

**CENTRAL OKANAGAN UNITED CHURCH
AGENDA FOR THE ANNUAL CONGREGATIONAL MEETING
SUNDAY APRIL 7, 2024, 11:00 A.M., IN PERSON AND VIA ZOOM**

1. Welcome and confirmation of quorum (at least 20 full members present). (Rev. Ivy Thomas will chair the meeting until a meeting chairperson is elected.)
2. Opening prayer and land recognition (Rev. Keith Simmonds)
3. Election of meeting chair and secretary (Rev. Ivy Thomas)
Motion: That Terry Welsh be elected chair and Valerie Hembling be elected secretary of the annual meeting. M/S
4. Voting by adherents
Motion: That voting privileges be extended to COUC adherents (persons who contribute regularly to the life and work of the congregation) on all matters arising during the annual congregational meeting. M/S
5. Approval of minutes (p.3)
Motion: That the minutes of the April 2, 2023 annual congregational meeting be approved as circulated (or as amended). M/S
6. Annual report for 2023 (available on the COUC website)
Motion: That the 2023 Annual Report be received. M/S
7. Financial statements for 2023 (available on the COUC website)
Motion: That the financial statements for COUC for the year ended December 31, 2023 as prepared by the external accountant be received.
M/S Michel Marenttete/Jayne Brooks
8. Budget for 2024 (p.5)
Motion: That the proposed budget for 2024 be approved as circulated (or as amended). M/S
Michel Marenttete/Jayne Brooks
9. Establishment of Development Fund (p.6)
Motion: That a Development Fund of \$1 million be established to enable the continuation and expansion of COUC ministries according to the previously approved Ministry Plan during the 2024 to 2026 period. M/S Gary Dickinson/Mike Chiasson
10. Election of Board members (Year in which term expires shown in parentheses)
Motion: That the slate of nominees proposed by the Nominations Committee for the governing Board be elected for three-year terms. M/S Carl Stef/ Shirley Cole

Shelley Buchner (2026, 2nd term), Jodine Ducs (2026), Valerie Hembling (2026), Joa Lazarus (2026), Tracy Leader (2026), Michel Marenttete (2026, 2nd term), Carl Stef (2026, 2nd term)

Continuing members (previously elected): Jayne Brooks (2025), Mike Chiasson (2024), Beryl Itani (2024), Keith Simmonds (minister), Cheryl Perry (minister), Ivy Thomas (minister)

11. Election of Board Chair

Motion: That Mike Chiasson be elected Chair of the Board. M/S Carl Stef/Shirley Cole

12. Election of Trustees

Motion: That the resignation of Tom Cole be accepted and that the slate of nominees proposed by the Nominations Committee for the Board of Trustees be elected for three year terms. M/S Carl Stef/Shirley Cole

Ross Hyatt (2026, 2nd term), Shelley Marks (2026)

Continuing members (previously elected): Ted Basisty (2026), Shelley Buchner (2027), Drew Irvine (2027), Beryl Itani (2024), Judy McAulay (2027), Michel Marentette (2027), Bruce Pendleton (2025), Ivy Thomas (Minister), Murray White (2024)

13. Election of Ministry and Personnel Committee Members

Motion: That the slate of nominees proposed by the Nominations Committee for the Ministry and Personnel Committee be elected. M/S Carl Stef/Shirley Cole

Carl Stef (2026 2nd term), John Whitehead (2026, 2nd term)

Continuing members (previously elected): Tanya Burke (2024), Susan Sullivan (2025), Janet Watson (2024)

14. Election of representatives to the Pacific Mountain Region

Motion: That the slate of nominees proposed by the Nominations Committee for representatives to the Pacific Mountain Region be elected. M/S Carl Stef/Shirley Cole

Jayne Brooks (2024), Pat Totton (2024), Susan Sullivan (2024)

15. Community of Faith Profile and position description for Minister of Worship and Administration (the position description is available on the COUC website)

Motion: That the position description for Minister of Worship and Administration be approved as circulated (or as amended) and forwarded to the Pacific Mountain Region for final approval. M/S Beryl Itani/Jodine Ducs

(Note: The Community of Faith Profile approved in 2023 by the congregation and Region for the Intergenerational Minister will also apply for the current position.)

16. Update from Planning Task Team (Terry Welsh)

17. Benediction and closing prayer (Ivy Thomas)

18. Adjournment

Central Okanagan United Church

Ministry Leadership Team

Position Title: Minister for Worship & Administration

Position Summary: As a member of Central Okanagan United Church's collaborative Ministry Leadership Team, the position is actively engaged in all aspects of congregational life and work as well as carrying specific leadership responsibilities in the church's Ministry of Worship. As Team Lead in this area, the position oversees and facilitates planning and organization of the worship life of the congregation. The position assists three other Ministry team leads in the planning, development, delivery and evaluation of programs and activities in their respective areas (Intergenerational Ministry, Community Ministry, Pastoral Care), as needed.

Accountable To: The position is accountable to the Central Okanagan United Church (COUC) Board through the Ministry and Personnel Committee, as well as to the Office of Vocation for oversight and discipline. This position has a relationship of support of collegiality with the members of the Pacific Mountain Regional Council. All ministers work as equal members of the Ministry Leadership Team and are accountable to one another, to support and advise one another and to help strengthen one another in faith.

Responsibilities as Worship Team Lead

- Ensures that the church's worship activities comply and are consistent with United Church of Canada polity and with COUC's governance policies as they relate to worship
- Convenes staff discussions, discernments, and decision-making around the design, organization and delivery of weekly worship services, seasonal and special worship services
- Presents sermons backed by Bible scriptures and relatable to modern living
- Convenes, coaches and supports the leadership of congregational volunteers serving on the Worship Ministry
- Seeks ongoing feedback from individual congregants on how they experience worship and keeps members of the Ministry Leadership Team apprised
- Broadens opportunities for congregants and the community at large to explore and experience new forms of worship
- In collaboration with the other members of the Ministry Leadership Team, guides and facilitates the engagement of worship in other ministries' programs and activities (Intergenerational Ministry, Community Ministry, Pastoral Care and Music)
- Provides worship information content for inclusion in weekly e-bulletins and monthly newsletters

Collaborative responsibilities

- Mobilizes COUC's participation in interfaith and intercongregational worship events and activities
- Chairs weekly Ministry Leadership Team meetings and rotationally chairs general staff meetings
- Tends to the spiritual growth, well-being and support of the congregation through individual counseling

- Coaches and mentors volunteer leaders within the congregation
- Serves as a resource and/or provides leadership for Bible studies, books studies, and discussion groups
- Maintains an active ordered ministry presence and participation in Pacific Mountain Regional programs, events, and activities

General responsibilities

- Attends to administrative duties as they arise, including responding to emails, correspondence, text messages, and phone calls in a timely manner
- Serves as an advisor and spiritual counsellor to one or more church operating committees (For example: Finance; Board of Trustees; Communications; etc.)
- Attends meetings of the Board and offers information, advice, and spiritual guidance
- In consultation with the Ministry & Personnel Committee, undertakes a proactive, ongoing approach to continuing education and personal development, as well as to self-care
- Estimated break down of time commitment is Worship, 60%, Administration, 30% and Pastoral Care, 10%

**Annual General Meeting
Central Okanagan United Church
Of the Pacific Mountain Region
The United Church of Canada
April 2, 2023**

Opening	Rev Ivy Thomas welcomed everyone and declared a quorum present, then presided as chair until a chair for the meeting was elected.
Benediction	Rev Keith Simmonds provided a land acknowledgement and opening prayer.
Election	M/S Beryl Itani/Clinton Wood that Gary Dickinson be elected as meeting chair and Judy Valks as Secretary. Carried
Voting	M/S Tom Cole/Heather MacDonald that voting privileges be extended to COUC adherents (persons who contribute regularly to the life and work of the congregation) on all matters arising during the annual congregational meeting. Carried
Minutes	M/S Susanne Marentette/Carl Stef that the minutes of the March 27, 2022 congregational meeting be approved as circulated. Carried
Annual Report	M/S Lorraine Hladik/Barb Dickinson that the annual report be received. Carried
Financial Report	M/S Michel Marentette/John Whitehead that the financial statements for COUC for the year ended December 31, 2022 as prepared by the external accountant and received by the Board on February 22 2023 be received. Carried
2023 Budget	M/S Michel Marentette/Beryl Itani that the proposed budget for 2023 be approved as circulated. Carried
Board Members	M/S Gary Dickinson/Orison Wood that the Policy on Board membership and meetings approved by the Board on February 22, 2023 be approved by the congregation. Carried
Committees	M/S Gary Dickinson/John Whitehead that the Policy on Committees approved by the Board on February 22, 2023 be approved by the congregation. Carried

- Election of Board** M/S Carl Stef/Shirley Cole that the slate of nominees proposed by the Nominations Committee for the Governing Board be elected for three-year terms with the term of service dating retroactively to the year of first being elected to the Board. Carried.
- Trustees** M/S Carl Stef/Shirley Cole that the slate of nominees proposed by the Nominations Committee for the Board of Trustees be elected. Carried
- Election of M&P** M/S Carl Stef/Shirley Cole that the slate of nominees proposed by the nominations committee for the Ministry and Personnel Committee be elected, with the addition of Susan Sullivan. Carried
- Representatives** M/S Carl Stef/Shirley Cole that the slate of nominees proposed by the Nominations Committee for representatives to the Pacific Mountain Region be elected. Carried.
- Authority** M/S Tom Cole/Judy MacAuley that the congregation grant the board the authority to act and made decisions on behalf of the congregation throughout the 2023 year. Carried.
- Appreciation** Cheryl Perry read the names of those persons the congregation felt had made outstanding contributions to the church in the past year. Unsurprisingly, that list included far too many people to list here. We have a wonderful congregation.
- Benediction** Cheryl Perry gave the benediction and closing prayer.
- Adjournment** M/S Chris Fabbi/George McKinney that the meeting be adjourned. Carried.

Chair

Secretary

**Central Okanagan United Church
Proposed 2024 Operating Budget**

	2024 Budget
Revenues	
Contributions	410,000
Fundraising	10,000
Investment Revenue, net	220,000
Rental Revenue	180,000
Grant Revenue	8,000
Programming Revenue	20,000
Other Revenue	
Total Revenue	848,000
 Operating Expenses	
General:	
Ministry & Personnel / Payroll	774,000
Properties / Trustees	130,000
Professional Fees & Charges	32,800
Administration / Office	30,000
Consulting Fees	20,000
Miscellaneous	
National Church:	
Mission & Service	33,000
UCC Assessment	40,770
Ministries:	
Community Ministry	40,000
Intergenerational Ministry	10,500
Pastoral Care	3,300
Worship & Music	13,950
Total Operating Expenses	1,128,320
Income (-Loss) from Operations	- 280,320

ESTABLISHMENT OF COUC DEVELOPMENT FUND

The Board approved the establishment of a Development Fund of \$1,000,000 to be drawn from our investments with Conner, Clarke, and Lunn to ensure that our ministries can continue at the level the congregation has previously approved through the next three years. By the end of 2026, our facilities plan should be clarified, if not fully completed. The three year budget will be extended by a year at the end of each year so that the congregation may monitor the church’s progress in applying the Fund and adjusting it as required. Our investments with CCL will remain intact as of December 31, 2023 for the period although the interest earned will be incorporated into the annual budget

	2024	2025	2026
Revenues			
Contributions	410	430	450
Rental Income	180	190	200
Other (grants, fundraising, programs)	38	40	42
Investment Income, net of fees	220	215	210
Total Revenues	848	875	902
Operating Expenses	1128	1175	1220
Transfer from Development Fund (\$1 million in total)	280	300	318
Net Budgeted Income for Year	0	0	0
Development Fund Balance at end of year	720	420	102

Assumptions

- 1 Modest incremental growth in contributions (5%) and rental income (5%)
- 2 Slow but steady growth in program revenue and grant revenue reflects increased activity in four areas of Ministry.
- 3 Lower rate of inflation beyond 2024 (more like 3% to 4% instead of 5% to 7%)
- 4 The establishment of a \$1 million Development Fund is approved at Annual Congregational Meeting.
- 5 All other investment funds remain intact with only investment revenue used to cover operating expenses.