

East Central Ontario Regional Council
Meeting of the Assembly of Elders
Friday, March 31, 2023 – 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. Eric Hebert-Daly	Member, Executive Minister
Brian James	Member - Financial Administration
Pat Long	Member
Ted Meyers	Member
Kaitlyn Ostrander	Member (Youth)
Rev. Paul Reed	Speaker, Member
William (Bill) Sheaves	Member
Rev. Wanda Stride	Member, Leading Commissioner, 44 th General Council Commissioner
Rev. Lynn Watson	Member
Rev. Edward (Ned) Wells	Member
Kathleen Whyte	Member
Sharon Hull	Corresponding Member - Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages
Rev. Darren Liepold	Corresponding Member, Pastoral Relations Minister

ORDER OF THE DAY

Rev. Kerrie Perry	Corresponding Member (Order of the Day 10 am)
Kate Ramsey	Corresponding Member (Order of the Day 10 am)

REGRETS/ABSENT

Margaret Curtis	Member
Rev. Lesley Hamilton	Member
Joel Miller	Corresponding Member, Program Assistant to Executive Minister, Recording Secretary
Rev. Rodney Smith-Merkley	Corresponding Member - Minister for Respectful Relationship and Indigenous Justice
Karen Wilson	Corresponding Member - Communications and Administration Assistant

Opening Devotions— Rev. Wanda Stride shared a PowerPoint presentation and opened the time of devotion with a prayer and then read Psalm 24. Wanda shared of her recent time spent on Vancouver Island at Cathedral Grove at MacMillan Provincial Park and reflected on the notion of interconnectedness, encouraging all to see that we are of one body, coexisting with all of creation, having impact on things seen and unseen.

Land Acknowledgement – Rev. Paul Reed led the land acknowledgement, calling upon all to recognize that they, as settlers, currently residing on First Nations territory, and encouraged all to live into right relations with these lands and all of its inhabitants.

Circle Time of Sharing – All were invited to share.

Appointment of an Equity Monitor for this Meeting

2023-03-31-001 CONSENSUS MOTION That the East Central Ontario Regional Council Assembly of Elders appoint Kathlyn White as Equity Monitor for this meeting. **CARRIED**

Agenda

2023-03-31-002 MOTION (Brian James/Lynn Watson) That the East Central Ontario Regional Council Assembly of Elders accept the agenda as circulated. **CARRIED**

Minutes of February 24, 2023

2023-03-31-003 MOTION (Ted Meyers/Brian James) That the East Central Ontario Regional Council Assembly of Elders approves the Minutes of February 24, 2023 as circulated. **CARRIED**

Incoming Correspondence

- a) February 24, 2023, Rev. Dr. Kerrie Perry, *et al.*, Young's Point, re Experience of the Pastoral Charge and Its Interaction with the Regional Council During a Time of Conflict (*for action under Va*);
- b) February 24, 2023, New Hope, re recovery of cost in light of Rev. Lesley Hamilton departure (*referred to Mission Through Property for follow up*);
- c) February 28, 2023, Elaine Farley, Chair, Board of Trustees, Old Hay Bay Church, re concerns about the digging on historical property by licensed contractors (*for information*);
- d) March 2, 2023, Rev. Barb Willard, Prince Edward North re request for information about police records checks for volunteers (*for information*);
- e) March 4, 2023, Sandy Mills, Administrative Assistant, Greenwood United Church, re representatives to the Regional Council (*For information/Vc*);
- f) March 5, 2023, Anne Whitehead, Secretary, Cardiff Paudash Pastoral Charge, re proposed merger of the Cardiff Paudash Pastoral Charge with the Wilberforce/Gooderham (*referred to Covenant Support for follow up*);
- g) March 6, 2023, Leslie Elisabeth King, re ministry and incest (*for information*);
- h) March 9, 2023, Don Samis, Chair, Ebenezer Pastoral Charge, re split process with Maple Grove complete (*for information*);
- i) March 14, 2023, Rev Lynn Watson, Supervising Minister, re note about Coe Hill, St. Ola, and Zion at The Ridge Pastoral Charge (*referred to Covenant Support for follow up*);
- j) March 23, 2023, David Mantle, Rednersville-Albury Church, re EOORC Policy regarding church profile development and searching process for calling a minister or faith leader (*action Vc*);
- k) March 27, 2023, Ron Ewart, Executive Director, The Toronto United Church Council, re TUCC 130th Annual Meeting (*for action under new business*)

Outgoing Correspondence

- l) March 22, 2023, Mark Street United Church (Peterborough) re acceptance of in-person meeting to discuss redevelopment plans (*for information*)

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

Facilitation Team report – Rev. Paul Reed, shared details from the site-visit (Trinity United Church Coburg, ON); the visit was encouraging and planning is underway. It is the plan to provide lunch on both days. It was suggested to encourage billeting.

2023-03-31-004 MOTION (Wanda Stride/Lynn Watson) That the East Central Ontario Regional Council Assembly of Elders accept the proposed agenda for the Regional meeting with a 10 AM start on both Friday May 5th and Saturday May 6th. **CARRIED**

All were reminded of the information session to take place on

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

Communications – Karen Wilson sent regrets; see report as **Appendix A**

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

An item was raised at the equity team meeting that we need to develop a policy of when we record learning sessions and how do we let people know that sessions might be recorded.

It was suggested to make clear statement prior to commencement of meeting about the meeting being recorded and why (could go out with registration and be preannounced at the beginning of the meetings). Generally, it was suggested that presentations would be recorded.

It was highlighted that affirming and environmental sustainability have not had reporting in a long time as it relates to this section.

Break - The meeting had a 10 mins break

Order of the Day (10 AM) Rev. Dr. Kerrie Perry, Lakefield United Church – see section Va

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** – To do: Policy regarding supply, Update LLWL Handbook – The Governance Handbook needs to be updated and a process (i.e., look at the Governance Handbook as a whole, consult with Teams re terms of reference, etc.). Paul Reed, Lynn Watson, Wanda Stride, Ryan McNally, Kailyn Ostrander and Ted Meyers part of review team. The hope is to have the work completed in time for the May General Meeting.
- ii) **Congregational Designated Ministries (CDM)** Pastoral Relations ministers met on March 30th to discuss some uniformity in terms of CDM's and LLWLs. To meet again in early April. Rev. Darren Liepold
- iii) **Agenda of the Assembly of Elders** – Rev. Eric Hebert-Daly, the Regional Council has already demonstrated they are living into the new process.
 - See *Meeting procedures based on Assembly of Elders meetings held on Fridays*, see as **Appendix B**
- iv) **Covenanting Support Team** – William Sheaves
 - a. **Change in Pastoral Relations**

2023-03-31-005 MOTION (William Sheaves/Brian James) That the East Central Ontario Regional Council Assembly of Elders concur with the following recommendations from Covenant Support Team:

1. **Cambridge Street**

approve the appointment of Brian Nicholson, retired DLM, as the pastoral care minister to the Cambridge Street United Church with the following terms: Effective February 8, 2023-December 31st 2023, Retired DLM supply, 12 hours a week, all terms meet or exceed the United Church guidelines.

2. **Cold Springs**

approve the re-appointment of the Rev. Nancy Lester, retired supply to the Cold Springs Community of Faith with the following terms: Effective April 1, 2023-September 30th, 2023, Retired supply, 20 hours a week Salary category F COL 4/5, all terms meet or exceed the United Church guidelines.

3. **Newcastle**

approve the appointment of the Rev. Bryan Ransom, Retired Supply to the Newcastle Community of Faith with the following terms: Effective February 27, 2023-August 31, 2023, Retired supply, 20 hours per week, Salary F COL 4/5. all terms meet or exceed the United Church guidelines.

4. **Roblin, Enterprise & Selby Amalgamation**

approve the request from Roblin, Enterprise & Selby to amalgamate.

5. **St. Mark's (Cannifton)**

- a) approve the request for sabbatical leave for Ryan McNally at St. Mark's (Cannifton) from September 11th 2023-December 11th 2023.
- b) approve that the Rev. Caroline Giesbrecht be made the PCS for St. Mark's (Cannifton) during the period of September 11th 2023 and December 11th 2023 during Ryan McNally's sabbatical.

6. **Sanford and Zephyr**

approve that Karen Croxall be made the Pastoral Charge Supervisor for Sanford and Zephyr.

7. **Rednersville-Albury**

approve appointing Brian Nicholson as Pastoral Charge Supervisor to the Rednersville-Albury Community of Faith.

8. **Pickering Village**

approve appointing William Sheaves as Pastoral Charge Supervisor of Pickering Village United church.

9. **Greenbank Seagrave Pastoral Charge**

- See *governance structure (February 2023) of Greenbank Seagrave Pastoral Charge*, see as **Appendix C**

approve the proposed governance structure (February 2023) of Greenbank Seagrave Pastoral Charge. **CARRIED**

b. Liaisons

2023-03-31-007 MOTION (William Sheaves/Wanda Stride) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Covenant Support Team that a person who has held a Liaison position may not apply for a position with that same community of faith. **CARRIED**

c. Queens Street United Church

2023-03-31-008 MOTION (William Sheaves/Kathleen White) That the East Central Ontario Regional Council Assembly of Elders approve that Queen Street United Church (Lindsay) amalgamate with Cambridge Street United Church, with an effective of February 28th (this motion is following up to *2023-01-27-018 MOTION*) **CARRIED**

d. Licensed Lay Worship Leaders – Rev. Darren Liepold, see CDMs above

v) Additional reports from the Team – Darren Liepold.

Supporting the life of Communities of Faith where ministry takes place

ON-GOING concerns

a) Lakefield United Church – Rev. Dr. Kerrie Perry and Kate Ramsay shared details concerning Lakefield United Church (*Order of the Day 10 AM*).

- See *Letter to Regional Council*
- See *Appendix I - Timeline of Events (in body of letter)*
- See *Appendix II - Congregational Assessment by Credence*
- See *Appendix III - Nov 27 Letter from Executive Minister re disbanding of YP*
- See *May 25 2021 Letter from Pastoral Relations Staff to YP*
- See *Nov 2020 Letter from Chair of M&P advising YP of limiting clergy responsibilities and engagement of Credence and C0*
- See *Dec 2021 Letter from Exec Minister informing Pastoral Charge of ECORC decisions.*
- See *Dec 2020 Letter from Pastoral Relations Staff informing of engagement of Credence & Co to YP*
- See *Letter from Kate Ramsay, Chair of M&P*

2023-03-31-007 MOTION (Lynn Watson/Wanda Stride) That the East Central Ontario Regional Council Assembly of Elders make Rev. Dr Kerrie Perry and Kate Ramsay corresponding members for this meeting. **CARRIED**

The consulting group Credence was appreciated, but unfortunately all players involved would not fully participate. The work of the Regional Council was also appreciated, despite some communication gaps. Appreciation was extended to Rev. Dr Kerrie Perry for the work of pulling together details.

It was highlighted that United Church polity should be followed when appropriate, that communication is clear and functioning well, and recommendations be adhered to.

It was recommended by Rev. Dr. Perry to hire a person who can assist the Pastoral Relations Minister and to hold the Regional Council accountable for the gaps in the process – i.e., reflect on ways to move forward to discourage what has happened not to happen again.

This time of the meeting was closed in prayer.

Hiring a Congregational Minister to support the Pastoral Relations Minister is a possibility and this model does exist in other Regional Councils. It was highlighted that a decision was taken by the Regional Council to hire a person to help the Pastoral Relations Minister. It was made clear that a process needs to be devised in order to assist congregations who are struggling well before things grow into greater and greater difficulty.

The question was asked if the Regional Council should change its policy and request more from sales of property?

It was highlighted that Youngs Point needs to be concluded.

Following conversations held in this topic, the following recommendations were made;

1. to refer to the Mission Through Property Leadership Team (MTPLT)
 - the question regarding funding for additional resources (i.e., does the user pay, can the Regional Council afford to pay),
 - the evaluation of what the Regional Council can afford in ongoing support for years to come,
 2. in the case of Young's Point
 - refer to MTPLT, Regional Council Staff (Eric and Darren) and the Covenant Support Leadership Team to see if there is wisdom and recommendation to share about committing to do something regarding Young's Point.
 - It was highlighted that The United Church of Canada does not own the land the Church sits on.
- b) Grace United Church (Peterborough)
2023-03-31-009 MOTION (William Sheaves/Ted Meyers) That the East Central Regional Council Assembly of Elders, as recommended by the Pastoral Relations Minister, create a Commission to assume the responsibilities of the Board at Grace United Church (Peterborough), consisting of Mary-Margaret Boone, Cathy Gradante and Brian James.
CARRIED
- c) Rednersville-Albury Church re Pastoral Relations Liaison Officer Practice and Policy
2023-03-31-010 MOTION (Ted Meyers/Kaitlyn Ostrander) That the East Central Regional Council Assembly of Elders, acknowledge receipt of the letter from Rednersville-Albury Church. **CARRIED**
- d) New Hope

2023-03-31-011 MOTION (Wanda Stride/Bill Sheaves) That the East Central Regional Council Assembly of Elders, acknowledge receipt of the letter from New Hope and recommend it to Mission Through Property Leadership Team for further action. **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 – Ted Meyers

a) Prince Albert United Church

2023-03-31-012 MOTION (Ted Meyers/Brian James) That the East Central Regional Council Assembly of Elders, as recommended by the Mission Through Property Team, approve the Certificate A (Certificate asking consent of Regional Council) to list Prince Albert United Church property the legal description of which is the westerly halves of lots 9 and 10, Block E, Plan H50025, in the former Township of Reach, now in the Township of Scugog, in the Regional Municipality of Durham, Property Identifier Numbers 26781-0136 and 26781-0138, comprising of 0.40 acres (0.16 hectares) more or less and the municipal address of which is 23 Jeffrey Street, Prince Albert at an initial asking price of \$575,000 and that any agreement of purchase and sale be expressly conditional on the vendor's obtaining the written consent of the East Central Ontario regional Council to the sale within a specified period of time, failing which the agreement will be at an end. And that, through its Assembly of Elders, the East Central Ontario Regional Council consent to the following disposition of the proceeds from the sale of the Prince Albert United Church property:

1. that the proceeds available for disposition be net of the following:
 - a) the cost of disposition of the property, including real estate commission and legal fees;
 - b) the cost of carrying the property after June 30, 2023, including insurance, utilities, and essential repairs;
 - c) the cost of relocating the Martyn stained glass window to the Port Perry United Church building, estimated at [a price agreed to by the ECORC Mission Through Property team]; and
 - d) the cost of erecting the memorial cairn in the Pine Grove Cemetery, Prince Albert, estimated at [a price agreed to by the ECORC Mission Through Property team];
2. that 30% of those net proceeds be distributed as follows:
 - a) 10% to The United Church of Canada for the ongoing support of Indigenous Ministry;
 - b) 10 % to ECORC to be held in its Communities of Faith Assistance Fund, to support the mission strategy of the Regional Council; and
 - c) 10% to [The United Church of Canada mission and support fund] for the ongoing support of the ministry of the wider church;

all in accordance with the ECORC policy regarding the disposition of proceeds from the sale of property (approved October 4, 2019; revised November 26, 2021); and

3. that 70% of those net proceeds be distributed as follows:
 - a) \$4,000 to be paid to each of:
 - i) Big Brothers Big Sisters of North Durham;
 - ii) Community Care Durham;
 - iii) Durham Youth Services; and

- iv) North House; being the amounts regularly given annually to those registered charities by the pastoral charge, out of its community outreach fund, prior to the pandemic; and
 - v) Oak Ridges Hospice of Durham, Port Perry;
- b) *the trustees of the new amalgamated congregation to be authorized to encroach upon the remaining principal amount for the following energy-efficient capital projects:*
- i) the replacement of the front doors of the Port Perry United Church building on Queen Street and the northwest door at the corner of Queen and Simcoe Streets, in a manner acceptable to the Scugog Heritage Advisory Committee, at an approximate cost of \$15,000; and
 - ii) the replacement of the six large basement windows of the Port Perry United Church building with energy-efficient windows, in a manner acceptable to the Scugog Heritage Advisory Committee, at an approximate cost of \$11,000 per window; and
- a) *the remainder to be held and invested by the trustees of the new amalgamated congregation, and the income therefrom to be applied towards the cost of paid accountable ministry focusing on one or more of the following:*
- i) children and youth, with an emphasis on the arts;
 - ii) pastoral care; and
 - iii) programming for seniors;

The choice from among these options to be made by the Church Council of the new amalgamated congregation in 2024; and that the trustees be authorized to encroach upon the remainder so held and invested, to the extent of up to 5% annually, to be applied likewise. **CARRIED**

Discussion: Brian will prepare the certificate and forward to Eric for signature.

b) Trinity United Church Uxbridge

2023-03-31-013 MOTION (Brian James/Wanda Stride) That the East Central Regional Council Assembly of Elders, as recommended by the Mission Through Property Team, approve the request by Trinity United Church, Uxbridge to approve their Letter of Agreement between Kindred Works and Trinity United Church. **CARRIED**

c) St Stephen's United Church Oshawa

2023-03-31-014 MOTION (Ted Meyers/Brian James) That the East Central Regional Council Assembly of Elders, as recommended by the Mission Through Property Leadership Team, approve the request by St. Stephen's United Church, Oshawa, to approve their Letter of Agreement between Kindred Works and St Stephen's United Church; subject to completion of the work around establishing title carried out by the Mission Trough Property Leadership Team. **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** – Rev. Ned Wells and Patricia Long
 - *Formation, Nurture and Justice minutes of February 23rd*, see as **Appendix D**
 - a) Team Progress report – The FNJ Team does not have any matters requiring discernment or decision from the Assembly of Elders at this meeting.

The FNJ Team will meet next on April 20th. The forums and networks have been meeting. Please check out the ECO RC website for information about Care of Creation events leading up to earth week. The Anti-Racism Interfaith Intercultural Forum has postponed offering worship at the fall meeting. The Affirming Forum is now offering worship at the Spring meeting.

The minutes from our February 23rd meeting are attached for your interest.

- b) Report from Supporting Staff Member - Report of the Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages (Sharon Hull)
- c) Social Justice Network of Ontario Regional Councils
- d) Affirm Forum

ii) **Clusters and Network News** – Sharon Hull, see **Appendix E**

iii) **Long Term Care Network** – Sharon Hull, see **Appendix E**

iv) **Remit 1. – Establishing an Autonomous National Indigenous Organization** – how to promote, consider – planning is under way. The General Council will be providing monthly reports on the status of congregational voting.

v) **Policy Regarding Anti-Racism** – Concern has been expressed that congregations are not aware of this policy. The Regional Council hasn't lost sight that it has made a commitment to provide racial justice training.

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 Merkley

Over the past month I have been working on the remit information session coming up on April 28, as well as preparing to welcome Alderville Chief and historian Dave Mowat to our regional meeting in Coburg.

I had a lunch meeting with ministers serving at Alderville and Hiawatha, have participated in an Ontario-Quebec Indigenous Ministries meeting, and meetings for the national indigenous spiritual gathering happening in July.

I have participated in a staff meeting and staff training event.

I continue to share information through our newsletter, and accompany congregations and individuals on their learning journeys around 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 – Sharon Hull, 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** – Kaitlyn Ostrander (Ordinand), see discussion that was held under Communications report.
- 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 – Report on *Strategic Plan Working Group* – Rev. Wanda Stride.

- See *Report of the Nominations to Assembly of Elders* as **Appendix F**

2023-03-31-015 MOTION (Wanda Stride/Patricia Long) That the East Central Ontario Regional Council Assembly of Elders receive the report of the Nominations Leadership and concur with the recommendation that in order to ensure diversity on the Strategic planning team, open nominations will be held until April 15th. The Leadership Team is especially reaching out to women, people who live in rural communities, and people who do not live in the southwest quadrant of the region.

Discussion: An announcement will go out in the newsletter regarding extending timeline. It was highlighted that Sharon Hull will be the staff support person for the Strategic Plan Working Group.

Regarding recommendation to extend the nomination report to the fall general meeting instead of the spring, this will be further considered by the Assembly of Elders.

New Business –

a) Grants and Loans Presentation

Questions remain around which loans are no longer taking applications. It was suggested that more information can be sought through the United Church Foundation.

Opening worship for next meeting – Kathleen Whyte

Equity Monitor Report – The meeting unfolded well.

Motion to adjourn

2023-03-31-016 MOTION That the East Central Ontario Regional Council Assembly of Elders adjourn this meeting at 12:18 PM. **CARRIED**

Closing Prayer – Rev. Wanda Stride

Next Meeting Dates -Friday, April 28, 9:00 to noon ZOOM
 -AGM, May 5-6 (venue TBD)

Rev. Paul Reed
Speaker

Rev. Eric Hebert-Daly
Executive Minister

Appendices

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Appendix A

Communications Report

SharePoint Update: Staff met with John Neff on March 29th to give us some training on our SharePoint site which is now active. Currently only those with a UCC email address have access which led me to also contact IT and we have now set up a UCC email for the Speaker of the Assembly of Elders. We are looking at how to allow access for those who do not have a UCC email address and may need to access the site. John is available to us for any questions as we learn how to navigate SharePoint. I met with John myself on March 30th to discuss what I can do as an owner of the site and what my responsibilities are in how to keep it up to date. I also spoke with John on how we may share documents across our three Regional Councils as needed and this is something we are able to do as well. I feel that as we learn and become more familiar, this is going to be a great tool.

(UCC = United Church of Canada)

“Teams” ECO RC Staff Group: I have updated the Staff members

Invoke (Newsletter) Update: My first newsletter using the new platform went out last Thursday and has been well accepted. I can now schedule newsletters etc. My fellow communications colleagues and I are going to meet and talk about how we are finding the new platform and share any learnings that we have. Like Mailchimp, it gives me a weekly report as well. In regards to Sermon by Phone idea for newsletters, as suggested, I did bring this to the Equity Team and it was decided to table this idea for the time being and focus on those who do have internet access – making sure they are signed up and receiving the information. I can also create and add posters that can be downloaded from the newsletter and shared on bulletin boards etc.

Upcoming Staff Retreat: I am currently working on arrangements for our upcoming Staff Retreat May 1st and 2nd

Nominations: Working with Mary-Jane this month, we sent out a little teaser before Nominations went live. Reminders were posted or sent through the month and nominations applications have been collected and sent to the Nomination's Team.

Upcoming Information Sessions: Currently we have 64 registered for April 18th and 52 for April 24th

Social Media: Our private Facebook group is growing! We now have 344 members. I am encouraging those who send events to post them in the group as well.

Meetings Attended in March:

- GCO All Staff Meeting
- Facilitation Team Meeting
- Met with Aruna Alexander to discuss past and upcoming events/website information
- ECO RC Staff Meeting
- Communications Meeting
- Attended Axe-Con Digitally Accessible Conference (2 day virtual event)
- Tech support for Information Session on March 21st
- Long Term Care Crisis Meeting
- Equity Team Meeting
- Meeting with Stephen Fetter re: Churchx for Networks and how it could work
- Site visit at Trinity United Church, Cobourg

Appendix B

Meeting procedures based on Assembly of Elders meetings held on Fridays

Ten days prior to meeting (Monday of the week prior to meeting):

A reminder is sent out to all Leadership Teams and committees asking them to submit reports (should they have one) and to ask them if there is something requiring the Assembly of Elders' attention for discernment or decision. They are asked to submit reports and requests within three days.

One week prior to meeting (Friday prior to meeting):

All written reports are submitted and posted to SharePoint.

Motions requiring decision (usually from Covenant Support, Mission Through Property) submitted

Correspondence is posted to SharePoint

Six days prior to meeting (Monday prior to meeting):

Agenda planning meeting with Speaker, PR minister, Joel and Éric.

Reminder of upcoming meeting sent to Assembly of Elders members with links to documents (agenda, minutes, correspondence, reports)

Day of meeting

Meeting held

Draft minutes sent for review

Day following meeting (or earlier if possible)

Decisions communicated to interested parties

- PR decisions communicated by PR minister
- Decisions related to CoFs communicated by PR minister
- Decisions related to property communicated by EM
- Decisions related to finance communicated by leadership team chair/president
- Other decisions, answers to correspondence, etc. to be determined on a case-by-case basis

Four days following meeting (Following Monday)

Reviewed draft minutes posted to website

Appendix C**Greenbank Seagrave Pastoral Charge**

The faith communities of Seagrave United Church and Greenbank United Church together form the Greenbank Seagrave Pastoral Charge to work collaboratively and for mutual benefit. The governing body of the Pastoral Charge shall be known as the Unified Board.

Governance Structure

Individually the faith communities of Seagrave United Church and Greenbank United Church are governed by a board of governance of their choosing and have primary responsibility for the local programming and events, the wellbeing of the members and adherents of the congregation, and oversight of the maintenance and use of the property.

The local governance boards along with the Unified Board of the Pastoral Charge jointly have responsibilities of guiding the communities of faith in accordance with the Polity of The United Church of Canada as defined by the current Manual in use. This document was prepared with reference to the Bylaws recorded in the 2021 Manual and specifically Section B. Communities of Faith. Where additional guidance is required, the manual shall be referenced.

Unified Board**Purpose**

The purpose of the Unified Board is to support the work of the respective congregations and to ensure effective oversight of the life of the Pastoral Charge.

The Unified Board is responsible for:

- a. living in covenant with the Regional Council with mutual responsibilities for the life and mission of the Pastoral Charge and its Communities of Faith, and fulfilling its responsibilities under the covenant, as detailed in section B.1.3 of the 2021 United Church Manual
- b. doing regular self-assessments of the ministry of the Pastoral Charge; and filing the report with the Regional Council,
- c. having oversight of the life of the shared Communities of Faith, including worship, care, spiritual practice, and learning,
- d. cooperation with the Regional Council, within denominational guidelines, in recruiting, choosing, calling, appointing, and covenanting with ministry personnel and other staff, and in ending calls, and appointments and covenants with ministry personnel and other staff,
- e. receive regular reports and recommendations from the Ministry and Personnel Committee including approving remuneration and determining equitable (not necessarily equal) contributions from each local community of faith and ensuring financial responsibilities are met,
- f. encouraging members to consider ministry roles a responsibility shared through the whole Community of Faith,
- g. calling forth individuals for ministry leadership,

-
- h. receiving, dealing with, and forwarding Proposals from members of the Community of Faith to Regional Councils Membership

Members of the Unified Board are responsible to the Pastoral Charge and for the benefit of the whole. They are not bound by decisions or opinions of their respective local communities of faith. The governance structure must free people to live out their commitment to God and to each other.

The membership of the Unified Board should reflect equality and seek to have equal representation from each local community of faith.

The membership of the Unified Board will be

- i. The settled/appointed/called ministry personnel (or Regional Council appointment)
- ii. Six (6) members, three (3) of each of the local boards of governance, Chair of Stewards, Clerk of Session and Chair of Trustees. Membership is for one (1) year and individuals may serve for three consecutive years. After 3 (three) years they must step aside for 2 (two) years before being eligible to return to the Board. Membership on the Unified Board is contingent on their being an active member of their local Board.
- iii. Two (2) Regional Council Representatives, one (1) from each local community of faith
- iv. Two (2) members of the Ministry and Personnel Committee, one (1) from each congregation. They must be serving as an active member of the M & P Committee to retain their seat on the Unified Board.
- v. A Chairperson and Vice Chairperson are elected for a two year term and are eligible to serve 2 (two), 2 (two) year terms. A Secretary and Treasurer are appointed by the Community of Faith at an Annual Meeting of the Pastoral Charge. The term is for 2 (two) years and they may serve 2 (two), 2 (two) year terms. These positions are filled by election from the full members of the two congregations.

The total membership of 14 plus Ministry Personnel

Election of Members

Full members and adherents of the local congregations elected to the local governance board or the M&P Committee are eligible for consideration by the local congregation to serve on the Unified Board. The membership of the Unified Board must include 10 full members of the church and may include 4 adherents.

Each local community of faith shall present annually to the Annual Meeting of the Pastoral Charge recommendation for local representation; the Ministry and Personnel Committee shall present two names to represent the Committee (one from each local community of faith). The voting members at the Annual Meeting shall affirm the recommendations Quorum of the Unified Board

Quorum of the Unified Board is Ministry Personnel plus (8) eight members this includes (2) two from each local community of faith.

Committees of the Unified Board

The Unified Board is responsible for the terms of reference of Committees of the Pastoral Charge.

Ministry and Personnel:

There shall be a permanent Ministry and Personnel Committee (M&P) of the Pastoral Charge consisting of membership from both local communities. M&P shall have responsibility for oversight and support to all staff serving both local communities of faith. Details of the responsibilities of M & P committee members are available in detail the Ministry and Personnel Committees: Policy, Procedures and Practices along with the Resources for Ministry and Personnel Committees Manual found on the United Church of Canada website.

Members of the Ministry and Personnel Committee may serve 2 (two) 3 (three) year terms at which point they must leave the committee for at least 1 (one) year.

Additional Committees:

From time to time the Unified Board may establish task groups and committees for specific tasks i.e.: Nominations, creation of Church Hub profiles, Search and Selection.

The Chairperson, Vice-Chairperson, Secretary, Treasurer and Ministry Personnel may call a meeting of the Board, in the event of an emergency, and may conduct the business of the Board relating to the specified emergency.

Local Governance Structure

Local Board

Each church will have its own local Board. The Board will be limited to the Ministry Personnel, the Chair of Stewards, the Clerk of Session, the Chair of Trustees, an M & P Representative, an ECORC representative, the chair of the UCW. Membership must consist of (5) five full members of the church and adherents to the church. The Chairperson must be a full member of the church.

The Board of each church must meet at least four (4) times per year. Quorum for Board meetings is the Ministry Personnel plus 60% (4) of the membership with all members being urged to attend all meetings where possible.

The Chairperson and the Secretary will be elected from the membership at the Annual General Meeting of the Church each year.

The Members of Committee of Stewards, Session, Trustees will adhere to term limits. These terms being a three-year term with individuals being able to serve two consecutive terms. After two consecutive terms the individuals must rotate off of the committee for two years before being eligible to serve on the same committee. The sub-committees of each of these committees should follow the same guidelines for terms of office.

The M & P Committee will be responsible for filling vacancies on these committees based on consultation with each committee Chair. In March of each year, the M & P Committee will determine, in consultation with the committee Chairs, any vacancies that must be filled by February of the following year, and will work to find

suitable candidates to fill these positions. The slate of nominations will be brought forward at the Annual Congregational Meeting for approval.

Responsibilities- Taking direction from the Local Board the responsibilities are as follows.

Session - Has the oversight of the spiritual life of the congregation; its worship, rites (baptism, communion, marriage, Profession of Faith, transfer of memberships, funerals), music, faith formation for all ages, outreach, membership, and fellowship, working closely with the Minister. The Chairperson and Secretary are elected from among the members of Session. Each church may create its own position description but should be limited to the areas specified above. Membership in Session will consist of the Ministry Personnel plus 6 elected members who have full membership in the Church. Quorum will be 4 member plus Ministry Personnel. The Session should work in harmony with its sister Church.

Stewards - Membership of the Board of Stewards should consist of 6 elected members of which 3 should have full membership in the church. The responsibilities of the Stewards include property maintenance, reporting and managing the maintenance of the use of the building and grounds, fundraising and finance. Quorum will be 4 elected members. The Ministry Personnel is an ex-officio member of the Stewards and must be advised of all meetings and invited to attend said meetings.

Trustees - The composition of the Board of Trustees along with the responsibilities of Trustees are detailed in the United Church of Canada Trustees Handbook (April 2021) and the Chairperson of Trustees must ensure each new member receives a copy.

The Local Board is responsible for day-to-day administration of finances, leadership on financial management, development and monitoring of the annual operating and capital budgets. The strategic development, and implementation, of short- and long-term financial planning to support the objectives of the church. To make recommendations and work with the Board of Trustees on matters relating to real property and investments held by the church.

All other committees should be subcommittees of the Board of Stewards, Session, Trustees but membership is not limited to the individuals on these boards or committees. We encourage other members and adherents to become involved in sub-committees.

Sub-Committees include, but are not limited to, the following-

Session - Christian Development/Sunday school, Mission and Service, Outreach, Vibe, Ushers and Welcoming, Music, Technology, Affirming, Communication, Pulpit Supply, Benevolent Fund

Stewards - Fundraising, Accessibility, Church Booking and Rental, In Memoriam, Envelope Stewards, Financial Review

Appendix D

Agenda FNJ Meeting Minutes
February 23, 2023

Attendance:

Wendy Bulloch (Interim Chair); Isaac Mundy (Recording Secretary); Sharon Hull;
Marilyn Rodger; Patricia Long; Sharon Woodrow; Adele Boy; Carol Peterson; Ned Wells; Joyce Payne; Helmut
Enns; Aruna Alexander; Rodney Smith-Merkley

Opening Worship ~ Wendy Bulloch

Land Acknowledgement ~ Wendy Bulloch

Equity Support person ~ Ned Wells

Minutes of January (Circulated by Isaac Mundy)

Forums

(submit report in email- ask for questions)

- Affirming Forum
 - See Sharon W's report
 - Request: Support for Travelling Witness Blanket
 - Follow up meeting to take place on April 12th to discuss with Rodney and IJRR forum
- Anti-Racism Interfaith Intercultural Forum
 - See Aruna's report with the following correction to section 2 (g):
 - The correct reading is: Since the Liaisons are working with the Ontario Human Rights Code, the issue for us as Church seeking to be Disciples, is being well informed of the underpinnings of the Theological Foundations of the Code. This is crucial. What Christian assumptions/values are we bringing to the Human Rights document?
 - Anti-racism survey: 23 different languages spoken amongst members in our congregations highlighting intercultural dynamics in our Region
 - Aruna highlighted various requests for support from individual congregations to the forum
 - Wendy outlined event on Feb 22nd focussing on issues of racism; Aruna informed us that the three panelists shared perspectives that Black History should not be seen as separate from Canadian History; Joyce also spoke in support of event
- Indigenous Justice and Respectful Relationship Forum
 - See Helmut's report
 - Library: Jackie Harper and Helmut are looking to create a working group for a library project that would move from church to church with books related to FNJ topics
 - Sharon indicated interest from the Affirming Forum
 - Patricia indicated interest from UCW
 - Rodney:
 - contacted by All Saints Anglican
 - March 11th event (see IJRR newsletter)

- Times of reflection hosted by National Church IJRR in the coming days related to news from Port Alberni of graves having been found
- Upcoming remit: March 15th information session for congregations will be held
- First Third's Ministry Forum (Children, Youth, Young adults- and their leaders)
 - Sharon H: Zoom meeting took place to gather youth leaders in South East sector of region
 - Future meetings to take place across the regional council

Networks

- Palestine Justice (Adele)
 - Report submitted to Wendy
 - Conflicts continue in West Bank and letters being circulated to support those being impacted
 - AEPPI looking for recruits working in the area
- Guaranteed Livable Income (GLI)
 - Possible upcoming Easter vigil
- Long Term Care Crisis (Deb Brown)
- Affirming Ministries
- Creation Care (National)
- Rural Connect (Ryan McNally)
- Music leaders
- Tech support
- Shared Ministries

Clusters

Updates

- Quin Mo Lac
 - Continued conversations about making bathrooms more inclusive at Camp Quin Mo Lac
- UCW and Fair Trade- Marilyn
 - UCW annual meetings currently taking place
 - Regional UCW meeting taking place in March at Foxboro United Church
 - Money currently being raised for the Healing Fund

New Business

- Correspondence
 - No correspondence
- Position Descriptions previously circulated
 - No additional comments
- Nominations with end of current terms listed
 - Marilyn (2023)
 - Adele (2023)
 - Wendy (2023-4)
 - Isaac (2023-4)
 - Helmut (2023)
 - Aruna (2025)
 - Peggy (2025)
 - Carol (2025)

-
- Flexible term members should communicate to nominations committee via Wendy if they are returning next year, or if they would like to renew
 - Volunteer to chair or co-chair- (next meeting or ongoing)
 - Wendy to chair upcoming meeting
 - Annual Meeting Budget and intercultural music group.
 - Request for \$500 was mentioned at the last meeting. This will hopefully come from the AGM budget.
 - Picture Project from Anti-racism, Inter-faith, Inter-cultural Forum
 - Further conversations to take place about framing of pictures
 - Any additional new business
 - Ned: Regional report
 - New Executive Minister introduction meeting
 - Conversations about new UCC Mission Statement
 - Pastoral Relations Newsletter beginning
 - Doing Mission Together Grant: will be moved to the Mission Through Property committee but a subcommittee will be created to have input from individuals from their committee and FNJ
 - Equity:
 - Ned noted positive sharing online
 - Requested that reports are all sent to Wendy as chair ahead of time in order to avoid reports being lost in email chains
 - Asked how we might be more inclusive of members of different networks
 - Sharon Hull: reminding to make sure everyone is included on group emails

Next Meeting Date: April 20th, 1:30 PM

Appendix E

Report of the Minister for Spiritual Nurture, Respectful Relationships and Justice with All Ages

Spiritual Nurture, Respectful Relationships and Justice with All Ages

Formation, Nurture and Justice Team Report

- see Rodney's report and the draft FNJ Team meeting minutes from meeting on Feb 23- next meeting is April 20

Social Justice Network Ontario RC

- Last meeting was January 24- online- Sharon- staff rep, Adele Boy- lay rep- still looking for a clergy rep- fee set for Regional Councils for 2023- information will be sent to each RC.

Doing Mission Together Grants

- Had a zoom meeting to discuss transferring the grants to the Mission Through Property Team. Extended the grant deadline to May 1 (and updated the website) - to allow time to apply after the grant information session. Some members of the Formation, Nurture and Justice to review the applications with some members from the Mission Through Property Team.

Networks:

- Affirming Ministries- next event- April 22
- Care of Creation- connecting with National events- see ECO RC newsletter
- Guaranteed Livable Income (GLI)- see latest podcast
- Long Term Care Crisis- had a meeting - thinking about using Church X
- Palestine- partnering with Shining Waters RC- Adele to contact Karen directly to add some more information to website
- First Third Ministry Network- gathering volunteers and creating clusters- ongoing work
- Tech Support- need to schedule the next meeting
- Musicians Network- need to check in- see if they want to have another meeting
- New network on Collaborative Ministries- info at Spring meeting

Meetings/Events

- Connected by zoom to a 3 day First Third National Staff retreat
- All Staff meeting
- Affirming Forum meetings
- Affirming Ministries Network- speaker- Q & A for Edith Rankin UC
- Anti-racism Interfaith Intercultural Forum meetings
- Facilitation Team planning meeting
- ECO RC Staff meeting

- Check in with some of the networks
- Check in and supporting First Third Ministry leaders
- Monthly staff check in - Peter Bartlett and David-Roger (postponed for March)
- ChurchX - Anti-Racism guest speakers
- Care of Creation - guest speaker- the moderator
- Great Ontario Affirming RC's collaborating zoom event for PIE day- March 14th
- Cathedral of the Trees meetings- now a joint network with ECO and EOO RC's. Application form and post on website for leadership.

Appendix F

Report of Nominations to Assembly of Elders for March 31, 2023

Nine people let their names stand to sit on the Strategic Planning Group.

Of these nine, we prayerfully discerned who could provide a balance of voices based on gender, gifts, experience and geographic location.

Based on who put their names forward, here is who nominations recommends by consensus:

Ordained

Elizabeth Cunningham

Eric Hebert Daly (Executive Minister)

Larry Doyle

Ned Wells

Lay

Patti James

Arthur Smith

Nominations also recommends that the regional council reach out to lay people, women in particular, from northern, eastern and rural locations to provide a balance of voices on the Strategic Planning Committee.

There were a couple of further issues that our team discussed and we offer the following:

Nominations recommends reopening the nominations process until April 15 at 11:59 p.m. and encouraging more people to let their names stand for the following Teams: Nominations, Mission Through Property, Covenant Support, Formation Nurture and Justice and lay people for Equity.

Nominations also recommends that Assembly of Elders consider making prior to the fall Regional meeting the nominations season, when people are rested after summer vacation.

Respectfully submitted,
Rev. Mary-Jane Hobden, Chair
Nominations Team