

Bells Corners United Church

ACTIVITY PLAN 2018



REJOICE, RENEW, RESPOND, REACH OUT

March 4th, 2018

Table of Contents

Executive Summary.....	3
Governance.....	4
Church Board	4
Family Ministry.....	5
Activity Plans of the Thrust Committees of the Church.....	5
Worship/Christian Education Committee.....	5
Worship.....	6
Christian Education	9
Service, Outreach and Social Action Committee (SOSA)	12
Pastoral and Spiritual Care Team.....	14
Property Management Committee.....	15
Activity Plans for Support Committees.....	15
Communications	15
Planning and Evaluation Committee.....	16
Property Management Committee.....	17
Financial Management Committee	17
BCUC Certificate Program (Loblaw Program)	18
Membership Committee.....	19
Ministry and Personnel Committee (M&P)	19
Board of Trustees.....	20
Bells Corners Union Cemetery	21
Presbytery Representatives	21
Events Planned for 2018	23
Garage Sale: May 12 (cost recovery)	23
The Christmas Bazaar: November 17.....	23
Activity Plans for Groups of the Church.....	24
Men’s Club	24

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 Family Ministry Advisory Team, the Service Outreach and Social Action Committee, and the Stewardship Committee, as well as a number of associated groups operating within the church. Administration and support work is accomplished through the remaining committees and groups operating in the church.

During 2018, Bells Corners United will continue to follow its mission of Christian Fellowship while also finding new ways to Rejoice, Renew, Respond and Reach Out in the local and wider community. 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.

In 2018, the work of the congregation will need operating revenues of approximately \$430,000 obtained through offerings to the life and work of the church, revenue-producing events, and rentals of church space, and will spend approximately \$430,000 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 replacement of the church's roof will be a major undertaking in 2018 and additional capital funds will need to be fundraised to see the project through to completion.

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 (2016), 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; one – three Members at Large, the representatives to Presbytery and the serving minister or an appointee of presbytery.

The 2018 Church Board is comprised of:

Minister	Rev. Kim Vidal
Chair	Jordan Berard
Past Chair	Sue Morrison
Chair Elect	
Secretary	Norm Pound
Ministry & Personnel	Alex Culley
Financial Management	Bill Johnson
Members at Large	Will Wightman Ellen Boynton
Presbytery Representatives	Nicole Beaudry Desna Sulway Sue Morrison
Youth Consultation	Phoenix Miller Raven Miller
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 2018, the Church Board will continue to manage the affairs of the congregation in consultation with the various BCUC committees and groups. The Board will also continue to encourage committees, groups and volunteers to support and develop BCUC's focus on Family Ministry – a focus that will go a long way towards ensuring the viability of our Church Family as we continue to plan for the future. The Board will also continue to find ways to strengthen the communication with and among the committees and groups of BCUC.

Family Ministry

In 2018, the Family Ministry Advisory Team will continue to function as an ad-hoc group under the umbrella of the Worship/Christian Education Committee and will continue to experiment with new ways of creating and implementing events, programming, worship services, etc. geared specifically towards attracting and retaining young families and fostering a network of resources connections in the Bells Corners community. The Team will also continue to communicate with other BCUC committees and groups to ensure that Family Ministry remains a priority in 2018.

In hopes of building on the phenomenal success of our inaugural year (see the Family Ministry summary in the 2017 Annual Report), the Team extends a challenge to all members of the congregation to consider how *you* can become involved in this exciting Family Ministry movement at BCUC. From leading an activity in the next "Choose Your Own Adventure" Sunday, to preparing a meal for the children before choir, there are many ways to become involved and to share your time and talents with our entire church family.

If you have ideas to share, an active interest in experimenting with new ways of attracting young families to BCUC, or questions about the Family Ministry initiative, please don't hesitate to contact Jordan Berard (jordan.berard@sympatico.ca)!

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/CHRISTIAN EDUCATION ACTIVITY PLAN 2018

Worship

What's New This Year:

- Blessing of Animals and Pets in September
- Communion by Intinction on World Communion Sunday
- Installation of Board on Anniversary Sunday

DATE	ACTIVITY/PROGRAM	RESOURCES / CONTACT	FUNDING
Jan 21, 28 and Feb 4, 2018	Stewardship Campaign	Rev. Kim / Lorrie/Abe / Erin/ Stewardship Team	
February 11, 2018	Transfiguration Sunday / All-Ages	Rev. Kim/ Lorrie / Abe/ Erin / SS/Youth	
February 14, 2018	Ash Wednesday / Labyrinth Walk	Rev. Kim / Lorrie/ Abe / Labyrinth Keepers	
February 18, 2018	1 st Lent / Communion	Rev. Kim / Lorrie / Abe/ Erin	
February 25, 2018	Celebration Hymn-Sing	Rev. Kim / Lorrie/ Abe / Erin	
March 4, 2018	AGM	Board	
March 25, 2018	Palm Sunday / All Ages	Rev. Kim / Lorrie / Abe/Erin / SS / Youth	
March 29, 2018	Maundy Thursday	Lorrie	
March 30, 2018	Good Friday Service	Rev. Kim / Abe	
April 1, 2018	Easter / Communion	Rev. Kim / Lorrie / Abe / Erin	

May 6, 2018	Anniversary Sunday / Installation of the Board/ Congregational Photo	Rev. Kim / Lorrie / Abe / Erin	
May 6, 2018 – pm	Choir Concert		
May 13, 2018	Nurturing Sunday (Mother's Day)	Rev. Kim / Lorrie / Abe / Erin	
May 20, 2018	Pentecost Sunday	Rev. Kim / Lorrie / Abe/ Erin	
June 10, 2018	Sunday School Closing / All Ages / Picnic	Rev. Kim / Lorrie / Abe / SS & Youth / Erin/	
June 17, 2018	Aboriginal Sunday / Celebrating Fathers	Rev. Kim / Lorrie / Abe/ Erin	
September 9, 2018	Welcome Back Sunday School & Celebration Picnic / All Ages	Rev. Kim / Lorrie / Abe / Erin / SS/Youth	
September 16, 2018	Cemetery Memorial Service (CCBC Hosting this year)		
September 23, 2018	Blessing of Animals & Pets (2 pm)	Rev. Kim / Abe	
October 7, 2018	World Communion Sunday / Thanksgiving Sunday / All Ages	Rev. Kim / Lorrie / Abe / Erin / SS/Youth	
October 21, 2018	SOSA Sunday	SOSA Team / Rev. Kim / Lorrie/ Abe/ Erin	
October 28, 2018	Homecoming Sunday / All- Ages	Rev. Kim / Lorrie / Abe / Erin / SS/Youth	
November 11, 2018	Remembrance Sunday & Veterans Breakfast	Rev. Kim / Lorrie / Abe/ Erin/ UCW	

November 18, 2018	Youth & Children's Sunday / All-Ages	Rev. Kim / Lorrie / Abe / Erin/SS/ Youth /	
December 2, 2018	1st Advent / Communion Sunday	Rev. Kim / Lorrie / Abe/ Erin	
December 9, 2018	Christmas Concert	Abe / Choirs / Other Guests	
December 12, 2018	Healing Tea, Blue Christmas Service, Labyrinth Walk	Rev. Kim / Lorrie/ Pastoral & Spiritual Care Team	
December 24, 2018	Christmas Eve Services / Communion by Intinction	Rev. Kim/ Lorrie / Abe/ Erin/ Choir	
December 30, 2018	1st Sunday after Christmas / Joint Service (GCUC hosting)		
	Sacred Dance Membership Renewal	Wendy	\$ 100.00
	Bulletin Covers for 2018	Ellen / Nancy	\$ 400.00
	Communion Elements	Sue Thorne / Kathy Wolbert	\$ 100.00
	Candles, Oil, other Worship Resources	Karen Doxtater	\$ 150.00
	CCLI & Select Song Licensing	Abe	\$ 450.00
	Baptismal Candles	Ellen / Nancy	\$ 50.00
	Music	Abe	\$ 1,000.00
	Piano & Organ Tuning	Abe	\$ 1,300.00
	Guest Speakers		\$ 500.00
Total			\$ 4,050.00

Christian Education

What's New This Year:

1. Spring Learning Event – Diversity Workshop
2. Fall Learning Event – with invited speaker
3. Intentional focus on Family Ministry
4. Annual Vendor's Market in December to replenish the Mission Exposure Fund.
5. Formation of Progressive Learning Circle

DATE	ACTIVITY/PROGRAM	RESOURCES / CONTACT	FUNDING
February 2-3, 2018	Worship-lude	Alex and Kim Culley	*
February 10,2018	Movie Night @ BCUC UP Group	Alex and Kim Culley	*
February 11, 2018	Family Celebration	Monica Peck / Lorrie / SS / Youth / Alex & Kim C.	\$ 300.00
February 18, 2018	Sunday Nite Lite	Olly & SNL Team	**
Feb 19, 26, Mar 5, 2018	Lent Study	Kim/Lorrie & Participants	
March 18, 2018	Sunday Nite Lite	Olly & SNL Team	**
March 24, 2018	Color Me Mine UP Group	Alex and Kim Culley	*
March or April, 2018	Diversity Workshop with Rev. Jenni Leslie	Lorrie	
April 21, 2018	Card Night @ BCUC	Alex and Kim Culley	*

April 22, 2018	Sunday Nite Lite	Olly & SNL Team	**
May 12, 2018	Spring Garage Sale	UP Youth / Lorrie / Alex & Kim C.	
May, 2018	Zambia Partnership 2018	Lorrie, Hazel, Doyle	
May 20, 2018	Parc Omega UP Group	Alex and Kim Culley	*
May 20, 2018	Sunday Nite Lite	Olly & SNL Team	**
June 10, 2018	SS Closing/ Family Celebration & Picnic	Monica Peck / Lorrie / SS / UP Youth / Alex & Kim C.	\$ 300.00
June 17, 2018	Sunday Nite Lite	Olly & SNL Team	**
TBA	Camp Awesome	Tamara / Camp Counsellors/Volunteers	
September 9, 2018	Welcome Back SS & Family Celebration/ Registration	Monica Peck / Lorrie / SS / UP Youth / Alex & Kim C.	\$ 300.00
September 21- 22, 2018	Progressive Learning Circle Event	PLC Team	
November 17, 2018	Christmas Bazaar / All – Ages		
December 8, 2018	Annual Vendor's Market	Lorrie / Kim	
Every Tuesday	Lectionary Group	Rev. Kim	
TBA	Kindness Day	Barbara Eade	
TBA	Sacred Dance Gathering	Wendy Morrell	
	Young Adults Gathering (4 programs)	Lorrie	\$ 200.00
	Sunday School Supplies	SS / Lorrie/ Erin	\$ 500.00
	Fall Learning Event	Rev. Kim / Lorrie/Lectionary Group	\$ 500.00

	Wreath-Making Workshop	Nicole B and Lorrie	\$ 100.00
	Observer Subscription for Seniors Residence	Ellen	\$ 50.00
	Guest Speakers		\$ 300.00
	Honorarium – Sunday School Curriculum		\$ 500.00
Total			\$ 3,050.00

Notes:

*Funded by Youth Directed Fund

**Funded by Sunday Nite Lite UCC Grant of \$4000

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 2018 the SOSA committee recommends continued financial support for the following outreach ministries:

Ottawa West End Community Chaplaincy

August 2017 marked the first anniversary of the rebirth of OWECC. The Chaplaincy under the leadership of Steve Zink has been offering three main programs: a study cum support group at Regina Towers, a martial arts program for youth in different locations and individual pastoral counselling. In addition Steve conducts special services in response to requests (e.g. A Blue Christmas service). Steve is also a part time Baptist minister so he can only offer the equivalent of two days a week to the Chaplaincy. However, in 2018. the board hopes to expand some programs with the help of volunteers.

Refuge N.O.W. - Nepean, Ottawa West

Refuge N.O.W. is an ecumenical coalition that sponsors refugees. Current member churches are: Christ Church Anglican, Bells Corners United, St. Stephen's Anglican, Knox United and Julian of Norwich Anglican. Since 1089 the committee has sponsored many families.

Recently, the sponsorships have been joint sponsorships with the Federal Government, with the committee funding 6 months of sponsorship. However, the committee is

entirely responsible for finding housing and linking the new family to essential services, including health care, English classes and financial services. We also provide guidance and moral support.

The committee has recently completed a sponsorship of a Syrian family, a couple with 5 children. We are now planning our next sponsorship. If you are interested in joining the committee or would like to help in any way, please contact the church office. It is thanks to the support of our member churches that we are able to continue this vital work.

FAMSAC – Family Services Association of Churches

FAMSAC has moved again this time to Unit 8 2006 Robertson Road. Due to the difficulty of getting delivery people we encourage clients to come and pick up their food orders. The clients have adjusted readily to this new initiative and appreciate being able to choose the food items including fresh produce and dairy products. Deliveries are made to those who are unable to get transportation to the site. In 2017 FAMSAC supplied 880 food orders and distributed 220 Christmas hampers. Due to the generosity of individuals, businesses, clubs, churches, etc. FAMSAC is in a stable financial position. Donations amounted to over \$20,000 from these various organizations. The O.C. Transpo project provided an abundant supply of food items, plus \$1400 in cash. Many schools in the area have food drives which has also helped to stock the shelves. FAMSAC welcomes anyone who offers assistance. If you would like to help please sign the form at the Information Desk.

Interfaith Bridge Building

A new initiative between BCUC and Jami Omar Mosque called Interfaith Bridge Building was started in March 2017. Jami Omar had had a relationship with BCUC many years ago when the church permitted the Moslem community to pray in the gym whilst their mosque was being built. Since then the Imams and some members of the mosque have been present at the Christmas Eve service. They have also made a generous donation to BCUC as thanks for giving them a place to pray. It is hoped that we will have three events per year including an annual meal together. We also plan to have some educational events. Last year we invited a medical doctor and a researcher to talk about substance abuse in youth and Imam Owais and Rev Kim Vidal gave a presentation on Family Values in Christianity and Islam. If you would be interested in joining the organizing group please leave your name at the church office.

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.

Advent and Lenten Projects:

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 2018, 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.

\$ 100

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 201. 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. **\$ 150**

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. **\$50**

Observer Subscriptions: For retirement homes. **\$75**

Total Budget Submitted: \$ 675.00

Suzanne Ogden Chair, Pastoral and Spiritual Care Team

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 2018, the proposed projects include:

- Replace electric baseboard heaters in CE Wing
- Repair/replace gym floor
- Repair/replace Sanctuary carpet

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.

1. Purchase a portable sign for Moodie/Richmond with larger letters with more space for details.	\$2,500.00
2. Continue to support purchase of general office supplies, such as, stamps, paper, etc.	\$3,000.00
3. Select, purchase, and install improved signage in Entrance	\$150.00
4. Purchase improved Communications Centre display case for pamphlets	\$300.00
5. Create a "Little Church Community Library" - small self-serve library box on the church grounds where the community can exchange books.	\$200.00
6. Other general communication endeavours in support of 20/20 and EDGE Reports and in accordance with Communications Committee mandate	\$500.00
7. Initiatives to acknowledge gifts of talent and time from BCUC volunteers.	\$100.00
8. Purchase of software to assist with foyer TV monitors	\$100.00
9. Creation of Welcome Packages for potential new congregants	\$100.00

\$6,950.00

Olly Chuchryk, Chair – Communications Committee

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.

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 2018, the proposed projects include:

- Replace electric baseboard heaters in CE Wing
- Repair/replace gym floor
- Repair/replace Sanctuary carpet

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 2018

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 2018

To manage this work the FMC needs an envelope secretary, a directed fund coordinator, event treasurers, securities coordinator and funds for the following purposes (\$11,900 from Operating):

1. \$3,650 for the annual financial audit to present at the AGM on March 4, 2018
2. \$5,700 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. \$650 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 (Loblaw Program)

The BCUC Grocery Certificate Program is a fundraiser for BCUC. Known as the BCUC Loblaw Program after the first certificate made available, 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).

Farmboy is an exception and not included. Over the past ten years, the Loblaw 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 Loblaw 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: \$4,000.

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 2018, 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 2019 budget for M&P.

The BCUC Nominating Committee will be seeking new members to supplement the committee.

John MacFarlane

Chair, Ministry and Personnel Committee

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 2018

BCUC INSURANCE

- (a) to review the risk assessment process as it applies to all committees.
- (b) to promote the development of a “risk mitigation culture”.
- (c) to review our policy with Ecclesiastical Insurance Company and negotiate a policy for 2018.
- (d) to update the property inventory.

BCUC MEMORIAL ENDOWMENT FUND

- (a) to oversee the investments in the fund and review the investment mix.
- (b) To analyse financial statements and determine a payout 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 2018

Approved by the BCUC Board of Trustees, Jan 4th, 2018. Pound/Howes Carried

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 2018 assessment to BCUC is \$13, 590.00

United Church Women (UCW)

The UCW year runs from May 15 to May 14 which is convenient for elections and programme planning. We have four units, one of which meets in the afternoon. Each member pays dues, an amount chosen by their own conscience. These dues are submitted to our treasurer and spent on our annual list of charities and church/kitchen requests and needs. The UCW calendar is very similar year over year.

January

- we make about 750 turkey pies to sell to the congregation
- kitchen clean-up when inventory is taken and items replaced

February

- all units meet together and have a common speaker

May

- AGM
- annual Spring Garage Sale

June

- strawberry Social
- bake cakes/tea biscuits and provide staff for the kitchen

September

- general Meeting
- Asian Dinner
- staff and prepare the desserts

October & November

- baking for Christmas Bazaar
- gift baskets made up
- jam crates packed and wrapped
- staff respective booths at the Christmas Bazaar

December

- Christmas cookie plates packaged and delivered

In 2018 we will again host the Presbytery meeting in April, an all day affair with coffee, treats and then dinner.

Each of the four units has their own activity to raise money to donate to a cause which has meaning to that unit, usually at the December meeting. At any time during the year we try to accommodate catering for funeral requests which we receive from members of the congregation and each month, the unit on kitchen duty cleans the refrigerators of outdated items. Our executive meetings are held in the Shalom Room the last Monday of each month.

Nancy Lusk,
UCW Secretary

Events Planned for 2018

Garage Sale: May 12 (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 2018.

Convenors: Bob & Ellen Boynton

Strawberry Social: date to be confirmed (cost recovery)

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

Fall Supper: date to be confirmed (cost recovery).

Financial Implication: The event is cost recovery. Convenors: David Stafford; Neil Lowes.

The Christmas Bazaar: November 17

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 2018.

Convenors: Mary Jones; David Stafford

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.