

**East Central Ontario Regional Council**  
**Meeting of the Assembly of Elders**  
**Tuesday, February 6, 2024 – 1:00 p.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. Wanda Stride	Member, Speaker, Leading Commissioner, 44 <sup>th</sup> General Council Commissioner
Stephen Coles	Member
Margaret Curtis	Member
Rev. Eric Hebert-Daly	Member, Executive Minister
Brian James	Member, Financial Administration
Ted Meyers	Member
Rev. Kaitlyn Ostrander	Member (Youth)
Joyce Payne	Member
William (Bill) Sheaves	Member
Rev. Edward (Ned) Wells	Member
Rev. Lynn Watson	Member
Sharon Hull	Corresponding Member - Minister for Spiritual Nurture, Respectful Relationship and Justice for all Ages
Rev. Darren Liepold	Corresponding Member, Pastoral Relations Minister
Joel Miller	Corresponding Member, Program Assistant to Executive Minister, Recording Secretary
Karen Wilson	Corresponding Member - Communications and Administration Assistant

**REGRETS/ABSENT**

Rev. Kevin Fitzpatrick	Member
Patricia Long	Member
Rev. Paul Reed	Member
Rev. Rodney Smith-Merkley	Corresponding Member - Minister for Respectful Relationship and Indigenous Justice

\* This meeting focused on proposed dates for future general meetings (2025); received updates regarding the Strategic Plan benchmarks; received recommendations from the Covenant Support Leadership Team, in regards to: appointments, calls, pastoral charge supervision, retirements, sabbaticals, the amalgamation of Millbrook Cavan United Church and Bailieboro Springville United Church, the ecumenical shared ministry Agreement Centreville Presbyterian - Harmony United Churches, and the ecumenical shared ministry between Simcoe Street /Kingsview, Oshawa, and St. Paul's, Bowmanville; received recommendations from the Mission Through Property Leadership Team, in regards to: Ingoldsby United Church and Haliburton United Church amalgamation, Plainville and Camborne United Churches amalgamating, St. Andrews United Church Beaverton closing, Sandford Zephyr United Churches amalgamation, Northminster United Church Peterborough lease agreement with Trent Childcare Services, St. Stephens approval of distribution of 40% of net funds, The Iglisia Bautisa Emmanuel Fund, the Mission and Service Fund, a policy-change regarding the distribution of funds from the sale of property and assets, and student bursaries; receives an update in regards to the number of pastoral charges that have voted on Remit 1: Establishing an Autonomous National Indigenous Organization; considers proposal from

the Equity Leadership Team in regards to virtual Holy manners and AI Zoom features; considered additional staff support for the Regional Council, in particular, job descriptions for a Pastoral Relations Minister and a Congregational Support Minister; considered the use of the Regional Council website by Networks; considered nominations to review board assessing current governance model of three court Church structure, received updates and recommendations in regards to the Nominations Leadership Team; and considered The United Church of Canada's centennial celebration.

**Call to Order** – Rev. Wanda Stride, Speaker, called the meeting to order at 1:01 PM.

**Land Acknowledgement & Opening Devotions** – Ned Wells, after reflecting on the dualism he's noticed in recent scripture readings and during this season of the Church, shared an Indigenous understanding of the changing seasons; and acknowledged the treaty territories on which members gathered while attending this meeting. Ned followed this with a time of prayer.

**Circle Time of Sharing** – All were invited to reflect on what the sunlight has brought to them this day.

**Appointment of an Equity Monitor for this Meeting**

**2024-02-06-001 MOTION** (L. Watson/S. Coles) That the East Central Ontario Regional Council Assembly of Elders appoint Ted Meyers as Equity Monitor for this meeting. **CARRIED**

\*It was reminded that the equity score card can be used following this meeting, and submitted to the Equity Leadership Team.

**Minutes of December 5, 2023**

**2024-02-06-002 MOTION** (M. Curtis/T. Meyers) That the East Central Ontario Regional Council Assembly of Elders approves the Minutes of December 5, 2023 as circulated. **CARRIED**

**Email Poll of December 20, 2023 and February 1<sup>st</sup> 2024**

**2024-02-06-003 MOTION** (T. Meyers/W. Sheaves) That the East Central Ontario Regional Council Assembly of Elders receive into its minutes email polls of December 20, 2023 and February 1, 2024:

a) *Saint Ola United Church*

*2023-12-20-001 MOTION (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Team to approve the recommendation from the trustees re the congregation's 40% distribution of funds from the Sale of the St Ola UC that a sum of \$10,000. be divided evenly between the food bank located in Coe Hill, known as the Tri-Township Community Food Basket and Coe Hill School, the balance to be distributed equally between St. Andrew's United Church Coe Hill and Zion The Ridge United Church Coe Hill. CARRIED*

b) *Simcoe Street United Church and Kindred Works Agreement*

*2023-12-20-002 MOTION (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Team to approve the request from the Simcoe St United Church at 66 Simcoe Street South Oshawa, for approval of the Agreement between Kindred Works Inc. and The Trustees of Simcoe Street Congregation of the United Church of Canada and the East Central Ontario Regional Council of the United Church of Canada. Furthermore, that the Assembly of Elders request the Regional Executive Minister to sign the agreement. CARRIED*

- c) *Simcoe Street United Church Successive Ministry Plan*  
2023-12-20-003 MOTION (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Team to approve the request from the Simcoe St United Church to allow the distribution of surplus funds on closing as per the current guidelines for a COF amalgamating with another United Church COF. **CARRIED**
- d) *Gooderham United Church - Offer to Purchase*  
2024-02-01-001 MOTION (T. Meyers/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Leadership Team to approve the Offer to Purchase agreement between Gooderham United Church and Jason Tanner, for the property situated at 10744 County Road 503, Gooderham, Ontario, K0M1R0, for a price \$180,000. **CARRIED**

**CARRIED**

**Business Arising - none**

**Agenda**

**2024-02-06-004 MOTION** (L. Watson/M. Curtis) That the East Central Ontario Regional Council Assembly of Elders accept the agenda as amended: With the addition of item in section IVii(a)(g) - *Simcoe St/Kingsview (Oshawa) and St. Paul's, Bowmanville - Ecumenical Shared Ministry*. **CARRIED**

**Incoming Correspondence**

- a) December 4, 2023, Rev. Lynda Hodgins, Retired Supply Minister, Harmony Pastoral Charge, re forming an Ecumenical Share Ministry agreement (*for action under section IViif*);
- b) December 4, 2023, Rev. Lynda Hodgins, Retired Supply Minister, Harmony Pastoral Charge, re Millbrook Cavan United Church and Bailieboro Springville United Church merge into one community of faith to be known as Harmony United Church (*for action under section IViie*);
- c) December 6, 2023, Jamie Traynor, Licensing Officer, Bereavement Authority Ontario, re confirming transfer of St. Paul's Cemetery (*for information*);
- d) December 9, 2023, Heather Keachie, Partner, Gardiner Roberts LLP, re Request to List/Sell Gooderham United Church (*for information*);
- e) December 11, 2023, Sarah Charters, President, The United Church Foundation, re funds from the disbanding congregation Trinity United Church, Apsley (*for information*);
- f) December 11, 2023, Sarah Charters, President, The United Church Foundation, re funds from the disbanding congregation St. Ola United Church, Coe Hill (*for information*);
- g) December 14, 2023, Dave Freeman, Trinity United Church, re Trinity United Church property update (*for information*);
- h) December 15, 2023, copied on a letter from Rev. Dr. Jennifer Janzen-Ball, Executive Minister, Theology & Ministry Leadership Unit, The United Church of Canada, to Rev. Caroline Penhale, Office of Vocation Minister, re Information for DLMs on Testamur Eligibility Process (*for information*);
- i) January 2, 2024, Heather Keachie, Partner, Gardiner Roberts LLP, re adding trustee to Gooderham United Church and updating title of Church (*for information*);
- j) January 10, 2024, Tom Smart, ECORC delegate and GC 44 Commissioner, re concerns with ECORC Palestine Network page (*for action under New Business b*);
- k) January 11, 2024, Annette Moore B.A. Montessori Diploma, Four Winds Montessori School Inc., re Lease agreement with Kindred Works and Trinity United Church (*for information*);

- l) January 29, 2024, Cathy Hamilton, Co-Chair, Quebec and East Ontario Candidacy Board, re affirming Glenn Keefe demonstrates Promise for ministry (*for information*);
- m) January 29, 2024, Cathy Hamilton, Co-Chair, Quebec and East Ontario Candidacy Board, re affirming Mark Sturman as ready for Supervised Ministry Education (*for information*);
- n) January 29, 2024, Cathy Hamilton, Co-Chair, Quebec and East Ontario Candidacy Board, re affirming Matthew Coulthard as ready for Supervised Ministry Education (*for information*);

### **Outgoing Correspondence**

- o) December 8, 2023, Ted Meyers, Chair, Mission Through Property Leadership Team, to Royce Cox, re Request to List/Sell Gooderham United Church (*for information*);
- p) December 8, 2023, Ted Meyers, Chair, Mission Through Property Leadership Team, to Ian McFarlane, re Plainville / Camborne United Church Amalgamation (*for information*);
- q) December 8, 2023, Ted Meyers, Chair, Mission Through Property Leadership Team, to Douglas Arrand, re repairs at Chalmers United Church Kingston (*for information*);

**SharePoint** – Rev. Eric Hebert-Daly provided information re the use of SharePoint, in particular tips for accessing specific documents. Eric shared that items which arrive after a week prior to the date of meeting will be moved to the following month's agenda, unless there is a need for action which has a deadline.

### **Business arising grouped according to confirmed Guiding Principles**

#### ***I. All Communities of Faith participate in ECORC meetings and initiatives***

##### **Facilitation Forum – Rev. Wanda Stride**

##### **a) Previously approved dates for 2024:**

- April 19<sup>th</sup> - 20<sup>th</sup>, Annual Meeting, Spring, Lindsay, ON
- November 16<sup>th</sup>, Fall Meeting, Brighton, ON

##### **b) Proposed dates for 2025**

**2024-02-06-005 MOTION** (S. Coles/N. Wells) That the East Central Ontario Regional Council Assembly of Elders approve the 2025 general meeting dates:

- May 23<sup>rd</sup> - 24<sup>th</sup>, Annual Meeting, Spring, St. Paul's United Church, Bowmanville, ON
- October 25<sup>th</sup>, Fall Meeting, Location TBD

### **CARRIED**

The question was asked if there could be a tri-regional council meeting; it was shared that geography has made this difficult.

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

#### ***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***

- a) **Strategic Plan Benchmarks** – Rev. Eric Hebert-Daly shared background information for the creation this document and highlighted that
  - see *Monthly Goalposts on the Path to Strategic Plan Implementation*, as **Appendix A**

**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 Update** – Rev. Wanda Stride shared that the team is on track for updating the handbook.

Lynn Watson has removed herself from the review team as she has volunteered to work in a different area.

- ii) **Covenant Support Team** –  
- see *CST minutes of January 23, 2024* as **Appendix B**

a) **Recommendations**

a. **Appointments and Calls**

**2024-02-06-006 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team that, after confirming eligibility on ChurchHub, Brian Nicholson, retired designated lay minister be re-appointed to Cambridge Street United Church from January 1<sup>st</sup> 2024-December 31<sup>st</sup> 2024, 12 hours per week (pastoral care) with other terms as per the UCC manual. **CARRIED**

**2024-02-06-007 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team that, after confirming eligibility on ChurchHub, Rev. Don Green, retired supply, be re-appointed to the Trinity Omemee Community of Faith from September 1<sup>st</sup> 2023-June 30<sup>th</sup> 2024, 10 hours per week with terms as per the United Church Manual. **CARRIED**

There was some concern expressed that retired folks are asked to take on very minimal hours to sustain congregations and that this is not a good long-term solution to their challenges.

**2024-02-06-008 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team that, after confirming eligibility on ChurchHub, Rev. Douglas Carter, Ordained Supply be called to the Wellington Community of Faith, effective April 15<sup>th</sup> 2024 full-time, with terms as per the United Church Manual. **CARRIED**

**2024-02-06-009 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team that, after confirming eligibility on ChurchHub, Rev. Lyle Horn, Retired Supply, be reappointed to the Emmanuel Peterborough Community of Faith effective January 1, 2024-April 15, 2024, part-time, 12 hours a week with terms as per the United Church manual. **CARRIED**

**2024-02-06-010 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team that, after confirming eligibility on ChurchHub, Rev. Lesley Hamilton be called to the Emmanuel Peterborough Community of Faith effective April 15<sup>th</sup> 2024, full-time, with terms that meet or exceed United Church manual. **CARRIED**

A transition-team has been recommended by the Covenant Support Team to help with transitioning for the beginning months.

**2024-02-06-011 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team that, after confirming eligibility on ChurchHub, Rev. Calvin Stone be appointed to New Hope Community of Faith, 50%-time effective February 1, 2024 to December 31, 2024 with terms as per the United Church manual. **CARRIED**

b. **Pastoral Charge Supervision**

**2024-02-06-012 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team to appoint Margaret Curtis as Pastoral Charge Supervisor to the Sunderland Community of Faith. **CARRIED** (*M. Curtis abstains*)

**2024-02-06-013 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team to appoint Cheryl McMurray as Pastoral Charge Supervisor to St. Paul's United Church, Warkworth. **CARRIED**

c. **Retirements**

**2024-02-06-014 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team to support the request of Rev. Larry Doyle to retire from the Faith Courtice Community of Faith on June 30<sup>th</sup> 2024. **CARRIED**

d. **Sabbatical**

**2024-02-06-015 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team that Rev. Warren Vollmer be granted sabbatical from the Frankford Community of Faith between May 1<sup>st</sup> 2024-July 31<sup>st</sup> 2024. **CARRIED**

e. **Amalgamation of Millbrook Cavan United Church and Bailieboro Springville United Church**

**2024-02-06-016 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team to approve the amalgamation of Millbrook Cavan and Bailieboro Springville United Churches, to become Harmony United Church (Harmony Pastoral Charge). **CARRIED**

f. **Ecumenical Shared Ministry Agreement Centreville Presbyterian - Harmony United Churches**

- See *Ecumenical Shared Ministry Agreement Centreville Presbyterian - Harmony United Churches* as **Appendix C**

**2024-02-06-017 MOTION** (W. Sheaves/S. Coles) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of Covenant Support Team to approve the shared ministry agreement between Centreville Presbyterian Church and Harmony United Church. **CARRIED**

- g. **Simcoe St/Kingsview (Oshawa) and St. Paul's, Bowmanville - Ecumenical Shared Ministry** – Rev. Darren Liepold provided background information, sharing that the congregations will merge (continued ministry agreement, not amalgamate) in May 2024. It was explained that an amalgamation would have required a new affirming process.

Steve Cole shared that there has been some discussion for moving the stained glass windows from Simcoe Street/Kingsview and moving them to Saint-Paul's; cost is an issue.

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

1. **Mission Through Property** – Ted Meyers

- a) **Ingoldsby United Church and Haliburton United Church Amalgamation**  
**2024-02-06-018 MOTION** (S. Coles/N. Wells) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Leadership Team to approve the request from the congregations of Ingoldsby United Church and Haliburton United Church of the Haliburton Pastoral Charge to amalgamate as of Jan 1<sup>st</sup> 2024, and that Brian James and Ted Meyers be appointed as trustees during this transitional period, and that the Ingoldsby United Church be declared surplus to need for the Haliburton Pastoral Charge. This amalgamation is subject to an approved Haliburton Pastoral Charge Ministry Plan by the Assembly of Elders. **CARRIED**
- b) **St. Andrews United Church Beaverton Closing**  
**2024-02-06-019 MOTION** (T. Meyers/L. Watson) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Leadership Team to approve the request from the St. Andrews United Church, Beaverton to close (pending amalgamation) as of March 31<sup>st</sup> 2024. And that the St. Andrews United Church property be declared surplus to need for the closing congregation, and be put in the Regional Trust Fund, and that Toronto United Church Council (TUCC) be contracted to be the property manager. **CARRIED**
- c) **Sandford Zephyr United Churches Amalgamation**  
**2024-02-06-020 MOTION** (T. Meyers/J. Payne) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Team to approve the request that the Sandford and Zephyr United Churches amalgamate effective Nov 1<sup>st</sup> 2024 and that the Zephyr United Church property become surplus to needs of the amalgamation. The Mission Through Property will work with the trustees to determine the best use for the Zephyr United Church property. **CARRIED**

It was reiterated that amalgamations need to come from the Covenant Support Team. The Governance Handbook review-team will provide clarity about which bodies should be undertaking recommendations around amalgamations as the review team goes about its work.

**Break** – 2:30 PM

- d) **Northminster United Church Peterborough Lease agreement with Trent Childcare Services.**

- See *Northminster United Church Peterborough Lease agreement with Trent Childcare Services* as **Appendix D**

**2024-02-06-021 MOTION** (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Leadership Team to approve the Lease agreement with Trent Childcare Services, with lease payments of \$27,753 per year plus a 3% increase year. **CARRIED**

e) **Ingoldsby United Church's Request to List and Sell**

- See *Ingoldsby United Church's Request to List and Sell Additional Information* as **Appendix E**

**2024-02-06-022 MOTION** (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Leadership Team to approve the Request by the Unified Board and Trustees of Ingoldsby United Church to list/sell property being the Ingoldsby United Church at 1741 Ingoldsby Road, Minden, Ontario, K0M 2K0, part of Lot 19, Second concession in the Township of Minden, County of Haliburton, Ontario. The listing price will be \$299,000. **CARRIED**

f) **St. Stephens Approval of Distribution of 40% of Net Funds.**

Background: The following motion was *approved by St Stephens United church Council* on April 23, 2023 Motion by Elaine Dornn "that our *portion (40%)* of these funds be donated in equal portion to Simcoe Hall, Ohawa, *The Refuge and Gate 316*", seconded by John Deacon.

**2024-02-06-023 MOTION** (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Leadership Team to approve the distribution of Community of Faith (COF) portion of Assets (40%) as per St Stephen's United Church request of "that our *portion (40%)* of these funds be donated in equal portion to Simcoe Hall, Oshawa, *The Refuge and Gate 316*". **CARRIED**

g) **Motions requested by Auditors for clarification**

- i) **The Iglesia Bautista Emmanuel Funds:** Were transferred from Conference as one fund but has more than one use, scholarship funds, pilgrimage fund and special project funds making it difficult to quickly determine the balances available for each activity. These funds should be tracked as at least two and probably more funds for ease of accounting and reporting.

**2024-02-06-024 MOTION** (T. Meyers/B. James) That the current The Iglesia Bautista Emmanuel (IBE) Fund be split into three funds, IBE Scholarship Fund, IBE Pilgrimage Fund and IBE Special Projects fund. **CARRIED**

- ii) **Mission and Service Funds:** A portion of the funds received from the sale of property are allocated to Mission and Service Fund (M&S). To help support both near and long-term M&S funding these should be allocated half to the current M&S fund and half to the UCC Foundation as a contribution to the M&S Endowment Fund.

**2024-02-06-025 MOTION** (T. Meyers/B. James) That funds received from the sale of property or closing of communities of faith, which are allocated to Mission and Service Fund (M&S) be split with half to the current year M&S fund and half to the UCC Foundation as a contribution to the M&S Endowment Fund. **CARRIED**

h) **(Policy Clarification) Distribution of Funds from the Sale of Property and Assets**



**2024-02-06-026 MOTION** (T. Meyers/B. James) That the distribution of Funds of surplus to need properties and/or Capital assets resulting from Disbanding or Amalgamating/Merging COF's to be distributed to United Church entities (Indigenous Ministries, M&S, and ECORC funds) be sent to East Central Ontario Regional Council (ECORC) in total for distribution.  
**CARRIED**

i) **Student bursaries recommend by Rev Mary-Jane Hobden**

**2024-02-06-027 MOTION** (T. Meyers/B. James) That the East Central Ontario Regional Council Assembly of Elders concur with the recommendation of the Mission Through Property Leadership Team to approve the following student bursaries:

- Mark Sturman  
Amount - \$4500 (9 course units @ \$500 per)
- Douglas Ferris  
Amount - \$1500 (3 course units @ \$500 per)
- Kathleen A. Whyte  
Amount - \$2500 (5 course units @ \$500 per)

**CARRIED**

Rev. Darren Liepold will provide follow up letter with results of decision.

- 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*
- VIII.** *We observe increasing use of land acknowledgments and more participation in learning opportunities related to Respectful Relations and Indigenous Justice*
- Remit 1: Establishing an Autonomous National Indigenous Organization – (Vote update)** - Rev. Eric Hebert-Daly shared that, to date, 37% of Pastoral Charges have voted. He informed that the National average is 30%. Sharon Hull provided an update for how logistics are being carried out for encouraging Pastoral Charges to vote.
- See *Spreadsheet ECORC List- Pastoral Charges Not Yet Voted on Remit 1: Establishing an Autonomous National Indigenous Organization* as **Appendix F**
- 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*
- 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*

- a) **Holy Manners: A Response to the Online Incident at our regional meeting in the fall** – Rev. Kaitlyn Ostrander sought feedback. Members extended gratitude for the work carried out.
  - See *Virtual Holy Manners* as **Appendix G**
- b) **Guidance on AI concerning virtual meetings** – Rev. Kaitlyn Ostrander sought feedback. The suggestion was made to clarify that Leadership Teams make recommendations to the Assembly of Elders and not decisions on their own authority.
  - See *Equity Leadership Team Position on AI* as **Appendix H**

**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*

**New Business –**

- a) **Additional Staff Support** - Rev. Eric Hebert-Daly shared details of both job descriptions. It was iterated that both positions would be working in collaboration. It was reflected that support to ministry personnel is still a priority (although still to be determined which job description will account for it – it was suggested to wait to see which person applying would bring this particular strength).
  - see *Pastoral Relations Minister East Central Ontario job description (February 2024)* as **Appendix I**
  - see *Congregational Support Minister (February 2024)* as **Appendix J**
- b) **Use of the Regional Council website by Networks** – Sharon Hull shared some background information in reference to correspondence j.

**2024-02-06-028 MOTION** (S. Coles/L. Watson) That the East Central Ontario Regional Council Assembly of Elders adopt the policy that only networks' contact-information and a one-line description of the network be shared on the Regional Council website, effective immediately. **CARRIED**

Rev. Eric Hebert-Daly will respond to correspondence received communicating action taken.

- c) **Nominations to Review Board Assessing Current Governance Model of Three Court Church Structure** – Rev. Wanda Stride shared that the General Council Nominations team is looking for nominees who were part of the comprehensive review, to form part of a new task group assessing the current governance model of The United Church of Canada (Regional Council model).
- d) **Nominations: Resignation of Mary Jane Hobden, Chair** – Rev. Wanda Stride  
**2024-02-06-029 MOTION** (K. Ostrander/L. Watson) That the East Central Ontario Regional Council Assembly of Elders name Rev. Svinda Heinrichs as interim Chair of the Nominations Leadership Team. **CARRIED**
- e) **Centennial Celebration of The United Church of Canada** – Rev. Darren Liepold shared 490 days to go! It was time to begin considering planning for how the Regional Council will celebrate. Rev. Eric Hebert-Daly shared some of the ideas currently underway. An invitation will be extended to interested parties via the newsletter.

**Equity Monitor Report** – Ted Meyers shared a detailed version of his rating of this meeting, based on the Equity score card. It was graded “A” overall.

The Chair declared that all of the business having come before this meeting of the Assembly of Elders was duly concluded at 4:04 PM.

**Closing Prayer** – Ned Wells closed the meeting in prayer.

**Next Meeting Dates**

- Tuesday, March 5, 2024 (1 PM) Zoom
- Tuesday, April 2, 2024 (1 PM) Zoom
- Tuesday, May 7, 2024 (1 PM) in person

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Rev. Wanda Stride  
Speaker

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Rev. Eric Hebert-Daly  
Executive Minister

**ECORC Assembly of Elders - Participation Roster**

	<b>Opening worship/Land ack/closing prayer</b>	<b>Equity Monitor Roles</b>
<i>March 5, 2024</i>	Joyce Payne	Lynn Watson
<i>April 2 2024</i>	Brian James	Steve Coles
<i>May 7 2024</i>	Kaitlyn Ostrander	Kevin Fitzpatrick
<i>June 4 2024</i>	Lynn Watson	Kaitlyn Ostrander

**Appendices**

Appendix A	Monthly Goalposts on the Path to Strategic Plan Implementation	Pages 13-15
Appendix B	Covenant Support Team minutes of January 23, 2024	Pages 15-18
Appendix C	Ecumenical Shared Ministry Agreement Centreville Presbyterian - Harmony United Churches	Pages 19-28
Appendix D	Northminster United Church Peterborough Lease agreement with Trent Childcare Services	Pages 29-40
Appendix E	Ingoldsby United Church's Request to List and Sell Additional Information	Pages 41-42
Appendix F	Spreadsheet ECORC List- Pastoral Charges Not Yet Voted on Remit 1: Establishing an Autonomous National Indigenous Organization	Page 43
Appendix G	Virtual Holy Manners	Page 44
Appendix H	Equity Leadership Team Position on AI	Pages 45-46
Appendix I	Pastoral Relations Minister East Central Ontario Job Description (February 2024)	Pages 47-49
Appendix J	Congregational Support Minister (February 2024)	Pages 50-53

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**Appendix A****Monthly Goalposts on the Path to Strategic Plan Implementation****February 2024**

- Stream 1 – Gathered examples of self-assessment tools (Darren)
- Stream 2 – Gathered examples of governance models (Darren)
- Stream 7 – List of participating communities of faith in Faithful Footprints and Greening Sacred Spaces (Karen)
- Stream 8 – Regional Council meeting registration form includes tracking mechanism for 2024 carbon footprint tracking (Karen)
- Stream 9 – Survey in newsletter to see if there is interest in establishing a Climate Forum in ECORC (Karen)
- Stream 12 – Healthy Connections Forum structure and model draft (Darren)

**March 2024**

- Stream 1 – Self-Assessment Tool shaped and shared with Covenant Support Team for feedback (Darren)
- Stream 2 – Document that expresses options communities of faith can consider (Darren)
- Stream 3 – Disbanding and Amalgamating resources collected (Darren)
- Stream 5 – Calendar of justice subjects created for May 2024 to April 2025 (Sharon)
- Stream 6 – Media Strategy drafted (Karen/Wanda/Éric)
- Stream 7 – List of communities participating in Faithful Footprints and Greening Sacred Spaces (Karen)
- Stream 9 – Send notes to those who identified an interest in the Climate Forum, await formal recognition at RC meeting (Sharon)
- Stream 12 – Healthy Connections Forum terms of reference approved by Covenant Support Team (Darren)

**April 2024**

- Stream 1 – Self-Assessment Tool approved by the Assembly of Elders and shared at Regional Council meeting (Darren/Karen)
- Stream 1 – How to Self-Assess Workshop created (Darren)
- Stream 2 – Governance Models document shared at Regional Council meeting (Darren)
- Stream 3 – Disbanding and Amalgamating resources assembled and included in Governance Documents/Review (Darren)
- Stream 4 – Launch survey of ‘alternative worship resources’ (Darren/Karen)
- Stream 5 – Materials for first justice feature assembled for posting in May (Sharon)
- Stream 6 – Identified spokespersons for subject matter (Karen/Wanda/Éric)
- Stream 7 – Begin sharing of examples of Faithful Footprints and Greening Sacred Spaces projects in our newsletter (Karen)
- Stream 8 – Tracking system of footprint based on travel to Regional Council meetings (Karen)
- Stream 9 – Formal recognition of Climate Forum at RC meeting (Sharon)
- Stream 11 – Report from those working on Association of Ministers at RC meeting (PR minister)
- Stream 12 – Recruitment for Healthy Connections Forum begins (Darren/Karen)
- Stream 13 – Building survey of strengths and areas of specialization for communities of faith (Darren)

**May 2024**

- Stream 1 – Self-Assessment Tool posted on website (Karen)
- Stream 1 – Self-Assessment Workshop offered through Ministry in Changing Times Event (Darren)
- Stream 2 – Governance Models document posted on website and provided as part of Ministry in Changing Times Event (Karen and Darren)
- Stream 3 – Updated Governance Documents posted on the website (Karen)
- Stream 5 – Justice feature materials loaded to website and included in newsletter (Sharon)

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Stream 6 – Media strategy adopted for implementation in September (Karen)  
Stream 7 – Strategy developed for increasing participation in Greening Sacred Spaces and Faithful Footprints (Karen/Sharon)  
Stream 9 – Doodle interested folks to find a time for a first meeting of the Climate Forum (Sharon)  
Stream 10 – Survey of RC to identify those who would like to participate in a Lay Leadership Network (PR Minister/Karen)  
Stream 12 – Healthy Connections Forum holds first meeting/training and connections begin (Darren)  
Stream 13 – Preliminary information about survey shared with Healthy Connections Forum (Darren)

#### June 2024

Stream 5 – Justice feature materials (Q3) planned (Sharon)  
Stream 6 – Media Training offered to spokespersons and to other interested people (Karen/Éric)  
Stream 9 – Climate Forum first meeting (Sharon)  
Stream 10 – Assessment of interest in Lay Leadership Network and identification of the shape it will take (PR Minister)  
Stream 11 – Association of Ministers formal gathering meeting (PR Minister)

#### July 2024

Stream 5 – Justice feature materials (Q3) assembled for posting in August (Sharon)  
Stream 3 – Uploading alternative worship resources on the web page, new tab (Karen)  
Stream 12 – M&P Workshop materials and planning (PR Minister)

#### August 2024

Stream 5 – Justice feature (Q3) materials posted (Karen)  
Stream 6 – Media strategy implementation (Karen)

#### September 2024

Stream 1 - Self-Assessment Workshop offered in a Ministry for Changing Times a second time (Darren)  
Stream 5 – Justice feature (Q4) materials planned (Sharon)  
Stream 10 – Possible first gathering of Lay Leadership Network (PR Minister)  
Stream 13 – Meetings/conversations with communities to refine their survey responses and identify needs (Darren and members of the HCF)

#### October 2024

Stream 5 – Justice feature (Q4) materials assembled for November (Sharon)  
Stream 8 – Carbon Footprint reduction plan developed (Karen/Sharon)  
Stream 11 – Association of Ministers up and running (PR Minister)  
Stream 12 – M&P Workshop offered or video/materials provided (PR Minister)

#### November 2024

Stream 5 – Justice feature (Q4) materials posted (Karen)  
Stream 5 – Justice feature assessment (Karen)  
Stream 8 – Carbon Footprint reduction plan for 2025 adopted by Assembly of Elders/Regional Council (Karen)  
Stream 14 – Identification of gaps and areas for strengthening (Darren)

#### December 2024

Stream 5 – Justice feature (Q5) materials planned (Sharon)  
Stream 14 – Training program plan developed for strengthening communities of faith (Darren/Tori)

## Appendix B

**East Central Ontario Regional Council**  
**Covenant Support Team**  
**Tuesday January 23, 2024**

**Present:** Bill Sheaves (Chair), Lisa Monsma (recording), Darren Liepold, Katie Gregory, Phil Hobbs, Sue Hogan, Steve Coles, Stephanie Redmond, Freda Burns, Anne Meredith, Donna Bignell, Ted Meyers, Paul Kneebone, Cheryl McMurray, Caroline Giesbrecht, Lynn Watson

**Regrets:** Randy Scott

1. Welcome by the Chair, Bill Sheaves
2. Opening Prayer, by Anne Meredith
3. Additions to the Agenda by consensus
4. Approval of the Agenda by consensus
5. Approval of the Minutes from Nov 21st, 2023 by consensus
6. Business arising from the minutes: none

**7. Forum/Team Reports:**

**a)Liaison: (Steve Coles)**

- Need more liaisons, but also need a strong filter
- Simcoe Street United; last service in April
- Northminster: meeting February 4; cooperating or closing.
- Dunham-Fairport: profile done, ½ time call
- Centennial-St. Albert (SMEE site) Membership growing
- When churches close, what about the sheltered? Looking at rides to church, hiring pastoral care.

**b)LLWL: (Cheryl McMurray)**

- Network is meeting regularly
- Change in policy re: licencing, therefore, ten interviews per year for three years, rather than 30 per year.
- Event set for May 4, 2024 (theme and location to follow)

**c)Retirees: (Caroline Giesbrecht)**

- No report

**d)Mission through Property: (Ted Meyers)**

- Haliburton-Inglesby United Church-surplus, going to be up for sale
- Goderam United church: to be sold
- St. Andrews (Beaverton) for sale, ECOR land and trust March 31, 2024.
- Zepher: perhaps lease to public library
- Working on the “HOW and WHEN” of land trust

## 8. ECOR Information (Darren Liepold): Motions of Appointments

1. **Motion:** by Steve Coles, seconded by Donna Bignell “That after confirming eligibility on church hub the Covenant Support Team recommend to the Assembly of Elders that Brian Nicholson, retired designated lay minister be re-appointed to Cambridge Street United Church from January 1st, 2024-December 31<sup>st</sup>, 2024, 12 hours per week with other terms as per the UCC manual.” Carried ✓
2. **Motion:** by Kate Gregory, seconded by Cheryl McMurray “That after confirming eligibility on church hub the Covenant Support Team recommend to the Assembly of Elders that the Rev. Don Green, retired supply, be re-appointed to the Trinity Omeme Community of Faith from September 1<sup>st</sup>, 2023-June 30, 2024, 10 hours per week with terms as per the United Church Manual.” Carried ✓
3. **Motion:** by Lynn Watson, seconded by Steve Coles “That after confirming eligibility on church hub the Covenant Support Team recommend to the Assembly of Elders the call of the Rev. Douglas Carter, Ordained Supply to the Wellington Community of Faith effective April 15, 2024 with terms as per the United Church Manual.” Carried ✓
4. **Motion:** by Steve Coles, and seconded by Lynn Watson “That after confirming eligibility on church hub, the Covenant Support Team recommend to the Assembly of Elders the re-appointment of the Rev. Lyle Horn, Retired Supply to the Emmanuel Peterborough Community of Faith effective January 1, 2024-April 15, 2024 P/T, 12 hours a week with terms as per the United Church manual.” Carried ✓
5. **Motion:** by Cheryl McMurray, seconded by Donna Bignell “That upon confirming eligibility on church hub, the Covenant Support Team recommend to the Assembly of Elders that they approve the call of the Rev. Lesley Hamilton to the Emmanuel Peterborough Community of Faith effective April 15<sup>th</sup>, 2024, with terms that meet or exceed United Church manual.” Carried ✓
6. **Motion:** by Lynn Watson, seconded by Donna Bignell “That after confirming eligibility on church hub, The Covenant Support Team recommend to the Assembly of Elders the appointment of Rev. Calvin Stone to New Hope Community of Faith, 50% time effective February 1, 2024 to December 31, 2024 with terms as per the United Church manual”. Carried ✓

## Pastoral Charge Supervisors

7. **Motion:** by Steve Coles, seconded by Cheryl McMurray “That Covenant Support Team recommend to the Assembly of Elders that Margaret Curtis be appointed Pastoral Charge Supervisor to the Sunderland Community of Faith.” Carried ✓



8. **Motion:** by Donna Bignell, seconded by Paul Kneebone “That the Covenant Support Team recommend to the Assembly of Elders that Cheryl McMurray be appointed Pastoral Charge Supervisor to St. Paul’s, Warkworth” Carried √ (1 abstain; Cheryl McMurray)

### Sabbatical

9. **Motion:** by Lynne Watson, seconded by Stephanie Redmond “That the Covenant Support Team recommend to the Assembly of Elders that the Rev. Warren Vollmer be granted sabbatical from the Frankford Community of Faith May 1<sup>st</sup>, 2024-July 31<sup>st</sup>, 2024.” Carried√

### Retirements

10. **Motion:** by Paul Kneebone, and seconded by Stephanie Redmond “That the Covenant Support Team recommend to the Assembly of Elders that we accept the retirement of the Rev. Larry Doyle from the Faith Courtice Community of Faith on June 30<sup>th</sup>, 2024.” Carried √

### Discussion

CST has been assigned to look at a number of items as part of the Regional Strategic Plan.

Here is the current status of the items (numbered) that involve our committee and our mandate.

1) Community of Faith Self Assessment Tool

- For each congregation to use
- Will be asked to return to Darren, like the annual report
- Allows us to reach out to Congregations experiencing difficulty
- Darren asked committee members to review before our next meeting and send Darren comments/additions/etc
- In February, we will confirm the tool
- They have reached out to other regions to see what they use
- Needs to be ready by the end of February, presenting in April
- Hoping for 75% response by congregations by May, 2025

2) Collaborative Resources for Congregations

- Darren/Karen/Tory working on this
- “Ministry in Changing Times” workshop
- Resources by the end of February
- To be complete by May, 2025

3) Amalgamation & Disbanding

- Ted Meyers and Elizabeth Cunningham have prepared a document
- With disbanding, congregations feel “That’s it!”
- Darren has some paragraphs to add to the “Closing Well” document

CST are not involved in 4), 5), 6), 7), 8), 9) 10)

11) Association of Ministers

- Led by Cheryl/Leslie/Cathy

- Perhaps become a chapter, since work has been done by other provinces
- The purpose is to support one another and get the news out and what the clergy in this region might need or want
- Going to be a “Clergy Learning Event” April 18, 2024 with Rev Stephan Milton

#### 12) Resources for Governance

- Steve/Lynn/Patty
- Helping congregations who need to look at or change their governance models
- Any others interested in this would be welcome.

#### 13) M & P

- Refresher in the spring
- Minor tweaks to the current M & P training course

#### 14) Creating Healthy Connections

- Assign a soft liaison or connector to congregations
- Role is to be a support and a friend to congregations
- Will advertise in April, training to follow

#### 15) 100<sup>th</sup> Anniversary of UCC

- Each church and each minister will be asked to do a covenant renewal for the anniversary
- June 10, 2025 if the official anniversary
- Resources will be developed for these covenanting services for congregations to use

#### 16) Centers of Excellence

- Newsletter/social media/positive
- Helping us to understand what it means be the church in 2024/2025
- Share stories, share with each other
- Encourage gatherings
- Talk to congregations: what would you share with others?

### **New Business**

Committee had reviewed the Bridgenorth United Church governance structure. Katy made some grammar corrections, and brief discussion regarding the use of “mission”. Will take their governance to the Assembly of Elders.

### **Next Meeting**

Feb 20<sup>th</sup>, 2024, 2:30 p.m. by zoom

Appendix C

**Ecumenical Shared Ministry Agreement**  
**Centreville Presbyterian - Harmony United**  
**Churches**  
**October 24, 2023**

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### 1.0 Preamble

The **parties to this Agreement** are:

A. Centreville Presbyterian Church, Cavan Monaghan, Ontario – a community of faith within Lindsay Peterborough Presbytery of the Presbyterian Church of Canada.

B. Harmony United Church, Millbrook, Ontario – a community of faith within the East Central Ontario Regional Council (ECORC) of the United Church of Canada.

The Agreement has the endorsement and support of the members of both congregations and their respective governing boards, as well as the permission and support from Lindsay-Peterborough Presbytery and East Central Ontario Regional Council (ECORC).

This Agreement is developed in compliance with the guidelines contained in the Ecumenical Shared Ministries Handbook, 2019.

Centreville and Harmony have agreed to come together in order to operate as one ecumenical ministry and share in the benefits from joint worship, fellowship, outreach, Christian development, and other forms of ministry. They will share ministry personnel, other personnel, and the use of church facilities.

The **two congregations will continue to exist as separate entities** for the foreseeable future, accountable to their respective members, congregational governing bodies, and Presbytery/Regional Council. To as great a degree as possible, however, in order to best reap the rewards of a shared ministry the two congregations will work together as one church congregation. A central governing framework will be established to encourage and enable this.

### 2.0 Congregational Meetings

Centreville and Harmony congregations will be accountable to their members and will each hold an Annual Meeting of Denominational Members within 60 days of the end of each calendar year, and more often as needed according to their respective governing documents (the United Church *Manual* and the Presbyterian *Book of Forms*).

The merged Centreville-Harmony Congregation will also hold an Annual Congregational Meeting.

### 3.0 Central Governing Framework

The **central governing framework** will include a Central Board and a collection of committees that will include representatives of both Centreville and Harmony membership. The committees will be advisory in nature and will provide much of the leadership and the hands and feet for the shared ministry. The Central Board will be the formal joint-governing body and will include representatives of each committee as well as representatives of the Harmony Congregational Board and the Centreville Session/Board of Managers.

Centreville and Harmony will exist as separate entities and will each **maintain their respective denominational governing structures** similar to those existing previous to the Shared Ministry. Much of the work previously performed by these governing bodies, and the corresponding responsibilities, will be delegated to the Central Board and the Committees of the Central Board. The Harmony Congregational

Board and the Centreville Session/Board of Managers will oversee this work, will be the liaison with Presbytery/Regional Council, and will maintain responsibilities related to membership, financial management, mission contributions, and possibly other areas. Each entity will need to maintain a Board of Trustees, and each will be responsible for their own Cemetery.

### **3.1 The Governing Framework Structure**

The structure has 3 levels:

Level 1 is a governing level for the Harmony and Centreville denominational congregations, as required to maintain the separate entities being accountable to their respective Presbytery/Regional Council;

Level 2 is a Central Board, where the majority of operational decisions are made that bring Centreville and Harmony together; and

Level 3 is a framework of 6 committees which engages a cross-section of members of both congregations to be the hands and eyes of the congregations and is where much of the operational work is conducted.

#### **3.1.1 Level 1 – Denominational Governance Structures**

Harmony United Church will maintain its current governance structure, comprised of the Harmony Congregational Board and the Harmony Board of Trustees.

The Congregational Board will continue to be the governing body of the Harmony congregation, and will maintain officer positions for Board Chair, Secretary, Treasurer, Envelope Steward, Regional Council representative. Responsibility for worship, property, Christian Development, outreach with local community, fellowship, and Ministry and other personnel will be delegated to the Central Board, and the Harmony Congregational Board will play an overseeing governance role on these areas of governance.

The Harmony Board of Trustees will continue its previous responsibilities which includes statutory responsibility for assets on behalf of Harmony members and the UCC. The Board of Trustees will maintain their current officer positions comprised of the Minister, a Chair, Secretary-Treasurer.

Centreville Presbyterian Church will also maintain its current governance structure, with some modification, comprised of the Centreville Session, the Centreville Board of Trustees, and the Centreville Cemetery Board.

The duties and responsibilities of the Centreville Session and Board of Managers will be combined within the Centreville Session as the governing body for the Centreville congregation. The Session will maintain the officer positions Clerk, Treasurer, Envelope Steward, Presbytery Representative, and the Minister. Responsibility for worship, property, Christian Development, outreach with local community, fellowship, and Ministry and other personnel will be delegated to the Central Board, and the Centreville Session will play an overseeing governance role on these areas of governance.

The Centreville Board of Trustees will continue to hold statutory responsibility for assets on behalf of Centreville members and the PCC and will maintain their current officer positions.

The Centreville Cemetery Board will continue to be responsible for the management of the Centreville Cemetery and will maintain their current officer positions comprised of a Chair, Secretary, and Treasurer.

### **3.1.2 Level 2 – Central Board**

The Central Board will be the predominant governing body for decisions that impact both Harmony and Centreville congregations and will be comprised of Harmony and Centreville representative of the joint membership. The areas of responsibility that are delegated from the Level 1 denominational governance bodies to the Central Board include matters pertaining to worship, ministry and other personnel, Christian development, property, and outreach within the local community. The Level 1 denominational governing bodies may choose to delegate other areas of responsibility from time to time and will oversee the governance on all areas of responsibility they have delegated to the Central Board.

The Central Board will be comprised of the following positions:

- Central Board Chair – Minister
- Secretary -alternate yearly clerks of each congregation
- 1. Finance Committee/Central Treasurer
- 2. Ministry & Personnel/HR Lead
- 3. Worship Lead
- 4. Property & Maintenance Lead
- 5. Social Lead
- 6. Pastoral Care

### **3.1.3 Level 3 – Committees of the Central Board**

The committee framework includes six (6) committees that are advisory to the Central Board. Each committee will have 3-4 members, representative of both Centreville and Harmony members. Each committee will have one elected representative on the Central Board.

The 6 committees and their area of focus are:

1. Worship Committee – the Minister and several interested members
  - Schedule of worship events
  - Content, methods, and tools used to prepare for and conduct worship
  - Advise and coordinate administration of communion, baptisms, etc.
  - Coordinate music audio-visuals, video streaming, etc.
  
2. Human Resources Ministry & Personnel Committee – interested members (HR experience is a definite asset)
  - Liaison between Personnel & Central Board
  - Recommend to Central Board the goals/priorities & compensation for the Minister and other staff

- 3. Property Committee – interested members
  - Building maintenance & upgrades, custodial services, building rental policy and administration
- 4.. Social Committee – interested members
  - ensure coffee hour happens after worship
  - and other fellowship related activities i.e. card parties, dinners
- 5. Finance Committee – 2-3 members - Central Treasurer, Harmony Treasurer & Centreville Treasurer
  - Oversee financial administration for Central Board including allocating expenses to congregations and audits.
- 6. Pastoral Care – Minister + 3-5 members
  - look after the emotional, physical, and spiritual needs of the congregation

#### **4.0 Meeting Frequency**

In this 3-level governance framework, it will be important to streamline the frequency and length of meetings as much as is possible and practical. Engaging members from both congregations early and often will be important to the sustainability of the new shared ministry. The Minister will need to attend meetings for many groups but can be excused from attending some committee meetings.

The Central Board will meet monthly, most likely in 10 months of the year.

A joint meeting of the Centreville and Harmony Members will be convened annually to receive and approve reports from the Central Board, including a Nominating Committee Report that will determine the membership of the 6 committees.

Committees of the Central Board will meet as often as needed. Some may only meet quarterly, and others monthly.

The Harmony Congregational Board and Centreville Session/Management Board will meet at least quarterly to oversee the work of the Central Board and to deal with membership, mission, financial management, and other responsibilities.

The Trustees and Cemetery Board will meet as needed to fulfil their statutory responsibilities.

Centreville and Harmony Denominational Congregations will each convene an Annual Meeting of Members following year end.



## 5.0 Financial Management

Harmony and Centreville will maintain **separate bank accounts and investment accounts**. Each will maintain a Treasurer with responsibility to deposit donations, dispense funds, invest funds, record, and maintain records, and report to members and governing bodies. The Central Treasurer will receive statements monthly from the Harmony and Centreville Treasurers and will prepare consolidated financial statements for presentation to the Central Board.

The Central Treasurer will maintain an Operating Account with a financial institution and will administer the majority of financial transactions on an operational basis. The Central account will require 1 signature and will have a 2<sup>nd</sup> on record - preferably a congregational Treasurer. (Central bank account is not a registered charity – that stays with the individual congregations)

The Harmony & Centreville Treasurers will be assessed monthly for their respective share of expenses. Proceeds from fundraising, catering, and other joint Harmony-Centreville events will be deposited by the Central Treasurer into the central Operating Account.

Centreville and Harmony will each have their **respective offering envelopes** that contributors can use to direct funds to their chosen use. The two **Envelope Stewards** will receive and record all envelope contributions, deposit weekly to their respective bank accounts, and issue a record of donations to their Treasurers. The Harmony and Centreville Treasurers, or their respective Envelope Stewards, will issue charitable tax receipts.

### 5.1 Sharing of Revenues and Expenses

The following provides an illustration of how revenues and expenses will be shared between Harmony and Centreville. Donations that are allocated to a specific use will go as requested by the contributor. When a fundraising or other event is conducted jointly, the proceeds will be deposited to the central Operating Account. Harmony and Centreville may decide to conduct some activities separately, in which case the proceeds will remain separate.

Operating expenses will be split on a 60/40 basis to Harmony and Centreville respectively. The financing arrangements for capital projects, such as a major building upgrade, will need approval from both denominational governing bodies.

Below is not an exhaustive list but illustrates the framework for decision making.

#### Allocation of Revenues and Expenses

##### Revenue

Donations by contributors through envelopes as designated by contributors or other designation methods.

Loose collection, not designated to Harmony or Centreville Split 50-50

Joint fundraising, catering, or other activities Split 50-50

Other revenue generated by the joint Harmony-Centreville Split 50-50

Rental income to central account

Separate Centreville or Harmony activities as determined by Harmony or Centreville Investment income received by Centreville & Harmony separately.

Operating Expenses will be split 60/40 (Harmony/Centreville) across the board with the exception of Capital costs

Capital costs (e.g. building or equipment upgrades) -As agreed by Harmony & Centreville on an individual basis ahead of the work being ordered

## 6.0 Ministry Personnel

To begin this shared ministry, Rev. Lynda Hodgins, the current appointed Minister of Harmony United Church will continue in her role, until the end of May 2024. A search will commence for a new called minister. The joint congregation will search for interested Ministry personnel from both the United and Presbyterian churches following the standard processes for both denominations.

When a vacancy in Ministry Personnel is declared, a Search Committee representing both Harmony and Centreville members will be formed to determine the ministry needs and the search methods, and to conduct interviews and make a recommendation to the members of Centreville and Harmony congregations. Representatives from both East Central Ontario Regional Council and Lindsay Peterborough Presbytery will be invited to participate in the deliberations of the Search Committee. In all cases, clergy members from both the Presbyterian Church of Canada and the United Church of Canada will be sought and considered during the search.

When a member of the clergy sanctioned by the United Church is called, Harmony United Church will issue the call and the protocols and requirements applicable to the United Church of Canada shall be applied. When a member of the clergy sanctioned by the Presbyterian Church is called, Centreville Presbyterian Church will issue the call and the protocols and requirements applicable to the Presbyterian Church of Canada shall be applied. In either case, the called Minister shall minister to both congregations as one ecumenical shared ministry. The joint Ministry and Personnel Committee will be the liaison between the Ministry Personnel and the Central Board.

The Ministry Personnel will be expected to stay in tune with the issues and polity of both the East Central Ontario Regional Council and Lindsay Peterborough Presbytery and attend meetings and events at Presbytery/Regional Council level. The Minister may choose to be more active within their own denominational court, however, in which case the congregational representative to Presbytery/Regional Council for the alternate denomination will carry a heavier burden for engagement.

During a vacancy in ministry personnel, filling the pulpit will be the responsibility of both denominations.

## **7.0 Congregational Life**

Centreville and Harmony each bring rich traditions and practices to this shared ministry for worship, fellowship, catering, fundraising, and other elements of congregational life. To as great a degree as possible, however, the two congregations have agreed to operate as one congregation going forward. The Central Board will endeavour to bring the practices and traditions of the two congregations together, so that activities and events will be undertaken on a joint basis to benefit from the larger pool of participants and a diversity of tradition.

The two congregations believe that their practices, protocols and approach to worship and the sacraments are very similar, and do not anticipate much need for choosing one practice over another or merging practices in these areas of congregational life. Discussion at the Committee and Central Board level, with the Ministry Personnel central to these discussions, will keep any issues related to worship and the sacraments in the open so that a consensus can be sought and applied.

## **8.0 Property and Assets**

The property and assets the two congregations bring to this shared ministry will be held separately by the respective congregations. Centreville Presbyterian Church of Canada will continue to hold title to the land and buildings at 574 County Road 28, Bailieboro, where the services and other activities will take place. Centreville will maintain their Cemetery and will be responsible to maintain it. Financial assets will be held separately as well, except for the funds held in the Central Operating Account.

The proceeds from investments (interest, dividends, capital gain) held by both Centreville and Harmony will remain separate as well but may be used to support activities of individual or joint ministries, activities, or projects that benefit the shared ministry.

To as great a degree as possible and practical, the two congregations will endeavour to create space to incorporate symbols of Harmony's traditions, such as stained-glass windows, a cross and other items within the facilities at 574 County Road 28.

## **9.0 Conflict/Discipline**

Matters of conflict or discipline related to the Ministry Personnel will be dealt with according to the requirements for the respective Presbytery/Regional Council that shares a responsibility to oversee and protect the interests of that Ministry Personnel.

Matters of conflict within the Shared Ministry framework that arise from differences between the two congregations, or their governing bodies will be dealt with at the Central Board level. In the event that the Central Board is unable to reach a solution that is acceptable to both parties, an external facilitator will be sought to assist the parties find an acceptable solution.

The Harmony Congregational Board and the Centreville Session/Board of Managers will each maintain commercial liability insurance coverage to protect the congregational leaders from liability.

**10.0 Amendments to this Agreement**

Proposed amendments will be considered by the Central Board, and must meet the approval of the Harmony Congregational Board and the Centreville Session/Board of Managers before moving forward to Lindsay Peterborough Presbytery and East Central Ontario Regional Council for approval.

**11.0 Opting Out Clause**

Either party to this Agreement can opt out with 180 days notice to the other party. A Dispute Resolution Process must be followed before notice of opting out is given. A request to invoke the Dispute Resolution Process will be given to the Chair of the Central Board, and the Central Board will then have a 30-day period to resolve the issue before notice of opting out can be given.

**12.0 Review**

This Agreement will be reviewed on a tri-annual basis by the Central Board, through consultation with the Harmony Congregational Board and the Centreville Session/Board of Managers. Any changes to this agreement will be presented to the East Central Ontario Regional Council and Lindsay Peterborough Presbytery for their approval.

**For Harmony United Church**

1. Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Centreville Presbyterian Church**

1. Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D

### LEASE AGREEMENT

Made the 15<sup>th</sup> day of December, 2023

BETWEEN:

NORTHMINSTER UNITED CHURCH

(the "Landlord")

-and-

TRENT CHILD CARE CENTRE INC.

(the "Tenant")

**WHEREAS** the Landlord is the owner of the lands and premises being leased to the Tenant, and the Tenant wishes to lease from the Landlord a portion of such lands and premises owned by the Landlord, on the terms and conditions set forth herein.

**NOW THEREFORE**, In consideration of the rents, covenants and obligations stipulated herein the Landlord and the Tenant have agreed to enter into a Lease of a certain portion of the premises known municipally as 300 Sunset Blvd, Peterborough, Ontario, K9H 5L3, the said portion being approximately 4,835 square feet, and particularized in Schedule "A" attached hereto (the "Premises").

1. Grant of Lease.

- a) The Landlord leases the Premises to the Tenant:
  - i. at the Rent set forth in Section 2;
  - ii. for the Term set forth in Section 3; and
  - iii. subject to the conditions and in accordance with the covenants, obligations, and agreements herein.
- b) The Landlord covenants that they have the right to grant the leasehold interest in the Premises free from encumbrances except as disclosed on title.

2. Rent.

- a) The Tenant covenants to pay to the Landlord, during the Term of this Lease, Rent as follows:
  - i. during the first year of the Term, the sum of \$27,753.00 (plus harmonized sale tax, if applicable), per annum, payable monthly in advance in equal installments of \$2,312.75 (plus harmonized sales tax, if applicable), on or

before the first day of each and every month, commencing on the first day of the Term; and

- ii. during each subsequent year of the Term, the annual rent shall be increased by 3.0% from the previous year.

(collectively, the "Rent")

- b) The cost of the utilities for the Premises shall be borne by the Landlord.
- c) The parties agree that if the Term is renewed, the annual rent for the first year of the new term shall be 3.0% greater than the annual rent of the final year of the term that has just ended. Notwithstanding the foregoing, the Tenant agrees that, if the Landlord supplies evidence that its utility costs have increased as a result of the Tenant's use of the Premises, and said increase is substantially more than the Landlord anticipated, the parties shall negotiate in good faith a further increase in the rent at the time the Lease is renewed for an additional Term.
- d) During the Term, the Tenant shall pay when due to the relevant governmental agency, all taxes, rates, duties, levies, fees and assessments whatsoever imposed by any taxing authority in respect of the use or occupancy of the Premises by the Tenant.
- e) All payments to be made by the Tenant pursuant to this Lease shall be delivered in the form of a cheque to the Landlord's Bookkeeper, or to such other place as the Landlord may from time to time direct in writing.

3. Term and Possession.

- a) The Tenant shall have possession of the Premises for a period of five (5) years, commencing on the 1st day of May, 2024 and ending on the 30<sup>th</sup> day of April, 2029 (the "Term").
- b) This Lease shall be automatically extended for additional five (5) year terms, unless:
  - i. for the first such extension, the Tenant provides written notice to the Landlord, no less than sixty (60) days before the expiry of the current Term, that it does not wish to extend the Term of the Lease.
  - ii. For the second and subsequent extensions, either party provides written notice to the other party, no less than sixty (60) days before the expiry of the current Term, that the party does not wish to extend the Term of the Lease.
- c) Subject to the Landlord's rights under this Lease, and as long as the Lease is in good standing, the Landlord covenants that the Tenant shall have quiet enjoyment of the Premises during the Term of this Lease without any interruption or disturbance from the Landlord or any other person or persons lawfully claiming through the Landlord.

d) The parties acknowledge that prior to the commencement of the Term, the Premises shall be renovated, at no cost to the Landlord, to make them suitable for use as a licensed child care facility. The parties agree that if the renovations have not been completed by the commencement date of the Term of the Lease, the Lease shall remain in effect but the Tenant shall not be required to pay Rent until the date when the renovations have been completed and the Premises are suitable for use as a licensed child care facility.

4. Assignment.

a) The Tenant shall not assign this Lease or sublet the whole or any part of the Premises unless the Tenant first obtains the consent of the Landlord in writing, and the Tenant hereby waives the right to the benefit of any present or future Act of the Legislature of Ontario which would allow the Tenant to assign this Lease or sublet the Premises without the Landlord's consent.

b) The consent of the Landlord to any assignment or subletting shall not operate as a waiver of the necessity for consent to any subsequent assignment or subletting.

c) Any consent granted by the Landlord shall be conditional upon the assignee, sublessee, occupant executing a written agreement directly with the Landlord agreeing to be bound by all the terms of this Lease as if the assignee, sublessee, occupant, or new controlling party had originally executed this Lease as tenant.

d) Any consent given by the Landlord to any assignment or other disposition of the Tenant's interest in this Lease or in the Premises shall not relieve the Tenant from its obligations under this Lease, including the obligation to pay Rent as provided for herein.

5. Use.

a) During the Term of this Lease the Premises shall not be used for any purpose other than as a licensed child care centre without the express consent of the Landlord given in writing.

b) The Tenant shall not do or permit to be done at the Premises anything which may:

- i. constitute a nuisance;
- ii. cause damage to the Premises;
- iii. cause injury or annoyance to occupants of neighbouring premises;
- iv. make void or voidable any insurance upon the Premises; or
- v. constitute a breach of any by-law, statute, order, or regulation of any municipal, provincial, or other competent authority relating to the Premises.

6. Repair and Maintenance.

- a) The Tenant will be responsible for maintaining the cleanliness of the Premises.
- b) The Tenant covenants that during the term of this Lease and any renewal thereof the Tenant shall keep in good condition the Premises including all alterations and additions made thereto, and shall, with or without notice, promptly make all needed repairs and all necessary replacements as would a prudent owner, but the Tenant shall not be liable to effect repairs attributable to reasonable wear and tear, or to damage caused by fire, lightning, or storm.
- c) The Tenant shall permit the Landlord or a person authorized by the Landlord to enter the Premises to examine the condition thereof and view the state of repair at reasonable times:
  - i. and if upon such examination repairs are found to be necessary, written notice of the repairs required shall be given to the Tenant by or on behalf of the Landlord and the Tenant shall make the necessary repairs within the time specified in the notice;
  - ii. and if the Tenant refuses or neglects to keep the Premises in good repair the Landlord may, but shall not be obliged to, make any necessary repairs, and shall be permitted to enter the Premises, by itself or their servants or agents, for the purpose of effecting the repairs without being liable to the Tenant for any loss, damage, or inconvenience to the Tenant in connection with the Landlord's entry and repairs, and if the Landlord makes repairs the Tenant shall pay the cost of them immediately as Additional Rent.
- d) Upon the expiry of the Term or other termination of this Lease the Tenant agrees peaceably to surrender the Premises, including any alterations or additions made thereto, to the Landlord in a state of good repair, reasonable wear and tear and damage by fire, lightning, and storm only excepted.
- e) The Tenant shall immediately give written notice to the Landlord of any substantial damage that occurs to the Premises from any cause.

7. Alterations and Additions.

- a) If the Tenant, during the Term of this Lease or any renewal of it, desires to make any alterations or additions to the Premises, including but not limited to: erecting partitions, attaching equipment, and installing necessary furnishings or additional equipment of the Tenant's business, the Tenant may do so at its own expense, at any time and from time to time, if the following conditions are met:
  - i. before undertaking any alteration or addition the Tenant shall submit to the Landlord a plan showing the proposed alterations or additions and items



included in the plan which are regarded by the Tenant as "Trade Fixtures" shall be designated as such on the plan, and the Tenant shall not proceed to make any alteration or addition unless the Landlord has approved the plan, and the Landlord shall not unreasonably or arbitrarily withhold their approval; and

- ii. any and all alterations or additions to the Premises made by the Tenant must comply with all applicable building code standards and by-laws of the municipality in which the Premises are located.
- b) The Tenant shall be responsible for and pay the cost of any alterations, additions, installations, or improvements that any governing authority, municipal, provincial, or otherwise, may require to be made in, on or to the Premises.
- c) No sign, advertisement, or notice shall be inscribed, painted or affixed by the Tenant, or any other person on the Tenant's behalf, on any part of the inside or outside of the building in which the Premises are located unless the sign, advertisement, or notice has been approved in every respect by the Landlord.
- d) All alterations and additions to the Premises made by or on behalf of the Tenant, other than the Tenant's Trade Fixtures, shall immediately become the property of the Landlord without compensation to the Tenant.
- e) The Tenant agrees, at its own expense and by whatever means may be necessary, to immediately obtain the release or discharge of any encumbrance that may be registered against the Landlord's property in connection with any additions or alterations to the Premises made by the Tenant or in connection with any other activity of the Tenant.
- f) If the Tenant has complied with its obligations according to the provisions of this Lease, the Tenant may remove its Trade Fixtures at the end of the Term or other termination of this Lease and the Tenant covenants that it will make good and repair or replace as necessary any damage caused to the Premises by the removal of the Tenant's Trade Fixtures. "Trade Fixtures" shall mean the Tenant's furniture, appliances, inventory, computers and other such items not affixed to the building.
8. Insurance and Indemnity
- a) The Landlord shall not be liable for any loss or damage sustained by the Tenant resulting directly or indirectly from the use of the Premises or any part thereof or for any reason at any time whether during or after the Term, nor shall it be liable for any loss of or damage to the Premises however occasional except if such loss or damage is caused by the negligence or wilful act of the Landlord or anyone from whom the Landlord is at law responsible. The Tenant shall be liable for all loss or damage caused to the Premises by the operations of the Tenant and by the negligence or wilful act of the Tenant or anyone for whom the Tenant is at law responsible.

b) The Tenant shall indemnify and save the Landlord harmless from and against any and all costs, expenses, claims and demands arising from any default hereunder by the Tenant, and any and all claims by or on behalf of any person, firm or corporation arising from the operations of the Tenant in the Premises and from any act or negligence of the Tenant or any agent, contractor, servant, employee, customer or invitee of the Tenant or any other party for whom the Tenant is at law responsible, and from and against all costs, rent, expenses and liabilities arising from or incurred in respect of any such claim or any action or proceedings brought thereon.

c) The Tenant shall obtain and carry:

- i. "all risks" direct damage insurance covering all property of the Tenant (including without limitation personal property and fixed property which might otherwise constitute improvements to the Premises), in an amount equal to full replacement value;
- ii. commercial general liability insurance against claims for personal injury, death or property damage arising out of all operations of the Tenant or any of its agents, employees, contractors or persons for whom the Tenant is at law responsible, in amounts as required by the Landlord but in no event less than FIVE MILLION DOLLARS (\$5,000,000) per occurrence, and shall include each of the Landlord and the United Church of Canada as an additional insured; and
- iii. any other coverage that the Landlord may reasonably request.

All such insurance shall be on such terms and with such insurers as are approved by the Landlord, acting reasonably, and shall include a clause requiring that at least 30 days' notice be given to the Landlord of any cancellation or material change in coverage. Upon request, the Tenant shall promptly deliver to the Landlord copies of such insurance policies or certificates and renewal, evidencing such insurance coverage.

d) The Tenant shall not do or permit to be done upon the Premises anything which shall cause the Landlord's own rate of insurance for the land and building in which the Premises are situated to be increased, and if such rate of insurance shall be increased by reason of anything done or committed or permitted to be done or committed by the Tenant, or by anyone permitted to be done or committed by the Tenant, or by anyone permitted by the Tenant to be upon the Premises, the Tenant shall pay to the Landlord on demand, the amount of such increase. The Tenant will comply in every respect with the rules and regulations, if any, of the Insurance Bureau of Canada (IBC) or any successor or substitute body, and with the requirements communicated to the Tenant of the Landlord's insurance company or companies having policies insuring the subject land and building or the use thereof.

9. Damage to the Premises.

- a) If the Premises or the building in which the Premises are located, are damaged or destroyed, in whole or in part, by fire or other peril, then the following provisions shall apply:
- i. if the damage or destruction renders the Premises unfit for occupancy and impossible to repair or rebuild using reasonable diligence within one hundred and twenty (120) days from the happening of such damage or destruction, then the Tenant may elect that the Term hereby granted shall cease from the date the damage or destruction occurred, and the Tenant shall be permitted to immediately surrender the remainder of the Term and give possession of the Premises to the Landlord, and the Rent from the time of the surrender shall abate;
  - ii. If the Premises can with reasonable diligence be repaired and rendered fit for occupancy within one hundred and twenty (120) days from the happening of the damage or destruction, but the damage renders the Premises wholly unfit for occupancy, then the rent hereby reserved shall not accrue after the day that such damage occurred, or while the process of repair is going on, and the Landlord shall repair the Premises with all reasonable speed, and the Tenant's obligation to pay Rent shall resume immediately after the necessary repairs have been completed;
  - iii. If the leased Premises can be repaired within one hundred and twenty (120) days as aforesaid, but the damage is such that the leased Premises are capable of being partially used, then until such damage has been repaired, the Tenant shall continue in possession and the Rent shall abate proportionately.
- b) Any question as to the degree of damage or destruction or the period of time required to repair or rebuild shall be determined by an architect retained by the Landlord.

10. Acts of Default and Landlord's Remedies.

- a) An Act of Default has occurred when:
- i. the Tenant has failed to pay Rent when due;
  - ii. the Tenant has otherwise breached its obligations under this Lease and such default has not been remedied or continuous diligent efforts to remedy same have not been taken within fifteen (15) days after written notice by the Landlord to the Tenant specifying such default;
  - iii. the Tenant breaches its obligations hereunder and such default cannot be remedied by the Tenant; or

- iv. the Tenant becomes insolvent or makes an assignment for the benefit of creditors or in bankruptcy, or proceedings are commenced against the Tenant pursuant to the *Bankruptcy and Insolvency Act* (Canada), or if the Tenant is declared bankrupt, or takes the benefit of any legislation that may be in force for bankrupt or insolvent debtors or if any other proceedings are taken by or against the Tenant under any windings-up legislation, or if the Tenant makes any sale of its assets under the *Bulk Sales Act* (Ontario).
- b) When an Act of Default on the part of the Tenant has occurred, the Landlord shall have the right to terminate this Lease and to re-enter the Premises and deal with them as it may choose.
- c) In addition to such right of termination, the Landlord shall also be entitled to pursue all other remedies available to it, whether hereunder or at law, arising as a result of the occurrence of an Act of Default.

11. Landlord's Access to Premises

The Tenant agrees not to impede in any way the officers, employees or agents of the Landlord in the exercise by them of the Landlord's rights of control of the Premises and, in particular, to give all reasonable assistance and facilities to such officers, employees or agents for repair, construction, renovation, alteration or maintenance at a mutually agreed upon time for the Landlord and the Tenant of the Premises.

12. Rules and Regulations

- a) The Tenant agrees on behalf of itself and all persons entering the Premises with the Tenant's authority or permission to abide by such rules and regulations that form part of this Lease and such reasonable rules and regulations that the Landlord may make from time to time hereafter.
- b) The Tenant acknowledges receipt of a copy of the Sexual Misconduct policy of the United Church of Canada, that it understands the contents of such Policy, and agrees, in its use of the Premises, to comply with, and to cause its staff and volunteers to comply with, such Policy;
- c) The Tenant agrees to obtain, at its own expense, all licenses and permits which may be required for the operations of the Tenant;
- d) The Tenant represents and warrants that it is a licensed child care operator and operates a child care centre under the *Child Care and Early Years Act, 2014*.
- e) The operator shall comply with all legislation, regulations, bylaws, rules orders and or policies enacted or imposed by federal, provincial, municipal or other governmental bodies, agencies, tribunals or other authorities which may be applicable to the projects under this Lease including without limitation:

- i. Occupational Health and Safety Act;
- ii. *Ontario Human Rights Code*;
- iii. *Pay Equity Act*; and
- iv. *Accessibility for Ontarians with Disabilities*.

13. Dispute Resolution

- a) The parties agree to use their best efforts to resolve any disputes which may arise in respect of the Tenant's use and occupation of the Premises and all other matters arising from this Lease. Each party shall appoint representatives for the purpose of ensuring that effective communication is established and the parties agree that their respective representatives as of the date hereof are as set out in Schedule "B" hereto.
- b) The representatives of the parties shall meet from time to time to consider and discuss any matters pertaining to this Lease.

14. Notice.

- a) Any notice required or permitted to be given by one party to the other pursuant to the terms of this Lease may be given

To the Landlord at:

Northminster United Church  
300 Sunset Boulevard  
Peterborough, ON  
K9H 5L3  
Attention: Kevin Derry, Church Minister

To the Tenant at the Premises or at:

Trent Child Care Centre Inc.  
1600 West Bank Drive  
Peterborough, ON  
K9J 7B8  
Attention: Moira Vance, Executor Director

- b) The above addresses may be changed at any time by ten (10) days' written notice.
- c) Any notice given by one party to the other in accordance with the provisions of this Lease shall be deemed conclusively to have been received on the date delivered if the notice is served personally or seventy-two (72) hours after mailing if the notice is mailed.

15. General Provisions

a) The parties each agree to execute such further assurances and do such other acts, each at their own expense, as may reasonably be required to carry out the proper intent of this Lease.

b) The Tenant acknowledges that there are no representations, warranties, agreements or conditions forming part of or relating to this Lease, save as expressly set out in this Lease, and this Lease (including the schedules attached) constitutes the entire agreement between the parties relating to the subject matter of this Lease.

**IN WITNESS WHEREOF** the parties hereto have executed this Lease.

**NORTHMINSTER UNITED CHURCH**

By: \_\_\_\_\_

Name: Reverend Kevin Derry

Title: Reverend in Charge

By: \_\_\_\_\_

Name: Ken Nash

Title: Chairman of the Board

**TRENT CHILD CARE INC.**

By: \_\_\_\_\_

Name: Moira Vance

Title: Executive Director

**SCHEDULE "A"**Description of Premises

The Tenant will have exclusive use of the following areas within the Landlord's building at 300 Sunset Blvd, Peterborough, Ontario, K9H 5L3:

1. All areas in white on the attached lower-level floor plan, which is particularized in the list below:

- a) Lower Wright Hall
- b) Lower Wright Hall
- c) Kitchen
- d) S.S. Storage
- e) Women's Washroom
- f) Room # 1
- g) Room # 3
- h) Room # 4
- i) Room # 5
- j) Room # 6
- k) Room # 7
- l) Room # 8
- m) Room # 10
- n) Washroom "Men" (By Room # 7)
- o) Washroom "Handicap" ( By Room #7)
- p) Men's Washroom (Beside Furnace Room)
- q) Coat Rack/Boot Storage North East Corner
- r) Designated Exterior Play Area

2. The Tenant and the Landlord shall share access to the building in which the Premises are located, as well as the parking lot for said building.

**SCHEDULE "B"**

**Representatives**

**Landlord Representatives**

*Church Main Contact*

Name: Ken Nash

Title: Chairman of the Board

Phone: (705) 745-4844

**Email: kenandjohn@bell.net**

*Church Secondary Contact*

Name: Reverend Kevin Derry Title:

Church Minister Phone: (705) 559-  
6672

E-mail: info@northminsteruc.ca

**Tenant Representative**

Name: Moira Vance

Title: Executive Director

Phone: (705) 927-8454

Email: mvance@trentchildcare.com



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**Appendix E****CERTIFICATE OF TRUSTEES ASKING CONSENT OF THE EAST CENTRAL ONTARIO REGIONAL  
COUNCIL OF THE UNITED CHURCH OF CANADA**

IN THE MATTER OF Ingoldsby United Church, 1741 Ingoldsby Road, Minden, Ontario, K0M 2K0, part of Lot 19, Second Concession in the Township of Minden, County of Haliburton, Ontario,

AND IN THE MATTER OF consent for a listing for sale of Ingoldsby United Church,

We, the undersigned, do hereby certify that the following is a just and true copy of a resolution duly passed by the Unified Board and Trustee of Ingoldsby United Church, a congregation of The United Church of Canada and part of the Haliburton Pastoral Charge, at a meeting of the Unified Board and Trustee duly held for that purpose at Ingoldsby, Ontario on the 11th day of January, 2024.

"Moved by Jack Venner, seconded by Gail Parish that the Unified Board and Trustee of Ingoldsby United Church, a congregation of The United Church of Canada and part of the Haliburton Pastoral Charge, having received the direction of the Official Board of the said pastoral charge to do so, request the consent of the East Central Ontario Regional Council:

(1) to the listing for sale of Ingoldsby United Church, the legal description of which is part of Lot 19, Second Concession in the Township of Minden, County of Haliburton, Ontario, and the municipal address of which is 1741 Ingoldsby Road, Minden, Ontario, K0M 2K0, pursuant to a proposed agreement between the Trustees of the Ingoldsby United Church, a congregation of The United Church of Canada, as seller and Terry Carr, sales representative with RE/MAX Professionals North, Brokerage, as listing agent and subject to East Central Ontario Regional Council approval, the terms of which are as follows:

Sale of the property will be as is with no representations or warranties, listing price of CDN \$299,000, commission of 4% plus HST, the proposed possession date to be subject to negotiation upon receipt of an offer and terms acceptable to the seller; and

Net proceeds from the sale of the church after payment of commission, loans and other expenses will be distributed as follows: 10% to Indigenous Ministries of The United Church of Canada, 10% to the Mission and Service Fund of The United Church of Canada, 10% to the East Central Ontario Regional Council of The United Church of Canada, and 70% to Haliburton United Church the congregation with whom Ingoldsby United Church amalgamated effective January 1, 2024";

and in pursuance of the said resolution, we hereby apply to the East Central Ontario Regional Council for its consent to the listing for sale of Ingoldsby United Church on the terms outlined above.

Dated this 11th day of January, 2024.

  
\_\_\_\_\_  
Jack Venner, Presiding Trustee

  
\_\_\_\_\_  
Gail Parish, Board member and Treasurer

\_\_\_\_\_  
Brian James, Interim Trustee

\_\_\_\_\_  
Ted Meyers, Interim Trustee

## Appendix F

Arnprior: Grace-St. Andrew's Pastoral Charge Augusta Pastoral Charge Aylwin Pastoral Charge Barrhaven Pastoral Charge Bells Corners Pastoral Charge Bethel-St. Andrew's Pastoral Charge Bishops-Oxford Pastoral Charge Bristol Pastoral Charge Buckingham Pastoral Charge Carleton Place: Zion-Memorial Pastoral Charge Carp-Dunrobin Pastoral Charge Cassburn Pastoral Charge Centretown Pastoral Charge Charge pastoral de Thurso Charge pastorale Namur Pastoral Charge Charge pastorale Saint-Marc Christ Church United Pastoral Charge City View Pastoral Charge Clyde Forks-Tatlock Pastoral Charge Cobden-Queen's Line Pastoral Charge Cornwall: Knox-St. Paul's Pastoral Charge Cumberland Pastoral Charge Denbigh-Matawatchan-Schutt Pastoral Charge Dominion-Chalmers Pastoral Charge Easton's Corners Pastoral Charge First Pastoral Charge Gananoque: Grace Pastoral Charge Glengarry East Pastoral Charge Golden Lake Pastoral Charge Greenwood Pastoral Charge Harrowsmith-Verona Pastoral Charge	Johnstown Pastoral Charge Kemptville: St. John's Pastoral Charge Kenmore Pastoral Charge Kitchissippi Pastoral Charge Lanark-Balderson Pastoral Charge Mallorytown Pastoral Charge Melville, Eganville Pastoral Charge Merivale-Fallowfield Pastoral Charge Merrickville Pastoral Charge Metcalfe Pastoral Charge Morrisburg: Lakeshore Drive Pastoral Charge Navan-Vars Pastoral Charge North Augusta Pastoral Charge Osgoode-Kars Pastoral Charge Pakenham Pastoral Charge Pembroke: Mount Zion Pastoral Charge Pendleton Pastoral Charge Perth: St. Paul's Pastoral Charge Pittston Pastoral Charge Prescott: St. Paul's Pastoral Charge Quyon Pastoral Charge Richmond Pastoral Charge Rideau Park Pastoral Charge Rideau Pastoral Charge Riverside Pastoral Charge Rockland Pastoral Charge Rothwell Pastoral Charge Russell Pastoral Charge Salem: Locksley Pastoral Charge Seeley's Bay Pastoral Charge Shawville Pastoral Charge South Gloucester Pastoral Charge South Stormont Pastoral Charge Southminster Pastoral Charge Spencerville Pastoral Charge	St. Andrew's, Westmeath Pastoral Charge St. John's Pastoral Charge St. Lawrence Pastoral Charge Stittsville Pastoral Charge Storrington Pastoral Charge Templeton Pastoral Charge Vankleek Hill Pastoral Charge Vernon Pastoral Charge Wesley Pastoral Charge Williamstown Pastoral Charge Winchester Pastoral Charge Woodroffe Pastoral Charge Zion, Douglas Pastoral Charge
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## Appendix G

**Holy Manners/Virtual (DRAFT)**

*The Very Reverend Marion Parody introduced Holy Manners as a resource for the 38th General Council 2003. Holy Manners has been used as resource for the conduct of meetings by subsequent General Councils and their executives. It has been adapted here for use as a resource by all councils and church bodies.*

This is an adaptation of the Holy Manners resource written by The Very Reverend Marion Parody, to be used as a resource for the conduct of participants in a virtual setting.

We will:

- keep God at the centre of everything we do;
- each speak for ourselves;
- speak for a purpose;
- separate people from problems;
- allow for full and equitable participation;
- attend to others carefully without interruption;
- welcome the conflict of ideas;
- take a future orientation;
- demonstrate appreciation;
- honour the decisions of the body;
- commit to holding one another to account when we do not keep our holy manners;
- keep the discussion at the table;
- check in about good use of time;
- allow the quiet people to speak, with an invitation to speak; and
- sincerely say what we really feel;
- use the Chat feature of Zoom appropriately:
  - understanding that speaking in Public Chat is equivalent to speaking out loud in a meeting and is disruptive and rude and should be directed to the Chair of the meeting and used for Points of Order and/ or matters of personal privilege;
  - responding in Chat when invited to do so by the Chair;
  - using direct messaging when desiring or needed to engage with another
- use of transcription not for use outside of the meeting/event;

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## Appendix H

### **Equity position on AI/transcription/recording**

Preamble: The Assembly of Elders requested the Equity team provide thoughts on the use of AI summaries/transcription/recording of meetings.

Teams, make decisions that 'bind' the regional council and Forums to not, but may make recommendations to their governing body or to the Assembly of Elders. Therefore, Teams will want to ensure accurate minutes and Forums may potentially not need as much detail.

AI may be of assistance shortly after the meeting but does not provide much detail to assist well after the conclusion of the meeting. AI has limitations: not providing detail of motions (mover/second) that are essential to minutes, names of participants may not appear correctly, no benefit to large Zoom meetings (info session or Regional meetings). One benefit, AI summary does provide a "To Do List" of items people commit to undertaking.

The Assembly should create a policy/process for who receives the AI summary, the regional account holder receives the summary. AI ought not to be used during a confidential meeting or when in-camera. Regional Communication staff, account holder, currently receives the summary and could then send it to the Team/Forum Chair for their use.

**Recommended policy:** (not specifically worded this way)

"All **Teams** may utilize AI generate summaries, by the Chair or Secretary and then to be discarded (minutes reflect motions/actions but not the dialogue of the meeting around those motions/actions). **Forums**, who may not require as much detail, may elect to use AI summaries, but must discard after their use and not record any dialogue."

**Recording:** Recordings are either stored on the regional Zoom cloud OR on a local computer (usually host). These recordings do serve a purpose, like AI summaries, in providing further detail. A reminder minutes do not contain dialogue, but actions/motions. Host may provide access to the recording to the Chair/Secretary and should be discarded after its use.

**Transcription:** This is an option for all participants to use when activating the "captioning" feature (only on their Zoom). Anyone then may save the transcript without the knowledge of the Chair of the meeting. The region can turn off the captioning feature, not allowing for transcripts to be saved. But then it limits access to participants who may need the captioning. Permission is not given for the personal use of the transcriptions. (Note: when using a transcription, a notification comes up on screen/audio informing all participants of transcription being turned on)

Zoom business account holders receives an audio recording, also a "VTT" document, which is a transcription, from the recording. It appears from Zoom support; this feature is only available when recording to the cloud. "The transcription is divided into sections, each with a timestamp that shows how far into the recording that portion of the text was recorded."  
([https://support.zoom.com/hc/en/article?id=zm\\_kb&sysparm\\_article=KB0064927](https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0064927))

**Recommendation:** The Equity Team draft a "Virtual Holy Manners" to be sent with In-person Holy Manners, as a part of the registration package usually sent out.

(Note: when the Zoom feature of captioning is turned on by a single participant, Zoom does show onscreen that it is activated and there is a transcript. This does act as a caution for all participants. Also, it would be suggested when recording or using AI – it be indicated by the host of the meeting).

## Appendix I



## The United Church of Canada Position Description

<b>Position Title:</b> Pastoral Relations Minister	<b>Evaluation Category:</b> 8 (P/T)
<b>Reports to Position:</b> Executive Minister	<b>Direct Reports:</b> none
<b>Unit/Regional Council:</b> East Central Ontario Regional Council	<b>Date Last Reviewed:</b> February 2024

### Context

The United Church of Canada is a Christian community of faith and hope, called to celebrate God's presence and to love and serve others. We act in cooperation with others for peace, justice, care for creation, and the healing the world.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support Communities of Faith within its bounds and provide necessary oversight.

Eastern Ontario Outaouais, Nakonha:ka and East Central Ontario Regional Councils are composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council.

### Position Purpose

The Pastoral Relations Minister supports their assigned Regional Council to maintain and develop an effective pastoral relations system, provides support and guidance to communities of faith, and encourages and supports ministry personnel towards health, joy and excellence in ministry in the Regional Council.

### Primary Areas of Responsibility

#### 1. Pastoral Relations (50% of position)

- Ensure functional, effective pastoral relations processes for Communities of Faith and the Regional Council are in place, particularly in times of pastoral relations changes, ensuring that processes are congruent with UCC policies;
- Training of congregational Ministry and Personnel committees for effective partnership with ministry personnel and other employees;
- Training for Communities of Faith in preventative dispute resolution;
- Staff lead for Covenant Support Leadership Team and Liaison Forum
- Early involvement and assessment in places of pastoral conflict and potential official review
- Referral of matters of discipline to the Office of Vocation `when appropriate;
- Lead or support other work that helps the life of Communities of Faith with respect to their pastoral relationships, such as United Fresh Start;

- Support clustering of Communities of Faith with respect to oversight, pastoral relations, M&P work, etc.
- Arrange for the training and tracking accreditation of lay worship leaders and sacrament elders
- Ensure the Regional Council Executive Minister is aware of societal trends and United Church changes in pastoral relations policies and practices that might affect the ongoing work of the Regional Council;
- Support for Communities of Faith in using Church Hub.

#### **2. Support of Ministry Personnel (25%)**

- Provide counsel to ministry personnel on vocational, ethical and professional choices and conduct;
- Assess situations involving ministry personnel and consider possible referral to the Office of Vocation;
- Foster support and collegiality for ministry personnel, such as facilitating local gatherings of ministry personnel for mutual learning and collegiality (clustering);
- Provide or enable personal and institutional support (including emergency assistance funding, as available) to ministry personnel in times of personal crisis and in emergency situations such as flooding, fire, or other tragedies.

#### **3. Regional Priorities (15%)**

- In Partnership with the Region, Regional Executive and Executive Minister, lead the implementation of activity streams 10, 11, 12 and 13 of the Regional Council's strategic plan
- Other duties as required in support of the functioning of the Regional Council

#### **4. Lay Leadership Connection and Support (10%)**

- Coordinating and overseeing ongoing lay leadership in Communities of Faith which do not have regularly called or appointed ministry personnel;

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

### **Position Qualifications**

#### **Education**

- University degree, theological degree preferred

#### **Experience**

- 3-5 years of related experience

#### **Skills and Abilities**

- Knowledge of life and work of The United Church of Canada or experience working in a similar faith community is an asset;
- Understanding and ability to articulate theological principles of Christian community and leadership;
- Ability to develop strong working relationships working collaboratively within a diverse intercultural community with cultural sensitivity and awareness;



- Excellent interpersonal, verbal and written communication skills with the ability to communicate with others in a respectful and sensitive manner and articulate concisely and clearly;
- Good judgement, discernment and analysis skills as responsibilities can be difficult and complex and recommendations can have long-lasting effects;
- Openness to consulting with other supervisor when no clear or practical policy/procedure is available;
- Ability to articulate the link between faith and ministry practice and to reflect theologically and interculturally;
- Basic understanding of human resources and employment law principles;
- Strong administration, time management, planning, organizational, and implementation skills;
- Ability to work independently and collaboratively and collegially with other members of the staff team and with volunteers;
- Solid computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms;
- Willingness and ability to travel throughout the Regional Council; and
- Language skills in addition to English are an asset.

**Personal Characteristics**

- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity;
- Genuine interest and appreciation of the various regional contexts, and value for the experience, insights, visions and values of the people who make up the communities of faith.
- Motivated self-starter capable of identifying needs;
- Initiative, tact, discretion, resourcefulness, and creativity in problem solving; and
- Recognition of personal and professional boundaries.

**Working Conditions**

The United Church of Canada has adopted a hybrid workplace model and thus providing flexibility for this position. This position is a deployed position that will require the employee to work from home and to travel to meetings from time to time. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Occasional evening and weekend work will be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

## Appendix J



### The United Church of Canada Position Description

<b>Position Title:</b> Congregational Support Minister	<b>Category:</b> 8 (FT)
<b>Reports To Position:</b> Regional Council Executive Minister	
<b>Unit/Regions:</b> East Central Ontario Regional Council (ECORC)	<b>Date:</b> February 2024

#### Specific Outcomes and/or Key Position Functions

- Faithful and vital Communities of Faith living out God's call.
- Regional Leaders who support new incarnations of call and ministry.
- A strong and vibrant network of individuals and congregations engaged in telling the story of local and denominational ministry;
- Building relationship/partnerships between Congregations

The responsibilities of the Regional and Congregational Support Minister include:

#### 1. Communities of Faith Support (40%)

- Nurture the relationship between the regional council and communities of faith, leading the work of volunteers in the Healthy Connections Forum;
- Support communities of faith in their discernment of ministry options including but not limited to innovative ministries, local ministry partnerships, amalgamation and promoting shared ministry through video conferencing, ministry sharing, ecumenical shared ministry, etc. While leading this work, will maintain strong communications and cooperation with the Pastoral Relations Minister and the Covenant Support Team as appropriate;
- Support communities of faith around governance and policy;
- Resource and identify the need for, and work of, an interim ministry for a community of faith, leading this work with the cooperation of the Covenant Support Team and the Pastoral Relations Minister;
- Support communities of faith dealing with an emergency (flood, fire, natural disaster), financial crisis, or conflict;
- Support emerging communities of faith; and,
- Refer ministry personnel to the Pastoral Relations Minister or the Office of Vocations Minister as appropriate.

#### 2. Resource (40%)

- Resource communities of faith, not in search, in the articulation of their vision and ministry and the completion of their profiles describing the same;
- Resource communities of faith in the faithful reporting and use of their assets within regional policies;

- Resource communities of faith on local governance requirements and best practices, policy and administrative support for improved congregational health and vitality, including early intervention where governance practices are leading to conflict;
- Resource communities of faith during changes in the life cycle: pastoral charge realignment, amalgamation, disbanding;
- Resource communities of faith to foster compliance with both church, administrative and government requirements;
- Provide support and advice to communities of faith dealing with congregational property in partnership with the Property Resource Team;
- Assist the region with oversight of communities of faith;
- Assist the region to support communities of faith without regularly called or appointed ministers;
- Work collaboratively with the other regional staff along with the Stewardship and Gifts Officer to integrate the work of these portfolios whenever possible; and,
- Serve as staff resource to regional structures focused on this portfolio.

### **3. Regional Priorities: (20%)**

- In Partnership with the Region, Regional Executive and Executive Minister, lead the implementation of sections 1, 2, 3, 4, 12, 14, 15, & 16 of the Regional Council's strategic plan
- Provide key leadership within the Region
- Provide resource support to Networks and Clusters
- Other duties as required to support the functioning of the Regional Council

### **Qualifications/Education/Competencies/Experience:**

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

- Theological studies or community development education or its equivalent, together with at least four years of related experience.
- At least ten years experience in congregational ministry, outreach or overseas mission or education and community development with demonstrated skills in group planning and facilitation.
- Demonstrated excellence in verbal and written communications.
- Demonstrated skills in administration, time management, setting priorities and situational analysis is required.
- Knowledge of the life and work of The United Church of Canada together with experience working within the structure, policies and ethos;
- Recognition of personal and professional boundaries;
- An ability to relate policies and procedures to faith, and to reflect theologically on policy;

- A motivated self-starter capable of identifying the need for and taking independent action with the ability to work collegially and constructively within a staff team;
- Solid computer skills and a willingness to use new technologies.
- A willingness and ability to travel within the Region.

**Working Conditions:**

This is a full-time deployed permanent position working from home. Travel within the region and attendance at occasional evening and weekend meetings may be required.

**Physical Demands**

This position requires significant amount of sitting, computer time, typing, viewing computer screen for long periods of time but also travel throughout the Region. Specifics to be discussed with applicant.

**Clergy Residence Deduction Confirmation (category 8 position descriptions)**

The Regional Council Executive of The United Church of Canada has appointed the incumbent to this position. Ministry Personnel in this role will be engaged exclusively in full-time administrative service and meet all eligibility requirements to claim the Clergy Residence Deduction. The main areas for focus for this position are:

- Congregational Support and Regional Support 70%
- Clusters and Networks 20%
- Regional Priorities :10%