

**Little Britain United Church
Council Meeting – Minutes – November 8 2017**

Present: Shirley Froehlich, Rev. Shelly Manley-Tannis, Margaret Speer, Tanya Wiegand, Linda Ward,

Absent: Shannon Leask

Guests: Barry and Sandy Bernhard

Call to Order 6:31 pm by Shirley Froehlich

Acknowledgement of Territory and Opening Prayer

Review of Agenda and Addition to Agenda

New Business

Remit #6, Orders of Ministry

Interlake Cremation & Funeral Service use of Church & Hall

United Church History Nomination for the United Church Archives

Moved by Linda Ward/Inez Drummond to accept. Carried.

Review of Meeting Minutes for May 17, 2017 & September 6, 2017

Moved by Margaret Speer/Inez Drummond to accept. Carried

Reports

Work of the Church Team (Barry)

LBUC – COMMUNICATIONS AND OUTREACH PLAN - Draft Process for Developing The Plan

WHY SHOULD LBUC HAVE A COMMUNICATIONS AND OUTREACH PLAN

- To fulfill our LBUC's calling and purpose.
- To survive, prosper and grow in the areas where LBUC is uniquely gifted.
- To improve how we communicate with and impact the people we want to reach
- To be good stewards of LBUC resources (time, energy, money, people, facilities), ensuring they are working together for LBUC to be most effective.

WHO IS INVOLVED IN COMMUNICATIONS AND OUTREACH PLAN DEVELOPMENT?

The **Congregation** - celebrating who we are, discovering who we want to reach out to and how we want to do it.

The **Plan Development Facilitator** is a person recruited to lead and coordinate details for this process. **Plan Development Administrator** will record and keep the **MASTER** copy of **THE COMMUNICATIONS AND OUTREACH PLAN**.

The **Plan Development Team** is made up of The Care Team, Caring For The Work And Stewardship Of The Church plus other members of The Church who will carry out the research and action steps to develop **Communications and Outreach Plan**. This may be a team of five to seven.

THE PROCESS FOR CREATING AND IMPLEMENTING THE COMMUNICATIONS AND OUTREACH PLAN

STEP 1: MISSION, VISION AND VALUES - COMPLETED

MISSION

LBUC is a Christian community which welcomes everyone to learn about and love God, and to explore and grow in faith. We love, respect and care for people in our community and the wider world. We seek to care for all of God's creation.

VISION

We are a congregation that builds upon and celebrates our history and heritage. We are a growing faith community within the United Church of Canada.

VALUES

As a Christian community we are committed to:

- . Inclusivity and diversity
- . Being innovative and embracing change
- . Being welcoming and nurturing
- . Honouring our heritage
- . Respecting and protecting our natural environment

STEP 2: RESEARCH

Analysis and development of plan options from information about:

- Congregation – demographics, residence and backgrounds/lifestyle
- Community (Selkirk, St. Clements and St. Andrews) – profile, plans, development status and demographics
- Church Budget – resources available
- United Church of Canada – roles, influences and status of United Churches in the Community area, future role of LBUC within the current and future changes taking place within the United Church of Canada
- Contact Federal and Provincial Government about possibilities in terms of outreach

STEP 3: STRATEGY

From the LBUC strengths, weaknesses, opportunities and threats already identified by the congregation together with the Step 2 research information the Facilitator, Administrator and Plan Development Team will:

- **Develop strategic objectives, goals plus identify resource requirements along with –** Responsibilities, messaging - focusing – direction on most fruitful opportunities, ongoing plan management, progress measurements, communications, and allowing for adjustments where and when necessary
- **Complete the proposed Communications and Outreach Plan for presentation by all those involved and review by the Church Council.**

STEP 4: FINALIZING THE PLAN AND DEVELOPMENT OF IMPLEMENTATION STEPS AND SCHEDULE INCLUDING PROGRESS EVALUATION from the input from the Church Council, the Facilitator, Administrator and the Plan Development Team will finalize the plan for presentation by the Facilitator, Administrator and Plan Development Team to the Congregation for their review and final input.

STEP 5: TIMELINES

- 1. The Plan Development – review and approval of this proposed process by the Care Team and Council – August 24th by the Care Team and date to be arranged with Council**
- 2. Designation of the resources and filing of roles to complete all the tasks involved in the process – after the approval of this proposal by Council, to be organized by the Facilitator, Administrator and Plan Team***
- 3. Development of a work and meeting schedule for completing the Plan – after the approval of this proposal by Council, to be scheduled by the Facilitator, Administrator and Plan Team**
- 4. Complete the Plan and present to Council for review and approval**
- 5. Implementation of the Plan****

***Communication to congregation**

****Communication to congregation**

Barry discussed the draft of the COMMUNICATIONS AND OUTREACH PLAN. A social media person is needed. Discussion of who could fill this role, possibly a youth. Linda will include this in the next newsletter.

Approval was given in principal of the Communications and Outreach Plan from Council.

Finance (Inez) & Quarterly Financial Update

Excel spreadsheet is attached.

Inez reported that all expenses are paid to date except for honorariums.

Financial viability report – Lila is inputting the numbers for this report to be presented to Council and then the congregation. It's a Conference resource.

Inez reported that Marian who washes the floors in the hall has two concerns. The plugs are covered in break out rooms by furniture that makes it difficult to do the vacuuming. Could they be exposed? Also the floor is left very dirty after children's activities. The bathroom has also been very dirty after children's activities. She also suggested that there be no food in the break out room.

It was suggested that an email from the hall manager to users a friendly note to make sure all food garbage is placed in the kitchen. Shirley will talk to Tara about this. Contact information for the Shriners, the Girl Guides, and Sunday School teachers.

Ministry & Personnel (Linda)

- The M & P committee met on October 25, 2017

- Below are the items we ask Council to consider.

1. Account's Review of LBUC books before the next Annual Congregation Meeting

LBUC has not had an accountant review our books in several years. Who needs to be involved? What will it take to get this review completed?

2. Complete the Viability Report Form

This is a United Church form that captures a 5 year financial picture of the church.

Rev. Shelly will request a copy of the current form. The M & P committee recommends that this form be completed and the results reviewed. The information would help us understand trends and viability for maintaining a 2/3 ministry in the future. Lila Larsen has offered to assist with data input (she would be able to help until the end of November). She would need a bit of help to get her going.

3. Safety Policies & Working Alone (carried over from the last Council meeting)

The M & P committee recommends that:

1. A consistent policy for LBUC be developed.
2. Rev. Shelly switch her office back to the original minister's office which has two exit doors. (Rev. Shelly would like to make the switch in January.)
3. Staff and volunteers working alone at the hall keep the hall doors locked

Letter received from the United Church of Canada regarding policy changes and implementation that took effect on July 1.

- **Police Records Check policy:** The policy effective July 1, 2017 requires that a form be filed online by June 30 every year by ministry personnel. This is a change from the previous requirement, which required a police records check to be shown to you, the Ministry and Personnel Committee, at the time of the call or appointment of the ministry personnel or at other times. The online form will be available through the General Council website in January 2018. This change relates only to ministry personnel. The Ministry and Personnel Committee still has the responsibility to assess what is required from lay employees, including congregational designated ministers. You may discern that you require a police records check during the recruitment and selection of lay employees.
- **Sexual Misconduct Prevention and Response Policy:** Ministry personnel are now required to renew boundaries training every five years. This is a new requirement and is in addition to the requirement to take the basic boundaries course. Congregational designated ministers and licensed lay worship leaders must also take the boundaries training and refresher training. Proof of completion of the online training is provided by United-in-Learning to the court of accountability.
- **Workplace Violence and Harassment Policy:** This is a new policy available to ministry personnel and employees of the church to address issues of violence and harassment in the workplace. A poster to inform every pastoral charge about this policy and to start conversations about healthy relationships is coming out in Infopac this fall.

All three policies are available on The United Church of Canada website: www.united-church.ca.

Preparation for Nominations

• M & P committee recommends that the word go out now about the different committees so that members of the congregation have some time to consider the volunteer opportunities. We recommend that there is adequate time for mentoring when there is a new incoming Treasurer.

Respectfully submitted,
Linda Ward
Chair, M & P Committee

It was suggested that to include a note in the Newsletter looking for a treasurer and a vice chair.

Moved that Little Britain United Church will develop a Safety Policy by Margaret Speer/Inez Drummond

The People Team

Guest minister, Rev. Noelle Bowles, will lead service on November 5, while Shelly participates in Convocation at St. John's College.

- Remembrance Sunday is November 12 and Ron will participate in service as a military representative. Canadian policy that you do not celebrate after November 11.
- Breakfast with Santa to take place December 2nd
- 1st Sunday of Advent is December 3rd. Jessie tree will be up for this service
- Tree decorating to take place December 10th
- Susie will take the lead on Christmas hampers, this year
- Christmas Concert to take place on December 17th. Tabula Rasa choir to provide musical entertainment. Members also invited to take place
- As Christmas Eve falls on a Sunday, this year, the committee is recommending no morning service. Traditional early and late evening services as usual. Communion to take place at late candlelight service
- As New Year's Eve falls on a Sunday, committee is recommending no morning service. This way Shelly will enjoy a well-deserved break, after a very busy Christmas season!
- Grief Recovery group is meeting for 8 sessions, on Thursday evenings. Small group and there are no members of LBUC attending. Lila is leading. ? consider honorarium for her work with group
- Faith Xploration group to begin after Thanksgiving
- Attendance at Sunday School has been low, since it resumed in September. Fran has continued to provide leadership and teach classes with help from some other members. Shelly has sent reminders to families, with children, with no increase in attendance. Decision is to continue offering classes for now, despite numbers, as each child deserves the chance to learn

Respectfully submitted by Susie Slobodian

The Space Team

Some of the rubble from the McKenzie Plot was moved to the western edge of the parking lot and pushed into the bush. That area of the parking lot is now more useable.

- Rod continued with repairs/restoration of the cemetery benches and trash cans.
- Pete looked after emptying the trash and is now going to look after sidewalk snow clearing.
- Rod replaced the weather stripping on the hall door.
- Dale continued with sanctuary cleaning and decorating.
- The Bell Tower Project was completed and a final report has been submitted to the two levels of government which contributed some funds for the restoration. We now await holdback funding from both levels of government.

Cemetery (Judy)

No interments since last meeting.

Thanks to Tom and his crew the yard cleanup was completed before snowfall.

In the last couple of months work was done to remove the lilacs and other bushes along the Red River Cart trail on the east end of the cemetery. More work of this type will be done next year. Again the work was done by Tom and his crew.

Work has begun on the restoration of the McKenzie Plot. Descendants of Roderick and Angelique McKenzie have been asked via social media and regular media to contribute to the restoration. Costs have been estimated at \$20 000.00. A donor has offered to cover all the costs. If any other money is collected, the donor will return that portion to the cemetery fund. Tom Greenham and others have taken on the restoration job.

Hall Report - no report

There was discussion about hall users.

Presbytery (Shannon) - no report. Next Presbytery meeting is November 25, 2017

Minister Report (Rev. Shelly)

*Feast for Friends Sandy Saulteaux Centre – Oct. 21, 2017 It was a wonderful day again spent on the land with my mom and about 100 other participants – both indigenous and non-indigenous. Ask me about dancing on the wild rice!

*Grief Sessions – we ran the 8 week session with a small group (all from outside the congregation) and it was again a wonderful, deep time of learning and sharing. I have been greatly blessed to work with Lila on this, and I think if at all possible, we should thank her and encourage this work with an honorarium.

*Sunday School started Sunday, Sept 10 – with Fran taking several few weeks & others (Susie, Tanya and Holly) willing to take turns teaching! We have had small but enthusiastic classes and we are blessed to have Hannah as our teen-aged helper and willing teachers.

*Faith X - ‘Why Bother Reading the Bible’ sessions have started again and we are meeting about once a month. A Wednesday or Thursday, 1:30-3:30

*McKenzie Plot discussions – it has been exciting to work on some more history at Little Britain after making a connection with Erin Millions, St. John’s College fellow and PhD Candidate who is researching education in

Red River History. The Mckenzie's are one family that she has studied and was willing to come meet with Judy, and continue the conversation if we want to do a special event or more research!

*Meetings – have met with Caring for the People Team, Ministry & Personnel, and folks for Sunday School planning, as well as one-on-one connections in person and by phone with several members. Also regularly meet user groups in the hall – Yoga participants, Members of the Masonic Lodge, occasional renters, etc.

COMING UP

*Worship it's getting very close to Advent, of which we will only have 3 weeks (Advent 4 is the same day as Christmas Eve!)

*Con. Ed. Short Advent Retreat – I will be away for a few days at a free pre-Advent retreat

Moved to accept the above reports by Inez Drummond/Linda Ward.

Fundraising

Lasagna Dinner & Auction – 90 people attended. \$3,856 has been deposited into the bank. Profit is approximately \$3,000.

Grey Cup Party, November 26 – please bring your friends. Need the projector for the screen.

Quiz Night, March 24, 2018 - Quizmasters have been booked.

Paint Night – Linda found out that a company that organizes Paint Nights that they bring all supplies and the church would get \$15 from each ticket sold. However we would have to buy the liquor license, the liquor and snacks. The cost per person could be \$40. Is this be too much?

Linda will get more information.

Church Events

Christmas Concert – Sunday, Dec. 17

Santa's Breakfast – Saturday, Dec. 2 – Need Kitchen leader. Sandy Bernhard was suggested.

Old Business

Ad Hoc Committee- Constitution Reorganization & Job Descriptions – Needs to be ratified 6 weeks before Annual Meeting so must be finalize at this meeting.

Moved to ratify and will recommending the adoption of the amended constitution by Tanya Wiegand/Linda Ward. Carried.

Electronic Sign Report – Shirley talked to Ray about the sign. It was General Signs of Selkirk that installed it. It was a used sign. Shirley will meet with Ray to discuss further.

The Shriners use of hall was discussed.

Bell Tower Final Report from Terri Hooper - October 31, 2017

Project Summary:

In 2016, work officially began to restore the Little Britain United Church's bell tower structure at an estimated cost of \$18,600. The need for this restoration work was originally identified by Church Council in 2015 and the components of the project are based on an assessment and recommendations provided by the Manitoba Heritage Branch of the Province of Manitoba.

Funding for one-third of the project costs up to a maximum of \$6,200 was approved by the federal government under the Canada 150 program. In addition, the provincial government approved up to \$5,800 towards the project costs under the Designated Heritage Building Grants Program. Little Britain United Church was responsible for the balance and undertook a number of fundraising activities to offset these costs. The project was completed in June 2017 at a total cost of \$24,150 including PST and GST, but not including project management and other in-kind services provided by the congregation of Little Britain United Church (see Project Financial Summary attached).

Historical Background:

Construction of the current stone church began in 1872. The bell tower was added in 1920 as a memorial to the veterans of World War One.

Little Britain United Church was declared a provincial historic site in February 1989 and is widely recognized as a heritage destination along the Red River Trail, north of Lockport.

Project Implementation

Work required to restore the historic bell tower was guided by the Condition Assessment and Recommendations report prepared by Gord Menzies, Restoration Technology, Historic Resources Branch of Manitoba Sport, Culture and Heritage (formerly Tourism, Culture, Heritage, Sport and Consumer Protection). Proposals were requested and New World Builders was selected based on their experience in restoring other heritage sites and their ability to undertake this specialized work.

Before work began, a project site meeting was held on September 26, 2016 with Darrell Sandmoen from New World Builders and Jeff Gauley, Heritage Building Conservation Officer, Manitoba Historic Resources Branch and representatives of the LBUC Property Committee to review and approve the scope of work for the project.

By the end of October, New World Builders completed approximately 40% of the scope of work identified in the August 2016 proposal for restoration of the Bell Tower (mostly interior work). Due to heavy rains in October, work on the exterior of the bell tower could not begin and was consequently rescheduled for the spring of 2017 as soon as weather conditions were suitable.

The restoration work was completed in June 2017, and a final inspection was conducted on July 10, 2017 including Gord Menzies, Manitoba Historic Resources Branch, Judy Rekrut and Tom Greenham, LBUC Property Committee members, and Darrell Sandmoen, New World Builders. All parties were satisfied that the work was completed within the specifications provided, with the exception of the stucco repairs. There was agreement that the stucco work would be removed from the scope of work and treated as a separate project at a later date as it did not directly impact the bell tower restoration.

There was also agreement that it was necessary to expand the scope of work for New World Builders to include restoration of the window in the tower and replacement of the metal spire on the peak of the tower to successfully complete the project. A certificate of project completion was issued by New World Builders and accepted by LBUC on July 13, 2017 (copy attached).

Project Costs:

The original estimate for restoration of the bell tower was \$18,600 based on a cursory inspection of the site by members of the Property Committee in 2015. Once access was made to the bell tower platform area, it became evident that the restoration work would be more extensive than originally estimated. The actual cost of the bell

tower restoration project, with the hazardous material removal work required to prepare the site, totalled \$24,150 including GST. Project management and other in-kind services were provided by various members of Little Britain United Church and are not included in this total.

Communications:

The project was also featured in the *Selkirk Record* in October 2016, which included an acknowledgement of the funding provided by the governments of Canada and Manitoba.

Signage acknowledging federal and provincial funding for the project was installed outside the entrance of LBUC in early October 2016 and a rededication plaque has been placed in the vestibule of the church.

A rededication ceremony and celebration of the restored bell tower was held on Sunday, September 17, 2017 along with a celebration of the 165 anniversary of the congregation of Little Britain. Invitations to attend were extended to the federal and provincial ministers responsible for the project funding programs. A letter of greetings was provided by The Honourable Navdeep Bains, Minister of Innovation, Science and Economic Development, which was read during the event. Unfortunately, the federal and provincial ministers nor their representatives were available to attend in-person.

Performance Indicators:

The bell tower restoration project was successfully completed by the target date of June 30, 2017 and the performance indicators included in the Contribution Agreement between Canada and LBUC for the Canada 150 program funding have been met.

Project Contacts:

Mrs. Terri Hooper, Project Representative and LBUC Member, 204-791-4597 or email: Terri.Hooper@shaw.ca

Mrs. Shirley Froehlich, Current Chair of LBUC Council, email: prairieoriginals@mymts.net

Report Prepared by:

Terri Hooper, LBUC Member

Date

Report Approved by:

Shirley Froehlich, Chair of Council, LBUC

Date

Little Britain United Church Bell Tower Restoration

Project Financial Summary

Project Expenses:

Supplier	Total including GST	Total - net of GST
Abell Pest Control	\$2,939	\$2,799
New World Builders	\$21,161	\$20,153
General Signs - (not claimed)	\$50	\$48
Total Project Costs	\$24,150	\$23,000

Project Funding:

Source	Total
Government of Canada – Community Infrastructure Program	\$6,200
Province of Manitoba – Designated Heritage Building Grant	\$5,800
Little Britain United Church (1)	\$12,150
Total Funding sources	\$24,150

Note 1: GST rebate will be claimed at a later date.

New Business

Remit #6, Orders of Ministry - tabled until next meeting

Interlake Cremation & Funeral Service use of Church & Hall - do we want our church listed in their directory? Shirley will talk to Judy further.

United Church History Nomination for the United Church Archives. The McKenzie Plot was suggested. Tanya will look into it.

Correspondence – there was no correspondence to report.

Next Meeting Dates – Jan. 31, March 21, May 30. Annual Meeting Feb. 25.

Closing Prayer

Meeting Adjourned: 9:16 pm