

East Central Ontario Regional Council
Meeting of the Assembly of Elders
Monday, April 23rd 2019 –9:30 a.m.

Vision of the Assembly of Elders by which we evaluate progress based on:

- Supporting and enhancing the life of Communities of Faith where ministry takes place
- Nurturing Social Justice and Outreach programs
- Building Communications

IN ATTENDANCE

Rev. Jean Wilson	Chair
Carol Johnson	Member
Rev. Paul Reed	Member
Rev. Wanda Stride	Member
Brian James	Member - Financial Administration
Shirley Baster	Member
Steve Coles	Member
Sharon Hull	Corresponding Member - Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages
Gordon Wood	Corresponding Member - Communications and Administration Assistant
Rev. David Timpson	Corresponding Member, Pastoral Relations Minister
Rev. Rosemary Lambie	Corresponding Member, Executive Minister
Joel Miller	Corresponding Member, Program Assistant to Executive Minister, Recording Secretary

REGRETS/ABSENT

Rev. Ryan McNally	Member
Rev. Steve Spicer	Member
Rev. Elizabeth Macdonald	Member
Ted Meyers	Member
Rev. Rodney Smith-Merkley	Corresponding Member - Minister for Respectful Relationship and Indigenous Justice

1. ***Opening and Devotions*** – Wanda led opening devotions, which began with the singing of the first verse of hymn “I heard the Voice of Jesus Say” (Voices United #626). This was followed by the reading of a prayer, the reading of the Scripture, John 20:19-31, and the singing of verse 2 “I heard the Voice of Jesus Say”. Wanda proposed the following question to ponder as the group began its day: Where was Thomas when the others were hiding in the upper room? Why did Thomas need to place his fingers in the wounds of the risen Christ, in order to believe that he was truly risen? What does it mean to you, that Christ is risen in a wounded body? What does this say about our church? After a brief time of sharing, the third verse of “I heard the Voice of Jesus Say” was sung.
2. ***Tour of Cambridge Street United Church*** – Members of the Assembly of Elders were given a guided tour of the spaces that will be used throughout the Church during the inaugural meeting.
3. ***Time of sharing*** – Members were invited to share the ‘ongoings’ of their past weeks.
4. ***Approval of the Minutes - Meeting April 15th 2019***

2019-04-24-87 MOTION (B. James /S. Coles) that the minutes of April 15th 2019 be approved as amended.
Carried

Amendments:

- edit the titles for Rodney and Sharon in the attendance section please;
- Pg 3- Motion 2019-04-15-80 should be for the Cathedral of the Trees for \$5,000.00 (remove Sydenham Streetin)
- Pg 3- Motion 2019-04-15-81, the recommendation to fund is for \$2620.00

5. Approval of the Agenda

2019-04-24-88 MOTION (S. Coles/C. Johnson) that the agenda be accepted as amended. **Carried**

Add under governance

- License Lay Worship Leader Forum
- Retirees Forum

Add under inaugural meeting

- Business Chair
- Stewards

6. Visit of UCW representatives from Cambridge Street United Church – an updated was provided regarding menu for meals and schedules. Saturday supper will be provided by UCW for youth (not Friday though). Sunrise service will take place from 7am-8am, coffee will be ready afterwards and a coffee break will also be had at 10:15 am. Ordinands have been assigned locations in the building after the celebration of ministry service; these locations will be projected after the service. This information is to be included in the Celebration of Ministry service bulletin as well. Lunches and snacks will be paid for by the Regional Council. Dinners (\$10) are to be paid for by attendees at registration on Friday directly to UCW – currently BBQ is on the menu for Saturday night. The Regional Council will also be paying for the dinners of retirees and one guest at the retirees' banquet. There is space for 190 seats in the gym. Registration deadline in May 15th and numbers can be communicated by then. For the Sunday, ordinands will be asked to provide estimates on how many guests they plan to bring. It was suggested that all be encouraged to bring their own coffee mugs for the weekend. Water coolers will be set up throughout the church. Billets can be provided for those who request, but billeting will not be advertised. Marylyn and Pat (Fair Trade and Book Room) have requested billeting. Gordon will provide list of names when it they are known. Dietary restrictions will be forwarded. It was noted that this event will be a nut free environment – this should be communicated.

7. Correspondence

- a) March 28, 2019 Lloyd Williams, Chair Board of Trustees for Mt. Pleasant Community Church re need for a fourth trustee and signee on the band account (*for action -1a*)
- b) April 12, 2019 Michael Blair, General Council Office re *Living Partnership Through Pilgrimages: A Gathering For People To People Pilgrim Leaders* on Friday, May 31 and Saturday, June 1, 2019 at Five Oaks Education and Retreat Centre in Paris, ON. The program will run from 10:30 on Friday until 4 pm on Saturday. (*for action*)

Discussion: David Timpson will contact Jean Stairs. It is understood that whoever attends needs to report back to Regional Council. It was understood that General Council would be covering the costs.

- c) April 12, 2019 Mona Emond, North House shelter, Uxbridge re Mission Support application (*for action –*)
- d) April 17, 2019 Penny Culverson re UCW have a position on the Assembly of Elders (*for action- 3b*)

-
- e) April 17, 2019 Bev Oag, General Council office, copy of response to Lakeridge Extension Council regarding updating letters patent (*for action – 2*)

8. *Business Arising from the Regular Meeting:*

<i>Supporting and enhancing the life of Communities of Faith where ministry takes place</i>

I. Communities of Faith

Mt. Pleasant Community Church -

Discussion: Jean will contact Rev. Bruce Fraser to see if he could replace her as one of the trustees to Mount Pleasant Community Church.

II. Mission through Property and Finance

Travel policy – see appendix A

2019-04-24-89 MOTION (P. Reed/B. James) that the East Central Ontario Regional Council Assembly of Elders approves the Travel Policy. **Carried**

Lakeridge Extension Council (correspondence e)

2019-04-24-90 MOTION (C. Johnson/B. James) that the East Central Ontario Regional Council Assembly of Elders approves the updating Letters Patent for the Lakeridge Extension Council and forwards them to the General Council Executive for final approval. **Carried** (*W. Stride, S. Coles abstain*)

III. Pastoral Relations

2019-04-24-91 MOTION (B. James/S. Baster) That having received the properly completed form and confirmation from the Office of Vocations of the ministers good standing, the East Central Ontario Regional Council Assembly of Elders approves the Call of Rev. Kevin Derry to Northminster United Church, Peterborough, Ontario for full time ministry commencing July 1 2019. **Carried**

2019-04-24-92 MOTION (S. Coles/P. Reed) That having received the properly completed form and confirmation from the Office of Vocations of the ministers good standing, the East Central Ontario Regional Council Assembly of Elders approves the Appointment of Joseph Ramsay, United Supply, to Picton United Church, Picton, Ontario for part time, 20 hour per week, ministry March 1 2019 to May 31 2019. **Carried**

2019-04-24-93 MOTION (B. James/P. Reed) That having received the properly completed form and confirmation from the Office of Vocations of the ministers good standing, the East Central Ontario Regional Council Assembly of Elders approves the Appointment of Alan Boyd, United Supply, to Mark Street United Church, Peterborough, Ontario for part time, 20 hour per week, ministry July 1 2019 to June 30th 2020. **Carried**

IV. Governance

Nominations Team –

2019-04-24-94 MOTION (P. Reed /S. Coles) the East Central Ontario Regional Council Assembly of Elders approves the following: Rev. Warren Vollmer, Rev. Wanda Stride, Joan Chalovich, Rev. Lynda Price, Tom Smart to serve on the Nominations Team. **Carried**

Discussion: Expression of interest form submission deadline is May 15th. A generic email has been created to receive applications. Nominations will not be accepted from the floor of the IGM. A slate of nominees will hopefully be available by May 22nd.

Composition of the Assembly of Elders: UCW and lay members at large (Treasurer)

Lay Members

The Manual C.1.2 – Communities of faith that are congregations or pastoral charges continue to elect representatives to the regional council in the same way they elected representatives to the presbytery prior to January 1, 2019. They may also change the way in which they elect representatives within denominational policies, with the agreement of the regional council, and by including it in the covenant between the community of faith and regional council.

The lay members of the regional council are members of the United Church who are not ministry personnel and who are

- a) elected by communities of faith on the following basis:
 - i) one representative from each community of faith with 100 or fewer members;
 - ii) two representatives from each community of faith with 101 to 200 members;
 - iii) three representatives from each community of faith with 201 to 300 members;
 - iv) four representatives from each community of faith with more than 300 resident members;
 and
- b) additional lay members as determined by the regional council if necessary to respect a balance of ministry personnel and lay members who are not ministry personnel in the membership of the regional council.

Discussion: Establishing quorum at the meeting; counting who is present and determining who can be added (see item (b)). A motion will be presented at the meeting of May 22nd to confirm any additional members if necessary to respect a balance of ministry personnel and lay members of the regional council.

2019-04-24-95 MOTION (W. Stride/ S. Baster) the East Central Ontario Regional Council Assembly of Elders approves the following amendment to The Formation, Nurture and Justice Team policy; adding under section of *Membership* that “at least one UCW representative, preferably named by the UCW”. **Carried**

Discussion: Gordon will follow up with Steve Spicer to get copies of expression of interest forms already submitted by UCW. Sharon will relay information to UCW at the meeting in Napanee. A formal letter will go out from Rosemary replying to Emily copying Penny Culverson and Nancy Sutherland about changes made to the Formation, Nurture and Justice Team policy, as well as informing them of the membership of the Assembly of Elders, in particular that members of the UCW are welcome to submit an expression of interest form as a ‘member at large’.

2019-04-24-96 MOTION (S. Coles/ S. Baster) the East Central Ontario Regional Council Assembly of Elders approves the following amendment to Assembly of Elders policy; adding under *Membership*, the “Regional Council Treasurer be a corresponding member of the Assembly of Elders”. (B. James abstains). **Carried**

LLWL Forum – see appendix B

2019-04-24-97 MOTION (B. James/C. Johnson) that the East Central Ontario Regional Council Assembly of Elders approves the Licensed Lay Worship License Forum terms of reference. **Carried**

Retirees Forum – see appendix C

2019-04-24-98 MOTION (P. Reed/W. Stride) that the East Central Ontario Regional Council Assembly of Elders approves the Retirees Forum terms of reference. **Carried**

V. Policies

Travel Practice Policy (*see item II – Mission through Property and Finance above; and see appendix B*)

Equity Policy – see appendix D

2019-04-24-99 MOTION (P. Reed/S. Coles) that the East Central Ontario Regional Council Assembly of Elders approves the “Equity Policy” for the East Central Ontario Regional Council and refers it to Nominations team for implementation. **Carried**

Affirming Regional Council – see appendix E

2019-04-24-100 MOTION (B. James/ C. Johnson) that the mission statement of the East Central Ontario Regional Council be amended to read:

**"Seeking to be aligned with God's new and renewing Spirit",
we affirm that we are the United Church of Canada in the East Central Ontario Regional Council
seeking to live out God's call to us –
valuing equity, inclusiveness, and difference committing to full participation of people of all racialized
groups, physical and mental abilities, sexual orientations, gender identities, ages, economic and social
status, in the life and work of East Central Ontario Regional Council.**

We affirm that we are called to be conciliar church

- **called to care for each other;**
- **care for creation;**
- **foster connections;**
- **maintain and build relationships between the courts of the church;**
- **support our existing and new ministries,**
- **encourage, facilitate and support ministries within ECORC becoming and continuing to be
Affirming Ministries.**
- **while working in partnership with other denominations , faiths, and community groups.**

Carried

2019-04-24-101 MOTION (P. Reed/S. Coles) Commit to the interim plan for Affirming and direct that the inaugural meeting agenda incorporate the required actions. **Carried**

Discussion: An *Affirming Ministry Forum* policy will come to the May 22nd Assembly of Elders meeting.
Nurturing Social Justice and Outreach programs

VI. Mission Priority Grants –

2019-04-24-102 MOTION (S. Coles/S. Baster) that the East Central Ontario Regional Council Assembly of Elders approves the grant application from North House Shelter for \$3000, said funds to be disbursed from the *Doing Mission Together Grants* fund. **Carried**

Discussion: Letters need to go out to grant recipients (Sharon will provide contact list)

VII. Clusters and networks*Building Communications***VIII. Website** – see appendix F**IX. Inaugural Meeting** – (see appendix G) updates on planning, budget, participants, theme, agenda, worship, music, retirees banquet, facilitation team chair, stewards/scrutineers, chaplains,

Table displays will be available for the duration of the meeting (Friday and Saturday). Cluster and Network Fair displays will be listed on a sheet and circulated at the meeting (so people are aware who is present).

Logo – Jonathan Reed has been working on a logo for the theme of the meeting (see appendix G).

Agenda – It was noted that affirming the covenants of the past and making promises to go forward with Communities of Faith would take place on earlier in the morning on Saturday and that covenant with Staff, Teams, Clusters, Network, and Regional Council Members would take place after the nominations report.

Clarification was offered over the small groups (15 people – depending on registration) governance document discussion process: GC 43 business model of three parts requires small group leaders (it was suggested that Assembly of Elders and as needed, GC 43 Commissioners be group leaders) for part 2, and a team to synthesize the responses and report in part 3. Groups need to be assigned ahead of time (possibility of including a group number 1-15 on name tags). Getting chairs to groups will take some time. It was suggested to offer the youth presentation time immediately after lunch on Saturday which would give time to set up rooms and chairs.

It was noted that there will be an Affirming item on the agenda and the youth will be part of the presentation.

Music – There will be a mass choir for attendees to be part of and an anthem that will be performed is *God is Changing the World*. This anthem will be scanned and provided ahead of time to members who have joined the choir. 30 copies have been purchased and will be distributed at the meeting. A band is being put together, Larry Doyle is playing guitar, in search of a drummer.

Worship – A closing worship (15) is to be added to Saturday night agenda- can be placed alongside closing motions.

Details for Friday and Saturday night need to be looked at in more detail, music on Friday night, movie on Saturday night?

Retirees Banquet – David Timpson is working on finalizing list of attendees for retirees banquet.

Facilitation Team –It was suggested that, in the future, the facilitation team be responsible for the planning of meetings (searching for Stewards, Parliamentarians, and Chaplains), ensuring that equity is a priority, and providing support the council throughout the meeting.

Names were suggested for this year, the Facilitation team be comprised of: Speaker, Rosemary, Gordon, Steve Coles, Paul, Phil Wilson (Equity), Max Ward (help with Stewards), Karen Smart.

Paul will provide names as possible Parliamentarians, and be in touch with Max. Jean will provide names as possible Chaplains.

It was suggested that a Facilitation Team meeting take place soon using Zoom.

Jean is preparing a Sunday morning worship service (for congregations who will be missing their Ministry Personnel due to attending inaugural meeting) and letter that will go out to Communities of Faith.

Question needing an answer: How to present future meeting plans? Paul has agreed to create a Proposal to bring to May 22nd meeting.

6. *New Business*

Opening worship for next meeting – Carol Johnson

Next meeting dates

- May 22nd 9:30 – 12:30 Zoom
- June 24th 10 – 3:00 In person TBD
- Aug 28th 10 – 12:30 Zoom
- Sept 25th 10-3:00 In person TBD

Closing Prayer – Jean closed the meeting with a Prayer.

7. *Adjournment*

2019-04-24-103 MOTION (S. Baster) that the meeting be adjourned at 3:19 p.m.

Jean Wilson
Chair

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Policy Regarding Travel	Page 115
Appendix B	The Licensed Lay Worship Leaders (LLWL) Forum	Page 116
Appendix C	The Retirees Forum	Page 117
Appendix D	Equity Team Policy - Draft	Pages 118-122
Appendix E	ECORC On The Road To Becoming Affirming: Draft Amended Provisional Mission Statement & Interim Plan of Action	Pages 123-124
Appendix F	ECORC Website Update	Page 125-126
Appendix G	Inaugural meeting agenda	Pages 127-129
Appendix H	IGM 2019 Draft logos	Pages 130

Appendix A

Policy Regarding Travel
East Central Ontario Regional Council

POLICY NAME: Policy regarding Travel Compensation for clusters, networks, staff-led trainings and meetings of the Regional Council	<i>Date Approved: April 24, 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this policy is to clarify limits of the compensation. The Manual C.2.5.	

Preamble

This document outlines the East Central Ontario Regional Council's policy and best practices regarding requests for travel compensation for those attending gatherings of clusters, networks, staff-led training, and meetings of the Regional Council.

Policy

It is the policy of East Central Ontario Regional Council to reimburse travel at 100% the General Council Rate for Lay Persons, Ministry Personnel, Ministry Personnel not in a call or appointment and retired Ministry Personnel not in a call or appointment, traveling to meetings and an additional \$0.02 per km for each additional person in the vehicle.

Note: It is expected that active Ordered Ministry personnel will be reimbursed for travel by their Community of Faith.

Appendix B

The Licensed Lay Worship Leaders (LLWL) Forum

Purpose

To support the Covenant Support Team and the Regional Council Minister for Pastoral Relations in the recruiting, training, interviewing and recommending the licensing of Licensed Lay Worship Leaders. To support each other as a community of practice.

Membership

The LLWL Forum shall consist of all those licensed by the Assembly of Elders to serve as LLWLs within the Regional Council, others interested parties as determined by the Covenant Support Team, and the Pastoral Relation Minister.

Meetings

The LLWL Forum shall meet as required at the call of the Pastoral Relations Minister, at least twice annually

Duties

Accountable to and directed by the Covenant Support Team, shall:

- 1) To regularly review the Licensing and Renewal Policy of ECO Regional Council.
- 2) The Forum will encourage on-going learning and seek to provide opportunities for further development of LLWL skills through training and education, in partnership with the Covenant Support Team.
- 3) To ensure the names of LLWLs shall be circulated within the Regional Council as those lay people who have been licensed and are approved to lead worship throughout the Regional Council.
- 4) Members of the LLWL Forum will act as Mentors to newly licensed LLWLs, in order that they might reflect together on the LLWL role and the individual's effectiveness.

Appendix C

The Retirees Forum

Purpose

To support the Covenant Support Team and the Regional Council al Minister for Pastoral Relations in the care and support of all those in receipt of United Church pensions in the East Central Ontario Regional Council . Providing ongoing contact and organising gatherings for Retirees.

Membership

Six (6) – twelve (12) people from across the Regional Council who are interested in the care and support of all those in receipt of United Church pensions. One member shall be named secretary.

Meetings

The Retirees Forum shall meet as required at the call of the Pastoral Relations Minister, and the Secretary of the Forum, and will meet regularly six time per year; hopefully by teleconferencing.

Duties

Accountable to and directed by the Covenant Support Team, shall:

- 1) To remain in contact with the retirees, touching base annually
- 2) Organise gatherings of retirees where possible, respecting and supporting the long-standing traditions in various places of meals and celebrations.
- 3) To listen and raise such issues that are heard with the Pastoral Relations Minister, the Covenant Support Team, the Assembly of Elders and the wider church as appropriate
- 4) Welcoming new retirees, providing accompaniment, and mentoring in the midst of the transition.
- 5) Organising an Annual Celebration of retirements.

The Secretary of the Retirees Forum

The secretary shall maintain a list of the contact information of all retirees in the Regional Council. This list shall be shared with the Communications and Administration Assistant East Central Ontario Regional Council al Council. Gordon Wood GWood@united-church.ca

Appendix D**East Central Ontario Regional Council:**
Equity Team - Draft**Purpose**

We are called to prayerfully discern and respect the wide range of diversities within our Region including, but not limited to, sexual orientation, gender identity, life experience, differing abilities, ethnicity, race, generational differences, age, geographic location and economic circumstances.

The Equity Team exists to support the work of providing an accessible, equitable environment at all East Central Ontario Regional Council events and meetings.

Membership

The Equity Team will consist of up to twelve (12) members who reflect the intercultural church:

- one (1) member of the Assembly of Elders;
- three (3) members of the Regional Council appointed annually;
- members at large recruited by the Equity Team

The Equity Team will include an Affirming Forum (see the Interim Action Plan).

Terms of Appointment

All members will serve terms of three years. There is a possibility of reappointment for a second term.

Meetings

The Equity Team will meet three to four times a year, primarily by videoconference call. As needed, and possible, the committee may meet in person.

Duties

The Equity Team will advise the Assembly of Elders and the Executive Minister on all matters concerning equity, privilege and accessibility.

The Equity Team will be a resource to the Region to follow our priorities below and call the Region into account if we fail to live up to our commitment.

- Celebrate the participation of diverse individuals and communities in our life and work.
- Seek justice for all who are marginalized. Identify and dismantle barriers with regard to full participation of marginalized individuals and groups in Christ's ministry.
- Name and address ableist, heterosexist and white supremacist comments, attitudes and actions, recognizing how these undergird and perpetuate ableism, racism, homophobia and transphobia
- Improve and provide resources for communication among Regional groups, and Communities of Faith including digital communication
- Live into being an Affirming Ministry that seeks to create safe and welcoming space for all
- Provide opportunities for educational and training initiatives

-
- Continue our journey of healing, reconciliation and embracing relationships with First Nations communities
 - Practice radical hospitality as church and in conversation with other faith communities
 - Be a resource for any regional meetings/events
 - Support the volunteer Equity Monitors
 - Receive concerns and suggestions to revise the Equity Monitor checklist

Terms:

EQUALITY: Treating all people the same, regardless of individual differences. Equal treatment is not necessarily fair treatment, because it overlooks the fact that differences in opportunities and resources exist to begin with. Equality of treatment does not necessarily produce equality of result, and does not necessarily allow all people to succeed equally.

For example, equality of treatment would mean giving everyone the exact same support, such as giving everyone the same amount of time to complete an exam regardless of learning disabilities or specialized learning needs.

EQUITY: Giving fair treatment to all people based on their individual or group needs, even when that treatment is not the same as what others receive. Equity seeks to consider a person's or group's specific circumstances, past and present, and act accordingly to ensure success. Equity takes into account the needs of individuals and groups that have experienced and continue to experience systemic obstacles or challenges, in order to ensure the achievement of equal status in society for all.

For example, equity of treatment would mean providing all people and groups with the resources that they individually need to succeed, such as taking into account an individual's abilities at exam time, so that a student with a learning disability or visual impairment would receive more time if needed.

PRIVILEGE: Privilege is an advantage that only one person or group of people has, usually because of their position or because they are rich. Privilege is also the special right that some people in authority have that allows them to do or say things that other people are not allowed to. We first need to acknowledge that privilege does exist (even in the church).

ACCESSIBILITY: Accessibility is about creating communities that enable everyone to participate fully without barriers. First thoughts are for those with differing abilities but this also includes sexual orientation, gender identity, life experience, ethnicity, race, generational differences, age, geographic location and economic circumstances.

Equity Monitors will:

- work with the planning team of the event/meeting and work through the Equity checklist (see attachment). The Equity checklist is to be used as a guide to strive towards, recognizing that we might not be able to meet all of the points. It is helpful to name what is available on the meeting invite. The Equity Monitor(s) are introduced at the beginning of the event/meeting with a brief description of their role. Equity monitors are to be open and approachable to work through a solution for any additional concerns that may arise during a meeting/event. We have found comfort increase in recent years for people to bring forward their concerns.

Areas of equity concerns that have been identified are:

- Meetings held in accessible locations
- Visual loss accommodations (materials sent out 48 hours in advance)

-
- Scent free/nut free environments
 - Assistive listening or amplification of speakers
 - Speakers self identifying
 - Concern for dietary needs
 - Sensitivities for chemicals/scents/food
 - Materials printed for those without access to computers/printers
 - When printed items provided also include some large print
 - Gender neutral washrooms (can be identified temporarily for that meeting)
 - Accessible washrooms
 - Respect for pronoun use and identity (use nametags with pronouns, introductions to include pronouns)
 - Inclusive language (also sensitivity to language complexity)
 - American Sign Language interpretation (note: meetings/events need to provide preparation material for interpreters, such as outlines, hymn lyrics and other outlines as required)
 - Accommodations for persons with various mental health concerns (quiet spaces available)

Template Equity Checklist Planning and Hosting Events)

Name of Community of Faith: _____

This equity checklist is designed to be multi-functional to help us be pro-active hosts who offer radical hospitality to welcome all at our table.

Pre-Planning For An Event

- All groups and event organizers are asked to decide what is needed on promotional material, social media and invitations to help facilitate equity.
- Try to host only in accessible venues. If only partially accessible ensure that it is stated
- If accessibility support is needed (operator for lift, key for elevator) is pre-arranged for availability with a named person and contact (avoid vague assurances someone should be there).
- Ensure all invitations have a contact cell number for someone at event so a person has a contact if needed when arriving to event (directions, parking issues, entrance locked)
- Provide contact name for those who may need transportation to an event, arranging for volunteer drivers as part of pre-event planning
- If persons with disabilities are known to be attending, contact the individuals before the event to ask them about their needs and how to best plan for their inclusion (if Communion, how would they like to receive)

-
- If anyone has a service animal, pre-arrange with person prior to event requesting service animal expectations be shared when the handler is doing introductions (if introductions not feasible for size of group, invite the service handler to provide information during sharing of housekeeping)
 - Include all appropriate symbols that identify features of the location on invitations, announcements and promotions e.g. (affirming, accessible, gender neutral washroom, hearing assists available, scent free, nut free)
 - Anticipate diversity of participants and plan with full participation as a goal (consider complexity of language, attention spans, movement, interactive, learning styles, able to speak in groups, stand, move, hear or see)
 - Be adaptive and creative
 - Include acknowledgement of lands as part of opening of event.
 - Name an equity monitor for the event, introduce at beginning and explain role so all participants have a safe “go to” person and review norms or holy manners, confidentiality expectations for gathering

Presentation

- Projection - font size minimum 40 clear easy to read font (Aerial or similar), strong visual contrast, reduce clutter/ busyness, limit content per slide, use colour contrasts for speaker and large group (white presenter/yellow all, or similar), inclusive wording, attention to complexity of language, add pictures or symbols to clarify such as praying hands to show a time of prayer, use multi-racial images for inclusivity
- distribute 48 hours in advance, documents, handouts, agendas and PowerPoints to allow for additional processing time and accessibility, participants understand there could be some last minute adjustments
- Have large print copies and leader copy of detailed presentation available
- Use existent microphone system consistently (be mindful of placement for lip readers)
- If a person uses a wheelchair, sit when possible to converse so all are face to face,
- Say name when speaking, some may not see, some may forget names or come in late
- Provide clear, large font name tags and ensure people wear name tags and/or use table name plates (indicate pronouns on nametags)
- use alt tag labels for graphics and images, use closed captioning and described video features
- get permission for use of photos, video, quotes or other specific needs, to be used on social media, websites and future related events
- use a feedback or evaluation form that combines paper and on-line option, include request about equity (consider using survey monkey so non-anecdotal can be summarized by survey monkey)

Building Facility

- Offer accessible parking places and clear signage for directions to key rooms (if especially complex, consider making a brief video to give participants a preview tour of building and what to expect) that is posted on social media or website
- Check if site has any directions regarding best place to relieve service animal and directions, if there is an outside waste receptacle.
- Include in invitations special instructions for accessible access if needed, ensure door is unlocked and that signage is available from that entry point
- Accessible, gender neutral and family friendly washrooms with clear routes to washrooms, and if needed designating a temporarily labelled gender neutral washroom for event if not pre-existing
- Arrange seating to optimize all hearing, seeing screen, movement in the space, interaction and participation for all (ensure tables and arrangements allow space for those who use wheelchairs or other assists)
- Ensure passageways in room, to washrooms, quiet space, food and exits are accessible and kept clear
- Clarify procedures and comfort to avoid centering out, such as requesting if people will want to be served Communion at their seats or come up and individual preference, in planning, talk to individuals anticipate what will be most inclusive and accommodating for all to take part
- If family friendly, ensure spaces and activities are appropriate for all
- Ensure greeters have sense of inclusive design of building to best recommend seating but respect requests of individuals and do not move mobility assists to back or side of a venue, stranding the person
- Declare a quiet room space, with directions and sign on room
- Donated and catered food needs labels (gluten free, dairy free, vegetarian, vegan,) ingredient list, recipe as appropriate, placed by dishes for self-serve, on wall or clearly communicated to servers, determining if/when separate serving tables might be needed for special diet items
- Have water available, include which beverages are decaffeinated, sugar -free or other dietary identifiers
- Remind those bringing their own food to observe dietary needs

Last updated March 26, 2019 – working document, share/adapt for use.
Contact sharon.ballantyne@gmail.com 705 875-8837 with suggestions.

Appendix E

ECORC On The Road To Becoming Affirming:
Draft Amended Provisional Mission Statement
& Interim Plan of Action
April, 2019
Prepared by Elizabeth Macdonald & Sharon Hull

*East Central Ontario Regional Council Provisional Mission Statement
(from Sept/18 Region 11 Transition Commission Communique)*

"Seeking to be aligned with God's new and renewing Spirit",
 we affirm that we are the United Church of Canada in the
 East Central Ontario Regional Council
 seeking to live out God's call to us –
 valuing equity, inclusiveness, and difference
 committing to full participation of people of all racialized groups, physical and
 mental abilities, sexual orientations, gender identities, ages, economic and social
 status, in the life and work of East Central Ontario Regional Council.

We affirm that we are called to be conciliar church

- called to care for each other;
- care for creation;
- foster connections;
- maintain and build relationships between the courts of the church;
- support our existing and new ministries,
- encourage, facilitate and support ministries within ECORC becoming and continuing to be Affirming Ministries.
- while working in partnership with other denominations , faiths, and community groups.

Interim Action Plan June 2019 – 2020

- Present Provisional Mission Statement and Interim Action Plan for discussion and approval at Inaugural Meeting of East Central Ontario Regional Council set for May 31 – June 2, 2019 (The Assembly of Elders)
- At the Inaugural Meeting of East Central Ontario Regional Council set for May 31 – June 2, 2019, vote on joining Affirm United/S' affirmer Ensemble for an annual fee of \$100 (if this vote passes with 75%, the regional Council will have **Interim Affirming Ministry status**, using the logo etc. for on year). (Vote at the Inaugural Meeting- The Assembly of Elders to add to the meeting agenda)
- Establish an Equity Team and an Affirming Ministries Forum, accountable to the Equity Team (which will include a regional staff member and at least one of the assembly of elders)(The Team description is approved by Assembly of Elders and the team is filled by the nominations team through the expression of interest form)
- Consult with ECORC Staff and provide suitable professional development related to working with and for an Affirming Ministry (The Affirming Ministries Forum).
- Engage Regional Council Teams and Forums to discuss and determine their particular Affirming responsibilities and opportunities to ensure that an Affirming culture is in action for all the responsibilities as outlined in the document "Responsibilities of Regional Councils" received from David Allen November 8, 2018 (The Affirming Ministries Forum).

-
- Assess the interest and need and provide appropriate opportunities and financial support for education on diversity and inclusion across the region (The Affirming Ministries Forum).
 - Revise the Interim Action Plan as necessary (The Affirming Ministries Forum to prepare and present to the Assembly of Elders for approval).
 - Prior to the second annual meeting of ECORC, prepare a progress report and ongoing action plan to submit to Affirm United/S'affirmer Ensemble for approval. (The Affirming Ministries Forum to prepare and present to the Assembly of Elders for approval. The Assembly of Elders will then submit to Affirm United/S'affirmer Ensemble).

Appendix F

ECORC Website Update - Gordon Wood
Assembly of Elders Meeting - April 24, 2019www.ecorcuccan.ca**Website Development, Revision & Testing Phase**

- I. **Wednesday, March 20, 2019**
Delivered Initial Minimum Website Content for Uploading by Website Developer (34 Pages)
- II. **Friday, March 22, 2019**
Received Response from Website Developer indicting surcharge of \$1,000 to \$1,300 to complete Initial Upload
- III. **Tuesday, March 26, 2019**
Revised Initial Minimum Website Content for Uploading so no surcharge (Reduced number of Pages for Upload by 24 pages + associated links and documents)
- IV. **Wednesday, April 3, 2019**
Received Initial Upload of Test Website from Website Developer for examination for required revisions
- V. **Saturday, April 6 & Sunday, April 7, 2019**
Reviewed Test Website & Compiled Detailed Revision Document
- VI. **Monday, April 8, 2019**
Delivered Detailed Revision Document to Website Developer
- VII. **Wednesday, April 10, 2019**
Received Revised Test Website from Website Developer for final review
- VIII. **Wednesday, April 10 & Thursday, April 11, 2019**
Tested Revised Website on multiple devices (laptop, phone, tablet), communicated final revisions to Website Developer
- IX. **Thursday, April 11, 2019**
Signed Completion of Services Document from Website Developer, received control of website in test mode for 1st time
- X. **Friday, April 12, Saturday, April 13 & Sunday, April 14, 2019**
Uploaded previously omitted Content (See B) to test site
- XI. **Tuesday, April 16 to Thursday, April 18, 2019**
Created and tested (with the assistance of Sharon Hull) 3 Registration Forms (ECORC Inaugural Meeting Registration, Youth Registration and Nominations Form) and uploaded files to ECORC Inaugural Meeting page and Nominations Form Page
- XII. **Thursday, April 18, 2019**
Launched Website as Live, sent notifications via email distribution list and social media

Registration, Nominations & Correspondence Responses

As of Tuesday, April 23:

- I. # of ECORC Inaugural Meeting Registration Forms received: 54
- II. # of ECORC Inaugural Meeting Youth Program Registration Forms received: 1
- III. # of ECORC Nominations Expressions of Interest Forms received: 2
- IV. # of Requests to subscribe to ECORC News: 16 (10 are already on our email distribution list
- V. # of other inquiries/comments: 11

Next Steps re: Website Development

- I. Continued Promotion of Registrations & Nominations via email, distribution list and social media
- II. Targeted communications to delegates (that have already indicated they are coming to Inaugural Meeting from past newsletter calls) to complete Forms
- III. Updating of Website with information related to ECORC Inaugural Meeting (agenda info, policies, other documents, including videos of Ordinands/re-Admittand)
- IV. Further additions of Events/News Items as submitted/required
- V. Development of Official Facebook page tested with relevant plug-ins
- VI. Unknown materials/information generated by user requests

Appendix G

Day	Time	Location	Activity	Leadership	Notes
Friday	Morning		During which we gather Worship Place: "Call to Worship"		
	9:30-10:30	Dining Hall	Registration	Local Hosts	
	10:30 -11:00	Sanctuary	Acknowledging the Territory Welcome from 1st nations	Rodney Smith-Merkley	
	11:00 - 11:15		Welcoming, Announcements to facilitate time together Words of Constitution	Clergy host: Craig Donnelly Leading Elder: Jean Wilson	Joel to prepare projection.
	11:15 - 12:15		Opening Worship affirming covenants with communities of faith Regional Council Text: 1 Corinthians 12 (one body) Communion	Worship Team Preacher: Kimberly Heath Presider: Wanda Stride	Words to be provide to Interpreters.
	12:15 - 12:30		Further Announcements	Elder Host	
	12:30 - 1:30	Dining Hall	LUNCH		
	afternoon		Worship Place: Prayer of Approach		
1:30 - 3:00	Throughout Building	Network and Cluster Fair opportunity to present passions to report on networks and clusters to recruit to networks	Cluster and Network facilitators	Need to see what networks or topics people would gather around. Would recommend Elizabeth McDonald to assist with this component.	
3:00 - 3:30	Dining Hall	SNACK BREAK			
3:30 - 4:00	Sanctuary	Opening requirements consent document behavioural covenant Introductions	Elder Host(s)	Joel to prepare for projection opening Motions	
4:00 - 5:00		Report of Assembly of Elders introduction of GOVERNANCE DOCUMENT and staff introductions	Jean Wilson/Ryan McNally	projection of diagram, teams,policies LISTEN, QUESTIONS OF CLARIFICATION PowerPoint	

	12:20-12:30		Announcements, explain afternoon process, G	Larry? Jean?Ryan?	
	12:30 - 1:30	Dining Hall	LUNCH		
Saturday	Afternoon	Worship Place: reflection and Response			
	1:30 - 3:00	small groups around	Assembly Of Elders Governance Structure part 2 Discuss	Assembly of Elders, GC 43 c1	DISCUSSION of Governance Document
	3:00 - 3:30	Dining Hall	SNACK BREAK		
	3:30 - 3:45		General Council Executive Report	Moderator video	John to introduce Moderator clip for projection
	3:45 - 4:15		Conversation about becoming Affirming	?	Proposal ready for voting?
	4:15 - 4:30		Assembly of Elders	Paul?	proposal about future meetings
	4:30 - 5:30		Assembly of Elders	Larry? Jean?Ryan?	Regathering with a brief synopsis from discussion group/ are we ready to vote?
	5:30 - 6:00		Youth Presentation	Sharon Hull	Youth to present as they wish, on topic/with proposal/ or offer worship or
	6:00 - 6:15		Closing Motions, closing worship	Jean Wilson/New leading e	Joel to prepare closing motion for projections
	19:00		Rehearsal for Celebration of Ministry	Jean, Rosemary, candidates	Staging with all participants
			The Regional Council would reconvene in the fall to receive strategis plan and budget for 2020 yea		
Sunday	Morning	Worship Place: reflection and Response			
	10:30	Sanctuary	Service of Celebration of Ministry	Wanda Stride/ Rosemary La	CSUC choir and organist available
	12:30	Dining Hall	Reception	UCW hosting	

Appendix H

