

# Deer Lake United Church



## Annual Report 2017



## A Year of Transition





# DEER LAKE UNITED CHURCH

## Annual Report 2017

**Our Vision: Deer Lake United Church welcomes you into a Christian community for all ages that explores and expresses spirituality through:**

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### **+Additions**

Treasurer's Report..... F1 – F14

Minutes of the 2017 Annual Congregational Meeting

The Annual Congregational Meeting will be held on Sunday, February 18<sup>th</sup>, 2018 in the Fellowship Hall, following a short Worship Service.  
Lunch will be provided by the Deer Lake United Church Board.  
Please bring this 2017 Annual Report with you.

*Cover by Garry Forwood*



## **CLERGY REPORT**

As most of you know by now, I was appointed to Deer Lake United by BC Conference and Westminster Presbytery for a two-year term in order to assist the congregation with the interim goals set by the Board. Since arriving at Deer Lake in July, I have enjoyed the opportunity to start to get to know the congregation as a whole – and many of you individually. I deeply appreciate the way in which my ministry has been welcomed and accepted here, as well as the openness and vulnerability in sharing your stories with which you have gifted me. A significant component of my work last fall, aside from worship planning and leadership, was settling in to life here: joining the ministry team, meeting with various groups and individuals, meeting many of you informally over the summer, and otherwise beginning to get a sense of what makes Deer Lake “tick” and what issues the community faces.

The Board brought together five members of the congregation to serve on a transition team, along with two presbytery representatives and me. This group is responsible for leading the interim process, and a significant amount of my time has been working with this group to advance the interim agenda. They bring tremendous gifts to the work and I am very grateful to them for their skill and effort. The Transition Team contribution to this annual report details the work of that group so far.

This is a challenging time to be part of a Christian community: it is a challenging time for mainline Christian denominations like The United Church of Canada; and even congregations as relatively well off as Deer Lake United often feel the pinch in terms of declining participation, human and financial resources, and energy. In this, as in so many other ways, we at DLUC are not alone.

I look forward over the next year to continuing to work with the other staff and volunteers here as we attend to the interim goals, discerning what we believe God is calling Deer Lake to do and be in the future, and move toward preparing to call new clergy for 2019.

*Some of Scott's involvements in 2017 (July-December)*

### **Pastoral Charge**

#### **Worship preparation and leadership**

Sunday and other services, two memorial services, covenanting service, worship committee meetings.

#### **Pastoral Care, Education and Outreach**

A number of hospital and home pastoral visits, as well as conversations at the church. Phone calls and emails.

## **Interim Ministry, Administration & Leadership**

Board meetings; miscellaneous committee meetings and support, esp. Trustees;  
Transition team meetings and support; transition process planning and execution;  
miscellaneous correspondence and general admin; prep for Board retreat in Jan. 2018

## **Other Parts of the Church**

Westminster Presbytery meetings; Chairperson, BC Conference Candidacy and Admission Board

## **Self care & Professional Development**

Monthly spiritual direction, Congregational Consultant Training, Level 2 Council (Circle) Training.

Respectfully submitted by

Rev. Scott Swanson



## BOARD CHAIRPERSON'S REPORT

2017 has provided us with challenges, opportunities, and abundance. In Deer Lake United's usual way, the members of the congregation have shown their resilience, commitment, and willingness to go the extra mile, whether it be with time, talents and/or treasures. Ending the year with a surplus instead of a deficit is one example of this – thank you all.



We began the year in turmoil with the resignation of Rev. Tracy Fairfield – members of the congregation expressed disappointment, anger, and bewilderment. Lack of trust was identified as a major issue within Deer Lake United. What was going to happen? How were we going to build trust and support those who were hurting? What was our future? What had I stepped into?

As a result of Rev. Tracy's suggestion to apply for funding, in the Fall of 2016 Deer Lake was awarded a Grant from the ProVision Fund, Westminster Presbytery, to bring in a consultant (Amanda Fenton) for visioning and revitalization work. Although this work was important, it became clear that we needed skill-building regarding healthy communication. Early February Amanda Fenton introduced the Board to the Circle Way – a process of respectful, intentional speaking and listening within a group. With Kathy Davies' (B.C. Conference Minister) guidance the Board was able to use this process at the next meeting to discuss the issue of hiring a part-time (retired) Minister for 3 months (March through May), and only have one month of pulpit supply (June). This was potentially contentious since it would result in increasing the deficit for 2017. We saw the Circle Way in action – people felt heard and everyone at the table had a voice. This was a good beginning.

Two more Circle Way workshops, open to the congregation, were organized and presented by Amanda Fenton in April and May – two more opportunities for people to speak and be heard with the emphasis on respectful communication.

Kathy Davies' insight and expertise has been invaluable to Deer Lake United – and the Board unanimously agreed that she had come to know us well enough to have her choose the interim minister from the available candidates for the Transition Team to interview. Rev. Scott Swanson came highly recommended and the decision was made – Rev. Scott would be our Interim Minister for two years.

Deer Lake was extremely lucky to have Rev. Brian Burke (retired) as our part-time Minister from March through to the end of May. Rev. Brian was able to provide just the right amount of support and continuity that was needed at a time of disquietude and anxiousness. What was wonderful to me was that although he was incredibly mindful of our situation, he did not step away from continuing to challenge us in his sermons. It was truly a gift to have him work with our congregation for those three months, and we are grateful for his continued support.

Then Rev. Scott joined us – the first order of business was to meet congregation members and start getting to know us: who we are, how we work, how we relate to each other.

Most of the congregation participated in small group meetings (in a member's home) for a chance to meet the new minister. You can be sure that Rev. Scott was listening and paying attention. He may actually know more about us now than we do!

At the first Board Meeting Rev. Scott attended in September, he introduced "Holy Manners" as a reminder to speak and listen respectfully to each other. The Board Minutes now include the following at the top:

**Respectful Guidelines:** **R**=take **responsibility** for what you say and feel without blaming others; **E**=use **empathetic** listening; **S**=be **sensitive** to differences in communication styles; **P**=**ponder** what you hear and feel before you speak; **E**=**examine** your own assumptions and perceptions; **C**=keep **confidentiality**; **T**=**trust** ambiguity because we are not here to debate who is right or wrong.

These words of wisdom can be applied to many areas of our own lives.

September through December were busy: Laurie Smith tendered his resignation as a Trustee; a Congregational meeting was called in early October where the congregation voted to accept Tony Woodruff as a Trustee, and Ellen James as the Board Secretary; the Transition Team hosted a Deer Lake United History Event which was well attended and produced all kinds of insight and memories; the Transition Team organized a wonderfully moving covenanting service between Rev. Scott and Deer Lake United; Board members attended seminars; new policies were proposed, and some completed. I think there was a general sense of hopefulness and renewal of energy that we hadn't experienced in a while.

So, 2017 has indeed provided us with challenges, opportunities, and abundance. I am humbled by the grace, commitment and determination shown not only by the Board members (which includes all committee members), but by the whole congregation. Each and everyone of you has contributed to Deer Lake United in your own way, and that contribution cannot be underestimated. This is the abundance – the willingness to give in time, in talent and in treasure. Thank you.

Where to from here? What is God calling Deer Lake United to be? To do? Communication and trust are two themes that will continue to be worked on. The form of governance at Deer Lake United is being explored to determine what would work better. This may simply require some tweaking of our current Board structure, or perhaps move us into a different form of governance that would provide better decision making and leadership and empower people/committees to do the work they have been tasked with. Let us listen to each other on this journey. Let us listen together for God's guidance to direct us along His path of love and light. Let us work side by side to create the Church we long for in our hearts.

Thank you for your support in my first year as Chair of the Board of Deer Lake United Church.

Humbly and respectfully submitted,  
Dana Juba



## WORSHIP COMMITTEE REPORT



In 2017, the Worship committee members were Dana Juba, Janice Cambruzzi, Mary Cazalet, Shirley McGaire, Joanne Annesley (Liturgical Arts) and Rev. Tracy Fairfield to the end of February, Rev. Brian Burke from March to the end of May and Rev. Scott Swanson from July to the end of the year. In October, Rebecca Treherne (choir director) and Donna Phillips (organist) were invited to attend the Worship committee meetings as they are part of the worship team.

Communion is usually held at DLUC on the first Sunday of the month. This year the committee decided the communion serviettes should be the same colour as the seasonal banners. Joanne bought material and made 4 serviettes in each season's colour: green, red, purple, blue and orange. They really add to the communion table.

Rev. Tracy's last service was February 26th and members of the Worship committee participated in a service releasing Rev. Tracy from her covenant with DLUC. Afterwards, a potluck lunch was held and we presented Tracy, Penny, Hunter, Tyler and Dakota gifts to remember DLUC by. It was a sad day for many of us.

Rev. Brian Burke was our temporary part time minister through Lent and Easter. Everything went well.

In July, we welcomed Rev. Scott Swanson as our Interim minister for the next two years.

Rev. Scott held a Pet Blessing Sunday in October. I think there were only three pets to bless, but Rev. Scott spent time, talking and petting the animals. No negative feedback.

A welcome back barbecue was organized by the Men's Group and held in the DLUC parking lot in September, with about 50 people in attendance.

Joanne had a great Thanksgiving display in October, with a combination of fresh and artificial fruit and vegetables as well as tins of food, all displayed together with autumn leaves and flowers.

Rev. Scott introduced 'God Moments' at the beginning of each service since the beginning of October and it has been well received.

On October 15th there was a covenanting service for Rev. Scott and DLUC, which was organized by the Transition Team. It was a very moving service.

November saw Remembrance Day with the Royal Canadian Legion #83 providing us with poppies.

The Worship committee chose to lead the November 26th service as Rev. Scott was away. We all enjoyed working together to make it a great service. There was positive feedback.

During the Advent Season, the Sunday School put on a pageant which was recorded ahead of time and shown on the screen. Quite impressive. The choir presented a Cantata again this year called "Lead me back to Bethlehem" which was well attended. Christmas Eve fell on Sunday and so DLUC had three services. The regular 10:30 am service and then the two Christmas Eve services, one at 4 pm and the other at 7 pm. Both services ending with candle lighting and singing 'Silent Night'.

Thank you to Rebecca, Terri and Donna for your leadership in music throughout the year. You are all so talented.

Joanne is so creative in the decoration of the church for the different seasons. I take time each Sunday to look at the bulletin boards as she always seems to be changing them. They are amazing and so is she. Thank you Joanne for all your hard work.


There were no weddings or baptisms performed this year, but there were 4 funerals. We said goodbye to two long time members, Grant Laphorne and Georgie Cole, both of whom will be sorely missed. Two other funerals were for parents of Deer Lake members.

Removed from the Historic Roll by death were Grant Laphorne and Georgie Cole. None were removed by transfer.

New memberships were Janet Ahmelich by reaffirmation of faith and Bill Siksay by transfer of membership.

Respectfully submitted by Shirley McGaire  
on behalf of the Worship committee.

For where  
*two or three*  
are gathered in  
*my name,*  
there am I  
*among them.*  
Matthew 18:20



## CHOIR REPORT

Sing. Pray. Love. That would be the film title if there was a 2017 documentary on the Deer Lake United Church Choir.

### Sing

The Choir is a team of singers, musicians and directors all working together to convey God's message through music to the congregation. It is a big part of the Musical Ministry that is provided at Deer Lake. When I am not there to direct, Terri Lapthorne graciously shares her talents and makes sure the Choir stays in shape. Singing is a physical, emotional and spiritual act that requires lots of work. Our accompanist and organist, Donna Phillips, plays a huge role in how we convey the emotion and meaning with each anthem. The Choir has worked so hard this year to ensure that the Musical Ministry at Deer Lake remains strong.

### Pray

You've probably heard the expression that singing is like praying twice. We sure do believe that in the Choir. At the end of each rehearsal, we take the time to share special intentions of prayer for our choir members, families and community. Sharing our joys, sorrows and ideas with each other are some of many reasons why being in the Choir is so special.

### Love

Looking back on 2017, I realize that the Choir had a very busy year. It didn't seem like it because nobody complained and did everything out of love and with love. Our new bass, Bill Paddon, graciously devoted his time to creating and updating a music library list for the Choir. This is just one of the examples of the love that is shared at Deer Lake. Thank you to everyone who helped with or in the Choir during the year. From Donna arranging one of Rev. Tracy Fairfield's favourite songs as a surprise at the end of her last Service with us...to the Choir putting on a Fundraiser called "Movie Night" which raised lots of funds for the church...to singing a 1980s classic as the procession during Rebecca & Kevin's wedding at Cliff Avenue United Church this summer...to sharing an Advent Cantata at a beautiful senior's home where Kathy Richardson's mom lives...to leading worship with the Cantata, "Lead me back to Bethlehem" by Pepper Choplin...to singing on Christmas Eve with our Deer Lake community: The Deer Lake United Church Choir and all the music it provides is all grounded in love.

May we continue to inspire God's hope, peace, joy and love through music...

Sing. Pray. Love.

Rebecca Treherne, Choir Director



## **SUNDAY MORNING COFFEE / FELLOWSHIP REPORT**

What more can be said about helping in the kitchen by making and serving coffee, tea and goodies? It is at least a two-person job and it is very satisfying. I know there are some who, for various reasons, are unable to serve but perhaps you would consider helping with a donation of cookies, squares, etc. Thanks to all those who have volunteered this past year and I hope you will keep signing up!

This year, we spent \$114 on coffee, tea and supplies however, your generous donations enabled us to contribute \$1100 to the Outreach Committee. That is \$100 more than last year! Well done and please keep those donations coming!

Preparing and serving refreshments after the service is easy and fun. It requires you to come to church approximately 30 minutes early to prepare and set up. There isn't any "guessing" as all of the instructions are clearly posted on a cupboard in the kitchen with everything you need to know. If you would like a copy or would like more information, please speak with me after church sometime.

We **STRONGLY ENCOURAGE** everyone to take a turn providing refreshments for this valuable time of fellowship. It is a great way to meet new people and/or spend quality time with old friends. Many hands make light work so please sign up to help out.

Respectfully submitted by

Shirley McGaire



## THE MEN'S GROUP REPORT

In May 2017 we held the men's retreat at the home of Jo Dunn (a former DLUC member) at his beautiful home on the beach in Parksville. Perfect weather, lots of physical projects – relaying a patio, building shelves etc. And worship on Sunday, thoughtfully led by Bayani. One of his comments was that he had been looking for a retreat like this since he came to Canada 30 years ago – he will be back! We invite any Deer Lake men who haven't come before, and aren't allergic to large bonfires, to sign up for this year's retreat, 25<sup>th</sup> – 27<sup>th</sup> May at the Woodruff home, on the beach in Sechelt. It's a lot of fun and we would love to expand our membership and include new faces.



For thirty-six years, Deer Lake men have been meeting at 6.45 am on Tuesday mornings to discuss subjects like furnaces, salt, technology, sick colleagues, snowmobiling etc. We usually have a reading from a topic of the day – science, sociology, religion, obituaries of interesting people etc. Our numbers continue to be strong – we seem to average 10 guys each Tuesday now. We end with The Lord's Prayer.

Apart from working with the Stewards to keep the church in good physical condition (and saving the congregation lots of money), we cook the Shrove Tuesday supper, the Fall barbecue, and contribute funds to various church needs. We have a special Christmas breakfast which is attended by boys and men from 8 to 80 years. This involves a lot of singing with emphasis on enthusiasm rather than pitch.

*Submitted by Tony Woodruff*



## PASTORAL CARE REPORT

We have 12 dedicated Care Ringers with each person responsible for phoning five to seven families. Four new families have been assigned to Care Ringers.

During this past year, the Care Ringers informed the congregation of most "happenings" in the church including:

- Annual Congregational Meeting
- Movie Themed Choir Concert Fundraiser
- Rev. Tracy's last service
- Choir led Service
- Wedding Shower for Rebecca and Kevin
- Welcome Back Barbeque
- Gogo's Sale
- Men's Advent Breakfast
- Women's Christmas Breakfast
- Choir Cantata
- Christmas Eve Services



Kathy bought wool for knitting prayer shawls. Please let Kathy know if anyone needs one.

Jennie Ross celebrated her 95th Birthday in April.

There were many Pastoral concerns this year and people who were ill, lost loved ones, or had operations were visited by Rev. Tracy, Rev. Scott, Kathy R, Shirley M and others.

The Friendship Garden still needs tender loving care all year round. If anyone can help with this task, there is a sign-up sheet posted in the Fellowship Hall, or please feel free to just show up to do a little weeding from time to time. Thank you to those who have helped keep our garden tidy and weed-free this year.

Rev. Tracy ended her time at Deer Lake in February and we held a farewell pot luck lunch. Rev. Brian Burke joined us part-time from March to the end of May and Rev. Scott Swanson was appointed our interim minister on July 1st and will remain at Deer Lake for two years.

Cards were sent to celebrate five births to members of the congregation as either parents or grandparents; and also to send condolences to members who lost loved ones.

***In memorium:*** Pat James (Ellen and Cathy's mother); Peggy Coopman (Don's mother); Grant Lapthorne; Alice Stephenson; Steven Juba (Larry's father) and Georgie Cole.

Respectfully submitted by

Shirley McGaire

On behalf of the Pastoral Care team

(Trish Seeram, Mary Cazalet, Kathy Richardson and Rev. Scott Swanson)

## SUNSHINE COMMITTEE REPORT



The Sunshine Committee is a small part of the Pastoral Care Committee. It has been my pleasure and sacred honour for the past 12 years to take responsibility for the Sunshine Committee. The intent of this Committee is to build fellowship, a circle of support and a feeling of strong community by conveying our thoughts and prayers in times of joy, distress and sorrow. On behalf of our Deer Lake family 9 "condolence" cards, 15 "thinking of you" cards, 6 thank you cards, 5 congratulation cards and 11 "Get well/hope you feel better" cards have been sent out this year. It is my hope that these cards may be a small reminder that "we are not alone".

Many thanks to the members of the Pastoral Care Committee for keeping me informed of all the needs in our congregation.

"At times our own light goes out and is rekindled by a spark from another person."  
(Albert Schweitzer)

May we all know God as our rock, our shelter, our strength and our wing of comfort and support (Ps 94).

Blessings Always,

Trish Seeram



## OUTREACH REPORT

In 2017, the Deer Lake Church Outreach Committee worked to extend a helping hand to our community. Committee Chairs were Marj Rielly and Phyllis Slater, and committee members in 2017 were Janet Ahmelich, Paul Anderson, Claire Stegen, and Bruce Van Luven.



It should be noted that our Outreach endeavours are only possible because of the ongoing support of the people of Deer Lake Church, who give generously of their time, talent, and treasure. Deer Lake congregants continue to generously support Outreach programs through their offerings and donations, for which we are very grateful. Contributions of food, clothing, etc., made to our various programs are also much appreciated.

### 1. **Fund-Raising**

In 2017 the Outreach Committee maintained two ongoing fundraising endeavours which help support our various Outreach programs.

#### a. **Coffee Fund**

The funds donated to the weekly coffee time after Sunday service are allocated to Outreach programs. The Outreach Committee is grateful to Shirley McGaire for coordinating Sunday Coffee time, as well as to all those who worked to provide coffee, tea and goodies after Sunday services.

#### b. **Lunch on the Run**

In 2017 Outreach twice held a Lunch on the Run. We wish to express our gratitude to all who provided the delicious food we were able to offer at each Lunch-on-the-Run and/or worked in the kitchen, as well as to those who contributed financially.

### 2. **Food Safe**

In 2017 two members of the Outreach Committee successfully completed a Food Safe course. This will help ensure that someone with a Food Safe Certificate is always present at activities involving food preparation, in accordance with provincial regulations.

### 3. **Community Service**

#### a. **Society to End Homelessness in Burnaby**

We continued to provide, on a monthly basis, 70 bag lunches to the homeless of Burnaby, working with the Society to End Homelessness in Burnaby. Each lunch consists of a sandwich, fresh fruit, granola bar, pudding and juice. We would like to thank the volunteers who faithfully showed up each month to prepare the lunches as well as all those who generously donated the funds needed to purchase the lunch supplies.



Donations to the "Homeless Outreach Fund" have been so generous that we were able to make a one-time donation of \$2000 to the Society to End Homelessness in Burnaby for the purpose of assisting them in developing a new "Shower Program," which will offer morning showers and breakfast to Burnaby Homeless.

**b. The Youth Hub**

This youth centre near Metrotown assists at-risk youth, providing them with food, counseling, health care support, as well as the opportunity to complete high school. Deer Lake assists with some funding. This support was made possible through our congregation's generous donations at coffee time and at other fund-raising endeavours such as "Lunch on the Run," together with offering donations designated for Youth Hub.

**c. Dixon House Transition Society**

The Dixon House Transition Society assists women and children who are survivors of domestic violence. In 2017 Deer Lake Church continued to support Dixon House with food and clothing donations and by functioning as a community drop off point for donations to Dixon House. The Outreach Committee also ensured that these items were delivered to Dixon in a timely manner.

**d. Hope for Families**

This is a community outreach initiative of DLUC to assist Burnaby families in need. Deer Lake's **Hope for Families** fund is used to support low income families at Christmas as well as other community programs that assist families in need.

**i. Burnaby Christmas Bureau**

For a number of years Deer Lake has sponsored several needy families chosen for us by the Burnaby Christmas Bureau. Although donations of money and of food from the congregation have consistently been generous, in recent years there has been a lack of volunteers to liaise with sponsored families and volunteers to do gift shopping. For this reason, we decided to try a different approach in 2017 – simply to ask congregation members to donate funds if they wished, or to provide one or two children's gifts for the Christmas Bureau to distribute. This approach was perhaps not as successful as we would have hoped, and we will work with the Board to develop a better strategy for Christmas 2018.

**ii. Summer Camps**

In 2017 we were also able to sponsor several children from needy Burnaby families to attend summer camps, some to full-time camp experiences lasting several days, and some to a day camp within the city.

**e. Harvest for the Homeless**

From Thanksgiving until early November we had a "Horn of Plenty" in the Narthex. The cold weather items including socks, underwear, scarves, hats and other gifts which Deer Lake congregants placed in the Horn of Plenty were presented to the

Society to End Homelessness in Burnaby for distribution among the homeless people of Burnaby at the beginning of the cold winter season.

**f. First United**

Deer Lake supported this important ministry in the downtown Eastside through offering donations and a Lunch-on-the-Run, the proceeds of which went to First United. We also continued to collect donations of clothing and other items, and ensure they were delivered to First United. We are grateful to Maureen Hill for delivering these donated goods to First United.

**4. International Outreach: The Gogos**

Deer Lake Church has continued to support the Burnaby branch of the Gogos, an organization which supports African grandmothers as they strive to care for a whole generation of children orphaned due to the AIDS epidemic. We have given Burnaby Gogos free space for events and promoted the group within the congregation. Early in the Christmas season the Gogos hosted a "Swags 'n' Bags" fundraiser at Deer Lake, raising several thousand dollars for their work in Africa. During this event, Burnaby Gogos also raised \$846 for Deer Lake Church through their bake sale table.

*The Outreach Committee would like to thank all those who contributed of their time, talents and treasure in 2017.*

*Respectfully submitted by Phyllis Slater and Marj Rielly  
on behalf of the Outreach Committee*



## CHRISTIAN EDUCATION COMMITTEE REPORT

The Christian Education Committee works to provide relevant Christian education opportunities for the children, youth and adults of the congregation. We are grateful for our dedicated team: Elizabeth Cottam, Gloria Forwood, Sharon Hamer, Jean Johnson, and Elizabeth Waddington.

Our Sunday School has a core group of six children in grades three to six, as well as a few others who attend periodically. We continue to offer a one-room class, but with a second teacher when there is a larger or more varied group. We are still using the Whole People of God curriculum. Thank you to our dedicated teachers: Sharon Hamer, Kathy Richardson, Phyllis Slater, and Claire Stegen. We also have a number of younger children in the church now. Parents or caregivers are able to take those aged three and younger into the nursery, where they can still hear the service through the sound system.

Our Christmas Pageant this year was something different – a Powerpoint presentation of the Christmas story. All the photos were taken and the narration was recorded ahead of time, so the children were able to participate without having to remember lines or be there for all practices. They were engaged and excited to see the result. In spite of a few technical glitches, it was successful and received positive feedback. Many thanks to Ellen James, who took the photos and put the Powerpoint together, to Rebecca Treherne, who worked with the children on songs to go with the pageant, to Demmery James, who accompanied them on guitar, and to all who helped out with costumes and other preparations.

Part of the Sunday School outreach is sending birthday cards to the children and teens of Deer Lake. Twenty-nine birthday cards were posted to our children aged one to eighteen years.



In June we presented Christian-themed books to all the Sunday School children as well as Bibles to two who were finishing grade seven and prayer shawls to two young people who were graduating from grade twelve.

No adult study groups were held this year, but both the men and women had retreats in May, enjoying fellowship, relaxation, and meaningful discussions. The women's theme was "Seeing Christ in one another", while the men looked at technology and the future of the car. One of our young people attended the Evolve Conference this fall, meeting and interacting with youth from other congregations around the province.

As we go into the new year, we would welcome new members to join us in working to serve the educational needs of our congregation.

Respectfully submitted by Gloria Forwood  
on behalf of the Christian Education Committee

## **MINISTRY AND PERSONNEL COMMITTEE REPORT**

The Ministry and Personnel Committee is a committee of our Board and all members of M&P are approved by our Board. The committee members, generally, have experience and background in this type of work. The role of our church's M&P Committee is to work with, supervise and support the staff at DLUC. Probably its most important function is to promote healthy working relationships and good communication to nurture an effective church team. We consult with our church employees, as well as our wedding and funeral hostesses - to provide direction, review performance and work through any issues that may come up. As a group, our committee meets monthly, with the exception of July and August.

We are a very effective committee of three – Larry, David, and, myself, Peggy. Our staff all have personal lives and work lives and sometimes they conflict with each other. M&P takes great care in listening to staff and supporting them when there are issues to be dealt with and areas of conflict that need resolution. M&P also has the responsibility of monitoring the vacations, study leaves, professional development, sick days, and all other needs of our staff.

There have been many changes in the past year.

In December, 2016, Tracy resigned her position as minister. With guidance from Kathy Davies from B.C. Conference, M&P worked with Tracy to define transition activities leading up to her final day at the end of February, 2017. A celebration of Tracy's ministry was held just before she left and she was honoured with a potluck lunch, gifts, cake, and best wishes. We appreciated Tracy's ministry to our congregation and dedication to our community during her time with us.

M&P was advised that an Interim Minister should ideally be called to the church July 1<sup>st</sup>, so Reverend Brian Burke was hired to become our part-time minister for three months. He brought his depth of knowledge, masterful spiritual direction, and great care to our congregation during this transitional time.

Many thanks to our other staff, especially Donna, Rebecca, and Pam for working through this transitional time where there was uncertainty and changes. Their commitment to our congregation felt strong and helped us all.

In the fall, Cathy Milne asked that the responsibilities of being our Payroll Administrator be removed from her responsibilities. Cathy has fulfilled this role for several years with great skill and we were happy to offer these added responsibilities to Pam's role as the Church Secretary.

Two members of M&P attended BC Conference workshop, Mission-focused Performance Management and one attended the Adaptive Change Workshop. Following these workshops and discussions with Scott and Linda from the Transition Team, it was agreed that M&P would put into practice the recommendations from the workshop and propose a

policy change such that our minister would be the 'head of staff' for the other staff members thus providing supervision and annual reviews. M&P will continue with its other functions to keep the church a good and fair workplace for our employees and support Scott in this new role.

Annual reviews of staff were completed in November. Scott works under the direction of the Transition Team, so there was no review done by M&P for him. Annual reviews are a good way to receive information about areas of each person's job that needs our attention and offer feedback. They require compiling comments from the congregation, reflecting on feedback from congregants and staff, taking a comprehensive look at each staff member's responsibilities, how they fulfill their responsibilities and their compensation. There are also discussions about professional development and continuing education.

The annual Staff Appreciation event is planned for Sunday, January 21, 2018 after church to honour our amazing staff. Janice Cambuzzi will, again, contribute to the event with one of her delicious cakes, which we all enjoy, especially on such a celebratory occasion.

Our work is to collaborate with the Board members to ensure increased the visibility and reporting of non-confidential work of our committee and to solicit feedback on the relative priority of the items yet to be done.

We look forward to 2018 and all the goodness it will bring.

Respectfully submitted,

Peggy Woodruff

On behalf of M&P (Larry, David, and Peggy-Chair)



## ENVELOPE SECRETARY REPORT

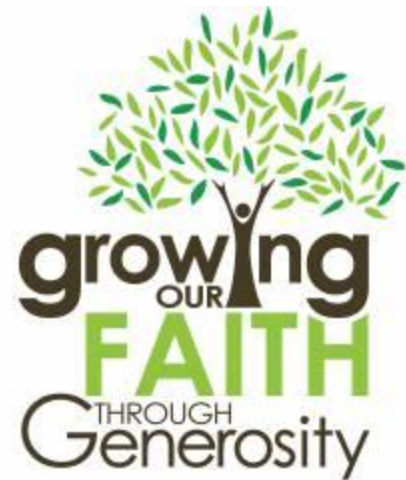
A sincere thank you to all those members and adherents of Deer Lake who support the work of the church through envelopes and Pre-Authorized Remittance. Your commitment and generosity is most appreciated.

Thank you to those who received, counted and deposited the offering each week including Becky Armstrong, Michele Cantelo, Bob and Karen Chapman, Mary Cazalet, Garry and Gloria Forwood, Sharon and Gary Hamer, Colleen Keeler, Shirley McGaire, Laurie and Shirley Smith and Doug Richardson. Your dedication is much appreciated.

Twenty-one families used PAR in 2017. PAR (pre-authorized remittance), is a program which allows members to give consistently throughout the year by having the offering directly deposited in the church's account from their account and is a steady income for the church.

The following is a breakdown of annual donations Deer Lake United Church has received from members in 2017:

Up to \$100	10 families
\$100 - \$250	11 families
\$250 - \$500	8 families
\$500 - \$1000	11 families
\$1000 - \$2000	18 families
\$2000 - \$3000	8 families
\$3000 - \$4000	9 families
\$4000 - \$5000	1 family
\$6,750 and above	3 families



I continue to be grateful to Mary Cazalet, our greeter for assisting me, to Pam for printing our envelopes on request and to Cathy Milne, Treasurer, for wisdom, knowledge and patience.

Please contact me at any time if you wish to join the PAR program or you require offering envelopes.

Thank you again for your support in every way to help the church remain viable and healthy.

Respectfully submitted,

Kathy Richardson

## COMMUNICATIONS COMMITTEE REPORT

It's always interesting reviewing the previous year's *Lakeshore Lines* in preparation for writing the Communications Committee's annual report. There are always the items that predictably appear every year: Christmas, Easter and Thanksgiving coverage, concerts, fundraisers, and men's and women's retreats. There are almost always items on the work of the Outreach committee, and there is usually a smattering of travel tales, personal achievements, births, weddings and deaths.

2017 was no exception, but the big news related to Rev. Tracy's departure, Rev Scott's arrival and the transition we are currently undertaking at Deer Lake. A full one-third of our pages was devoted to these topics, and we expect that level of coverage to continue in 2018 and probably 2019.

Led by Rev. Scott and the Transition Team, we at Deer Lake are going through a process of self-examination and re-imagining. The better informed the Deer Lake community is, the more successful our transition will be. The Communications Committee is pleased to be of assistance by making information available to the larger community through *Lakeshore Lines*, emails and the website.

If you are feeling a bit out of touch with what is going on, please refer to the Transition Team's report elsewhere in this Annual Report. You can also view or download back issues of *Lakeshore Lines* at <http://www.dluc.ca/fun-fellowship/newsletters-2/>, and find dates and times of upcoming events in the online calendar at <http://www.dluc.ca>.

On behalf of Tony Woodruff and myself, a big thank you to all our contributors. You make *Lakeshore Lines* worth reading.

*Respectfully submitted by Garry Forwood*



## STEWARDS REPORT

In addition to regular maintenance there were a number of unplanned expenditures this past year. Overall, the spending this past year was within budget.

Minor flooding in the Southeast corner of the building was repaired. The flooding was attributed to failure of the buried drain tiles. A rain barrel was installed to capture future excess runoff and slowly transfer it to a newer section of drain tile.

Deterioration of a portion of the rear parking lot required patching, which required an expenditure of roughly \$2500 to be withdrawn from the contingency fund. Additional parking lot repairs of the city owned laneway surfaces were arranged and performed by city workers as part of their regular maintenance.

New signage for the front yard was investigated but the costs for the required permit fees from the city were deemed to be too high to proceed at this time.

The furnaces were serviced in accordance with their warranty coverage. A small roof leak which was patched temporarily in 2016 was repaired under warranty and water stained surfaces restored. Thanks to Steve and Laurie for taking care of the roof repair with Cambie Roofing.

The East facing wall was re-painted to improve the appearance of the entrance. The pew cushion covers were washed by generous volunteers.

Renovation of the upper hall kitchen included new flooring, countertops and two newer stoves. Further upgrades, including new cupboard doors and hardware are planned for this year. Special thanks to those who donated the stoves and assisted with the flooring and countertops.

Additional rental revenue was received from Elections BC for the use of the upper hall in April and May for advance polling. Although the Preschool relocated to another facility in East Burnaby the Daycare continues to rent the same basement and parking lot area. New flooring in the daycare area is planned for this year to enhance this portion of the property.

Total expenditures were \$7,230.87, including \$2500 from the contingency fund for the parking lot repairs.

Thanks to all of those who volunteered their time, talents and treasure to the upkeep of our church, including Laurie Smith, Steve McLean, Cathy and Rick Milne, Arnie Brown, Bob Chapman, Bill Paddon, Don Strutt, Doug and Kathy Richardson, Ellen James, Ruth Struve, and others.





## Church Rentals and User Groups:

In addition to Deer Lake United Church's own busy schedule, our building is also home to several tenants. We are blessed with organizations that reach out with services to our local community. The church's lower floor is home to Deer Lake Daycare. Its 24 very active children and their teachers make for a busy and lively house on weekdays throughout the year. The building also welcomes two churches, the Yugoslavian 7th Day Adventist Church on Saturday and the West Coast Vietnamese Baptist Church following our service on Sunday afternoon. We are home to a local chapter of Weight Watchers as well as two AA meetings – on Tuesday and Thursday evenings. We also host Creative Dance, a group that has called our church home for the last 30+ years, and Sparks, the youngest group within the Girl Guides of Canada.

Not only do these groups help to fulfill our mandate of outreach they are also an important source of income for this church that we call home.

Respectfully submitted by Paul Anderson  
on behalf of the Stewards Committee



## FUNDRAISING REPORT

Everyone really got behind the fundraising efforts in 2017. On Thanksgiving Sunday, we brought the money we had collected from recycling our bottles/cans which totaled \$426 plus \$11 from the "penny collection". Used book sales are ongoing and to date has raised \$180. All of these small efforts really do add up!

The Fall Ukulele concert raised \$2,251.00 for the Deer Lake "local" budget.

Ryan Kyer decided he wanted to support the homeless by holding a children's book sale in June and raised \$75.50! He has some Christmas books to donate so he is planning another sale next Fall.

Congratulations everyone for your support of our fundraising efforts.

Submitted by  
Shirley McGaire  
on behalf of the Fundraising Committee



## TRUSTEES REPORT

The property of Deer Lake United Church is owned by The United Church of Canada and held in in Trust for the purpose of Christian ministry. The Board of Trustees is responsible for administration of the property as set under the provisions of The Manual of The United Church of Canada and the Trusts of Model Deed. The Trustees oversee the funds generated from the sale of the Manse, ensure there is adequate insurance, and liaise with the Stewards and Finance Committee in overseeing church buildings and property.

The Board of Trustees underwent some changes in 2017. Long-time Board chairperson Laurie Smith stepped down in the fall. The congregation approved his departure from the Trustees with deep thanks for his many years of service in this capacity. At the same meeting, Tony Woodruff was appointed by the congregation as a new Trustee. The other members of the Board of Trustees are: Janice Cambruzzi, Bob Chapman, Steve McLean, and Scott Swanson (ex officio).

The investments in the Trust fund continued in 2017 to be managed by Rob Campbell from Scotia McLeod. Early in 2017 the Trustees were directed by the DLUC Board to transfer \$11,275, or the equivalent of 5 months housing allowance, to the general fund. Late in the year it was agreed that the same amount would be made available in 2018. The balance of the Trust fund at December 31, 2017 was \$386,745.

The Trustees became aware late last fall of an opportunity to invest the money held in trust from the sale of the Manse by pooling it with investments from BC Conference and a number of other United Church congregations. This would decrease the congregation's investment costs and potentially increase the return on investment, while still meeting our legal obligations. We have researched our options and will be presenting a recommendation to the Board early in 2018.

Over the course of the coming year, the Board of Trustees will review our responsibilities and ensure we are up to date on all fronts.

Respectfully submitted by

Rev. Scott Swanson



## **TRANSITION TEAM REPORT**

Deer Lake United Church began 2017 with the final two months of Rev. Tracy Fairfield's ministry with us. BC Conference decided that Deer Lake would benefit from Intentional Interim Ministry for a two-year period. The Board agreed to have Kathy Davies, Conference Minister, Fraser and Westminster Presbyteries, make a recommendation to the Transition Team as to the best candidate for Deer Lake.

A Transition Team was recruited. The members from our congregation were presented to the congregation during the worship service on March 12<sup>th</sup>. They received general approval from the congregation and were ratified by the Board on March 21<sup>st</sup>. The team members are Elizabeth Cottam, Garry Forwood, Linda Paddon, Trish Seeram, Bruce VanLuven and two Presbytery Representatives – Rev. Leeanne Sheils and Rev. Dave Anderson.

Kathy Davies called the first meeting of the Transition Team in April to interview Rev. Scott Swanson for the position. We concluded that he would be a good choice. After the meeting, we contacted five references and in every case, we received positive feedback. It was unanimously agreed by team members to recommend to the Board that Rev. Swanson be appointed.

The Conference *Transition Team Handbook* states that the role of the team is to work with the Interim Minister to:

- review, clarify, and develop the overall goals set for the Interim Ministry by the Conference Minister, presbytery and the official board.
- identify and implement measures for promoting conversation, learning, understanding, and transition in the congregation
- involve the congregation in the tasks of claiming identity and mission, clarifying its intentions for the future, and renewing its links with the larger church
- exemplify the patterns of responsible participation, healthy relationships, and faithful witness that create and re-create Christian community.

The team met ten times, holding two meetings most months. Individual responsibilities are:

- Team leader: Linda Paddon
- Recorder: Trish Seeram
- Liaison with the Board and Electronic communication: Garry Forwood.

Our communication with the congregation uses four avenues:

- Announcements during Sunday worship
- Frequent bulletin inserts with information and educational items.
- Notice board in the fellowship hall where all inserts and sign up sheets are posted.
- All info from bulletin inserts are sent to the congregation email list during the week after the insert appears.

We participated in or facilitated the following:

- Organized small social gatherings in July for the congregation to meet with Scott. About 50 members of the congregation participated.
- Attended the Conference Transition Team Training September 30.
- Submitted a first quarter review to Conference.
- Planned and assisted with a Congregational History Workshop October 15.
- Participated in planning the Covenanting service held on October 16.
- Took advantage of Conference sponsored workshops led by Susan Beaumont in November:
  - o *Mission Focus Performance Management* attended by Peggy Woodruff, Larry Juba, Linda Paddon and Scott Swanson
  - o *Leading Adaptive Change* attended by Peggy Woodruff, Linda Paddon and Scott Swanson
- Arranged a 2018 Lenten activity for the congregation.
- Planned a Board retreat to be held on January 19 and 20, 2018.

The Transition Team was required to review the congregation's goals for the Interim Ministry period. We did this work in November. The original goals were not changed. However, we did adapt them into a more measurable form. The modified goals were approved by the Board and widely circulated within the congregation.

We look forward to the coming year in which the Deer Lake congregation will be invited to participate in examining its values, experiment with new ways of doing 'church' and initiate the changes we will need to be a vibrant ministry into the future.

Respectfully submitted,  
Linda Paddon



## **Deer Lake – Interim Goals**

*Revised by the Transition Team and approved by the Board on November 21, 2017.*

1. Create opportunities for this congregation's expression of the body of Christ to analyze its own level of health and respond accordingly:
  - a. Encourage the congregation to reflect on the role of trust in the congregation's life and to build capacity for greater trust.
  - b. Develop a congregational culture that supports healthy communication throughout the body.
2. Address and adjust some of the functional aspects of the congregational body to increase resilience and capacity to adapt in a changing world:
  - a. Enhance and strengthen healthy lines of communication amongst all parts of the body.
  - b. Clarify the roles and responsibilities, including authority and accountability, of ministry personnel, staff, lay leaders, and the whole congregation for maintaining the health and good functioning of the body.
3. Increase the body's understanding of its context and what it means to live and work in a post-Christendom culture.
4. To re-new and re-engage the Vision, Mission and Values at Deer Lake United.

The Interim Ministry will build on Deer Lake United's strengths as a congregation – a strong commitment to re-building by:

- 1) deepening in our faith in ways that are relevant to our lives
- 2) supporting each other in pastoral care
- 3) continuing to engage in community outreach
- 4) and re-connecting to the joy of being in community with each other.

## FINANCE REPORT

### Year 2017

Our congregation experienced many unexpected changes in 2017, which had significant effects on our finances, and sparked vigorous discussion both at Board meetings and at the last ACM. Rev. Tracy's departure at the end of February brought with it a three month salary and benefits payout. At the ACM the congregation voted to hire Rev. Brian as our part-time minister for three months. And in July, we were pleased to welcome Rev. Scott as our interim minister. These significant changes also prompted the switch to the new payroll model a little earlier than planned, resulting in an increase to our pension and benefits costs. With these many unplanned expenses, we were facing a financial crisis. And yet, despite the turmoil, we ended the year with a small operating surplus.

This happy result came about through committed members increasing their donations, in some cases quite significantly, and by considerable fundraising. The generosity and response of the congregation has been outstanding. While we had hoped to achieve \$90,000 in envelope donations, we ended the year with \$110,337. On one Sunday alone \$10,000 was donated to Local Operations thanks to a matching challenge put forward by one committed family. While we had hoped to raise \$975 through fundraising, the hard work of many brought in \$8,512. For the first time DLUC received a gift of common shares from one family through the United Church Foundation. Information on legacy giving of this kind is available upon request. We are grateful for all contributions made in response to the huge deficit predicted.

On the expense side, our personnel cost was \$137,866 plus the \$11,275 housing allowance that was, for the last time, funded through the investment account. With the exception of our music expense, all committees were under budget, by about \$3,000 in total. We received a \$6,000 ProVision grant from Westminster Presbytery, some of which remains to be spent in 2018 to support our interim work. The kitchen upgrade is well underway with significant volunteer hours and almost all costs covered by targeted donations, rather than the Stewards budget.

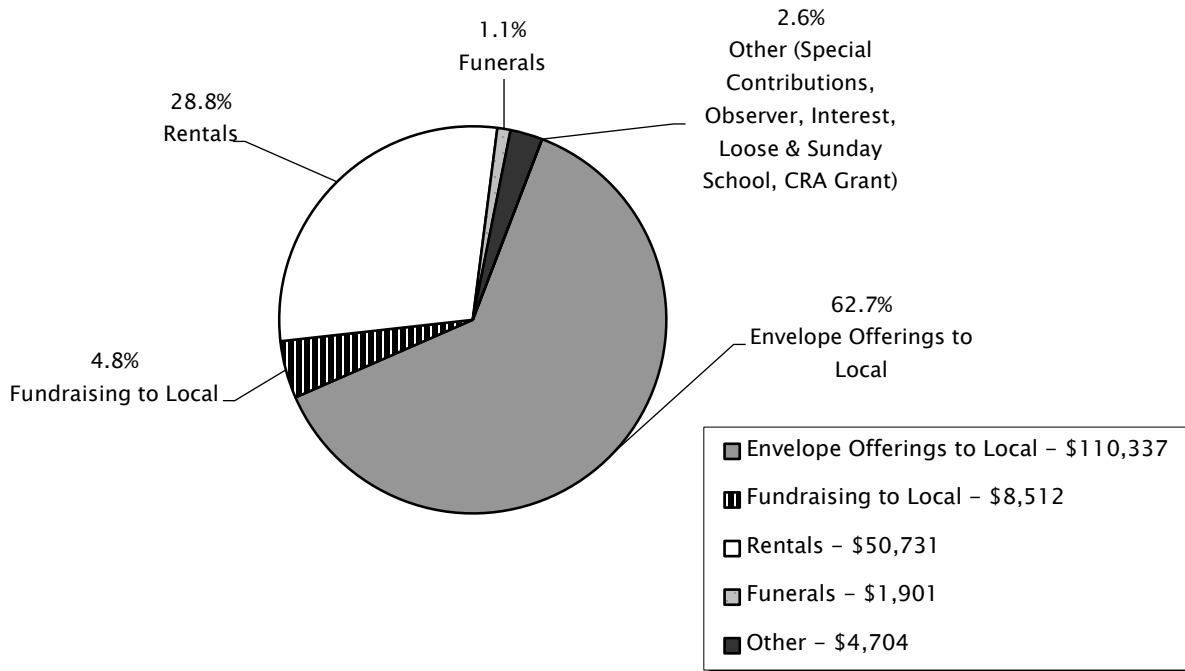
There were no significant unexpected expenses to deal with. The Building & Contingency Fund, our sole reserve for dealing with large, unusual, or emergency expenses was very well supported in comparison to previous years. Even with a drawdown of \$2,500 to repair the parking lot, the balance in this fund stands at \$38,700.

Our Investment Account grew to \$385,685 at year-end. As planned, withdrawals were limited to only \$11,275, equaling the 5 months of housing allowance paid out, and the rate of return was 4.8%.

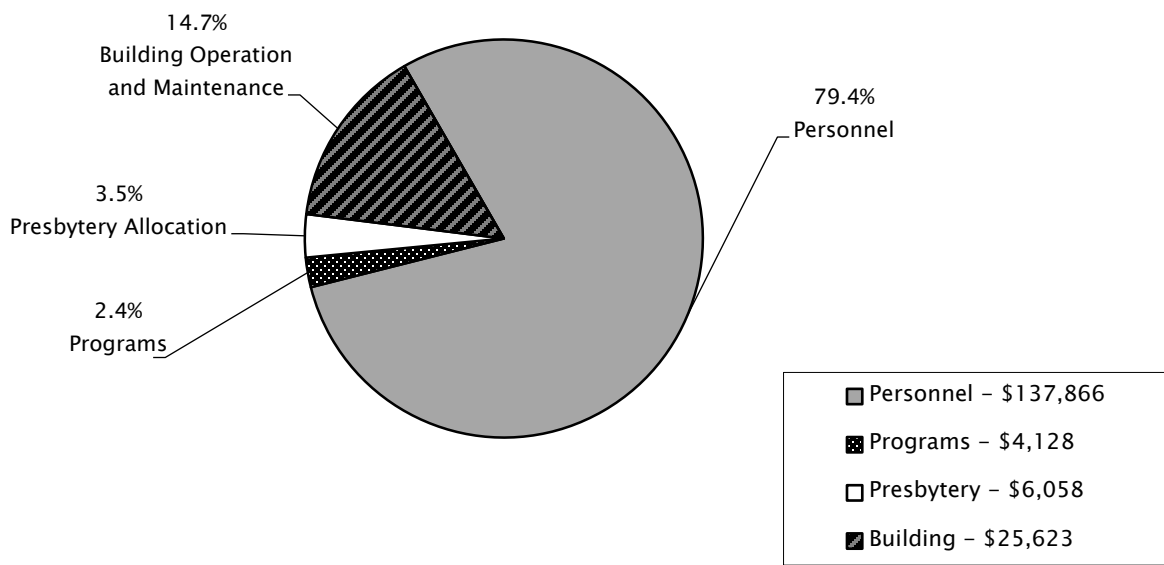
All activity in our various internal and outreach accounts is described in the Treasurer's Report. Overall, envelope offerings to both Mission and Service and our own outreach projects fell, although Sunday morning coffee donations are robust and offset the decline in donations to some extent. This likely reflects a focus on supporting our own operations, rather than a lack of enthusiasm for outreach.

Overall, the year was financially both challenging and rewarding. The common perception is that members of DLUC respond with generosity when a call is made, and this held true in 2017. So many stepped up to donate time and money to the best of their ability, reflecting the importance of our church and its work in their lives. Thank you to all.

**2017 Operating Revenue - \$176,185**

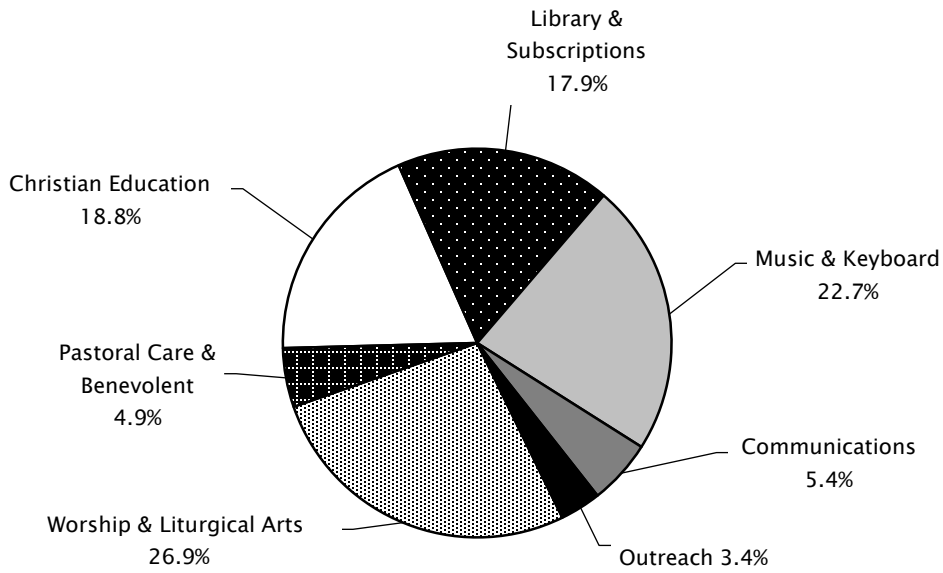


**2017 Operating Expense - \$173,675**



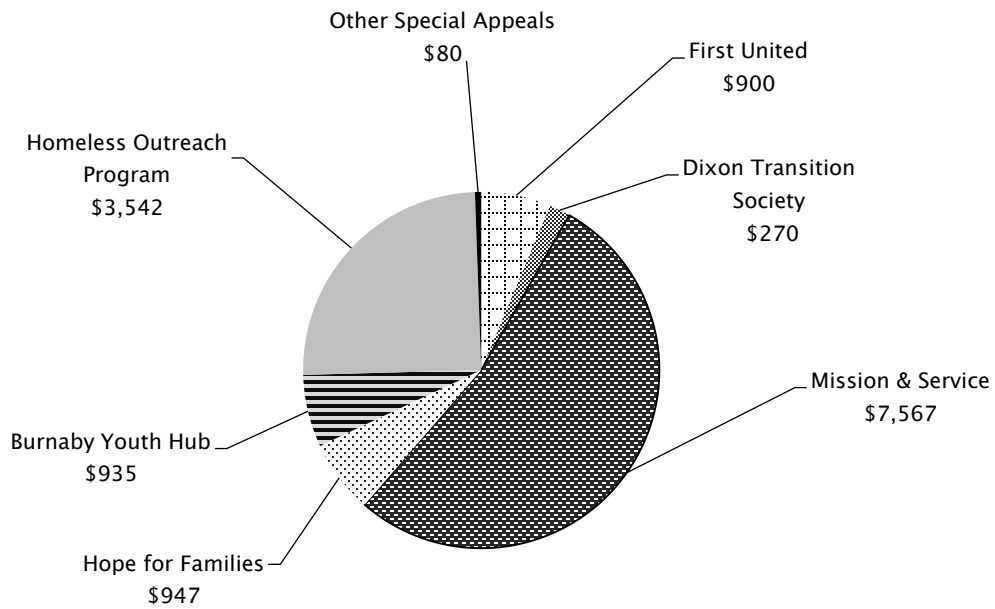


**Our 2017 Program Spending – \$4,128**



Worship & Liturgical Arts – \$1,112	Pastoral Care & Benevolent – \$201
Christian Education – \$774	Library & Subscriptions – \$741
Music & Keyboard – \$938	Communications – \$223
Outreach – \$140	

**Beyond our Walls: Outreach Project Expenditures – \$14,241**



## Year 2018

As with last year, the proposed budget for 2018 shows a significant deficit. Rev Scott, the transition team, and the congregation will be discerning what DLUC's future might look like, with one focus being our future viability. As was mentioned last year, part-time ministry may be a sustainable route for DLUC in the long term. But as it stands, we are facing another financially-challenging year in 2018.

Our budget proposes that envelope offerings will remain at the level attained in 2017, which is optimistic. The amount of fundraising is scaled back from 2017, as that degree of fundraising year after year is draining and unsustainable.

Pay rates have increased by 1.4%. With the move to the new minister's salary structure complete, the investment account will no longer be used to fund a housing allowance, but will be accessed in a responsible way to support operating expenses. The amount available for withdrawal in 2018 is estimated at \$12,000. Our committees continue to function with massive volunteer efforts and minimal budgets. Our Stewards are in the process of replacing the floor in the daycare area downstairs, which will be funded from the Building & Contingency Fund. The kitchen renovation is not budgeted, but will proceed as targeted donations and volunteer goodwill allow.

Through January and February there will be a concerted effort to increase participation in PAR (Pre-Authorized Remittance) to allow for stable and predictable income throughout the year, sufficient for our needs. One committed family has put forth a challenge - if donations to Local Operations received through PAR can be increased by \$1,550 each month, DLUC will receive a one-time \$20,000 gift. This challenge must be met by February 28<sup>th</sup> or that significant gift will be lost.

By the ACM on February 18<sup>th</sup> we hope that each of you has taken some time to reflect on the value of our church, and the blessings it brings to you personally. Do these reflections inspire you to respond to this challenge? If you are not on PAR, could you enroll? If you already donate through PAR, could you increase the amount of your monthly gift? Kathy Richardson will be pleased to assist with your questions, changes and enrollments.

The first 6 months of Rev. Scott's ministry have brought a sense of enthusiasm and renewal, and a positive feeling for the future. Your participation in the amazing PAR challenge before us, at whatever level possible, and your continued dedication to all the work of our church will help bring about this positive future.

Deer Lake's books are open to all at any time. Please do not hesitate to contact any member of the Finance Committee should you need clarification on anything financial throughout the year.

Respectfully submitted by Cathy Milne

On behalf of the Finance Committee

(Mary Cazalet, Bruce Cheesman, Cathy Milne, Kathy Richardson, Tony Woodruff)

# 2017 Treasurer's Report

I have prepared for Deer Lake United Church the Balance Sheet as at December 31, 2017, and the Income Statement and Changes to Cash for the year then ended. Also included is a comparative look at the actual expenses and the budgeted amounts for the Year 2017. The proposed budget for 2018 is presented.

Respectfully submitted by Cathy Milne on behalf of  
The Finance Committee (Mary Cazalet, Bruce Cheesman, Kathy Richardson, Tony Woodruff)

**DEER LAKE UNITED CHURCH – BALANCE SHEET**  
**as of December 31, 2017**

**CURRENT ASSETS**

Petty Cash	30	
Operating Account – Vancity	59,320	
Share Account – Vancity	6	
<b>Total Cash</b>		59,356
Miscellaneous Accounts Receivable (Note 1)	232	
Receivable from Investment Account (Note 2)	16,305	
<b>Total Receivables</b>		16,537
Total Prepaid Expenses (Note 3)		1,496
<b>TOTAL CURRENT ASSETS</b>		<u>77,389</u>

**INVESTMENTS**

Vancity Term Deposit	1,200	
Scotia McLeod Investments (Note 4)	385,685	
<b>GROSS INVESTMENTS</b>		386,885
Less Amount Owing to Church Operations		-16,305
<b>NET INVESTMENTS</b>		<u>370,580</u>

**FIXED ASSETS**

Church Property		667,287
Church Equipment & Fixtures		65,331
<b>TOTAL FIXED ASSETS</b>		<u>732,618</u>

**TOTAL ASSETS**

\$1,180,586

**CURRENT LIABILITIES**

Mission & Service Fund (Note 5)		1,488
First United Church (Note 6)		8
Dixon Transition Society (Note 7)		0
Youth Hub (Note 8)		15
Homeless Outreach Program (Note 9)		3,035
Hope for Families (Note 10)		1,766
Men's Group (Note 11)		611
Women's Retreat Fund (Note 12)		284
Youth Group		776
Garden Fund		177
Student Ministry Fund		386
WorkSafe BC Payable		207
Prepaid Rent		225
Deposits		2,440
Miscellaneous Accounts Payable (Note 13)		3,202
<b>TOTAL CURRENT LIABILITIES</b>		<u>14,621</u>

**EQUITY**

Retained Earnings carried forward		1,117,831
2017 Net Earnings		9,434
Building & Contingency Fund (Note 14)		38,700
<b>TOTAL EQUITY</b>		<u>1,165,965</u>

**TOTAL LIABILITIES AND EQUITY**

\$1,180,586

**DEER LAKE UNITED CHURCH – INCOME STATEMENT**  
**for the year ending December 31, 2017**

**REVENUE**

**Local Operations**

Envelope Offerings to Local	110,337	
Observer Program	220	
Loose & Sunday School	2,319	
Special Contributions (Note 15)	1,796	
Congregational Fundraisers to Local (Note 16)	8,512	
Interest on Operating Account	59	
<b>TOTAL LOCAL OPERATIONS</b>		123,243

**Rental Income**

AA – Tuesday group	900	
AA – Thursday group	660	
Creative Dance	2,945	
Deer Lake Preschool	18,276	
Yugoslavian 7th Day Adventist Church	10,580	
West Coast Baptist Church	7,640	
Weight Watchers	5,200	
Other Rental Income	4,530	
<b>TOTAL RENTAL INCOME</b>		50,731

**Other Income**

Funerals	1,901	
CRA Small Business Grant	309	
<b>TOTAL OTHER INCOME</b>		2,210

**TOTAL OPERATING REVENUE**

Building & Contingency Funds Received		5,625
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<b>TOTAL REVENUE</b>		<b>\$176,185</b>
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**EXPENSES**

**Personnel**

Minister Salary	68,333	
Minister Sabbatical Fund Contribution	1,888	
Minister Travel	259	
Minister Continuing Education and Learning Resources	2,233	
Minister Allowances	1,582	
Minister Benefits	14,776	
Minister Weddings and Funerals	800	
Pulpit Supply	1,442	
<b>Minister Total</b>		91,312
Secretary Salary	14,082	
Secretary Holiday Pay	845	
Secretary Benefits	2,882	
<b>Secretary Total</b>		17,809
Organist Salary	8,913	
Organist Benefits	471	
Organist Relief	1,020	
Organist Weddings and Funerals	450	
Organist Professional Development	150	
<b>Organist Total</b>		11,004
Choir Director Salary	4,035	
Choir Director Holiday Pay	242	
Choir Director Benefits	166	
Choir Director Relief	585	
Choir Director Professional Development	50	
<b>Choir Director Total</b>		5,078
Caretaker		10,104
Funeral Coordinator		300
Payroll Administrator		1,351
WorkSafe BC Premium		207
UCC Payroll Service Fees		318
M&P Committee Expenses		383
<b>TOTAL PERSONNEL</b>		<b>137,866</b>

The accompanying notes are an integral part of these statements.

**DEER LAKE UNITED CHURCH – INCOME STATEMENT**  
**for the year ending December 31, 2017**

<b>Church Operating Costs</b>		
Bank Charges/PAR Charges	164	
Waste Disposal	633	
Insurance	6,569	
Utilities	7,201	
Property Tax	61	
Office	3,262	
Repairs and Maintenance	5,334	
Telephone	544	
Internet	1,163	
Kitchen Upgrade	<u>694</u>	
TOTAL CHURCH OPERATING COSTS		25,623
<b>Program Costs</b>		
Worship	957	
Liturgical Arts	155	
Lay Education	225	
Sunday School	469	
Children & Youth Enrichment	80	
Library	106	
Subscriptions	635	
Outreach Committee	140	
Music	763	
Keyboard Maintenance	175	
Pastoral Care	101	
Communications	79	
Website	144	
Benevolent Fund	<u>100</u>	
TOTAL PROGRAM COSTS		4,128
TOTAL PRESBYTERY ALLOCATION		6,058
<b>TOTAL OPERATING EXPENSE</b>		<u><b>\$173,675</b></u>
Building & Contingency Funds Set Aside		5,625
<b>TOTAL EXPENSE</b>		<b>\$179,300</b>
<b>NET SURPLUS FROM OPERATIONS</b>		<u><b>\$2,509</b></u>
<b>Non-Operating Income and Expense</b>		
Increase in Investments – Scotia McLeod Portfolio	18,183	
Withdrawn for Housing Allowance	-11,275	
Other investment income	<u>17</u>	
TOTAL CHANGE IN INVESTMENTS		6,925
Presbytery ProVision Grant		6,000
Visioning/Consulting fees		-6,000
<b>NET INCREASE IN CHURCH ASSETS</b>		<u><u><b>\$9,434</b></u></u>

**DEER LAKE UNITED CHURCH – CHANGES TO CASH  
for the year ending December 31, 2017**

<b>Cash Balance – Beginning of Year</b>		\$51,041
<b>Net Surplus from Operations</b>		2,509
<b>Other Cash Gains/Expenses</b>		
Investment Income – Willick Fund, VanCity Shares		17
<b>Changes in Non-Cash Accounts</b>		
Decrease in Total Receivables	140	
Decrease in Total Prepaid Expenses	22	
Decrease in Mission & Service Fund	-58	
Decrease in First United Church	-13	
Decrease in Dixon Transition Society	-22	
Increase in Youth Hub	57	
Decrease in Homeless Outreach Program	-1,156	
Increase in Hope for Families	280	
Increase in Men's Group	151	
Increase in Women's Retreat Fund	29	
Decrease in WorkSafe BC Payable	-27	
Increase in Prepaid Rent	60	
Increase in Miscellaneous Accounts Payable	3,202	
		2,663
<b>Building &amp; Contingency Funds Received</b>		5,625
<b>Building &amp; Contingency Funds Spent</b>		-2,500
<b>Cash Balance – End of Year</b>		\$59,356

**DEER LAKE UNITED CHURCH – NOTES TO FINANCIAL STATEMENTS**  
**for the year ending December 31, 2017**

**1 Miscellaneous Accounts Receivable**

GST rebate July 1 – December 31	\$207
Bank error	25
	<u>\$232</u>

**2 Receivable from Investment Account**

Reflects Manse expenses 1999 – 2003 for which funds have not yet been drawn down from the Investment Account

**3 Total Prepaid Expenses**

Worship – 2018 bulletins	\$239
Church Insurance	1,257
	<u>\$1,496</u>

**4 Scotia McLeod Investments**

	<b>2017</b>	<b>2016</b>
Opening Book Balance	\$378,777	\$388,975
Withdrawn for minister's housing allowance	-11,275	-27,060
Ending Book Balance	367,502	361,915
Market Value at Year-End	385,685	378,777
Gain (Loss) on Investments	\$18,183	\$16,862
	4.8%	4.3%

<b>Security Description</b>	<b>Market Value at Dec 31</b>	
	<b>2017</b>	<b>2016</b>
BNS Tiered Corporate Investment Savings Account	4,073	4,488
Canadian Western Bank Annual Interest GIC Due 01/09/2018 2.2%	25,000	25,000
CIBC Annual Interest GIC Due 01/20/2021 2.25%	25,000	25,000
Concentra Financial Annual Interest GIC Due 01/09/2017 2.35%	0	25,000
RBC Canadian Equity Income Fund	30480	0
Toronto Dominion Bank	0	26,488
Dynamic Strategic Yield Fund	40,767	40,450
Fidelity Monthly Income Fund	55,729	59,098
Russell Income Essentials	93,825	70,285
Signature Global Income & Growth Fund	41,696	43,713
Mackenzie Global Strategic Income Fund	58,577	58,800
Total Value of Securities	375,147	378,322
Cash	10,538	455
<b>Total Value of Securities Including Cash*</b>	<b>\$385,685</b>	<b>\$378,777</b>

\*This represents the value at December 31, 2017 IF SOLD and not the yield to maturity.



**DEER LAKE UNITED CHURCH – NOTES TO FINANCIAL STATEMENTS**  
**for the year ending December 31, 2017**

**5 Mission & Service Fund**

	<b>2017</b>	<b>2016</b>
Opening Balance	\$1,547	\$1,363
Envelope Offerings	7,490	8,118
Sale of United Church Calendars	18	9
Total Raised	7,508	8,127
Paid to Mission & Service Fund	-7,567	-7,943
Ending Balance	\$1,488	\$1,547

**6 First United Church**

Opening Balance	\$22
Envelope Offerings	562
Sunday morning coffee donations	200
Potluck lunch proceeds	125
Paid to First United Church	-900
Ending Balance	\$8

**7 Dixon Transition Society**

Opening Balance	\$22
Envelope Offerings	248
Paid to Dixon Transition Society	-270
Ending Balance	\$0

**8 Youth Hub**

Opening Balance	-\$30
Envelope Offerings	88
Sunday morning coffee donations	600
Lunch on the Run	292
Paid to Lower Mainland Purpose Society*	-935
Ending Balance	\$15

\*Charitable organization which operates the Burnaby Youth Hub

**9 Homeless Outreach Program**

Opening Balance	\$4,191
Envelope Offerings	2,225
Non-receipted donation (unidentified)	10
Ryan Kyer's book sales	152
Paid to The Society to End Homelessness in Burnaby	-2,000
Groceries purchased	-1,542
Ending Balance	\$3,035

**10 Hope for Families**

Opening Balance	\$1,474
Envelope Offerings	1,008
Sunday morning coffee donations	200
Epiphany Lunch proceeds (net)	32
Expenses – 2016 families	-47
Paid to SD41 for Edmonds Community School Camping Program	-700
Paid to Camp Spirit Day Camp (Shiloh-6th Ave)	-200
Ending Balance	\$1,766

**DEER LAKE UNITED CHURCH – NOTES TO FINANCIAL STATEMENTS**  
**for the year ending December 31, 2017**

**11 Men's Group**

Opening Balance	\$461
Contributions from the weekly Men's Breakfast	200
Kettle for kitchen	-49
Ending Balance	<u><u>\$611</u></u>

**12 Women's Retreat Fund**

Opening Balance	\$256
Retreat fees collected	1,300
Envelope offerings	125
Retreat expenses	-1,296
Rivendell Retreat Centre – deposit for 2019	-100
Ending Balance	<u><u>\$284</u></u>

**13 Miscellaneous Accounts Payable**

2017 Con Ed allowance not yet claimed	\$687
2017 Presbytery ProVision Grant not yet spent	2,515
	<u><u>\$3,202</u></u>

**14 Building & Contingency Fund**

Opening Balance	\$35,575
Envelope Offerings, including memorial donations in the names of Stephen Juba and Grant Laphorne	5,615
Non-receipted donation (unidentified)	10
Parking lot asphalt repair	-2,500
Ending Balance	<u><u>\$38,700</u></u>

**15 Special Contributions**

Gift from Tuesday AA Group	\$120
Kitchen floor installation	300
Kitchen counter – materials	394
UCC Foundation – gift of common shares (received by UCC)	982
	<u><u>\$1,796</u></u>

**16 Congregational Fundraisers to Local**

Italian Dinner and Travel Slideshow (\$170 receipted)	\$916
Movie Night Choir Fundraiser (net)	1,684
Silent Auction at Choir Fundraiser	1,311
DVD sales	105
Shrove Tuesday Pancake supper	203
Sunday morning coffee donations	100
Lunch on the Run	278
Welcome Back BBQ	232
Langley Ukulele Ensemble concert (net)	2,251
Used book sales	150
Bottle Drive (\$106 receipted)	436
Burnaby Gogos Swags & Bags baking table	846
	<u><u>\$8,512</u></u>

**DEER LAKE UNITED CHURCH – NOTES TO FINANCIAL STATEMENTS**  
**for the year ending December 31, 2017**

**17 Gifts in Kind Received**

Vinyl flooring for kitchen	\$327
Sennheiser microphone	138
Music	66
	<u>\$531</u>

**18 Other Special Appeals**

South Sudan Extreme Hunger Appeal – not receipted (unidentified)	\$20
UCC Hurricane Matthew Relief	\$60

**19 Other Funds Received and Spent**

Farewell gift and payment to Rev Tracy Fairfield (not receipted)	\$75
Victoria Heights Residence – honorarium for DLUC choir, donated back	\$85
Covenanting Service proceeds for student minister support through Westminster Presbytery – \$150 receipted	\$367

## DEER LAKE UNITED CHURCH – Budget vs Actual for the Year 2017

	2017 Amended **	2017 Actual	Difference
<b>REVENUE</b>			
Envelope Offerings to Local	90,000	110,337	20,337
Observer Program	170	220	50
Special Contributions	0	1,796	1,796
Congregational Fundraisers to Local	975	8,512	7,537
Loose & Sunday School	2,000	2,319	319
Rental Income	48,100	50,731	2,631
Weddings and Funerals	1,085	1,901	816
Other Revenue	0	309	309
Interest on Operating Account	50	59	9
<b>Total Operating Revenue</b>	<b>142,380</b>	<b>176,185</b>	<b>33,805</b>
Building & Contingency Fund	3,500	5,625	2,125
<b>TOTAL REVENUE</b>	<b>145,880</b>	<b>181,810</b>	<b>35,930</b>
<b>MINISTRY &amp; PERSONNEL</b>			
<b>Minister</b>			
Salary	68,334	68,333	-1
Travel	300	259	-41
Continuing Education and Learning Resources	2,233	2,233	0
Allowances	1,925	1,582	-343
Weddings and Funerals	400	800	400
Benefits	13,980	14,776	796
Sabbatical Fund Payment	1,862	1,888	26
Pulpit Supply	1,361	1,442	81
	<u>90,395</u>	<u>91,312</u>	<u>917</u>
<b>Secretary</b>			
Salary	14,191	14,082	-109
Holiday Pay	851	845	-6
Benefits	3,064	2,882	-182
Job Skills Training	150	0	-150
	<u>18,256</u>	<u>17,809</u>	<u>-447</u>
<b>Organist</b>			
Salary	9,139	8,913	-226
Benefits	488	471	-17
Professional Development	150	150	0
Weddings and Funerals	300	450	150
Relief Fees	755	1,020	265
	<u>10,832</u>	<u>11,004</u>	<u>172</u>
<b>Choir Director</b>			
Salary	4,794	4,035	-759
Holiday Pay	288	242	-46
Special Services	240	60	-180
Benefits	368	166	-202
Professional Development	150	50	-100
Relief Fees	105	525	420
	<u>5,945</u>	<u>5,078</u>	<u>-867</u>
<b>Caretaker</b>	10,104	10,104	0
<b>Wedding and Funeral Coordinator</b>	120	300	180
<b>Payroll Administrator</b>	1,150	1,351	201
<b>UCC Payroll Service Fees</b>	345	318	-27
<b>WorkSafe BC Premium</b>	246	207	-39
<b>M&amp;P Committee Expenses</b>	400	383	-17
<b>Total Ministry &amp; Personnel</b>	<u>137,793</u>	<u>137,866</u>	<u>73</u>

## DEER LAKE UNITED CHURCH – Budget vs Actual for the Year 2017

<b>WORSHIP</b>			
Worship Supplies	1,300	957	-343
Liturgical Arts	300	155	-145
	<u>1,600</u>	<u>1,112</u>	<u>-488</u>
<b>MUSIC</b>			
Music for Worship	665	763	98
Keyboard Maintenance	450	175	-275
	<u>1,115</u>	<u>938</u>	<u>-177</u>
<b>CHRISTIAN EDUCATION</b>			
Lay Education	400	225	-175
Sunday School	900	469	-431
Children & Youth Enrichment	750	80	-670
	<u>2,050</u>	<u>774</u>	<u>-1,276</u>
<b>LIBRARY</b>			
Books and Supplies	200	106	-94
Subscriptions	640	635	-5
	<u>840</u>	<u>741</u>	<u>-99</u>
<b>COMMUNICATIONS</b>			
Newsletter	80	79	-1
Website	150	144	-6
	<u>230</u>	<u>223</u>	<u>-7</u>
<b>PASTORAL CARE</b>	300	101	-199
<b>OUTREACH</b>	225	140	-85
<b>BENEVOLENT</b>	100	100	0
<b>FUN AND FELLOWSHIP</b>			
Social Events	175	0	-175
<b>STEWARDS</b>			
Repairs and Maintenance	6,000	5,334	-666
<b>PRESBYTERY</b>	6,058	6,058	0
<b>CHURCH OPERATIONS</b>			
Telephone	575	544	-31
Internet	1,160	1,163	3
Waste Disposal	675	633	-42
Insurance	6,261	6,569	308
Utilities	6,250	7,201	951
Property Tax	80	61	-19
Office	4,193	3,262	-931
Bank Charges	196	164	-33
Other Costs	1,000	694	-306
	<u>20,390</u>	<u>20,289</u>	<u>-101</u>
<b>Total Operating Expense</b>	<u><b>176,876</b></u>	<u><b>173,675</b></u>	<u><b>-3,201</b></u>
<b>Total Operating Revenue</b>	<b>142,380</b>	<b>176,185</b>	33,805
<b>Total Operating Expense</b>	<u><b>176,876</b></u>	<u><b>173,675</b></u>	<u><b>-3,201</b></u>
<b>Cash Flow Surplus (Deficit)</b>	<u><b>-34,496</b></u>	<u><b>2,509</b></u>	<u><b>37,005</b></u>

**\*\* Budget amended at Board meeting held April 18, 2017 to reflect hire of part-time minister for 3 months, and estimated cost of interim minister**

**DEER LAKE UNITED CHURCH  
2018 Proposed Operating Budget**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Proposed</b>	<b>Notes</b>
<b>REVENUE</b>				
Envelope Offerings to Local	88291	110337	110000	
DLUC Observer Program	170	220	220	
Special Contributions	1283	1796	0	For 2016, 75th Anniversary. For 2017, kitchen upgrade, gift of shares, gift from Tues AA
Congregational Fundraisers to Local	1091	8512	2500	ACM Lunch and other events to be determined
Loose & Sunday School	2489	2319	2000	
Rental Income	46551	50731	47251	
Weddings and Funerals	3195	1901	820	Estimate 0 weddings @ \$675 and 2 funerals @ \$410. Offsite @ \$400
Other Revenue	0	309	315	CRA Small Business grant
Interest on Operating Account	54	59	60	
<b>Operating Revenue</b>	<b>143125</b>	<b>176185</b>	<b>163166</b>	
Building & Contingency Funds	3253	5625	3500	Includes memorial donations
<b>TOTAL REVENUE</b>	<b>146378</b>	<b>181810</b>	<b>166666</b>	

**MINISTRY & PERSONNEL**

**Minister**

*\*\*No Housing Allowance starting in 2018\*\**

Salary	70799	79608	80971	UCC mandates 1.4% increase. ** 2016 and 2017 restated to include housing allowance paid
Travel	185	259	500	39¢ per km plus parking
Continuing Education & Learning Resources	1305	2233	1393	UCC mandates 1.4% increase
Allowances	1310	1582	1200	Phone/cell package
Weddings and Funerals	1200	800	400	Estimate 0 weddings and 2 funerals @ \$200 each
Benefits	11988	14776	15650	Pension & Group Insurance, CPP/EI
Sabbatical Fund Payment	0	1888	3763	
	<b>86786</b>	<b>101145</b>	<b>103877</b>	

**Secretary**

Salary	13957	14082	16864	10 months plus 21 summer hours
Holiday Pay	837	845	1012	
Benefits	2891	2882	3526	Pension & Group Insurance, CPP/EI
Job Skills Training	0	0	150	
	<b>17685</b>	<b>17809</b>	<b>21552</b>	

	2016 Actual	2017 Actual	2018 Proposed	Notes
<b>Organist</b>				
Salary	9040	8913	9267	
Benefits	512	471	501	CPP/EI
Professional Development	74	150	150	
Weddings and Funerals	900	450	300	Estimate 0 weddings and 2 funerals @ \$150 each
Relief Fees	570	1020	755	Vacation @ \$165/week plus 1 extra service Rehearsal \$70 Worship service \$95
	<u>11096</u>	<u>11004</u>	<u>10973</u>	
<b>Choir Director</b>				
Salary	4054	4035	4861	10 months
Holiday Pay	243	242	292	
Benefits	185	166	201	CPP/EI
Special Services	120	0	120	Includes 2 special services/musical collaborations outside employment contract
Professional Development	0	50	150	
Relief Fees	600	585	140	Rehearsal \$45 Worship service \$60
	<u>5202</u>	<u>5078</u>	<u>5764</u>	
<b>Caretaker</b>	9964	10104	10245	
<b>Wedding/Funeral Coordinator</b>	390	300	120	Estimate 0 weddings and 2 funerals @ \$60 each
<b>Payroll Administrator</b>	971	1351	0	ADP liaison duties transferred to Secretary (paid), remaining duties done by Treasurer (unpaid)
<b>UCC Payroll Service Fees</b>	293	318	312	
<b>M &amp; P Committee Expenses</b>	275	383	400	
<b>WorkSafe BC Premium</b>	236	207	205	
<b>TOTAL PERSONNEL</b>	<u>132898</u>	<u>147699</u>	<u>153449</u>	
<b>WORSHIP &amp; MUSIC</b>				
Worship Supplies	640	957	1300	
Liturgical Arts	312	155	300	
Pulpit Supply	692	1442	1713	9 Sundays - 7 @ \$209 for Ordered Ministry (UCC mandates increase of 1.4%), 2 @ \$125 for Lay
Music for Worship	700	763	750	Includes anthems, service music licensing fee (≈ \$360)
Keyboard Maintenance	1432	175	500	
	<u>3776</u>	<u>3491</u>	<u>4563</u>	
<b>TRANSITION TEAM</b>	0	0	500	

	2016 Actual	2017 Actual	2018 Proposed	Notes
<b>CHRISTIAN EDUCATION</b>				
Lay Education	246	225	400	Bible Studies, adult workshop attendance subsidies up to 1/3, speaker honoraria
Sunday School	572	469	750	Curriculum, supplies, year-end acknowledgements
Children & Youth Enrichment	280	80	750	Children and Youth Retreat subsidies up to 1/3, Confirmation, Youth Group expenses
	<u>1098</u>	<u>774</u>	<u>1900</u>	
<b>LIBRARY &amp; OBSERVER</b>				
Books and Supplies	187	106	200	
Subscriptions	626	635	640	Observer, Mandate
	<u>812</u>	<u>741</u>	<u>840</u>	
<b>COMMUNICATIONS</b>				
Newsletter	42	79	80	
Website	118	144	170	
	<u>160</u>	<u>223</u>	<u>250</u>	
<b>PASTORAL CARE</b>	238	101	300	
<b>OUTREACH</b>	0	140	225	
<b>BENEVOLENT FUND</b>	0	100	100	
<b>FUN AND FELLOWSHIP</b>				
Social Events	0	0	175	Congregational picnic and other events
75th Anniversary	2225	0	0	
	<u>2225</u>	<u>0</u>	<u>175</u>	
<b>STEWARDS</b>				
Repairs and Maintenance	6752	5334	6000	
<b>PRESBYTERY ALLOCATION</b>	6042	6058	5774	6.3% decrease from 2017. Mill rate reduced.



	2016 Actual	2017 Actual	2018 Proposed	Notes
<b>CHURCH OPERATIONS</b>				
Telephone	656	544	560	
Internet	1131	1163	1190	
Waste Disposal	593	633	675	
Insurance	6261	6569	6418	\$5,361 plus \$750 ADD, \$308 valuation cost, administrative fee waived
Utilities	6239	7201	7210	
Property Tax	70	61	70	To be recovered from 2 for-profit tenants
Office	2420	3262	4193	For 2017 and 2018 includes \$1,193 lease cost for colour copier (66 month term)
Bank/PAR Charges	187	164	172	Includes cost of PAR
Other Costs	820	694	500	For 2016, includes review of 2015 financials. For 2017, includes kitchen upgrade
	<u>18377</u>	<u>20289</u>	<u>20988</u>	
<b>Total Revenue</b>	146378	181810	166666	
Less Building & Contingency Funds	-3253	-5625	-3500	Donations transferred to the Building & Contingency Fund
Operating Revenue	143125	176185	163166	
Operating Expense	172379	184950	195063	
<b>Operating Surplus (Deficit)</b>	<b>-29254</b>	<b>-8766</b>	<b>-31897</b>	
<b>Additional Income from Inv Acc</b>	<b>27060</b>	<b>11275</b>	<b>12000</b>	For 2016 & 2017, amount equals housing allowance paid.
<b>Net Surplus (Deficit)</b>	<b>-2194</b>	<b>2509</b>	<b>-19897</b>	

**MISSION AND SERVICE FUND**

	2016 Actual	2017 Actual	2018 Estimated
Envelope Offerings	8118	7490	7600
UCC Calendar Sales	9	18	0
<b>Total</b>	<u>8127</u>	<u>7508</u>	<u>7600</u>

**DEER LAKE UNITED CHURCH  
ANNUAL CONGREGATIONAL MEETING  
FEBRUARY 19, 2017**

**Call to Order:** 10:41 am

**Attendance:** Chairperson: G. Hamer; Minister: T. Fairfield; Secretary: J. Annesley; M. Pinto, C. Keeler, M. Cazalet, S. McGaire, J. Cambuzzi, C. Milne, R. Milne, Gloria Forwood, Garry Forwood, G. Juzenas, B. Meredith, K. Small, P. Slater, G. Naruse, R. Treherne, R. Armstrong, M. Cantelo, B. F. Baybay, L. Baybay, M. Lagayan, R. Vejerano, E. Verjerano, D. Paguio, L. Paguio, D. Cunningham, G. Cole, M. Tullet, J. Johnson, G. Porter, L. Paddon, C.W. McKenzie, S. Hamer, D. Strutt, G. Lans, B. Paddon, L. Walsh, P. Anderson, B. VanLuven, J. Ahmelich, S. McLean, C. Stegan, Dorothy Wrigley, Don Wrigley, D. Veller, S. M. Veller, E. Mosher, K. Chapman, B. Chapman, L. Smith, S. Cheesman, B. Cheesman, T. Laphorne, E. Colledge, A. Brown, E. Brown, P. Seeram, S. Knott, S. Allman, D. Juba, D. Phillips, Kathy Davies (guest – BC Conference Minister)

**Regrets:** L. Juba

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**Nominations of the Chair and Secretary for the ACM**

**Motion:** Moved by B. Van Luven; seconded by L. Smith that G. Hamer chair the 2016 Annual Congregational Meeting. **CARRIED**

**Motion:** Moved by B. Van Luven; seconded by L. Smith that J. Annesley record minutes at the 2016 Annual Congregational Meeting. **CARRIED**

**Motion:** Moved by P. Anderson; seconded by Garry Forwood that all those present are allowed voting privileges on temporal matters. **CARRIED**

**Approval of Agenda:** **MOTION:** Moved by K. Small; seconded by S. McLean that the Agenda be accepted. **CARRIED**

**Approval of Adjournment:** **MOTION:** Moved by S. McLean; seconded by P. Anderson that the congregational meeting be adjourned immediately following the Blessing. **CARRIED**

**Approval of Minutes:** **Motion:** Moved by B. Chapman; seconded by E. Colledge that minutes of the 2015 congregational meeting of Deer Lake United Church be accepted. **CARRIED**

G. Hamer introduced Kathy Davies, Conference Minister for the Presbyteries of Fraser and Westminster. Kathy Davies spoke about the '*Process for Interim*' and how the Interim Minister will be chosen; the role of our '*Transition Team*'; and then led the congregation in a '*Circle Process*'.

**Process for Interim;**

The interim minister for Deer Lake United Church will be chosen by Conference and be in place by the middle of March to early April 2017. The term period will be a 2 year contract.

**Transition Team;**

The transition team should be a group of people who are members of the church that will be the liaison between the interim minister and the congregation.

**Circle Process;**

The circle process began with the congregation separated into knee groups of 3 people (discussion group of 3 people). Each group was to reflect and share on "How am I feeling about what has happened at Deer Lake over the past few months". Each knee group of 3 combined to a group of 6 to capture and record the "Key goals to engage in" that will be most important for Deer Lake as it enters this time of Interim Ministry. Kathy Davies asked for volunteers to work with her to collect and collate the information looking for themes and patterns to come up with a summary. Gloria Forwood, J. Cambruzzi, and P. Seeram volunteered to work with Kathy Davies.

Kathy Davies briefly touched on the work the facilitator, Amanda Fenton, will be doing with the congregation. The fee for this service will be covered by a provision grant. The role of the facilitator will be to lead the congregation through the circle process to help repair relationships, and strengthen our foundation of faith.

**2016 Finance Report – C. Milne (Treasurer)**

- The year ended in a deficit of \$2,194 resulting from various unanticipated expenses
- C. Milne explained the financial statements and budgeted numbers from 2016
- Questions and discussions ensued about operating budget and Minister's salary
- C. Milne stated 90% of time is volunteer and 10% is as payroll employee

**Motion:** Moved by L. Smith; seconded by D. Juba that the 2016 financial statements be accepted. **CARRIED**

**2017 Proposed Budget – C. Milne (Treasurer)**

- The proposed budget was presented and C. Milne stated this year the budget is not balanced.
- The continued decline in the investment account and envelope offerings was discussed.
- Minister's salary shows an increase due to the Interim Minister will be paid using the new compensation plan resulting in higher benefits because the housing allowance is no longer separated out of the compensation package.

**Motion:** Moved by P. Slater; seconded by P. Seeram that the 2017 proposed budget be accepted.

- Voting was then delayed while G. Hamer presented changes to the motion. Through the course of discussion it was agreed that the motion should be set aside and replaced with the following motion.

**Motion:** Moved by Garry Forwood; seconded by K. Chapman that amending the proposed budget in the ministry and personnel section to reflect 3 months part time ministry and one month pulpit supply which would increase the budgeted deficit by \$9000 (with the possibility to take up to \$9,000 from the investment fund). **(26 IN FAVOUR; 8 NOT IN FAVOUR)CARRIED**

- C. Milne was thanked for her continued hard work on the financial reports and budget.

**Nominations Committee:**

- The nominating committee consisting of K. Richardson, A. Brown, C. Stegan, S. Allman, and D. Juba presented their report.

- S. Allman spoke about the election of board members and that there are 4 vacant positions; Secretary, Vice Chair, Chair of Christian Education, and Chair of Worship Committee.
- A transition team will be appointed as the communicator between the interim minister and the congregation, a team of support, and will help set goals.
- The transition team should have a willingness to listen and ask questions, be open to new ideas, be open to constructive input, have a positive outlook, enjoy the confidence and trust of the congregation, and have specific skills related to key goals

**Approval of 2017 Committee Members:**

**BOARD EXECUTIVE**

**Chair:** Dana Juba

**Vice-Chair:** VACANT

**Past Chair:** Gary Hamer

**Secretary:** VACANT

**Treasurer:** Cathy Milne

**Envelope Secretary:** Kathy Richardson

\*Plus one representative from each ministry committee

**BOARD APPOINTED COMMITTEES:**

**MINISTRY & PERSONNEL**

**Chair:** Peggy Woodruff

Larry Juba

David Veller

**TRUSTEES**

**Chair:** Laurie Smith

Bob Chapman

Janice Cambuzzi

Steve McLean

**OTHER COMMITTEES:**

**CHRISTIAN EDUCATION**

**Chair:** VACANT

Gloria Forwood

Sharon Hamer

Elizabeth Cottam

Jean Johnson

Elizabeth Waddington

**FINANCE**

**Chair:** Cathy Milne

Mary Cazalet

Tony Woodruff

Kathy Richardson

Bruce Cheesman

**OUTREACH**

**Co-Chairs:** Phyllis Slater & Marj Rielly

Linda Walsh

Paul Anderson

Claire Stegen

Bruce VanLuven

Janet Ahmelich

**PASTORAL CARE**

**Chair:** Shirley McGaire

Mary Cazalet

Kathy Richardson

Trish Seeram – Sunshine Committee

**STEWARDS**

**Chair:** Paul Anderson

Rick Milne

Bob Chapman

Arnie Brown

Bill Paddon

Don Strutt (Tenant Liaison)

**WORSHIP**

**Chair:** VACANT

Mary Cazalet

Janice Cambuzzi

Dana Juba

Shirley McGaire

Joanne Annesley  
- (Liturgical Arts)

**COMMUNICATIONS**

**Chair:** Garry Forwood

Tony Woodruff

**LIBRARY, PHOTOGRAPHS & RECORDS**

Ruth Struve

Colleen McKenzie

**PRESBYTERY REPRESENTATIVE**

Janice Cambuzzi

**Motion:** Moved by P. Anderson; seconded by A. Brown that the proposed committee members listed in today's agenda be accepted. **CARRIED**

**Adjournment:** Meeting adjourned at approximately 1:15pm.

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Gary Hamer (Chair)

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Joanne Annesley (Secretary)

DEER LAKE UNITED CHURCH  
CONGREGATIONAL MEETING  
October 8, 2017

Call to order: 11:50 a.m.

Attending: Dana Juba, Ellen James, Rev. Scott Swanson, Elizabeth Waddington, Tony Woodruff, Peggy Woodruff, Don Wrigley, Dorothy Wrigley, Colleen McKenzie, Kathryn Small, Don Strutt, Joanne Annesley, Leonie Baybay, Bayani Baybay, Arnie Brown, Edna Brown, Colleen Leggett, Gerry Juzensa, Mary Pinto, Patricia Seeram, Karen Chapman, Bob Chapman, Ernie Colledge, Laurie Smith, Shirley Smith, Art Iecuyer, Terry Lou Bailey, Sonia Aston, Damien Ponech, Cathy Milne, Rick Milne, Gary Hamer, Garry Forwood, Gloria Forwood, Mike Kyer, Wendy Kyer, Pat Young, Linda Paddon, Larry Juba, Bev Babcook, Mary Cazalet, Jean Johnson, Bill Paddon, Kathy Richardson.

Dana Juba, Chair: Please note only members of Deer Lake United Church are permitted to vote.

**Motion: To accept Ellen James as secretary of the Board**

Moved: Gary Hamer second: Garry Forwood.

All in favour: 25

Opposed; 0

Abstain; 0

CARRIED

**Motion: To accept Laurie Smiths resignation as a Trustee of Deer Lake United Church.**

Moved: Peggy Woodruff, Second: Ernie Colledge

All in favour: 25

Opposed: 0

Abstain; 0

CARRIED

**Motion: To accept Tony Woodruff as Trustee for Deer Lake United Church**

Discussion: none

Moved: Ernie Colledge, Second: Karen Chapman

Discussion: none

All in favour: 26

Opposed: 0

Abstain: 0

CARRIED

Meeting adjourned: 11: 55 am

Dana Juba, Chair

Ellen James, recording secretary