

**Region 11 Transition Commission Meeting
Aug 31, 2018 Bay of Quinte Conference Office**

In Attendance: Rosemary, Jean, Ted, Carol, Steve, Shirley, Ryan, Elizabeth, Paul,
Wanda (by phone)

Welcome and Acknowledgement

Devotion

Review of Minutes - Errors / Omissions

- all names of those present will be listed.

Motion: To accept the minutes.	Paul/Ted	Approved
Abstained:	Elizabeth/Steve	

Minuted Items are numbered as they appear in the agenda

1.0 Chair of Commission

- reception of Svinda's letter of resignation
 - Nomination of Wanda Stride - declined with thanks and grace
 - Nomination of Jean Wilson
 - **Motion:** That Rev Jean Wilson be appointed Chair of Region 11 Transition Commission
- | | | |
|----------------------------|--|----------------|
| Moved Shirley/Steve | | Carried |
|----------------------------|--|----------------|

2.0 Executive Minister's Report

- all members have been welcomed by General Council to the Regional Commission
- current members are present by a Motion of General Council; to replace members will require clarification from Nora Sanders; Presbyteries may be able to replace members who resign

Correspondence:

Hay Bay Church - referred to Mission Support Grant discussion
Letter from UCRD Book Store

- sharing information will continue as it becomes available
- an offer of employment for the Office of Vocation has been made.

3.0 Review of Materials Received

Big Picture Decisions / Ryan: (see David Allen's recent email)

Questions:

- how do we imagine the participation of smaller groups operating within the Region?
- how much input / decision making will smaller groups have?
- how do we support clustering/ networking of congregations/individuals around common issues?
- what is the vision for interregional participation in common mission initiatives?
- how do we support the development of clusters within/among communities of faith?
- Jean provided clarification from General Council (UCC website / News / Clarity on Clusters and Network / GCE Nov 2017)
- develop means for clusters to communicate with Regional Council for purposes of support, education and possible funding for initiatives.
- primary connection may be with the Regional Personnel Minister
- **reminder:** Clusters do not have decision making authority (GCE)
- how to ensure that all Communities of Faith have awareness / support to develop clusters for common issues.
- Regional Council will need to communicate all available opportunities to the CF.
- **Action: Wanda will develop mechanisms for communication to and among CF for next meeting.**
- What work needs to be done prior to Jan. 1 / What work can be done, what cannot?
- Copy of David Allen's email was sent out by Rosemary
- merge David's work with Ryan and Shirley's work
- what functions will benefit from Staffing? or as a Staff function / role?
- what is a Volunteer / Elected role?
- see Big Decision document

Establishing Regional Council Structures (David Allen - document)

- reminder: the Commission becomes the Regional Council Executive effective Jan. 1.
- **"Communities of Faith Responsibilities"** - Covenanting: clarification will be required regarding those groups considered to be Communities of Faith independent of a connection with accountable ministry, or functioning differently than that of a previous Pastoral Charge. GCE continues to work on this.
- Regional Council will need to develop a method of Oversight for Communities of Faith regardless of their identity or definition.
- need to ensure representation to Regional Council from each Community of Faith and that individual understand the covenantal relationship
- **"Property and Finance Responsibilities"**
- how will the current Presbytery and Conference policies be facilitated or harmonized by the Regional Council.
- need to gather property policies from both Conference and Presbyteries. Bay of Quinte has contributed to the current document.
- all members will forward policies from their respective policies.
- need to develop a commission for Property / Finance matters.

- thought to include the word “Trustees” in the document to read: Community of Faith / Trustees
- will this Commission develop both the necessary Commissions and the Policies for each or will we establish Commissions and allow them to live into the new policies while continuing with current policies until such time as new policies are created and approved?
- Communities of Faith need to be informed of how this process might work
- this item will be an **Order of the Day** for the next meeting -
- We ask communities of faith to live by the policies of their current Presbytery. As of January 1 all requests will be forwarded to the Regional Council.
- **Action (all)**; please distribute current Presbytery policies to the members of the Commission

Ministry Personnel Responsibilities

- move Ministry personnel responsibilities listed in “paid from Mission & Service” to “paid from assessments”
- need to breakdown what is staff responsibility and what is volunteer responsibility
- how do we define “volunteer” within the new model - committee / individual / geographic / paid?
- Retired Clergy: how do we continue to support and connect? Ensuring the role of Pension Covenant continues. Oversight is responsibility of the Office of Vocations.
- **Action (all)** ; please distribute best practices to members of the Commission

Oversight Responsibilities

- need clarification of ‘self-assessment’ and the process of ‘auditing’ the self-assessment
- review current documentation pertaining to self-assessment
- how do we ensure clarity between the CF report and the Minister’s review which is submitted
- **Action: Ryan will provide clarification; please forward information from your Presbytery**
- the work of monitoring Ministry Personnel will be forwarded to the Office of Vocation
- personnel files will be forwarded to GC to be scanned and uploaded. Files will be kept at GC

Administrative Responsibilities

- method of paying into central archives will continue
- “keeping a roll of all members and corresponding members of the regional council

Community of Faith Responsibilities

- remove the word “direct” from line 1 -replace with “promoting and fostering dialogue”
- possibly add “supporting clusters and networks”

Mission and Ministry Responsibilities

- perhaps include: “Ministry with diverse life stages”

- **reminder:** what is the specific role of the Region in the provision of ministry to a specific group, ie Youth?
- Consider how best to re-work this language
- UCW - Rosemary will ensure that UCW's are informed of process and connected.

Finances

- Ted has had a conversation with Eric Matheson.
- reviewed Option 1 and 2 with respect to opting in or out
- possibility of connecting the Regional accounts with the GC account with Royal Bank
- financial matters ie claims would be processed through this model
- uncertainty as to how it would be authorized
- details are not clear at this time
- opting out is permissible
- Regional fee for this is not clear at this time
- expectations / communication with respect to reimbursement will be necessary

Incorporated Ministries Compliance

- this will be within the role of GC
- how do we keep our relationship with them when not providing Oversight
- how do we ensure the covenant relationship - this will need to be explored further
- auditing may be a shared function - the cost will be \$500 per Corporation
- recommendation to accept but no decision at this time

Order of the Day - Eric Matheson - Finance and Technology Shared Services Options

- Software expenses / licences are being explored
- telephone options are being explored - perhaps \$20 per month fee with possible free or inexpensive long distance costs
- GC is encouraging a movement to a consistent infrastructure
- office locations would need access to 10mb/s
- mobile can have calls directed to cell phones - Regions have budgeted for cell phones
- internet contracting / sourcing will be responsibility of Region
- GC has options for cell phone (Rogers) packages
- Webmaster services are available
- cost across regions would be \$150,000
- much of the shared services ie Accounting will be determined by how many Regions opt in
- discussion regarding how assessments will be paid; congregations will choose how they will make assessment payments
- Communication re assessment will come out to each Community of Faith in October
- a 10% increase is most likely in this region; this is available for a three year period
- GC 44 will need to develop a catch up formula

- it will be important to have a clear estimate of costs

10.0 Financial Option

Motion: Ted/Steve

To support Option 1 as the Shared Services Accounting Model.

Carried

Action: (Jean) to develop information regarding licensing requirements and those that are currently in place. Send your information to Jean.

4.0 Staffing - Admin/Communications

- position if created would be more communication than administration ie website and point of contact.
- supporting emerging ministries with communications
- do we develop a Job Description and post it? Discussion.
- **Action: Ted will send information to Jean for the development of a Job Description. Others are invited to also send info to Jean.**

5.0 Office Space

- deferred to the next meeting

11.0 Annual Meeting

- possible exploration of Cambridge St. United as location
- agreement to have an in person meeting following Easter
- what needs to be done at that meeting? Rosemary will follow up.
- timing of Celebration of Ministry
- what if anything will be done regarding Children and Youth at Conference
- will meals be provided
- decision to be made at next meeting

Communications Strategies

- see document **Decisions for Regions 11,12 & 13**
- all staffing decisions have not been made and as such there needs to be clarity regarding the information that is shared.
- This document will be edited by Elizabeth and Rosemary and then sent out to the Commission in time for sharing at Presbytery meetings.

Mission Support Grants

- what funding will be used to support missions such as Quin-Mo-Lac

Naming the Region

- please review Ryan's document and further suggestions

Expression of Interest Form - please send further suggestions to Jean

Closing Prayer**Next Meeting - Sept 21 2pm Adobe**

- Agenda items will be limited to: Annual Meeting, Staffing (Communication/Admin) Naming
- please log on by 1:45