
East Central Ontario Regional Council
Meeting of the Assembly of Elders
Friday, November 1st 2019 – 9:00 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. Paul Reed	Chair
Rev. Jean Wilson	Past-Chair
Marilyn Fortin	Member
Nancy Sutherland	Member
Rev. Phil Wilson	Member
Brian James	Corresponding Member - Financial Administration
Steve Coles	Member
Shannon Marsellus	Member
Ted Meyers	Member
Rev. Steve Spicer	Member
Rev. Ryan McNally	Member
Louise Slobodian	Corresponding Member - Communications and Administration Assistant
Sharon Hull	Corresponding Member - Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages
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. D'thea Webster	Member
Rev. Rodney Smith-Merkley	Corresponding Member - Minister for Respectful Relationship and Indigenous Justice

Meeting called to Order at 9:05 a.m.

Opening Devotions, Welcoming to the Land – Rev. David Timpson led with an opening prayer.

Circle Time of Sharing – all were invited to share.

Appointment of Equity Monitor for this Meeting – Phil Wilson

Agenda:

2019-11-01-218 MOTION (P. Wilson/R. McNally) That the East Central Ontario Regional Council Assembly of Elders accept the agenda as amended. **Carried**

Addition: Nominations Team has asked an Elder to sit with them to replace D'thea until she can return

Minutes of October 4th 2019:

2019-11-01-219 MOTION (M. Fortin/J. Wilson) That the East Central Ontario Regional Council Assembly of Elders accept the Minutes of October 4th 2019 as circulated. **Carried**

Minutes of October 21, 2019 email vote

2019-11-01-220 MOTION (S. Coles/P. Wilson) That the East Central Ontario Regional Council Assembly of Elders receive the email vote of October 21, 2019. **Carried**

2019-11-01-221 MOTION (T. Meyers/P. Wilson) that the East Central Ontario Regional Council Assembly of Elders give its consent:

to the sale of certain Real Property, the legal description of which is Lot 53 1/2 and Part of Lot 47, Registered Plan 23 (Geographic Township of Hamilton) Township of Hamilton, County of Northumberland designated as Parts 1 and 2 on Reference Plan 39R-13822 (the real property), and the municipal address of which is 9313 Burwash Road, Hamilton Township ON K0K 1C0, pursuant to an agreement between the Trustees of Rural Faith United Church, a congregation of The United Church of Canada, as seller, and Christine Emily McCracken and Michael Paul McCracken, as purchaser dated the 29th day of November 2019, and subject to Regional Council approval, the terms of which are as follows:

Sale Price - \$520,000.00

Deposit - \$5000.00

Balance due at completion - \$515,000.00

No Mortgage Back

Conditions:

Buyer obtaining financing within 7 banking days from acceptance

Buyer being satisfied with the well, within 7 banking days from acceptance

Buyer receiving notice of removal of all conditions on an existing agreement of purchase and sale on buyer's property, within 7 banking days from acceptance

Approval of agreement by buyer's lawyer, within 5 banking days from acceptance

Approval of agreement by seller's lawyer, within 5 banking days from acceptance

Approval of agreement by seller's church governing board (ECORC), within 5 banking days from acceptance

Warranties — no warranties issued, buyer acknowledges the property is in "as is" condition Completion Date (closing date) — November 29, 2019

To the following disposition of the proceeds arising from the transaction:

The net proceeds of manse sale funds shall be invested by the Board of Trustees and the income from the investment used to fund ministerial compensation. The use of any manse fund principle shall be in accordance with the Eastern Ontario Regional Council Manse Funds Policy and with the approval of the Mission Through Property and Finance Leadership Team and the Assembly of Elders.

The Real Property referred to in the above resolution is within the bounds of Eastern Central Ontario Regional Council;

The said Real Property is held by the Trustees of Rural Faith United Church, a congregation of The United Church of Canada and part of the Rural Faith Pastoral Charge, in trust for Rural Faith United Church as a part of The United Church of Canada;

The said congregation and pastoral charge are subject to the oversight of Eastern Central Ontario Regional Council. **Carried**

Minutes of October 21, 2019:

2019-11-01-222 MOTION (P. Wilson/N. Sutherland) Motion to accept the Minutes of October 21, 2019. **Carried**

Correspondence:

- a) October 17, 2019 Hugh Cowan re approval of East Central Ontario Regional Council of plans for Wolfe Island United to acquire further lands to be used for cemetery purposes at Point Alexandria Cemetery on Wolfe Island (*for action - 2*)
- b) October 17, 2019 Ruth Stockfish, Little Britain United Church re appreciation for addressing the grant request (*for information*)
- c) October 21, 2019 Rev. Nancy Lester, Rural Faith United Church re appreciation for assistance in processing the sale of the manse (*for information*)
- d) October 31, 2019 John Johnson, Glenburnie United Church re changing governing structure (*for action-3g*)
- e) October 31, 2019 Leslie Sweet, Office Administrator Deseronto-Napanee Pastoral Charge re application for a capital grant for a leaking roof (*for action – 2c*)
- f) October 31, 2019 Tom Smart re Regional Meeting, procedural questions (*for action-7*)

Business arising:

Supporting and enhancing the life of Communities of Faith where ministry takes place

I. Covenanting Support Team

- a) Team progress report – Assembly of Elder representatives (Jean and Steve) – Meet next week at Faith United in Courtice, ON.
- b) Report from Supporting Staff member (David Timpson) – Nominations Team is working well.
- c) Items from Communities of Faith
- d) Items from Liaison Forum (Pastoral Relations) – Covenant Support meeting of November 6th and then email poll of Assembly of Elders. Office of Vocation will not accept paper appointments in near future. Office of Vocations is aware of the need for timely responses in requests for good standing.

Notice of Motion: ministers who need reappointments to January eligibility checks

- Ann MacDermaid
- Nancy Lester
- Ian Robb
- Jackie Harper
- Katherine Edmison
- Kathleen Walton
- Bob Root
- Phil Hobbs
- New appointment: Anja Guignon

- Richard Parker
- Leslie Sedore

II. Mission through Property and Finance:

- a) Team Progress report – Assembly of Elder representatives (Ted Meyers, Brian James);
- b) Report from Supporting Staff Members (Rosemary Lambie) –
- c) Items from Communities of Faith

Deseronto-Napanee Pastoral Charge

2019-11-01-223 MOTION (P. Wilson/S. Coles) that the East Central Ontario Regional Council Assembly of Elders approves the Capital Grant request from Grace United Church, Deseronto-Napanee Pastoral Charge, Ontario for \$7630.00 and will forward this request to the national office. **Carried**

Wolfe Island United Church

2019-11-01-224 MOTION (R. McNally/S. Marsellus) that the East Central Ontario Regional Council Assembly of Elders approves the plans for Wolfe Island United Church to acquire further lands to be used for cemetery purposes at Point Alexandria Cemetery on Wolfe Island. **Carried**

- d) Additional pending work of the team:
 - i. Criteria for Student Bursary (to do as per *2019-06-26-152 MOTION*)
- e) Treasurer Report and draft 2020 budget (see appendix A) – Bruce Hutchison will present the budget at the Regional Council Meeting on November 9th.
- f) Grants have not been released because financials have not been submitted. Reminder will go out.

III. Governance:

- a) Revised Governance Document (version 4) – walk through by the writing team (see **appendix B** for additional policies listed below).
2019-11-01-225 MOTION: (J. Wilson/S. Coles) that the East Central Ontario Regional Council Assembly of Elders approves recommending to the meeting of the Regional Council on November 9th the *Revised ECORC Governance Handbook (November 1, 2019)*, including all amendments and the following additional Policies:
 - East Central Ontario Regional Council Travel Policy
 - Policy Regarding Travel Compensation to be paid by Communities of Faith
 - Policy for Election to Serve on the General Council
 - Policy Regarding Funding for a Community of Faith Review**Carried**

- b) Communities of Faith:
 Glenburnie United Church (see **appendix C**)
MOTION (/) that the East Central Ontario Regional Council Assembly of Elders approves the request of Glenburnie United Church to change the governance structure from the Session / Stewards/ Official Board Model to the Streamlined Board Model [B 7.2.1 *the Manual 2019*].

2019-11-01-226 MOTION (J. Wilson/S. Coles) that the East Central Ontario Regional Council Assembly of Elders forward for action to the Covenant Support Team the request from Glenburnie United Church to change its governance structure from the Session / Stewards/ Official Board Model to the Streamlined Board Model [B 7.2.1 *the Manual 2019*]. **Carried**

Fenelon Falls- Discussion: M&P to remain dissolved, budget made through public discussion, salaries are not to be included in annual reporting. Allan Boyed and Steve Coles will go to Fenelon Falls together.

Nurturing Social Justice and Outreach programs

IV. Formation Nurture and Justice

- a) Team Progress report –Assembly of Elder representatives (Marilyn Fortin) – Dr. Alexander has expressed interest to join the Formation Nurture and Justice Team.
- b) Report from Supporting Staff Members (Sharon Hull)
- c) Truth and Reconciliation Report - Rev. Rodney Smith-Merkley – Event in Bella Bella went really well and details will be presented at the General Meeting.
- d) Mission Priority Grants:
- e) Clusters and Network News
- f) Social Justice Network of Ontario Regions (SJNOR)
- g) Additional work of the team

Building Communications

- V. Communications:** Louise – Soon people will be able to add to the website for posting their own events. Louise will like more time (at least 15 minutes) on the agenda at the next meeting (re insert to Broadview; strategizing content for circulations throughout the Regional Council).

VI. Additional Reports

- a. Nominations – There are three applications have been submitted for the Affirm Forum (looking for 10). Names will be submitted to the Equity Team to populate the Affirm Forum. Nominations will present at the General Meeting.
- b. Equity Report (Phil Wilson) – Announcements to be made at General Meeting in regards to Equity during the meeting.

VII. Fall Meeting Planning November 9th Eastminster United, Belleville

- (1) Report from Facilitation Team – An updated agenda is needed for music leader. Leadership Teams need to forward hymns to Jean to be sung after reporting at the General Meeting.
- (2) Preparations – 170 registrants. Team will be on site the night before. UCW display. Still need to confirm Stewards.

- **Spring Meeting** –Pickering Village United Church (300 Church Street, Ajax), Friday May 22 to Sunday May 24

New Business:

Opening worship for next meeting -

Closing Prayer –

Equity Monitor Report (none for this meeting)

Next Meeting Dates: Saturday, November 9 RC gathering, Eastminster UC, Belleville

December 6th (ZOOM)
 Friday January 10, 2020 9am-12 ZOOM
 Friday February 7, 2020 9am – 12 ZOOM
 Friday March 6, 2020
 Friday April 3, 2020
 Friday May 8, 2020 9am-12 ZOOM
 Friday May 22 – Sunday May 24 RC meeting Pickering Village UC, Ajax

The Chair declared the meeting adjourned at 12:20 p.m.

Paul Reed
Chair

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Budget 2020 notes and spreadsheet	Pages 226-229
Appendix B	•East Central Ontario Regional Council Travel Policy •Policy Regarding Travel Compensation to be paid by Communities of Faith •Policy for Election to Serve on the General Council •Policy Regarding Funding for a Community of Faith Review	Pages 230-235
Appendix C	Glenburnie United Church -Minutes of Congregational Meeting -Streamlined Board Model	Pages 236-243
Appendix D	Report by Sharon Hull, Minister for Spiritual Nurture, Respectful Relationships and Justice with All Ages	Page 244

Appendix A**ECORC Budget 2020 Notes**

The budget is presented in two areas, Administrative and Mission based on the way monies are allocated by the General Council Office.

Revenue:

Administrative costs are covered by the fixed money transferred and referred to as discretionary Assessment Revenue. This is supplemented by money to fund part of the costs of the Executive Minister and her assistant salary and benefits.

Mission costs are covered by the Mission Support Allocation. This is used to pay for Mission staff, Mission Support Grants and other mission activities.

These funds are fixed, and the budget must be set within these limits. The 2020 allocation of funds is the same as the 2019 allocation.

Expenses:

The expense category was set up based on the best estimate of where money would need to be allocated during the inaugural year of the Regional Council. Over the course of the year additional line items were added to better explain the allocated the funds and to respond to needs not originally considered.

The major categories are:

Executive Minister Shared Expenses: – these are expenses shared across the three regions of responsibility of the Executive Minister. Expenses specific to a Regional Council are allocated to that Regional Council.

Staff: - Expenses for the operation of the Regional Council Staff are allocated here. These include salaries and benefits, travel, office operation etc. The Personal Minister costs are allocated to Administrative while the Spiritual Nurture and Respectful Relationships Ministers' costs are allocated to Ministry.

Region 11 Office: - The Conference Office was rented for one month while files, etc., were re-located off site. There is not a physical office at this time, so no cost is allocated for 2020.

Regional Council Executive: - Travel, honorarium, administrative costs, etc., of the Regional Council are allocated under the Administrative revenue. Extensive use of e-mail and electronic gatherings help keep travel costs to a minimum.

Regional Networks: - Covers travel and incidental costs for regional networks, clusters etc. This is under review to determine which gatherings should be supported. This activity is funded from the Mission allocation.

Pastoral Relations: - Covers activities related to joint activities of the Regional Council and Communities of Faith and is funded from the Administrative allocation. This includes some liaison travel, emergency paroral care, conflict resolution and reviews of Communities of faith. Policies are being developed to define which costs are shared with the Regional Council and which activities should be funded by the Community of Faith. Observer inserts were funded for 2019 but due to a three-month lead times for submitting articles the regular new letters are timelier and more relevant.

Mission Support Grants: - These are allocated based on applications received by the end of August, needs and funds available. They are generally short-term activities over year or few years and are funded from the mission allocation.

Other Mission Related: - These are grants allocated for ongoing support for longer term activities which are funded for many years and are funded from the Mission Allocation.

Other Administrative Services – These are generally administrative and similar costs necessary for providing the services of the Regional Council and are funded from the Administrative allocation.

The budget was set up with revenue slightly more than expenses to provide some contingency funds.

Funds from the Bay of Quinte Conference and some Presbyteries have not been fully transferred and some restrictions on the funds have not all been communicated so these funds are currently unknown to some extent and unavailable.

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East Central Ontario Regional Council 2020 Budget with 2019 Actuals to Sept 28									
	Administrative				Mission				Total
Review of Community of Faith	\$ 5,000	\$ 3,750	\$ 3,098	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Observer Insert	\$ 15,000	\$ 11,250	\$ 9,152	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Total	\$ 50,000	\$ 50,000	\$ 45,295	\$ 47,05	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Regional Council AGM									
Mission Work									
Mission Support Grants									
Menden Food Bank					\$ 1,500	\$ 1,125	\$ 750	\$ 375	\$ 1,500
Foot Prizes					\$ 2,000	\$ 1,500	\$ 1,000	\$ 500	\$ 2,000
Faith United					\$ 20,000	\$ 15,000	\$ 10,000	\$ 5,000	\$ 20,000
Back Door Mission					\$ 3,000	\$ 2,250	\$ 1,500	\$ 750	\$ 3,000
Greenwood					\$ 5,000	\$ 3,750	\$ 2,500	\$ 1,250	\$ 5,000
Beech					\$ 5,000	\$ 3,750	\$ 2,500	\$ 1,250	\$ 5,000
Pages for People					\$ -	\$ -	\$ 500	\$ (500)	\$ -
Imperial House Chap					\$ -	\$ -	\$ 500	\$ (500)	\$ -
Westside U.C. St. Vincent's					\$ 5,000	\$ -	\$ 2,500	\$ (2,500)	\$ 5,000
Alroy Retreat Centre									\$ 2,000
Grand River Spiritual									\$ 10,000
Halduron Confu Non profit									\$ 1,000
Total Mission Support Grants					\$ 41,500	\$ 27,375	\$ 21,250	\$ 6,125	\$ 41,500
Other Mission Related									
Camp Qu-Mo-Lac					\$ 32,000	\$ 32,000	\$ 32,000	\$ -	\$ 32,000
Quine Deer					\$ 25,000	\$ 18,750	\$ 18,750	\$ -	\$ 25,000
Admission Referrals					\$ 5,000	\$ 3,750	\$ 3,750	\$ 1,250	\$ 5,000
Admission Ref. Ch. of					\$ 6,200	\$ 4,650	\$ 6,200	\$ (1,550)	\$ 6,200
Youth Work					\$ 50,000	\$ 37,500	\$ 37,500	\$ -	\$ 50,000
Mission Prizes					\$ 118,200	\$ 96,650	\$ 56,950	\$ 39,700	\$ 118,200
Total Other Mission Support									
Other Administrative Services									
Activities	\$ 30,000	\$ 22,500	\$ 108	\$ 22,500	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Shared National Services	\$ 8,000	\$ 6,000	\$ 108	\$ 6,000	\$ 8,000	\$ -	\$ -	\$ -	\$ 8,000
Telephones	\$ 960	\$ 720	\$ 1,653	\$ 612	\$ 500	\$ -	\$ -	\$ -	\$ 960
IT	\$ 7,500	\$ 5,625	\$ 3,972	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Accounting	\$ 20,000	\$ 15,000	\$ 8,750	\$ 6,250	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Enroll	\$ 1,200	\$ 900	\$ 3,750	\$ 1,400	\$ 500	\$ -	\$ -	\$ -	\$ 1,200
Professional Services	\$ 3,200	\$ 2,400	\$ 10,071	\$ (10,071)	\$ 12,000	\$ -	\$ -	\$ -	\$ 3,200
Procurement Services	\$ -	\$ -	\$ 38	\$ (38)	\$ 200	\$ -	\$ -	\$ -	\$ -
Total Other Admin Services	\$ 72,660	\$ 54,495	\$ 22,900	\$ 31,595	\$ 81,300	\$ -	\$ -	\$ -	\$ 72,660
Total Expenses	\$ 381,360	\$ 298,770	\$ 229,264	\$ 69,506	\$ 363,650	\$ 268,900	\$ 205,925	\$ 138,414	\$ 640,260
Net Income	\$ 10,640	\$ (4,770)	\$ 64,736	\$ (69,506)	\$ 28,350	\$ 20,100	\$ 10,825	\$ (124,741)	\$ 40,740

Appendix B**The East Central Ontario Regional Council Travel Policy**

POLICY NAME: Policy regarding Travel Compensation for The East Central Ontario Regional Council Travel Policy	Date Approved: November 1, 2019
	Review date:
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 staff-led trainings, meetings of the East Central Ontario Regional Council, and appointees by the Covenant Support Team for transition work.

Policy

It is the policy of the East Central Ontario Regional Council reimburse travel at 100% the General Council Rate of 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 paid accountable Ministry personnel will be reimbursed for travel to the East Central Ontario Regional Council general meetings by their Community of Faith.

It is the policy of the East Central Ontario Regional Council to reimburse travel at 100% the General Council Rate for appointees by the Covenant Support Team for transition work.

The United Church of Canada
L'Église Unie du Canada

East Central Ontario Regional Council
Meeting of the Assembly of Elders

November 1, 2019
Zoom teleconferencing

Policy Regarding Travel Compensation to be paid by Communities of Faith

POLICY NAME: Policy Regarding Travel Compensation to be paid by Communities of Faith	Date Approved: November 1, 2019
	Review date:
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 members of a Community of Faith attending gatherings of clusters and networks, and meetings of the East Central Ontario Regional Council.

Policy

It is the policy of the East Central Ontario Regional Council that Communities of Faith reimburse travel at 100% the General Council Rate for Lay Persons and Ministry Personnel in active paid accountable Ministry, attending general meetings of the East Central Ontario.

The Regional Council recommends that Communities of Faith pay travel costs for lay persons traveling to meetings of clusters, networks.

Policy for Electing Commissioners to serve at the General Council

POLICY NAME: Policy for Electing Commissioners to serve at the General Council	Date Approved: November 1, 2019
	Review date:
Purpose: To establish a policy for the election of members to serve on the General Council, from the East Central Ontario Regional Council.	

Responsibility

It is the responsibility of the East Central Ontario Regional Council to elect commissioners to

- a) attend the triennial in-person General Council meeting,
- b) attend the annual electronic meetings of the General Council,
- c) other special meetings of the General Council as required.

Voting

When voting, members of the Regional Council are asked to elect commissioners that reflect the diversity of the church in the region, including diversity of identities of gender, ethnicity, sexual orientation, race, theology, age, life-stage and many others.

Elections, when to be held

- a) Elections of members to serve on the regional council will be held at two meeting separate meetings of the regional council.
- b) A minimum of four (4) positions shall be elected at the annual meeting held in the year of the regularly scheduled face-to-face meeting of the General Council, to ensure diversity.
- c) All other positions shall be elected at the annual meeting held in the year prior to the regularly scheduled face-to-face meeting of the General Council.

Vacancy on the list of elected persons

- a) If a person is elected to serve as a Commissioner to the General Council at the meeting of the Regional Council the year prior to its face-to-face meeting, and is either unable to fulfill their duties or is no longer eligible, the position shall be filled in one of two ways.
 - i) If the meeting of the regional council, in the year the General Council meets face-to-face, has not occurred, the vacant position shall be placed on the appropriate ballot at the meeting.
 - ii) If, in the year the General Council meets face-to-face, the meeting of the regional council has already occurred, the vacancy shall be filled from list of alternates created at that meeting of the regional council.

Nominations Process

- a) The nominations team will call for nominations in advance of the meeting, and ask nominated persons to provide a brief written biography to be shared with the regional council in advance of voting.
- b) Nominations will also be received from the floor of the regional council meeting, and nominees will be asked to provide a brief written biography to be shared with the regional council in advance of voting.

Ballots

- a) At each election, there shall be two ballots, known as Ballot A and Ballot B.
 - i) Ballot A, for lay-members of the United Church of Canada, whose membership is in a

community of faith within the bounds of the regional council.

- ii) Ballot B, for persons identified as ministry personnel of the United Church of Canada, serving within the bounds of the regional council, or in the case of retirees, living within the bounds of the regional council.
- b) From among the elected commissioners, the Regional Council shall elect one to serve as the “Leading Elder”, who will be a member of the Assembly of Elders for the Triennium.
- c) The number of persons elected from Ballot A and Ballot B shall be as close to equal as is possible, given the number of persons to be elected.

Voting procedure

- a) Voting may be by paper ballot or by a digital means. The means of casting a ballot shall be decided in the opening motions of the regional council meeting at which voting takes place.
- b) Each ballot will contain a list of candidates for the positions.
- c) Members of the regional council will be asked to rank the candidates in order of their preference, as follows, making as many ranked choices as they wish.
 - i) Put the number 1 in the box next to the name of the candidate who is your first choice
 - ii) 2 in the box next to your second choice
 - iii) 3 in the box next to your third choice and so on.
- d) A vote is considered valid if at least one choice is marked.

Counting procedure

- a) The regional council shall elect scrutineers to oversee and ensure the proper counting of the ballots.
- b) Ballots may be counted by hand or by digital means. The means of counting a ballot shall be decided in the opening motions of the regional council meeting at which voting takes place. Candidates may observe the counting of the ballots.
- c) First, the scrutineers will separately total the number of valid votes cast for each of Ballot A and Ballot B.
- d) Second, the scrutineers will separately calculate the quota necessary to be elected, for Ballot A and Ballot B, using the formula for each of the two Ballots.

$$\text{quota} = \frac{\text{Valid Votes Cast}}{(\text{number of positions to be elected} + 1)} + 1$$

- e) The counting of Ballot A and Ballot B shall then proceed as follows.
 - i) The number of first preference votes for each candidate shall be tallied.
 - ii) All candidates whose number of first preference votes reaches or exceeds the quota value are counted as elected.
 - iii) If a candidate is elected, and the number of votes exceeds the quota, surplus votes will be transferred to other candidates.
 - (1) If counting by hand, there shall be a random drawing of ballot papers from the pile of paper ballots for the elected candidate. The number of randomly drawn papers shall equal the number of surplus votes. The randomly selected ballots will be transferred to other candidates based on the next preference indicated.

(2) If counting electronically, the ballots shall be transferred proportionally, based on the fraction calculated automatically using the formula

$$\frac{\text{Surplus votes to be transferred}}{\text{Quota of votes needed to be elected}}$$

- iv) If any candidate now meets or exceeds the quota, they are considered elected, and the scrutineers return to step iii.
- v) If no candidate meets or exceeds the quota, and the remain vacant positions to be elected, the count proceeds to step vi, otherwise it proceeds to step
- vi) The candidate with the fewest votes is eliminated, and their votes are redistributed based on the next preference indicated on the ballot
- vii) If a candidate now meets or exceeds the quota, they are considered elected, and the scrutineers return to step iii.
- f) If only two candidates are left at any stage, and only one vacancy exists, then the one with the most votes will be to be elected, even if they do not reach the quota.
- g) The counting ends when all positions are filled.

Alternates

- a) In the year of the face-to-face general council meeting, the counting will continue until two persons are chosen as alternates for each of Ballot A and Ballot B.
- b) Alternates will be selected by continuing the counting process above, after all positions are filled, to fill two alternate positions with the next two preferred candidates.

Property & Finance Community of Faith Conflict Review Funding Policy

POLICY NAME: Property & Finance Community of Faith Conflict Review Funding Policy	Date Approved: November 1, 2019
	Review date:
Purpose: This policy outlines the funding allocations when Community of Faith or Ministry personnel undergoes a review.	

Background and Context:

Under the former governance structure, reviews of the communities of faith and ministry personnel were overseen by the Presbyteries and where it was necessary to utilize outside professionals the fees were split evenly between the Conference, The Presbytery and the Community of Faith.

Under the current structure, reviews of ministry personnel are handled by the Office of Vocation while the Regional Council oversees the review of communities of faith. As reviews normally involve conflict between members of the community of faith and there is a conflict resolution process in the Manual these are dealt with within the community of faith. Resolution of conflict between the governance body and groups within the community of faith are overseen by the Regional Council Covenant Support Team. There may be instances when the Covenant Support Team determines the conflict cannot be resolved informally and a professional person is necessary to perform formal review.

Funding Policy of Reviews:

- Reviews of ministry personnel are handled by the Office of Vocation.
- Review and resolution of conflict between members of the Community of Faith are handled and funded by the Community of Faith with assistance from the Regional Council Covenant Support Team.
- Formal reviews called for by the Covenant Support Team requiring the hiring of professionals are funded by equally splitting the costs between the Regional Council and the Community of Faith.

Appendix C

Glenburnie United Church

Congregational Meeting

September 22, 2019

Minutes

1. **Call to Order:** Quorum was established (see the attached attendance sheet). The meeting was called to order at 11:40 am.
2. **Caring and Sharing:** Rev. Boehm-Wilson asked us to keep the following members of the congregation in our prayers: Alma Bellringer, Maxine and John Bridges, Ruth Blacklock & family, Jack Snelgrove, Linda Wild.
3. **Opening prayer:** Rev. Boehm-Wilson opened the meeting in prayer.
4. **Approval of agenda:** Dave Pentney moved the approval of the agenda and Dave Brownell seconded the motion. **Approved.**
5. **Approval of the minutes:** The minutes of the Congregational Meeting of June 16, 2019 were reviewed. Acceptance of the minutes was moved by John Johnson and Janet Pentney seconded the motion. **Approved.**

6. **New Business:**A) **Review of Future Study Survey**

- I. Dave Pentney presented in review a summary of outcomes from the Future Study Survey.

55 out of 114 congregants filled out survey

Outcomes of Survey:

- Aging population not being replaced with younger members
- Volunteerism declining with congregations
- Financial commitment of congregants is approaching maximum
- Fundraising discussed and need of volunteers focusing on high impact efforts e.g. the Golf Tournament used a minimum number of church volunteers.
- Amalgamation with another church or finding a sharing partner for the church facilities.

II. Dave then reviewed the financial history:

- General fund over the last 5 years
- Last surplus 2015, deficit 100.00 in 2018
- Carrying deficit from previous years, the debt continues to grow and is not sustainable
- Expenditures for building fund topped up by memorial fund
- Mission and service fund not met objectives since 2014

B) Stewards Report

Update end of August finances and fiscal picture. At the end of August 7700.00 deficit. There are considerable short falls and new expenses include:

- Sunday school coordinator paid
- Clerk of session paid
- Grounds keeping paid
- Bookkeeper being paid

These are Increased expenditures, which were supported by volunteers. In some cases, the same individuals volunteered in various capacities.

C) Options for the future 2 outcomes from the survey were presented.

- There was a consensus on a fulltime renter or partnering (share space).
- Amalgamate with another congregation (an assessment of other United churches in the area show they are not amenable to joining in our church, instead the GUC congregation would have to join their church congregation).

D) Governance

Dave Pentney reviewed the current structure, the committees and their meeting schedules. He presented a new model for governance based on the Streamlined Board model. The proposed model uses an executive committee that meets monthly with other committees to meeting quarterly. The Chair of Worship, Property, Trustees, and M & P, and Treasurer would comprise the membership of the committee.

(Chairman's note: a document called Models of Board Governance which outlines the Streamlined Board is available in the church office or as PDF which can sent on request.)

Questions were asked and responses given.

Q: Is there a disadvantage to meeting only quarterly?

A: The required committees would meet quarterly or more often if there was a need. The "Board" would meet monthly. Together this would reduce the number of people required and their workload.

Q: Is someone looking at scope and mandate of the Executive? Can we approach other churches to determine how this model works?

A: It is not necessary to take the time to do this. The Streamlined Board is a model approved by the United Church of Canada and is known to work and to work effectively.

Q: In the proposed model where does the financial piece come in?

A: The Treasurer could be a member of the trustees. Financial recommendations would be made in consultation with trustees and expenditures to be brought to Executive. The United church suggests and encourages Stewards and Sessions to work together.

Elizabeth indicated that the number committees are negotiable, however some committees of the church are essential and required: (the Executive, the M&P and Trustees). In the Streamlined Board Model those required members of the executive are accompanied by elected members. The number of people on other committees can be based on having members interested in taking on the roles.

There was consensus that a more precisely structured and detailed model be brought to next congregational meeting for review.

Bill Hendry moved: "that the congregation move forward with this change to our governance structure". Seconded: John Morrison. Approved.

- E) Long Range Planning:** A proposed was put forward to establish a committee to work on Long Range Planning. A question to be addressed is "How to encourage increased attendance at GUC?". A group not represented in the congregation is acknowledged in the age 30 to 55 years old. The membership of the committee needs a spectrum of the community in the mix. As we get Long Range Planning for the continuance of GUC underway, interim fundraising is recommended to keep church going. What can we do to enlarge the committee beyond what we had for the Future Study Committee? A membership that a broad mix be found that covers all age ranges.

Linda Wild moved that: "David, Jake and Elizabeth seek out congregants in this age range with interest and able to assist in finding a community partner to share space with and to work on planning outreach to build our congregational community.

Seconded: Linda LeBlancq. Approved.

- F) Fundraising:** At Session Jenn Snelgrove presented a Vesey Seed Catalogue fund raiser. Tina Toon and Jenn Snelgrove will coordinate the effort. The target time is spring planting.
- G) Family Photo Directory:** Two options were presented. Historically the Church has hired a professional to take photos and sell photos to those members of the congregation who wanted them. However, in the Future Study Survey there was someone who volunteered to take pictures for congregational Family Photo Directory. **Arlene Healy agreed to take photos.** She will handle technical side of putting it together, generate files, take to staples Costco and will be bound for cost. Profits from the sale of photos will go to the church in this case. **Linda LeBlancq volunteered to assist Arlene.**

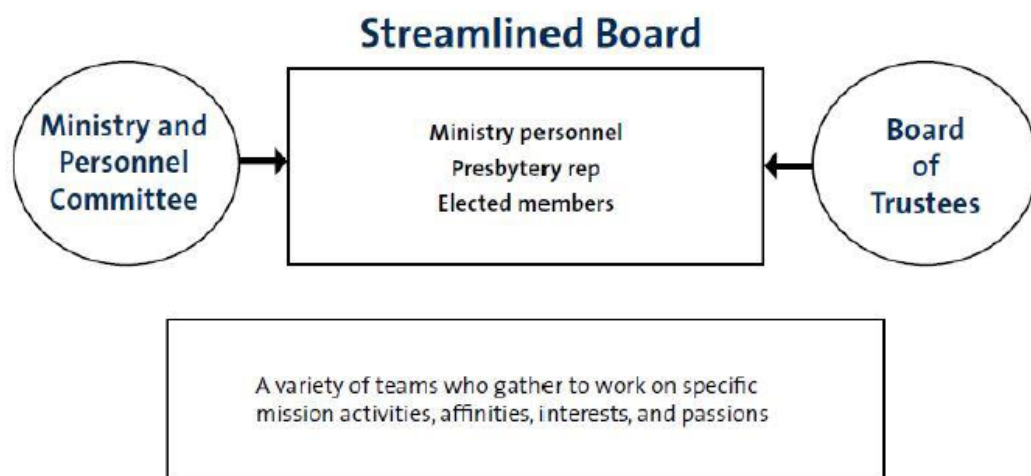
7. Next meeting is scheduled for October 27, 2019 after the morning worship service.
8. Motion to adjourn Karen Siltanen at 12:26
9. Elizabeth reminded everyone of Worship Services at Fairmont Nursing home at 2:00pm and then closed the meeting in prayer.

Jake Hofstee, Chairman

Lisa Slack, Secretary

Name	Name	Name
DAVID PENTNEY	Beth Seymour	Ellie Nelson
Jake Hofstee	Alene Healey	Donna Brunell
Roy & Dorothy Bohm-Wilson	Karen Siltanen	Lisa Slack
Jeff Fehr	Elizabeth Foster	
Jean Lappan	Doreen & Dennis Brownell	
Lois Butch	By Helen	
JEFF ROSS	John	
KRISTYNE ROSS	Gladys Gummer	
Lorna Hendry	Janet Allen	
Bill Hendry	BOB LENT	
Heta Liska	Ronie Belle	
Katie & David Janulec	Eck & Donna	
HARRY WOOLORIDGE	Shirley Joyce	
LINDA LEBLANCQ	Bill Beattie	
John Johnson	David Pentney	
Helen Booth	Murray Marg Hannah	
HELEN CHISHOLM	Kneida Johnson	
Judy Fehr	John Morrison	
Dennis Lucorpe	Bonnie McClellan	
Mae Claege	Robert Donaldson	
Betty Vancey	Karen Siltanen	
Linda Wild	Linda Williams	
Sonya Bianchet		

Governance at GUC



GUC implementation of the Streamline Board Model.

We will call the central block the Executive Committee (Executive). The Executive is a coordinating body for all committees and interest groups working on behalf of the congregation. It is not a **major** decision-making body. All major decisions will go to a meeting of the congregation.

- The Executive membership will consist of an elected Chair and three other elected members (elected at the annual meeting); a representative from Trustees; one from Ministry and Personnel; the Treasurer; and the minister (non-voting). We will aim to have an Executive that is representative of the congregation in age and gender.
- A non-voting secretary/clerk for record keeping who will provide draft minutes to the congregation as soon as possible after a meeting.
- Nominations for executive and committee members will be sought by the Executive prior to the Annual Meeting from groups within the congregation (Choir, Bell Choir, Faith Journey, Worship, Property, Finance ...) and from members. A month prior to the meeting the Executive will ask the congregation and active groups within it, to submit the names of people they recommend for leadership. The Executive receives those recommendations and checks with the individuals to see if they are interested/available.
- The executive will meet monthly, September to June or as needed.
- Each member of the Executive will be responsible for liaison with other committees and any active interest groups.

- For times when the minister is away the Executive will arrange Pulpit Supply and Pastoral Care.
- The terms of office for members of the Executive shall be three years. All Executive members will have the possibility of a renewal for a second three-year term after which there must be at least a one-year break.
- Terms of reference for the Chair of the Executive and members of the executive will not be developed at this time. However, if required they will be developed based on experience gained through the adoption of this model.
- Decisions are to be made by consensus whenever possible. The Chair may call a majority vote when seen to be appropriate.
- Quorum will be 4 excluding the Minister or approved substitute.
- Other committees/groups can submit agenda items as required and send a representative if needed.
- Visitors will not join in the decision-making process.
- Financial requests come to the Executive for decision. (Must be within annual financial Request).
- In the case of an emergency during the summer months of staff holidays when Ministry staff is absent, a decision on temporal matters is made by a quorum including at least four Executive members one of whom is the Trustee. If the emergency involves a staff member, the decision also requires at least one member of the Ministry & Personnel Committee.
- The Executive can form ad hoc committees to carry out the work of the church.
- The Executive will coordinate the preparation of the annual financial request.

Committees-General

- Membership of Committees will be elected at the Annual Congregational Meeting.
- Committee members will serve two terms after which a one-year break will be required.

Committees Meeting on a Regular Basis

Board of Trustees (3 minimum)

- The Board of Trustees manages the Memorial Fund. The Board draws its mandate and requirements from the UCC manual. A useful resource is UCC handbook-trustees which is available on the Church Office computer and can be downloaded at:
https://www.united-church.ca/sites/default/files/resources/handbook_trustees.pdf.

Ministry and Personnel (4)

- No changes.
- Meets quarterly.

Committees Meeting as Required

Worship Committee (3-6)

- Provides input and ideas to the minister for planning of worship services, and offer assistance where necessary.
- Reports to the Executive through the minister.
- Membership is determined by interest and by the minister recruiting, but always includes the music director.
- has oversight of the wedding hostess positions/duties.
- records weddings, baptisms, funerals.
- organizes the serving of communion.
- has responsibility for finding Sunday greeters/ushers/lay readers.

Property Committee (3-5)

- Membership will be elected at the Annual
- Responsible for both the manse, church and church grounds.
- Responsible for key distribution to renters of the building, or opening/closing the building for renters.
- Identifies maintenance issues and prioritizes them
- Organizes or carries out needed work.
- Monitors cleaning of the church.
- Monitors maintenance of church grounds.
- Monitors the heating systems, water-purifying system, alarm system and initiates such maintenance as required.
- Ensures temperature settings are appropriate to the season and usage.

Interest Groups

- Exists as long as there is interest.
- Finds its own membership.
- No change from current operation

Mission and Service**Faith Journey****Prayer Shawl Ministry****Prayer Circle****Outreach****Church Technology:**

- Finds its own membership.
- Sound System, Office Computer (Windows), Projectors, Apple Macs, iPad.
- Recommend on maintenance, upgrades and operation.

Finance

- Exists if there is interest.
- Finds its own membership.

Functions with No Formal Structure (existing)

1. Newsletter
 2. Advertising
 3. Webmistress
 4. Internal Auditors
 5. Library
 6. Decorating
 7. Heritage.
- Activities in the church may lead to other functions being formed. Each of these must be approved by the Executive.
 - Each of these functions generates its own membership and names a Chair or Secretary if deemed necessary by the membership.
 - There is no limit or term for participation in these functions.
 - These functions require no work by the Executive.
 - They may request time on the Executive Agenda.
 - If the Executive judges a function to be needed, the Executive can take the necessary steps to ensure continuance of the activity.

Appendix D

November, 2019 Report for Assembly of Elders By Sharon Hull
Spiritual Nurture, Respectful Relationships and Justice with All Ages

Niagara Youth Festival

- Joint bus with EOORC, we filled our seats but there was a low representation from EOORC - both leaders and youth.
 - I reached out to other leaders and youth to fill the bus and to have adequate supervision, this lead to more time spent than anticipated
 - Will have a debrief of the event with the EOORC staff
 - It was a great event where connections were made with other youth, leaders and the moderator.
 - There was also a good variety of workshops for learning.
-
- I completed my Boundaries training
 - Equity Meeting
 - Received the grant money from the government for the Vibe program (with a lot of follow up)
 - Wednesday night- Speaker at Trent- Dr. Pamela Palmier- Missing and Murdered Indigenous Women and Girls, dinner with young adults and attend the talk
 - Youth and Young adults to attend the November 9th meeting and fully participate in the meeting