

Brechin United Church Council
MEETING MINUTES
Thursday, February 16, 2023

10:00 am

In person

ATTENDANCE: Rob Russell, Christine Robertson, Rev. Tif McNaughton, Val Neilson, Linda Braid, Lynn Burrows, Marilyn Huffman, Darlene Darby, Blaine Wilkins, Kathy Torhjelm, Grace Skomorowski, Gloria Le Gal, Keith Allen.

Regrets: Susan Ward.

WELCOME by Rob Russell, Council Chair, who called the meeting to order at 10:00 a.m.

DEVOTIONAL – Linda Braid read "Good Courage: Daily Reflections on Hope" edited by Alydia Smith.

APPROVAL OF AGENDA: Add under New Business: David Fearon's Celebration of Life. **M/S:** Linda Braid / Val Neilson. **Carried.**

ADOPTION OF MINUTES:

† January 19, 2023

† February 8, 2023

M/S: Kathy Torhjelm / Grace Skomorowski. **Carried.**

CORRESPONDENCE SENT:

-email to PMR re: grants for visioning for Brechin.

CORRESPONDENCE RECEIVED:

-from John MacDonald, Business Examiner, nomination announcement for commercial building awards central/north Vancouver Island; Feb 7, 2023

Minister's Report – Rev, Tif. See attached.

Financial Report – Blaine Wilkins - see attached.

Pacific Mountain Region (PMRC) – Val Neilson – see attached.

Redevelopment – Val Neilson. See attached. The stove has been installed. It is an induction style and requires specific type of cookware. The cookware currently in the kitchen is suitable. Rental Units – sixty-seven of seventy-four have been leased and forty-four are occupied. It was requested that a mirror be placed at the end of the wall by the parking access so that drivers coming up from the parkade and those at the main level parking could know if a vehicle is approaching.

Motion: M/S Linda Braid / Marilyn Huffman that the above reports be accepted as presented. **Carried.**

LEADERSHIP TEAM REPORTS

Faith Formation and Spiritual Development (FF), - Darlene Darby – see attached.

Ministry & Personnel – Linda Braid – see attached. Linda and Gloria Le Gal will meet with Cindy and explain the rental agreements. Cindy prefers emails rather than phone calls, especially with the current difficulties with the voicemail. **Motion:** That Cindy Gillespie be given every Tuesday afternoon from 1:00 – 3:00 pm from February 21, 2023 to May 16, 2023 off in lieu of pay. **M/S:** Linda Braid / Gloria Le Gal. **Carried.**

Mission and Outreach – Lynn Burrows – see attached. Regarding the bus schedule, as FirstServices Residential, in partnership with BC Housing, agreed that a reduced number of parking spaces would be constructed with reference to the Official Community Plan, we are interested in having increased bus service on Routes 1 and 20. Lynn will write a preliminary letter requesting increased bus service on Sundays, which Rob Russell will review and sign when it is ready. It should just be from Brechin United Church to the Regional District of Nanaimo and Grant Lawson of First Services Residential will be included (c.c.). The Brechin Council was in agreement with this.

Pastoral Care – Marilyn Huffman – see attached. **Motion:** That the four activities listed in the report be approved. **M/S:** Marilyn Huffman / Darlene Darby. **Carried.**

Property – Keith Allen – see attached. The cleaner suggested that we purchase an I-Rhumba for cleaning in between the weekly clean. We will wait and see how necessary it is. The voicemail programme is IVR auto attendant. Programming is in process.

Stewardship & Finance – Blaine Wilkins – no report.

Worship – Grace Skomorowski – see attached. The organ cannot be moved until the grass is dry, due to its location in the basement of Mary Laanela's home. It will be located in the Sanctuary / Cedar room. The PowerPoint team has been organized. Jackie Kennedy-Pannett will take over the website responsibilities from Doug Cochrane.

Motion: M/S Grace Skomorowski / Linda Braid that Leadership team reports be accepted. **Carried.**

OTHER REPORTS:

OLD BUSINESS:

- † Vera Bell's service will be included in a regular Sunday morning service.
- † AGM – We will have a shortened communion service before the AGM.
- † The official opening of the new building will be on April 29, 2023. This is TownLine's responsibility.
- † User Rates – We approved the User Policies and Rates and Internal Documents with adjustments.
- † Joel Good made a suggestion as to the type of carving – a 24" circle – and placed on a section of wall close to windows. Marilyn Huffman will let him know to start this project.

- † Regional grants – nothing yet.

NEW BUSINESS:

- † Meet and Greet suggestion by Peggy Jensen – The suggested date of March 10, 2023 is too soon. Also, Peggy needs to be made aware of the procedures to be followed when planning activities. We agreed on holding it on March 31, 2023 from 4:00 – 6:00 pm.
- † David Fearon's Celebration of Life – It was very informative and moving.

INTENTIONAL COMMUNICATION:

- † Linda Braid and Gloria Le Gal will meet with Cindy about the Rental Agreements.
- † Lynn Burrows will work on the letter to the Regional District of Nanaimo regarding bus schedules.
- † Grace Skomorowski will let Mary Laanela know about when the organ can be moved.
- † Marilyn Huffman will let Joel Good know that he can start on the carving.
- † Rob Russell will let Peggy Jensen know of the procedures for planning activities.
- † Val Neilson will let Townline know of our request for a mirror.
- † Keith Allen will let Tibor know that we will participate in the towing contract.
- † Rev. Tif and Rob Russell will meet to plan the AGM.

CLOSING PRAYER – Rev. Tif closed with a 'Hallelujah activity' prior to Lent.

Next Council meeting: March 16, 2023, in person.

Devotional: Marilyn Huffman.

The meeting was adjourned at 11:36 am on the motion of Gloria Le Gal.

Rob Russell, Chair

Christine Robertson, Secretary

Minister's report to Council February 2023

I have had a few non-emergency pastoral visits in the past month, and a few time pressing visits. About half my visits are off site now, and about half are people talking with me at the church, which is a nice shift!

My thanks to everyone who ensured our memorial service for David Fearon was a fitting and meaningful celebration of his life.

I am finding it challenging to maintain days off and have nearly narrowed down which changes to propose to my schedule to more realistically align with our needs throughout the week. M and P and I will talk about this shortly, and thank you for your patience as I try to be available appropriately and keep up with events and communications.

I find our need for visioning, strategic planning and generally listening to each other as a community to be really quite high at this time; it seems like we have many people running in a lot of different directions with a great deal of gusto! This is not a bad thing! I observe, however, that it becomes difficult to work together and learn from one another when there are so many varying priorities, and stages of priorities, at play. I am focusing on learning about supporting all of this in my next con ed week in March, and in conversations with colleagues and our current Regional Minister Kathy Davies.

Thank you to everyone who continues to work at getting us ready to rent to external groups, and sorting out how to appropriately navigate internal event requests. This is difficult work to do with requests and ideas bubbling up all around you.

Wider Church:

-I have not had further communication with Region regarding the Stand Up For Old Growth campaign, but I do notice they have now added the gathering on Feb 25th to their email newsletter and encourage congregations to sign the declaration, which is a shift from their previous hesitance to promote and associate with this campaign. At minimum this affirms the possible need for further conversation and study on this topic as a faith community.

-I was asked by Region to participate in the review of the North Island First Third Years cluster's recent grant allocation- this was a Tuesday afternoon commitment for several weeks and is now complete. Results will be managed by Region.

-A gathering of current and retired clergy will be occurring March 1st at St Andrews United Church in Nanaimo.

-Following my recent participation in the Leadershift event 'Sowing the Seeds of Wild Church', an island-based Wild Church network seems to be forming to ensure an efficient sharing of ideas and resources on this topic. Few ministries are Wild Church based entirely; many are, like

Brechin, congregation-based communities who are wild-church-curious, so many of us have more interest in integrating these practices than we have time!

-I have been in touch with the new candidate for ministry in Port Alberni, Sarah Williams. She's looking forward to potential new connections with other students and recent graduates on the island.

-An in person meeting of Camp Pringle board for February has been postponed. At this time an in-person AGM will be occurring in April and guests/non members are encouraged to attend and enjoy the grounds.

-The Rev. Sarah Fanning is now serving with St Andrews in Nanaimo. John Helps (at Cedar, who has done some pulpit supply with Brechin) will be commissioned to the diaconate at the Region meeting this June.

-Fellow Island Affirming ministries have been talking about what it could look like to host a 'what's next in our affirming journey' Zoom/in person gathering sometime in 2023. I look forward to further planning on this in dialogue with them, and our Reaching Out community.

-Field Placement Supervision for Allison Abuloc continues to be a joy and blessing. We had a very fun service at Wexford today.

Respectfully submitted,
Rev. Tif McNaughton

Brechin United Church
Balance Sheet As at 01/31/2023

ASSET

Current Assets

Petty Cash	121.40	
Chequing Bank Account	7,212.75	
Total Cash		7,334.15
Investments		221,903.42
GST Receivable	1,890.73	
Total Receivable		1,890.73
Prepaid Expenses		499.34
Total Current Assets		<u>231,627.64</u>

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

TOTAL ASSET		<u><u>578,627.64</u></u>
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LIABILITY

Current Liabilities

Accounts Payable		550.00
Total Current Liabilities		<u>550.00</u>

Trust Accounts

Building fund	28,621.39	
Clear Building fund	-5.47	
The Spiritual Growth Fund	971.94	
Mission & Service	1,088.00	
Clear Mission & Service	-1,088.00	
Loaves & Fishes	405.00	
Clear Loaves & Fishes	-405.00	
Memorial Funds	4,868.20	
The Piemakers' Fund	852.35	
Clear The Piemakers' Fund	-550.23	
The Legacy Fund	97,115.71	
Mission & Outreach Grants Fund	3,022.53	
Ladies Friendship Group Fund	56.95	
Nanaimo Community Refugee Fund	70,607.21	
Total Trust Funds		<u>205,560.58</u>
Total Current liabilities		<u>205,560.58</u>

TOTAL LIABILITY		<u>206,110.58</u>
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EQUITY**Retained Earnings**

Retained Earnings - Previous Year	373,391.48
Current Earnings	<u>-874.42</u>
Total Retained Earnings	<u>372,517.06</u>

TOTAL EQUITY372,517.06**LIABILITIES AND EQUITY**578,627.64

**Brechin United Church
Comparative Income Statement**

Actual 01/01/2023 to 01/31/2023 Actual 01/01/2022 to 01/31/2022

REVENUE

Revenue

Local Contributions	9,874.41	9,492.05
Open donations	330.00	0.00
Miscellaneous Revenues	10.00	92.00
Friends of Brechin Wall Fund	968.72	0.00
Investment Income	0.00	500.00
Total Operating Revenue	<u>11,183.13</u>	<u>10,084.05</u>
TOTAL REVENUE	<u>11,183.13</u>	<u>10,084.05</u>

EXPENSE

Overhead Expenses

Moving & Temporary Space Expense	-750.00	1,425.00
Equipment Service & Agreements	-183.70	0.00
Insurance	381.67	288.45
Janitorial	419.34	0.00
Telephone & Internet Expense	49.28	191.41
Utilities	0.00	0.00
Total Overhead Expense	<u>-83.41</u>	<u>1,904.86</u>

Payroll Expenses

Wages & Salaries	8,021.86	7,592.72
Contracted Music Services	1,650.00	1,025.00
Minister's Continuing Ed & Book Exp	0.00	325.00
Employee Benefits	918.15	2,325.96
Pulpit Supply	224.00	0.00
Total Payroll Expense	<u>10,814.01</u>	<u>11,268.68</u>

General & Administrative Expenses

Bulletins, Inserts & Service Supplies	85.92	0.00
Office Supplies	30.25	503.84
Bank Charges	91.50	91.50
Broadview Magazine Expense	-100.00	-50.00
Miscellaneous Expense	1,062.13	32.96
Bookkeeping and Payroll Expenses	157.15	50.02
Total General & Administrative	<u>1,326.95</u>	<u>628.32</u>
TOTAL EXPENSE	<u>12,057.55</u>	<u>13,801.86</u>

NET INCOME

	<u>-874.42</u>	<u>-3,717.81</u>
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Brechin United Church
Income Statement 01/01/2023 to 01/31/2023

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TOTAL REVENUE 11,183.13

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TOTAL EXPENSE 12,057.55

NET INCOME -874.42

PMRC Report for BUC Council on February 16, 2023

I have spoken with Kathryn Baverstock about her upcoming role as alternate PMRC rep. She is knowledgeable about the wider church and plans to begin receiving the PMRC newsletters and emails.

I plan to attend the next town hall held over zoom on February 22nd from 1-2pm. All are welcome to join those gatherings. The key speakers will be interim Executive Minister Kathy Davies and interim Director for Leadership Michelle Slater.

The dates for the General Meeting are June 1-4th with the location yet to be announced.

Respectfully submitted by Val Neilson

Redevelopment Report for BUC Council meeting February 16, 2023

Things continue to be busy around the building. Our deficiencies list is slowly getting resolved. As I write this, the kitchen range should be delivered and installed either Monday or Tuesday of this week.

We have a tentative date of Saturday, April 29th for the grand opening. I am unsure what our responsibilities will be for that, but the overall organizing is done by Don Evans. Please save the date!

Randy Manikel will be in Nanaimo for a few days in early March. The entire Redevelopment Team will be excited to gather in person for the first time in many months.

Respectfully submitted by Val Neilson

Faith Formation & Spiritual Development Report for February, 16,2023

Suzanne Sykes has completed her own move and will soon start working on the library. More information about a possible new checkout system to follow next month.

We still have no set Sunday School curriculum but I will be offering a Sunday School Program every week unless I am out of town or working. I am finding some very interesting ideas on-line for free that I can tie in with one of our weekly scripture readings. I did order 1 subscription for Faith@ Home Magazines from a link from Pacific Mountain Regional Office newsletter that Tif passed along to me. In some very sad news, Brian told me my possible back-up person passed away from liver complications last week. I never even got to meet her although I had a lovely chat with her just after Brian passed on her name to me. I had planned on doing that this week while I was on holidays. I still need to renew my criminal record check, but I will have it done by our next council meeting. I still need to know where I can store my Sunday School supplies and I will probably buy some sort of plastic cart with wheels, but I realize we are still sorting out storage options. In the meantime, I will just keep bringing my supplies to and from home every week.

Our first study group will start Feb 17, 2023 led by Brian Pankratz to run Fridays, from 6-7:15 pm. I have ordered 8 books so far, and we will have 2 books left available once my latest order arrives. So far, I have Val, Linda, Grace and Nelson, Vickeri, Kathy, Sue, myself, Terry Donaldson, Rob and Uli Stredulinsky, Ben Quinn, and Pauline Johnson (who just reached out to me yesterday) that have registered with me. This Friday will be the last week there will be a notice in the bulletin. I will probably make an announcement for the next 2 Sundays depending on how our first meeting goes this week.

We postponed our February 2nd meeting due to some people being un-able to attend and nothing really urgent to discuss. Hopefully, we will meet by the end of this month. This will give us an opportunity to evaluate how our first Stardust gathering went and how the study group is going.

Respectfully Submitted by Darlene Darby-Faith Formation Chair

M+P Report for Council: February 16, 2023

The M+P team wishes to extend our deepest thanks to Tif and Allison for David Fearon's Memorial Celebration on February 11, 2023, and to the choir members and Pastoral Care team for their contributions to the reception.

For the past few weeks, M+P has been focusing on our Office Administrator's responsibilities and overtime hours since December, 2022.

Requests from Cindy to Council:

1. Please check the lower filing cabinet drawer at the front reception desk for any supplies you may need, including the requisition form.
2. Have the team leader **or** one designated member communicate team related information to Cindy to avoid duplication, conflicting information or confusion.
3. Advise Cindy if you are to be away and who should be contacted during your absence.
4. Please invite Cindy to meetings when the rental process is discussed.

When Cindy's recent Performance Review was discussed, she shared her concern about being disturbed during her work day (main door, telephone calls, etc.)

M+P suggested the following:

1. Post hours the office is open at the front entrance of the building, ie. 9:30 a.m-12Noon and 1-3 pm
2. Post a "Do Not Disturb" sign on the door when the Office Administrator needs to work without being disturbed.
3. Until voice mail is operating correctly, turn off/mute the ringer on the phone during lunch breaks.
4. After each Council meeting, have one representative (Gloria?) brief Cindy on the discussion.

Cindy also presented M+P with a sheet of her extra work hours banked from December 2022, equalling 1250 minutes. Rather than payment, M+P will be recommending to Council that Cindy be granted time off, every Tuesday afternoon from 1-3 pm, beginning February 21 to May 16 until the bank is empty. Tif is aware and approves this request. Going forward, no time will be banked. Cindy's annual review schedule will be moved to May, beginning this year. An updated employment contract will be written this Spring so that the terms of employment are clear.

Submitted by Linda Braid

1. Council's recent guidelines to be followed:

- When a team is planning and organizing a B4A event it is now protocol that our team chairperson gathers the event information and presents to council **after** our team members have discussed and approved the details of said event. This will keep council members 'in the loop' and ultimately help with church event planning as other events are often being organized behind the scenes. Our team leader will contact Cindy to book the room/space. The team member who is organizing a specific B4A event needs to prepare and channel all event advertising/notices through the team chairperson, who in turn will contact Cindy (and copy Marilyn Huffman) for announcements. We must book the space prior to making any announcements.
- **Finances: B4A has our own account within BUC's accounting ledger. All team** event income and expenses are recorded under this account. For workshops where only cash is used, it is understood that any extra cash from participants that is leftover after the event and the presenter has been paid, must be deposited into this account. As has been customary for past T&R workshops, these expenses and incomes have all been recorded and tracked as per the regular accounting system (i.e. cheques written for expenses and donations received, if any, (cash, cheque, e-transfers) have all been recorded). B4A's bank account does have some extra funds that can be used if we don't meet our target of attendees for the 3 spring Indigenous workshops.)

2. 2023 Reconciliation Workshops and other actions re: Reconciliation in 2023

- (A) UC Funding Grant Deadlines for Fall 2023 T&R Workshops are in March. We will make use of the recent webinar: "How to Apply for Grants with the UC of Canada Foundation".
- (B) Upcoming Brechin Indigenous Workshops:
 - (i) *Traditional Indigenous Community Drum Gathering with Patrick Alec Jr.* Saturday, February 18th 10:00 am to 11:30 am at Brechin (Arbutus and Birch Room). \$25/person. Total cost of event of \$250 and will be paid by Traditional Handshake (cash) to Patrick at the end of the workshop.
 - (ii) *Indigenous Walking Tour of Departure Bay* with Dave Bodaly (Saturday, March 4th 10:00 am.) It is a walking tour focusing on Indigenous history for 42approx. 45 minutes. (\$20/person, \$200/session).
 - (iii) *Indigenous Carving Workshop* with Doug Ravenwood (at Brechin) Sunday, April 23 (afternoon). Event details are being worked out.

- (C) Event Registration Fees – Accessibility BUC can pay 50% of a Brechin individual's registration fee with approval of Faith Formation & Spiritual Dev. Team. Registrant must pay in advance and then apply and be reimbursed.
- (D) Community Indigenous Drum Circle – Monthly drum circle at VURL, Harbourfront Branch downtown. Second Thursday of each month 5:30 to 7:30 pm.

3. Other Actions/Workshops

- (i) Labyrinth Group: the Friday group Zooms are continuing, and labyrinth In-Person walks at BUC are happening on Thursdays...12:30 – 1:30.
- (ii) the bi-weekly On-Line Study Group: the book “*To Share and Not Surrender*” about treaty and Indigenous rights on Vancouver Island. Promoted by James Bay UC in Victoria. One of our team members is participating.
- (iii) Team Treasurer needed: Julia Roberts has to step back from our team
- (iv) The Indigenous Books Project will continue in the fall.

4. Social Justice Networks

- (i) UC National & Regional News (BC Pacific Mountain Region): John B. will continue to forward the Jane Dawson newsletter to our team members. There are many excellent links on the UCC website (www.united-church.ca) and several social action campaigns that are worth looking at.
- (ii) Coldest Night of the Year (CNOY) – Walk is Saturday, February 25th (money raised in Nanaimo goes to ICCS). Julia and Lynn are doing the walk and welcoming sponsors.

5. Climate Change/Climate Action

- (i) Nanaimo Green Faith Circle (NGFC) – no report as Julia is ill.
- (ii) Climate Action Plan (CAP) Spiritual Support/Education - The CAP Sub-Group is planning to offer Faithful Climate Conversations in late February and early March. The plan will invite people to bring bag lunches and stay for a workshop after the Sunday service.

Schedule:

1. February 26 – *Creation, Climate and You*
 2. March 5 – AGM
 3. March 12 – *From Concern to Action*
 4. March 19 – *World Water Day* Mar. 22) using resources from World Council of Churches (or could do on Mar. 26)
 5. March 26 – *Build a Better Future*
- (iii) **Transportation** – Promoting carpooling and bussing to Sunday Services – On January 29th the CAP team introduced this topic at theme time. A display

and map with sign-up sheet were set up for congregation members to learn more. This theme was repeated on February 5th...modifying it based on feedback, etc. On February 12th tables were set up for coffee with people seated by neighbourhood, so that they could meet and make plans for carpooling. Further follow-up by phone or email to encourage folks to act, may be planned. CAP members were available to help co-ordinate carpooling and answer any questions with the folks in attendance.

1. Letter to RDN: Request to RDN to increase bus frequency on Sundays (particularly Sunday mornings). A letter was drafted to be sent to the RDN from BUC and the manager of the Brechin apartments after being reviewed/approved by council and signed appropriately.
2. Climate Workshops with Other Congregations in the North: deferred until the spring.
3. Old Growth Resolutions – We are still waiting for a phone/zoom meeting with Tif & Jane Dawson of PMR (Indigenous minister Rev. John Snow, Jr. is not currently available)
4. *The Elders for Ancient Forests (EFAF) is hosting a super-rally on Saturday, Feb. 25/23 in Victoria at the BC Legislature.*

6. Other Business

- (i) Worship Themes
Minute for Mission: We will continue in-person reading of the official Minute for Mission UC guide.
- (ii) Palestine/Israel –things are really heating up in this region. An upcoming concert on March 12th “Irish Concert for Gaza” is being promoted by St. Andrews UC. Funds raised will be in support of medical aid for the children of Gaza.
- (iii) BUC Website has been updated as well as our B4A section. Doug Cochrane has included an “upcoming events and archived” section for us. Doug has also set up a “resources” section and team members have been asked to submit (via Lynn) links of interest (along with brief description).
- (iv) Council request for feedback from team members re Tif and Tim – ongoing response
- (v) Future meetings: In-person at Brechin + ZOOM link available for those who can’t make it!

Respectively submitted by

Lynn Burrows

Chair, Brechin 4 ACTION Team

PASTORAL CARE TEAM REPORT TO COUNCIL FEBRUARY 16 2023

We had a good meeting this morning with a very full agenda.

During our discussion about many possible events including fundraising, our team thought that being as the Trunk Treasure Sale idea originated with the Worship Team that we wondered if that team would organize the sale. Some of our team would still be available to assist.

Because there are a number of possible events we would like to see happen, we have given possible dates for those so we don't plan something at the same time as other activities. We have tried to space things out so as not to overload people with Brechin events.

March 26: invite Hope Lutheran folks for potluck lunch (supplied by Brechin folks) following church

April 29 or March 5 are apparently tentative dates for our grand opening. (Townline project)

May 27: Newcomers event, time to be decided, possibly evening.

June 14: Pastoral Care workshop for anyone interested in doing pastoral care; 7.00-8.30 pm to accommodate working people. Allison Abuloc has offered to plan this for us.

Unfortunately, Tif was away on her con ed week and was unable to be at our meeting so hopefully these ideas and dates would work with her. I would like to ask Council to approve these events and the possible dates. Tif had sent an email to us with her report.

On another note, our team reports that anyone commenting to them is really pleased with the chairs configuration ...feels much warmer....feels like a hug! Someone suggested to us doing birthday greetings once a month before worship which we used to do and we like that idea.

Our Newcomers Table will have a Pastoral Care Team member at it each Sunday to greet visitors and, if people continue to come, get information to update the church records and give out information. We are hoping to use the piece of furniture that was in the previous narthex which we used to use there; this piece is presently in the chapel and is on rollers so could be moved around if necessary.

We still need to work on the greeters and offering taker numbers. Perhaps we could have two designated greeters then ask a couple of people who are at church on any given Sunday to help with the offering.

Respectfully submitted,
Marilyn Huffman

Summary of Property Team Activities:

1. Progress is being made in sorting out the materials in the Chapel. Confidential files have been moved to a locked storage room. Worship Team has placed material on shelving in a locked storage closet opposite the Music Room. The electric keyboard has been placed in lockable storage in the hall.
2. Obsolete electronic equipment from the old Brechin has been taken to the recycling depot.
3. A collection of extension cords and power bars has been placed in the AV/Electrical room where they can be accessed when needed.
4. Extra HDMI cords are being stored in the AV/Electrical room.
5. Additional acoustical panels have been installed in the hallways and the surplus panels removed to storage in the parkade.
6. Two wheelchairs are stored in the Mechanical Room outside the Administrator's Office.
7. Taps and soap dispensers are currently fully functional in the washrooms. These units all require batteries to operate. Additional paper towel dispensers have been installed. Sharps containers and Wet Floor signs are on order at Planet Clean.
8. Door "feet" have been installed on three doors to allow them to be propped open when the rooms are in use. Additional ones can be installed where needed.
9. We are awaiting a further visit by Pacificom Techs to complete the programming of the alarm system and the programming of the unlocked status of the Cedar Room doors on Sunday mornings. We have requested that the alarm system be disarmed automatically when an authorized user enters the building and, if not manually alarmed by the last person out, have a default alarm set at 11:00 pm.
10. The supplier of the old Riso-Graph copier has recommended that it be recycled as they have no use for it for parts.
11. Parkade fobs are available for Brechin members wishing to use the parkade.

Respectfully submitted,
Keith Allen
Property Team Leader

Worship Team Report for Council -- February 1, 2023

The Worship Team met February 1st in the Library at Brechin United Church, 2020 Estevan. What a cozy place for a meeting!

The attendance in our new church space continues to increase. The Worship Team will be looking for an appropriate date to have a Membership Sunday. We have asked Val to put an announcement in the bulletin re: membership and transfer of membership. We want to accept Kathryn Baverstock by transfer before our Annual Meeting, March 5 as she has agreed to take a position on Council.

A letter from Brian Pankratz was read. As part of his training requirements he needs to prepare and deliver a Sunday liturgy. March 19th would be a good time for this to happen.

Rev. Tif and Peggy Jensen met with Jan Laurie concerning design of worship space and hanging of our banners. She had some very helpful advice.

Since Allison is back, we are having our services on PowerPoint.

It was decided that "Faith Focus" would probably be a good name for our Theme Time.

Tim updated us on the music program and some of his plans for the near future.

We discussed some concerns expressed regarding all the announcements for our community at the beginning of the service. The team agreed that these are important, especially as we recommence week-day programs. The reader in worship will offer a "Time of Silence" before the lighting of the Christ Candle to allow congregants to center themselves and prepare their hearts and minds for worship.

The organ needs to be moved from Mary Laanela's home to the chapel. A place to store banners needs to be found so they can be removed from Mary's house, also. Do we still have some hymn books, a few people are asking for them, so they have the music for the Sunday hymns?

Does our budget of \$500.00 have to cover the costs of shelving, banner hangers and such or are these things paid for out of general funds? If our budget allowance has to cover all those things, we will have to have a bigger budget.

Our next meeting will be on March 1, 2023 at 1:00 PM in the church library.

Respectfully Submitted,
Grace Skomorowski

PS: We will be using \$500.00 of the \$3000.00 that was previously approved for the Friends of Brechin Wall, as an honorarium for our artist; Cim. Also, we would like to have Council's approval to have the dedication of the wall included in the Sunday service on April 16.