

East Central Ontario Regional Council
Meeting of the Assembly of Elders
Friday, February 25, 2022 – 9:00 a.m.

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

Strengthened by God's grace and refreshed by the Spirit,
We follow the way of Jesus in healing our world.

IN ATTENDANCE

Rev. Paul Reed	Speaker
Margaret Curtis	Member
Brian James	Member - Financial Administration
Rev. Don McLean	Member
Ted Meyers	Member
Ian Robb	Member
William (Bill) Sheaves	Member
Rev. Wanda Stride	Member, Leading Commissioner, 44 th General Council Commissioner
Rev. Phil Wilson	Member
Kathleen Whyte	Member
Sharon Hull	Corresponding Member - Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages
Rev. Rosemary Lambie	Member, Executive Minister
Joel Miller	Corresponding Member, Program Assistant to Executive Minister, Recording Secretary
Karen Wilson	Corresponding Member - Communications and Administration Assistant

REGRETS/ABSENT

Marilyn Fortin	Member
Nancy Sutherland	Member
Rev. Lynn Watson	Member
Rev. Rodney Smith-Merkley	Corresponding Member - Minister for Respectful Relationship and Indigenous Justice
Rev. David Timpson	Corresponding Member, Pastoral Relations Minister

Opening Devotions and Recognize the Land – Kathleen Whyte shared a PowerPoint which accompanied her opening devotion and land acknowledgement. Kathleen recognized that we gather on Indigenous Land and gave thanks for it stewardship by Indigenous Peoples throughout the centuries, and called all to continue to work towards right relation and reconciliation. Kathleen also shared that February is the celebration of Black History (or African Heritage) Month and informed that on August 28, 1833, the Act for the Abolition of Slavery throughout the British Colonies received royal assent and became law throughout the British Empire. This law freed enslaved people aged 25 and over and made it illegal to bring enslaved people into Upper Canada. This year 2022, will mark the 188th anniversary of total abolition of slavery in Canada. The Act came into force on August 1, 1834. Prior to this in Upper Canada, now Ontario, in 1793, Governor John Graves Simcoe passed the Anti-slavery Act. Officially recognized in Canada since 1996, this is a time to honor the contributions and struggles of peoples of African descent. Kathleen quoted Dr. Rev. Martin Luther King Jr. “They will not be judged by the color of their skin but by the content of their character.”

Circle Time of Sharing – All were invited to share.

Appointment of an Equity Monitor for this Meeting

2022-02-25-001 CONSENSUS MOTION That the East Central Ontario Regional Council Assembly of Elders appoint Rev. Phil Wilson as Equity Monitor for this meeting. **CARRIED**

Agenda

2022-02-25-002 MOTION (B. James/T. Meyers) That the East Central Ontario Regional Council Assembly of Elders accept the amended agenda as distributed. **CARRIED**

Amendment: Affirm has been moved up on the agenda so that reporting is done under section "Formation, Nurture and Justice".

Minutes of January 28, 2022

2022-02-25-003 MOTION (T. Meyers/M. Curtis) That the East Central Ontario Regional Council Assembly of Elders approves the Minutes of January 28, 2022 as distributed. **CARRIED**

Minutes of February 15, 2022 email vote

2022-02-25-004 MOTION (T. Meyers/M. Curtis) That the East Central Ontario Regional Council Assembly of Elders approves the Minutes of email vote completed February 15, 2022.

2022-02-15-001 MOTION (P. Wilson/B. James) That the East Central Ontario Regional Council Assembly of Elders, approves the newly revised Constitution for Grace United Church, Peterborough version 2022 for approval at the Annual Congregational Meeting. **CARRIED. CARRIED**

Correspondence

- a) January 28, 2022 Rev. Don Willmer, Port Perry United Church re immanent disbanding of Cedar Dale United Church, Oshawa (*referred to Ministry through Property and Finance Leadership Team and Rev. Craig Donnelly from CST*)
- b) February 7, 2022 Janet Enns, trustee for the former Mount Pleasant United Church near Stirling, Ontario re Trustees needed (*referred to?*)
- c) February 8, 2022 Rev. Cheryl McMurray, Pastoral Charge Supervisor - Heritage United Church & Smithfield-Carman Pastoral Charge re windows (*for information*)
- d) February 8, 2022 Helen Bickle, Quinte Deaf Fellowship re intention to retire June 30, 2022 and request to have appointment forms backdated in ChurchHub (*for action*)
- e) February 14, 2022 Paul Binkley re approval of revised Constitution for Port Hope United Church, (*for action*)
- f) February 24, 2022 Rev. Cathy Russel Duggan re making an exception for an appointment (*for conversation / action*)
- g) February 24, 2022 Rev. Michael Blair, General Secretary General Council re representation to prepare 2-minute video for March 30 GC 44 Learning Evening on the topics of the Proposals and be prepared to speak to ECO01 Clergy Consultative Committee and ECO02 Cooperative Communities of Faith and Alternative Pastoral Relationships (*for action*)
- h) February 24, 2022 (18) Emil Varga, Trustee Greenwood United Church re use and restrictions on investments (*refer to Mission through Property and Finance*)
- i) February 24, 2022 Mary Ellen, Chair, Ministry & Personnel Committee Trinity United Church, Cobourg ON re copied on concerns for benefit (*for information*)

Business arising grouped according to confirmed Guiding Principles***I. All Communities of Faith participate in ECORC meetings and initiatives***

Facilitation Team report – Team is meeting again on March 4th to plan for March 22nd information session. The February 22nd information session worked well; people have continued to express interest in the topics. Paul expressed gratitude for all who helped in various roles during. The March 22nd information will focus on mission priorities, and how Teams have incorporated them throughout the year. Hopefully, it will be determined after this session if new priorities will become the focus, or if the current priorities can remain for another year.

II. Clergy, lay leaders and communities of faith express satisfaction with the support, development opportunities and communication they receive

Communications – Karen Wilson highlighted items in her report, see **appendix A**. The question was raised as to when to ‘cut off’ registrations for events – it was noted that people were still registering during the event. Karen is strategizing how to get information out to more people. The directory is a work in process.

III. Those involved in any way with ECORC demonstrate awareness of our Vision and Mission statements, and express a feeling of connection to and commitment to the work of ECORC***IV. People in all roles and capacities within ECORC are aware of Council decisions and policies, and know where to find the information they need*****i) Governance**

2022-02-25-005 MOTION (P. Wilson/B. James) That the East Central Ontario Regional Council Assembly of Elders concurs with the clarification to the Community of Faith Supervisors Practice and Policy with the addition of the following, to be inserted as an additional paragraph in the appointment section:

“When the Regional Council assigns an appointee to provide supervision and guidance to a specific task of a pastoral charge, either active or disbanded, the Regional Council may designate the position with a differing title and responsibility. Regardless of title and responsibility, the supervisory role is compensated by this policy.” **CARRIED**

ii) Pastoral Relations –**a) Covenanting Support Team – Change in Pastoral Relations****Trinity Pastoral Charge, Bowmanville**

2022-02-25-006 MOTION (W. Sheaves/T. Meyers) That the East Central Ontario Regional Council Assembly of Elders, having received confirmation of eligibility through Church Hub, approves the appointment of Rev. Nancy Knox, retired supply to Trinity Pastoral Charge, Bowmanville part-time 20 hours/week from April 1, 2022 to June 15, 2022. **CARRIED**

Trinity Pastoral Charge, Uxbridge

2022-02-25-007 MOTION (W. Sheaves/B. James) That the East Central Ontario Regional Council Assembly of Elders, having received confirmation of eligibility through Church Hub, approves the re-appointment of Rev. Karen Croxall to Trinity Pastoral Charge, Uxbridge part-time 20 hours/week

effective July 1, 2021 to June 30, 2022, pending posting on Church Hub. **CARRIED** (Ted Meyers abstains)

Discussion: Rev. Stevan Spicer will be acting as Liaison, and a call will eventually be created.

Bancroft Carlow Pastoral Charge

2022-02-25-008 MOTION (W. Sheaves/W. Stride) That the East Central Ontario Regional Council Assembly of Elders, approves the appointment of Rev. Svinda Heinrichs as pastoral charge supervisor with Bancroft Carlow Pastoral Charge effective immediately, during the restorative care of Rev. Lynn Watson. **CARRIED**

Janetville Mt Horeb Pastoral Charge

2022-02-25-009 MOTION (W. Sheaves/K. Whyte) That the East Central Ontario Regional Council Assembly of Elders, approves the appointment of Rev. Paul Reed as pastoral charge supervisor with Janetville Mt Horeb Pastoral Charge effective immediately for the period it serves as a current Supervised Ministry Education site. **CARRIED**

Marmora Pastoral Charge

2022-02-25-010 MOTION (W. Sheaves/T. Meyers) That the East Central Ontario Regional Council Assembly of Elders, approves the appointment of Rev. Bruce Fraser as pastoral charge supervisor with Marmora Pastoral Charge effective immediately. **CARRIED**

Retirement

2022-02-25-011 MOTION (W. Sheaves/P. Wilson) That the East Central Ontario Regional Council Assembly of Elders concurs with the request of Helen Bickle to retire from her ministry with Quinte Deaf Fellowship effective retire June 30, 2022 and to ensure that the record of her employment and appointment forms are factually recorded in Church Hub. **CARRIED**

Discussion: Rev. Phil Wilson provided some background information on Quinte Deaf Fellowship, has asked Helen to provide summary of ministry, to learn how it can continue to be supported. Rev. Don McLean expressed thanksgiving for having done an internship with a deaf community.

2022-02-25-012 MOTION (P. Wilson/B. Sheaves) That the East Central Ontario Regional Council Assembly of Elders, approves the appointment of Rev. Ed Bentley, retired supply to Wellington Pastoral Charge, 20 hours/week, beginning March 1, 2022 to June 30, 2022, pending the appropriate activation on Church Hub. **CARRIED**

Alderville Pastoral Charge

Remains on the watchlist

iii) Covenant Support Team Chair

- a) Report from Liaison Forum – Sunderland Pastoral Charge; Liaison to be appointed. Rev. Wanda Stride highlighted that Trinity-St. Andrew's (Brighton) has expressed interest in collaborating with Heritage Pastoral Charge. The question was raised as to how Regional Councils can get access to Living Faith profiles to provide some pastoral oversight. Would reading annual report be a staff role or part of the Covenant Support Team? Could Retiree Forum be of assistance?
- b) Licensed Lay Worship Leaders Forum – Policy to address some of the challenges, i.e., continual use of LLWL at one place, issuance of T4A, etc.

- c) Retirees Forum – nothing to report at this time.

iii) Supporting the life of Communities of Faith where ministry takes place

a) **Port Hope United Church**

- Constitution for Port Hope United Church, see **appendix B¹**
- Constitution Explanatory Notes, see **appendix B²**

2022-02-25-012 MOTION (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders approves the newly revised Constitution for Port Hope United Church, version 2022 for approval at the Annual Congregational Meeting. **CARRIED**

- b) Spring Brook United Church – pending

c) **Mount Pleasant United Church**

NOTICE OF MOTION (/) That whereas the former Hills and Shores Presbytery of Bay of Quinte Conference entered into a rental agreement with Mount Pleasant United Church, enabled a lease of \$1200 per year until 2028, and required the naming of four Trustees, and whereas the East Central Ontario Regional Council is the successor council responsible for naming those same Trustees, and whereas the original four Trustees are no longer willing or able to serve, therefore the East Central Ontario Regional Council the Assembly of Elders appoints _____, _____, _____ and _____ as Trustees to the Mount Pleasant Church property. Further, to arrange for the rent to be deposited in the ECORC accounts.

Names were suggested. Brian James will look into banking.

- d) Chalmers – pending
- e) Carlow-Bancroft, now North Hastings and Haliburton area – process in progress with Rev. Paul Reed
- f) Ebenezer – Maple Grove: process in progress with Bill Sheaves
- g) Lakefield and Young's Point – process in progress with Rev. Dan Hayward
- h) Cold Springs – pending report of OV
- i) Dunbarton-Fairport United Church - Mission through Property and Finance
- j) Roblin-Enterprise U. C.
- k) Sunderland –
- l) Centennial Albert - need a Pastoral Charge Supervisor and a plan for ongoing worship with pulpit supply.
- m) **Adolphustown / Conway Pastoral Charge**

2022-02-25-013 MOTION (K. Whyte/I. Robb) That the East Central Ontario Regional Council Assembly of Elders appoint Rev. Phil Wilson as representative, to attend Adolphustown / Conway Pastoral Charge's annual meeting. **CARRIED**

- V. *The number of church buildings in our Regional Council that are accessible is increasing. There is faithful stewardship of property and finances*

**Mission through Property and Finance –
Trinity United Church Bowmanville**

- See letter of agreement attached as **appendix C**

2022-02-25-014 MOTION (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders accept and approve the Letter of Agreement (LOA) between Trinity United Church Bowmanville and UPRC United Property Resource Corporation to proceed with the Development on the Trinity United Church site. **CARRIED**

- VI. *ECORC events take place in a variety of geographic locations within our Region throughout the year*
- VII. *We hold events every year related to outreach and social justice within our Regional Council*

i) **Formation, Nurture and Justice –**

- a) Team Progress report – Assembly of Elders representatives

- See revised policy re Anti-racism policy as **appendix D**

2022-02-25-015 MOTION (I. Robb/M. Curtis) That the East Central Ontario Regional Council Assembly of Elders, support the work of the Formation, Nurture and Justice Leadership Team on behalf of the Anti-racism Interfaith Intercultural Forum and ask them to prepare a revision to the anti-racism policy regarding training workshop to be presented at the spring General Meeting. **CARRIED**

- b) Report from Supporting Staff Member - Report of the Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages, see **appendix E**
- c) Social Justice Network of Ontario Regional Councils

ii) **Doing Mission Together Priority Grants – see appendix E**

iii) **Clusters and Network News – see appendix E**

- iv) **Affirm Forum –** Assembly of Elders representative – Report of the Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages, **see appendix E**

- VIII. *We observe increasing use of land acknowledgments and more participation in learning opportunities related to Respectful Relations and Indigenous Justice*

Report of the Minister for Respectful Relationship and Indigenous Justice – Rev. Rodney Smith Merkle provided a written report:

1. The Land we Reside on Course continues to have over 100 people each Wednesday evening for 3 hours. It concludes next week. I hope to share an article in the newsletter about some take away learnings about Land Acknowledgements.

2. Our IJRR forum postponed our meeting due to the death of Dixie Shilling. Dixie was very active in the Bay of Quinte Conference "Dancing the Circle of Right Relations" group, and we'd like to consider a bursary in her honour (perhaps connected with her father Murray Whetung). This will be discussed at our next meeting.
3. 3 webinars from 2020-2021 have been edited and posted to the ECORC YouTube channel. These will be promoted in the weeks to come.
4. I've met with an anti-racism group around the Newburgh/Napanee area who hope to build relationship with Tyendinaga and engage in education for truth and reconciliation.

IX. Children, youth and young adults are represented on all decision-making bodies

- X.** There are events planned for and by children, youth and young adults every year. A significant number of these events provide children, youth and young adults with leadership opportunities

First Third Ministry

Youth and Young Adult Ministry

Report from Supporting Staff Member, see **appendix E**

- XI.** There is evidence that inclusive language is becoming the norm in the life and work of our church throughout our Regional Council, especially inclusive language and images of God in worship

- XII.** Reports from equity monitors and meeting notes give evidence of a growing awareness of equity standards

Equity Team – Assembly of Elders representative, Rev. Phil Wilson reported that the Team will be meeting in March. There has been progress using the captioning software. Question needing to be addressed: When is YouTube captioning acceptable?

- XIII.** The number of Communities of Faith designated as Affirming continues to increase

- XIV.** An increasing number of Communities of Faith, along with ECORC and the Assembly of Elders, are developing plans to increase their environmental stewardship

- XV.** We can document specific actions we have taken to become intercultural

Nominations – Rev. Wanda Strides reported that Mary-Jane Hobden will be new Chair of Nominations, effecting rise of General Meeting in spring. The Nominations Team will check with Tom Smart, alternate GC 44 Commissioner, to see if he is willing to move into an active role of Commissioner to fill a youth vacancy.

New Business –

- a) **General Council 44** – Rev. Wanda Stride, Leading Commissioner, highlighted meetings has begun. Wanda is looking forward to getting the Commissioners together. It was suggested that an orientation session be given for 11, 12 and 13 Regional Council and then breakout rooms could be created for Commissioners (based on membership of Regional Council).

- b) **Naming Representative to speak to proposal from Regional Council** (in response to request from Rev. Michael Blair, General Secretary).

Rev. Paul Reed and Rev. Ryan McNally suggested (they presented the proposals to the Regional Council).

c) Part-time job description assisting Pastoral Relations Minister

Rev. Rosemary Lambie informed that the search to fill the position continues.

d) Commission a Review of Regional Council Structure

It was noted time was coming to commission a review of Regional Council structures (Teams, Forums, Networks), updating Terms of Reference and policies within Governance Handbook.

Opening worship for next meeting – Rev. Phil Wilson

Equity Monitor Report – Rev. Phil Wilson provided some feedback.

Motion to adjourn

2022-02-25-016 CONSENSUS MOTION that the East Central Ontario Regional Council Assembly of Elders adjourn this meeting at 12:12 PM. **CARRIED**

Closing Prayer – Kathleen Whyte

Next Meeting Dates -Friday April 1, 2020 9 am-noon ZOOM
-Friday April 29 - Saturday April 30 ECORC RC

Rev. Paul Reed
Speaker

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Communications Report	Page 9
Appendix B ¹	Constitution for Port Hope United Church	Pages 10-32
Appendix B ²	Constitution Explanatory Notes	Pages 33-35
Appendix C	letter of agreement between Trinity United Church Bowmanville and UPRC United Property Resource Corporation	Pages 36-46
Appendix D	Revised policy re Anti-racism policy	Page 47
Appendix E	Report of the Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages	Pages 48-49

Appendix A

Assembly of Elders Meeting - Friday, February 25 at 9 AM
Communications Summary Report

- Music Gathering was held on Thursday, February 3rd in the evening and had a good turnout. Based on the feedback, there is a possibility of future meetings and maybe even a network.
- February 4th – Facilitation Meeting for the upcoming Information Session on February 22.
- Met with Rodney Smith-Merkley and helped him with YouTube – he is now a member and able to upload videos.
- Met with Nominations to discuss the newsletter, forms and any communications needed. We are set to open on March 1st.
- Communications Meeting with Anita Jansman and Judy Coffin – I have set up a training session with Jayne King to go over Dynamics with us on March 1st.
- Opening Zoom meetings in David Timpson's absence which has also given me the opportunity to meet some of those that I haven't met yet.
- Part of the Tech Team for our Information Session on February 22nd.
- Continuing work on the Regional Directory – I have emailed approx. 145 Pastoral Charges and have heard back from approx. 20-25.
- Met with Sharon Hull to show her how to upload things to the website.
- Working with both Sharon Hull and Aruna Alexander, we put together four weeks of resources etc for Black History Month and sent them out each Tuesday.
- Sharon and I also worked on editing the video from the Information Session and Ryan's part will be uploaded to YouTube soon.
- Working on a feedback form for the Information Session to be sent out.
- I have been doing some more work on the website, making it more user friendly and easier to find documents etc. Forums and Teams also now have their own pages.

Questions:

- Re: Registration cut off: I would like advice as to what time to close the registration forms prior to events.
- Re: Regional Directory: Any ideas or suggestions on contacting Community's of Faith for the information needed.

Training:

- Email Phishing Training completed

Appendix B¹

**THE CONSTITUTION
OF
PORT HOPE UNITED CHURCH**

APRIL, 2022

APPROVED AT ANNUAL MEETING OF COMMUNITY OF FAITH HELD ON: _____

_____ Chair of Community of faith

Terry Hickey

_____ Secretary of Community of faith

Bruce Williamson

TABLE OF CONTENTS	Page
1.0 Preamble	1
2.0 Introduction	1
3.0 Definitions	1
4.0 Membership	1
5.0 Church Rolls	1
6.0 Church Board	2
6.0.1 Composition	2
6.0.2 Term of Office	3
6.0.3 Meetings	3
6.0.4 Quorum	4
6.0.5 Duties and Responsibilities	4
6.0.6 Officers	5
7.0 Board of Trustees	6
7.0.1 Composition	6
7.0.2 Term of Office	6
7.0.3 Meetings	7
7.0.4 Duties and Responsibilities	7
8.0 Standing Committees	7
8.0.1 Worship	8
8.0.2 Christian Development	9
8.0.3 Outreach and Social Action	10
8.0.4 Congregational Life and Care	11
8.0.4.1 Membership Subcommittee	11
8.0.4.2 Welcome and Hospitality Subcommittee	12
8.0.4.3 Communications Subcommittee	12
8.0.4.4 Care-ring Subcommittee	13
8.0.5 Property Committee	13
8.0.6 Stewardship and Finance Committee	14
8.0.6.1 Bequest Subcommittee	15
8.0.7 Ministry and Personnel Committee	15
8.0.8 Nominating Committee	16

9.0	Ad Hoc Committees	17
9.0.1	Search Committee	17
10.0	Groups and Organizations	18
11.0	Vacancies	18
12.0	Church Year	18
13.0	Signing Officers	18
14.0	Meetings of the Community of Faith	18
14.0.1	Annual Meeting	19
15.0	General Provisions	20

1.0 PREAMBLE

This Constitution guides the functions and operations of Port Hope United Church (PHUC). It is written in accordance with and governed by the Bylaws of the United Church of Canada (UCC). These bylaws may be accessed in The Manual, United Church of Canada, 2021 (The Manual).

2.0 INTRODUCTION

For legal purposes, the UCC is a corporation designed to fulfill the legal requirements for corporate bylaws. The UCC is organized as a three council structure consisting of Communities of Faith, Regional Councils and the General Council as well as the Office of Vocation.

3.0 DEFINITIONS

Community of Faith is any community of people within the United Church that:

- a) gathers to explore faith, worship and service, and
- b) is recognized as a community of faith within the United Church by the regional council through a. covenantal relationship

Regional Council is a decision making body responsible to serve and support communities of faith within its bounds and provide necessary oversight.

General Council (or Denominational Council) is the decision making body for the United Church as both a denominational and legal corporation.

4.0 MEMBERSHIP

PHUC is a community of faith which includes full members, adherent members and the children of these members.

Full Members are persons admitted to the community of faith with full voting privileges on all matters. Full members are admitted to the community of faith by action of the Board; their names entered on the rolls of the community of faith and their admission is recognized in a public worship.

Adherent Members are persons who contribute regularly to the life and work of the community of faith but are not full members. There are some limitations that apply in voting and holding office as defined by The Manual.

5.0 CHURCH ROLLS

The Board, through the Membership subcommittee, maintains the following membership rolls for the community of faith.

The Active Membership Roll consists of members of PHUC with full voting privileges who meet the following expectations:

- attend worship services on a regular basis, health permitting;
- support PHUC financially to the best of their ability;
- support the outreach of PHUC in our own community and farther afield; and
- be actively involved in the life of the community of faith

The Inactive Membership Roll consists of persons who, by request or for reasonable cause, are not able to fulfill the expectations of active membership and, for pastoral reasons, their names are kept on the rolls.

The Adherent Membership Roll consists of persons who contribute regularly to the community of faith through involvement and/or financial support and who have been granted voting privileges on temporal matters by action of the Board.

The Non-Resident Membership Roll consists of persons who are members of PHUC who reside away from the Port Hope area and have not requested a transfer of membership or removal from the membership rolls of this community of faith.

6.0 CHURCH BOARD

The Church Board (hereafter called the Board) is composed of thirteen (13) members elected by the community of faith.

Members of the order of ministry currently settled or appointed to the PHUC are members of the Board and are ex-officio members of all committees except for those excluded by The Manual.

With the exception of special circumstances approved by Regional Council, members of the Board must be full members of the community of faith.

PHUC makes every effort to include youth in the governance structure at every level. Youth membership and input is particularly valuable in discussion and planning at the committee level.

6.0.1 COMPOSITION

Mandatory members of the Board elected by the community of faith include the Chair, the Vice-Chair, the Secretary and the Treasurer. The Minister is an ex-officio member.

The Chairs (or designate) of the following committees are members of the Board: Worship; Christian Development; Outreach, Social Action, Affirming; Congregational Life and Care; Property; and Ministry & Personnel.

The President (or designate) of the United Church Women (UCW) is a member of the Board.

One member at large is elected as a Board member by the community of faith. This person is chosen for their wisdom, creativity, work/life experience and comfort expressing their faith. A member at large may be asked to assume responsibility for specific Board functions or initiatives.

The Past Chair may serve as a corresponding member for one two (2) year term or throughout the term of the current Board Chair at the request of the Board. A corresponding member may receive notice of meetings, attend meetings, take part in some or all of the discussion at meetings and receive minutes of meetings. A corresponding member may not vote at meetings.

Other individuals may be invited to participate in Board meetings on an ad hoc basis because of the expertise they would bring to a specific issue or discussion. This does not include the right to vote.

The Chair (or designate) of the Board of Trustees attends Board meetings when specific issues require discussion or decisions by the Board.

6.0.2 TERM OF OFFICE

Members are elected by the community of faith at an Annual Meeting for a term of two (2) years and may be re-elected for additional terms if they are in agreement. A Board Officer or member may not serve for more than three (3) consecutive terms or six (6) years except in unusual circumstances and approved by the community of faith. After three consecutive terms, a Board member will leave the Board for a minimum period of one (1) year before being eligible for re-election to the Board.

For the purpose of transition to this Constitution, all terms of office will be considered as of April, 2018. Notwithstanding the total consecutive number of years or terms served, a person who has completed two (2) terms or four (4) years as of April, 2022 will be eligible for one further term of two (2) years if desired.

For the purpose of transition to this Constitution, a current Board member who accepts a new position on the Board will be eligible to complete three (3) terms or six (6) years in the new position if desired.

6.0.3 MEETINGS

The Board meets a minimum of five (5) times each year at appropriate intervals normally between September 1st and June 30th. In addition, the Board meets at least annually for a day reserved for planning. Special meetings may be held at the

call of the Chair, the Minister, at the request of five (5) members of the community of faith or when a meeting is requested by Regional Council.

To be legally constituted, a member of the order of ministry or appointee of the Regional Council must be in attendance at the meeting.

6.1.4 QUORUM

A quorum is at least one-third (1/3) of the Board members which will include at least two Officers and one member of the order of ministry or an appointee of Regional Council.

6.0.5 DUTIES AND RESPONSIBILITIES

The Board is responsible to oversee visioning, strategic planning, the budget, staffing and other issues related to the spiritual life and work of PHUC. The Board leaves the operational details of ministry and congregational life to the various committees.

The duties and responsibilities of the Board include the following:

- develop and monitor the vision and core values of PHUC;
- develop short term (1 year) and long term (5 – 10 year) strategic plans to implement the vision and values of PHUC and guide the work of committees;
- monitor the ongoing implementation of the strategic plans and ensure that Board actions and decisions are consistent with the mission and core values of PHUC;
- make policy decisions on behalf of the community of faith including providing information and receiving input from the community of faith on such policy matters;
- appoint, not later than January of each year, a Nominating Committee from members of the Board and the community of faith who will be widely representative of ages, skills and interests;
- receive reports and recommendations from and give direction to the standing committees;
- review the budget prepared by the Stewardship and Finance Committee, amend as required and adopt the annual budget, submitting it to the community of faith at the Annual Meeting for information;
- receive and consider petitions or other submissions from members of the community of faith;

- transmit petitions, appeals, etc to Regional Council;
- recommend suitable candidates for the ordained or commissioned ministry;
- recommend to the community of faith the appointment of auditors for all accounts coming under the community of faith's jurisdiction if determined necessary;
- secure contributions for the support of the total work of the church;
- submit to the community of faith for its consideration, reports on the life and work of the church as well as an annual report;
- authorize the borrowing of funds for the day-to-day operations of the community of faith or for any indebtedness which will normally be discharged during the current calendar year;
- attend to matters affecting the community of faith not assigned to any of its committees;
- receive and make available to the community of faith reports on the actions of Regional Council and General Council; and
- communicate information from the Board to the community of faith.

6.0.6 OFFICERS

All positions are officers of both the community of faith and the Board.

The **CHAIR** is elected by the community of faith at an Annual Meeting. The Chair normally serves for a two (2) year term and gives leadership to the community of faith and the Board fulfilling all duties normally carried out by a Chair. The Chair does not vote at meetings except in the case of a tie vote when the Chair casts the deciding vote.

The **VICE-CHAIR** is elected by the community of faith at an Annual Meeting. The Vice-Chair normally serves for a two (2) year term in that role to become familiar with the duties of the Board and the officers. After the two (2) year term, the Vice-Chair normally moves to the position of Chair to provide continuity in the affairs of the Board and the community of faith. The Vice-Chair may, in the absence of the Chair, assume the duties and responsibilities of the Chair, as required. The Vice-Chair also serves as the PHUC lay representative to Regional Council.

The **SECRETARY** is elected by the community of faith at an Annual Meeting. The Secretary normally serves for a two (2) year term and keeps Minutes of meetings

of the community of faith and the Board. The Secretary receives and sends correspondence as required.

The **TREASURER** is elected by the community of faith at an Annual Meeting and normally serves a two (2) year term. The Treasurer receives all monies for the support of the community of faith from envelopes, collections and other sources and disburses them under the direction of the Board. This includes the Mission and Service Fund treasurer functions as outlined in The Manual. The Treasurer's duties are carried out in consultation with the Stewardship and Finance Committee.

The Officers of the Board along with the Minister may be empowered to act on behalf of the Board in an urgent situation when it is not possible to convene a meeting of the full Board and some action or decision is required. Any such action or decision are reported to the full Board and, if appropriate, the community of faith at the earliest opportunity.

7.0 BOARD OF TRUSTEES

The Board of Trustees operates in accordance with and is governed by the sections of The Manual that apply to its trusteeship and the Congregational Board of Trustees Handbook.

7.0.1 COMPOSITION

The Board of Trustees is composed of six (6) members, the majority of whom are full members of PHUC. The Minister is a member ex-officio.

7.0.2 TERM OF OFFICE

Trustees are elected by the community of faith at an Annual Meeting for a term of two (2) years. Terms are staggered so that two (2) terms expire each year. Trustees may be re-elected for additional terms if they are in agreement. A Trustee may not serve for more than three consecutive terms or six (6) years. After three consecutive terms, a Trustee member must leave the Board of Trustees for a minimum period of one (1) year before being eligible for re-election as a Trustee.

For the purpose of transition to this Constitution, all terms of office will be considered as of April, 2018. Notwithstanding the total consecutive number of years or terms served, a person who has completed two (2) terms or four (4) years as of April, 2022 will be eligible for one further term of two (2) years if desired.

7.0.3 MEETINGS

Meetings are held at the call of the Chair or at the request of the Board of the community of faith.

A majority of Trustees must be present at a meeting to establish quorum.

7.0.4 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Board of Trustees include the following:

- hold all congregational property for the community of faith as part of the UCC;
- ensure congregational property is used for purposes allowed by the UCC property rules;
- keep records of meetings and of all funds received and disbursed by them;
- ensure adequate insurance coverage is maintained to protect buildings and other property to minimize any exposure of congregational assets;
- ensure congregational funds are properly invested;
- meet with the Property Committee annually to make an inspection of the entire properties to ensure that maintenance is satisfactory to both bodies;
- report annually to the community of faith and biannually to the Board. Reports include:
 - a financial statement,
 - any concern about the condition of community of faith land, buildings and other physical assets including recommended repairs or capital improvements,
 - details of insurance coverage,
 - details of any investments; and
- ensure historical records, for example minutes, reports, and bulletins, are safely maintained or assigned to the archives of the UCC.

8.0 STANDING COMMITTEES

Standing committees are permanent committees established by the Board to deal with specific matters. Standing committees are free to carry out their responsibilities and duties in accordance with The Manual, where applicable, or specific directions from the Board.

With the approval of the Board, standing committees may establish subcommittees to fulfill specific committee responsibilities.

Any member of the community of faith may sit on a standing committee. Other individuals may be invited to participate in committee meetings on an ad hoc basis because of the expertise they would bring to a specific issue or discussion. This does not include the right to vote.

Wherever possible, standing committees include youth as members and/or invitees to participate in discussion of specific issues.

The Minister is a member ex officio of all committees with the exception of the Ministry and Personnel Committee, the Nominating Committee and a Search Committee.

The Minister is advised of all committee meetings. As well, notice of meetings is given to the community of faith through the Bulletin and the announcements on screen prior to worship services.

The members and chairs of the standing committees are approved by vote of the community of faith at an Annual Meeting.

Each standing committee elects a secretary who keeps Minutes of each meeting in a permanent record according to Board policy.

The time and frequency of committee meetings is determined by each committee with no less than five (5) meetings per year.

Each standing committee submits its proposed budget for the coming fiscal year to the Stewardship and Finance Committee for inclusion in the budget. The committee budget that is approved by the Board may not be exceeded without the prior approval of the Stewardship and Finance Committee and the Treasurer.

The chair of the standing committee (or designate) approves committee expenditures and forwards a request for payment in writing to the Treasurer.

Each standing committee prepares a written report of their work for Board meetings. The report is forwarded to the Secretary prior to the Board meeting for distribution to Board members. Any motion originating in a standing committee is forwarded to the Secretary in writing prior to the Board meeting.

8.0.1 WORSHIP COMMITTEE

Reporting to the Board, The Worship Committee is responsible for planning and implementing congregational and community worship and for the administration of sacraments.

The Chair of the Worship Committee (or designate) also serves as a member of the Board.

The duties and responsibilities of the Worship Committee include the following:

- share with the Minister and Music Facilitator in the planning and conduct of weekly Sunday worship and other special occasions which reflect the liturgical year or respond to national or community events;
- explore and conduct alternative forms of worship which reflect contemporary culture or the need for persons to worship contemplatively;
- co-ordinate with the Minister the administration of the sacraments of Baptism and Holy Communion;
- prepare and submit to the Board an annual plan for worship reflecting the core values and strategic plan of PHUC;
- ensure that the sanctuary is ready for worship and decorated appropriately, particularly for Advent, Christmas, Lent, Easter, Thanksgiving and Remembrance Day;
- recruit and train lay readers and lay worship participants, for example story tellers, actors, liturgical dancers;
- ensure that there is a roster of audio visual volunteers; and
- review and recommend changes to wedding and funeral policy

8.0.2 CHRISTIAN DEVELOPMENT COMMITTEE

Reporting to the Board, the Christian Development Committee provides leadership so that persons at every stage of their life may focus on spiritual growth, development of spiritual and leadership gifts and personal discernment.

The Chair of the Christian Development Committee (or designate) also serves as a member of the Board.

The Christian Development Committee has the following duties and responsibilities:

- assess the educational needs of the community of faith through surveys/questionnaires and discussion;

- prepare and submit to the Board an annual program proposal which reflects the core values and strategic plan of the community of faith. This will include adult, youth, children's and inter-generational programs and events;
- prepare and submit an annual budget;
- appoint a Church School co-coordinator and, together with the co-coordinator, operate the Church School;
- recruit and train leaders for all aspects of the total educational program;
- select and evaluate curriculum materials and resources relating to the curriculum materials of the United Church of Canada;
- provide confirmation classes for young people in consultation with the Minister;
- communicate to the community of faith educational opportunities within the wider church and Christian or secular community, for example podcasts, webinars, conferences, camps, retreats, book studies, zoom events; and
- provide financial support, when required, for people to attend conferences, training events and camps.

8.0.3 OUTREACH, SOCIAL ACTION, AFFIRMING COMMITTEE

Reporting to the Board, the Outreach, Social Action, Affirming Committee assists the community of faith to be aware of ways that they can address local community needs as well as national and global issues related to peace, justice and the integrity of creation. The committee encourages the inclusion of all people as outlined in the "Affirming Vision Statement of Port Hope United Church".

The Chair of the Outreach, Social Action, Affirming Committee (or designate) also serves as a member of the Board.

The duties and responsibilities of the Outreach, Social Action, Affirming Committee include the following:

- identify needs within the geographic area of PHUC and plan, advocate for and implement projects that address these needs. Work with other churches, service clubs, community groups and municipal government on mutual projects;
- educate and encourage the community of faith's involvement in national and world mission through the Mission and Service fund;
- prepare and submit to the Board an annual plan for outreach and inclusion of all people reflecting the core values and strategic plan of PHUC;

- prepare and submit to the Board an annual budget;
- prepare outreach, social action and affirming announcements for Sunday services and the church newsletter;
- create awareness and discussion of indigenous issues related to the Truth and Reconciliation Commission and related programs of the UCC;
- create awareness of opportunities to learn and act on global issues related to equity, creation and peace;
- administer the Benevolent Voucher program that provides monetary vouchers redeemable at local businesses for those in need; and
- ensure that the Affirming Vision Statement is carried out.

8.0.4 CONGREGATIONAL LIFE AND CARE COMMITTEE

Reporting to the Board, the Congregational Life and Care Committee is responsible for the welcoming of new members, the maintenance of the Church roll of members and adherents, the encouragement of participation and involvement in the life and work of the community of faith and the care of the community of faith.

The committee consists of four subcommittee chairs. The Chair of Congregational Life and Care can be one of the subcommittee chairs or serve independently. The Chair (or designate) also serves as a member of the Board.

The Chair, with input from subcommittee chairs, prepares and submits to the Board an annual plan reflecting the core values and strategic plan of PHUC.

The Chair, with input from subcommittee chairs, prepares and submits an annual budget to the Board.

8.0.4.1 Membership Subcommittee

Reporting to the Chair of the Congregational Life and Care Committee, the Membership subcommittee is responsible for the maintenance of the Roll of members and adherents.

The Membership subcommittee has the following duties and responsibilities:

- supervise the Membership Roll which includes records of members received, transferred or removed; adherents enrolled or removed; baptisms; marriages; and deaths;

- record in minutes all decisions to admit persons as full members and recommend their admission to the Board; and
- revise the Membership Roll annually in accordance with the Manual.

8.0.4.2 Welcome and Hospitality Subcommittee

Reporting to the Chair of the Congregational Life and Care Committee, the Welcome and Hospitality subcommittee ensures that members, adherents, newcomers and visitors feel welcomed at PHUC.

The Welcome and Hospitality subcommittee has the following duties and responsibilities:

- co-ordinate receptions to acquaint new members with the organization and leadership of the community of faith;
- oversee the recruitment and training of greeters in the narthex before and after Sunday services;
- oversee the recruitment and training of ushers (which may be combined with the role of greeters at the discretion of the subcommittee);
- promote, in conjunction with the UCW and other interested groups, receptions, lunches and dinners;
- promote, in conjunction with other interested committees and groups, family events; and
- ensure that people who live at the margins of society are welcomed by promoting accessibility through policy and practice.

8.0.4.3 Communications Subcommittee

Reporting to the Chair of the Congregational Life and Care Committee, the Communications subcommittee promotes and heightens awareness of PHUC and its activities amongst members and within the community.

The Communications subcommittee has the following duties and responsibilities:

- publish throughout the year, digitally and in hard copy, a newsletter to keep people informed about significant events, proposals and personalities within the community of faith;

- maintain a regularly updated website. Explore and use other social media such as Facebook and Twitter;
- maintain and update bulletin boards;
- publish a photo directory at regular intervals i.e. at least every five (5) years;
- ensure that interior and exterior signage is updated in conjunction with the Property Committee; and
- submit news releases to community newspapers, television and radio stations.

8.0.4.4 Care-ring Subcommittee

Reporting to the Chair of the Congregation Life and care Committee, the Care-ring subcommittee supports circles (rings) of care to the community of faith.

The duties and responsibilities of the Care-ring subcommittee include the following:

- recruit and train people for visitation and pastoral care in conjunction with the Minister;
- send cards to people in the community of faith at times of illness, bereavement and celebration;
- support people through intentional prayer (prayer circle) and distribution of prayer shawls;
- maintain a telephone tree to support people particularly at times of isolation such as illness or pandemic;
- co-ordinate services in long term care homes in conjunction with the Minister and licensed lay worship leaders; and
- co-ordinate recognition of devoted service through the Faith and Fellowship program.

8.0.5 PROPERTY COMMITTEE

Reporting to the Board, the Property Committee is responsible for the management and maintenance of all church-related physical property.

The Chair of the Property Committee (or designate) also serves as a member of the Board.

The Property Committee has the following duties and responsibilities:

- ensure that the church building is properly maintained so that all facilities are functional and repairs are carried out when required. Ensure that the outside property, lawns and flower beds are maintained;
- **in its management capacity**, give input to the Church Administrator regarding the work of or issues with the -service contract maintenance staff and/or church custodial staff . Give input to the M & P Committee regarding job descriptions for contracted service providers(s) and/or church custodian(s);
- prepare and submit to the Board annual plan for church maintenance reflecting the community of faith's core values and strategic plan. This plan may recommend the addition of facilities and equipment which would benefit the life of the community of faith;
- prepare and submit an annual budget;
- meet with the Board of Trustees annually to make an inspection of the property to ensure that maintenance is satisfactory to both bodies;
- maintain a Fire Plan in accordance with the local Fire Department. Carry out recommendations made by the Fire Inspector;
- maintain a roster of committee members who will respond to a church security alarm being activated;
- maintain a roster of committee members who will open and close the sanctuary on Sundays or other occasions as required;
- liaise with the Communications subcommittee in regards to exterior signage; and
- oversee room rentals in conjunction with the Church Administrator and determine rental fee structure in conjunction with the Treasurer.

8.0.6 STEWARDSHIP AND FINANCE COMMITTEE

Reporting to the Board, the Stewardship and Finance Committee gives oversight of the finances of the community of faith.

The Chair of the Stewardship and Finance Committee is the Treasurer and is a mandatory member of the Board.

The duties and responsibilities of the Stewardship and Finance Committee include the following:

- ensure financial sustainability by encouraging the use of pre-authorized givings (PAR) and envelopes thereby securing regular contributions to meet congregational as well as Mission and Outreach budgetary needs;
- inform the community of faith regularly about its mission and operations, including why funds are needed and how money will be spent;
- give oversight to fund raising campaigns;
- receive budgets from committee chairs and prepare and submit an annual budget to the Board for review and approval. The budget reflects the community of faith's core values and strategic plan. Present the approved budget for information at the Annual Meeting;
- submit an unaudited statement of receipts and expenditures to the Annual Meeting;
- prepare a monthly statement for review and approval by the Board;
- promote donations within the community of faith through wills, bequests, memorial contributions and provide guidelines for receiving and spending such gifts; and
- arrange for counting and recording of offerings

8.0.6.1 Bequest Subcommittee

The Bequest subcommittee is appointed by and responsible to the Stewardship and Finance Committee for administration of all bequests and memorials in accordance with the policy of the community of faith.

The subcommittee consists of a minimum of three (3) members selected by the Stewardship and Finance Committee with one (1) from the Board of Trustees, one (1) from the Stewardship and Finance Committee and one other member who is a full member of the community of faith.

8.0.7 MINISTRY AND PERSONNEL COMMITTEE

Reporting to the Board, the Ministry & Personnel Committee deals with pastoral relations within the context of the covenant relationship established between a pastoral charge, members of ministry personnel and the Regional Council. The committee also provides support to lay employees of the community of faith. The

Ministry and Personnel Committee operates in accordance with the Ministry & Personnel Committees Policy, Procedure and Practice of the UCC.

The work of the Ministry & Personnel Committee is kept confidential with very selective reporting to the Board. Any decisions that will significantly affect the community of faith are brought to the attention of the Board.

The Chair of the Ministry & Personnel Committee (or designate) also serves as a member of the Board.

The responsibilities and duties of the Ministry & Personnel Committee include the following:

- prepare and revise position descriptions as appropriate;
- determine salaries, travel and educational allowances and working conditions of staff members in accordance with UCC salary scales and guidelines and community of faith policy;
- provide support and opportunities for discussion regarding concerns or issues raised by members of the staff;
- support healthy responses to issues, concerns and conflict situations arising between ministry personnel, lay employees and the community of faith;
- conduct an annual review and evaluation of staff;
- arrange pulpit supply when required; and
- maintain close contact with the Regional Council Pastoral Relations Committee.

8.0.8 NOMINATING COMMITTEE

The Nominating Committee is appointed by the Board not later than January of each year. It is comprised of at least one member of the Board and members of the community of faith representative of ages, skills and interests who are familiar with the culture of the Board and widely known and respected by the community of faith.

The duties and responsibilities of the Nominating Committee include the following:

- nominate sufficient members to fill vacancies on the Board and Standing Committees;
- nominate members for the positions of Chair, Secretary, Treasurer and Vice-Chair as well as Chairs of each Standing Committee. The Vice-Chair is also the nominee for lay representative on Regional Council;

- nominate members to fill the positions on the Board of Trustees;
- ask the UCW for any recommendations for nominees for Standing Committees;
- although the Minister is not a committee member, seek their input to ensure that the skills and interests of all members of the community of faith are considered when preparing the slate of nominees;
- seek out and list members of the community of faith whose gifts and life and work experiences would make them valuable members of the Board, committees and task forces; and
- prepare and present a slate of candidates for all positions required to be filled in a nominations report to the Board and present the slate of candidates to the community of faith at an Annual Meeting.

Once the Nominating Committee has reported to the Annual Meeting, its duties are completed and the committee is disbanded.

9.0 AD HOC COMMITTEES

Ad Hoc committees are formed with the purpose of addressing a specific issue or issues and are disbanded once their function is achieved. The Board may establish ad hoc committees and appoint members to such committees.

9.0.1 Search Committee

A Search Committee is an ad hoc committee formed when the community of faith seeks to call a member of the order of ministry or appoint a designated lay minister to fill a position.

The duties and responsibilities of the Search Committee include the following:

- conduct the search using the denominational search tool; and
- recommend a member of the order of ministry for the call or designated lay minister for appointment to the community of faith;

The community of faith is responsible for making a decision on the Search Committee's recommendation to call a member of the order of ministry or request that the Regional Council appoint a designated lay minister.

The Regional Council is responsible for deciding whether to approve a call offered by the community of faith or to appoint a designated lay minister to the community of faith.

10.0 GROUPS AND ORGANIZATIONS

Each group and organization that is the responsibility of the Board will elect its own officers and committees and submit the names of such officers and members to the responsible committee of the Board in accordance with The Manual.

11.0 VACANCIES

Any vacant positions occurring on the Board, the Board of Trustees or any Standing Committee during the term of office may be filled by appointment by the Board for approval by the community of faith at the next Annual Meeting. This does not apply to vacancies on the Ministry and Personnel Committee which must be filled by election of the community of faith in accordance with The Manual.

12.0 CHURCH YEAR

For the purposes of reports and finances, the Church year is deemed to be from the 1st of January to the 31st of December in each year.

For the purpose of this Constitution, positions on the Board, the Board of Trustees and all committees will be deemed to be from the rise of the Annual Meeting to the day of the Annual Meeting in the following year.

13.0 SIGNING OFFICERS

With respect to financial matters, the signing officers of the community of faith are the Chair, the Vice Chair, the Church Administrator, the Treasurer and the Secretary provided that all cheques and financial commitments are co-signed by no less than two (2) of these designated officers.

With respect to legal matters, the signing officers of the community of faith are the Chair and/or the Secretary.

14.0 MEETINGS OF THE COMMUNITY OF FAITH

In addition to the Annual Meeting, a meeting of the community of faith may be called to present and discuss specific issues which require approval of the members. All such meetings are called and conducted in accordance with the provisions of The Manual. This includes prescribing the number of full members who must be present for a duly constituted meeting.

Voting at a meeting of the community of faith is by show of hands unless another method is determined in certain circumstances. Voters must be participants in the meeting. Proxy voting or voting by mail-in ballots is not permitted.

14.0.1 Annual Meeting

The Chair of the Board calls an Annual Meeting of the community of faith within fifteen (15) months of the last Annual Meeting.

At the Annual Meeting the following actions are taken

- the members of the community of faith hear, consider and adopt or amend reports of the prior calendar year from all Standing Committees, the Board, the Board of Trustees and any Church sponsored organizations or groups;
- the Nominating Committee submits a full slate of candidates for the terms required sufficient to fill all positions on the Board, the Board of Trustees and the Standing Committees (both members and Chair);
- the Chair of the Nominating Committee presents motions to elect the slate of nominees for approval by the community of faith.
- additional nominations may be submitted from members of the community of faith in attendance provided that any individual so nominated is present and indicates their acceptance of the nomination. Alternatively, the individual may indicate their acceptance in writing for submission at the meeting.
- in the event that there are more nominations than positions to be filled, the successful nominees will be chosen by a democratic process in the manner prescribed by the Chair whose decision will be final and binding;
- the Treasurer presents a financial report to the community of faith for adoption;
- the budget for the upcoming calendar year adopted by the Board is presented to the community of faith for information;
- any business that requires approval by the community of faith as determined by the Board is brought forward along with the recommendations of the Board or Standing Committee responsible for the submission;
- any other business required by the Board is enacted; and
- any other matter regularly brought before the Annual Meeting by a full member of the community of faith is considered.

15.0 GENERAL PROVISIONS

All provisions of this Constitution are deemed to be under the provisions of The Manual.

Amendment(s) to this Constitution must be presented, in writing, to the Secretary no later than forty five (45) days prior to a meeting of the community of faith. The amendment(s) are distributed to the community of faith fifteen (15) days prior to the meeting. Such amendment(s), if adopted, are forwarded to Regional Council.

DRAFT

Appendix B²

DRAFT CONSTITUTION OF PORT HOPE UNITED CHURCH (2022)

EXPLANATORY NOTES

The revisions to the Constitution were quite major making it very difficult to compare this document with the previous Constitution. These notes attempt to point out any major changes which require Board consideration. It does not point out all of the changes in wording, style, etc. which do not affect the major content or general meaning of the document.

The changes are listed by page number in the new Draft Constitution for easy reference.

Page 1 – three sections have been added: Preamble, Introduction and Definitions. These sections were added to give an overall context for the PHUC Constitution within the broader United Church.

Page 2 – Church Board. The size of the Board has been changed from 27 to 13 to reflect the new governance model adopted by the Board.

The last paragraph under section 6.0 on page 2 was added to emphasize the need and desire to include youth in our governance.

Page 2 – Board Composition – changes have been made to reflect the composition of the Board in the new governance model i.e., Officers, Committee Chairs and two members at large

Page 3 – the third paragraph deals with the role of Past Chair who may serve as a corresponding member for 2 years (this brings the wisdom and expertise of the past chair to the Board without increasing the size of the Board).

Page 3 – Board Term of Office – the term of office for a Board member has been reduced from 3 years to 2. As well, a new clause states that a Board member may only serve for 3 consecutive terms or six years after which they must leave the Board for a minimum period of one year.

Page 3 – an annual planning day has been added to the section on Meetings of the Board.

Page 4 – Board Duties and Responsibilities – oversight for visioning and strategic planning has been added to the Board's overall responsibilities. These roles are expanded in the first three points under the Duties section. The other duties remain essentially the same.

Page 5 – Officers – these sections remain essentially the same although the position of Chair-Elect has been eliminated. The Vice-Chair fills that role.

NOTE: The entire section on an Executive Committee has been deleted from the Constitution. It was a very large committee and essentially was empowered as a second Board. With the new, smaller Board model, an Executive Committee isn't seen as necessary. A clause has been added which empowers the Officers of the Board along with the Minister to act on behalf of the Board in an urgent situation (a responsibility formerly assigned to the Executive Committee).

Page 6 – Trustees – Composition. The Board of Trustees has been reduced from 10 to 6 members.

The term of office for trustees has been reduced from five years to two years with a maximum of three consecutive terms or six years before leaving the Board of Trustees for a minimum period of one year. Terms are staggered so that two terms expire each year.

The Trustee duties and responsibilities remain essentially the same and consistent with The UCC Manual.

Page 8 – Standing Committees – the first paragraph on page 8 again emphasizes the importance of including youth on standing committees. The fourth paragraph on page 8 clarifies that members and chairs of standing committees are approved by vote of the community of faith at an Annual Meeting.

Pages 8 – 15 describe the standing committees

NOTE: The various standing committee sections have been revised but a lot of the content remains the same. Committee chairs were contacted to give input into revisions. Not all changes of wording, etc. have been noted here so please read these sections carefully.

Note that each standing committee is now required to submit to the Board an annual plan reflecting the core values and strategic plan of PHUC as well as an annual budget. As well, the standing committees submit written reports to the Board in advance of Board meetings.

Page 10 – the role of ushers has been taken out of the duties of the Worship committee and re-assigned to the Welcome and Hospitality committee to allow for the role to be combined with greeters if desired.

Page 10 – note that the Outreach and Social Action Committee is now the Outreach, Social Action, Affirming Committee

Pages 10 – 13 – the Congregational Life and Care Committee is a new standing committee overseeing duties and responsibilities of 4 subcommittees: Membership Subcommittee, Welcome and Hospitality Subcommittee, Communications Subcommittee, Care-ring Subcommittee. This content is all new.

Page 14 – the supervision of service contract maintenance staff and custodial staff has been moved to the Property committee as part of their function to ensure that the building is properly maintained. With input from the Property committee, job descriptions and salary scales remain the responsibility of the M & P committee.

Page 15 – under the duties of the Stewardship and Finance committee, wording has been changed to allow for submission of an unaudited financial statement to the Annual Meeting to allow for savings by not appointing an auditor

Page 16 – the role of the Nominating committee is clarified – the committee submits nominees for all Board, Trustee, Standing Committee members and chairs to the Annual Meeting for approval

Page 17 – Ad Hoc Committees and Search Committee – these sections are new additions

Page 18 – the section on meetings of the community of faith has been expanded.

Appendix C

For Discussion Purposes Only
DRAFT: 1 - January 23, 2022 - 10:58 AM

LETTER AGREEMENT

This **LETTER AGREEMENT** dated this __ day of _____, 2022.

BETWEEN:

UNITED PROPERTY RESOURCE CORPORATION ("UPRC")

- and -

**THE TRUSTEES OF THE TRINITY CONGREGATION OF THE
UNITED CHURCH OF CANADA**

(the "Trustees")

-and-

**EAST CENTRAL ONTARIO REGIONAL COUNCIL (the "Regional
Council")**

and

THE UNITED CHURCH OF CANADA ("UCC")

This Letter Agreement ("Agreement") sets out the terms of transfer by the Trustees of the registered interest in the lands and premises known municipally as 116 Church Street, Bowmanville, Ontario (the "Property") to UCC on behalf of the Regional Council and the potential subsequent transfer of the Property to a limited partnership to be formed (the "Partnership"), in which a subsidiary of UPRC (the "General Partner") will be the general partner and a trust to be formed by the Regional Council ("Regional Council Trust") and a trust to be formed by UCC ("UCC Trust") will be the limited partners.

Objectives The parties have agreed that the following are the objectives of the project (the "Project"):

- (i) The construction of market and affordable rental housing on the Lands which will generate a revenue as described below under the heading: "Description of the Structure of the Transaction".

Ownership The Trustees are the currently the registered owners of Property on behalf of The Trinity Congregation of the United Church Of Canada (the "Congregation").

For the purposes hereof, references to the Congregation will be deemed to include the Trustees and the governing body of the Congregation, collectively.

- 2 -

UPRC UPRC is a wholly-owned subsidiary of the United Church of Canada.

**Description of
Structure of
Transaction**

The Trustees will transfer the Property to UCC as nominee on behalf of the Regional Council and the Congregation will transfer the beneficial interest in the Property to the Regional Council, on June 30, 2022.

When the Canada Revenue Agency (“CRA”) issues a favorable tax ruling (the “Ruling”) to accommodate the proposed partnership structure and the conditions described below under the heading “Due Diligence” have been satisfied, the registered title to the Property will be transferred to a nominee title holder to hold the Property on behalf of the Regional Council Trust as the beneficial owner and then the Regional Council Trust will transfer the beneficial ownership interest in the Property to the Partnership, and the nominee title holder will confirm that it holds the registered title to the Property on behalf of the Partnership and a Partnership Agreement will be entered into on the terms described in Schedule A hereto.

The number of units held by the Regional Council Trust in the Partnership will be based on the fair market value of the Property as agreed to by the Region and UPRC, and number of units held by of the UC Trust in the Partnership will be based on the developments costs incurred and any loans by UPRC in respect of the Project until the transfer of the Property into the Partnership.

If the Ruling is not obtained UPRC will formulate an alternative structure and will advise the Region of the new structure which will be implemented in place of the Partnership structure (in either case, the “Structure”)

- 3 -

- The Congregation's Cooperation** Prior to the transfer of the Property in accordance with the terms hereof, the Congregation shall:
1. Provide full disclosure and delivery of all material affecting the Lands, including all leases, right, contracts, title matters, etc.
 2. Provide evidence that the Trustees are properly appointed and that the business affairs of the Congregation are in order, including all minutes documenting the appointment of trustees and members of the governing body.
- Representations and Warranties of Congregation** The Congregation hereby makes the following representations and warranties to the UPRC and the Regional Council which shall be reconfirmed on the transfer of the Property:
- (a) The Congregation is a congregation of the United Church
 - (b) The Trustees and the governing body of the Congregation have all requisite right, power, and authority to enter into, execute and deliver this Agreement and to perform its obligations hereunder.
 - (c) The Trustees and the governing body are properly appointed, and the business affairs of the Trustees and the Congregation are in order, including all minutes documenting the appointment of trustees and governing body.
 - (d) The execution and delivery by the Congregation of this Agreement and the performance of their obligations hereunder will not violate, conflict with or result in a breach of any agreement, contract, indenture, deed of trust, mortgage, bond, instrument, authorization, license or permit to which the Trustees or the Congregation is a party or by which it is bound.
 - (e) There are no options to purchase or rights of first offer or first refusal to purchase or other purchase rights with respect to all or any part of the Property or any interest therein in favour of anyone.
 - (f) The Trustees are the sole legal owner of the Property and the Congregation is the sole beneficial owner thereof

- 4 -

with good and marketable title thereto, subject only to encumbrances registered on title.

- (g) Other than as disclosed to UPRC, there are no contracts (or leases with respect to the Property or any part thereof).
- (h) The Congregation has not received written notice from any governmental authority of any expropriation or condemnation proceedings, or to their knowledge, there are no such proceeding contemplated, threatened or pending, relating to the Property (or any portion thereof).
- (i) The Congregation has not received written notice of any environmental claim alleging any breach of any environmental laws by the Property.
- (j) Other than as disclosed to UPRC, there are no employees employed by the Congregation in connection with the ownership, use, operation, or maintenance of the Property.
- (k) All accounts for work, labour, materials, services and equipment performed for or on behalf of the Congregation in respect of or relating to the Property have been fully paid for, and the Trustees have received no notice of any claim of any Person in respect of any lien with respect to such work under any applicable construction lien legislation.
- (l) There are no actions or claims pending, nor, to the knowledge of the Congregation, threatened against the Property or the Trustees or the Congregation and there is no outstanding writ, judgment, decree, injunction, rule or order of any governmental authority or arbitrator against the Trustees or the Congregation.

**UPRC Services
Agreement**

UPRC shall be responsible for services related to the financing, development and construction of the Project, as well as the ongoing management (either directly or through a sub-contract with a third party property manager) of the Project once construction is completed, pursuant to services agreements to be entered into when the Structure is implemented is formed in accordance with the terms hereof, which will entitle it to the fees described on Schedule B hereto.

- 5 -

Due Diligence	The transfer into the Structure shall be conditional on the following conditions: <ul style="list-style-type: none"> (a) UPRC satisfying itself with typical real estate due diligence matters (such as title, environmental etc.) and all other matters in respect of the feasibility the Project, in its sole unfettered discretion; and (b) UPRC obtaining municipal approvals and financing required to construct the Project satisfactory to it.
Management and Leasing	UPRC or a sub-contracted party property manager will be responsible for property management and leasing of the existing property commencing on the date of this letter agreement. At the option of the Regional Council, the costs thereof will be loaned by UPRC with interest at 2% per annum, and will be contributed to equity in favour of UCC Trust at the time of the transfer into the Structure.
Further Assurances	Each party will execute, deliver and take, such other transfers, agreements, instructions and actions as may be reasonably requested by any other party from time to time in order to complete the transactions contemplated herein.
Confidentiality	Except as may be required by law, the parties agree that neither the Trustees, the Congregation (and its governing body) nor the Regional Council shall divulge the existence of this Agreement or the terms contained herein to the public (whether by way of press release or otherwise, or to any arm's length third party (including any governmental authority), without the written consent of UPRC. It is acknowledged that the fact of this Agreement and its basic terms may be communicated by the Trustees to the Congregation in accordance with a joint communication plan to the Congregation to be developed by UPRC and Trustees. These covenants and agreements are legally binding covenants and agreements, notwithstanding anything else herein contained in this Agreement and shall survive the termination of this Agreement.
Counterparts	This Agreement may be executed in any number of counterparts, each of which shall be enforceable against the parties executing such counterparts, and all of which together shall constitute one instrument. The signature of any of the parties hereto may be evidenced by a facsimile, scanned email or internet transmission copy of this Agreement bearing such signature.
Electronic Signatures and Electronic Delivery	Each party agrees that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means any electronic sound, symbol, or process attached to or logically

- 6 -

associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. Delivery of an executed copy of this Agreement by facsimile or electronic transmission constitutes valid and effective delivery.

**Planning Act
Condition**

This Agreement is subject to compliance with the provisions of the Planning Act (Ontario), as amended, or any successor legislation relating to the subdivision of land.

Governing Law

This Agreement shall be governed by the laws of the Province of Ontario.

SIGNATURE PAGES FOLLOW

For Discussion Purposes Only
DRAFT: 1 - January 23, 2022 - 10:58 AM

IN WITNESS WHEREOF, the undersigned have duly executed this Letter of Intent on the date first above written.

UNITED PROPERTY RESOURCE CORPORATION

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I/We have the authority to bind the Corporation

EAST CENTRAL ONTARIO REGIONAL COUNCIL

Per: _____
Name:
Title:

Per: _____
Name:
Title:

THE UNITED CHURCH OF CANADA

Per: _____
Name:
Title:

Per: _____
Name:
Title:

- 2 -

**THE TRUSTEES OF THE TRINITY
CONGREGATION OF THE UNITED
CHURCH OF CANADA**

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I/We have the authority to bind the Congregation

**GOVERNING BODY OF THE TRINITY
CONGREGATION OF THE UNITED
CHURCH OF CANADA**

Per: _____
Name:
Title: Chair

Per: _____
Name:
Title: Secretary

- 3 -

SCHEDULE "A"

PRINCIPLE TERMS OF THE LIMITED PARTNERSHIP AGREEMENT

This is an outline of principal terms. The Limited Partnership Agreement will include more detailed provisions.

1. Partners:

The Partners will initially include:

- (a) a general partner owned by UPRC (the "General Partner"); and
- (b) a limited partner, being the Congregation Trust; and
- (c) a limited partner, being UC Trust.

2. Decision-Making:

All decisions will be made by the General Partner of the Partnership, unless they have been delegated to a development manager, asset manager and property manager and/or other service provider. Without limiting the generality of the foregoing, the General Partner may cause the Partnership to grant a mortgage on the Property in order to secure loans in respect of other affordable housing projects of United Church congregations in the East Central Ontario Region.

3. Restriction on Transfers:

The Congregation Trust shall not be entitled to transfer its interest in the Partnership without the prior written consent of the General Partner, which may be withhold in its sole and absolute discretion.

4. Capital Contributions:

No limited partner shall be required to make any contributions to the Partnership unless it expressly agrees to do so, it being understood and agreed that the proportionate shares of the Limited Partners will be adjusted from time to time based on their relative capital contributions to the Partnership.

The Agreement will provide that if any Limited Partner agrees to make capital contributions and defaults in making such capital contributions, the Partnership will have usual remedies for such default.

5. Distributions:

Cash Available for Distribution (which will be net of appropriate capital reserves) will be distributed as follows no less frequently than quarterly, (provided that distributions to the Regional Council Trust shall be contributed Regional Council Community of Faith Assistance Fund to support United Church congregations in the East Central Ontario Region):

- (a) first, 5% of the equity of the Limited Partners in the Partnership, pro rata; and

- 4 -

- (b) secondly to the Limited Partners pro rata, as to 50%, and to the Designated Limited Partner, as to 50%

6. Reporting:

The Partners shall be provided with:

- (a) an annual budget and 10 year capital budgets;
- (b) quarterly unaudited financials statements (for the first three quarters); and
- (c) annual audit financial statements

- 5 -

SCHEDULE "B"

FEEES TO UPRC

Development Management Fee to UPRC

4% of hard and soft costs, payable 4 in tranches based on milestones to be set put in the Development Management Agreement and to include 10% of the estimated fee on the submissions of the zoning application as costs are incurred

Financing Fee to UPRC

1% charge on all equity and debt raises (including refinancings)

Property Management Fee

Market fees charged by the UPRC or a third party manager

Asset Management Fee to UPRC

3% of net operating income

Appendix D

Proposal re anti-racism training

Theological rationale: All of us have been created in the image of God and therefore each one of us is a valued child of God. We are called by Jesus to treat others as we would want to be treated. Therefore, there is no room for anti-racism in the realm of God and yet we know that our world and our region is filled with examples of racist behaviour.

Whereas the East Central Ontario Regional Council (ECORC) at its 2021 annual meeting passed an Anti-racist policy and instructed the Anti-Racism Interfaith Intercultural Forum to implement that policy, and

Whereas all United Church of Canada ministry personnel are required to take anti-racism training, and

Whereas licensed lay worship leaders are required to take anti-racism training, and

Whereas it is often the lay leaders who set the tone within our communities of faith and who are the ones who often welcome others into the faith community, and

Whereas the priesthood of all believers' mandates that not just ministry personnel but also lay leaders be fully informed about anti-racism, and

Whereas ministry personnel are temporary guests in any community of faith but the lay leadership is generational, therefore it is imperative that they be fully aware of their biases and prejudices, and

Whereas it is crucial that each of us understands the root causes of racism and how it might be manifested in each of our lives,

Be it resolved that the Anti-Racism Interfaith Intercultural Forum recommends to the ECORC Spring meeting through the Assembly of Elders that

- a. That all leaders serving on the ECORC Assembly of Elders and the team chairs be mandated to attend a United Church of Canada provided anti-racism course, and
- b. That all leaders serving on the governing body of a community of faith as well as all committee chairs be strongly urged to attend a United Church of Canada provided anti-racism course.
- c. All leaders in the regional council be encouraged to attend any regional anti-racism training that is offered.

Appendix E

Report of the Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages**Formation, Nurture and Justice Report**

- Ongoing- next meeting in March
- IJRR Forum- see Rodney's report
- Anti-racism Interfaith Intercultural Forum -
 - Webinar- Feb 5- learning event- microaggressions-it was well attended with a lot of learning.
 - Weekly newsletters in February with resources for Black History Month
 - Proposal on anti-racism training
- Affirming Forum - Ongoing work- next meeting in March
- No youth commissioner - need to go to alternate commissioner

SJNORC

- next planning session in March.

Doing Mission Together Grants

- Information on ECORC webpage for 2021 and 2022 grants- second half of 2022 grants are open.

First Third's Ministry (Children, Youth and Young Adults)

- Ongoing- using the ECORC website to gather more children, youth and young adult leaders in our RC. Forming a First Thirds Ministry Forum
- Another Webinar scheduled in early March- offered twice each (day and evening) with First Third Ministry leaders from across Ontario - resources sent out after each set of sessions.
- Information in the newsletter and on FB about the youth intern- paid positions for General Council 44 (youth ages 15 - 19). We have named 2 youth interns- Aliah from Cambridge Street Lindsay and Olivia from St. Paul's Bowmanville, still open for 3 more.

Revised- There will be several online components to Youth Forum:

- June 16-18 - General Council 44 discernment and discussion
- July 4- August 26 - Youth Forum delegates summer employment
- July 21-25 - General Council 44 decision-making
- August 7 - Moderator service of installation
- Quin Mo Lac - Continue with upgrades for 2022 season- to follow covid protocols and make cleaning easier and faster- new mattresses, touchless faucets and fountains for filling water bottles, electrostatic spray to sanitize surfaces. Fundraising is ongoing. AGM is March 26, 2022. Camp registration is open for 2022 with 6 camp sessions instead of 7 to allow for more staff training.
- VIBE- one planning session to discuss the possibilities for 2022

UCW

- Online gatherings for Presbyterians and Bay of Quinte ECOR
- continuing outreach projects
- Book studies- see newsletter
- Ongoing sales of masks with UCW crests being made by Marilyn with the funds going towards the UCW 60th Anniversary project " Women for Change in Zambia" which ends in July 2022- see newsletter for more information

Clusters/Networks

- GLI - next gathering in Feb offered in the afternoon and evening, lent resources shared
- Care of Creation, Long Term Care Crisis,- ongoing

- Palestine Network- 1st gathering on Feb 24th- A taste of palestine- well attended- internet connection held - will add some videos- resources to the ECORC website
- Rural Connect Network- planning with Ryan McNally
- Affirming Forum- forming a network- first gathering on January 29th went well, possible an occasional clergy network
- Music ministry gathering- 1st gathering well attended
- Thank you to Karen for help and training on the website- to add resources, working together to make website updates and reorganize- more information about clusters and networks

Equity Team

- Work is ongoing- Next meeting in March. Offering support to the ECORC meetings.
- Used Kapwing for the video from Feb 22 - phil to caption, sharon added video after event to make a video of Rural connect.

Completed training from GCO on Phishing

Offered training on breakout rooms to UCW to prepare for book study