

**Congregational Meeting**  
**March 5, 2017**



# Call to Order

Meeting Chair: Paul Dowling, Chair of Council

Recording Secretary: TBD

# Agenda

- Getting Started
  - Motion on Voting Privileges
  - Motion to Accept Agenda
  - Motion to Accept Minutes of March 6, 2016 Congregational Meeting
- Council Membership
  - Motion on Council Membership
- Beach United Church Staff
- Annual Report
  - Motion to Receive 2016 Annual Report

*continued....*

# Agenda *continued*

- Ministry Staffing Presentation
  - Review of Mission Articulation Process (MAP) Goals
  - Tasks That Need to be Done
  - Proposed Ministry Staff Roles & Job Descriptions
  - How We'll Measure Success
  - Process to Approve and Fill Ministry Positions
- Budget
  - Motion to Approve 2017 Budget
- Motion to Approve Staffing Model
- Adjournment

# Voting Privileges

Motion: For the purpose of this meeting, everyone present, both members & adherents, has voting privileges.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

# Accepting the Agenda

Motion: We accept the agenda as outlined.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

# Minutes of Previous Meeting

Motion: We accept the Minutes of the March 6, 2016 Congregational Meeting.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

# Council of Beach United Church

Chris Bell

Leigh Bowser

Paul Dowling

Ron Fitton

Brian Gauthier

Marian Hilton

Jim McKibbin

Mary Anne Lemm

Barry Truscott

Barry Watson

Marney Winn

Hastings Withers



# Electing New Council Member

Motion: We elect Ron Fitton to Beach United Church Council.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

# **Trustees of Beach United Church 2017**

Kathy Clemens

Jean Collins

Henny Delange

Martin McFarland

Barry Watson, Chair

# Electing New Trustee

Motion: We elect Peter Tabbitt to the Board of Trustees of Beach United Church.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

# Staff of Beach United Church

Karen Dale: Minister  
Steven Webb: Director of Music  
David Lewis: Operations Manager  
Cate Duff: Office Administrator  
Sharon Krieger: Bookkeeper  
Kirk Clarke & Victoria Connor: Custodians  
Brett Boyko: Student Minister

# Accepting the Annual Report

Motion: We accept the 2016 Annual Report for Beach United Church.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?



“What if we don’t change at all ...  
and something magical just happens?”

# Mission Articulation Process Review

Thank you to our Mission Articulation Process Committee

- BUC Volunteers: Elaine Graham, Marian Hilton, Patricia Sullivan-Taylor, Karen Watson, Jim Winn
- Minister: Karen Dale
- Presbytery: Janet Marshall, Lee Ann Ahlstrom

# Mission & Ministry Goals

## Categories (as required by Presbytery)

- Growing in Faith, Discipleship
- Ministry Partnership
- Pastoral/Spiritual Care
- Community Life & Hospitality
- Stewardship
- Worship
- Justice & Outreach
- Leadership & Volunteer Development



# BUC's Mission & Ministry Goals

Two main themes:

- Living our Mission
  - Creative and adaptive worship
  - Expand justice and outreach
  - Support and care for volunteers
- Enabling Our Mission
  - Increase Capacity/Capability for Change
  - Financial Sustainability

# Mission & Ministry Goals

## Specific Goals for 2016/2017

- Syrian Refugee Project
- Housing/Homelessness Project
- Solar Energy Support
- Music Ministry
- Worship
- Increasing Volunteer Support
- Developing South Lot
- Building Maintenance

# Affirming the Goals

Motion: We affirm the Mission & Ministry goals for Beach United Church.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

# Our Mission

Exploring Faith and Building Relationships with  
God, People and the Earth



# Who We Are

An inclusive church for the community, building relationships that are rooted in Jesus's teachings:

- helping people explore their faith with curiosity & questions
- offering compassionate support & hope
- providing opportunities for people to grow in their spiritual beliefs & to make a difference in God's world

# Who We Are

Our building reflects our mission:

- modern, welcoming space
- reduced environmental footprint
- accessible to the whole community

# Who We Are

## Sunday mornings – and much more

- Jazz & Reflection, Music for the Soul, Jam Nights
- Housing/Homelessness Action
- Lectio Divinia
- Speakers Series
- Cooking With Soul
- Knitting for Shivering Children
- Interfaith Lunch Program
- Beach Cares

# Tasks To Be Done

## Living Our Mission

- Planning, delivering, reflecting at worship services
- Providing compassionate pastoral care
- Overseeing communications
- Developing opportunities to explore faith & spirituality
- Engaging in social justice, environment & pastoral care
- Broadening children & youth ministry on Sunday & beyond
- Creating programs that respond to community needs

*continued...*



# Tasks To Be Done *continued*

## Enabling Our Mission

- Modelling good leadership
- Seeking opportunities to partner with others
- Building community support to expand programs
- Building congregation's capacity for volunteering
- Guiding & supporting stewardship programs

# Who Will Do This Work?



# Volunteers

- Responsibility for meeting the goals of the church is shared between staff and the congregation
- Staff are not able to do it all
- Need to support and encourage people to get involved

# Staffing

- Significant accomplishments in staffing
- Hired 2 new staff in the past year – David Lewis and Steven Webb
- Need to move ahead with Ministry staffing

# Council Recommendation

Two full-time ministers for Beach United

- subject to Congregational approval
- set “measures of success” so we can assess/adjust the staffing model

# Proposed Ministry Roles

## **1. Minister for “Learning & Growing”**

### Primary Responsibilities

- Developing opportunities to explore faith/spirituality
- Sunday morning reflections
- Building the congregation’s capacity for volunteering

Plus responsibilities shared with the other minister

# Proposed Ministry Roles

## **2. Minister for “Community Engagement”**

### Primary Responsibilities

- Seeking opportunities to partner BUC with other organizations
- Engaging BUC with the community
- Broadening BUC’s children & youth ministry on Sundays and beyond

Plus responsibilities shared with the other minister

# Shared Responsibilities

- Planning & delivering worship services
- Providing pastoral care
- Modelling good leadership
- Overseeing BUC communications
- Helping people realize their potential as volunteers
- Guiding & supporting stewardship programs



# Next Steps

## Process for Approving & Filling Ministry Roles

- Congregation approves 2-minister staffing model
- Council develops job descriptions for 2 ministers
- Presbytery approves the job descriptions
- Congregation declares vacant position(s)
- BUC appoints a Search/Interview Team, with guidance from Toronto Conference

# Next Steps

What about Karen Dale?

- Karen Dale, in consultation with M&P and Council, decides which of the 2 positions she is best suited for
- Roundtable discussion involving Karen, BUC, Presbytery /Toronto Conference reps
- If all agree that no one is disadvantaged, then a new call is approved and Karen would assume the position
- If there is disagreement, it is discussed in Roundtable and a decision would be reached on best way to move forward



"Sure, we could make it simpler but that would only complicate matters."

# Investing in Change

By the end of 2019:

- Increase the # of children/youth participating in BUC Programs by .....
- Increase the # of adults participating in BUC programs by .....
- Number of people on our newsletter mailing list increases to .....
- Volunteer capacity increases so we can offer programs more frequently/consistently
- Number of PAR donors to BUC grows by 50%? (to 110 donors)
- Annual deficit reduced by xx%



*"It's a brand-new religion based on balancing the budget."*

# BUC Financial Summary

Chris Bell, Treasurer

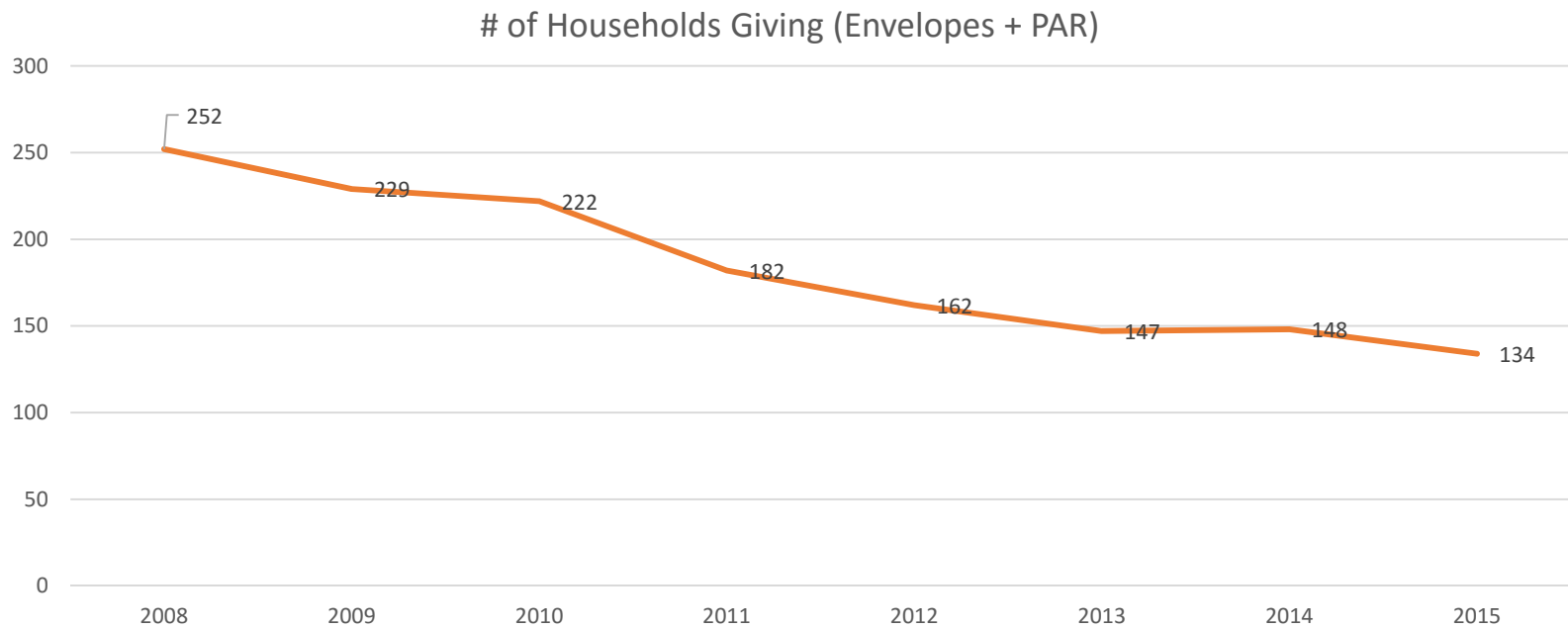
Annual Congregation Meeting

March 5, 2017

# Agenda

- Donation History – Total, PAR Analysis, Bequest Summary
- 2016 Actual Performance vs Budget
- 2017 Budget – Revenue, Expenses, Income/Deficit - Key Assumptions

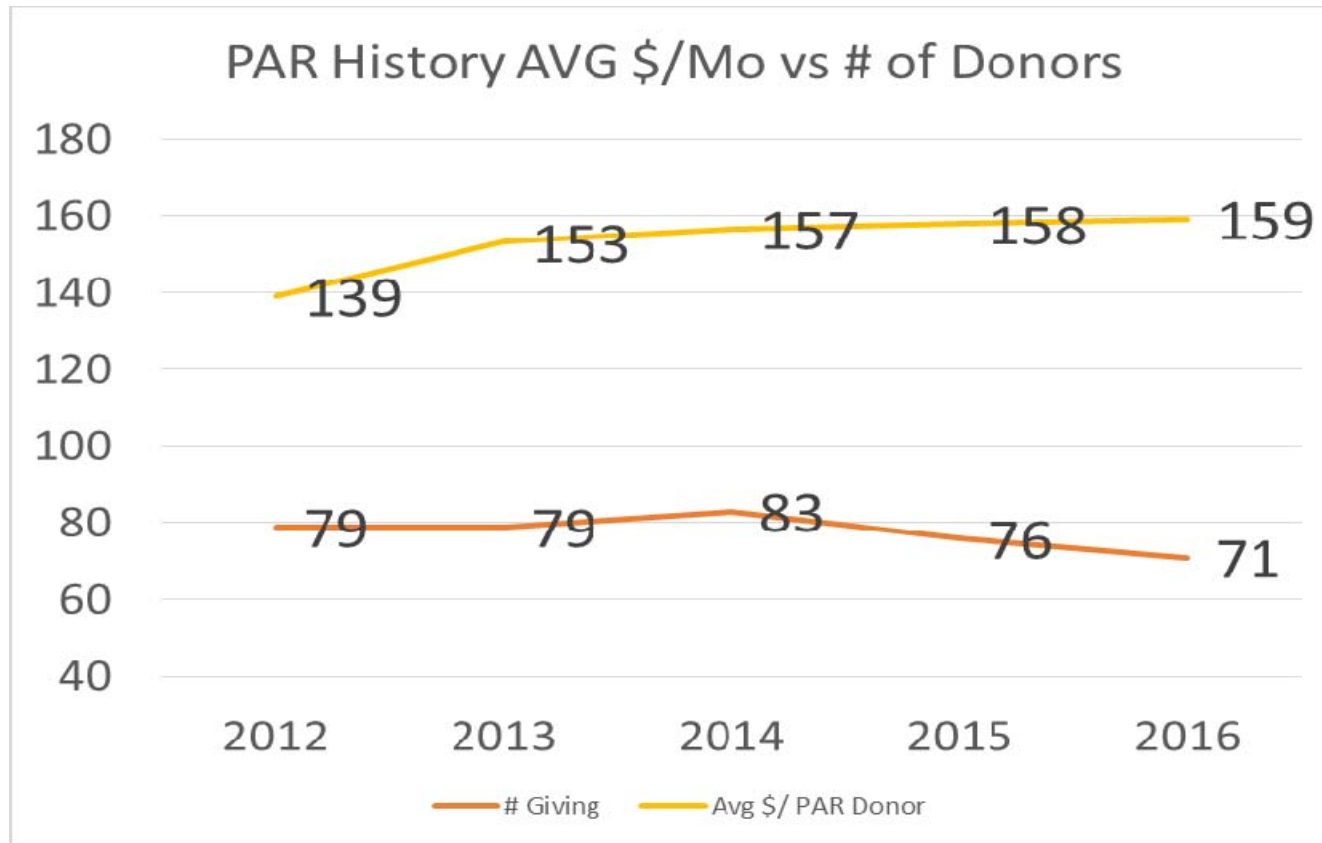
# Giving History - # of households\* donating is declining



\* Number of Households registered for tax receipts including envelopes and PAR

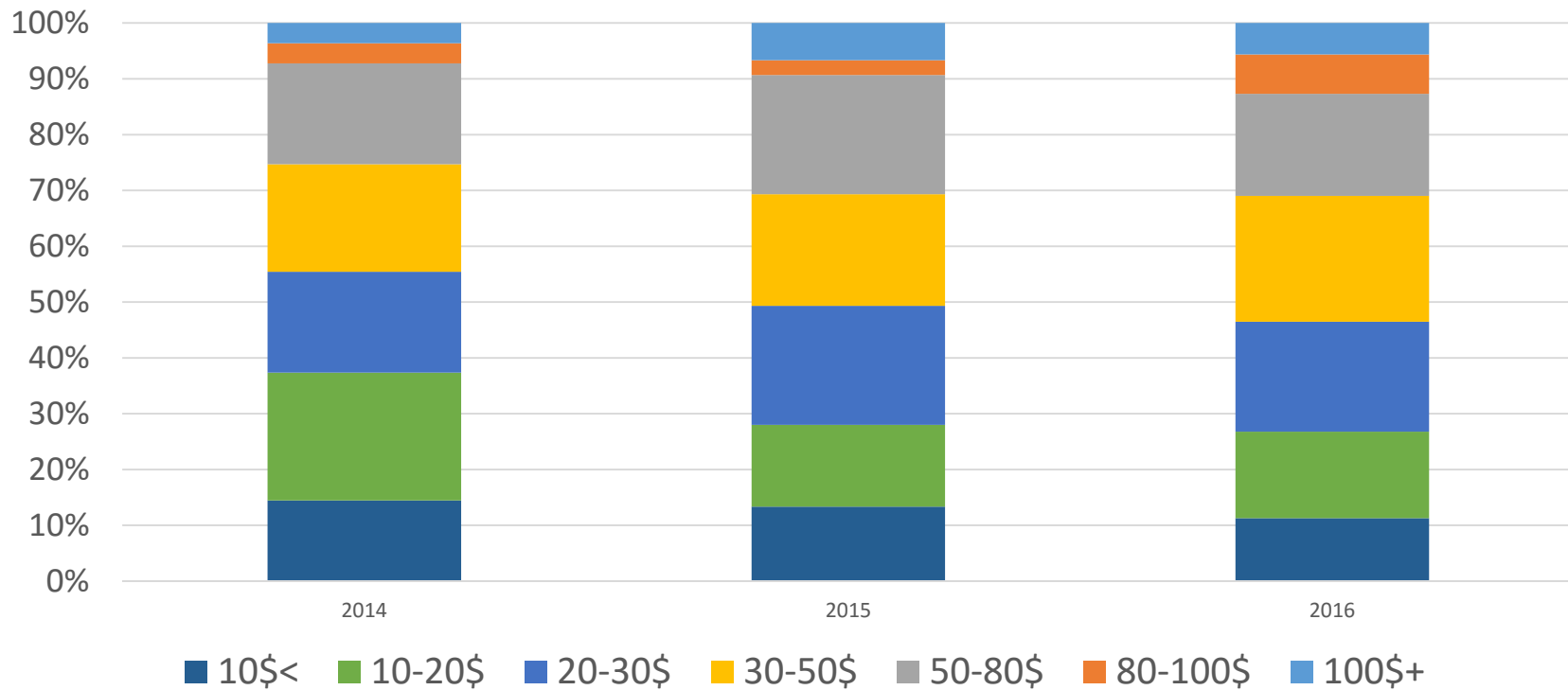


# Number of PAR donors dropping, they are giving more on average

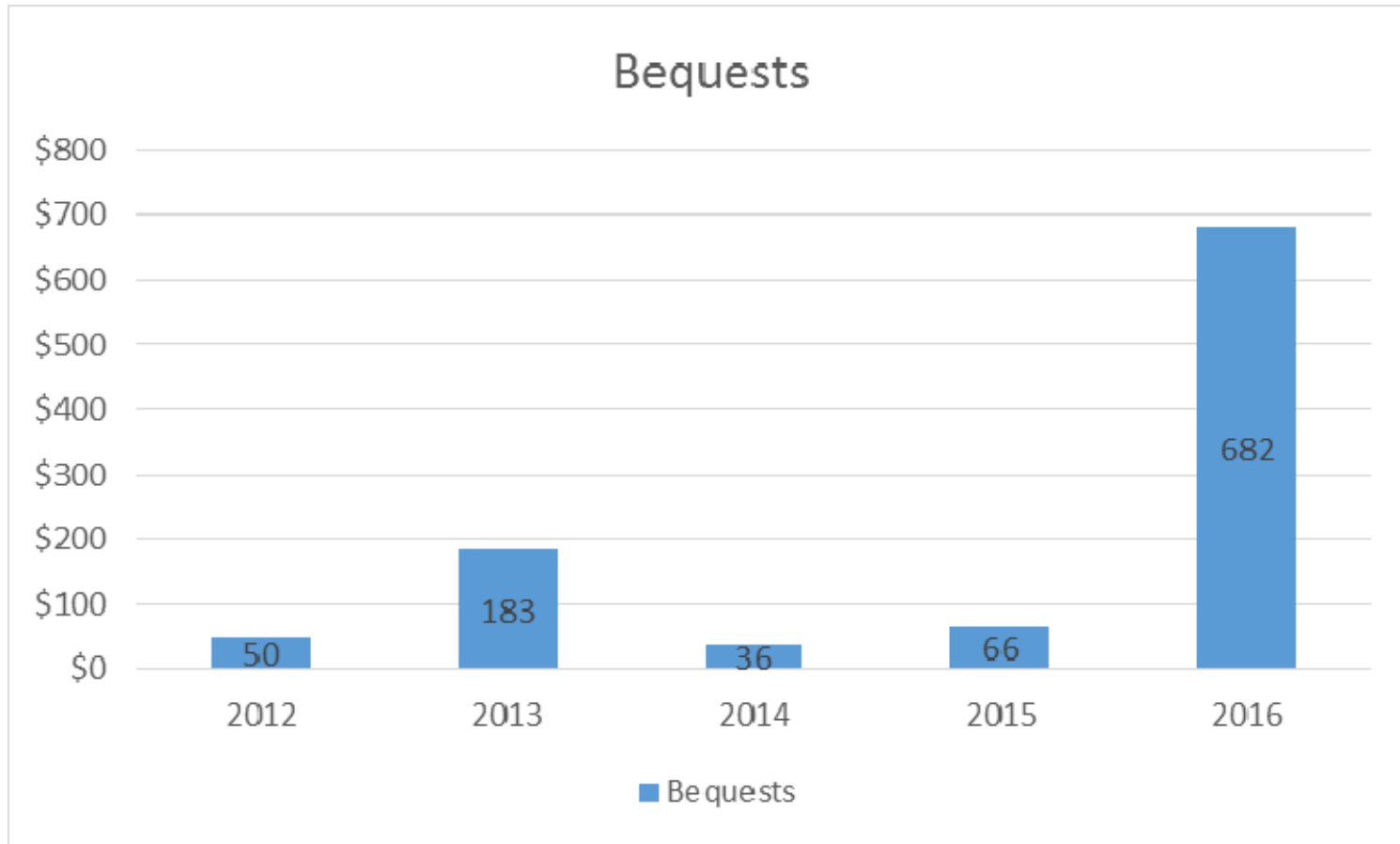


# Close to 50% of PAR donors give less than \$30/week, under \$1500/year

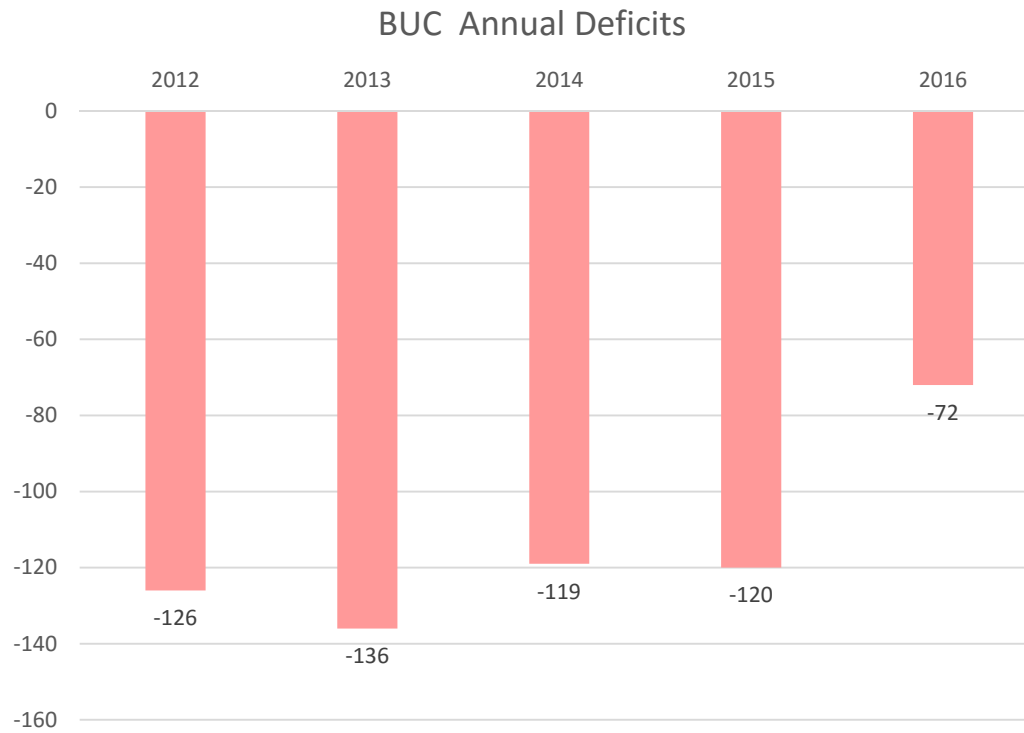
% of PAR Donors by \$/wk of giving



## BUC has benefited from bequests in the last 5 years...



# ...while significant annual deficits have persisted



# Agenda

- Donation History – Total, PAR Analysis, Bequest Summary

- 2016 Actual Performance vs Budget

- 2017 Budget – Revenue, Expenses, Income/Deficit - Key Assumptions

## 2016 finished ahead of budget, driven by reduced expenses

<b>BUC 2016 ACTUAL INCOME SUMMARY</b>			
<b>LINE (\$ 000)</b>	<b>2016 Budget</b>	<b>2016 Actual</b>	<b>2016 Diff.</b>
<b>TOTAL REVENUE</b>	<b>331</b>	<b>311</b>	<b>-20</b>
<b>TOTAL EXPENSES*</b>	<b>455</b>	<b>383</b>	<b>72</b>
<b>TOTAL INCOME</b>	<b>-124</b>	<b>-72</b>	<b>52</b>

2016 Total Revenue was below budget tracing to offering and rental revenue

<b>BUC 2016 REVENUE ACTUALS</b>				
<b>LINE (\$ 000)</b>		<b>2016 Budget</b>	<b>2016 Act</b>	<b>2016 Difference</b>
ENVELOPES AND LOOSE		40	39	-1
PAR		150	138	-12
OTHER OFFERING		0	2	2
<b>TOTAL OFFERING</b>		<b>190</b>	<b>178</b>	<b>-12</b>
RENT		70	57.5	-13
FUND RAISING		40	38	-2
OTHER		1	10	9
INVESTMENT INCOME		15	13.1	-2
SOLAR ENERGY		15	14.4	-1
<b>SOUTH LOT</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>		<b>331</b>	<b>311</b>	<b>-20</b>

Expenses for 2016 below budget, tracing to only one full time minister through the year

<b>BUC 2016 ACTUAL EXPENSES</b>				
<b>LINE (\$ 000)</b>		<b>2016 Budget</b>	<b>2016 Actual</b>	<b>2016 Difference</b>
<b>PERSONNEL</b>		298	250.8	47
<b>FACILITIES</b>				
RENT AT ST. A				
ONE TIME - MOVE COSTS				
`- INSURANCE		15	10.2	5
`- UTILITIES		25	28.1	-3
`- GEN MAINTENANCE		29	32.1	-3
`- CAPITAL FUND/Expense		6	0	6
<b>TOTAL FACILITIES</b>		75	70.4	5
<b>ADMIN</b>		20	16.5	4
<b>PROGRAMS</b>		16	13.4	3
- UCW Donations/Program				
<b>M&amp;S</b>		25	23.6	1
PRESBYTERY		11	8.1	3
<b>OTHER</b>		10	0	10
<b>TOTAL EXPENSES*</b>		<b>455</b>	<b>383</b>	<b>72</b>



# Agenda

- Donation History – Total, PAR Analysis, Bequest Summary
- 2016 Actual Performance vs Budget

- 2017 Budget – Revenue, Expenses, Income/Deficit - Key Assumptions

## 2017 Budget has a deficit of \$110,000

- Revenues grow as parking lot comes on stream mid year & investment income grows;
- Expenses increase with return to two ministers

<b>BUC 2017 INCOME SUMMARY</b>			
<b>LINE (\$ 000)</b>	<b>2016 Actuals</b>	<b>2017 Budget R1</b>	<b>% Difference</b>
<b>TOTAL REVENUE</b>	<b>311</b>	<b>359</b>	<b>15%</b>
<b>TOTAL EXPENSES*</b>	<b>383</b>	<b>469</b>	<b>22%</b>
<b>TOTAL INCOME</b>	<b>-72</b>	<b>-110</b>	

## 2017 Revenue growing approx. 15% driven by investment income and parking

<b>BUC 2017 REVENUE ASSUMPTIONS</b>			
<b>LINE (\$ 000)</b>	<b>2016 Act</b>	<b>2017 Budget R1</b>	<b>2017 KEY ASSUMPTIONS</b>
ENVELOPES AND LOOSE	39	45	GROWING 15% VS 2016
PAR	138	124	PAR IS KEY ASSUMPTION - THERE IS \$950/MO COMING OUT STARTING IN JAN 2017 - REFLECTED IN TOTAL.
OTHER OFFERING	2	5	FLAT TO 2013
<b>TOTAL OFFERING</b>	<b>178</b>	<b>174</b>	<b>OFFERINGS DOWN DRIVEN BY PAR CHANGES</b>
<b>RENT</b>	<b>57.5</b>	<b>65</b>	<b>PER OPERATIONS BUDGET - SUPPORT AND MANAGEMENT THROUGH ADMIN TEAM</b>
<b>FUND RAISING</b>	<b>38</b>	<b>35</b>	<b>HOLD FUND RAISING</b>
OTHER	10	3	
INVESTMENT INCOME	13.1	52	Suggests a return on Capital of 4-5%; Larger Base in 2017 Full Year
SOLAR ENERGY	14.4	15	PER FIT CONTRACT
<b>SOUTH LOT</b>	<b>0</b>	<b>15</b>	<b>OPENING IN JULY/17, PER LATEST TIMETABLE</b>
<b>TOTAL REVENUE</b>	<b>311</b>	<b>359</b>	<b>Total Revenue growing approximately 15%, driven by Investment Income and Parking</b>

## Expenses growing approx. 22% driven by Personnel and Maintenance

<b>BUC 2017 EXPENSE ASSUMPTIONS</b>			
<b>LINE (\$ 000)</b>	<b>2016 Actual</b>	<b>2017 Budget R1</b>	<b>2017 KEY ASSUMPTIONS</b>
<b>PERSONNEL</b>	250.8	310	2 FT Ministers (1 FY, 2 Second Half), 1 PT Admin, 1 FT Property Mgr, 2 PT Property Mgmt Asst, 1 PT Music Coordinator
<b>FACILITIES</b>			
RENT AT ST. A			
ONE TIME - MOVE COSTS			
- INSURANCE	10.2	12	PER OPERATIONS BUDGET
- UTILITIES	28.1	24	PER OPERATIONS BUDGET
- GEN MAINTENANCE	32.1	52	PER OPERATIONS BUDGET
- CAPITAL FUND/Expense	0	3	BUILD FOR THE FUTURE 1% OF TTL REV
<b>TOTAL FACILITIES</b>	70.4	91	
<b>ADMIN</b>	16.5	14	PER OPERATIONS BUDGET (adjusted for improvement vs historical run rate)
<b>PROGRAMS</b>	13.4	15	BOTTOM UP BUILD
- UCW Donations/Program		4	
<b>M&amp;S</b>	23.6	24	CALCULATION ON REVENUE - OFFERING and RENT ONLY
PRESBYTERY	8.1	11	
<b>OTHER</b>		0	
<b>TOTAL EXPENSES*</b>	<b>383</b>	<b>469</b>	<b>EXPENSES GROWING 22% vs 2016 Driven by Personnel, Maintenance</b>

## Capital accounts depleted by deficit and parking construction costs

<b>Capital Summary</b>		
	<b>2016 LE</b>	<b>2017 Budget R1</b>
<b>Opening Capital Balance</b>	<b>600</b>	<b>1150</b>
<b>Annual Income/(Deficit)</b>	<b>-72</b>	<b>-110</b>
<b>Capital Projects</b>		
<b>Parking Development</b>	<b>-50</b>	<b>-150</b>
<b>BEQUESTS</b>	<b>682</b>	<b>0</b>
<b>Capital Yr End</b>	<b>1150</b>	<b>890</b>

# Reminder: Investing in Change

By the end of 2019:

- Increase the # of children/youth participating in BUC Programs by .....
- Increase the # of adults participating in BUC programs by .....
- Number of people on our newsletter mailing list increases to .....
- Volunteer capacity increases so we can offer programs more frequently/consistently
- Number of PAR donors to BUC grows by 50%? (to 110 donors)
- Annual deficit reduced by xx%

# How will we accomplish change?

- Church is changing?

# Approving the 2017 Budget

Motion: To approve the 2017 Budget for Beach United Church.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?



# Approving the Staffing Model

Motion: To approve the proposed two-minister staffing model.

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

# Next Steps

- Develop job descriptions for 2 ministers
- Submit to Presbytery for approval
- Determine Karen's future role
- Congregational meeting declares vacant position(s)
- Search/Interview Process
- Hire new Minister(s)
- Develop benchmarks and targets for success measures
- Implement change process
- Regular progress reports to congregation

# Close of Meeting

## Motion to Adjourn

- Moved by . . .
- Seconded by . . .
- Those in favour? Those opposed?

**Thank You!**