

# **James Bay United Church Board Meeting Minutes**

**Date:** 2025/09/18

**Time:** 6:30 to 8:30 p.m.

**Location:** Sanctuary

**Chair:** Martin Stewart

**Secretary:** Gordon Miller

**PRESENT:**

Joanne Keelan

Martin Stewart,

Rev. Greg Powell

Colleen Nichol

Diane Monteith

Margaret Lunam

Mahima Silvester

Gordon Miller

Scott Jantzen

Karen Halliday

**REGRETS**

James Troutman

D'Arcy McPherson

**Opening Prayer & Lighting Christ Candle:** Greg

**Personal Check-in:** 1 minute each to share where we are at in this moment and to connect a little more deeply with each other, as we wish.

Joys and concerns were shared.

**6:53pm**

**Covenant:** We covenant together.... to listen and speak with respect ...to express our views ... to be aware of each other and ourselves ...to be mindful of time, making room for each person to contribute ...to consider prayerfully ... to care about the life of the congregation, the community and the world ... to ask for help as needed ...to meet our commitments.

**Approval of Minutes – July 17, 2025**

Moved by Scott seconded by Marg

Motion Carried

**Agenda - *time allocations***

Agenda accepted with no changes

**Minister's report (Greg)**

- Please see Appendix A

In addition to the attached report, Greg noted that he has a draft of a Weddings and Funerals Procedures which he will present at a future meeting.

**7PM**

**Board Chair's report (Martin)**

- Use of church space (online vote) - *2 min*  
Tabernacle request for use of space passed in our earlier on-line vote. They are not taking us up on the offer to use the Church Lower Hall because they had to commit to another space before it was too late. They thanked us for consideration.
- Treasurer - *1 min*  
The position remains open.
- Bookkeeper/Proposal/Balance Sheet - *20 min*  
Scope of Work -JBUC.pdf

Martin reported on Jackie Cox-Ziegler and Martin's review of the Scope of Work document presented by Cheques & Balances Bookkeeping Services.

This Scope of Work proposal is to 'outsource' booking.

There was a discussion about keeping **Deposits, PAR, Receipting**, – (relationship based activities) in house.

The scope of work could be flexible. Increasing and decreasing as our needs change. When (if) we find the right bookkeeping/admin person to hire, they could be partially integrated and then more fully integrated with decreasing use of the outsourced service.

Open discussion continued.

**Karen Halliday moves that we contract Cheques & Balances bookkeeping services through to the end of March while we consider our options.**

**Seconded by Marg Lunam**

CARRIED

**7:47PM**

- Trustees report - PG Group in holding pattern (1 to months), Notice of Migration (NOM) issued by Ministry of Environment and Parks (ENV), No actions required. NOM removed if PG analysis confirms no contamination, If contamination is found, owner of the property on which the dry cleaner operated is responsible for cleanup - *1 min*
- Organization chart - (Scott) - Gave us a brief overview, *More discussion at next board meeting - 15 min*
- Continuing education - (1) Leading Together, Conference for Lay Leaders and Ministry Personnel, September 19th & 20th. (2) Board &

Employment Policy Considerations, October 16th - *participants will report at next board meeting - 1 min*

- Lay leadership update - *Appendix C - 1 min*
  - Library
  - Greeters
  - Board

## **Ministry updates and business**

**7:47PM**

- Community Lunch (Joanne) (may ask leave to address earlier) - *Appendix G - 30 min*

*MOVED: by Gordon Miller Seconded by Karen Halliday: that the Board approve an allocation of up to \$3,255 to fund the Community Lunch program until Dec 31/2025.*

*Carried*

*MOVED: Gordon Miller Seconded by Scott Jantzen that the Board support the Community Lunch application to the Blennerhassett Family Foundation for a grant of \$5,000 for the 2026 year.*

*Carried*

**8:30PM**

**We agreed to carry on the meeting to 8:50PM**

*MOVED: by Gordon Miller and seconded by Colleen Nichol that the Board supports the Community Lunch application to the Seeds of Hope program for a grant of \$18,005 for the 2026 year.*

*And that:*

*that the Board approve an allocation of up to \$6,505 for the Community Lunch program in 2026, to make up the "matching funds" requirement for the Seeds of Hope Grant.*

*Carried*

- Communications (Gordon) - *Appendix D - 5 min*

*Report as submitted*

- Community Choir - Reference Christine Chepyha report (Gordon) - *Appendix F - 5 min*

*Tabled*

- Fund Development Team (Karen) - *2 min*

*Tabled*

- Worship (Sarah) - *2 min*

*Tabled*

- Pastoral Care Team (Colleen) - *2 min*

*Tabled*

- Refugee Team Proposal (Marg) (Please see Appendix B) - *20 min*

Moved by Marg Lunam and Seconded by Colleen Nichol that the Board of James Bay United Church approve the establishment of a designated **Refugee Fund**, with the following parameters:

*Carried*

1. The Refugee Fund will be administered under the direction and control of the JBUC Board or its delegate such as the JBUC Refugee Sponsorship Committee.
2. The Refugee Fund will be used solely for refugee sponsorship purposes, consistent with the charitable purposes of JBUC.
3. Donors will designate contributions as "Refugee Fund" (not to an individual or family).
4. Disbursements will be supported by receipts or documentation to demonstrate accountability and CRA compliance.
5. The Board or its delegate such as the JBUC Refugee Sponsorship Committee, will determine, at its discretion, how much of the

Refugee Fund will be allocated to active sponsorships and how much will be reserved for future refugee sponsorship opportunities.

- Others?

### **Human Resources (M&P) (Mahima Sylvester)**

- Report of HR/M&P

Mahima Sylvester moved and Seconded by Karen Halliday that Natalia be granted a week extra to work with Zunaira to have a week of overlap when Zunaira returns to work. Carried

Colleen Nichol Moves and Marg Lunam Seconds that Gwenna Moss is approved to send the documents on the attached list to the United Church Regional Archives in Vancouver. They will fill in quite a few gaps in our holdings in those archives. Those files are:

1. Board and Council Minutes 2000-03; 2007-11; 2013-20
2. Congregational Meetings 2001; 2002; 2005; 2009
3. Session Minutes 2000-2007
4. Stewards Minutes 2000-2007

### **Other**

- Bicycle storage (Colleen) *Tabled*
- Victoria Foundation training *Tabled*
- Zeffy (Scott) Made a brief presentation
- Leading Together: Conference for Lay Leaders & Their Ministry, <https://leadershiftuccan.org/leadingtogether>

**Closing Prayer: Greg**

**Meeting adjourned at 8:55PM**

---

Martin Stewart, Chair

---

Gordon Miller, Note-taker

# APPENDIX A

## James Bay United Church | Board Report

Rev. Greg Powell

Here is some of what's been capturing my attention:

1. The GREAT BIG Open House was a great big success, in my opinion. It gave me the sense of rightful belonging in the neighbourhood. It took a LOT of effort from a lot of people, all of which hinged on Gordon Miller's vision and commitment. It was tiring for many and, in my view, a good cause for feeling that way. I encourage folks to jot down ideas for how a similar event would take place in the future (what changes, what stays the same, etc).
2. The Sunday morning children's program is set to launch on September 21. This is our third or fourth attempt to launch the program this calendar year but I am hopeful that the newest expression, with its roots deeper in the Sunday congregation, will click. I don't expect a very high turnout of children for quite some time, but whether our goal is to maintain a tradition or mend the world, children must be a focus and priority.
3. Our bookkeeper will conclude her role with us imminently (at the end of October), we still lack a treasurer, and we will continue discussing how to solve these. However, I am confident that we will land with our feet on the ground. I realize that bringing a new staff person on board while we were still discerning the role was part of the reason our last hire didn't work out. I am open to revising my responsibilities to help solve the challenge.
4. At our last board meeting we set the intention of forming a committee to guide the affirming process. I have been in contact with a few people, but this needs some more attention. This is not urgent, but it is important
5. I feel really good about the conversation amongst board members about the inquiry from the Aquarian Tabernacle to rent James Bay UC. We did not reach unanimity, and I know that can be upsetting. I am most appreciative of the curiosity, consideration, and honesty I witness throughout the conversation.
6. We are hosting a pastoral care workshop on October 5 after choir (after worship). I encourage board members to consider participating – no experience is necessary (although we all have experience with pastoral care)..

With much gratitude,  
Greg

# **APPENDIX B**

## **James Bay United Church | Board Report**

Refugee Team - Proposal

### **Proposal to Establish a Refugee Fund**

#### **Purpose**

The Refugee Sponsorship Committee is requesting that the Board of James Bay United Church formally establish a Refugee Fund that will allow the congregation and wider community to contribute financially toward refugee sponsorships in a manner that complies with Canada Revenue Agency (CRA) regulations.

#### **Background**

Recent CRA updates (2022) clarified rules around receipting charitable donations. While churches may not issue charitable receipts for donations directed to a specific individual, they may establish a designated fund—under the ongoing direction and control of the Board—that supports the church’s charitable purposes, such as refugee sponsorship.

Through consultation with other congregations and with financial expertise offered by Hazel’s daughter, Jenny (CPA), we have learned that many churches have addressed this challenge by creating a Refugee Fund. This approach balances CRA requirements with the practical need for transparency and donor confidence.

#### **How the Refugee Fund Will Function**

- **Board Oversight:** All monies donated to the Refugee Fund will remain under the direction and control of the James Bay United Church Board.



- Purpose: The fund will be restricted to supporting refugee sponsorships and related expenses, which fall within the charitable purposes of the church.
- Use of Funds:
  - At any given time, the Board or it's delegate such as the JBUC Refugee Sponsorship Committee will determine which refugee family (or families) the fund will support.
  - Funds may be fully used for the active sponsorship family, or, at the Board's discretion, held in reserve for future refugee sponsorships.
  - Donors must designate their gifts as "Refugee Fund" and not to a specific family name in order to remain compliant with CRA rules.
- Receipting: Contributions to the Refugee Fund will be eligible for charitable receipts.
- Documentation: All disbursements from the Refugee Fund will be supported by appropriate receipts or documentation (e.g., invoices from lawyers, copies of visas, receipts from settlement costs), ensuring the church can demonstrate control and accountability.
- Relationship to Benevolent Fund: While the Benevolent Fund could be used for refugee support, creating a separate Refugee Fund provides clarity for donors and ensures funds are dedicated exclusively to refugee sponsorship efforts.

## **Benefits**

- Ensures CRA compliance and protects JBUC's charitable status.
- Provides clarity and transparency for donors.
- Strengthens JBUC's long-term capacity to sponsor refugee families, as funds can accumulate over time.
- Affirms our commitment as a church community to justice, compassion, and welcome.

## **Proposed Motion for the Board**

That the Board of James Bay United Church approve the establishment of a designated **Refugee Fund**, with the following parameters:

1. The Refugee Fund will be administered under the direction and control of the JBUC Board or its delegate such as the JBUC Refugee Sponsorship Committee.
2. The Refugee Fund will be used solely for refugee sponsorship purposes, consistent with the charitable purposes of JBUC.
3. Donors will designate contributions as “Refugee Fund” (not to an individual or family).
4. Disbursements will be supported by receipts or documentation to demonstrate accountability and CRA compliance.
5. The Board or its delegate such as the JBUC Refugee Sponsorship Committee, will determine, at its discretion, how much of the Refugee Fund will be allocated to active sponsorships and how much will be reserved for future refugee sponsorship opportunities.

# APPENDIX C

## James Bay United Church | Board Report

### Lay Leadership Update, Deborah Davis

Here is an update on where we are with JBUC Lay-Leadership:

Library: Colleen Adair has agreed to join the Library team as the contact person/liaison (for Board re: updates & budget, and for community re: donations, borrowing) and communications. Bonnie Ziegler continues in her role as the Librarian.

Greeters: Despite our efforts to recruit a lead, no one has stepped in to fill the vacancy left by Colleen Nickel. Until we find a replacement, Gordon offered to schedule volunteers & Colleen continues to assist with training new volunteers and offering support on Sundays as needed. We'll continue our efforts to recruit and would appreciate any assistance from the Board.

Board: The fall is a good time to start looking at the Board for 2026/27. Here's what I have in mind for moving forward. Please let me know what you think:  
-for me to connect individually with current Board members to check in about their experience so far and if they plan to continue serving in the next term. I would then follow up with Martin to discuss the upcoming vacancies and begin approaching possible new candidates. If this sounds good, please bring this up at your next Board meeting.

# APPENDIX D

## James Bay United Church | Board Report

### Communications - Gordon Miller

- My thanks to **EVERYONE - SO MANY EVERYONE's** for all the support around the GREAT BIG Open House September 6th.

These were the operational statements about the event:

**WHAT:** An inside/outside all around the church celebration day of all things James Bay United.

**WHY:**

Two objectives:

1- Connect all various Ministries, Programs, Teams, Activities, and participants so we know each other better. Planning an event together will help us learn to trust each other, support each other and become friends while growing a stronger community.

2- Highlight all the activities in the church in a way that the neighbourhood can engage, become aware and plan to participate more in the future.

**With these objectives in mind**, I believe that the event was a resounding success.

There was no financial objective stated. It was our hope not to spend too much money. A fundraising component for the Thursday Lunch was added as an 'awareness initiative' later on in the process. We will have to wait a few more weeks for Jackie's final numbers.

- **An official thank you to Natalia, for going above and beyond – with grace as she helped with all the EXTRA September 6th messaging.**
- New Rack Cards have been completed. Some edits required and some ministries and programs still pending. We are aiming to have ALL Rack Cards completed by the end October 2025. Total costs for the current print run were under \$500. Now that the designs are finalized, edits can be made from time to time with minimal effort. Cards are being printed locally to support local small business.
- We are currently responding to a request for money to cover copyright infringement (use of photos on our website). This response is ongoing and I will report the results by our next meeting.
- **Additional and not associated with Communications:**  
Work is successfully ongoing to get cash management at the Tuesday Night Jazz at the Church Program of the Arts Ministry better managed. This week we transferred \$5390 to the general account of the church. This is the largest amount transferred from TNJATC

since this program began 7 years ago – and we still have the last 4 months of the year ahead. It is our intention moving forward to add Tuesday revenue and expenses to the spreadsheet weekly and to reconcile it to cash monthly. This will ensure that we are always up-to-date and excess cash does not remain in the church. More info to follow next month.

***NB: we have no access to Canada Helps to determine how much is coming to the Arts Ministry through Canada Helps. This information should be in our quarterly reports coming from the bookkeeper.***

Thanks to Kelby and his team for all their great work.

# APPENDIX E

## James Bay United Church | Board Report

### Pastoral Care Report for JBUC Board Sept 28, 2025

Caring for one another is an essential part of being human — we all find ourselves giving and receiving care at different times in our lives. With that in mind, the Pastoral Care Team is offering a workshop open to everyone on Saturday, October 5 from 1:00- 2:30 pm. This will be led by Alanna Menu and Julianne Kasmer, both retired United Church ministers with considerable experience in offering these workshops.

Together we'll explore the basics: What is pastoral care? When do I offer it? Is there a "right" way to do it? Short handouts will be offered on Faithful Listening, Holding Space and self care for people involved in this work.

Various dimensions of what our Pastoral Care Team does will also be noted with the invitation for people to consider taking on any of those pieces if they feel drawn to do so.

If it feels appropriate, a follow-up workshop could be offered by Alanna that would 'go deeper' into the areas of death, dying and grief as well as working with folks with dementia.

Respectfully submitted by Colleen Nichol on behalf of the Pastoral Care Team  
(**Core Group:** Greg Powell, Anne Manikel, Colleen Nichol, Joan Ryan & Martin Stewart. **Prayer Chain:** Linda Clegg, Sandy Forsyth, Cheryl Macpherson & Barb Whitney)

## **APPENDIX F**

James Bay United Church | Board Report

Letter from Christine Chepyha -  
James Bay Community Chorus  
See submitted PDF

[James Bay Community Chorus letter Sept 2025.pdf](#)

## **APPENDIX G**

James Bay United Church | Board Report:  
COMMUNITY LUNCH PROGRAM

See Submitted PDF

[Community Lunch Program Request September 2025.pdf](#)