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**East Central Ontario Regional Council**  
**Meeting of the Assembly of Elders**  
**Monday, February 25, 2019 – 9:30 a.m.**

**Vision of the Commission 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  |
| Ted Meyers                | Member   |
| Rev. Steve Spicer         | Member   |
| Carol Johnson             | Member   |
| Shirley Baster            | Member   |
| Rev. Paul Reed            | Member   |
| Rev. Ryan McNally         | Member   |
| Rev. Elizabeth Macdonald  | Member   |
| Rev. Wanda Stride         | Member   |
| Brian James               | Member - Financial Administration  |
| Sharon Hull               | Corresponding Member - Minister Supporting Justice and Mission, Minister Supporting Faith Formation & Spiritual Nurture for all ages |
| Rev. Rodney Smith-Merkley | Corresponding Member - Minister Supporting Justice and Mission with Indigenous Focus   |
| Gordon Wood               | Corresponding Member - Communications and Administration Assistant   |
| Rev. David Timpson        | Corresponding Member, Pastoral Relations Minister  |
| Rev. Rosemary Lambie      | Executive Minister   |
| Joel Miller               | Program Assistant to Executive Minister, Recording Secretary   |

**REGRETS/ABSENT**

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|-------------|--------|
| Steve Coles | Member |
|-------------|--------|

1. ***Opening and Devotions*** – Wanda opened the meeting with a prayer. Carol read the Scriptures: Leviticus: God's instructions to the Priests. Wanda shared a reflection using the imagery of embroidery – unfastening and refastening threads, without damaging the work as a whole. Wanda closed this time of devotion with a closing prayer.

2. ***Circle time of sharing*** – All were invited to check-in.

3. ***Approval of the Minutes - Meeting January 31, 2019***

**2019-02-25-19 MOTION** (S. Spicer/C. Johnson) that the minutes of January 31<sup>st</sup> 2019 be accepted as corrected. **Carried**

5. ***Approval of the Agenda***

**2019-02-25-20 MOTION** (S. Baster/B. James) that the agenda be accepted as amended. **Carried**

To add under ***New Business***

1. Two new Pastoral Relations forms

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**6. Correspondence**

- a) December 20, 2018 William Galt, Treasurer, Four Winds Presbytery re cheque of \$13,887.22 from the Lending Library Fund to support the ministry of fostering clusters and networks in the regional council. They would like it to be the "Library Networking and Clustering Fund". (for action – refer to Mission through Property Team)
- b) February 2, 2019 Audrey Dudman re renovations to Burnt Church property (for action – refer to Mission through Property Team)

Discussion: It was noted that Burnt Church is making \$5000 grant application to the National Church's Capital Assistance Grant for renovations. Concerns were expressed about this congregation's lack of accountable relationship with the Presbytery and now the current Regional Council.

Although there is not currently an active Mission Through Property committee, Rosemary, Brian and Ted have been receiving requests; Brian is searching for members to join said committee and has been contacting treasurers of past Presbyteries to see if they will join.

It was noted that it would be preferred for the future, that any decision regarding investing into property is done while considering the mission and ministry of the community of faith, and the accessibility of the property (running water, washrooms, wheelchair accessibility, etc.).

**2019-02-25-21 MOTION** (P. Reed/R. McNally) to refer correspondence items (a), (c), (m) to Rosemary Lambie, Brian James and Ted Meyers to bring appropriate recommendations to the Assembly of Elders when ready. **Carried**

**2019-02-25-22 MOTION** (P. Reed/ W. Stride) that the Assembly of Elders receives the recommendation to approve the request of Burnt Church to pursue the Capital Assistance Grant. **Carried**

- c) February 2, 2019 Ed Bentley, Chair of Trustees Cherry Valley United Church re assistance re dispersal of church and cemetery (for action– refer to Mission through Property Team)
- d) January 31, 2019 Paul Reed, Kawartha Highlands Presbytery Minutes (*for action*)

**2019-02-25-23 MOTION** (P. Reed/S. Spicer) that the East Central Ontario Regional Council Assembly of Elders receives the Minutes of the Kawartha Highlands Presbytery at its final meeting on December 18, 2018 for information. **Carried**

Discussion: It was noted that Stephen Livingston, who was licensed as a lay worship leader, has not yet been interviewed and there is a need for follow-up.

**2019-02-25-24 MOTION** (B. James/ S. Baster) that the East Central Ontario Regional Council Assembly of Elders ratifies the following decision(s) made by the Kawartha Highlands Presbytery at its final meeting on December 18, 2018:

It was proposed that Kawartha Highlands Presbytery approve the part-time appointment of Kevin Fitzpatrick (Student Supply) to the Mt. Horeb-Janetville Pastoral Charge for the period January 1, 2019 - June 30, 2019; terms to meet or exceed the required minimums. *Accepted by consensus.* As a result, Paul will thank Rev. Don Green for his service as Mt Horeb-Janetville's Pastoral Charge Supervisor and release him from those duties.

It was proposed that Kawartha Highlands Presbytery recognize Stephen Livingstone as a Licensed Lay Worship Leader of Kawartha Highlands Presbytery. Alan Boyd declared a perception of bias. *Proposal accepted by consensus.* As a result, Paul will inform Stephen.

It was proposed that Kawartha Highland Presbytery approve the Congregation Designated Ministry (CDM) position as requested by the United Church Ministry (UCM) Shared Ministry. The U.C.M. will have a 60% position vacant as of Dec. 31/18, but are not filling it immediately; just paving the way to do so in the future. *Accepted by consensus.*

It was proposed that Kawartha Highlands Presbytery divide and present the Presbytery sound system as follows: 2 parts to Seagrave U.C., 1 part to Highland Hills U.C. and 1 part to Haliburton U.C. Max Ward declared a perception of bias. *Accepted by consensus.*

It was proposed that Kawartha Highlands Presbytery provided to the Region \$10,000 designated for the support of VIBE or a successor travelling Vacation Bible School program. This amount is double what was decided at the Nov. KH Presbytery meeting due to amount of funds available. *Accepted by consensus.*

It was proposed that Kawartha Highlands Presbytery prove to the Region \$5,000 designated for the support of TRC and Right Relations work in the geographic area of the former Kawartha Highlands Presbytery. This amount is increased from that decided at the Nov. KH Presbytery meeting due to amount of funds available. *Accepted by consensus.*

It was proposed that Kawartha Highlands Presbytery encourage a Kawartha Highlands area cluster, and provide a fund of \$5,000 for gatherings and travel; and further that Max Ward be designated as Burser of the Cluster. This amount is double what was decided at the Nov. KH Presbytery meeting due to amount of funds available. Max declared a conflict of interest. *Accepted by consensus.*

It was proposed that Kawartha Highlands Presbytery direct that the Kawartha Highlands Presbytery web page be re-labelled as 'The Kawartha Highlands Cluster of United Churches' and that the profile and information be updated; and further that Max Ward and Mary Margaret Boone be designated as Administrators. Mary Margaret & Max declared a conflict of interest. *Accepted by consensus. Carried*

e) February 2, 2019 Louise Wood re Kente Presbytery Minutes (*for action*)

**2019-02-25-25 MOTION** (R. McNally/W. Stride) that the East Central Ontario Regional Council Assembly of Elders receives the Minutes of the Kente Presbytery at its final meeting on November 18, 2018 for information. **Carried**

**2019-02-25-26 MOTION** (B. James/ R. McNally) that the East Central Ontario Regional Council Assembly of Elders ratifies the following decision(s) made by the Kente Presbytery at its final meeting on November 18, 2018. **Carried**

MOTION: Moved by Louise Wood/Linda Stenson "That Kente Presbytery approves the minutes of the September 19, 2018 meeting of Kente Presbytery as amended." CARRIED.

MOTION: Moved by Rick Hamilton /Audrey Whitney: "That Kente Presbytery accepts the agenda for today's meeting – CWC added after UCW report and a Property & Finance motion." CARRIED.

#### PASTORAL RELATIONS

MOTION: Moved by Audrey Whitney/Colin Leonard "that Kente Presbytery approve the re-appointment of Pam Holmes to Rednersville-Albany United Church, 24 hours per week, as per terms of PR450. The re-appointment is from November 2, 2018 – June 30, 2019." 2 abstentions CARRIED.

MOTION: Moved by Audrey Whitney/Colin Leonard "that Kente Presbytery approve the provisional call of Pam Holmes to Rednersville-Albany United Church, 24 hours per week, as of July 1, 2019. All terms as of the PR450 form." 2 abstentions CARRIED.

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MOTION: Moved by Audrey Whitney/Colin Leonard “that Kente Presbytery approve the Living Faith Profile and declare a part-time vacancy, 30 hours per week, full-time manse, for Bloomfield United Church effective November 1, 2018.” CARRIED.

MOTION: Moved by Steve Spicer/Tom Holmes “that Kente Presbytery approve the Joint Needs Assessment as amended to reflect a call for a half-time minister for St. Matthew’s United Church.” 2 abstentions CARRIED.

MOTION: Moved by Linda Stenson/Norm Long “that Kente Presbytery approve the licensing of Dianne McCracken as a Licensed Lay Worship Leader conditional on her successful completion of the Licensed Lay Worship Leader program.” 1 abstention CARRIED.

MOTION: Moved by Linda Stenson/Norm Long “that student names and individual course records (students’ transcripts and certificates of completion) be filed with Kente Presbytery records for archives and forwarded to Region 11 for all students in (a) the 2015-16 LLWL program and (b) the 2017-18 program (once evaluation of final assignments is complete).” CARRIED.

MOTION: Moved by Penny Vance/Marilyn Fortin “that Kente Presbytery approve, in principal, funds to the UN Assoc. of Quinte for the Conference of Inclusivity in our community in November 2018. The CCMT will meet to determine an amount.” CARRIED.

MOTION: Moved by Dona Plumton/Marie Northay “That in view of the significant increase in the workload of Louise Wood as Presbytery makes the transition to Region 11, the Finance & Property committee moves that Louise receive a bonus of \$1 000.00.” CARRIED. **Carried**

f) February 3, 2019 Four Winds Presbytery Minutes (*for action*)

**2019-02-25-27 MOTION** (E. MacDonald/S. Baster) that the East Central Ontario Regional Council Assembly of Elders receives the Minutes of the Four Winds Presbytery at its final meeting on December 5, 2018 for information. **Carried**

**2019-02-25-28 MOTION** (E. MacDonald/ B. James) “that the East Central Ontario Regional Council Assembly of Elders ratifies the following decision(s) made by the Four Winds Presbytery at its final meeting on December 5, 2018:

Approval of Agenda: Change Mary McColl to Steve Ambury for Worship and add correspondence from Faith. At the end Steve Ambury will have a motion, and under New Business add Church Development update. Moved by Peggy Akey and Joyce Holden to accept the agenda with the above-noted changes and additions. *Carried.*

Moved by Doris Thomas and D’thea Webster that the Executive Minutes from the November 7, 2018, meeting be adopted. *Carried.*

Pastoral Relations: Jolyn Campbell has taken a call to Lansdowne starting January 1, in a full time position. St. Matthew’s agreed to waive the requirement for the appropriate time notice for change. Moved by Joyce Holden and D’thea Webster that the following motions passed by the Pastoral Relations Action Team be accepted:

Edith Rankin Memorial United Church – 1. That we approve the request of Jean Stairs for a change in pastoral relations effective June 30, 2019, and that we refer this to the Regional Minister/Region 11 Transition Commission for follow-up. 2. That we refer the request of Jean Stairs to be Retained on the Roll effective July 1, 2019 to the Regional Minister/Region 11 Transition Commission for follow-up.

Jolyn Campbell 1. That we approve the request of Jolyn Campbell for a change in pastoral relations effective January 1, 2019, noting that the pastoral charge has waived the 90 days’ notice requirement.

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St. Matthew's 1. That we refer St. Matthew's U.C. to the Regional Minister/Region 11 Transition Commission for action under the new pastoral relations process. 2. That Lynda Price be appointed as Pastoral Charge Supervisor at St. Matthew's U.C. effective January 1, 2019.

Westbrook U.C. 1. That we approve the appointment of Kathleen Walton (OM – R) to Westbrook U.C. for the period Jan 1 to June 30, 2019. Terms of the appointment: Part-time – 10 hrs. per week Salary \$15,270.75 Telephone 300.00 Continuing Education 353.75 Total \$15,924.50 Administrative Assistance defined as “4 hrs. per week” All other requirements of The Manual 2016 2. That we approve the appointment of Thomas Walton (OM-R) to Westbrook U.C. for the period Jan. 1 to June 30, 2019. Terms of the appointment: Part-time – 10 hrs. per week Salary \$15,270.75 Telephone 300.00 Continuing Education 353.75 Total \$15,924.50 Administrative Assistance defined as “4 hrs. per week” All other requirements of The Manual 2016. NOTE: Having received correspondence from Wayne Soble, we acknowledge that we have received notice that Wayne Soble will not continue his appointment at Edith Rankin beyond June 30, 2019 and that we refer this to the Regional Minister/Region 11 Transition Commission for follow-up regarding Retaining him on the Roll. *Carried.*

Closing Motion:

Moved by Deborah Elliott and Peggy Akey that Four Winds Presbytery transfers all its responsibilities, duties and relationships to Bay of Quinte Conference and onto Region 11 or ECO RC (East Central Ontario Regional Council). *Carried. Carried*

- g) February 3, 2019 Cheryl Mound re Prayer Shawl Ministry (for action in New Business - 8)
- h) February 17, 2019 John Jonson, Lay representative at Glenburnie United Church re request for official representation at Official Board due to minister's illness (*action taken*)

Discussion: After consulting the sub-executive of the Assembly of Elders, the congregation was able to find official representation for the Official Board: Elizabeth or an Ordained Minister of the United Church of Canada.

- i) February 18, 2019 David Timpson, Pastoral Relations Minister re appointment and call forms (*for action in 2 a,b,c*)
- j) February 18, 2019 James Graham, Chair, Professional Advisory Committee re financial support for the Supervised Pastoral Education Program. (*for action in New Business 9*)
- k) February 19, 2019 Shining Waters Presbytery Minutes (*for action*)

Discussion: It was noted that the *full* Executive met in November 7, 2018, and that they would come to the March 2019 meeting of the Assembly of Elders.

**2019-02-25-29 MOTION** (S. Baster/B. James) that the East Central Ontario Regional Council Assembly of Elders receives the Minutes of the Shining Waters Presbytery Executive at its final meeting on December 5, 2018 for information. **Carried**

**2019-02-25-30 MOTION** (P. Reed / S. Spicer) that the East Central Ontario Regional Council Assembly of Elders ratifies the following decision(s) made by the Shining Waters Presbytery Executive at its final meeting on December 5, 2018:

ADOPTION OF THE AGENDA

Motion: Moved by Brian James, seconded by Anne Smith that the Agenda be adopted as circulated. *Carried*

Terms of office for presbytery/district and Conference

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1.) For Presbyteries/districts where the current presbytery/district officers and the members of the presbytery/district executive, committees and commissions will continue serving for the 2018-2019 year.

Motion: by \_\_\_\_\_/\_\_\_\_\_ that Presbytery/District set the term of office for its officers, and the members of its Executive, Committees and Commissions to end:

- a) on December 31, 2018, if the three council restructuring remit is enacted by the 43rd General Council 2018; and
- b) ( Insert the usual date in 2019 for their terms to end) if the three council restructuring remit is not so enacted.

Motion: Moved by Rev. Wendy Bulloch, seconded by Brian James to accept the terms of Motion #1a.  
*Carried*

#### BUSINESS ARISING

Renewal Grant; Coe Hill-St. Ola-The Ridge:

Brian James recommended making a donation of \$500.00 to Coe Hill-St. Ola-The Ridge.

Motion: Moved by Brian James, seconded by Lyn Miller to give a Renewal Grant of \$500.00 to Coe Hill-St. Ola-The Ridge.

*Carried*

Renewal Grant; Maynooth-Madawaska:

Motion: Moved by Brian James, seconded by Lyn Miller to give a Renewal Grant of \$500.00 to Maynooth-Madawaska.

*Carried*

Funding Request from Bay of Quinte Conference SPE Program:

Shining Waters Presbytery has received a request for a donation from the Bay of Quinte Conference SPE Program. Brian James suggested responding by asking them to contact the new Region in January. The Secretary will contact them with this request.

Motion: Moved by Brain James, seconded by Anne Smith to redirect the Bay of Quinte's request for funds for the SPE Program to the new Regional Council in January by letter that the Secretary will send.

*Carried. Carried*

- l) February 19, 2019 Lakeridge Presbytery Minutes (*for action*)

**2019-02-25-31 MOTION** (W. Stride/C. Johnson) that the East Central Ontario Regional Council Assembly of Elders receives the Minutes of the Lakeridge Presbytery at its final meeting on December 4, 2018 for information. *Carried*

**2019-02-25-32 MOTION** (S. Baster/ B, James) that the East Central Ontario Regional Council Assembly of Elders ratifies the following decision(s) made by the Lakeridge Presbytery at its final meeting on December 4, 2018:

M18-19/014 Moved by Karen Smart and seconded by Sue Genge that the Presbytery Executive Meeting be adjourned and we move into the duly called special meeting of the Lakeridge Presbytery Church Extension Council. **CARRIED.**

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M18-19-/015 Moved by Karen Smart and seconded Donna Bignell that the service area the of Church Extension Council be confined to be the communities of faith of The United Church of Canada within the jurisdiction formerly designated as Lakeridge Presbytery. CARRIED

M18-19-/016 Moved by Karen Smart and seconded by Terry Souch that the duly elected and covenanted Executive of Lakeridge Presbytery in June 2018 continue to be members of the Church Extension Council of Lakeridge Presbytery until the First Annual Meeting of the new Lakeridge Presbytery Church Extension Council in 2019. CARRIED.

M18-19-/017 Moved by Terry Souch and seconded by Sue Genge that members of the corporation approve the Special Resolution found at Appendix A subject to approval by our lawyer. CARRIED

M18-19-/018 Moved by Shirley Taylor and seconded by Donna Bignell that Karen Smart be a director of the Church Extension Council. CARRIED with one abstention from Tom Smart.

M18-19-/019 Moved by Sue Genge that the meeting of the Church Extension Council be adjourned. CARRIED.

M18-19-/020 Moved by Karen Smart and seconded by Donna Bignell that the meeting of the Executive of Lakeridge Presbytery be reconvened. CARRIED.

M18-19-/021 Moved by Karen Smart and seconded by Carol O'Neil that the minutes of the October 2, 2018 Executive Meeting be adopted as circulated. CARRIED.

M18-19-/022 Moved by Karen Smart and seconded by Sue Genge that the minutes of the November 20, 2018 Meeting of Lakeridge Presbytery be adopted as circulated with the addition of Lois Worden being present. CARRIED.

M18-19-/023 Moved by Sharon Goulding and seconded by Tom Smart that Lakeridge Presbytery approve the Joint Needs Assessment Report for Claremont United Church. CARRIED.

M18-19-/024 Moved by Sharon Goulding and seconded by Shirley Taylor that Lakeridge Presbytery declare a Vacancy at Claremont United Church for a 1/2 time Minister of Word, Sacrament and Pastoral Care or Diaconal Minister, effective immediately. CARRIED.

M18-19-/025 Moved by Sharon Goulding and seconded by Arthur Smith that Lakeridge Presbytery approve the call of The Rev. Christopher White to Kedron United Church with the following terms:

|                                      |              |
|--------------------------------------|--------------|
| Full Time April 1st, 2019 Category F |              |
| Salary                               | \$ 65,013.00 |
| Additional above minimum             | \$ 10,000.00 |
| Total Salary                         | \$ 75,013.00 |
| Technology                           | \$ 1,000.00  |
| Continuing Ed                        | \$ 1,415.00  |
| TOTAL                                | \$ 77,428.00 |

Plus: 10 hours/week administrative assistance, 1 week additional vacation. CARRIED.

M18-19-/026 Moved by Karen Smart and seconded by Sharon Goulding that Lakeridge Presbytery renew the license of Darlene Peddle as a Licensed Lay Worship Leader until such time as a new process for renewal is put in place by the East Central Ontario Regional Council. CARRIED. **Carried**

- m) February 20, 2019 Anthony Gifford re potential use of Calvary United, Kington (*for action- refer to Mission through Property Leadership Team*)

**2019-02-25-33 MOTION** (P. Reed/ Brian James) that the East Central Ontario Regional Council Assembly of Elders receives the Minutes of the Hills and Shores Presbytery at its final Executive meeting on December 11, 2018 for information. **Carried**

**2019-02-25-34 MOTION** (S. Spicer/ B. James) that the East Central Ontario Regional Council Assembly of Elders ratifies the following decision(s) made by the Hills and Shores Presbytery at its final Executive meeting on December 4, 2018:

MOTION: (Cathy Gradante / Anja Guignion) CARRIED  
“That the minutes of the September 29<sup>th</sup> 2018 Full Court Meeting be adopted”

MOTION: (Joan Chalovich / Jean Wilson) CARRIED  
“That the minutes of the November 13<sup>th</sup> 2018 Executive Meeting be adopted”

MOTION: (Lloyd Williams / Joan Chalovich) CARRIED  
1 Opposed  
“Appointment of Trustees for Mount Pleasant United Church be Lloyd Williams, Jean Wilson, Norm Long, and Janet Enns”

MOTION: (Lloyd Williams / Joan Chalovich) CARRIED  
“That \$3000 be provided to support the el Salvador mission awareness trip.”

MOTION: (Jean Wilson / Anja Guignion) CARRIED  
“That the executive approve the financial report”.

MOTION: (Anja Guignion / Cathy Gradante) CARRIED  
“That we accept all of the reports provided”. **Carried**

Discussion: A letter from the trustee at Springbrook needs to go to the Regional Councils Mission Through Property Committee regarding creating a bank account to receive rents from Rawdon.

- n) February 21, 2019 Joe Ramsey, Hosting Sacred Conversations, request for funding (*for action-refer to Mission through Property Leadership Team*)

Discussion: This item was referred *New Business* under this agenda

## 7. *Business Arising from the Regular Meeting*

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| •Supporting and enhancing the life of Communities of Faith where ministry takes place |
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### POLICIES:

Discussion: It was noted that a uniform language (i.e.. “members of the Regional Council, “elected and “appointed members”) would be common throughout all of the policies and that it would be the work of the Nomination Committee to determine this language, and that policies would be approved in principle with the knowledge that the Nominations Committee would undertake this work.

Final edits are to come back to the Assembly of Elders for approval.

- 1) Mission through Property Policy – Ted and Brian presented the “Property and Finance Policy for the East Central Ontario Regional Council Feb. 12, 2019”, see appendix A

**2019-02-25-35 MOTION** (E. Macdonald/S. Baster) that the East Central Ontario Regional Council Assembly of Elders approves the description of “Property and Finance Policy for the East Central Ontario Regional Council (Feb. 12, 2019)” in principal and authorises the nominations committee to search for



committee members. **Carried**

**2019-02-25-36 MOTION** (P. Reed/ T. Meyers) that Brian James, Rosemary Lambie and Ted Meyers be named as interims to the Property and finance team, along with treasurers from each of the existing Presbyteries, with the power to add. **Carried**

- 2) Formation Nurture Justice – Wanda presented the terms of reference for the “Formation, Nurture and Justice Team”, see appendix **B**

**2019-02-25-37 MOTION** (P. Reed/W. Stride) that the East Central Ontario Regional Council Assembly of Elders creates the “Formation, Nurture and Justice Team” and sees the current terms of reference as the foundational document defining its work, and recommend the said terms of reference for further editing. **Carried**

Discussion: “Preparation for Ministry” is to be taken out of the document and referred to Covenant Support Team. Final edits are to come back to the Assembly of Elders for approval.

- 3) Assembly of Elders – Paul presented “The Assembly of Elders” document, see appendix **C**.

Discussion:

It was suggested that Assembly of Elders will use a unified board members structure.

It was suggested that the Speaker have a term of one year and that the Assembly of Elders will make the selection out of returning members, and make a recommendation at the General Meeting.

The Leading Elder will be an ex-officio Commissioner. It was agreed that the term of membership would be for three years. Edits are to come back to the Assembly of Elders for approval.

**2019-02-25-38 MOTION** (R. McNally/B. James) that the East Central Ontario Regional Council Assembly of Elders approves the governance structure outlined in The Assembly of Elders, and forward to the Nomination for implementation. **Carried**

- 4) Covenant Support Team –Paul presented the “Covenant Support Team” document, see appendix **D**.

**2019-02-25-39 MOTION** (B. James/P. Reed) that the East Central Ontario Regional Council Assembly of Elders approves the description of the “Covenant Support Team” for the East Central Ontario Regional Council and refers it to Nominations team for implementation. **Carried**

Discussion: This document assumes the power to create additional forums. The document assumes supporting retired ministry personnel. It would be helpful for Communications that the support team kept a current record of contact information for retired ministry personnel. Edits are to come back to the Assembly of Elders for approval.

- 5) The Liaison Forum – Paul presented the document entitled “The Liaisons Forum”, see appendix **E**.

**2019-02-25-40 MOTION** (P. Read/S. Baster) that the East Central Ontario Regional Council Assembly of Elders approves the mandate of Liaisons Forum. **Carried**

Discussion: It was noted that about 1/3 of communities of faith within the Regional Council could be seeking a liaison under the new structures. Communities of faith will be encouraged to consult the Pastoral Relations handbooks and the manual for details. Edits are to come back to the Assembly of Elders for approval.

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**2019-02-25-41 MOTION** (P. Reed/ R. McNally) that the appointed liaison officials of the East Central Ontario Regional Council be interim members of the Covenant Support Team. **Carried**

A. Pastoral Relations – David

**2019-02-25-42 MOTION** (E. Macdonald/S. Baster) that having received the properly completed form and pending confirmation from the Office of Vocation that the named ministry personnel is in good standing, the East Central Ontario Regional Council Assembly of Elders approves the appointment of Reverend Daniel Yourkevich to Westminster United Church, Whitby, Ontario for two full time ministry appointments from May 16, 2019 to July 31, 2019 and September 1, 2019 to January 31, 2020. **Carried**

**2019-02-25-43 MOTION** (S. Spicer/B. James) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the East Central Ontario Regional Council Assembly of Elders approves the re-appointment of retired supply Reverend Timothy Milley to Cataraqui United Church, Kingston, Ontario for part time (30 hours/week) ministry from July 1, 2019 to June 30, 2020. **Carried**

**2019-02-25-44 MOTION** (B. James/C. Johnson) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the East Central Ontario Regional Council Assembly of Elders approves the call of Reverend Kerrie Michelle Perry to Lakefield-Young's Point, Ontario for a full time ministry effective July 1, 2019. **Carried**

**2019-02-25-45 MOTION** (W. Stride/ C. Johnson) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the East Central Ontario Regional Council Assembly of Elders approves the re-appointment of Reverend Aruna Alexander to Bloomfield United Church, Bloomfield, Ontario for full-time ministry from Jan. 1, 2019 to April 30, 2019. **Carried**

Discussion: It was noted that Rev. Alexander has waived the 90 day termination notice should another call or appointment be found.

**2019-02-25-46 MOTION** (S. Baster/R. McNally) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the East Central Ontario Regional Council Assembly of Elders approves the re-appointment of Reverend Jackie Harper to Cressy-Glenora Pastoral Charge, Picton, Ontario for part-time (16 hours /week) ministry from March 6, 2019 to June 30, 2019. **Carried**

Discussion: It was noted that Rev. Harper has waived the 90 day termination notice should another call or appointment be found.

B. Springbrook United Church – David Timpson met with the Session and explained that Springbrook United Church is requesting a similar deal that was made with the Mount-Pleasant congregation. Furthermore, they are seeking that Rodney Smith be their spiritual leader (not Minister) with no accountability to the United Church. Jean has a copy of lease.

Discussion: It was suggested that Springbrook United Church explore the possibility of entering into a shared minister with a non-denominational church (essentially what the lease agreement proposes).

**2019-02-25-47 MOTION** (C. Johnson / S. Spicer) That the East Central Ontario Regional Council refer Springbrook United Church, and the request for Mount Pleasant to hire Rodney Smith to the Covenant Support Team for their meeting on March 19<sup>th</sup>, which will be in consultation with the former commission

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team. W. Stride Abstains. **Carried**

- C. Fenelon Falls – Jean provided an update on the review. Peggy Rideout has set a date with the congregation to complete the review (end of March beginning of April). David Timpson has informed that congregation that the review is taking place.

**Policies:**

- I. Community of Faith Supervision Practice and Policy – see appendix **F**

**2019-02-25-48 MOTION** (P. Reed /T. Meyers) That the East Central Ontario Regional Council Assembly of Elders adopts the Community of Faith Supervision Practice and Policy. **Carried**

Discussion: a similar (separate) policy will be created for Liaisons also.

- II. Ministry Personnel involvement in a former Community of Faith Practice and Policy – see appendix **G**

**2019-02-25-49 MOTION** (W. Stride /P. Reed) That the East Central Ontario Regional Council Assembly of Elders adopts the Ministry Personnel involvement in a former Community of Faith Practice and Policy. Elizabeth MacDonald - Negative vote, because the tone of policy assumes Ministers will be a problem. Guidelines would have been preferred. **Carried**

Discussion: At the end of a pastoral relationship, when the exit interview is conducted, this document will be shared with the congregation and the departing Minister.

- III. Policy regarding Financial Appeals at the Annual Meeting – see appendix **H**

**2019-02-25-50 MOTION** (T. Meyers /B. James) That the East Central Ontario Regional Council Assembly of Elders adopts the Policy regarding Financial Appeals at the Annual Meeting, to be reviewed before February 2020. **Carried**

Discussion: It was noted that budgets may not be voted on every year at a general meeting, because it is not determined yet if there will be a general meetings every year.

The following was added to the policy: Fundraising initiatives at a regional council General Meeting must be approved by the regional council Assembly of Elders who may refer to the business committee.

- IV. Equity Policy –Sharon explained that there are various resources available and that she will prepare a policy and bring to the Assembly of Elders on March 27<sup>th</sup>.

|   |
|---|
| •Nurturing Social Justice and Outreach programs |
|---|

- V. Mission Priority Grants – Gordon has been receiving applications.

Discussion: Applications will be sent to Sharon Hull, Paul Reed, Rodney Smith-Merkley and Ted Meyers for review and for recommendations to be made to the Assembly of Elders.

- VI. Staff updates – see Rodney Smith Merkley, Minister Supporting Justice and Mission with Indigenous Focus' report appendix **I**;

Sharon Hull, Minister Supporting Justice and Mission, Minister Supporting Faith Formation &

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Spiritual Nurture for all ages' provided and oral report and highlighted:

- Attending the first cluster meetings and UCW Presbyterials to get to know people across the region
- Add information for Newsletter updates
- Connect with children, youth and young adult leaders (use google survey to collect info)
- Planning for the children and youth programs at the regional meeting
- Mentoring youth and new youth leaders
- Connect with Bawaajigewin Aboriginal Community Circle in the Durham region and will connect local churches- Network (with Rodney)
- United in Learning series on Disabilities in the Church
- Connected with Sharon about Equity in the region (prepare draft Equity Policy)
- Connected with Affirm United about the steps to become an Affirming Region

VII. Inaugural Meeting- Paul Reed provide updates on planning, budget for meals and mileage, the proposed agenda (see appendix **J**), and various talking-points (see appendix **K**).

Discussion: Suggestions were provided to Paul regarding the flow of the agenda. Wanda will lead worship and music. There needs to be discussions about process during the IGM. It was asked that the details surrounding the content for the report book be brought to the next Assembly of Elders meeting.

Paul is preparing a budget and has provided some details to Brian already.

**2019-02-25-51 MOTION** (P. Reed / T. Meyers) that East Central Ontario Regional Council pay travel for those not associated with Communities of Faith, pay for all snacks and lunches and have a policy that provides accommodation for those who are in leadership roles. **Carried**

VIII. Staff update – see Gordon Wood, ECORC Communications and Administrative Assistant report appendix **L**

## 8. *New Business*

I. SPE Payments – see appendix **M**

**2019-02-25-52 MOTION** (P. Reed/ E. MacDonald) that ECO RC pay \$7500 with surplus from Bay of Quinte funds, with no promise to continue. **Carried**

II. UCW Rep on Assembly of Elders – to be discussed at next meeting

III. Prayer Shawl Ministry – to be discussed at next meeting

**Opening worship for next meeting** – Steven Spicer

**Next meeting dates** –

- Apr 24<sup>th</sup> 10 - 3:00 In person TBD
- May 22<sup>nd</sup> 10 - 12:30 Zoom
- June 24<sup>th</sup> 10 - 3:00 In person TBD
- Aug 28<sup>th</sup> 10 - 12:30 Zoom

- 
- Sept 25<sup>th</sup> 10-3:00 In person TBD

**Closing Prayer** – Wanda closed the meeting with a prayer.

## 9. *Adjournment*

**2019-01-31-53 MOTION:** (S. Baster) that the meeting be adjourned at 4:45 p.m.

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Jean Wilson  
Chair

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Rev. Rosemary Lambie,  
Executive Minister

## Appendices

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## Appendix A

**Property and Finance Policy for the East Central Ontario Regional Council – Feb. 12, 2019**

The Ministry Through Property Committee, accountable to the East Central Ontario Regional Council Assembly of Elders, would consist of a one or more member(s) of the Assembly of Elders and (elected or appointed members or 4 members of the Regional Council) ~~volunteers from the Communities of Faith (4)~~ who would receive and conduct the business tasks related to the terms of the policy and report to the Assembly of Elders for approval of required actions.

The East Central Ontario Regional Council is empowered to oversee the real estate properties within Regional Council. It is a resource to Communities of Faith in these matters including the items listed below.

1. Receive and recommend to the Assembly of Elders, applications to acquire, sell, mortgage, exchange, lease or otherwise deal with the trust property of Communities of Faith.
2. Recommend to the Assembly of Elders the disposition of property both real and personal when a Community of Faith decides to disband. Guidelines for this disposition are:
  - a. Repayment of any expenses related to the holding of disposition of the property
  - b. After holding and disposition expenses have been deducted, 15% to the Mission and Ministries fund of the Regional Council.
  - c. After holding and disposition expenses have been deducted, 10% to the Indigenous Fund Support.
  - d. After holding and disposition expenses have been deducted, 10% to the Toronto United Church Council's Sustainable Energy Loan Fund.
  - e. After holding and disposition expenses have been deducted, the Community of Faith may designate 25% of funds to be distributed to work that has been significant in the mission of the Community of Faith for United Church Ministries.
  - f. All remaining funds (50%) will be retained by the East Central Ontario Regional Council for the ministry missions of the Regional Council.
3. Recommend to the Assembly of Elders, the disposition of funds re Sale of Surplus Assets and Property ~~resulting from amalgamations.~~
4. Receive applications from Communities of Faith for building projects or renovations that require building permits or loans and grant permission for such projects.
5. Review financial plans for all buildings projects and make recommendations. Projects estimated to be less than \$50,000 and not requiring a loan and/or building permit do not need the East Central Ontario Regional Council's approval but must be forwarded to for information only.
6. Support the East Central Ontario Regional Council in dealing with property matters for Communities of Faith involved in amalgamating, realigning, reconstituting, relocating, redeveloping or disbanding.
7. Communicate to Communities of Faith concerns about insurance of properties including liability issues and Directors and Officers insurance.
8. Review the use of all church properties including all new rental agreements or ongoing manses leases.
9. Maintain records on all manses and their furnishings according to The Manual, review and report manse conditions annually on a rotating basis and insure that each Community of Faith has a manse or its equivalent.
10. Inspect church manses when a change in occupancy of the manse occurs and advise the Community of Faith of renovations or repairs that are needed.

- 
11. Have a list of available sources of funding to support the goals of congregations in their quest for new initiatives.

Appendix B

**Formation, Nurture and Justice Team**  
**East Central Ontario Regional**

Members: At least one person from executive (assembly of elders), appropriate staff, five members from communities of faith and or local relevant networks, and at least one youth representative, preferably from a youth regional executive

*Guiding principle: consider all their work to informed by the mission priorities established annually, as well as the ongoing priority for youth ministry and affirming ministries (including equity).*

This committee will work with and support the appropriate staff to carry out the objectives

This committee will oversee the work outlined below, either as a committee, or by establishing sub-committees as needed.

1 General work shall include:

- a) promoting joining our collective hearts, voices and resources to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- b) promoting local, regional, national and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission and justice work;
- c) ministry with children, youth and young adults;
- d) honouring and living into intercultural mission and ministry;
- e) living in covenant with Mother Earth and All My Relations in the Earth community.

~~2. Preparation for Ministry~~

- ~~a) celebrating the approval of candidates for candidacy~~
- ~~b) ordaining and commissioning members of the order of ministry;~~
- ~~c) recognizing designated lay ministers;~~
- ~~d) determining a process for, and~~
- ~~b) licensing licensed lay worship leaders;~~
- ~~e) celebrating admissions and readmissions~~

3. Supporting ECO Regional Council Youth Executive

- a) organize leadership, with and including youth leadership, and agenda for youth presence at annual meeting of ECO Regional Council.
- b) organize leadership, with and including youth leadership, of any other youth gatherings deemed necessary by the Youth Executive of ECO Regional Council
- c) support the work of the Youth Executive as needed

4. Supporting Work for right relations

- a) committing to on-going conversation and action toward living into right relations as treaty people;
- b) committing to explore new and on-going ways to be in relationship with local First Nations communities

5. Participation in Denominational Life

- a) promoting and fostering direct dialogue between communities of faith and the General Council  
b) providing ongoing leadership training for ministry personnel and lay people  
Appendix C

### The Assembly of Elders

#### Purpose

The executive of the East Central Ontario Region shall be known as the Assembly of Elders and shall provide the spiritual and governance leadership of the Region meeting the function and purpose as defined by the 2019 Manual C.3.1

#### Membership

The Assembly of Elders shall consist of 12 elected elders

- Elders shall be elected for a three-year term (opt: 2-year term)
- The Regional Council shall elect 4 (one third) (opt: 6) elders annually
- ~~Elders shall as fully as possible~~
  - ~~Order lay balance~~
  - ~~Gender diversity~~
  - ~~Provide Geographic representation~~
  - ~~And the diversity of the Region~~

The Executive Minister of the Regional Council and Regional Council Staff shall be corresponding members of the Assembly of Elders

#### Meetings

The Assembly of Elders shall meet at least six times annually and typically monthly. The Assembly of Elders may meet either 'in person' or 'electronically'.

#### Role of Elders

Elders shall serve as equals sharing in all responsibilities of governance and spiritual leadership. Each elder shall serve as a voting member of at least one Regional Council Team as assigned and agreed to by the Assembly of Elders.

As a Team Member the Elder shall:

- Share the responsibility of holding before the Regional Team the overall vision and mandate as given by the Regional Council and Assembly of Elders;
- Provide a conduit of information to and from the Regional Team;
- Represent the Regional Team, its needs and recommendations, to the Assembly of Elders.

#### Speaker

The Elders shall elect from their midst a Speaker of the Assembly of Elders to serve for a term of up to six months. The Speaker may serve consecutive terms at the will of the Assembly of Elders.

The Elders may also elect an Alternate Speaker to preside and serve in the absence of the Speaker.

The Speaker shall preside at all meetings and preserve order and decorum. The Speaker may participate in all discussion and debate but must avoid any bias or perception of bias.

In the absence of a Speaker, or if the Speaker is unable to fulfill the role of Speaker, the oldest elder present shall serve as chairperson of the Assembly of Elders for the purpose of electing a Speaker or a Speaker pro tem (for the time being).

#### Leading Elder

Each Triennium, and for the purpose of fulfilling the requirements of the 2019 Manual D.1.1.d the Assembly of Elders shall elect a Leading Elder



#### Vacancies

Members of the Assembly of Elders unable to fulfill their term may resign. An Elder failing to fulfill the responsibilities of Elder may be removed from office by a 2/3 majority decision of the remaining Elders of the Assembly of Elders.

The remaining members of the Assembly may elect a member of the Regional Council to serve as an Elder until the next meeting of the Regional Council at which time the Regional Council will elect an Elder to complete the vacant term.

## Appendix D

**East Central Ontario Regional Council**  
**Covenant Support Team**

## Purpose

The Covenant Support Team of the East Central Ontario Regional Council shall, with other Teams, assist the Regional Council meet its responsibilities as outlined in the 2019 Manual C.2.

The Covenant Support Team shall exercise specific responsibilities to serve, support and provide oversight of Communities of Faith, Ministry Personal and the Pastoral relationships.

## Membership

The Covenant Support Team shall consist 12 members composed of:

- two members of the Assembly of Elders as appointed by the Assembly of Elders
- two members selected from and by the Pastoral Relations Liaison Officers of the East Central Ontario Regional Council
- eight members from the Communities of Faith elected by the Regional Council

The Regional Minister for Pastoral Relations, Office of Vocation Minister and Executive Minister are Corresponding Members and Staff Resource to the Team

## Meetings

The Covenant Support Team shall convene every other month and/or as required. The meetings may be in person, telephone conference call or web based. At least three meetings a year will be in person meetings held at a mutually convenient location.

## Duties

- 1) To serve, support and provide oversight of Communities of Faith
  - a) Amalgamations, realignments and disbanding
    - i) receive, review and make recommendations to the Assembly of Elders regarding amalgamations, realignments, and disbanding of communities of faith [*The Manual C.2.1*]
    - ii) to provide to the Mission Through Property Team the status of the Community of Faith when request are made for the acquisition of property, major renovations, or the sale of properties deemed as surplus
  - b) Assist Ministry and Personnel Committees
    - i) to provide support, advice, and services to communities of faith in human resource matters; and
    - ii) Provide ongoing leadership training for ministry personnel and lay people. [*The Manual C.2.2*]

- 
- c) Oversight of Communities of Faith
- i) support emerging new ministries;
  - ii) ensuring Community of Faith compliance with the policies and polity of the United Church and reviewing any relevant records;
  - iii) Review and ensure that Communities of Faith have an updated Community of Faith Profile that adequately describes the mission and ministry of the community.
  - iv) Recommend to the Assembly of Elders the assuming of control of a community of faith in extraordinary circumstances where the community of faith is unable to or refuses to meet its responsibilities or acts outside of denominational policies.
  - v) Recommend to Assembly of Elders the appointment of Interim Ministers
  - vi) To provide Pastoral Charge Supervision as required
    - (1) to receive review and act on requests for changes to the covenantal relationship with the community of faith
    - (2) Recruit and train Pastoral Charge Supervisors
    - (3) Compile a list of resources for community of faith Support
    - (4) Assign Pastoral Charge Supervisors as required (*This responsibility may be delegated to the Pastoral Relations Minister*)
  - vii) To review and recommend action to the Assembly of Elders of a request to approve a “congregational designated minister” position.
- 2) To serve, support and provide oversight of Pastoral Relations
- a) To make decision and report on continuing appointments
  - b) To make decision and Report to the Assembly of Elders the routine ending of calls, appointments, and covenants with ministry personnel and other staff;
  - c) Review and recommend action to the Assembly of Elders the ending of calls appointments, and covenants with ministry personnel and other staff that are not routine or that are initiated by a Community of Faith.  
*[The Manual I.3.1.6]*
  - d) Oversee the recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;  
(For this purpose a Liaison Forum may be established)
    - i) Recruit, train and approve Liaisons Officers for the Region
    - ii) Appoint Liaison Officers to work with Communities of Faith in Transition  
(this responsibility may be assigned to the Pastoral Relations Minister)
    - iii) to receive recommendations from the Liaisons Forum regarding the self-assessments of Communities of Faith and Community of Faith Profiles and to approve vacancies;  
(this responsibility may be assigned to the Pastoral Relations Minister)

- 
- iv) Receive recommendations for the calling and appointing with Ministry personnel and Communities of Faith
- 3) To serve, support and provide oversight of Ministry Personnel
- a) encourage and support ministry personnel toward health, joy, and excellence in ministry practice;
  - b) Assist with informal conflict resolution processes.
  - c) To receive and make recommendation to the Assemble of Elders all requests for the granting of a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders,
  - d) To make recommendations to the Assembly of Elders of those who are retained or retired seeking status of VAM and/or requesting a marriage license.
  - e) Arrange for the celebrating the retirements of ministry personnel
- 4) Accountability
- a) The Covenant Support Team is accountable to the Assembly of Elders for all activities and decisions
  - b) The Covenant Support Team reports annually to the East Central Ontario Regional Council.

## Appendix E

### **The Liaison Forum**

#### Purpose

To support the Covenant Support Team and the Regional Minister for Pastoral Relations in the recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith.

#### Membership

The Liaison Forum shall consist of all those approved by the Covenant Support Team to serve as Liaison Officers of the Region and the Pastoral Relation Minister.

#### Meetings

The Liaison Forum shall meet as required at the call of the Pastoral Relations Minister

#### Duties

- 1) Review and make recommendations to the Covenant Support Team regarding Community of Faith Living Profile;
- 2) Review and make recommendations to the Covenant Support Team for the declaration of a vacancy having ensured that the Community of Faith Profile is complete, the position description is accurate
- 3) Support the search process when a community of faith seeks to call a member of the order of ministry or appoint a designated lay minister to fill a position that has been approved by the regional council
- 4) Review and recommend to the Covenant Support Team request for calls and appointments having ensured that process is complete, the position description meet and all requirements met or exceeded

#### Notes:

The Covenant Support Team and the Mission through Property work in conjunction to prepare recommendations for the Assembly of Elders. The Mission through Property Team will require from the Covenant Support Team a status report of Communities of Faith seeking approval of major expenses or the sale of surplus property.

The Formation, Nurture and Justice Team has responsibility for the training approval and evaluation of LLWL's

## Appendix F

**Community of Faith Supervisors Practice and Policy**  
**East Central Ontario Regional Council**

|   |   |
|---|---|
| PRACTICE NAME: Community of Faith Supervisors   | <i>Date Approved: February 25, 2019</i> |
|   | <i>Review date:</i>                     |
| Purpose: The purpose is to outline the roles and responsibilities of a Community of Faith supervisor, of the Community of Faith and the compensation for such ministry. <b>The Manual I.2.5.2</b> |   |

**a. Appointment:** If a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister who has been recognized by the regional council, the regional council is responsible for appointing a member of the regional council to the pastoral charge as a pastoral charge supervisor.

The regional council may also appoint a pastoral charge supervisor in any other situation where the regional council decides it is appropriate.

**b. Responsibilities:** The pastoral charge supervisor is responsible for

- i) supporting any ministry personnel serving the pastoral charge;
- ii) general supervision of the work of the pastoral charge;
- iii) ensuring that a chair is elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge;
- iv) ensuring that the sacraments are administered, and new members are received following the requirements of these bylaws;
- v) if there are ministry personnel serving the pastoral charge, delegating responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate; and
- vi) reporting to the regional council on the state of the pastoral charge.

**c. Compensation for Ministry Site Supervision Policy**

The Community of Faith receiving supervision, or the equivalent, **will be responsible** to pay for the supervision. The costs will be:

- i. \$30 per hour (hours include meeting plus travel time), plus the Regional Council determined cost of travel (\$0.40/km) to and from the meeting site.
- ii. If the supervisor is in full-time ministry at another Community of Faith site, the payment of the supervisor's time will be paid to the supervisor's Community of Faith in recognition of the time taken away from their ministry.
- iii. If the supervisor is a retired, a part-time minister, or a lay person, the supervised ministry site will pay the supervisor directly.
- iv. All mileage will be paid to the supervisor by the Community of Faith being supervised.
- ~~v. If individuals receiving remuneration do not wish to receive payment, they are free to donate the payments at their discretion, but in no way does this excuse the receiving ministry site from making the payment.~~
- vi. There are income tax implications

## Appendix G

**Ministry Personnel Involvement In A Former Community Of Faith Policy**  
**East Central Ontario Regional Council**

|  |   |
|--|---|
| POLICY NAME and PRACTICE: Ministry Personnel involvement in a former Community of Faith Policy   | <i>Date Approved: February 25, 2019</i> |
|  | <i>Review date:</i>                     |
| Purpose: The purpose of this policy and practice outlines the relationship and responsibilities of ministry personnel who have left a Community of Faith. <b>The Manual I.2.5.3, I.2.5.4</b> |   |

**Preamble**

This document outlines the East Central Ontario Regional Council's policy and best practices regarding ministry personnel \* transitioning out of pastoral relationships (appointment or call). The goal is to create a smooth transition from the departing minister to the incoming minister. Ending pastoral relationships can be anxious times for both the minister and the community of faith. Denominational policy (provided at the end in Appendix A) and the policies and best practices that follow are meant to create healthy endings and new beginnings.

Ministers who are leaving a pastoral relationship will hopefully have an awareness of important boundaries that honour and respect the new pastoral relationship, thereby strengthening the Body of Christ (the church) to carry out its mandate in the world.

**1. East Central Ontario Regional Council - Contact with Former Community of Faith**

The Manual (2019) provides policies around a minister returning to a former community of faith to carry out ministerial duties (see Appendix A) but does not speak to the issue of ministry personnel attending worship at a previous community of faith, visiting occasionally, conducting weddings and funerals, or attending special events/occasions. This policy is meant to cover these situations.

The following practices help to promote the best possible conditions for the establishment of a new pastoral relationship:

- a) That the minister ensures that a proper "goodbye" is made to the community of faith. A "returning of the symbols" or an "end-of-covenant ceremony" can be helpful.
- b) That the minister not return to their former community of faith in any professional or non-professional capacity (to visit, attend worship or other services) for a period of three years with the exception of the following situations:
  - i) The minister is invited to a wedding as a guest.
  - ii) The minister attends a funeral.
  - iii) The minister is invited by the governing body (session, council, board) or current Minister to attend a special event.
  - iv) In situations where a minister has served in an isolated rural community of faith, remains living in the area, and where there are no other United Church communities of faith easily accessible, the minister shall contact the Regional Council Pastoral Relations Minister to facilitate a dialogue with the incumbent minister to determine if the past minister may worship there, and establish terms of the relationship.

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v) If the need arises, there may be a case-by-case decision - in consultation with the Regional Council Pastoral Relations Minister, incumbent minister and local Church Council/Board – as to how the needs of the community of faith are best met.

c) After at least three years has passed, the former minister may return to their former community of faith *after consulting* with the incumbent minister and the Church Council/Board concerning expectations and the level of involvement with which both parties would be comfortable. A covenant between former minister, the incumbent minister and the community of faith is one strategy that could be used. It is recommended that the ministers and the community of faith review arrangements and understandings periodically as circumstances often change.

d) Below is a check list of things to remember for departing ministers:

- Minimize your influence and presence with members of the congregation and other staff during the period after you leave. Don't say "*I'm not allowed*" but rather indicate that you are declining in the interests of the community of faith and in support of the establishment of a new healthy pastoral relationship.
- After three years, no ministerial contact with community of faith members or other staff until a covenant is made between you, the incumbent minister and the community of faith. Remember to define the nature and limits of your participation.
- Prepare the community of faith while you are still with them to understand the need for disengagement and how that might affect them. Often, the minister leaving a pastoral relationship is asked back by community of faith members. If you think your leaving may be particularly difficult for your community of faith, request the assistance of the Regional Council to explain the importance of disengagement before you leave.
- Ending a pastoral relationship might also mean an end to ties that your family members have with the community of faith.

**Interim Ministry:** In circumstances where the community of faith enters into a period of Interim Ministry or Transitional Ministry, the length of time that the former minister should be absent from the community of faith includes both the interim/transitional ministry period and a subsequent two years of the new call or appointment.

## 2. East Central Ontario Regional Council – Current VAM Policy (January 2019)

*"Whereas some ministry personnel who leave a ministry site due to retirement or change in pastoral relations continue to live within the area, and whereas in-coming ministry personnel need time and opportunity to develop relationships with the community of faith, therefore the East Central Ontario Regional Council Executive has determined that in order to be eligible, the ministry personnel in the categories of non-settled ordained or diaconal minister, retired ordained or retired diaconal minister may apply to be a volunteer associate minister after a lapse of at least three years before they can serve as a Voluntary Associate Minister for their former community of faith.*

*"It is recommended that ministry personnel allow for a period of three years from the end date of their pastoral relationship before they become a VAM in a former community of faith where they served in call or appointment. Becoming a VAM is at the discretion of the incumbent minister." Carried*

## 3. Minister Emeritus/Emerita

In the United Church of Canada, there is no formal practice of naming a minister emeritas/emerita. Some communities of faith will chose to honour retired clergy in this way. There are some mixed messages being sent to both parishioners and minister when a community of faith names someone as "emeritas/emerita" but the Regional Council restricts a retired minister from pastoral functions in that specific congregation. Therefore a



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community of faith is expected to let the requisite three year period pass before naming a retired minister to this role. It is expected that the retired minister will actively discourage former parishioners if they request his or her services. The church in which the retired minister has worked long and hard to nurture and sustain now needs the retired minister's help in establishing a healthy relationship with its new leader.

#### **4. Ethical Standards and Standards of Practice for Ministry Personnel**

All ministry personnel, both active and retired, shall follow The United Church of Canada's "*Ethical Standards and Standards of Practice for Ministry Personnel*".

<http://www.united-church.ca/sites/default/files/resources/ethical-standards-practice-ministry-personnel.pdf>

#### **5. Police Records Check**

All retired ministry personnel, whether in paid or voluntary positions, shall adhere to the United Church of Canada's policies regarding Police Records Checks.

[http://www.united-church.ca/sites/default/files/handbook\\_police-records-checks.pdf](http://www.united-church.ca/sites/default/files/handbook_police-records-checks.pdf)

#### **6. The Family of Ministry Personnel**

In the event of the retirement of ministry personnel, a particular concern arises for the needs of other family members, especially the minister's spouse. Quite often family members have joined the community of faith at which their spouse/parent was serving and have become involved in the community of faith's life and programs, as well as establishing personal friendships with other church members. The Regional Council has no direct jurisdiction over the lay members of ministers' families, but it strongly urged that the spouse, in the context of those relationships, not do anything that would undermine the transition necessary for the community of faith or the development of a relationship with Interim, Supply or newly called or appointed ministry personnel. It would be wise to consider not worshipping with the former community of faith at all during the period of pastoral vacancy or while an Interim Minister is present.

### **Appendix A**

#### **THE MANUAL (2019) - RETURNING TO A FORMER PASTORAL CHARGE**

Section I.2.5.3 (Functions of Ministry -- Outside Pastoral Relationship)

Section I.2.5.4: (Request of Previous Pastoral Charge)

##### **I.2.5.3 FUNCTIONS OF MINISTRY—OUTSIDE PASTORAL RELATIONSHIP**

At any time that ministry personnel are not settled in or appointed to a community of faith, they may carry out the functions of ministry in the United Church only if

**(a)** they have a formal association with a community of faith, are acting on behalf of that community of faith, and have the approval of the community of faith's governing body; or

*An example of a "formal association" with a pastoral charge would be where the minister has been designated as a "voluntary associate minister" or "honorary associate minister" by the pastoral charge or its governing body.*

**(b)** they have been appointed to a community of faith to exercise the functions of ministry associated with it.

##### **2.5.4 REQUEST—PREVIOUS PASTORAL CHARGE**

If a ministry personnel is asked by a member or adherent (or their families) of a community of faith where they had previously been settled or appointed to preside at a baptism, communion service, wedding, or funeral, the ministry personnel

**(a)** must refer the request to a member of the order of ministry who is settled in or appointed to that community of faith; **and**

**(b)** may preside only with the approval of the community of faith's governing body.

## Appendix H

**Policy Regarding Financial Appeals At Annual Meetings Of The Regional Council**  
**East Central Ontario Regional Council**

|  |   |
|--|---|
| POLICY NAME: Policy regarding Financial Appeals at the Annual Meeting of the Regional Council            | <i>Date Approved: February 25, 2019</i> |
|  | <i>Review date: February 25, 2020</i>   |
| Purpose: The purpose of this policy is to clarify limits of the budget process. <b>The Manual C.2.5.</b> |   |

**Preamble**

This document outlines the East Central Ontario Regional Council's policy and best practices regarding requests for funding outside of the approved annual budget at the annual meeting.

**Policy**

It is the policy of East Central Ontario Regional Council to affirm and uphold the use and function of the Business Committee for matters coming to the floor of the Annual Meeting of the Regional Council.

It is the policy of East Central Ontario Regional Council that any motion committing the East Central Ontario Regional Council to the expenditure of non-budgeted sums of money be required to have a budget attached;

It is the policy of East Central Ontario Regional Council that any motion committing the East Central Ontario Regional Council to non-budgeted expenditures which are presented during the Annual Meeting be automatically referred to the Executive who may request input from the Mission through Property Leadership Team first before making the decision;

It is the policy of East Central Ontario Regional Council that in the interests of fairness and justice, requests for funding of projects or groups not covered in the existing financial budgets be subject to conditions and criteria similar to those that are currently expected of requests for Mission Support, and other funds available within the Regional Council.

Fundraising initiatives at a Regional Council General Meeting must be approved by the Regional Council Assembly of Elders who may refer to the business committee.

## Appendix I

**Minister for Respectful Relationship and Indigenous Justice Report**

I joined in a video conference with other national and regional staff to meet one another and learn about the United Church's program "Being Good Relations". This will guide the church's efforts at reconciliation over the next triennium. There will be a meeting at Five Oaks May 14-16<sup>th</sup> to learn more about this program.

I am thinking I would like to host a one day gathering prior to the Regional Council meeting in Lindsay. This gathering would be to discuss this new resource and explore a network that might continue the work of the former "Dancing the Circle of Right Relations" action group. This meeting could be held at Queen St. United Church in Lindsay on Thursday May 30<sup>th</sup> from 1 to 7:30pm.

I hope to share the following news in next Wednesday's newsletter:

- 1) information about a sharing circle with the Joint Truth and Reconciliation Action Group from the Chalmers and Sydenham St. congregations in Kingston on Wednesday March 20<sup>th</sup>. The circle will begin at 4:30 followed by a potluck supper at 6 and informal conversation to follow.
- 2) Information about a similar function in Whitby on Saturday April 13<sup>th</sup>. This circle may begin at 10:30 at a local United Church and end in time to take in a Drum Social hosted by local Indigenous Health Promotion and Community Development organizations as part of the Durham Region Aboriginal Gathering series at Heyden Shore Pavilion in Whitby
- 3) How to support Kairos' urgent call to action on Bill C-262, which aims to bring Canadian law in line with the UN Declaration on the Rights of Indigenous Peoples
- 4) And perhaps some introduction of myself and my role

## Appendix J

**Proposed Agenda for**  
**The First Annual Meeting of the**  
**East Central Ontario Regional Council**  
**May 31-June 2, 2019**  
**Cambridge Street United Church, Lindsay Ontario**

**Friday Morning May 31**

*During which we gather together and recall from where we have come*

|              |   |                                 |
|--------------|---|---------------------------------|
| 9:30 – 10:30 | <b>Registration</b>   | Local hosts                     |
| 10:30-10:40  | <b>Welcome From 1st Nations</b>   | Rodney Merkley Smith to arrange |
| 10:40-11:00  | <b>Welcoming Declaration</b><br><b>Announcements</b> <ul style="list-style-type: none"> <li>• to facilitate our journey</li> </ul> <b>Words of Constitution</b> | Elder Host                      |
| 11:00-12:00  | <b>Opening Worship</b> <ul style="list-style-type: none"> <li>• with Memorials</li> </ul>   | Worship Team                    |
| 12:00 -12:15 | <b>Announcements</b> <ul style="list-style-type: none"> <li>• Networks</li> <li>• Clusters</li> </ul> <b>Grace</b>  | Elder Host                      |
| 12:15        | <b>Lunch</b> <ul style="list-style-type: none"> <li>• Served at church</li> </ul>   | Local Hosts                     |

**Friday Afternoon**

*During which we get to know who we are*

|             |   |                                  |
|-------------|---|----------------------------------|
| 13:30-15:30 | <b>Network and Cluster Fair</b><br><i>This is the opportunity for networks to educate, promote and recruit – this is the informal accountability time of the Networks</i> <ul style="list-style-type: none"> <li>• Tables located throughout facility</li> <li>• Printed Directory</li> <li>• Accountability</li> <li>• possibilities and activities</li> <li>• invitation and recruitment</li> </ul> | Cluster and Network Facilitators |
| 15:30-15:45 | <b>Opening Requirements</b>   | Dean of the Assembly             |

- 
- Approval of Agenda
  - Covenant agreement of how we will function together

|             |  |                                  |
|-------------|--|----------------------------------|
| 15:45-16:00 | <b>Introductions</b> <ul style="list-style-type: none"> <li>• Introduce key people who will assist with gathering</li> </ul>   | Dean of the Assembly             |
| 16:00 -1730 | <b>Report of the Commission / Assembly</b> <ul style="list-style-type: none"> <li>• Introduction of participants</li> <li>• Introduction to structure</li> <li>• Working principles           <ul style="list-style-type: none"> <li>○ Merging presbytery policies</li> <li>○ All can be new</li> <li>○</li> </ul> </li> </ul> <b>Introduction of staff</b> <ul style="list-style-type: none"> <li>• Outline assigned roles</li> </ul> | Member of the Assembly of Elders |

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**Friday Evening**

*Dinner on own*

- *Provide locations of area restaurants*

|              |  |  |
|--------------|--|--|
| 18:00- 20:00 | <b>Retirees' Banquet</b> <ul style="list-style-type: none"> <li>• <b>Hosted at church</b></li> </ul>                     | Manual C.2.10<br>Minster of Pastoral Relation & Office of Vocation |
| 20:00 -      | <b>Social Gathering</b> <ul style="list-style-type: none"> <li>• Arrangements to be made at the Pie Eyed Monk</li> </ul> |  |

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**Saturday Morning June 1**

*During which we catch up and get on board*

|               |  |   |
|---------------|--|---|
| 9:00-10:00    | <b>Opening Worship (Covenanting)</b>   | Manual C.2.1<br>Worship Team  |
| 10:00 - 10:30 | <b>Nutrition Break</b>   |   |
| 10:00 – 11:30 | <b>Assembly of Elders</b> <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Policy Review           <ul style="list-style-type: none"> <li>○ Pastoral Relations</li> <li>○ Property Matters</li> <li>○ LLWL</li> </ul> </li> <li>• Affirmation of Governing Policies</li> <li>• Celebrating Candidates and LLWLs</li> </ul> | Members of the Assembly of Elders and Staff<br>Manual c.2.8<br>Manual C.2.6<br>Manual C.2.7 |
| 11:30 – 12:00 | <b>Introduction</b> <ul style="list-style-type: none"> <li>• those to be ordained, commissioned and admitted</li> </ul>  | Office of Vocation  |
| 12:00         | <b>Lunch</b> <ul style="list-style-type: none"> <li>• Served at Church</li> </ul>  | Local Hosts   |

**Saturday Afternoon***During which we chart our forward course*

|               |  |                    |
|---------------|--|--------------------|
| 13:30 - 14:30 | <b>Proposals:</b> <ul style="list-style-type: none"> <li>• Meetings of Regional Council</li> <li>• Re: elections of Elders</li> </ul>                        | Manual C.4.2       |
| 14:30 - 15:00 | <b>Bursar Presentation</b><br><b>Mission and Service</b>   | Bursar             |
| 15:00-15:30   | <b>Nutrition Break</b>   | Local Arrangements |
| 15:30-16:30   | <b>Visioning</b> <ul style="list-style-type: none"> <li>• Mission and Priority Setting</li> </ul>  |                    |
| 16:30-17:00   | <b>Youth Presentation</b> <ul style="list-style-type: none"> <li>• at the discretion of the youth</li> <li>• a chance for youth voice to be heard</li> </ul> | Youth Forum        |
| 17:00-17:30   | <b>Nominations Presentation</b>  |                    |

**Saturday Evening***Dinner on own*

- *Provide locations of area restaurants*

17:30 – 19:00 Set up and Rehearsal of celebration service

**Sunday Morning June 2***During which we celebrate and commit*

|             |  |                  |
|-------------|--|------------------|
| 9:00-10:00  | <b>Unfinished Work</b><br><b>Election of Elders</b>                | Nominations Team |
| 10:00-10:15 | <b>Concluding Actions</b>  | Dean of Elders   |
| 10:15-10:30 | <b>Nutrition Break</b>   |                  |
| 10:30-12:00 | <b>Service of Celebration of Ministry followed by Refreshments</b> |                  |
| 12:00       | <b>Reception</b>   |                  |

Appendix K

**2019 Notes re: First Annual Meeting for East Central Ontario Regional Council**

For discussion

Should the Regional Council pay travel for those not associated with Communities of Faith?

Should we pay for all snacks and lunches?

Should we have a policy that provides accommodation for those who are in leadership roles?

The 1<sup>st</sup> Annual Meeting of the East Central Ontario (ECO) Region will be held May 31- June 2, 2019 at Cambridge Street United Church, Lindsay Ontario.

The primary objectives of this meeting will be

- forming and highlighting Networks and Clusters
- reviewing the work of the Region 11 Commission and the ECO Assembly of Elders
- Setting priorities for 2020
- Electing Elders
- Worship services will include Memorials, Covenants and the Celebration of Ministry

The Town of Lindsay have a number of motels but preferred arrangements have been made with the Days Inn (the newest in town). Reservations may be made by calling the front desk 705-328-0100 and identify yourself as United Church. The Days Inn provides a breakfast. If numbers warrant the town will provide a free bus shuttle to and from hotel and church at the beginning and ending of each day.

Delegates will be responsible for their own evening meal and entertainment. Arrangements have been made with the Pie Eyed Monk Restaurant and Pub (Yes, they craft their own beer) for the use of their Upper Room. There is opportunity to entertain so bring instruments and form a band.

Snacks and lunches are provided.

Reminder that Communities of Faith are responsible for assisting the costs of their members of the Order of Ministry and Lay Representatives.

## Appendix L

**East Central Ontario Regional Council (ECORC) Assembly of Elders Meeting – 2019-02-25**  
**Gordon Wood, ECORC Communications and Administrative Assistant**  
**Summary of Activities since previous Assembly of Elders Meeting – 2019-01-31**

**Activities**

- 1) Compilations of Lists
- 2) UC Observer Insert for March/April issue
- 3) Website
- 4) Primary Inquiries Resulting from Information Bulletins
- 5) Primary General Inquiries Received by phone/email
- 6) Membership in National Communications-related Task Groups
- 7) Other Activities
- 8) Capacity Implications

**1) Compilations of Lists**

A) General listing of Communities of Faith (CoF) in ECORC

- As of February 22, 2019 - 200 Communities of Faith  
 - Info compiled: CoF; Website; Pastoral Charge; Town; Address; Former Presbytery; Latitude; Longitude  
 - Shared latest info with UCC EDGE GIS Analyst to create interactive map with updated info post on web site (+image), Should be completed later this week

B) Listing of Ministry Personnel Contact info (Ordained, Diaconal, Lay & Other Denominational): active, retained & retired (incl. Volunteer Associate Ministers - VAM) (in progress)

C) Listing of Lay Delegates to ECORC Contact Info (soliciting info from CoF as part or registration process to Inaugural Meeting) (in progress)

D) Listing of Office Administrative Staff Contact info for Communities of Faith (in progress)

E) Creation of Email distribution list. Currently contains approximately 525 emails. Comprised of email addresses (ministry, lay delegates to presbyteries, office admin) obtained from Former Presbyteries (incomplete); secondary sources, and people who have heard about the list from word of mouth and have contacted me. Anecdotally, estimate 2.5 to 5% of email addresses in source documents were inaccurate/out-of-date.

Have sent out 2 Information Bulletins, 1 notice of Covenanting Services via this full distribution list. Have sent out 2 messages (1 bereavement 1 covenanting service notice) to partial distribution lists (2 former presbytery lists per message). Have been instructed the use of email distribution list must be to all or none in future.

NOTE: the UCC Outlook email system does not allow one to send mass emails beyond 25 addresses at a time and UCC IT recommends no more than 20 (risk of being put on anti-spam back list). Therefore for each time a document is delivered via the list using outlook, approximately 27 separate emails must be sent out. This process (aside from creating any document/message) takes 60 - 120 minutes depending upon how many attachments and correspondence interruptions there are. Therefore, on Saturday, February 23, I set up a mailing list using the 3rd-party service Mailchimp. Process took approximately 2 hours to set up and verify. Should make mass distribution process more efficient.

**2) UC Observer Insert for March/April issue**

A) Created 8 page UC Observer insert, information will be very similar to information in first ECORC Information Bulletin. Over 2000 recipients should be receiving via mail this week/next week. Name of insert in All Our Relations (could not use Circuit Rider as it was announced in Dec. 2018 insert that that was the last issue of Circuit Rider.)



B) Future 2019 Inserts: Spoken to editor of UC Observer, Jocelyn Bell. UC Observer launching new format starting with May 2019 issue. New printing service/specs perhaps. May have to redesign template. The ECORC has purchased two more inserts for 2019. After speaking with J Bell, I recommend us creating an Insert for September 2019 issue (Our content would be due July 1 - could be review of Inaugural Meeting) and December 2019 issue (our content would be due October 1).

### 3) Website

A) Had initial conference call with website developer contact on Tuesday, Feb 5. Resulted in a disagreement in how long it would take/what was required to "obtain access" to website on our own going forward. She would discuss my request (for quicker access with her colleagues), and then get back to me with more information and what was required going forward.

B) On Wednesday, Feb. 6, website developer contact informed me that she was premature in speaker with me as that they had not received required paperwork/deposit due to UCC system, and that consultation process had to stop until she had received notice that paperwork/deposit has been satisfactorily received.

C) On Monday, Feb. 11 received notice from website developer had received assurance that paperwork/deposit had been process. Later in day, she sent me a summary of what was required from me.

D) Since that point, have been developing website page topics and content. Estimate minimum of 25-30 pages to start. NOTE: website developer demands no empty pages. Will take information from today's A of E meeting as final content for initial website offering.

E) Website address URL is the same as Twitter and Instagram handle: ecorcucan.ca

F) Go live date, not before March 8.

### 4) Primary Inquiries resulting from Information Bulletins

A) Clarification of Doing Mission Support Grant Criteria - pre Annual Meeting (answer - see update in second Bulletin)

B) Mission Support Grants in 2019?

C) VAM inquiries (received 16 requests for VAM form as of Feb. 24)

D) Annual Reports (answer - see update in second Bulletin)

E) Accessibility & Inclusion issues re ECORC Communications (Consultations with Rev. Dr. Sharon Ballantyne, Dunsford United Church)

### 5) Primary General Inquiries received by phone/email

A) Lament of loss of social, not business, aspect of presbytery (multiple)

B) Status of Church Hub updates (multiple - redirected)

C) Privacy/Anti-Spam legislation implications for (C of F)

D) Why ECORC not ECO? (2 enquirers)

Answer:

1. "ECORC" is the acronym of the full accurate designation of the East Central Ontario Regional Council, one of 16 Regional Councils of the United Church of Canada;

2. Including the "RC" in the acronym reinforces that our new level of governance is called a Regional Council [Reference: Page 34 of The Manual (2019) - Polity, Section II. Subsection 4.2]; and

3. "ECO" is a commonly recognized suffix/acronym associated with ecological/environmental issues and/or products. It is misleading to colloquially and/or officially refer to a religious administrative body as "ECO" because it creates confusion about our purpose to internal audiences (United Church of Canada members & adherents) and to external audiences.

### 6) Membership in national Communications-related Task Groups

A) Member of RC & GCO Communications Team - participated in online discussions

B) Member of PTTC (People, Technology, Training, and Communication) - participated in 2 Zoom Conference Calls

### 7) Other Activities

A) Worked with GCO Legal & Communications to create official business card templates for ECORC staff

B) Sporadic contributions to our social media accounts, mostly retreats, due to capacity implications (see below)

C) Estimate 50-75 discussions/inquiries via correspondence/week - responsive and proactive (email & phone)

### 8) Capacity Implications

- 
- A) Newsletters/websites create both knowledge and service requests
  - B) Registration of Lay Delegates & gathering of data for Annual Meeting report book
  - C) Notices about bereavements has potential for significant immediate time commitments
  - D) Unknown requests resulting from Cluster Gatherings
  - E) Working at 2x to 3x capacity (related to time contracted) (e.g. Today being, Monday, including Saturday and Sunday, I have already worked my allotted commitment of hours for this week (not including time committed later this week for newsletter & website development)

## Appendix M

**Funding Request for SPE Training in Bay of Quinte Conference**

Since 2007, the Bay of Quinte Conference has offered SPE training that is accredited by the Canadian Association of Spiritual Care (CASC). This educational program supports ministers as they deepen their skills in pastoral/spiritual care while providing them with strategies for maintaining their own spiritual health. Participants in the SPE program complete their practical exercises (case studies, for example) in the context of their ministry (for most, this is their congregational setting). Essentially, they work and train at the same time, with the result that both the minister and the congregation reap the benefits of this innovative learning experience.

Since its launch in 2007, over 40 ministers have graduated from the program. Evaluation of the program demonstrates an overwhelming positive response: the participants and their congregations report considerable benefits from the deepening of the foundational skills for pastoral/spiritual ministry that are the primary focus of this program. The ministers and their congregations become healthier and more spiritually vibrant. It is important to note that this cutting-edge program is unique in Canada. (A syllabus for this program is being provided with this request.)

In the beginning, the SPE program ran annually, but due to financial constraints, it is now offered bi-annually. The next SPE unit is scheduled to run from September 2018 to March 2019 and there are already at least five ministers from Bay of Quinte Conference interested in registering (the maximum number of registrants is six). However, as of December 2018, the Bay of Quinte Conference (the program's primary sponsor) ceased to exist. The SPE program continues to seek financial support from the new United church structure ECO Region Executive in order to fund this valuable and innovative program.

For several years, Wooler United Church has generously offered their building for the program day. In this interim period, they have also agreed to provide administrative support for the program. This would include processing the tuitions of students, providing receipts for students, and providing charitable tax receipts for any donations to the program. A modest honorarium for the Wooler secretary has been included in the expenses for this coming year.

Below is an estimated budget for the 2018-19 SPE program:

## Expenses:

|  |           |
|--|-----------|
| Contract salary for supervisor                                 | \$ 24,000 |
| Travel for supervisor to visit students in their congregations | \$ 1500   |
| Catering for meetings of SPE Advisory Committee with students  | \$ 500    |
| Academic support from Emmanuel (required by CASC)              | \$ 1000   |
| CASC fees (\$250 per student)                                  | \$ 1500   |
| Honorarium for Wooler secretary                                | \$ 500    |

Total expenses: \$29,000

## Revenues:

|   |           |
|---|-----------|
| Tuitions from students (\$2000 per student)   | \$ 12,000 |
| Transfer from Bay of Quinte Conference (2018) | \$ 7,500  |

Total revenues: \$19,500

Total shortfall: \$9500

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To this point, we have applied for a grant from EDGE (Embracing the Spirit) but have yet to hear back. We have also canvassed the Presbyteries in the former Bay of Quinte Conference and received some money from Hills and Shores. Several other presbyteries were supportive of the program, but suggested that the request for funds for 2019 (\$7500) be forwarded to the transitional committee for onward transmission to Region 11 in the New Year.