

East Central Ontario Regional Council
Meeting of the Assembly of Elders
Thursday, March 12, 2020 – 10:00 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
Ted Meyers	Member (on Zoom)
Rev. Steve Spicer	Member (on Zoom)
Rev. Phil Wilson	Member
Shannon Marsellus	Member
Brian James	Corresponding Member - Financial Administration
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	Member, Executive Minister
Joel Miller	Corresponding Member, Program Assistant to Executive Minister, Recording Secretary
Karen Valley	Corresponding Member, Office of Vocation

REGRETS/ABSENT

Rev. Rodney Smith-Merkley	Corresponding Member - Minister for Respectful Relationship and Indigenous Justice
Nancy Sutherland	Member
Steve Coles	Member
Rev. Ryan McNally	Member

Opening Devotions and Recognize the Land – Representatives from the Affirm Forum (Bruce Hutchison, Judy Amsbury, Sharon Woodrow) led the opening worship, which began with the Call, the Gathering Hymn “I Have Called You By Your Name” (MV161), Gathering Prayer and Lord’s Prayer, Scripture reading Mark 8:27-29a, Shared reflection, Litany of Response and Closing Hymn “Draw The Circle Wide” (MV138).

Circle Time of Sharing – All were invited to introduce themselves.

Appointment of Equity Monitor for this Meeting – Phil Wilson

Agenda

2020-03-12-030 MOTION (P. Wilson/S. Marsellus) That the East Central Ontario Regional Council Assembly of Elders accept the agenda as amended to include the following addition:

- COVID 19
- Governance document

OD Presentation: Affirm/Equity – Bruce Hutchison

2020-03-12-031 MOTION (J. Wilson/P. Wilson) That the East Central Ontario Regional Council Assembly of Elders welcomes Affirm representatives Bruce Hutchison, Judy Amsbury and Sharon Woodrow as corresponding members for this presentation.

Affirm Presentation – (also see appendix A)

1. Introduction of the Affirm Forum members present
2. Introductory remarks – provided by Sharon
3. Review of Self-Assessment exercise – Bruce provided an explanation for how Affirm United gained its accreditation authority to assess congregations, and what it seeks to do (creating safe spaces within congregations); provided definitions of language regularly used by the Affirm community; spoke of the three stages that transgendered people go through: Stealth, public and stealth; spoke of advocacy role of affirming congregations and how to deal with instances of ‘homophobia’, racism, etc., when situations arise.
4. Video - <https://youtu.be/yUX0UtXDV44>
For group discussion:
 - a) Video – feedback – direction provided by Judy Amsbury:
 - b) What surprised you?
 - c) What has been your experience around language?
 - d) Did you see any errors in judgement?
5. Next Steps – Bruce explained that there will most likely be another year of discussions and learnings, and the decision to become an Affirming Regional Council will be deferred to May 2021.

Minutes of February 7, 2020

2020-03-12-032 MOTION (P. Wilson/J. Wilson) That the East Central Ontario Regional Council Assembly of Elders accept the Minutes of February 7, 2020 as circulated. **Carried**

Minutes of February 19, 2020

2020-03-12-033 MOTION (M. Fortin/S. Marsellus) That the East Central Ontario Regional Council Assembly of Elders accept the Minutes of February 19, 2020 as circulated. **Carried**

Correspondence

- a) February 2, 2020 Bruce Laird, Chair of Council, New Hope United Church, Port Hope re permission to use investment funds to accomplish manse renovations (*for action V d*)
- b) February 13, 2020 Rev. Cordelia Karpenko, St. Paul's United Church, Ajax re new governance constitution (*for action VII a*)
- c) February 18, 2020 Isabel Peat, Board Chair, St. Paul's United Church- Bowmanville re the revision of our Operating Policies and Procedures (*for action VII b*)
- d) February 23, 2020 the Congregation of Spring Brook United Church in response to the letter of December 6, 2019 re an opportunity for a face-to-face (*for action VII c*)
- e) February 29, 2020 Rev. Nancy Lester, Rural Faith United Church re request to sell vacant lot (*for action V c*)
- f) March 4, 2020 Rev. Marlene Britton, Program Co-ordinator Admission & Pastoral Relations, copied on letter to Marilyn Zehr re authorized as ready for admission into the United Church of Canada (*for action at the Celebration of Ministry*)
- g) March 5, 2020 Stephen Young, Cannington re potential leasing partnership with local non-profit (*for information*)

Business arising

Building Communications

- I. Communications:** – (See **appendix B**) Louise showed the insert that was circulated in the Broadway magazine, the creation of which proved to be a larger task than anticipated. If it is to continue, it needs to be mandated to a person other than the Communications and Administration Assistant. The decision made in 2018 to carry an insert for the magazine for the first year in transition, however, the staff position was only budgeted at half time with many other communication responsibilities. Clustering events will eventually fill the void left by Presbyteries, and the Regional Council should be encouraging members to post their local events on the website themselves, that less communication channeled through the Regional Council Communications and Administration Assistant.
- II. Facilitation Team report** – Information for registration should be ready for next week. The Team is meeting regularly to plan. Local Arrangements are being organized with Pickering Village United Church. The theme is “Sharing at the Table”. Both Equity and Affirm will be leading worship. In light of Coronavirus, it has been suggested to plan for online meeting in the event that the Regional Council cannot meet in person. Facilitation Team at their next meeting will create an alternate plan.

Supporting and enhancing the life of Communities of Faith where ministry takes place
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III. Communities of Faith in Transition

- a) Information to be provided (requirements) from a Community of Faith:
- Annual Report including audited/reviewed financial statements (to be sent to the Pastoral Relations Minister). The Covenant Support Team has created a sub-group looking into “Oversight” (Deborah Elliott, Larry Doyle, Craig Donnelly), to help with reviewing Annual Reports (i.e. for continued deficits to see if engagement needs to be had) and to begin creating standards for Community of Faith oversight.
 - Living Faith Story (see Guideline of Ministry of Faith Profile document: <https://www.united-church.ca/sites/default/files/pastoral-relations-guidelines-community-faith-profile-december-2019.pdf>)
 - Building assessment (to be finalized by Mission through Property and Finance Leadership Team) – see **appendix C**
 - Future Ministry/Mission plan
 - Stewardship Education: engagement with Rev. Trish Elliott to develop strategies
- b) Responsibility of Teams: specifically Covenant Support Team & Mission through Property and Finance Leadership Team when providing directions to Communities of Faith as they consider selling property: create a *toolkit* using the resources that are in the handbook; and circulate it throughout the Regional Council with a Covering Letter to Communities of Faith and another Covering Letter to Ministry Personnel, asking them to take note of these concerns and be prepared to address the toolkit.

Discussion: How to fill pews; there needs to be some direction on how to help Communities of Faith do that, create revenue to stay open?

IV. Covenanting Support Team

- a) Team progress report – Assembly of Elder representatives (next meeting on April 6th)
- b) Report from Supporting Staff member (no report)
- c) Items from Liaison Forum (Pastoral Relations)

Trinity United Church, Omemeé Ontario

2020-02-07-034 MOTION (J. Wilson/S. Marsellus) that upon receipt of the properly completed form, the East Central Ontario Regional Council Assembly of Elders approves the appointment of Rev. Don Green, Retired supply Ordained Minister, to Trinity Omemeé United church, Omemeé Ontario, Part Time 20 Hours per Week ministry from 12/03/2020 to 06/30/2020. **Carried**

Discussion: Omemeé needs to contact Deb Kigar to get forms updated for the Community of Faith.

- d) Licensed Lay Worship Leaders – Asking for time on the agenda in May 2020. The forum also wants to recognize new LLWL at the meeting. This request will go to the Facilitation Team.
- e) Pastoral Relations (see Pastoral Relations Minister's report **appendix D**)

i) Emmanuel United Church

2020-02-07-024 MOTION (S. Coles/S. Spicer) that the East Central Ontario Regional Council Assembly of Elders, having received the report from Rev. Patti Evans, conflict resolution facilitator assigned to Emmanuel United Church, refer said report to the Office of Vocations Remedial Committee for action, and request a response as to what that action will be, so that the Regional Council can support the congregation during said action. Carried

2020-03-12-035 MOTION (J. Wilson/P. Wilson) that the East Central Ontario Regional Council Assembly of Elders ask Rev. Patti Evans, conflict resolution facilitator assigned to Emmanuel United Church, to continue her work within the Community of Faith, funding of the conflict resolution to be paid 50% by the regional Council and 50% by the Community of Faith. **Carried**

Discussion: A pastoral Charge Supervisor will have to be named (preferably with Interim Ministry experience) to Emmanuel United Church.

j) **Mission through Property and Finance:**

a. Maple Lake United Church, Minden

2020-03-12-036 MOTION (T. Meyers/S. Spicer) That the East Central Ontario Regional Council Assembly of Elders recommends the \$1900 Church/Manse Modernization and Improvement Grant for Maple Lake United Church, Minden, for upgrades to operate an approved kitchen facility (not currently in compliance on three health matters), and forwards the request to the General Council office). **Carried**

b. Wesley United Church, Buckhorn Pastoral (NM) Charge

2020-03-12-037 MOTION (T. Meyers/S. Spicer) That the East Central Ontario Regional Council Assembly of Elders recommends the \$5000 Church/Manse Modernization and Improvement Grant for Wesley United Church, part of the Buckhorn Pastoral (NM) Charge, to repair the roof, steeple and church interior and forwards the request to the General Council office. **Carried**

c. Rural Faith United Church (see **appendix E**)

2020-03-12-038 MOTION (T. Meyers/S. Spicer) That the East Central Ontario Regional Council Assembly of Elders approves the request of Rural Faith United Church to sell Part Lot 47 Plan

23, Hamilton Part 3 on Reference Plan 39R-13822; Township of Hamilton, County of Northumberland, and the municipal address of which is Vacant Land fronting on the South side of Burwash Road, Hamilton Township, ON K0K 1C0 to Trisha Lichtenburger for \$200,000.

Conditions:

1. Buyer obtaining financing on or before 6 pm on March 27, 2020
2. Buyer being satisfied with respects to all aspects of the subject property and its suitability for her purposes on or by 6 pm on March 27, 2020
3. Approval of agreement by seller's lawyer no later than 6 pm on March 13, 2020
4. Approval of agreement by seller's church governing board (ECORC) no later than 6 pm on March 13, 2020

Completion date (closing date) April 15, 2020

In the case of transactions generating proceeds to the following disposition of the proceeds arising from the transaction:

10% to be remitted to the United Church of Canada for the on-going support of Indigenous Ministry,

90% to be retained by the Community of Faith with an approved ministry plan for the use of the proceeds by the Regional Council that is financially sustainable, with the understanding that up to 5% of the invested capital may be used in any given year to support its operating budget. (ECORC Policy Regarding Proceeds of the Sale of Property November 9, 2019)

Carried

d. New Hope United Church, Port Hope

2020-03-12-039 MOTION (T. Meyers/S. Spicer) That the East Central Ontario Regional Council Assembly of Elders approves the request of New Hope United Church, Port Hope to use \$ 20,000 from its investment funds to pay for capital improvements to the manse (including windows, new vinyl flooring for kitchen, and lower floor hallway to back entrance, kitchen counter and faucet, minor electrical) to allow for rental revenue. **Carried**

e. Saint James United Church, Peterborough

2020-03-12-040 MOTION (T. Meyers/S. Spicer) That the East Central Ontario Regional Council Assembly of Elders allow the Saint James United Church, Peterborough, to proceed with major renovations to the sanctuary, costs up to \$130,000, subject to the Board of Saint James' final approval. **Carried**

k) Governance: Accountability and Limitations of Teams - for open discussion:

- a. Highlight work anticipated,
- b. Work in progress and
- c. Actions taken.
 - The measure of freedom to act might be; if the report to the Assembly of Elders has identified a piece of work anticipated or underway, and if no concern or limitation placed upon the Team, then they act as a 'commission', free to conclude the work with appropriate action without further approval of the Assembly of Elders.
 - If a liaison is in place to assist a Search the Assembly of Elders, is there a need to approve a Call?
 - If the priorities have been set for grants, if there a need to approve those awarded?

- If we can agree on the process for a community of faith in transition then whether it concludes with a change in ministry terms, amalgamations or sale of property we should be able to place trust in the process and stand by the outcome.

Discussion: Using the criteria above, Paul will prepare a proposal (i.e., how reporting of the Teams will happen, and what information will come to the Assembly of Elders) and a communication to go out to Teams and bring to next Assembly of Elders meeting.

l) Communities of Faith:

- St. Paul's United Church, Ajax (see **appendix F**)
2020-03-12-041 MOTION (P. Wilson/M. Fortin) That the East Central Ontario Regional Council Assembly of Elders approves the new governance structure of St Paul's United Church, Ajax, and request that at least one of the Community of Faith's representatives to the Regional Council be named to the Governance Structure of that Community of Faith. **Carried**
- St. Paul's United Church- Bowmanville (see **appendix G**)
2020-03-12-042 MOTION (J. Wilson/M. Fortin) That the East Central Ontario Regional Council Assembly of Elders approves the revisions to the Operating Policies and Procedures of St Paul's United Church, Bowmanville. **Carried**
- St. Marks United Church, Cannifton (see **appendix H**)
2020-03-12-043 MOTION (J. Wilson/S. Marsellus) That the East Central Ontario Regional Council Assembly of Elders approves the revisions to the Constitution of the Unified Board of St. Marks United Church, Cannifton. **Carried**

Discussion: In future it would be good to ask Communities of Faith to indicate what the changes are when revisions are submitted.

- Spring Brook United Church
2020-03-12-044 MOTION (P. Wilson/S. Marsellus) That the East Central Ontario Regional Council Assembly of Elders delegates the following representatives Jean Wilson, Steve Spicer and David Timpson (along with Supervisor Kirby Braithwaite) to meet with the Spring Brook United Church (matching numbers of representation). **Carried**

Discussion: David will set up date for meeting

Nurturing Social Justice and Outreach programs
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m) Formation Nurture and Justice

- Team Progress report – Haven't met yet (no report)
- Report from Supporting Staff Members - Report of the Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages; will meet near end of March (see **appendix I**)
- Truth and Reconciliation Report – Report of the Minister for Respectful Relationship and Indigenous Justice (see **appendix J**)
- Mission Priority Grants (deadline April 15th)
- Clusters and Network News (nothing reported)
- Social Justice Network of Ontario Regional Councils (SJNORC) (see *appendix F*)

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- g. Additional work of the team (see *appendix F*)
 - h. Mission Awareness Trips to El Salvador and elsewhere (nothing reported)

n) Additional Reports

a. Nominations

2020-03-12-045 MOTION (P. Reed/P. Wilson) That the East Central Ontario Regional Council Assembly of Elders elect Svinda Heinrichs, Bill Smith and Caroline Giesbrecht to serve on the Nominations Team. **Carried**

- b. Equity Report – Recently met, work is moving forward, Team has good representation. Next Affirm meeting on April 9th and Equity meeting on April 20th and a sub-group of both Teams will work towards creating worship at AGM.

o) New Business:

1. Teams make presentations by Zoom once or twice a year to all interested members of the Regional Council.
2. Bay of Quinte Conference Tax has been filed and Business Number can now be transferred over to the Regional Council.
3. COVID19 – see emergency planning that is provided by the United Church of Canada: <https://www.united-church.ca/leadership/church-administration/emergency-planning> (content on webpage is constantly being updated). It has been suggested that a pastoral letter come from the Assembly of Elders and circulated throughout the Regional Council. It has been suggested to get congregations on PAR, ask members to donate through CanadaHelps, in the event that congregations cannot gather.

Opening worship for next meeting

Equity Monitor report – P. Wilson

Closing Prayer – Paul Reed

Equity Monitor Report

Next Meeting Dates Friday April 3, 2020 9 am- 12 ZOOM
 Friday May 8, 2020 9am-12 ZOOM
 Saturday May 23 – Sunday May 24 RC Pickering Village UC, Ajax

Motion to adjourn

2020-03-12-046 MOTION (P. Wilson) That the East Central Ontario Regional Council Assembly of Elders meeting be adjourned at 3:06 p.m. **Carried**

Appendices

Appendix A	Affirm Forum Presentation <ul style="list-style-type: none"> • Discussion points • Member Profile • The ECORC Assembly of Elders committed to the following Interim Plan of Action on April 24/19 and directed that the ECORC Inaugural Meeting Agenda incorporate the required actions. 	Pages 50-52
Appendix B	Communication's Report	Page 53
Appendix C	(Draft) Building Assessment Form	Pages 54-58
Appendix D	Pastoral Relations Minister's report	Page 59
Appendix E	Trustee Certificate – Rural Faith United Church	
Appendix F	New governance structure of St Paul's United Church, Ajax	Pages 60-64
Appendix G	Revisions to the Operating Policies and Procedures of St Paul's United Church, Bowmanville	Pages 65-103
Appendix H	Revisions to the Constitution of the Unified Board of St. Marks United Church, Cannifton	Pages 104-122
Appendix I	Report of the Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages	Page 123
Appendix J	Report of the Minister for Respectful Relationship and Indigenous Justice	Pages 124-126

Appendix A

**Meeting of Assembly of Elders- March 12, 2020
With ECORC Affirming Forum****Self-Assessment/Self-Reflection Tool**

Given a presumed range of experience in the membership of the Assembly of Elders concerning "Affirming Ministry", our team wants to avoid providing information to those who have significant experience with Affirming Ministries. However, we do not wish to use terms and concepts not familiar to those present. The following is an assessment/reflection tool to help us all in this process. You will not be asked to report on any of these questions, but there will be an opportunity to ask questions or provide perspectives on the material at our face to face meeting on March 12, 2020.

ABOUT AFFIRM UNITED/S'AFFIRMER ENSEMBLE (AUSE)

- Who is AUSE?
- Who are they accountable to?
- How is AUSE funded?
- What is AUSE's charitable status?
- What is their relationship with The UCC? What are the 3 mandates of AUSE?
- What does PIE stand for?

ABOUT TECHNICAL TERMS/LANGUAGE

- What does cis-gender mean?
- What does transgender mean?
- What does bisexual mean?
- When is it ok to use the word "Queer"?
- What are the 3 stages a transgender person typically goes through?
- What is the sexual orientation of a person who has transitioned from male to female?
- When is it appropriate to ask about surgery?
- How many trans and gender different people were murdered globally last year?

ABOUT BEHAVIOUR/FEELINGS

- Is it ok to say "it doesn't matter to me what your sexual orientation is"?
- You want to introduce a gay/lesbian couple to a friend – how do you introduce them?
- If you were in a group and noticed others reacting negatively to a same gender couple, what would you do?
- When someone talks about their spouse, what assumption do you make about their gender?
- Have you ever been in a situation where a man spoke about his husband or a woman spoke about her wife? What was your reaction?
- When you meet a child enrolling for Sunday School, what do you assume about their parents/guardians? Does it make a difference if the parents are two women or two men?
- Friends of yours are a same gender couple considering moving into a retirement home, what questions would you encourage them to ask prospective homes?

ANY QUESTIONS YOU MAY HAVE

Affirming Forum Members Profile

Judy Amsbury

- St Andrew's UC Peterborough – Affirming Ministry Team- 2012 - 2016
- Emmanuel UC Peterborough- Affirming Ministry Team - 2016 - 2019
- B of Q Conference Affirming Ministry Action Team – Chair 2008 – 2015
- Affirm United National Council Executive – Treasurer 2011 – 2017
- Affirm United Peterborough Chapter- Member since 1992

Sharon Ballantyne

- Part of Affirming steering committee and Affirming worship for Dunsford Community of Faith
- Affirming Ministry since Sept. 16, 2018; Affirming Ministry equity, Affirming group on-going.
- Chair of Affirming Steering Committee for Kawartha Highlands Presbytery, an Affirming Ministry since Sept. 19 2018
- Intercultural Observer GC 43, July 2018; McGeachy Sr. Scholarship for research project awarded 2018
- Member of Equity Team of former Bay of Quinte Conference, now Equity Team ECORC, equity monitor, ally and advocate, 2015-on-going

Mary-Margaret Boone

- Member of committee to engage Kawartha Highlands Presbytery in the journey to become affirming, including participation in two of the workshops

Doug Ferris

- Greenbank UC Affirming Committee 2018 - 2020
- PFLAG Durham 2015 – 2020

Bruce Hutchinson

- Chair of the Sydenham Street United Church when it became an Affirming Ministry in 1999;
- Affirm United National Council for 6 years (3 as Secretary),
- B of Q Affirming Ministry Action Team - 2007 to 2019,
- Led the B of Q Affirming Ministry process
- Inaugural member of B of Q Equity Team

Elizabeth Macdonald

- Out Married Lesbian minister called to Sydenham Street United Church - first and longest Affirming congregation in Bay of Quinte Conference:2002-2016
- Member of B of Q 10 by10/Affirming Ministry Action Group :2008-2018;
- Member of Affirm United for more than 25 years

Patricia Teskey

- Cambridge Street UC, Lindsay, Chair, Affirming Ministry Action Group, as of September 2019

Sharon Woodrow

- Past Board Chair at Trinity, Cannington
- Current Chair of Affirming Committee at Trinity, Cannington. We celebrated becoming Affirming in June 2019

The ECORC Assembly of Elders committed to the following Interim Plan of Action on April 24/19 and directed that the ECORC Inaugural Meeting Agenda incorporate the required actions.

Interim Affirming Action Plan June 2019 – 2020

- Present Interim Mission Statement and Action Plan for discussion at Inaugural Meeting of East Central Ontario Regional Council 2019 (Assembly of Elders). **COMPLETED**

Vote on joining Affirm United/S'affirmer Ensemble for an annual at the ECORC Inaugural Meeting. **COMPLETED**

From the minutes of Inaugural Meeting of East Central Ontario Regional Council

- The Affirming Forum will be an ongoing body that creates awareness of what full inclusion would look like and makes the Equity Team aware of both where the East Central Ontario Regional Council is lacking and how we might become more fully what we desire. The Equity Team might assign tasks to the Affirming Forum to develop strategies and engage in teaching moments. **TEAM NAMED AND MET FIRST ON JANUARY 11, 2020**
- The Affirming Forum will advise the Equity Team, Assembly of Elders and the Executive Minister on all matters concerning becoming an Affirming Region. The Affirming Forum will implement the items below on the Interim Action Plan. **IN PROGRESS**

Interim Action Plan June 2019 – 2020

- Consult with East Central Ontario Regional Council Staff and provide suitable professional development related to working with and for an Affirming Ministry (The Affirming Forum).
- Engage East Central Ontario Regional Council Teams and Forums to discuss and determine their particular Affirming responsibilities and opportunities to ensure that an Affirming culture is in action for all the responsibilities as outlined in the document "Responsibilities of East Central Ontario Regional Councils" received from David Allen November 8, 2018 (The Affirming Forum). • Assess the interest and need and provide appropriate opportunities and financial support for education on diversity and inclusion across the region (The Affirming Forum).
- Revise the Interim Action Plan as necessary (The Affirming Forum to prepare and present to the Assembly of Elders for approval). •
- Prior to the second annual meeting of the East Central Ontario Regional Council, prepare a progress report and ongoing action plan to submit to Affirm United/S'affirmer Ensemble for approval. (The Affirming Forum to prepare and present to the Assembly of Elders for approval. The Assembly of Elders will then submit to Affirm United/S'affirmer Ensemble).

February 26, 2020

Appendix B

Communications for March 12 Assembly of Elders meeting **East Central Ontario Regional Council**

1. **Insert** – you have my report
2. Working Together – 26 people attending
3. **Affirm United logo** attempts
East Central Ontario Regional Council qualified for Interim Affirming Status which was offered to Regional Councils with extensive Affirming experience as conferences. With this Interim status we offered them the use of the logo.
So please send it to Louise. ECORC is mainly the former Bay of Quinte Conference with 4 new communities of faith. They are fine tuning their vision/mission statement and their Action Plan and will be having their vote to be Affirming in this spring.
Thanks for checking . . . and sorry this was not clear.
Linda
Linda Hutchinson
Coordinator of Affirming Ministry Program
 - help and direction implementing
4. **Change in regard to community events.** I am hoping this will not create waves.
 - This will affect newsletter
5. LLWL forum / form – David / Nancy Payne
6. Association of ministers webpage and support.
7. Thinking strategically about what work most needs to happen at this time – update website, update the lists at Dynamics 365
8. comms policies / advisory group?
for example, Shining Waters on Working Well Together
perhaps query other Regional Councils

Appendix C

East Central Ontario Regional Council			
Property Management & Informal Building			
Condition Assessment			
Community of Faith:			
Minister:			
Contact Name:			
Position:			
E-mail:			
Phone:			
Date:			
	YES	NO	Description, Comments, Location
Documentation			
Is the Church classified as a "Historic Property"			
Year of oldest part of building?			
Year of most recent addition?			
Are the property deeds and survey available?			
Are the Architectural & Engineering plans available?			
	YES	NO	Description, Comments , Location
Is the building insured?			
If YES, who is the Insurance Policy Carrier?			
If YES, what is the liability amount of the policy?			
Replacement Value of Building and Contents (Line 25 in UCC statistics)			
Value of Manse (Line 26 in UCC statistics) (n/a if no manse)			
Estimated Value of Church (Line 29 in UCC statistics)			
Property Insurance Amount (Line 30 in UCC statistics)			
	YES	NO	Description, Comments , Location
Has a formal Building Condition Assessment (aka BCA) been done?			
If YES, what year was this report done?			
If YES, name of Engineering Consultant doing BCA?			
If YES, is there sufficient reserve funds to cover future capital replacement costs outlined in BCA?			
What is the date of the last Building Assessment/Evaluation			

Name of Consulting Firm doing Evaluation?			
Is there a Maintenance Plan for the property and buildings?			
Expended for local capital improvements (Line 33 in UCC statistics)			
	YES	NO	Description, Comments , Location
Total Liabilities (Line 31 in UCC statistics)			
	YES	NO	Description, Comments , Location
Is the Building or any part of the Building rented out?			
Are there leases or Rental Agreements in place?			
Area rented use only. In sf or m2.			
Percentage of total space %			
Annual value of rentals and leases.			
Are external renters required to provide proof of liability insurance?			
Barrier Free Access	YES	NO	Description, Comments , Location
Is the site accessible as per standards and regulations?			
Is there an elevator or lift device?			
Is there a barrier free access to worship space (no curbs, lifts, etc)			
Fire Safety	YES	NO	Description, Comments , Location
Is there a fire alarm panel?			
Are inspections completed annually and reports available?			
Is the Exit Plan Posted?			
Are fire extinguishers in place with location signs, inspection tags?			
Does the building have a sprinkler system?			
Are there functioning Building Exit Lights?			
Are window coverings flammable?			
Security	YES	NO	Description, Comments
Is there a building access system/policy?			
Does the building have an alarm system?			
Is there a Lock & Key Management Plan?			
Is membership privacy data secure?			
Are telephone and WiFi systems up to date, secure?			
Is the office Wifi password protected?			

Is there an AED (defibrillator)?			
Environmental Management	YES	NO	Description, Comments
Is the building on a municipal water system?			
If NO, is the water/well checked regularly?			
Is the building serviced by a municipal sanitary sewer?			
If NO, is the Septic System maintained and checked?			
Are hazardous chemicals stored and labelled in accordance with WHMIS requirements?			
Is there mold present in any area of the building?			
Energy Management	YES	NO	Description, Comments
Has there been a Green Audit or Energy Audit performed?			
If YES, in what year?			
Has the lighting been upgraded to LED?			
If YES, in what year?			
Have windows and door seals been maintained?			
Are the windows double (or triple glazed)?			
Do you have the efficiency rating of the Boiler/Furnace?			
Are appliances Energy Star rated?			
Any other carbon neutral initiatives?			
If YES, please comment?			
Site Condition	YES	NO	Description, Comments
Are there any issues with Landscaping, Drainage, Driveways			
Parking areas, fences?			
What is the age of the paved parking area?			
What year was the outside sign installed?			
Is there a digital message board outside?			
If YES, what year was the digital message board installed?			
Building Exterior	YES	NO	Description, Comments
What year was the roof replaced?			

Are there any roof leaks?			
is there deterioration in the brickwork, stonework, siding?			
Do windows and doors need replacement?			
What year were the windows upgraded/replaced?			
Are Fire Escapes, Fire doors, Exit stairs in good condition?			
Structural Issues	YES	NO	Description, Comments
Are there cracks in the foundation?			
Is there deflection in any exterior wall or foundation?			
Interiors and Room Conditions	YES	NO	Description, Comments
Are walls ,ceilings, doors, windows in good repair?			
Are carpets, paint, finishes in good repair?			
Are washrooms well maintained and clean?			
Is the kitchen up to code, maintained, cleaned regularly?			
Are offices heated, ventilated?			
Is there adequate Lighting?			
Building Utilities			
HVAC	YES	NO	Description, Comments
How is the church heated ? (Hot Air, Hot Water, Steam, Electric)			
What year was the HVAC replaced?			
What is the fuel source? (gas, oil, propane, coal, wood, electric)			
If oil is used, What year was the Oil Tank, Feed Line replaced?			
Is there a maintenance contract for the Furnace/Boiler?			
Are all safety valves, controls, fuel systems checked annually?			
Are radiators cleaned and maintained annually?			
Are programmable thermostats installed?			
Are the setbacks fixed for a 5-7 degree set back?			

Are there AC units installed and maintained?			
Is there a sanitary exhaust in all washrooms?			
If Gas is used in the Kitchen, is the exhaust hood verified annually?			
Plumbing	YES	NO	Description, Comments
Are there any plumbing issues with piping, drains, vents			
sumps, sinks, toilets?			
What year was the Hot Water tank(s) replaced?			
Is there a maintenance contract for the Hot Water tanks?			
Electrical Power	YES	NO	Description, Comments
What year was the electrical panels, wiring, outlets installed or upgraded?			
Has the system been inspected for code violations or safety ?			
What year was the electrical system inspected?			
Are there emergency lights?			
Has lighting been upgraded to LED?			
If YES, what year was the lighting system upgraded?			
Is the Audio System functioning			
What year was the audio/visual equipment installed/upgraded?			

Appendix D

Pastoral relations East Central Ontario Regional council
March 12, 2020

The work of the Pastoral relations minister would seem to be expanding this month with the return of some access to Personnel files in a limited way and the expectation returning that I will be contributing some forms into the “file” which is now a SharePoint collections of files with the appropriate metadata.

The Dynamics 365 database has given me a clearer record of appointments as such I have in the last week been in touch with the charges who will be renewing appointments July ! this will mean a reduction in the catch up work (like Don Greens appointment) and a better flow of the work.

A continuing challenge is the work of Profiles for the hub. Any minister that has not completed their hub profiles is now not able to move to another charge and any church with out hub access will not be able to complete and call or appointment. The covenant support team is beginning to struggle with the issue of pastoral oversight which will have to fit with the completion of living faith profiles in all churches.

The covenant support committee will also be willing to handle the regular weight of pastoral relations work with full reporting to this body's meetings. The next regular meeting is April 6th they have agreed to additional meetings by Zoom if matters need attention between meetings.

The work of disability cases is huge, our ministers need some help coming to terms with disabilities and with the ongoing transition with the involvement of the Office of Vocations. The on going work with churches in difficulty and those unable to attract ministers is another area where much of my time is spent.

Future plans do include a need to schedule some M&P committee workshops to bring them up to speed on the latest round of materials new for 2020. I will lay out plans for 3 workshops across the Region. This is part of the real challenge of getting our minds around the new realities of church life today.

The harassment Policy is also undergoing additional work and further training will soon be available around respectful interaction skills with new workshops being rolled out through the fall. The fresh start program may well be part of the roll out. As such we need to think about training fresh start facilitators.

I have no new pastoral Relations motions for today's meeting.

Respectfully submitted, Rev. David Timpson

Appendix E

St. Paul's United Church Ajax Constitution
Governance Structure

GUIDING PRINCIPLES

1. In order to enable St. Paul's to be a missionary church and to facilitate the involvement of new leaders, its governance structure should be clear, simple, and enable decision making.
2. Given the pace at which the world moves today, the governance structure should allow for decisions to be made in a timely fashion and for the governing body to be responsive to the changing needs of the church and the world.
3. The structure should be in accordance with section B.2. of the most current edition of the Manual (Governance Requirements for All Communities of Faith)
4. The structure should allow the congregation to fully live out its mission statement.

GENERAL GUIDELINES

1. The governance structure for St. Paul's United Church Ajax shall be a Coordinating Council supported by permanent committees, named work groups, time limited project teams and members of the congregation – see Appendix A
2. The term of office for members of the Coordinating Council shall be three years.
3. There will be no limit to the numbers of terms a person can serve.
4. A quorum for any meetings of the Coordinating Council shall be a simple majority of the total membership of the group.
5. All Coordinating Council and/or permanent committee meetings, except for the Ministry and Personnel Committee, will be open to attendance by any interested persons from the congregation. Interested persons will be able to speak at the Council/committee meetings at the invitation of the Chair, but may not make motions or vote on the same.
6. The Coordinating Council, all permanent committees, named work groups, time limited project teams and members of the congregation will be accountable for supporting the development and implementation of an annual Strategic Plan and shall organize their activities in such a way that the strategic plan can be achieved.
7. At a minimum the strategic plan shall be reviewed at the Annual Congregational Meeting each year and updated if necessary.
8. All members of the Coordinating Council and all permanent committee chairs are to be full members in good standing of St. Paul's United Church - Ajax.
9. There shall be a minimum of three Congregational Meetings per year.

10. Any changes to this document must be approved at a Congregational meeting. The changes shall be communicated and made widely known at least one week prior to the meeting.

Appendix A

COORDINATING COUNCIL

1. The Coordinating Council shall be comprised of the following members:
 - The Chair;
 - a representative from the Finance Committee;
 - a representative from the Board of Trustees;
 - a representative from the Ministry and Personnel Committee;
 - the Minister; and,
 - two members at large.

The Coordinating Council will elect a Treasurer and a secretary from amongst its members.

2. The Coordinating Council is responsible for ongoing administrative and strategic functions of leadership. These duties include:
 - a) Spiritual leadership of the congregation and all Spiritual matters.
 - b) Financial Matters
 - c) Pastoral Relations Matters
 - d) Proposals
 - e) Property Matters
 - f) Reporting; Records; Sharing Reports from the Wider Church; Completing Statistical Forms
 - g) Ensuring representation to the Regional Council
 - h) Facilitating the creation and updating of the Congregational Strategic Plan and the Living Faith Story.
3. The Coordinating Council shall meet at least monthly.
4. The Past Chair of the Coordinating Council shall continue to serve on the Council for a term of one year.
5. The Coordinating Council has the authority to create committees, work groups and/or project teams as needed

COMMITTEES

The following are the permanent committees of St. Paul's United Church - Ajax

BOARD OF TRUSTEES

FUNCTION:

To hold in trust the property and other assets of the pastoral charge.

DUTIES/RESPONSIBILITIES

-
1. To fulfill the duties as defined in the most current edition of the Manual and in the relevant handbook from the United Church of Canada.
 2. Ensure adequate and sufficient insurance coverage is maintained (property and Liability) and maintain an accurate current inventory of Church possessions.
 3. Execute responsibilities as defined in St. Paul's United Church - Ajax Investment Policy document, working collaboratively with the Finance Committee to attain the congregation's investment goals.

FINANCE COMMITTEE

FUNCTION

To exercise management of the financial resources of the congregation exclusive of the Mission & Service Fund and the U.C.W. funds.

DUTIES/RESPONSIBILITIES

1. Prepare the annual budget, to include all items exclusive of those outlined above. All committees, work groups, project teams and members of the congregation are to provide their requirements to the Finance Committee, including the Ministry and Personnel Committee which is responsible for providing recommendations for all salaries and benefits for paid church staff.
2. Execute responsibilities as defined in St. Paul's United Church - Ajax investment Policy document, working collaboratively with the Board of Trustees to attain the congregation's investment goals.
3. Submit an examined financial statement to the Coordinating Council
4. Ensure procedures are in place for the processing and recording of all church income and expenses.
5. Arrange for timely counting, recording and deposit of all worship service offerings.
6. Assist the Church Treasurer and assume those duties in the case of extended absence.
7. Make sure that the Community of Faith and the Coordinating Council are made aware of all relevant financial information.
8. Preparation and maintenance of the Financial Governance document. This document will contain the specific rules by which St. Paul's - Ajax will govern itself financially.
9. Ensure that an annual stewardship campaign is carried out

MINISTRY & PERSONNEL COMMITTEE

FUNCTION:

To support and supervise all paid staff members, and to foster an atmosphere of mutual, trust, common concern and constructive good will.

DUTIES/RESPONSIBILITIES

1. To fulfill the duties defined in the Ministry & Personnel Handbook.
2. To maintain confidentiality, as appropriate.
3. To support various members of paid church staff in their work and help maintain good relationships between them.
4. To maintain clear job descriptions regarding the responsibilities and the authority of various paid staff members.
5. To be the liaison between paid staff members and the congregation in general administrative matters and relationships and to handle written complaints regarding the performance of paid staff members in accordance with United Church Policy.
6. to be available to paid staff for consultation as required.
7. To coordinate and negotiate the salaries, travel allowance, working conditions, benefits, continuing education and all employment practices with respect to the paid staff subject to United Church Policy and Labour Law.
8. To review annually the effectiveness of each paid staff as it relates to the program defined by the Coordinating Council, through a formal performance appraisal process.
9. To report at regular meetings of the Coordinating Council

MISSION AND SERVICE COMMITTEE

FUNCTION:

To focus and educate the congregation regarding the issues and projects supported by the Mission and Service Fund locally, across Canada and around the world and to keep the congregation informed of outreach opportunities in our local community.

DUTIES/RESPONSIBILITIES

1. Recommend the annual M&S Budget objective to the Coordinating Council.
2. To arrange for the highlighting of the M&S fund during Sunday Worship. The timing of this will be worked out in consultation with the Worship and Music Committee and the Minister.
3. Make literature on the M&S Fund and its activities available to the Congregation.
4. Coordinate and maintain programs which support and educate the Community of Faith on the outreach needs of the United Church within Canada and around the world.

5. Keep the M&S Fund financial performance before the Community of Faith
6. Act and the link between the congregation and local outreach programs.

WORSHIP , MUSIC AND SPRITUAL

EDUCATION COMMITTEE

FUNCTION:

To be responsible for all facts of the worship services and spiritual education in conjunction with the Minister and the Director of Music.

DUTIES/RESPONSIBILITIES

1. To work with the minister to design worship services and spiritual education opportunities throughout the year.
2. To facilitate worship services and spiritual education by recruiting and maintain rosters for the duties listed below:
 - Greeters
 - Ushers
 - Refreshment ('Coffee Time') hosts
 - Communion Servers- Elevator operator
 - Sunday School
 - Bible Study
3. To be responsible for the physical preparation of the sanctuary for worship. This includes but is not limited to lighting, fans, speaker system and hymnal list.
4. To be responsible for Sanctuary decorations both routinely and for special services.
4. To be responsible in conjunction with the M&P Committee to arrange for both pulpit and music supply.

NOMINATIONS COMMITTEE

FUNCTION:

To be responsible for the recruitment of volunteers to stand for election as chairs/members of permanent committees (as required), congregational chair, congregational secretary, chair and members at large for the Coordinating Council.

Appendix F

**St. Paul's United Church,
Bowmanville, Ontario**

**Operating Policies
And Procedures**

Revision # 8

Revised October 2019

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St. Paul's United Church Mission Statement (2016)

St. Paul's United Church extends God's love to all -people who desire justice, spiritual connection, community, and personal growth, rooted in the Gospel of Jesus Christ.*

St. Paul's United Church Vision Statement (2016)

We envision a world where ALL people know that they are God's beloved children who are inherently valued and called to live into their unique purpose and calling in life.*

*We celebrate God's gift of diversity, known in and through humanity. We acknowledge, that in creating lists of those we extend welcome to, we will overlook someone. Know that even if you do not identify with any of this list, **YOU ARE WELCOMED, LOVED AND VALUED** at St. Paul's United Church, Bowmanville. We extend God's love to an incredibly diverse people, diverse in gender, gender identity, race, age, physical ability, emotional ability cognitive ability, psychological ability, class, faith, family configuration, and sexual orientation. Jesus knew no boundaries, reaching out to all people, welcoming and honouring all in their uniqueness. We seek to reach out to all people, as Jesus Christ lived in his life, ministry, death and resurrection.

1. INTRODUCTION

Policies of the Regional and National Church supercede all policies in this document.

This document comprises the official organizational structure and operating procedures for St. Paul's United Church, Bowmanville, Ontario. The governance model followed approximates the Unified Board model suggested in the United Church Manual. It is called a "unified" organization because it emphasizes the oneness of the ministry that belongs to God. It unifies the traditional functions of spiritual oversight and church management in one Board with several committees. The functional roles and responsibilities of these

committees, described in this document, enable the model to meet the 5 main requirements of the United Church of Canada:

- **Policy development and accountability** (Board, Board executive)
- **Leadership development** (Christian Development, Ministry & Personnel, Church School, Youth Groups)
- **Spiritual oversight** (Worship, Congregational, Mission & Service & Outreach, Pastoral Care)
- **Church management** (Property, Finance, Board Executive, Information Technology)
- **Property, trusts and investments** (Trustees, Finance)

From May 2004 to February 2005 a pilot trial was run using the governance model described in this document. The success of the trial led the Board to recommend to the Congregation the permanent adoption of a Church Board model of governance as defined herein.

All committees described in this document, including the Church Board, are encouraged to begin each meeting with prayer, land acknowledgement, and an acknowledgement of God's presence and guidance.

Commencing 2019, this document will be revised every two years. The Vice Chair will chair the Terms of Reference Committee, consisting of current board chair, Minister, and at least one member from M & P. The revision of the document will be completed by the first annual meeting following the election of the Vice Chair.

2. COMMUNITY OF FAITH

The Community of Faith refers to the members and adherents of St. Paul's United Church Bowmanville, Ontario. Members are further defined as those persons having professed their Christian faith at St. Paul's or elsewhere.

Responsibilities

- Receive and approve the Annual Report
- Approve the Budget
- Vote on motions made at the Annual Meeting
- Approve a financial review
- Elect members of the Church Board

- Pastoral Relations – approve the call
- Participate in baptisms and commissioning
- Vote on matters as required
- Approve any revisions to the Operating Policies and Procedures document for St. Paul's

3. **THE CHURCH BOARD**

Membership

- The Church Board (hereinafter called the Board) shall consist of: The Minister, the Chairperson of the Board, the Vice-Chairperson of the Board, the Secretary of the Board, the Church Treasurer, Trustees, East Central Ontario Region (hereafter referred to as E.C.O.) representatives, all members of each standing committee as defined herein, and representatives of the Kid Friendly Church and UCW
- All persons serving on the Board shall be members or adherents of St. Paul's United Church, Bowmanville, who are active in the life and work of the Community of Faith and in good standing in the church
- The Board Executive shall consist of the Chairperson of the Board, the Vice-Chairperson of the Board, the Secretary of the Board, and the Church Treasurer
- By resolution of the Board, with a two-thirds majority in favor, a member may be removed from the Board or any standing or ad hoc committee of the Board
- No member of the Board shall receive payment for any services provided to the church, unless authorized by the Board as a whole

Meetings

- The Church Board shall meet monthly September to June on the second Wednesday of the month at 8 p.m., or other such day as deemed appropriate by the Church Board.
- Special meetings shall be called by the Minister or the Chairperson. Special meetings may also be called upon the written request of five members of the Board. Such meetings will be held within fifteen days of the presentation of the written request to the Minister or Chairperson, to transact only the business named in the notice to members of the Board
- Meetings shall be adjourned no later than 10 p.m. unless extended by a carried motion of the Board
- A quorum shall be a minimum of one third of the Board members, plus the Minister or an appointee of the E.C.O. Region, and the Chairperson or Vice-Chairperson.

Responsibilities

- The Board shall be responsible to the Congregation and hold an annual congregational meeting on the first Sunday in February or other such day as deemed appropriate by the Church Board.
- It shall be the overall governing body in the conduct of the affairs of the Congregation
- The responsibilities of the Board as outlined in the Manual of the United Church of Canada shall be the responsibilities of the Board
- These responsibilities may be discharged and assigned through standing committees of the Board
- The Board shall appoint ad hoc committees as required and establish their terms of reference
- The Board shall receive for consideration reports and recommendations from the Trustees, the UCW, the E.C.O. Region representatives and all standing committees
- The Board shall compile into an annual congregational report all annual reports received from the various committees
- The Board shall authorize all fund-raising projects to be carried out or coordinated by a standing committee, ad hoc committee or group within St. Paul's and sanction the utilization of funds obtained through such activities, except where those funds are raised by the UCW
- The Board shall approve all non-routine expenses anticipated by Committees
- The Board shall approve all expenses anticipated by Committees that are in excess of \$500.00
- The Board shall direct the Finance committee in the administration of the St. Paul's Memorial Fund
- Important components of the Board's responsibilities are the development of capable leadership, strategic planning, and policy accountability. This includes recommending to the congregation for their formal approval any revisions to the Operating Policies and Procedures document, and maintaining a copy of the approved document to be available upon request.
- The Board shall act as the Visioning and Strategic Planning Committee for St. Paul's.

3.1. Board Executive

3.1.1. The Board Chairperson

- The Board Chairperson shall be elected at an annual meeting of the congregation for a two-year term
- The Chairperson may not serve two consecutive terms unless no Vice Chairperson exists to succeed the Chairperson
- The Chairperson shall be a layperson and a member of the United Church of Canada.

- The Chairperson shall not be a staff member or a member of a staff member's family, immediate or extended.

Responsibilities

- To preside at meetings of the Board and congregational meetings. In the absence of the Chairperson, the Vice-Chairperson shall preside
- To ensure that committees are carrying out their responsibilities effectively
- To ensure that the work of the Board is reported at the Annual Meeting
- To provide, in consultation with the Minister and committee chairpersons, leadership to facilitate the activities of the committees and the Board
- To take the vote and announce the decisions
- The Chairperson shall vote only in the event of a tie
- To appoint, in consultation with the Minister, this congregation's representatives to the E.C.O. Region, to serve for renewable three-year terms
- To respond, together with the Chairperson of the Ministry and Personnel Committee, to any allegation of abuse made by any member of the Congregation or any persons employed by the pastoral charge in accordance with the policy and procedures of the United Church of Canada

3.1.2. Vice-Chairperson of the Board

- The Vice-Chairperson shall normally succeed the Chairperson
- Shall be elected at an annual meeting of the congregation for a two-year term
- The Vice-Chairperson may not serve two consecutive terms
- The Vice-Chairperson shall be a layperson and a member of the United Church of Canada
- The Vice-Chairperson shall not be a staff member or a member of a staff member's family, immediate or extended.
- In the event that the Chairperson is unable to complete a term of office, the successor shall be the Vice-Chairperson of the Board, who shall serve the balance of the current year, and at the next annual meeting may be a candidate, and be elected for a regular two-year term

Responsibilities

- To preside at meetings of the Board in the absence of the Chairperson and assume responsibilities of the Chairperson, as necessary

- The Vice-Chairperson shall Chair the Terms of Reference Committee, to prepare the biannual updates of the Policies and Procedures, to be completed by the Annual Meeting following his/her election.

3.1.3. Church Board Secretary

- The Board Secretary shall be elected in the same manner as is the Board Chairperson, for a two-year term and in the event they are unable to complete a term, a successor shall be appointed, subject to approval of the Board at the first opportunity
- The Secretary shall be a layperson

Responsibilities

- To keep the official minutes of all meetings of:
 - (a) The Board
 - (b) The Community of Faith
- To conduct all correspondence on behalf of the Board
- To receive correspondence to the Board and relay it to the appropriate committee
- To keep a record of any written reports given to the Board

3.1.4. The Church Treasurer

- The Treasurer shall be elected at the annual meeting of the Community of Faith for a renewable one-year term
- The Treasurer shall be a layperson
- In the event of a vacancy, the Board may appoint a qualified person to the position
- The Treasurer shall be a member of the Finance Committee
- The Treasurer shall provide M&P with a current police record check, to be paid for by the church, or an Annual Attestation, in accordance with the United Church of Canada Policies.

Responsibilities

- To maintain a record of deposits and disbursements for all funds maintained by St. Paul's, excepting those specifically assigned by the Board to others
- To pay all regular accounts when due and all other accounts as directed by the Board
- To forward monthly to the Mission and Service Fund of the United Church of Canada the givings contributed to or designated for this fund

- To report to the Board at its regular meetings, the total receipts and expenditures for the year, and the current financial balance of all funds
- To promptly pay all salaries of St. Paul's staff and to make payments to the Pension Fund on behalf of staff members as required
- To remit to Canada Customs and Revenue Agency (CCRA) all tax and other payments due on behalf of the church staff
- To issue T4s and submit summaries of deductions as required by the government
- To issue a Record Of Employment for any Church staff ceasing employment
- To prepare and submit the "Registered Charitable Information Return" annually showing income and disbursements
- To enter the financial information of the church on the annual UCCAN Statistical and Information Forms
- To remit payment of premiums to the Workers' Safety Insurance Board and comply with their requirements to provide information on staff salaries when applicable
To annually submit to a financial review all accounts and documents as required for review
- To audit the preparation and distribution of the St. Paul's Tax Receipts
- To retain accounting records and supporting documents on file, for a duration as required by law, to be available in the event of a government audit

4. BOARD OF TRUSTEES

Membership

- The Board of Trustees shall consist of the Minister, and a minimum of six additional members each of whom shall be elected by the Community of Faith for a three-year term
- All persons serving on the Board of Trustees shall be members or adherents of St. Paul's United Church, Bowmanville, the majority of whom are United Church of Canada members.
- The Board of Trustees shall elect its own Chairperson at its first meeting of the year, for a one-year term
- Each trustee shall provide M&P with a current police record check, to be paid for by the church, or an Annual Attestation, in accordance with the United Church of Canada Policies.

Meetings

- The Board of Trustees shall meet as required with a minimum of two meetings per year
- A quorum shall be fifty per cent (50%) of the trustees plus one

Responsibilities

- To hold in trust the real and personal property, trusts and investments of the Community of Faith
- To appoint a member of the Board of Trustees to the Property Committee
- To obey the lawful orders and directions of the Community of Faith and its Board, E.C.O. and General Council
- Have authority to undertake major changes in the Church property as directed by the Board or Community of Faith and with the consent of the E.C.O. Region
- To ensure that there is in place a procedure for maintenance and repair of all church buildings and land
- Have power to lease, mortgage or sell church property subject to consent of the Community of Faith and E.C.O. Region.
- Have power to issue Debentures subject to the approval of the Community of Faith and E.C.O. Region.
- To ensure that the Community of Faith maintains adequate property and liability insurance at all times
- If so authorized by the Board, may rent any buildings not required for public worship

5. STANDING COMMITTEES

There shall be 11 standing committees as follows:

1. Ministry and Personnel Committee
2. Finance Committee
3. Stewardship Committee
4. Property Committee
5. Worship Committee
6. Mission, Service and Outreach Committee
7. Christian Development Committee
8. Congregational Committee
9. Pastoral Care Committee
10. Information Technology Committee
11. Visioning and Strategic Planning Committee

Membership

- Members of all standing committees shall be elected by the Community of Faith at the Annual General Meeting for the terms indicated herein and must be members or adherents of the Community of Faith
- Excepting the Ministry and Personnel Committee, members of Standing Committees will normally serve for one-year, renewable terms
- It is desirable that members not serve on more than one Standing Committee concurrently
- Trustees may be elected to Standing Committees, and the Board of Trustees must be represented on the Property Committee
- Nominees for membership on the Standing Committees shall be elected at the Annual Meeting of the Congregation
- In the event that a vacancy arises on a Standing Committee, a replacement shall be appointed by the committee subject to Board approval and on approval of the Board, the appointee shall serve for the balance of the vacated term and have voting rights on the Board
- A Standing Committee may for good reason add personnel to fulfill its mandate
- The Board Chairperson, Vice-Chairperson and Minister(s) shall be ex-officio members of all Standing Committees

Meetings

- All Standing Committee quorums shall consist of fifty per cent (50%) of the members of the respective committees plus one
- All Committees, except Information Technology, will normally meet monthly from September to June, and at such other times as may be needed at the discretion of the committee Chairperson
- Information Technology committee will meet quarterly.

Staff Support

- The Minister provides staff support to all Standing Committees
- Other Staff members may attend Committee Meetings upon the invitation of the Committee Chairperson. Otherwise, staff will prepare a written report to the Chair of committees that they support.
- Current Staff members are: the Minister, Child/Youth/Family (CYF) leader, Pastoral Care Provider, Office Administrator, Music Director, Caretaker

Responsibilities

- A written report shall be prepared for the Board at its monthly meetings

- Each committee shall elect a Chairperson from its membership at their first meeting after the Annual General Meeting.
- Each committee has decision-making power within its budgeting limits subject to the approval of the Board for major expenditures, over \$500.00, in the form of a written motion with a specific recommendation for action
- Each committee shall be responsible for the duties stated in the current Operating Policies and Procedures, plus any others assigned by the Board
- Each committee shall prepare an annual report for the Annual General Meeting
- Each committee shall prepare an annual budget by the November Board Meeting of each year.

5.1. Ministry and Personnel Committee

Membership

- 4 members, each of whom is a member or adherent of the United Church of Canada
- Members will serve for four-year terms
- One member will be replaced annually
- Membership on this committee will be a primary commitment at St. Paul's for that person
- Members should not be a member of any other standing committee and shall not be a paid staff member, or a member of a staff member's family, immediate or extended.

Responsibilities

- To provide a confidential setting for consultation, support, and assessment of all persons employed by the pastoral charge
- To recommend to the Nominations committee persons to serve on the M&P committee
- Members of the M&P committee must maintain and ensure strict confidentiality regarding any discussions, correspondence or proceedings in the discharge of the M&P committee's duties
- The Chairperson of the Ministry and Personnel Committee shall be responsible for responding, together with the Board Chairperson, to any allegation of abuse made by any member of the Community of Faith or any persons employed by the pastoral charge in accordance with the policy and procedures of the United Church of Canada.
- This committee shall not replace the Community of Faith Pastoral Relations Committee in the event of a change in pastoral relationship
- Specific responsibilities of the committee include:
 1. To define the responsibilities and authority of the different church staff members
 2. To set salaries and all other working conditions of staff, subject to Board approval

3. To consult with all church staff members about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are available
4. To provide a consultative and supportive agency to both church staff and the Community of Faith for the purpose of supporting healthy interrelationships of members and paid staff
5. To review and evaluate annually the work of the church's staff as it relates to the Church's program as defined by the Church Board
6. To review the responsibilities of all staff and revise position descriptions when required
7. To maintain a close contact with the Pastoral Relations Liaison of the E.C.O. Region.
8. To show appreciation to staff as appropriate
9. To ensure the health and safety of all church staff and members whenever they are conducting church business
10. This committee will maintain an up-to-date list of staff police record checks and annual attestations.
11. To collect, store and maintain updated lists of confidentiality statements.

5.2. Finance Committee

Membership

- 4 to 6 members
- Church Treasurer

Responsibilities

- To receive annual budget proposals from each of the Standing Committees, modify as deemed necessary, and incorporate these committee budgets in the annual budget for review and endorsement by the Board
- To administer all funds of St. Paul's United Church. These include, but are not limited to, the General Account, any Renovations Account, the Memorial Account, the Mission, Service and Outreach Account
- To supervise the maintenance of account records and ensure a review is conducted of the financial records annually
- To ensure, where possible, that the accounting methods follow the accounting standards for not-for-profit organizations established by generally accepted accounting principles
- To ensure that St. Paul's complies with all statutory requirements, and abides by the financial requirements of the United Church of Canada as outlined in the Manual
- To administer the St. Paul's Memorial Fund at the direction of the Board. The purpose of expenditures, other than those identified by donors, is to be established by the Board

- To ensure that contributions, preferably by the weekly envelopes and PAR, are received in sufficient amount to meet all the funding requirements of St. Paul's United Church.
- To report to the Board any factors or conditions having an impact on the administration of funds
- To interpret for the Community of Faith the financial status of the Church and explain the need for any special funding efforts
To develop a computerized financial information reporting system as a basis for congregational awareness of funding issues and to enhance the financial position of the church
- To recommend to the Board for approval any special fund raising programs (e.g. Roast Beef Dinner, Golf Tournament etc.)
- To review information technology currently in use and provide leadership and guidance for change where warranted and funding permits
- To develop and report to the Board short- and long-range financial plans

5.3. Stewardship Committee

Membership

- 2 to 4 members

Responsibilities

- To be responsible for the stewardship of the Community of Faith and provide a stewardship program for St. Paul's when directed to do so by the Board

5.4. Property Committee

Membership

Staff support: Caretaker

- 4 to 6 members
- One Trustee

Responsibilities

- To regularly inspect all church property to ensure that it is kept in a state of cleanliness and that maintenance of all property and equipment is being done satisfactorily
- To prepare and maintain, with the Worship Committee, proper fire prevention practices and escape routes
- To liaise with the Ministry and Personnel Committee to ensure that caretaking and maintenance services for all church properties and equipment are adequately performed

- Subject to the approval of the Board, to grant use of all church properties and equipment to external individuals, groups or organizations, in accordance with the Board approved Rental Policy, and to oversee the issuance of a key and security code via the Office Administrator
- To organize any building repair or construction projects approved by the Board.
To maintain an inventory of all church furnishings and equipment in co-operation with the Trustees
- To prepare and present an annual report of property and equipment maintenance and improvements for submission to the Board, at the October Board Meeting
- To develop and report to the Board any renovation plans
- To review the current key list annually with the Office Administrator.
- To arrange for a fill-in caretaker, in consultation with M&P, when the regular caretaker is on vacation, or ill
- In between Policy and Procedure reviews, to recommend any changes to the Rental Policy or fees to the Board for approval.

5.5 Worship Committee

Membership

- 6 to 8 members

**Staff Support: Minister,
Director of Music,
CYF leader**

Responsibilities

- To schedule and involve the Community of Faith in: greeting and ushering, assisting at the elevator and lift before and after worship, and receiving the offering
- To arrange for preparation of the communion elements and their serving and for the care of the communion vessels
- To arrange for a member of the Community of Faith to accompany parents and their children at the front of the sanctuary for baptism and the announcement of their names to the Community of Faith and the presentation of baptism certificates
- To arrange for confirmation services, reporting the names of the candidates to the Community of Faith and the presentation of confirmation certificates
- To prepare and maintain, with the Property Committee, proper fire prevention practices and escape routes
- To arrange for pulpit supply in consultation with the Minister(s)
- To oversee organ supply in consultation with the Director of Music and Minister(s)
- To regulate the use of the sanctuary in consultation with the Minister(s) and, subject to Board approval, including decorations and display objects, etc.

- To prepare policies regarding use of the sanctuary or other church facilities for marriages, baptisms and funerals, in consultation with the Minister(s) for approval of the Board
- To oversee the area of music in worship in consultation with the Director of Music, and the Minister(s)
- To oversee the use and placement of flowers in the sanctuary and arrange decoration of the sanctuary for Easter, Lent, Thanksgiving, and other special services, in consultation with the Minister.
- To plan, oversee and review worship on Sundays and other occasions in consultation with the Minister and the Director of Music

5.6 Mission and Service and Outreach Committee

Membership

Staff Support: Minister

- 4 to 6 members

Responsibilities

- To increase the Community of Faith's awareness of ethical, moral, and social issues - local, provincial, national and international - and to recommend individual and/or action of the Community of Faith on these issues (e.g. Indigenous Circle, B.L.U.E.)
- To promote the support of the Mission and Service Fund within the Community of Faith and the application of Community of Faith resources to local needs
- To seek ways of co-operation with social agencies to strengthen social programs within our community.
- To support, as needed, a coordinator for community projects such as the Living Nativity Program, Santa Claus Parade float, B.L.U.E., Gathering Place, Goodies and Games, Indigenous Circle
- To promote programs that will benefit marginalized persons, such as the sale of Fair Trade coffee and tea

5.7 Christian Development Committee

Membership

Staff Support: CYF Leader

- 4 to 6 members

Responsibilities

- To determine the goals and objectives of Christian development and provide a program for the Community of Faith consistent therewith
- To prepare and distribute publicity materials and conduct informative activities designed to stimulate interest in Christian programs
- To select the curriculum materials, in consultation with the CYF Leader and Minister, for Kid Friendly Church and recommend literature for other groups
- To provide for seminars, workshops, retreats, etc., for the training of leaders, and to make provision for the nurture and education of adults in matters of faith and spiritual growth
- To support the recruitment of teachers and other staff for the Kid Friendly Church, Nursery, and leaders for other Community of Faith groups reporting to the Christian Development Committee, in consultation with the CYF Leader.
- To provide support to the St. Paul's Resource Centre in order to develop and maintain library resources, and reading materials.
- To bring before the Board for consideration and possible action, any concerns, initiatives or issues requiring attention on behalf of any group reporting to the Christian Development Committee
- To provide recommendations to the Board for annual disbursement of the Rev. Ed and Marilyn Schamerhorn Trust Fund not used by the Minister.
- To oversee the annual selection of a candidate for the Lettner Trust Fund and assist with the presentation of the award
- To assist with the planning for confirmation classes in consultation with the Minister(s)

5.8 Congregational Life Committee

Membership

Staff Support: Minister

- 4 to 6 members

Responsibilities

- To assist the Minister in welcoming newcomers to the church
- To arrange for a photo directory as required
- To schedule fellowship time after services
- To appoint one member of the committee to co-ordinate the dates and conveners of all social activities as required.
- To decorate the sanctuary at Christmas

5.9 Pastoral Care Committee

Membership

**Staff Support: Minister
Pastoral Care Provider
CYF Leader**

- 4 to 6 members

Responsibilities

- To keep an accurate roll of families, members and adherents and to make recommendations to the Board regarding an annual revision of the roll of membership, in consultation with the Minister.
- To develop, co-ordinate and evaluate the overall pastoral care program in consultation with ministerial staff
- To recruit and maintain an adequate list of pastoral care contacts whose duties are described below
- To assist pastoral care contacts in ensuring that necessary information pertaining to family crises, illness, deaths and births are brought to the attention of ministerial staff and the Community of Faith at large as required
- To support pastoral care contacts by providing information concerning church programs and events, and opportunities for involvement in church work

Duties of Pastoral Care Contacts

- To foster good communications with persons assigned to their pastoral care and encourage them to call their contacts when Community of Faith support is desired
- To assist families in crisis in securing assistance of the Community of Faith or Minister when such is required
- To respond to requests for visitations from persons assigned to their pastoral care
- To provide information when requested concerning church activities and opportunities for involvement in church work

5.10 Information Technology Committee

Membership

Staff Support: Minister

- 3 or more members, with skills in Information Technology, to ensure the proper functioning of St. Paul's United Church: Sound System, Video System, PC & Telecom System, Sanctuary Projection System, and the St. Paul's Web site

Responsibilities

- To support volunteers in the operation of the Sound Board and Sanctuary Projection systems, in consultation with Worship Committee and Office Administrator
- To maintain facilities and equipment of the church offices in support of the work of the office administration staff and the Minister
- To ensure that all communications equipment and systems are kept in good working order and updated as required
- To respond to communications equipment failure emergencies as quickly as possible in order to minimize disruption to staff or planned events
- To operate communications systems as required to support church functions/events
- To ensure that anyone assisting group members with operating communications systems is adequately trained on the proper operation of the system, and to supervise where required
- To ensure that all communications equipment is properly secured when not in use
- To organize any system installation or modification projects approved by the Board
- To develop a long-range plan for updating communications systems
- To arrange for the recording and distribution of videotaping of services.

5.11 Visioning and Strategic Planning Committee**Membership**

- All members of the Board
- The Minister(s)

Responsibilities

- To develop skills as a visioning and strategic planning group that will enable members of the committee to analyze and focus on the needs of the Community of Faith
- To make recommendations to the Community of Faith concerning potential directions or programs suitable for St. Paul's
- To investigate how other Community of Faiths manage changes that might be under consideration for St. Paul's
- To obtain resources, where required, to facilitate carrying out the work of the committee
- To maintain confidentiality in matters discussed within the committee

6 UNITED CHURCH WOMEN (UCW)

Purpose

To unite the women of the congregation for the total mission of the Church and to provide a medium through which they may express their loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

7 EAST CENTRAL ONTARIO REGION REPRESENTATIVES

The E.C.O. Representatives shall be the Minister and Lay volunteers from the Community of Faith appointed by the Board Chairperson (see Section 3.1.1) for renewable 3 year terms.

Responsibilities

- To attend E.C.O. Regional meetings and present a report to the Church Board on proceedings

8 ADHOC COMMITTEES

8.1 Terms of Reference Committee

Membership

- The Vice-Chairperson shall chair the Terms of Reference Committee.
- Minister, Current Board Chair and at least one member from M&P.

Responsibilities

- To undertake the assignment of drafting any revisions to the current Community of Faith approved version of the Operating Policies and Procedures document of St. Paul's United Church, as may be requested by the Board
- To provide a draft revision(s) of the document for the Board's review and recommendation to the Community of Faith for approval
- To maintain the Revision History of the document so it can easily be determined with accuracy when particular revisions have been made
- To maintain a standard format for the document so that items can be easily located for reference (e.g. Table of Contents, pagination)

- To provide final printed and electronic copies of the entire document to the Church Board once it is approved by the Community of Faith

8.2 Nominations Committee

Membership

- The Nominations Committee shall be comprised of the Chair, Vice-Chair and up to two other Board members, appointed by the Board, by September of each year.
- The committee will elect its chairperson annually

Responsibilities

- By December, prior to the AGM, a list of vacant positions will be announced to the congregation, via the Newsletter.
- Each year prior to the Annual General Meeting the committee shall prepare a slate of candidates for election by the Community of Faith for all Board Executive positions, Trustees, and standing committees

8.3 Funeral Lunch Committee

Membership

- 2 co-chairpersons
- volunteers from the congregation

Responsibilities

- To set the cost, per plate, for lunches provided after Funeral Services
- To prepare food prior to the lunch.
- To arrange for set up and take down of the gym for the lunch, based on the number of guests expected.
- To set the food on serving tables and refill, as needed.
- To wash dishes, and clean kitchen after the meal.
- To clean and fold table cloths.
- To inform the Funeral Home of the cost for the lunch, and to verify that the UCW Treasurer has received the funds.
- Funds received will be made payable to St. Paul's United Church UCW.
- Funds from Funeral Lunches, after expenses, will be directed equally between U.C.W. and the General Fund.

9 OTHER SPECIAL TASKS AND POLICIES

9.1 Contractor Hiring Policy

- No Board member will be contracted in a fee-for-service arrangement.
- All fee-for-service contracts must be in writing and include appropriate measurable conditions with stated consequences for failure to deliver.
- The Church Board must perform due diligence on an ongoing basis for all fee-for-service contracts.
- Should due diligence reveal that conditions of a fee-for-service contract are not being met, appropriate effort must be made by the Board to identify and resolve outstanding issues in person with the contractor before “termination for failure to deliver” is invoked.

9.2 Key Holder Policy

- To prepare, and update, as needed, a list of people entitled to hold a Church Key
- To ensure that a record of key holders is maintained by the Office Administrator
- To ensure that a record of key codes is maintained by the Office Administrator
- To ensure that a key deposit is received when a key is issued, and returned when the key is returned.

9.3 Marriage Policy

St. Paul's United Church Wedding Policy

St. Paul's United Church is pleased to offer its Minister to officiate at your wedding. We are an inclusive and welcoming Community of Faith who offer the rite of Christian marriage to all couples, regardless of sexual orientation. We are a member of Affirm United. You do not have to be a member of the Community of Faith or a member of the United Church of Canada to be married by our Minister. We believe the marriage ceremony is an act of Christian worship that is centered on forming a covenant between the couple in the presence of God. Our Minister will assist you in planning a Christian marriage service that will be meaningful to you.

Process to Follow:

- **Minister:** Begin by contacting and meeting with our Minister (905-623-7361) to discuss the possibility of the Minister officiating at your wedding. The date, time and expectations of both Minister and the couple need to be discussed. The Minister will meet with the couple to become acquainted and to learn more about these expectations.

-
- **Book Church:** For weddings to be held at the church, the Minister will consult with the Office Administrator to determine the availability of the church.
 - A **wedding license** from the Government of Ontario must be presented to the officiating Minister on or before the time of the rehearsal. The forms are available from City Halls.
 - It is possible for an outside Minister to be involved in the couple's wedding service if they wish, but this needs to be first discussed with the St. Paul's Minister, who will make a decision in consultation with the worship committee and the Board. The St. Paul's Minister will need to perform the legal parts of the ceremony.
 - There will be a **wedding rehearsal** prior to the wedding day, the date and time of which will be decided upon by the minister and couple and subject to the availability of the church or off-site of the wedding.
 - **Music:** For a wedding held at the church, normally the church's Music Director will play the organ or piano. If you wish to use your own organist or pianist, you must first obtain permission from the Music Director to use the organ or piano. Contact information for the Music Director is available from the Minister or Office Administrator.

The organist is available for one consultation to discuss and determine appropriate music for the wedding ceremony, if desired. The selected Music must be given to the Music Director at least 2 weeks in advance.
 - The use of **cameras and/or videos** is somewhat regulated as this is an act of worship. The minister will clarify expectations with the couple and photographers.
 - Because of the difficulty of cleaning up and the safety of people, use of **confetti, rice, real flower petals and bubbles** is not allowed in or outside of the church facilities. The use of **flowers and bows** is allowed in the sanctuary, but please first discuss this with the minister. Use of staples or tape on the pews is not allowed.
 - **Reception** – The church gym is available for your reception following the ceremony. Tables and chairs will be set up as required (for an additional fee). However the church does not cater functions and you must arrange the catering service. Please contact the church's Office Administrator if you want more information on the use of these facilities.

- **Honorariums:** to be paid in cash prior to or at the time of the rehearsal.

\$275.00 for the church

\$300.00 for the minister

\$200.00 for the organist (includes one consultation)

\$75.00 for the caretaker

\$50.00 Office Administrator

Cost for use of gym and kitchen for reception (as specified in rental contract)

A \$300 deposit is due when the date is booked and confirmed. The balance is due at the rehearsal or one week prior to the wedding ceremony.

**Please note that Canada Revenue Services no longer allow congregations to have different fees for members and non-members. Sanctuary rental fees for long time active members may be waived at the discretion of the Board in discussion with the minister.*

9.4 Funeral Policy

Funeral Policy for Members, Adherents and Non-Members at St. Paul's United Church

It is expected that all Funerals will be arranged through a Funeral Home. Those wishing to by-pass the Funeral Home may inquire but be advised that it is subject to availability and that the applied honouraria will be doubled.

Funerals Officiated by the St. Paul's Minister at the church:

- Our hope as a congregation is to be as accommodating as possible to families who are dealing with the death of a loved one. When the family seeks the church's support and ministry during this time of need, the following procedure is designed to avoid any confusion that may arise during an already difficult time.
- Please contact the Minister at 905-623-7361 to check their availability (the first call is usually made by the Funeral Home) and begin the coordination of details. Usually the Minister of St. Paul's is asked to preside at a church member's service, but welcomes

other Minister's participation at the request of the family.

- The Minister will contact the Office Administrator at the church 905-623-7361 to determine the availability of the church for a funeral. This person will also help to coordinate any projection requests, caretaking requests and delivery of flowers. The Office Administrator will inform the caretaker of the date and time of the service and share the needs and requirements regarding set-up of the sanctuary and/or Gym.
- The Funeral Home will contact the co-chairs of the Funeral Lunch Committee and inform them of the funeral, date and time, numbers and particular requests for the catering.
- The Office Administrator will be responsible for projection should it be requested for photos and/or videos to be shown before/ during or after the service.
- The creation of a video or photo loop for the service is the responsibility of the family and must be given to Office Administrator on a USB stick the day prior to the funeral.
- The time worked by the Office Administrator during a funeral is not part of their ordinary work schedule and will be compensated with an honourarium (see Honourarium List)
- If you would like organ or piano music during the service, our Music Director is available to play. If you wish to use your own organist or pianist, you must first obtain permission of the church Music Director to use the organ and piano. Contact information is available from the Minister or the Office Manager.
- The caretaker will be present and available for funerals to assist the Funeral Home in any set-up requests they have. The caretaker will have the doors to the church unlocked in a timely manner in consultation with the Minister. The caretaker will operate the two lifts that get people from the office level of the church building to the Sanctuary level. The caretaker will operate the sound booth for the service. The caretaker will be available for any duties the Minister requires to be taken care of during, leading up to, during and following the service. The time worked by the caretaker during a funeral is not part of their ordinary work schedule and will be compensated with an honourarium. (See Honourarium List)

*Please note that Canada Revenue Services no longer allow congregations to have different fees for members and non-members. Sanctuary rental fees for long time active members may be waived at the discretion of the Board in discussion with the minister.

Funerals at the church not using the St. Paul's Minister:

- For occasions, when a family request the use of the church for a funeral and do not want to use the St. Paul's Minister, they must contact the Minister at 905-623-7361 who will then contact the Office Administrator to check availability and to arrange. The use of the Church for such a service is at the discretion of the Minister and the Worship Committee (acting on behalf of the Church Board).
- **Honorariums:**
Minister: set by funeral home
Organist: set by funeral home
Church: \$275.00
Reception: Use of Fellowship Hall and kitchen (as per rental contract)
Catering: (as determined by the Funeral Lunch Committee)
Caretaker: \$75.00
Projection (IT): \$50

Funerals which take place at a Funeral Home:

- If you would like the Minister from St. Paul's to officiate at the funeral for your loved one, please have the Funeral Home contact the minister at 905-623-7361
- *9.5 Baptism Policy*

Baptism Policy for St. Paul's United Church

St. Paul's United Church welcomes the opportunity to baptize individuals. Baptism is one of the two holy sacraments observed by the United Church of Canada. Baptism can be with infants or children with the parents making the vows on the child's behalf. Teens and adults can also be baptized through profession of faith. In each case, baptism involves the exchange of covenantal promises between God and the person being baptized as well as the Community of Faith where the baptism takes place. We hope this baptismal policy will ensure a meaningful experience for all those involved in the baptismal service.

Who can be Baptized?

A teenager 12+ or an adult candidate who has completed the confirmation or affirmation of faith course and who has been approved by the Church Board can be baptized through profession of faith.

An infant or child may be baptized in accordance to the United Church Manual which stipulates that at least one of the parents must be a baptized and confirmed

member in good standing of the United Church of Canada. The Church Board may make exceptions to these requirements (B.3.2.1).

In the case of infant or child baptism where the parents are not members of the United Church but at least one parent has been baptized, the Church Board may give their permission as long as a Sponsor from the Community of Faith is arranged.

Note: A Sponsor from the Community of Faith is a member in good standing of St. Paul's United Church. The Sponsor agrees to support the family through the baptismal service, will encourage the family to come to church when possible, and keep in periodic contact with the family. There will be a vow for this person to respond to during the baptismal service.

Dates of Baptisms:

We do not have predetermined Sundays for Baptism but rather we are willing to accommodate requests as we are able. Baptism services are offered by request to the Minister. This request will be communicated to the Worship Committee. The Worship Committee will bring this request to The Church Board who approves such requests.

Note: Baptisms are a sacrament within the United Church of Canada and therefore take place during a regular worship service on Sunday. However in the case of a life threatening emergency where a person's life is at risk, the minister will come and perform the baptism. Every effort will be made to have one representative of the Community of Faith in attendance if possible.

Location of Baptism:

Baptism is a sacrament and an act of worship that involves the gathered Community of Faith. The Baptism will normally occur within a Sunday worship service. In an emergency situation as described above, the baptism will be held wherever the individual is located. For example the person may be in a hospital or at home.

Preparation:

For infant or child baptism, the parent(s) will meet with the minister to discuss baptism, the vows and the service. For teen or adult baptism the candidate for baptism will need to attend preparatory Confirmation or Affirmation of Faith classes with the minister for a period of several weeks.

Baptismal Approval:

The name of the candidate for baptism will be presented to the Worship Committee and then the Church Board for approval prior to the date of baptism.

Chair of Worship or their representative:

The Chair of Worship will take part in the baptismal service by presenting the baptism candidate and the parents if applicable to the Community of Faith during the

worship service. They, or a designate, will introduce the individual and their family to the Community of Faith. The Chair of Worship will present the candidate with a Baptismal candle and Baptismal certificate and age appropriate Bible.

God-parents:

Parents are welcome to choose 1 or 2 individuals to be the God-parents for the children being baptized. These individuals are usually chosen because of their spiritual maturity and because of their willingness to provide spiritual nurturing to the child being baptized. They are not the legal guardians of the child unless stipulated in the wills of the parent(s). There will be a vow for the God-parents to respond to in the service and they are welcome to accompany the parents to the baptismal font during the act of baptism.

Photography and Video-taping:

Baptism is a sacrament and an act of worship so we ask that pictures be taken following the service. If you desire to have pictures taken during the service this needs to be arranged with the Minister. When photos are to be taken during the service there will be no use of a flash. The minister is happy to re-enact the baptism after the service so that pictures can be taken.

9.6 Rental Policy

Introduction:

This Rental Policy provides direction for bookings and rental of space at St Paul's United Church, Bowmanville. The objectives of the policy are:

- To establish a consistent booking and payment system
- To provide a rental and custodial fee schedule
- To establish conditions of rental

Types of Functions:

- 1-Church Function
- 2-Private Function

CHURCH FUNCTIONS:

A church function is defined as any event organized by the Church Board, by a committee of the board or as a recognized fundraising event to raise funds for St Paul's.

CHURCH GROUPS:

These are groups that are always associated within the church. No rental or custodial fees apply to these groups.

- Bible Study (morning /evening)
- Men's Group
- Yoga & fitness
- Youth Groups

- Lectionary Group
- Choir
- U.C.W. (Custodial fees apply during catering events)
- Sunday School
- Prayer Shawl Ministry
- Volley Ball
- Book Club
- Mats for Haiti
- Official Church Board & Committees of the Official Board

The current list of groups using Church space are sanctioned by the Church Board. At any time, changes to the list can be made by approval of the Board.

OUTREACH GROUPS:

These are groups that are recognized by the Mission, Service and Outreach Committee and presented to the church board for approval. No rental fees or custodial fees will apply to these groups.

1. Community Care Anxiety Group
2. Community Care Cope
3. Community Care Foot Clinic
4. Gathering Place
5. BLUE Program
6. Hospital Volunteers

RECOGNIZED FUNDRAISING EVENTS:

These are events that are approved in advance by the church board as a fundraiser for St Paul's and as such are exempt from any rental fees or custodial fees.

1. Annual Roast Beef Dinner or Lamb Dinner
2. Men's Breakfast & Women's Breakfast
3. Fundraising events approved by the board eg. Fiesta night, Rock-a-thon
4. Potlucks or special events as approved by the board eg. Robby Burns /St. Pat's /Christmas
5. Goods and Service Auction

PRIVATE FUNCTIONS:

These groups are divided into 2 groups:

MEMBERS GROUPS FUNCTIONS:

These are those which are organized by a member or adherent of St. Paul's and they pay no rental fees but do pay custodial fees. The member or adherent's name must appear as the contact name on the rental agreement form.

EXTERNAL GROUP FUNCTIONS:

These are those organized by non-members or non-adherents of St. Paul's. External group functions pay both rental and custodial fees.

BOOKING AND PAYMENT SYSTEM:

All groups wishing to use space at St. Paul's must first call the office - giving their name and contact number, the area they wish to use and the date of the event. (A calendar of events will be kept updated by the office administrator.)

If the date and space are available, the office administrator will then give all information to the caretaker. The Office Administrator will then contact the person requesting space and make arrangements to meet with them to go over the booking, sign the contract and take a non-refundable deposit of \$50.00. The Caretaker may be requested to attend this meeting if the rental requires services such as setup or take down to ensure the Caretaker is fully aware of needs of the renter. The full amount due (minus any deposit) is payable no later than the day of the event and is made payable to the following:

1. St. Paul's United Church (rental fee, as outlined in rental contract)
2. Caretaker (custodial fee payable directly to custodian, as outlined in rental contract).

The payment for the church must be given to the Office Administrator.

9.7 Police Check/Attestation Policy

Statement of Commitment: [Adapted from J2.2 of the Manual]

St. Paul's United Church is committed to providing a safe environment for worship, work, and other programs offered under its name. St. Paul's United Church seeks to ensure that all staff, volunteers and ministry personnel who work with vulnerable individuals in its settings share this commitment. This commitment will be demonstrated by staff, volunteers and ministry personnel showing respect for personal boundaries, protecting others from harm and abuse, and enabling those in their care to learn and grow without fear of exploitation. As we work together to create this community of trust and safety, God's vision of Shalom sustains and guides us. We will experience the presence of the Spirit, nurturing and prodding us to be a people of compassion and grace.

Theological Statement: [Excerpted from Faithful Footsteps]

Jesus came into the world to bring life in all its fullness. As followers of Jesus we are called to show love to one another, and to the world (John 13:34-35), to share our gifts and resources, and to build a community of mutuality and respect (Acts 3: 44-47). As a church, we have a primary duty to care for those who are marginalized, less powerful or more vulnerable in our community. (Deuteronomy 10:17-19, Isaiah 61:1&2)

God intends that all people enjoy a life free from exploitation and abuse. Created in the image of God, all persons have a right to be treated with respect and protected from harm.

Our church is blessed with the gifts of many that offer leadership, as volunteers, staff and ministry personnel. These people have a special calling to offer their time and talents in congregations, Sunday Schools, programs for children and youth, home visiting and many other ministries of the church. These people also are called to act with integrity and discipline as they teach and care for the people of God. The church and all its workers are called to honour the dignity of each person, as created in the image of God.

Jesus teaches that we must love one another. Love does not insist upon its own way (Corinthians 13:5). Where manipulation and exploitation exist in a relationship, love is violated.

The principle is that followers of Jesus must demonstrate love, respect and honour for one another as members of the body of Christ. For Jesus reminds us that as we do to the most vulnerable among us we do unto him (Matthew 25: 35-40).

Requirements:

All volunteers working in potential one-on-one situations directly with at risk populations, e.g. youth, elderly, must provide a Criminal Records Check to the Ministry & Personnel Committee. In group situations, at all times during the event, at least 1 attendee present must have a current CRC on file.

All volunteers working with the financial assets of the Community of Faith must provide a Criminal Records Check to the Ministry & Personnel Committee.

This must be renewed every 5 years.

The cost is to be borne by the volunteer or the church upon appropriate committee approval.

Annual Filing Each year, by June 30, each volunteer will certify that no criminal charges have been filed against them in the preceding year. This certification will be done with a brief form. Failure to provide such certification annually may affect the person's volunteer standing and may result in a recommendation that

they must attain a new CRC and/or that they no longer be allowed to perform their volunteer duties alone.

9.8 Conflict of Interest Policy

Conflict of Interest Policy for St. Paul's United Church

The purpose of this policy is to give guidance to members of decision-making bodies within St. Paul's United Church, including committee work, Board work and congregational work. When participating in decisions, they must not put themselves in a position where their own interests may conflict with their duty to act in the best interests of St. Paul's United Church.

Policy

Application of This Policy

- This policy applies to all members and adherents of St. Paul's United Church (hereby St. Paul's UC) when they are participating in decision-making in committee work, Board work or congregational work. Each of these bodies is a "Governance Body" in this policy. This policy is in keeping with the policy of The United Church of Canada.

Responsibilities

- Members of a Governance Body must not participate in decision-making where their duty to St. Paul's UC is in conflict with the duty they owe to another organization. For example, that could happen where a member of St. Paul's UC serves another organization as an employee, contractor, or in an elected leadership role.
- Members of a Governance Body must not participate in any decision-making by St. Paul's UC which could result in direct or indirect benefit to them.
- Members of a Governance Body must not give, in the performance of their duties for St. Paul's UC, preferential treatment to relatives or friends or any other organization in which they have an interest.
- Members of a Governance Body must not benefit from the use of information acquired during the course of their participation in St. Paul's, UC if that information is not generally available to the wider church.

- Members of a Governance Body must not accept from a person who has dealings with St. Paul's UC any reward, advantage, or benefit of any kind, either directly or indirectly, that affects decision-making.
- Members of a Governance Body must not place themselves in a position where they are under obligation to another person who might benefit from special consideration or favour, or who might seek preferential treatment by St. Paul's UC.

Exceptions

- There are exceptions to situations that might otherwise be considered a conflict of interest.

A. Monetary conflicts - A monetary conflict arises where the Governance Body is considering a decision that may have a monetary effect, either positive or negative, on a member of St. Paul's UC or a person close to the member (relative or friend). It is not a conflict of interest if, in the opinion of the Body, the member's monetary interest is substantially the same as the monetary interest of all other members of St. Paul's UC.

B. Non-monetary conflicts - A non-monetary conflict arises in any circumstance where a member of the Governance Body is constrained in any way from acting in the best interests of the church. That could occur where a member of St. Paul's UC or person close to the member, stands to gain a benefit in some non-monetary way from a decision that the Body is considering. It is not a conflict of interest if, in the opinion of the Body, the member's conflict is not likely to affect the member's decision.

C. Membership in a Governance Body through intentional representation from other organizations - It is not a conflict of interest when a member of the Governance Body who represents another organization on the Body brings the perspective of the other organization to the decision-making of the Body. That is a key purpose of having intentional representation from other organizations. As such, it is not a conflict of interest for such a member to participate when the Body is considering a decision that affects the other organization.

D. Waiver of conflicts - In any situation where a member of the Governance Body has an apparent conflict of interest, the Body may waive the conflict of interest and allow the member to participate in the decision-making. The Body must be satisfied that waiving the conflict will not negatively impact the transparency and integrity of St. Paul's UC decision-making.

Practice

- *9. Knowledge/awareness of conflicts* - Members of a Governance Body must be constantly aware of the need to avoid situations that might result in a conflict of interest or the appearance of a conflict of interest. Orientation and education of members is important.
- *Identifying conflicts* - As a member of the Governance Body participates in the work of St. Paul's UC, they must consider whether any particular item of business presents a conflict of interest for them.
- *Disclosing conflicts* - A member of the Governance Body must inform the Body of a conflict of interest or apparent conflict of interest at the earliest opportunity once the member becomes aware of it.
- *Refrain from all participation* - The conflict of interest may involve a situation where the member of the Governance Body stands to gain personally, or where the member's relatives or friends stand to receive a benefit (either monetary or non-monetary). In such case, the member withdraws from any participation in the decision-making on any matters to which the conflict of interest relates. That includes leaving the room while the matter is under discussion until after the decision is made.
- *Responsibility of other members* - If a member of the Governance Body fails to notice, or to declare, a conflict of interest, any other member may raise the matter with the Body. Once the issue has been raised by another member, the member with the potential conflict may acknowledge the conflict and withdraw from participation in the decision-making.
- *Decision by Governance Body* - If the member of the Governance Body with the potential conflict of interest disagrees that one exists and/or does not withdraw from participation in the decision-making, it is up to the Body to determine the issue before proceeding with the item of business. If the Body decides that a conflict of interest exists, and makes no decision to waive it, the member is excluded from participation in the decision-making.
- *Documenting* - The minutes of the meeting of the Governance Body must record all disclosures of conflict of interest, all exclusions from participation in decision-making based on conflict of interest, and all decisions by the Body with respect to conflict of interest.

9.9 Confidentiality Policy

In an effort to respect all individuals, the following must have a signed confidentiality agreement on file with the M&P Committee.

- all staff
- All Board Members
- the Treasurer
- all Pastoral Care visitors
- all other persons who work on church finances

DRAFT

10 TERMS OF SCHAMERHORN TRUST AND GEORGE LETTNER SCHOLARSHIP

10.1 Schamerhorn Trust

The Rev. Edward and Marilyn Schamerhorn Trust

- (1) The purpose of The Rev. Edward and Marilyn Schamerhorn Trust, identified as The Trust, is to provide funds for annual Continuing Education Programs for the minister and or ministers of St. Paul's United Church, Bowmanville, Ontario, identified as The Congregation: with two exceptions referred to in paragraph (3). Such Continuing Education Programs and their location shall be at the sole choice and discretion of the minister and or ministers of The Congregation. The decision of the minister and or ministers to use the annual funds available must be made by the end of the year of funding and the funds available must be used before December 1st of the ensuing year.
- (2) The initial principal sum of \$40,000.00 for The Trust and all subsequent sums to The Trust shall be invested and managed by the Division of Finance of the United Church of Canada, and the Annual interest earned, less an appropriate administration fee, shall be forwarded to The Congregation on the first working day of December, 1994 and every year thereafter.
- (3) At the request of the Donor, the first and second draws, in the annual amounts of income earned from The Trust shall be to Rev. Edward Schamerhorn, RR 4, Picton, Ontario, K0K 2T0, in December, 1994 and December, 1995 to be used for continuing education programs which will enhance his ministry as Retired Supply in the United Church Of Canada. These draws shall be at his request to the Official Board of The Congregation and he shall disclose the nature of this continuing education at the time of requesting the funds.
In the event the Rev. Edward Schamerhorn does not or cannot avail himself of funds from The Trust, then such funds shall be made available as set out in paragraph one (1).
- (4) Thereafter, draws from The Trust shall be on an annual basis and at the request of the minister and or ministers of The Congregation to the Official Board of The Congregation upon disclosing the nature, time and place of their
- continuing education programs.
- (5) Should the minister and or ministers of The Congregation not avail themselves of the annual income of The Trust, then the annual income shall be made available to a member or members of The Congregation for a Christian Leadership Development Program approved by or supported by The United Church of Canada. (Such information can always be obtained through the Division of Mission In Canada.) The candidate or candidates for such training shall be chosen by the Session of The Congregation in consultation with the Christian Education Committee of The Congregation.

Such Programs and the funds available must be used in the year of the available funding and undertaken prior to December 1st of the ensuing year.

Should the above candidate or candidates not use all of the money available from 'the Trust, then any residual amount shall be used specifically (for Leadership Training and/or Christian Education purposes within The Congregation.

Should no member of The Congregation avail themselves of this opportunity, then the annual funds available from The Trust shall be used specifically for Leadership Training and/or Christian Education purposes within The Congregation.

(6) Sunset Clause: in the event that The Congregation ceases to exist as St. Paul's United Church, Bowmanville, Ontario, The Trust capital shall become the property of The United Church of Canada to benefit The United Church of Canada's Pension Fund

All the foregoing expresses our sincere desire and intent in establishing this Trust for St. Paul's United Church, Bowmanville, Ontario.

10.2 Lettner Scholarship

THE GEORGE LETTNER SCHOLARSHIP FUND

This award was set up as a gift from the Lettner family, as an earned scholarship, in memory of George Lettner

CONDITIONS (as set up in 2002):

1. A sum of \$20,000 will provide a financial base for the fund to earn interest annually. Annual interest is estimated at 3% - 5% to yield \$600 - \$1000 to be awarded in August each year, commencing in the year 2003.
2. If after 10 years the Christian Development Committee decides that owing to a lack of candidates or that the principal could be put to a better purpose, the family allows that the Fund can be terminated and the money put to an alternative use.
3. In August of 2002, a separate gift of \$1000 will be provided to commence the George Lettner Scholarship Fund award.

CRITERIA:

1. The Christian Development Committee (or alternate as determined by the Church Board) will meet annually to determine the best candidate. Financial need of the candidate should be a consideration. Beth will attend if available and if desired by her. The award will be presented in August annually.
2. Baptized, confirmed members, and adherents in good standing at St. Paul's United Church are eligible for the award.
3. The interested participant should forward a letter with the application form to the Christian Development Committee indicating his or her interest, the nature of the academic studies being pursued and the reasons the person requesting the award should become the successful candidate. This document should indicate his or her activities in church activities and the broader community.

CRITERIA: (As updated, in 2012, after meeting with the Lettner family)

1. The Christian Development Committee will meet annually to determine the best candidate. Financial need of the candidate should be a consideration. The award will be presented in May or June annually.
2. Members in good standing at St. Paul's United Church through confirmation or transfer of membership are eligible for the award.
3. The interested participant should forward a letter with the application form to the Christian Development Committee indicating his or her interest, the nature of the academic studies being pursued and the reasons the person requesting the award should become the successful candidate. This document should indicate his or her activities in church activities and the broader community.

The Criteria will be revisited in 2022.

Appendix G



CONSTITUTION

of the

UNIFIED CHURCH BOARD

of

ST. MARK'S UNITED CHURCH, CANNIFTON

Revised 2019

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1 MISSION STATEMENT

The Mission of St. Mark's United Church is to:

- reflect the love of God by sharing gifts, talents and resources throughout our whole faith community
- encourage openness, respect and diversity where all people are welcome regardless of age, gender, race, sexual orientation, gender identity, differing abilities, ethnic background or economic circumstance within and outside our church boundaries
- cherish and sustain our Christian faith through the word of God, music, laughter, food and caring during good times and challenges, remaining true to our roots while planning our future.

2 STATEMENT OF PURPOSE

The purpose of St. Mark's United Church is to provide leadership and support for worship and Christian development among all age groups within the congregation and the community. We, the congregation, achieve this by working together in co-operation with our Minister and Church Board, using all our resources as an informed Church of Jesus Christ, and by supporting, through prayer, Christian witness and financial contributions, the work of the local and wider Church.

3 PREAMBLE

St. Mark's, Cannifton, exists within the United Church of Canada as a Pastoral Charge composed of one congregation, recognized by East Central Ontario Regional Council. As such, it is subject to the Basis of Union and By-laws as contained in the edition of *The Manual* currently in force and other policies of the General Council and East Central Ontario Regional Council.

This revision of the Constitution has been revised to generally follow *The Manual* 2019. Some sections reproduce its contents, while others reference the applicable section.

Wherever this document conflicts with *The Manual*, the latter shall take precedence.

4 MEMBERS AND ADHERENTS

Members and Adherents of the congregation are defined as per *The Manual* Section B 3.1 – 3.5.

5 VOTING AT MEETINGS OF THE CONGREGATION

Voting rights of Members and Adherents are as defined by Section B.3.7.

6 RESPONSIBILITIES OF THE CONGREGATION

The congregation is responsible for

- Deciding on a governance model for the congregation;
- Electing a chair and secretary of the annual meeting;
- Electing a governing body;
- Appointing the Trustees for the congregation;
- Electing lay representatives to the East Central Ontario Regional Council;
- Approving a budget for the congregation;
- Calling or requesting settlement of a member of the order of ministry;
- Requesting the ending of a pastoral relationship.

Section B.4

7 MEETINGS OF THE CONGREGATION

Meetings of the Congregation, including the Annual Meeting, shall be organized as per Section B 5.

7.1 Timing of the Annual Meeting of the Congregation

The Annual Meeting of the congregation shall be held each year in February.

8 OFFICERS OF THE CONGREGATION

The Chairperson and Secretary of the Annual Meeting shall be elected and hold the responsibilities until the next Annual Meeting of the Congregation until in Sections B.6.

9 THE CHURCH BOARD: THE GOVERNING BODY

The governing body of St. Mark's is based on the unified board or Church Board model.¹ The Church Board model "unifies the traditional functions of spiritual leadership and financial management in one Board that also coordinates the work of various task groups or committees."² The Church Board has general responsibility for leadership in the care and oversight of the spiritual life and the interests of the pastoral charge.

9.1 Membership of the Church Board

The membership of the Church Board includes

- The full members of the congregation elected to the Board.
- The member of the Order of Ministry settled or appointed to the Pastoral Charge.
- The lay members elected to the East Central Ontario Regional Council.
- A full member of the congregation elected by the United Church Women.

9.2 Election of Members & Term of Office

New members to the Board or members renewing for another term are elected at the Annual Congregational Meeting for a three-year term to the Board. Terms shall commence at the meeting of the Church Board immediately following the Annual Meeting. At the end of three years, the member may resign by submitting a letter of resignation or stand to be nominated for another three-year term.

9.3 Resignation, Removal & Vacancies

Should a member wish to resign before the end of the three-year term, they shall provide a written letter of resignation.

A member of the Church Board may be removed from office

- by the Church Board through a discipline process;
- by the Church Board if the member has been absent from meetings for a year without adequate reason;
- by the congregation; or
- by the East Central Ontario Regional Council if the regional council decides it is in the best interest of the congregation.

(Section B 7.3.5)

The Church Board is responsible for informing the congregation when there are vacancies on the governing body. (Section B 7.3.6)

¹ *Models of Board Governance*, United Church of Canada, ©2010

² Ibid. p. 8.

9.4 Meetings: Calling, Attendance, Length

- The Church Board shall meet ten times per year, as well as at the call of the chair.
- Meetings may also be called by the minister or by written request of five (5) members of the Church Board, and shall be held within fourteen (14) days of the request. Only business named in the request shall be transacted. Section B 7.7.2
- All Church Board members are expected to attend the meetings of the Church Board.
- The meeting of the Church Board shall conclude within a two (2) hour period of commencement; otherwise, a motion shall be required to extend beyond the allotted time with the approval of the majority of those in attendance.

9.5 Quorum

A quorum shall consist of half of the total members, rounded to the nearest whole number, including the Church Board, including the Chairperson or his/her appointee, and the member of the order of ministry. (Section B 7.7.4).

9.6 Church Board Duties

The congregation and governing body may organize its governing body so that specific responsibilities are the purview of specific committees (B.7.8.1) These may be standing or ad-hoc in nature, and may be called by various names (B.7.8.1).

9.7 Church Board Standing Committees

The standing committees of the Board shall be

- Christian Development Committee
- Stewardship Committee
- Property and Building Committee
- Ministry and Personnel Committee
- Nominating Committee
- Statistics Committee

9.7.1 Membership

- Committees are formed through appointment by an ad hoc committee of the Board consisting of the chairperson, vice-chair, and past-chair of the Church Board for presentation at the February Church Board meeting.
- Committee members shall be drawn from the membership of the Church Board and/or the congregation. A person may be a member of a committee and not a member of the Church Board.
- The chairperson of the Church Board is a corresponding member (without voting rights) of all committees.
- The Minister is an ex-officio member of all committees, save for the Nominations Committee and the Ministry & Personnel Committee. (Section B 7.8.4)

9.7.2 Organization & General Responsibilities

- Each committee shall elect annually its own chairperson and secretary.
- Each committee will submit annually its own budget, in December, to the Stewardship Committee who will collate the results and present a total budget to the Church Board at its January meeting.
- Each committee shall meet at the discretion of the chairperson of the committee, take minutes of all their meetings and send them to the church secretary for distribution to Church Board members and inclusion in Church Board minutes.
- Each committee shall report to the Church Board and shall move the acceptance of its recommendations
- Committees are authorized to form sub-committees, teams, or other groups relating to particular areas of responsibility, and to develop guidelines for their work.

9.8 Ad Hoc Committees

Ad hoc committees are set-up as required based on need identified by the Church Board. The Church Board will appoint the members.

10 CHRISTIAN DEVELOPMENT COMMITTEE

The work of the Christian Development Committee covers the areas of Christian Education, Worship & Sacraments, and Fellowship & Pastoral Care.

10.1 Christian Education

- To evaluate the Christian educational needs of all aspects of the congregation and provide recommendations and leadership for its direction.
- To approve and inform the Church Board of the curriculum and program materials being used (for example, in the Church, Sunday school, youth program, vacation Bible school).
- To endorse leaders for the various Christian Development programs in the Church and inform the Church Board of the appointments, subject to applicable Ministry & Personnel Committee action (e.g. police records check).
- To arrange for special events and services involving the Sunday School.

10.2 Recommend to the Church Board

The Christian Development committee is tasked with making the following recommendations to the Church Board for its consideration (Section B.7.4.1 & B.7.4.5).

- Admission of persons as full members;
- Removal of persons as full members;
- The granting of certificates of transfer;
- The discipline of members;

- Persons suitable for consideration by the East Central Ontario Regional Council as
 - inquirers for Ordered Ministry,
 - Licenced Lay Worship Leaders
 - Designated lay ministers, and
 - Sacraments elders.

10.3 Worship & Sacraments

The Christian Development committee is tasked with making the following recommendations to the Church Board for its consideration

- Recommend candidates for the rite of Christian initiation through baptism (B.7.4.5.e).

The committee exercises responsibility for order of public worship, including:

- Arranging, in consultation with the minister and music director, for special services.
- Evaluating periodically the services of worship.
- Arranging for pulpit supply in the minister's absence.
- Overseeing, the administration of the sacraments.
- Overseeing the bulletin supply, and other worship materials as required.
- Arranging, when necessary, ushering for services.
- Ensuring the availability of the building for public worship.
- Scheduling musicians.

(B.7.4.5.e, g & h)

10.4 Fellowship & Pastoral Care

- To plan and implement ways and means by which St. Mark's congregation can grow spiritually through fellowship and recreational activities.
- To visit and/or bring communion to the sick and aged in hospital, institutions and in their homes.
- To organize person with a gift for visiting so that there is regular contact with members and adherents.

(B.7.4.5.i)

10.5 Outreach in Evangelism

The committee is responsible for outreach in evangelism (B.7.4.5.j)

10.6 Historic Roll

The keeping of an Historic Roll of all Full Members of the congregation Section B.3.6. One member of the committee shall be elected Roll Clerk.

11 STEWARDSHIP COMMITTEE

This committee is responsible for the management of the financial matters of the congregation. The Treasurer and Memorial Fund Treasurer shall be part of this committee

11.1 Finance (General Fund)

- The disbursement of funds, including (B.7.4.2)
 - Remuneration of the minister or ministers, including pension and government required contributions, through the approved payroll provider of the United Church of Canada.
 - Honorariums and wages paid as directed by the Board,
 - General Council assessments, and
 - The capital and current expenses of the local church.
- To report to the Church Board at its regular meetings the financial condition of the church in relation to the budget (i.e. the financial statements and the statement of accounts paid). (B.7.4.2.c)
- It is imperative that the Committee be advised in advance, when unforeseen expenditures (above \$1,000.00) may be required to be paid.
- To present to the congregation, at its annual meeting, a detailed statement of receipts and expenditures and recommended budget for the ensuing year with suggestions for securing the funds required to meet the proposed budget (B.5.2.b)
- To report to the Church Board, confirmation of an annual review of the General, and Memorial Funds. (B.7.4.2)
- To ensure the completion of the Charities Information Return to the Canada Revenue Agency. (B.7.4.2)
- To report the financial status of the church to the congregation on an as-needed basis to be determined by this committee. (B.7.4.2)
- To secure commitment and participation in the Mission of the Church by the congregation through the use of approved methods of church finance. (B.7.8.6.c)

11.2 Memorial Fund

- The Stewardship Committee shall oversee contributions or donations for commemorative purposes made by family and friends of past or present members or adherents of St. Mark's United Church. (B.7.4.2) Specifically, it will:

- Receive, record and acknowledge contributions received from all sources.
- Recommend or consider ways in which the proceeds of the funds may be beneficially utilized. Consideration should be given to need, feasibility and appropriateness and may involve consultation with other committees involved in the life of the church.
- To be responsible for specific requests for funds and then presenting the findings to the Church Board.
- Report to the Church Board, the financial condition of the Fund on a monthly basis
- Present to the congregation at its annual meeting, a statement of receipts and expenditures of the Fund.
- The purpose of the fund shall be to either benefit or enhance congregational life and work but shall not be used for salaries or general church maintenance.
- Memorials that are received will be recorded in a memorial book. Acknowledgments of all such memorials are to be made to the donor(s).
-

11.3 Stewardship and Outreach

- The Stewardship Committee shall review annually the total financial objective of the pastoral charge, that is, the needs locally, regionally and at national levels. Furthermore, the Committee shall be responsible for addressing proposed outreach projects other than those nationally sponsored by the National Church, bringing these proposals to the attention of the Church Board and suggesting a plan of action. The Committee will also be responsible for interpreting the outreach programs as they relate to the Mission and Service Fund of the church and further proposing an annual congregational objective for the Mission and Service Fund. (B.7.8.6.c)
- To educate the pastoral charge as to why the funds are needed and how they will be expended (B.7.8.6.c).
- All designated funds will be used for the purposes designated until the need is either met or cannot be completed for any reason, at which time all remaining funds designated for that purpose will be used for other approved programs at the discretion of the Stewardship Committee in consultation with the Church Board. Under no circumstances will donated funds be returned to the donor. All charitable donations must be forwarded to the charity stated by the donor at the time of donation.

- To keep in perspective and under review the proportion of money spent locally and regionally in relation to the amount provided for the wider work of the church through the Mission and Service Fund. (B.7.8.6.c)

12 PROPERTY/BUILDING COMMITTEE

- The Property Committee has day-to-day responsibility for the maintenance of the property of St. Mark's.
- The Property Committee does not have responsibility to
 - sell, mortgage, exchange, lease, or otherwise deal with congregational property;
 - make major renovations, within the definition of the ~~Presbytery~~ East Central Ontario Regional Council.

For these matters, see the section entitled Board of Trustees (See Trust of Model Deed).

In carrying out its work, the committee will

- Seek estimates, review estimates, and recommend acceptance of the same to the Church Board.
- Supervise all work projects related to maintenance;
- Authorize expenditures in accordance with approved budget and maintain a record of all such expenditures.
- Authorize the formation of sub-committees relating to various phases of its work and ensure that the work is completed in a satisfactory manner.

13 MINISTRY AND PERSONNEL COMMITTEE

Each congregation must have a committee to carry out the work listed below. At St. Mark's it is called the Ministry and Personnel Committee. (B. 7.8.5)

- Be available for consultation and support for matters involving the pastoral charge staff and contractors performing staff functions (B.7.8.5.a).
- Overseeing the relationship of the pastoral charge staff to each other and to people in the congregation (B.7.8.5.a).
- Regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff (B.7.8.5.c).
 - Making any recommendations needed as a result of these reviews to the governing body (B.7.8.5.d).
- Revising position descriptions of pastoral charge staff as needed (B.7.8.5.e).

- Conducting annual performance reviews of the pastoral charge staff (B.7.8.5.f).
- Ensuring pastoral charge staff make use of opportunities for continuing education that they have been given (B.7.8.5.g).
- Maintaining close contact with East Central Ontario Regional Council Covenant Support Team (B.7.8.5.h).
- To develop a close relationship between church staff members regarding responsibilities and authority.
- To recommend to the Board the hiring of replacement or additional staff or personnel in consultation with others (i.e. the minister) and in certain cases assistant minister, minister of music, secretary, etc.
- To form a Duty of Care sub-committee that reviews and oversees the policy.
- The Committee shall consist of not less than three (3) and not more than seven (7) members.
- Members of the staff or the minister shall not be members of this Committee.

14 NOMINATING COMMITTEE

Through the Nominating Committee, the Board shall seek persons who are eligible, suitable and willing to serve in positions in the congregation. (B.7.8.6.d)

- This Committee shall meet annually, preferably in November, to consider and recommend nominations to fill the various vacancies on the Church Board.
 - Members of the congregation are asked to serve on the Church Board for at least a three-year term.
- To present the list of nominees to the Church Board in December for information at the annual Congregational meeting for election. As well, a list of appointments to the positions of minister of music, clerk of session, envelope secretary, treasurer, and auditor(s) shall be presented to the Annual Meeting.
- To present to the Church Board, before the Annual Meeting, a list of candidates for the following positions: past-chair, chair, vice-chair, ~~and~~ Church Board secretary, and persons resigning from the board and new members of the board.

14.1 Membership:

- the chairperson of the Church Board

- preferably, one (1) representative from each of the four Standing Committees as well as one (1) representative from the U. C. W.

15 STATISTICS COMMITTEE

The Statistics Committee shall fulfill responsibilities related to completing all aspects of the Annual Statistical Return of General Council.

The Committee shall also assist the Christian Development Committee in completing its functions related to removing of persons from Membership as follows.

- Review the list of members at least annual.
- Based upon the review, recommend a list of persons to be removed from membership.

The Committee shall assist the Church Board in maintaining a list of adherents by annually reviewing the list and suggesting deletions or additions to the board.

That Statistics Committee shall use the following criteria for the removal of members and the deletions of adherents.

- Has the person been absent from all aspects of congregational life for the past five years? Aspects to consider include attendance at worship, financial or other types of donations, attendance at special events.
- Has the person moved so distant from the congregation that it is unreasonable to expect regular participation in various aspects of congregational life?
- Has the person publicly stated they do not wish to be a member of St. Mark's or associated with St. Marks?
- Is the person knowingly attending and/or participating in the life of another congregation?
- In the case of members, has this person been active enough that current active participants would view voting on the call of a minister, the disbanding of the congregation, or amalgamation of the congregation as acceptable?

15.1 Membership

The membership of the Statistics Committee shall include

- the Roll Clerk
- the Church Secretary
- the Board Secretary
- the Minister
- the Treasurer
- a member from the Stewardship Committee.

16 BOARD OF TRUSTEES

Unlike most aspects of congregational governance, the requirements for the Board of Trustees are quite specific and uniform across the church. The Board of Trustees holds all congregational property (real and personal) in trust for the benefit of the United Church of Canada and fulfills duties assigned to it by the Trust of Model Deeds and *The Manual*. The Trust of Model Deeds is a schedule of the original *United Church of Canada Act*, which may only be amended with the approval of the Federal Parliament.³

16.1 Membership

- The majority of the Trustees must be members of the United Church of Canada (G.3.3.2)
- The settled/appointed member of the Order of Ministry, or the appointed Designated Lay Minister or the Pastoral Charge Supervisor is an automatic voting member of Board of Trustees. (G3.3.3.)

16.2 Appointment

- The congregation is responsible for appointing Trustees at a duly called meeting; note special notice provisions apply when appointing Trustees (G.3.3.1).
- At minimum there must be three Trustees, and there can be a maximum of 15 Trustees, including the automatic member.

16.3 Term of Office

The congregation must set the term of office for Trustees. By adopting this document, the congregation of St. Mark's sets the term of office for trustees at three years.

16.4 Removal

Removal of a Trustee shall follow the specific process outlined in the current edition of *The Manual*, currently section G.3.3.6.

16.5 Organization

- A Member of the Order of Ministry settled/appointed to the congregation, a Designated Lay Minister appointed to the congregation, or the Pastoral Charge supervisor may decide to chair the meetings of the Board of Trustees (G.3.5).
- If the person decides not to chair the meetings, she/he/they may appoint another trustee as deputy chair (G.3.5).

³ It is possible that amendments may also require the consent of nine Provincial Legislatures who passed similar acts relating to property within each province, at the time of Union. Newfoundland and Labrador are a special case, as it was a separate Dominion at the time of church Union.

- If the chair and the deputy chair are both unavailable for a meeting, the trustees at the meeting may elect a temporary chairperson (G.3.5).

16.6 Quorum

If there are fewer than 10 Trustees, a majority of Trustees must be present. If there are 10 or more Trustees, five must be present for quorum to be achieved. (G 3.6.4)

16.7 General responsibilities

The Board of Trustees has the following general responsibilities

- The trustees are responsible for holding all congregational property for the congregation as part of the United Church. The trustees must give the same care and attention to congregational property as a reasonable person would give to their own property. (G.3.4.1)
- keeping records of all funds that are received and disbursed by them;
- keeping records of all their meetings, which clearly indicate any decisions made at those meetings; and
- making those records available upon request to any of the following:
 - a representative named by the governing body;
 - the member of the order of ministry who has been settled in or appointed to the pastoral charge;
 - the designated lay minister who has been recognized by the appropriate court and appointed to the pastoral charge; or
 - the pastoral charge supervisor.

Under the governance plan of St. Mark's, the Trustees have the following additional responsibilities.

- To obtain and monitor insurance (fire and liability) on all church properties.
- To manage the Legacy Gifts and Trust Fund and place all undesignated bequest in the fund.
- The Board of Trustees shall meet at least annually and minutes shall be taken and made available.

17 LEGACY GIFTS AND TRUST FUND

The following outlines an operating plan for St. Mark's Legacy Gifts Fund.

17.1 Promoting the Fund

The Board of Trustees of St. Mark's United Church shall promote St. Mark's Legacy Gifts and Trust Fund. In particular, the Trustees shall

- Promote the congregation's legacy giving program to ensure an ongoing flow of gifts to the fund;
- Undertake special information sharing or revenue generation projects at the request of the congregation;
- Regularly communicate with the Stewardship committee, the church Board and the congregation.
- Seek current information on legacy giving generally and seek support from the regional Stewardship and Gifts Officer of The United Church of Canada;
- Report annually to the congregation, on the Legacy Gifts Fund.

17.2 Investment Policies

All funds will be invested in accordance with the investment policies of St. Mark's. The congregation will provide ongoing guidance to the Trustees in establishing appropriate investment policies and guidelines in accordance with existing legislation and the policy of The United Church of Canada.

17.3 Distribution of Funds

The Trustees shall distribute the funds as requested by the Board of St. Mark's.

Principal

There shall be no general restriction on the expenditure of the principal in the fund.

Should a donor wish to place a restriction on the use of the funds, the Trustees shall endeavor to educate donors on the difficulty that can arise from such restrictions. The Trustees may agree to accept a restricted donation, so long as the restriction shall be removed five years from the date of the transfer of the funds.

Income

All income from the fund shall be distributed, subject to all applicable legislation, at such times as deemed necessary and/or feasible to support the mission and ministry of St. Mark's.

17.4 Periodic Program Review

The Legacy Giving Fund plan of operation shall be reviewed every three years, beginning in 2020.

18 GLOSSARY

- adherent:** means one that follows and participates in services and activities while not being a confirmed member
- Board:** means membership of this governing body through nomination to and election by the Congregation
- committee, ad hoc:** means a committee formed to work on a specific project
- committee, standing:** means a permanent committee formed to address matters within the scope of its mandate on an ongoing basis
- corresponding member:** means a person to whom a court or committee of the church has given the privilege of receiving minutes or participating in a meeting except that of voting or making a motion.
- ex officio membership:** means by virtue or because of an office
- financial review:** means an independent examination of the church's financial records to determine the accuracy of its financial statements, to determine whether financial transactions have been properly recorded, and to identify potential weaknesses in the accounting systems.
- Personnel:** means any individual who provides services to the Church as an independent contractor and is paid by an honourarium or lump sum amount for their services on an annual basis.
- quorum:** means the number of members required to be present to transact business legally
- ratification, ratified:** means to confirm by the expression of approval after the action has been completed
- slate:** means a list of candidates for nomination or appointment
- staff:** means any individual employed by the Church and paid a salary or hourly wage.
- task group:** means a specific group formed to carry out an assigned task within a specific amount of time to recommend to the body who appointed it.

19 ACKNOWLEDGMENTS

Members of the original Ad Hoc Committee were Jack Alexander, Wib Brown, Gary Chambers, Bob Schamerhorn, Ralph Swan and Gary Williams. April 1993

Committee structure revised December 1994

Revised September/October 1997

Revised October 2000 by: Wib Brown, George MacDonald, Maxine Walker

Revised April 2003 by Wib Brown, Fred Furmidge, George MacDonald, Tabor Tefft

Revised November 2006 by Wib Brown, Fred Furmidge, Tabor Tefft

Revised: May 2009 by Wib Brown, George Macdonald, and Tabor Tefft

Revised: November 2012 by Jack Alexander, Elaner Pound, Lynne Shorey, Melanie Thompson, Sheri Thompson

Revised: December 2015 by Jack Alexander, Elaner Pound, Gary Williams, and Rev. Ryan McNally

Revised: December 2019 by Rev. Ryan McNally, Jack Alexander, David Clazie, Mary Milligan and Elaner Pound

Appendix I

Report for Assembly of Elders March 2020
Spiritual Nurture, Respectful Relationships and Justice with All Ages

- Zoom Meeting of YAYA leaders- both of the 3 RC and National YAYA
- Zoom meeting of National Clusters and Networks
- Zoom Meeting - Rural Ministries
- Equity meeting
- Affirming meeting and sub group meetings
- Rendezvous - A couple of information sessions with youth, youth leaders and parents- to ask questions and share information from those who have attended. Expression of Interest form for anyone who is interested.
- Create a FB group for ECORC Rendezvous
- Registration for March 21 workshop- now at 28, \$2000 fee for Terence, \$10 per person for lunch
- Streamline the process for Doing Mission Together Grants- put on ECORC website
- Wanda- Information session & Expression of Interest Form travel to El Salvador for March 2021
- Social Justice Network of Ontario Regional Councils (SJNORC)- Next meeting in person at the beginning of May in Toronto
- Time at May 23 meeting for Clusters and Network table groups/ Discussion-
- Youth Commissioners to GC- 4 youth to go to Five Oaks in Feb 2021, 1 of those youth to be a pilgrim for summer 2021- names needed by Dec 2020,
- I learned how to use Teams

Respectfully submitted by Sharon Hull

Appendix I**Minister for Indigenous Justice and Respectful Relationship Report March 11, 2020**

Like most of you (I imagine), I have had several conversations around the Wet'suwet'en situation over these past weeks. As I pondered preparing and sharing additional resources (along with the United Church statement and Moderator's prayer), I spoke with colleague Kim Uyede-Kai about what she might have shared. As the situation changed very quickly, she suggested the attached list of social media links and websites from trusted Indigenous sources. I did not share this list with the region, but thought I would include in my report.

Advertising has now gone out for the April 18th Edith Rankin event in Kingston, as well as the April 25th event in Curve Lake. The April 25th event is to come together, share best practices, and develop an Indigenous Justice and Respectful Relationship Network. About 15 people have registered for this event so far, with at least another 5-10 planning to come.

In addition to these events, I plan to attend the 65th Anniversary Native People's retreat at Five Oaks May 1-3. I am promoting this event at Alderville and Hiawatha, as well as Curve Lake.

I will note that we had Bubbles Knott's funeral at Curve Lake on Feb 29th. Bubbles was a language teacher who translated the church's 1986 apology into Ojibwa/Anishnaabemowen. Her husband Keith was Chief of Curve Lake for many years, and her daughter Shelley very active with Reconciliation work within the wider United Church.

May 8-10 an Indigenous-led water walk is happening around Pigeon Lake. Dorothy Taylor, who addressed the regional meeting last year, is a part of this organization. I will be looking for ways to share information about how to participate.

I have a phone call in to Paul Reed about Land Acknowledgement/Learning opportunities at the Regional Meeting in Ajax, and am glad to work with others around this.

I have been communicating with/consulting with churches in Bowmanville and Uxbridge about work they are engaged in around Truth and Reconciliation.

Facebook: Individuals

Niigaan James Sinclair (son of Senator Murray Sinclair) – Facebook

Senator Murray Sinclair

Steve Heinrichs, Director of Mennonite Church Canada.

Christi Belcourt

Facebook Groups:

Wet'suwet'en Access Point on Gidimt'en Territory

Wet'suwet'en First Nation

Idle No More

Idle No More Ontario

Twitter:

Jody Wilson-Raybould Vancouver Granville @Puglaas

Cindy Blackstock @cblackst

APT National News @APTNNNews

Pam Palmater @Pam_Palmater

Niigaan James Sinclair @Niigaanwewidam

Websites:

indigenousswatchdog.org

thetyee.ca

aptnnews.ca

Additional resources:

Steve Heinrichs has compiled a very helpful and free downloadable list of resources: Wet'suwet'en and Crown Conflict: Resources for Understanding: <https://www.commonword.ca/ResourceView/43/21981>

Why are Indigenous Peoples Blocking the Railways: And Why It's Important (illustrative Path Towards Understanding by Chloloula:

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1ob8FvjYbksJICPfiB2j0CLxNvrBLGusQ%2Fview%3Ffbclid%3DIwAR3WRfSeuWW2HWrdA5GkrWMjOJVOopGyH3Dver2sGHPB30IP7IHit0vhNYA&data=02%7C01%7CKUyedeKai%40united-church.ca%7C7d5a0e359ff740189b6508d7bc9bcd16%7Ccf18b5a826784011931215f0f7157574%7C0%7C0%7C637185249648471925&data=Hv6MT7sprxB3YFUgM5FIxRHZf6cDqD62JBPDE0tKtA%3D&reserved=0>

Wet'suwet'en Solidarity Art Kit:

<https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.google.com%2Fdocument%2Fd%2F1WoYEmoYyXIZ3EwJFhLb7Es0rGfLuXh8dhCGo8-12z5w%2Fmobilebasic%23&data=02%7C01%7CKUyedeKai%40united-church.ca%7C5fa13e31773b4226b26908d7bc9c18c8%7Ccf18b5a826784011931215f0f7157574%7C0%7C0%7C637185250920357924&data=OfKFDZrBCKGDle7b%2Bqo3ZWY2RbvqF2vLOXugI3dk49I%3D&reserved=0>

Politicians and Columnists Still Don't Seem to Get the Wet'suwet'en Crisis, so Let's Review:

https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fthetyee.ca%2FAnalysis%2F2020%2F02%2F25%2FPoliticians-Columnists-Dont-Get-Wetsuweten-Crisis-Governance%2F%3Futm_source%3Dfacebook%26utm_medium%3Dsocial%26utm_content%3D022520

[-4%26utm_campaign%3Deditorial-0220&data=02%7C01%7CKUyedeKai%40united-church.ca%7C52946d7495a447e4cfe908d7bca00f5a%7Ccf18b5a826784011931215f0f7157574%7C0%7C637185267941875446&sdata=D8woJK48iR0iv0lDm%2BRUYMkwpan2yb4yGFU%2B%2B686pI%3D&reserved=0](https://www.united-church.ca/52946d7495a447e4cfe908d7bca00f5a%7Ccf18b5a826784011931215f0f7157574%7C0%7C637185267941875446&sdata=D8woJK48iR0iv0lDm%2BRUYMkwpan2yb4yGFU%2B%2B686pI%3D&reserved=0)

Whose Land Is It Anyway? A Manual for Decolonization. Downloadable Ebook:

https://fpse.ca/sites/default/files/news_files/Decolonization%20Handbook.pdf