members, those in full membership, and adherents; those who are active or inactive; those who have requested transfer; and adds the names of new members through baptism, and full members through confirmation or transfer. Periodically, the committee recommends to the Church Board the names of those to be removed. The committee further supports outreach to the congregation community through after-worship coffee and the information centre.

**Ministry and Personnel Committee (M&P)** During 2017, M&P will:

- Ensure that Police Record Checks remain up-to-date for all committee members and staff;
- Undertake annual reviews with the five employees;
- Identify and approve suitable continuing education subjects;
- Continue to work with all employees to ensure a healthy and satisfying environment;
- Continue to meet regularly, and attend all Board meetings;
- Review staff job descriptions as required, and convey any recommended changes to the Church Board for decision; and
- Make recommendations to the Board and congregation for annual salary and allowances amounts and a 2018 budget for M&P.
- The BCUC Nominating Committee will be seeking new members to supplement the committee.

Alex Culley Chair, Ministry and Personnel Committee

## Property Management Committee

**Purpose:** To maintain church property and manage its use.

The committee consists of a number of volunteers lead by co-chairs Ross Brown and Neville Reed. Individuals have specific responsibilities for the various sectors of the church (interior/exterior, property, contracts) to ensure the building and the property are secured and maintained, repairs and renovations are carried out, facilities are appropriately used and rentals fees charged, and service and utility charges are paid. The committee further anticipates and plans for major repairs, renovations and construction projects as may from time to time be recommended and approved by the congregation.

### **For 2017, the proposed projects include:**

- refinishing or replacement of the gym floor,
- replacement of some of the gym cupboards,
- retiling of the entranceways with the exception of the main entrance,
- upgrading the Shalom Room and Lounge,
- video surveillance upgrade
- repairs to the main aisle Sanctuary carpet

## Planning and Evaluation Committee

Purpose: Planning and Evaluation component of Bells Corners United Church undertakes the development and management of policies and plans for the church, including strategic planning (things we want to do over a 5-10 year period); operational planning (things we wish to implement in the next 2-3 years), evaluates the effectiveness of existing organizations, policies and procedures, and recommends alternatives as required.

## Board of Trustees

Purpose and Scope: The principal function of the Board of Trustees, mandated by the United Church of Canada (UCC), is to hold the BCUC property in trust for the UCC. Embodied in this function is the encouragement of risk management measures to minimize the likelihood of incidents that could result in damage to property or harm to persons, and the possible legal actions arising therefrom. Where such risk management measures prove not sufficient to prevent loss, Trustees obtain appropriate insurance coverage for the buildings and contents as well as coverage for accidents and behavioural issues such as possible allegations of abuse against vulnerable persons.

The Trustees also operate the Memorial Endowment Fund, and the Board of Trustees is the linkage between BCUC and the Union Cemetery.

### **ACTIVITY PLAN      2017**

#### **BCUC INSURANCE**

- (a) to refine the risk assessment process through working with the chair of a few committees.
- (b) to promote the development of a “risk mitigation culture”
- (c) to subsequently review the existing risk management policy using the results of the previous two activities.

- (d) to review our policy with Ecclesiastical Insurance Company and negotiate a policy for 2018.
- (e) to update the property inventory.
- (f) to review and respond to the Board request re BCUC Policy R7 -12-6 re Facility Rental Insurance Requirements

#### BCUC MEMORIAL ENDOWMENT FUND

- (a) to oversee the investments in the fund and review the investment mix.
- (b) to payout a sum from the fund earnings to the BCUC Board.
- (c) To receive and invest donations to the Memorial Endowment Fund

#### UNION CEMETERY

- (a) To ensure liability insurance is provided in 2017

#### **Bells Corners Union Cemetery:**

The cemetery Board, which includes three representatives of BCUC, anticipates carrying out the following in 2017:

- Accommodate burials as requested;
- Maintain the cemetery grounds, with special attention to invasive plant growth;
- Issue newsletters to interested persons with a view toward encouraging donations to supplement modest investment income;
- Hold a Memorial Service in the Fall;
- Maintain the required financial reporting to both responsible churches (BCUC and Christ Church Anglican), provide charitable status reports to the Canada Revenue Agency, and review/rewrite the Cemetery Constitution and Bylaws to conform to new Province of Ontario legislation.

Frank Pope, Chair, Bells Corners Union Cemetery Board.

#### **Presbytery Representatives**

BCUC representatives to the Ottawa Presbytery are the vital link between BCUC and the wider church. Their primary role is to undertake the work of the Presbytery whose mission is to meet the needs of Congregations and serving ministry staff under its oversight; to report to the Congregation, through the Church Board, on matters of interest or concern; and attend the annual meeting of Conference. Presbytery representatives are elected from those in full membership of BCUC. In keeping with United Church polity, these representatives are free of Congregational encumbrance in the process of decision-making.

There are three members of Presbytery from BCUC and one vacancy. Joyce Williams is a member of the Global Partners Ministry Team, Sue Morrison is a member of the Pastoral Care and Oversight Committee and Nicole Beaudry is a member of Ministry in French Team.

The congregations are assessed an amount each year to support the work of Presbytery. The 2017 assessment to BCUC is \$13,584.



## Activity Plans for Groups of the Church

### **Men's Club**

The Men's Club is a group operating within the bounds of BCUC that promotes fellowship among the men of the church and provides an opportunity to get to know each other on an informal basis. A number of activities are planned throughout the year, including monthly coffee mornings and bi-monthly dinner meetings, usually with a topical speaker. The group is managed by an executive, and is self-sufficient with no financial encumbrance to BCUC.

### **United Church Women (UCW)**

The UCW year runs from May 15<sup>th</sup> to May 14<sup>th</sup> which is convenient for elections and planning. UCW is organized into Units, of which there are four, with a total membership of approximately 60 members. Each unit member pays annual dues - not a set amount but an amount chosen by each person based on their own conscience. These dues are submitted back to our treasurer and spent on our annual list of charities and church/kitchen requests and needs.

UCW is frequently asked to cater for funerals for members of the congregation. The donation from the family also goes into UCW revenues. Each unit may have their own activity to raise money within the unit and the recipient of these monies is a unit group decision.

UCW is occasionally asked to host UCW Presbyterial Fellowship Days. This is usually a Monday and our church is so busy on Mondays we cannot help out. We occasionally host the Presbytery meetings on Tuesday afternoon and evening, which includes dinner and takes most of the rooms in the church. These requests are every few years. Annually, we assist with the Strawberry Social in June.

#### **Plans for 2017**

- January we make turkey pies to sell to the congregation (usually about 700). Orders are taken the two Sundays before the three days of cooking. January is also kitchen clean-up where inventory is taken.
- February all the units meet together and have a common speaker.
- We participate in the Garage Sale in May
- There is a strawberry social the end of June each year at which time we bake the cakes/tea biscuits and provide staff for the kitchen.
- In the fall each unit bakes their contributions to the Christmas Fair for November.
- In October we make turkey pies to sell at the Fair (230)
- Gift baskets are prepared wrapped and priced on the Friday before the Christmas Fair.
- The Sunday before Remembrance Day we host a Veterans Breakfast for 35-40 vets and their families.
- Our general meetings are May and September with a pot luck supper at the church. Our speakers are invited to join us for supper.
- At any time during the year we try to accommodate catering for any funeral requests that we get from members of the congregation. As our members get older it does get more difficult to make this happen.
- Once a month, the unit on kitchen duty, cleans the refrigerators of outdated items.
- Executive meetings are held in the Shalom Room the last Monday of each month, excluding summer and December.

Submitted by Nancy Lusk, UCW Secretary

## Events Planned for 2017

### **Garage Sale: May 13 (cost recovery)**

The Garage Sale is an annual fundraiser for Bells Corners United Church. The event will be advertised in the newsletter, in the Sunday bulletin, and in local media. Sales areas/tables offering articles for sale will include: books, CDs, DVDs, children's toys & games, furniture, good used women's & children's clothing, plants (indoor and outdoor) and sporting goods, as well as household items.

Volunteers from the congregation are asked to support the event by heading up sales areas and recruiting helpers, contributing baked goods, setting up and cleaning up. Volunteer organizers coordinate and administer the event. Hopefully the UP group will offer a BBQ lunch outdoors on the labyrinth. Coffee and muffins, etc. are offered in the entryway throughout the morning.

The event is cost recovery, with expected revenue of \$4,000 for the operating fund in 2017.  
Bob & Ellen Boynton

### **Strawberry Social: date to be confirmed (cost recovery)**

Financial Implication: The event is cost recovery. Convenor to be named.

### **Asian Supper: date to be confirmed (cost recovery)**

### **The Christmas Bazaar: November 18**

#### ***Purpose and Scope:***

Christmas Fair is a community event, welcoming the wider Bells Corners community, and always is held the third Saturday in November to be consistent with other two churches on 'trinity row'. The Christmas Fair Committee (CFC) manages and coordinates BCUC's annual Christmas Fair in the best interests of the Congregation and in keeping with the overall objectives of the Church. Each year, the Financial Management Committee identifies in the budget (line item) a dollar amount that the Christmas Fair is expected to achieve. This number is based on receipts over the past 10 years.

This is a revenue-generating activity, anticipating revenue of \$13,500 in 2017.

***Appendix: BCUC 2017 Approved Budget***