
East Central Ontario Regional Council
Meeting of the Council of Elders
Tuesday, May 7, 2024 – 10 am

Vision of the Council 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

Stephen Coles	Member
Rev. Kevin Fitzpatrick	Member
Rev. Eric Hebert-Daly	Member, Executive Minister
Brian James	Member, Financial Administration
Rev. David King	Member (Incoming)
Patricia Long	Member
Ted Meyers	Member (Outgoing)
Rev. Kaitlyn Ostrander	Member (Youth)
Joyce Payne	Member
Rev. Paul Reed	Member (Outgoing)
Rev. Lynn Watson	Member
Rev. Edward (Ned) Wells	Member
Sheila-Mae Young	Member (Incoming)
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

Margaret Curtis	Member
Rev. Brian Nicholson	Member (Incoming)

This meeting of the Council of Elders of the East Central Ontario Regional Council (ECORC) provides a brief orientation for new members on to the Council of Elders, deals with business arising, in particular, disbanding St. Ola United Church, and disbanding Trinity United Church (Apsley Pastoral Charge), and considering the use of SharePoint by all Leadership Teams; selects the Speaker of the Council of Elders; considers a recommendation from the Nominations Leadership Team in regards to the job description of Speaker; selects the Lead-Commissioner; receives feedback from the Facilitation Forum regarding the annual general meeting; names people to the Facilitation Forum; receives updates for April regarding the implementation of the strategic plan; receives an update from the governance review working group; receives minutes and recommendations from the Covenant Support Leadership Team, in particular, recommendations regarding appointments, pastoral charge supervisors, and ecumenical shared ministry; receives recommendation from the Mission Through Property Leadership Team, in particular, a request for capital funding, and grants given through the Doing Mission Together fund; receives an update from the Equity Forum, and names its members; receiving a report in regards to the number of affirming congregations in ECORC; names representatives from the Council or Elders to each of

the Leadership Teams; considers a response to Susan Ferguson regarding Israel/Palestine; considers supporting the Mini Film Festival; and considers regular meeting times of the Council of Elders.

Land Acknowledgement & Opening Devotions – Rev. Kaitlyn Ostrander led the land acknowledgement, recognizing that this meeting gathers on First Peoples territories, and gave thanks for their stewardship of these lands throughout the ages. Kaitlyn reminded those present to continue to toward truth and reconciliation and live in right relations. Afterwards she read Scripture (Psalm 134) and closed this time of devotion with prayer.

Circle Time of Sharing – All are invited to share what are the signs of spring for them.

Orientation for newcomers, questions – Rev. Eric Hebert-Daly explained using Church Hub and how it allows members to access documents on SharePoint. Sharing visually on screen, Eric shared the many functions available to users. Eric also shared that these meetings are designed around the 3-D's: Decision, Discernment and Direction. It was highlighted that Leadership Teams, Forums and Clusters are also invited to submit requests for decisions and/or reporting.

Corresponding Members

2024-05-07-001 MOTION (S. Coles/L. Watson) That the East Central Ontario Regional Council of Elders make Ted Meyers, and Rev. Paul Reed corresponding members for the purposes of this meeting. **CARRIED**

Appointment of an Equity Monitor for this Meeting

2024-05-07-002 MOTION (J. Payne/N. Wells) That the East Central Ontario Regional Council of Elders appoint Rev. Kevin Fitzpatrick as Equity Monitor for this meeting. **CARRIED**

* The equity score card can be used following this meeting and submitted to the Equity Leadership Team: <https://ecorcuccan.ca/resources/accessibility/>

Minutes of April 2, 2024

2024-05-07-003 MOTION (K. Ostrander/J. Payne) That the East Central Ontario Regional Council of Elders approves the Minutes of April 2, 2024, as circulated. **CARRIED**

Email Poll of April 10, 2024

2024-05-07-004 MOTION (S. Coles/P. Long) That the East Central Ontario Regional Council of Elders receive into its minutes the email poll of April 10, 2024:

2024-04-10-001 MOTION (T. Meyers/B. James) That the East Central Ontario Regional Council concur with the recommendation of the Mission Through Property Leadership Team to approve the decision of the Trustees, Property Development Team (PDT), Congregational Development Team (CDT) and Council of Mark Street United Church to authorize the Trustees to finalize the Exchange Agreement with TVM Mark Street Inc, as amended. CARRIED

CARRIED

Business Arising

a) Saint Ola United Church

2024-05-07-005 MOTION (L. Watson/K. Fitzpatrick) That the East Central Ontario Regional Council of Elders recognize the disbanding of St. Ola United Church, effective December 20, 2023. **CARRIED**

b) Trinity United Church (Apsley United Church)

2024-05-07-006 MOTION (S. Coles/L. Watson) That the East Central Ontario Regional Council of Elders recognize the disbanding of Trinity United Church (Apsley Pastoral Charge), effective September 5, 2023. **CARRIED**

c) One Regional Council Leadership Teams SharePoint Site – Rev. Eric Hebert-Daly provided follow-up information to the suggestion that was brought forward at the last meeting concerning creating SharePoint Committee Sites for each of the Leadership Teams. There were members of the Equity Forum present, and it was determined that they would take the possibility back to the Forum for discernment. It was also suggested that Finance, Mission Through Property and Covenant Support Leadership Team have many documents and SharePoint could be worthwhile. It was suggested that one site could be created with many Libraries, but this would enable everyone to have access to all the documents. Items that are confidential would be available. It was determined that, because this need is common in other regional councils, a national strategy may be in the works (including bearing the costs). It was suggested to wait until the fall to see how things have developed nationally. It was suggested to also make Microsoft 360 available to any member joining with SharePoint if this were to occur.

2024-05-07-007 MOTION (S-M Young/S. Coles) That the East Central Ontario Regional Council of Elders agree in principle to make SharePoint available to the regional council (Leadership Teams and Forums) by December 31, 2024. **CARRIED**

Order of the Day at 12 pm - Lunch**Agenda**

2024-05-07-008 MOTION (L. Waston/D. King) That the East Central Ontario Regional Council of Elders accept the agenda as amended: Additional correspondence n. **CARRIED**

Nominations

2024-05-07-009 MOTION (S. Coles/K. Ostrander) That the East Central Ontario Regional Council of Elders receive and approve the recommendation from the Nominations Leadership Team regarding the job description of the Speaker of the Council of Elders:

This is a three-year term.

1st year: as speaker-elect; 2nd year: as speaker; 3rd and final year: remaining on the Council of Elders in an advisory capacity.

Year one: Serve as a regular member, shadowing the speaker in preparation for meetings, and also serving as a representative from the Council of Elders to one of the leadership teams, and participating in the Facilitation Forum.

Year two: be available for monthly planning meeting; along with the Executive Minister, be available for correspondence as tension or crises emerge; chair monthly meetings and regional council meetings twice a year, and participating in the Facilitation Forum.

Year three: serve as a regular member, being available for consultation or filling in when the speaker is unavailable. **CARRIED**

Selection of the Speaker – Rev. Eric Hebert-Daly called for nominations 3 times and if necessary, announced there would be a secret ballot if required.

Steve Coles was nominated. Steve Coles accepted the nomination, and was acclaimed as Speaker.

Selection of Lead Commissioner (for remainder of GC 45) – Rev. Eric Hebert-Daly called for nominations 3 times and if necessary, announced there would be a secret ballot voted.

Kaitlyn Ostrander and Tom Smart were nominated. Tom declined his nomination. Kaitlyn Ostrander was acclaimed as Lead Commissioner.

Incoming Correspondence

- a) March 21, 2024, copied on letter from Susan Ferguson, to Executive of the General Council of The United Church of Canada, and its members; The Moderator, The Right Rev. Dr. Carmen Lansdowne; The General Secretary, The Rev. Michael Blair; Commissioners of the General Council; The Rev. Dr. Japhet Ndhlovu; Ms. Jocelyn Bell, Editor, Broadview magazine, re Israel/Palestine (*for action under new business c*);
- b) April 1, 2024, copied on letter from Susan Ferguson, to Rev. Eric Hebert-Daly and colleagues serving in East Central Ontario, Eastern Ontario Outaouais and Nakonhaka Regional Councils, re open letter of March 21, 2024 to Moderator and GCE re Israel/Palestine (*for action under new business c*);
- c) April 3, 2024, copied on a letter from Lynella Reid-James, Chair, Nominations Committee, to Rev. Ryan McNally, re Appointment to the Structural Change Evaluation Steering Group (*for information*);
- d) April 4, 2024, copied on a letter from Annette Moore, to Ted Meyers re Rental at Trinity United Church, Bowmanville, ON (*for information*);
- e) April 4, 2024, Annette Moore, re Rental at Trinity United Church, Bowmanville, ON (*for information*);
- f) April 8, 2024, Susan Jackson, Information & Statistics Coordinator, The United Church of Canada, re Disbanding of Newtonville PC (MS 4020940; COF 30533) and Shiloh United Church (*for information*);
- g) April 8, 2024, Susan Jackson, Information & Statistics Coordinator, The United Church of Canada, re Pastoral Charges that have not yet submitted their 2023 Statistical Forms (*for information*);
- h) April 8, 2024, Susan Jackson, Information & Statistics Coordinator, The United Church of Canada, re New Pastoral Charge in East Central Ontario RC - Cannington: Trinity Pastoral Charge (MS 4040680; COF 30500) (*for information*);
- i) April 10, 2024, Rose Cambourne, Finance Administrator, The United Church of Canada, re Denominational & Regional Assessment Report - as of April 5, 2024 (*for information*) – see 2024 DA Summary Regional Report - Apr 5 2024;
- j) April 24, 2024, copied on letter from Rev. Caroline Penhale, Vocational Minister, to Teresa (Tracy) Kent Hillis re granting request to withdraw from the Candidacy Pathway (*for information*);
- k) April 24, 2024, copied on letter from Rev. Caroline Penhale, Vocational Minister, to Shayne Pierce re deactivation of Candidacy Pathway profile (*for information*);
- l) April 26, 2024, copied on a letter from Carol Owegi, re April 5-7th 2025, dates for Moderator Rte. Rev. Dr. Carmen Lansdowne's visit at Cambridge Street United Church, Lindsay (*for information*);
- m) April 30, 2024, Rev. Kevin Derry, Northminster United Church, re Navigating a change in management at Northminster Court (*for information*);
- n) May 6, 2024, Kathleen Whyte, re gratitude for receiving student bursary from the regional council (*for information*);
- o) May 7, 2024, Jean Wilson, re Grace United Church, Peterborough (*for action under section IViib*);

Outgoing Correspondence

- p) April 4, 2024, Ted Meyers, Chair, Mission Through Property, to Mike Bishop, re Amalgamation of St. Andrews United Church (Beaverton) with Trinity United Church (Cannington) *(for information)*;
- q) April 4, 2024, Ted Meyers, Chair, Mission Through Property, to Rev. Phil Wilson, re Emmanuel United Church (Odessa) using investments or capital project *(for information)*;
- r) April 4, 2024, Ted Meyers, Chair, Mission Through Property, to Patti James, re Hampton United Church Lease Agreement with Discovery Church *(for information)*;
- s) April 4, 2024, Ted Meyers, Chair, Mission Through Property, to Elizabeth Cunningham, re amalgamation of St. Andrews United Church (Beaverton) with Trinity United Church (Cannington) *(for information)*;
- t) April 5, 2024, Rev. Eric Hebert-Daly, Executive Minister, to Fenelon Falls United Church, re request from Assembly of Elders *(for information)*.
- u) April 29, 2024, Rev. Eric Hebert-Daly, Executive Minister, to Annette Moore, re Rental at Trinity United Church, Bowmanville, ON *(for information)*;
- v) April 30, 2024, Rev. Darren Liepold, Pastoral Relations Minister, responding to Rev. Kevin Derry, Northminster United Church, re Navigating a change in management at Northminster Court *(for information)*.

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

Facilitation Forum update – Rev. Paul Reed shared that the Forum has received feedback regarding the annual general meeting. One highlight was whether a two-day meeting was enough time for a meeting. It was suggested then that a three-day meeting be considered. The regional council has been providing meals at a substantial cost, and this is not sustainable. It was noted that the meals provide time of fellowship which is greatly valued. A recommendation would be that a meal plan be provided, with partial subsidy from the Regional Council and paid by participants to the meeting. It was noted that other Regional Councils (and past Conference practices) provide participant-paid meal plans for members to opt in or out. It was noted that if anyone is not able to afford to a meal plan, a means may be provided. The Forum will bring a recommendation to the Council of Elders at a future meeting.

a) Membership of Facilitation Forum

2024-05-07-010 MOTION (J. Payne/N. Wells) That the East Central Ontario Regional Council of Elders name the following people to serve on the Facilitation Forum: Rev. Paul Reed, Steve Coles, Rev. Jean Wilson, Brian James, Rev. Wanda Stride and Lori Cooper (Rev. Eric Hebert-Daly and Karen Wilson as staff support). **CARRIED**

b) Dates of future meetings (for information):

- November 16th, 2024 Fall Meeting, Brighton, ON
- May 23rd - 24th, 2025 Annual Meeting, Spring, St. Paul's United Church, Bowmanville, ON
- October 25th, 2025 Fall Meeting, Location TBD – Alderville was suggested

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 Updates** – Rev. Eric Hebert-Daly reminded the Council of Elders of the report that was submitted to the annual general meeting. A new update since then was about the potential for an association of ministers.

1. Association of Ministers

There were currently 4 ministers leading the initiative for creating an association of ministers. However, 2 have gone through pastoral relations changes and are stepping down. Therefore, replacements are needed. So far Bermuda Nova Scotia Regional Council has been contacted, since there is an active Association of Ministers there. Rev. Darren Liepold explained the difference between a union and association. There are 150 ministry personnel in the Regional Council and as many different perspectives as to what this should look like. A start up event is being planned, with the hopes of collecting input from all.

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 Review Working Group Update (Next Steps)** – Rev. Paul Reed explained that changes stemming from the results of the spring meeting (i.e., new policies, updated terms of reference) would be coming to a future meeting of the Council of Elders. It was stated that the document was reformatted at the Annual General Meeting after it had been presented at the information session, and this fact was raised to the Equity team. It was explained that the new formulation was not in content/substance, but in format, so that decisions could be grouped by category and condensed. It was learned then that information sessions do not necessarily change the amount of time spent at a meeting.

- ii) **Covenant Support Leadership Team (CST)** –
- see *CST minutes of April 16, 2024* as **Appendix A**

a) Recommendations

1. Appointments

2024-05-07-011 MOTION (D. King/N. Wells) That the East Central Ontario Regional Council of Elders concur with the recommendation of Covenant Support Leadership Team, that having confirmed eligibility on ChurchHub, to approve the re-appointment of the Rev. Dr. John Young, retired supply to Bridge Street United Church (Belleville), 30 hours per week from July 1, 2024 – June 30, 2025, all in accordance with The United Church of Canada Manual. **CARRIED**

2024-05-07-012 MOTION (L. Watson/D. King) That the East Central Ontario Regional Council of Elders concur with the recommendation of Covenant Support Leadership Team, that having confirmed eligibility on ChurchHub, to approve the re-appointment of Rev. Kirby Breithaupt, retired supply to Seymour United Church, 24 hours a week from July 1, 2024 – June 30, 2025, all in accordance with The United Church of Canada Manual. **CARRIED**

2. Pastoral Charge Supervisor

2024-05-07-013 MOTION (K. Fitzpatrick/J. Payne) That the East Central Ontario Regional Council of Elders concur with the recommendation of Covenant Support Leadership Team

to withdraw its original motion (2024-04-02-011) appointing Rev. Brian Nicholson as supervisor to Wellington United Church, as the Rev. Doug Carter comes to The United Church of Canada in mutual recognition as ministry personnel from The United Church of Christ and does not need a supervisor. **CARRIED**

2024-05-07-014 MOTION (S-M Young/N. Wells) That the East Central Ontario Regional Council of Elders concur with the recommendation of Covenant Support Leadership that Donna Bignell will be appointed Pastoral Charge Supervisor to Centennial Albert United Church (Oshawa). **CARRIED**

3. Ecumenical Shared Ministry

- See *Ecumenical Shared Ministry agreement between St. Andrew's and St. Paul's* as **Appendix B¹**
- See *Ecumenical Shared Ministry Agreement with Minister* as **Appendix B²**

2024-05-07-015 MOTION (J. Payne/K. Ostrander) That the East Central Ontario Regional Council of Elders concur with the recommendation of Covenant Support Leadership Team to accept the draft of the Ecumenical Shared Ministry agreement of St. Andrew's Presbyterian and St. Paul's (Bowmanville) pending the endorsement of the respective communities of faith.

Planned covenant service to take place on the 22nd of September 2024.

b) Grace United Church (Peterborough)

2024-05-07-016 MOTION (L. Watson/K. Ostrander) That the East Central Ontario Regional Council of Elders mandate a working group to act on behalf of the governing body at Grace United Church (Peterborough) to respond to and make decisions on complaints received under the Workplace Discrimination Harassment and Violence Policy. **CARRIED (K. Fitzpatrick abstains)**

2024-05-07-017 MOTION (S-M. Young/N. Wells) That the East Central Ontario Regional Council of Elders name the following people to form the working group acting on behalf of the governing body at Grace United Church (Peterborough) responding to and make decisions on complaints received under the Workplace Discrimination Harassment and Violence Policy: David King, Lynn Watson, and Mary-Margaret Boone. **CARRIED (K. Fitzpatrick abstains)**

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) St Mathews UC Kingston Request to use Capital Funds

2024-05-07-017 MOTION (P. Long/K. Ostrander) That the East Central Ontario Regional Council of Elders concur with the recommendation of the Mission Through Property Team to approve the request from St. Mathews United Church (Kingston) to utilize 5% x 4 years 2020 thru 2023 or (\$64,258) of capital funds (\$321,251) and that the Ministry Through Property and Finance work with the Board/Trustees of St Mathews to find a suitable investment to assure that 5% of investment funds on a go forward basis. **CARRIED**

b) Doing Mission Together Grants for 2024

- i. **2024-05-07-018 MOTION** (J. Payne/N. Wells) That the East Central Ontario Regional Council of Elders concur with the recommendation of of the Mission Through Property Team to approve the request for a Doing Mission Together Grant for 2024 from Kedron United Church for \$5000 being for a Community Garden and Pathway Walk. **CARRIED**
- ii. **2024-05-07-019 MOTION** (N. Wells/P. Long) That the East Central Ontario Regional Council of Elders concur with the recommendation of the Mission Through Property Team to approve the request for a Doing Mission Together Grant for 2024 from Mini Film Fest/ Rev. Aaron Miechkota for \$500 being for use by the Mini Film Festival for the support of their planning and production of the event. **CARRIED**
- iii. **2024-05-07-020 MOTION** (S-M Young/N. Wells) That the East Central Ontario Regional Council of Elders concur with the recommendation of of the Mission Through Property Team to approve the request for a Doing Mission Together Grant for 2024 from Bedford House (Lakefield) for \$5000 being used for the ongoing support of the Community Ministry Internship. **CARRIED**

Steve Coles extended gratitude to Ted Meyers for his role on the Council of Elders, now that his term has ended, and for his continued leadership with the Mission Through Property Leadership Team, where he is continuing as Chair.

At this time other members whose terms had ended on the Council of Elders were presented with a prayer rock and offered thanks for their service on this body.

- 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
- 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

Equity Forum update – Rev. Kaitlyn Ostrander acknowledged that she is stepping away from the forum. Rev. Kevin Fitzpatrick highlighted that the forum will be leading a book study of My Body is Not a Prayer Request.

a. Membership of Equity Forum

2024-05-07-021 MOTION (K. Fitzpatrick/K. Ostrander) That the East Central Ontario Regional Council of Elders name the following people to serve on the Equity Forum: Elizabeth Cunningham, Kevin Fitzpatrick, Deb Fortin-Brown, Nancy Clarke, and Nancy Wilson (Karen Wilson as staff support). **CARRIED**

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

Affirming Congregations – Rev. Darren Liepold

- The Council of Elders recognized that with the April celebration at Mark Street United Church, there are now 30 Affirming Communities of Faith in East Central Ontario Regional Council.

XIV. An increasing number of Communities of Faith, along with ECORC and the Council 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) Naming Representatives to the Teams

- Covenant Support Leadership Team: *Rev. Lynn Watson and Rev. David King
- Mission Through Property Leadership Team: *Shiela Mae Young
- Formation Nurture and Justice Leadership Team: *Rev. Kevin Fitzpatrick and Rev. Kaitlyn Ostrander
- Nominations Leadership Team: *Rev. Ned Wells

*designated to report back to the Council of Elders

b) Israel/Palestine: Response to Susan Ferguson – Rev. Eric Hebert-Daly

Discussion: It is a very concerning situation, no one wants to tolerate the current state of affairs. Don't have the answers, want people to talk about in a loving and compassionate way, pray for peoples, creating safe places for peaceful engagement.

After extensive conversation, and after considering the regional council's role in responding to injustices, the Council of Elders will acknowledge receipt of Susan Ferguson's letter and state that the Regional Council will continue to hold the state of Israel and Palestine in prayer.

c) Mini Film Festival (Rev. Aaron Miechkota)

2024-05-07-022 MOTION (L. Ostrander/K. Ostrander) That the East Central Ontario Regional Council of Elders agree to be a sponsor of the Mini Film Festival. **CARRIED**

d) Regular Meeting times of the Council of Elders (currently first Tuesday of the month at 1 PM). There was consensus that the Council of Elders will stick to the same time slot.

e) Media Training Strategy

Nancy Payne has agreed to prepare a media training workshop.

Eric shared that he is preparing a prayer cycle for each day of his Camino pilgrimage.

Equity Monitor Report – Rev. Kevin Fitzpatrick reminded all to introduce yourself in person, suggested to consider what tech to use that would make for a better hybrid meeting (online and in person).

The Speaker declared that all the business having come before this meeting of the Council of Elders was duly concluded at 2:07 PM.

Closing Prayer – Rev. Kaitlyn Ostrander closed the meeting in prayer.

Next Meeting Dates - Tuesday, June 4, 2024 (1 PM) Zoom

Steve Coles
Speaker

Rev. Eric Hebert-Daly
Executive Minister

ECORC Assembly of Elders - Participation Roster

	Opening worship/Land ack/closing prayer	Equity Monitor Roles
<i>June 4 2024</i>	Lynn Watson	Kaitlyn Ostrander
<i>Summer months - urgent decisions will usually be made via email</i>		
<i>September 3, 2024</i>	Steve Coles	David King
<i>October 1, 2024</i>	David King	Ned Wells
<i>November 5 2024</i>	Pat Long	Sheila-May Young
<i>December 3, 2024</i>	Brian Nicholson	Steve Coles
<i>January 7, 2025(if needed)</i>	Staff	Staff
<i>February 4 2025</i>	Ned Wells	Joyce Payne
<i>March 5, 2025</i>	Sheila-May Young	Lynn Watson
<i>April 1 2025</i>	Joyce Payne	Brian Nicholson
<i>May 6 2025</i>	Kaitlyn Ostrander	Kevin Fitzpatrick
<i>June 3 2025</i>	Kevin Fitzpatrick	Pat Long

Appendices

Appendix A	Covenant Support Leadership Team minutes of April 16, 2024	Pages 11-13
Appendix B ¹	Ecumenical Shared Ministry agreement between St. Andrew's and St. Paul's	Pages 14-34

Appendix B²Ecumenical Shared Ministry Agreement with
Minister

Pages 35-37

Appendix A

East Central Ontario Regional Council
Covenant Support Team Meeting Minutes
Tuesday April 16, 2024 by Zoom, 2:30 PM**Present:** Bill Sheaves (Chair), Lisa Monsma (recording), Darren Liepold, Cheryl McMurray, Kate Gregory, Randy Scott, Steve Coles, Stephanie Richmond, Freda Burns, Donna Bignell, Anne Meredith, Paul Kneebone, Ted Meyers**Regrets:** Lynn Watson, Phil Hobbs

1. Welcome by the Chair, Bill Sheaves
2. Opening Prayer, Stephanie Richmond
3. Additions to the Agenda by consensus, as the meeting proceeds
4. Approval of the Agenda by consensus
5. Approval of the Minutes from Mar 19th, 2024 by consensus
6. Business arising from the minutes: none
7. **Forum/Team Reports:**
 - a) **Liaison: (Steve Coles)**
 - Coldsprings-Heritage U.C. working on their Living Faith profile
 - Simcoe Street has closed; last service showed them at peace with their decision
 - b) **LLWL: (Paul Kneebone)**
 - 30 LLWLs, 3 are retiring
 - 1 interview, 5 students
 - PD event – May 4 in Cobourg
 - LLWL are as busy as they want to be
 - c) **Retirees: (Caroline Giesbrecht)**
 - Retirees are also very busy
 - d) **Mission through Property: (Ted Meyers)**
 - Northminster is going to close and Ted will meet with them to discuss options

- Crisis at Atherly (Brechtin): flood with a \$50,000 to \$60,000 cost. A loan is possible from ECORC where ECOROC would get money back paid by the building (future sale). The insurance is to be checked.
- Mission Through Property may need to review all church insurances to be sure they have proper coverage.

8. ECOR Information (Darren Liepold): Motions of Appointment

1. **Motion:** by Steve Coles, seconded by Cheryl McMurray “That upon confirming eligibility on church hub, the Covenant Support Team recommend to the Assembly of Elders, that it approve the re-appointment of the Rev. Dr. John Young, retired supply to Bridge St. United Church, 30 hours a week from July 1, 2024 – June 30, 2025.” (1 abstain: Caroline Giesbrecht) Carried ✓
2. **Motion:** by Stephanie Richmond, seconded by Caroline Giesbrecht “That upon confirming eligibility on church hub, the Covenant Support Team recommend to the Assembly of Elders, that it approve the re-appointment of Rev. Kirby Breithaupt, retired supply to Selby United Church, 24 hours a week from July 1, 2024 – June 30, 2025.” Carried ✓

Pastoral Charge Supervisors

3. **Motion:** by Cheryl McMurray, seconded by Donna Bignell “The CST withdraw our original motion to appoint Brian Nicholson as supervisor of Wellington United Church, as the Rev. Doug Carter comes to us through the mutual recognition and does not need a supervisor.” Carried ✓
Rev. Anne Meredith will stay on as PCS of Greenbank-Seagrave United Church.
4. **Motion:** by Steve Coles, seconded by Kate Gregory, “That the CST recommend to the Assembly of Elders that Donna Bignall will be appointed Pastoral Charge Supervisor to Centennial Albert United Church.” (1 abstain: Donna Bignell) Carried ✓

Discussion

Going to need a PCS at St. Mathews (Kingston)

Brenda Timson is planning to retire June 30, 2024 (paperwork pending) from College Street

Hampton Commission (update)

- Interviewed 12 people
- Need a governance system that works but the positive part is that they asked for help and are accepting it.

Pulpit Supply Lists: Some retired clergy are restricted by the distance required to travel.

- When an advertisement has gone out for people to add to the pulpit supply list, they are getting numerous people from other denominations that want to be added.

M & P Training: Course by zoom on May 11, check the website for details

Interview for half time: Interview has taken place for a half time addition to Pastoral Relations Team. Decision has been made, and an announcement will be made soon. The new person will be working with CST and liaison.

Rural Faith- needs a PCS. A name was recommended for follow up.

Dunbarton-Fairport: working with Jean Wilson on a Living Faith profile.

Pickering Village: Still in the search process

Northminster: Considering closing, working with Jean Wilson

Port Perry: In search process, getting applications.

Crossroads U.C. (Kingston): Minister leaving at end of May, going to need a PCS for beginning of June.

Campbellford: can't afford their current minister. Working with Brian James

Grace (Peterborough): have asked for financial help re: former bookkeeper's unpaid retirement fund. Have asked for \$3000 but Ted to seek clarification.

Cambridge Street (Lindsay): Having problems with a lay member. Waiting to sort it out after the upcoming Covenanting Service.

Chalmers: Second interview tonight for an interim minister.

New Business

Ecumenical Shared Ministry:

- Steve thanked the committee for reviewing the document.
- It will be reviewed in 6 months.
- On April 28, congregations will vote but would like a motion to approve so he won't have to come back to CST for our approval once the congregations ✓approve it
- Steve to write a report when its all done

5. **Motion:** by Steve Coles, seconded by Paul Kneebone "That the Covenant Support Team accepts the draft of the Ecumenical Shared Ministry of St. Andrew's and St. Paul's pending the endorsement of the respective communities of faith". Carried ✓

Upcoming Covenanting Services:

- April 28, 2024 at 2:00 p.m. at Bancroft for Svinda Heinrichs
- April 28, 2024 at Cambridge U.C. for Sharon Campbell-Rayment
- May 5, 2024 at 2:00 p.m. at Kendron for Stephanie Richmond

Chair Bill Sheaves thanked Kate Gregory and Lisa Monsma for their service on this committee since both are leaving.

Next Meeting

The United Church of Canada
L'Église Unie du Canada

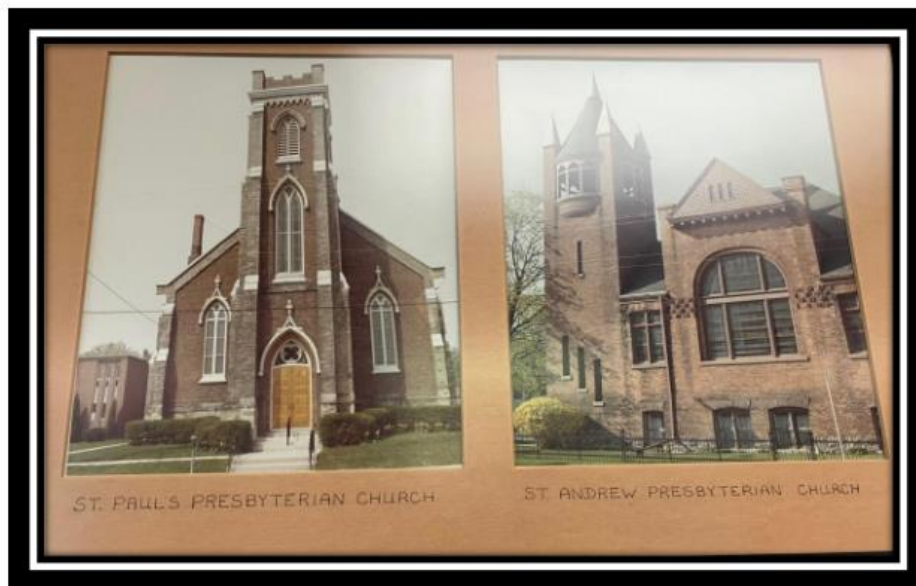
East Central Ontario Regional Council
Meeting of the Council of Elders

May 7, 2024
Westminster United Church
Belleville, ON

May 21st, 2024 by zoom, at 2:30 p.m.

Appendix B¹

**St. Andrew's Presbyterian Church
and
St. Paul's United Church**



**ECUMENICAL SHARED MINISTRY AGREEMENT 2024
BOWMANVILLE, ONTARIO**

St. Andrew's Presbyterian Church and St. Paul's United Church Ecumenical Shared Agreement

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1.0 Preamble

The parties to this agreement are:

- A. St. Andrew's Presbyterian Church, Bowmanville (Municipality of Clarington), Ontario – a Community of Faith within Lindsay-Peterborough Presbytery of the Presbyterian Church in Canada
- B. St. Paul's United Church, Bowmanville (Municipality of Clarington), Ontario – a Community of Faith within the East Central Ontario Regional Council (ECORC) of the United Church of Canada.

Goal Statement

It is the goal of the congregations of the two churches to come together as one caring community of faith in Bowmanville while maintaining their denominational relationship to the Presbyterian Church in Canada and United Church of Canada.

The two (2) congregations will continue to exist as separate entities for the foreseeable future, accountable to their respective members and denominational governing bodies. In order to best reap the rewards of shared ministry, the congregations will work together as one church congregation. A central governance framework will be established to encourage and enable the shared ministry in accordance with the guiding principles of the Ecumenical Shared Ministry (ESM).

St. Andrew's and St. Paul's have agreed to come together as one Church congregation to operate as one ecumenical ministry and share from the benefits of joint worship, fellowship, outreach, Christian development, pastoral care and other forms of ministry. They will share ministerial personnel, other staff, and the use of church facilities.

This Agreement is developed in compliance with the guidelines contained in the Ecumenical Shared Ministry Handbook, 2019. (United Church of Canada and Presbyterian Church in Canada)

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

2.0 Congregational Meetings

St. Paul's United Church and St. Andrew's Presbyterian Church 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*)

3.0 Governance Structure

1. St. Paul's United Church and St. Andrew's Presbyterian Church will exist as separate entities and will each maintain their respective denominational governing structures reflecting those existing previous to the Ecumenical Shared Ministry. Much of the work previously performed by these governing bodies and their corresponding responsibilities will be delegated to the Ecumenical Shared Ministry Central Board and the Action Teams of the ESM Central Board. The St. Paul's Board and the St. Andrew's Session/Maintenance & Finance will continue to be the liaison with the Regional Council (St. Paul's) and the Presbytery (St. Andrew's) respectively. Each entity will maintain a Board of Trustees.
2. There will be an ESM Central Board with a series of Action Teams that will include representatives of both St. Paul's Community of Faith and St. Andrew's Congregation. Action Teams will be advisory and will provide much of the leadership for the shared ministry. The ESM Central Board will be the formal joint governing body and will include representatives of each of the Action Teams as well as representatives of the St. Paul's Board and the St. Andrew's Session/Maintenance & Finance.
3. The new governance model will have 3 levels each with their specific responsibilities. The model is subject to change as needed and to reflect emerging needs of the Ecumenical Shared Ministry. Any change to the model must be approved by a vote of the joint congregations. (see Appendix A)

3.1 Level 1 Ecumenical Shared Ministry Central Board

The ESM Central Board will be the predominant governing body for decisions that impact both Communities of Faith/Congregations. It will be comprised of St. Paul's United Church and St. Andrew's Presbyterian Church members representative of joint membership. The ESM Central Board's area of responsibility will be those delegated from the Level 2 Denominational Governance (St. Paul's Board and St. Andrew's Session/Maintenance & Finance).

- a) Worship
- b) Ministry and Personnel
- c) Faith Formation and Christian Development
- d) Property/Maintenance
- e) Community Outreach
- f) Congregation/Fellowship
- g) Pastoral Care

The Denominational Governance bodies found in Level 2 of this governance model may choose to delegate other areas of responsibility to the Central Board as deemed appropriate.

The ESM Central Board will be comprised of the following positions:

Central Board Chair
 Central Board Vice-chair
 St. Andrew's Treasurer
 St. Paul's Treasurer
 Secretary
 Ministry and Personnel Chair
 Finance Chair
 Worship Chair
 Property and Maintenance Chair
 Congregational/Fellowship Chair
 Community Outreach Chair
 Faith Formation and Christian Development Chair
 Pastoral Care Chair
 St. Paul's Regional Rep
 St. Andrew's Presbytery Rep
 Minister (ex officio)

The Minister is a non-voting member of the ESM Central Board and will need to be present at its meetings as the official representative of the Region/Presbytery.

Each denomination will occupy a minimum of two (2) of the ESM Central Board positions.

3.2 Level 2 Denominational Governance and Responsibilities

St. Paul's United Church

St. Paul's will maintain its current governance structure including the Church Board and the Trustees. The St. Paul's Board will maintain exclusive responsibility for:

Central UCC fees
 Mission and Service Payments
 Ministry Personnel Pension and Benefits Contributions where applicable
 Regional Council Levy
 Membership Records

The Church Board will continue to be the governing body of the St. Paul's Community of Faith. It will maintain officer positions of Board Chair, Board Vice-chair, Immediate Board Past Chair, Secretary, Treasurer, Regional Council Representative and Trustee Rep, (Minister ex officio), Interim- Moderator (upon invitation). The St. Paul's Board as approved by the congregation may from time to time make changes to these officer positions to meet the needs of the St. Paul's Community of Faith.

Responsibility for the following committees will be delegated to the ESM Central Board and the St. Paul's Church Board will play an overseeing role on these areas of governance.

a) Worship

- b) Property/Maintenance
- c) Faith Formation and Christian Development
- d) Community Outreach
- e) Congregation/Fellowship
- f) Ministry Personnel and Staff
- g) Pastoral Care

The St. Paul's Trustees will continue their existing responsibilities which includes responsibility for invested assets on behalf of the St. Paul's members and the United Church of Canada and maintain current officer positions.

St. Andrew's Presbyterian Church

The duties and responsibilities of the St. Andrew's Session/Maintenance & Finance will be combined within the St. Andrew's Session as the governing body of St. Andrew's congregation. The St. Andrew's Session/Maintenance & Finance will maintain exclusive responsibility for:

- Presbytery Levy
- Pension and Benefits Contributions where applicable
- Presbyterian Sharing
- Presbyterian World Service and Development
- Membership Records

The Session/Maintenance & Finance will maintain the officer positions of Interim Moderator, Clerk of Session, Treasurer, Envelope Secretary, and Presbytery Representative (Minister upon invitation). The St. Andrew's Session/Maintenance & Finance as approved by the congregation may from time to time make changes to these officer positions to meet the needs of the St. Andrew's Congregation.

Responsibility for the following will be delegated to the Ecumenical Shared Ministry Central Board and the St. Andrew's Session/Maintenance & Finance will play an overseeing role on these areas of governance.

- a) Worship
- b) Property/Maintenance
- c) Faith Formation and Christian Development
- d) Mission and Outreach
- e) Congregational/Fellowship
- f) Ministry Personnel and Staff
- g) Pastoral Care

The St. Andrew's Board of Trustees will continue to hold statutory responsibility for assets on behalf of St. Andrew's members and the Presbyterian Church in Canada and will maintain their current officer positions.

3.3 Level 3 Action Teams of the ESM Central Board

The Action Team framework of the ESM Central board includes four (4) Teams that are advisory to the ESM Central Board.

Facilities
Community/Mission and Outreach Ministries
Spiritual, Nurture and Care Ministries
Ministry and Personnel

Members involved in Committees, Learning Groups, and Ministries of the Congregation will have representation on the appropriate Action Team. (see Appendix B)

Membership of the Action Teams will be open to all members or adherents of the combined congregation, based on the personal interests of the member. The number of members of each Committee, Learning Group, and Congregational Ministry will vary based on the needs and function of each of the groups. These subgroups of the Action Teams can forward reports and recommendations to the Central Board for information and/or approval.

The Central Board will have the responsibility of approving the implementation of all new Action Team groups based on board approved changes to the Ministry of the joint congregation.

4.0 Meeting Frequency

In this 3-level governance model, it will be important to streamline the frequency and length of meetings as much as possible and practical. Engaging members of each congregation early and often will be important to the sustainability of the new shared ministry.

The ESM Central Board will meet monthly except during July and August. On the direction of the Chair, special meetings may be called to deal with specific issues that are time sensitive that may arise between regular monthly meetings.

A joint meeting of the St. Paul's and St. Andrew's members and adherents will be convened within sixty (60) days of a new calendar year to receive and approve reports from the ESM Central Board including a Nominating Committee Report that will determine the membership of the EMS Central Board. This joint meeting must also approve the annual operating budget and annual financial statements of the Ecumenical Shared Ministry.

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

The St. Paul's Board and the St. Andrew's Session/Maintenance & Finance will meet at least quarterly to oversee the work of the Central Board and to deal with membership, mission, financial management and Sub Committees/Groups of the four (4) ESM Central Board Teams.

The Trustees of each denomination will meet as needed to fulfil their statutory responsibilities.

St. Paul's and St. Andrew's Communities of Faith/Congregation will each convene an Annual General Meeting within sixty (60) days of a new calendar year to conduct denominational business and elect members of their respective denominational governance structures.

5.0 Financial Management

Denominational Treasurers

St. Andrew's Presbyterian Church Bowmanville and St. Paul's United Church Bowmanville, will maintain separate bank accounts and investment accounts. Each will maintain a Treasurer with responsibility to deposit donations, disburse funds, invest funds, record and maintain records, and report to members and governing bodies. Each will be responsible for filing regulatory charity returns.

St. Andrew's and St. Paul's will each have their respective offering envelopes that contributors can use to direct funds to their chosen use. The St. Andrew's Envelope Secretary and the St. Paul's Office Administrator will receive and record all Envelope contributions and deposit weekly in their respective bank accounts and issue a record of donations to their respective Treasurers. PAR donations shall be deposited in the appropriate denominational account. The St. Andrew's and St. Paul's Treasurers will issue annual charitable tax receipts.

5.1 Sharing of Revenues and Expenses

All donations that are allocated to a specific use will be deposited as assigned by the contributor. When a fundraising or other event is conducted jointly, the proceeds will be deposited to the St. Paul's General Account/ESM Joint Records. St. Andrew's and St. Paul's may decide to conduct some activities separately, in which case proceeds will be deposited in the appropriate denomination account(s).

All Investment Funds held by St. Paul's and St. Andrew's remain exclusively the responsibility of the appropriate denomination. Any future use of any Investment Funds for support of the ESM activities will remain the responsibility of the appropriate denominational governance body (St. Paul's Church Board/St. Andrew's Session).

Revenue from any sale of Church Property at 47 Temperance Street, Bowmanville remains with St. Andrew's Presbyterian Church and any expenditures of those funds must be approved by the St. Andrew's Session.

Any future Capital Expenses being considered for 178 Church Street must receive prior approval of the St. Paul's Church Board and the St. Andrew's Session. Any approved Capital Expenditures will be jointly funded on an individual basis as agreed by both the St. Paul's Church Board and the St. Andrew's Session and ratified by the ESM Central Board.

5.2 ESM Operations

The ESM will be funded by both St. Paul's United Church and St. Andrew's Presbyterian Church. The level of funding from each church will be determined annually. The Annual Budget shall include the recommended percentage share of ESM expenses assigned to St. Paul's and St. Andrew's.

For the initial budget year of the ESM, percentages are 13.4% from St. Andrew's and 86.6% from St. Paul's.

The Denominational Treasurers shall collectively draft a proposed Budget of the ESM in November for recommendation to the Central Board.

The Central Board shall review the proposed draft budget and the denominational percentage share of costs and forward the draft budget to the ESM Joint Congregation, who shall approve a final Budget at the annual general Meeting of the ESM.

5.3 Day to Day Funding of the ESM

1. The St. Paul's General Account shall be used to pay all the approved expenses of the ESM:
 - . Ministry and Personnel expenses
 - . Facilities expenses
 - . Community Outreach Ministries expenses
 - . Spiritual, Nurture and Care Ministries expenses
2. The St. Paul's Treasurer and the St. Andrew's Treasurer will review the ESM expenses monthly, and the St. Andrew's Treasurer will forward the agreed percentage share of expenses to be deposited in the St. Paul's General Account.
3. The Treasurers shall report the monthly ESM Financial Statements to the Central Board for approval.
4. The Treasurers will jointly provide monthly financial statements to the ESM Central Board, the St. Paul's Church Board and the St. Andrew's Session.
5. The percentage share of expenses assigned to each denomination will be reviewed annually.

6.0 Ministry Personnel

To begin this shared ministry, St. Andrew's and St. Paul's will enter into an agreement with Rev. Michelle Brotherton, the current Minister of St. Paul's United Church. The terms in this agreement will be negotiated between Rev. Michelle Brotherton and the Ministry and Personnel Committee comprised of equal representation from the St. Andrew's Presbyterian Church Session and St. Paul's United Church Congregational Board. The agreement will be approved by

the members of both St. Andrew's and St. Paul's congregations and will be conducted with the guidance and endorsement by East Central Ontario Regional Council (ECORC).

When a vacancy in Ministry Personnel is declared, a Search Committee representing both St. Paul's and St. Andrew's 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 St. Andrew's and St. Paul's congregations. Representatives from both ECORC and The Presbytery of Lindsay-Peterborough will be part of the Search Committee. In all cases, clergy members from both the Presbyterian Church in 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, St. Paul's 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, St. Andrew's Presbyterian Church through the Presbytery will issue the call and the protocols and requirements applicable to the Presbyterian Church in 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 current with the issues and polity of both the East Central Ontario Regional Council and Lindsay-Peterborough Presbytery and attend meetings and events at the Presbytery of Lindsay-Peterborough /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 greater responsibility.

During a vacancy in ministry personnel, filling the vacancy will be the responsibility of the denomination of the previous incumbent.

6.1 Ministry Staff

The following staff positions currently existing at St. Paul's United Church will be maintained to support the ESM. The current individuals holding these positions shall continue to be employed in their roles. The Central Board Ministry and Personnel Committee will review the current job descriptions and recommend any changes that may be required to meet the needs of the ESM.

- Office Administrator/Property Manager
- Pastoral Care Worker
- Music Director
- Custodian
- Technology Coordinator
- Bread of Life Café Manager

The current individuals employed as Office Support, Custodian, and Music Support by St. Andrew's Presbyterian Church will be offered positions, if so desired, in the new ESM. Session members from St. Andrew's will meet initially with these individuals to determine their interest in continued employment with the ESM. The Ministry and Personnel Committee on recommendation from the St. Andrew's Session will meet with those wishing to continue employment and make recommendations to the Central Board on the terms of employment and job descriptions. The Central Board will then approve the terms of employment.

Any future new staff positions must first be agreed to by the St. Paul's Church Board and the St. Andrew's Session/Maintenance & Finance and approved by the ESM Central Board.

7.0 Congregational Life

St. Andrew's and St. Paul's each bring rich traditions and practices to the ESM. To as great a degree as possible, the two congregations have agreed to operate as one congregation. The Central Board, with leadership from the Worship Committee will endeavor 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 diversity of traditions.

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

8.0 Property and Assets

St. Paul's United Church and the United Church of Canada will continue to hold title to the land and buildings at 178 Church Street, Bowmanville where the services and activities of the ESM will take place.

St. Andrew's Presbyterian Church and the Presbyterian Church in Canada will continue to hold title to the land and building at 47 Temperance Street, Bowmanville.

Revenue from any sale of Church Property at 47 Temperance Street, Bowmanville remains with St. Andrew's Presbyterian Church and any expenditures of those funds must be approved by the St. Andrew's Session/Maintenance & Finance.

The proceeds from investments (interest, dividends, capital gains) held by both St. Andrew's and St. Paul's will remain separate but may be used to support activities of individual ministries or projects that benefit shared ministries. St. Paul's United Church will endeavor to incorporate symbols of St. Andrew's Presbyterian Church such as the baptismal font and the central Celtic cross and other symbols within the facilities of 178 Church Street, Bowmanville.

9.0 Conflict/Discipline

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

Matters of conflict within the ESM framework that arise from differences between the two congregations, or their governing bodies will be dealt with at the Central Board. In the event 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 St. Paul's Church Board and the St. Andrew's Session/Maintenance & Finance will each maintain liability coverage (directors' insurance) to protect the congregational leaders from liability.

The Central Board will establish a Harassment and Abuse Policy that will satisfy both denominations. The policies will identify the practices and protocols to be followed and the process to be followed to receive and investigate complaints and to exercise discipline when determined necessary.

10.0 Amendments to this Agreement

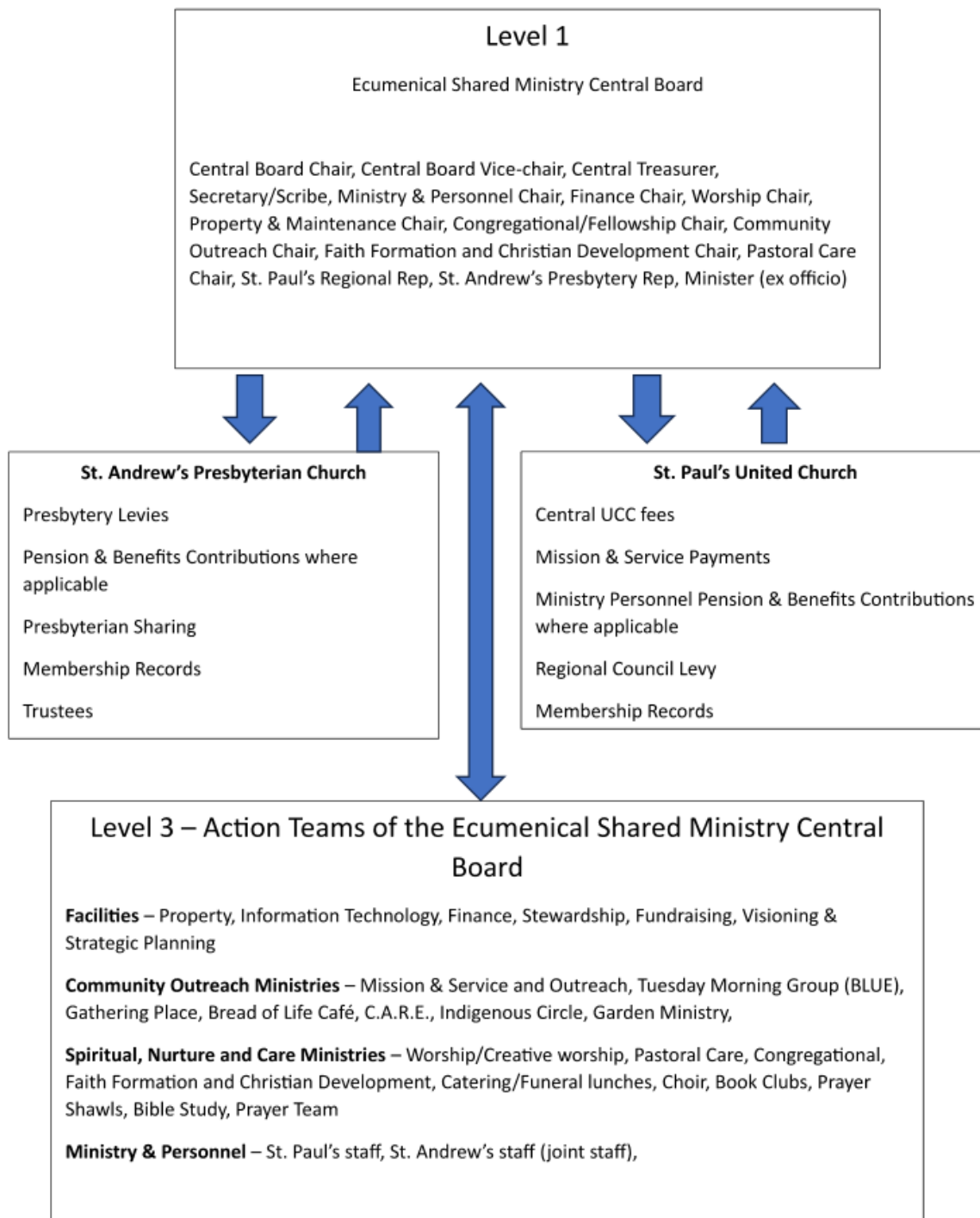
Proposed amendments will be considered by the Central Board and must be approved by the St. Paul's Church Board and the St. Andrew's Session/Maintenance & Finance. Any approved amendment to this agreement must then be forwarded to the East Central Ontario Regional Council of the United Church of Canada and the Lindsay-Peterborough Presbytery of the Presbyterian Church in Canada for approval.

11.0 Opting Out Clause

Either party to this agreement can opt out with 26 weeks notice to the other party. A Dispute Resolution Process must be followed before notice to opt out is given. A request to invoke the Dispute Resolution Process will be given to the Chair of the Central Board. The Central Board will then have a 30-day period to resolve the issue before the Notice of Opting Out can be issued.

12.0 Review

This Agreement will be reviewed on an annual basis starting in 2026, by the Central Board, through consultation with the St. Paul's Church Board and the St. Andrew's Session/Maintenance & Finance. Any changes to this agreement must be presented to East Central Ontario Regional Council and the Lindsay-Peterborough Presbytery for approval.

Appendix A

Appendix B**Graphic of Ecumenical Shared Ministry Governance**

Level 1 – Ecumenical Shared Ministry Central Board
The Central Board will be the predominant governing body for decisions that impact both Communities of Faith. It will be comprised of St. Paul's United Church and St. Andrew's Presbyterian Church members representative of joint membership
Will be comprised of the following positions: Central Board Chair Central Board Vice-chair Treasurers (St. Andrew's & St. Paul's) Secretary/Scribe Ministry & Personnel Chair Financial Chair Worship Chair Property & Maintenance Chair Congregational/Fellowship Chair Community Outreach Chair Faith Formation and Christian Development Chair Pastoral Care Chair St. Paul's Regional Rep St. Andrew's Presbytery Rep Ministry (ex officio)
See Level 3 and Appendix D for duties and responsibilities of positions (<i>draft in the works not available yet</i>)

Level 2 – Denominational Governance and Responsibilities (National)
<i>The St. Paul's Board will maintain all responsibilities to the United Church of Canada (UCC) including:</i> <i>Central UCC fees</i> <i>Mission and Service Payments</i> <i>Ministry Personnel Pension and Benefits Contributions</i> <i>Regional Council Levy</i> <i>Membership Records</i> St. Paul's Responsibilities: Worship, Property, Christian Development, Community Outreach, Congregation, Ministry Personnel & Staff, Pastoral Care The St. Paul's Trustees will continue their existing responsibilities which includes responsibility for invested assets on behalf of the St. Paul's members and the United Church of Canada and maintain current officer positions.

The St. Andrew's Presbyterian Church of Canada Session/Maintenance & Finance will maintain responsibility for:

***Presbytery Levies
Pension and Benefits Contributions
Presbyterian Sharing
Membership Records***

St. Andrew's Responsibilities:

Responsibility for the following will be delegated to the Ecumenical Shared Ministry Central Board and the St Andrew's Session/Maintenance & Finance will play on overseeing role on these areas of governance.

- a) Worship
- b) Property
- c) Faith Formation and Christian Development
- d) Community Outreach
- e) Fellowship
- f) Ministry Personnel and Staff
- g) Pastoral Care

The St. Andrew's Board of Trustees will continue to hold statutory responsibility for assets on behalf of St. Andrew's members and the Presbyterian Church in Canada and will maintain their current officer positions.

Level 3 – Action Teams of the Ecumenical Shared Ministry Central Board

Facilities	Community Outreach Ministries	Spiritual Nurture & Care Ministries	Ministry and Personnel
Property 4-6 members and a trustee <i>Where numbers represent number that could be on a committee/ministry</i> Rental Agreements etc. PineRidge Nursery School Central School Scouts Volleyball Alcoholics Anonymous Group meetings – presently	Community Mission and Outreach 4-6 members Support of World Vision Child	Worship/Creative Worship 6-8 members Greeters & Ushers Scripture Readers Prayers of the People	St. Paul's staff FTE Minister Office Administrator Pastoral Care Worker St. Paul's contract: Custodial Music Director IT Coordinator Bread of Life Café Coordinator St. Andrew's Office Administrator

being held at St. Andrew's Other rental agreements			Custodian Music
Information Technology 3 or more members IT/Sound Volunteers	Tuesday Morning Group (B.L.U.E.) Building Lives Up	Pastoral Care 4-6 members Recognition of Service Awards – St. Andrew's Card Ministry – St. Andrew's initiative	
Finance 4-6 members including treasurer.	Gathering Place Goodies and Games	Congregational Life/Fellowship 4-6 members Friends at Home Christmas baskets – St. Andrew's Community Care Baskets – St. Paul's	
Stewardship 2-4 members	Bread of Life Café	Faith Formation and Christian Education/Development 4-6 members Young people's gathering Lettner Scholarship Schamerhorn Trust – for continuing education Our Daily Bread Devotional – St. Andrew's These Days – St. Paul's Ecumenical Participation in the Community – Ministerial, World Day of Prayer, Mayor's Breakfast, Week of World Prayer for Christian Gathering (St. Andrew's) WICC – Women's Inter-church Council of Canada – www.wicc.org	
Fundraising	C.A.R.E.	UCW (United Church Women) Women's Missionary Society (Presbyterian)	

Visioning & Strategic Planning all members of Board	Indigenous Circle	Catering/Funeral lunches	
	Garden Ministry	Choir	
	Sunday Evenings Sit Down Dinner for Evangel Hall St. Andrew's initiative	Book Clubs	
		Prayer Shawls	
		Bible Study	
		Prayer Team	
		Poetry & Psalms Pastoral Care Worker and other at Bowmanville Creek	
		Men's Breakfast St. Andrew's initiative	

Appendix C

Ministry and Personnel Agreement

This is an agreement between Rev. Michelle Brotherton and the joint Ministry and Personnel (M&P) representatives from St. Andrew's Presbyterian Church and St. Paul's United Church, both in Bowmanville, Ontario.

The agreement will be reviewed, and edited with necessary changes, as part of the 2025 Position Review and Budget Process.

The Ecumenical Shared Ministry (EMS) of St. Andrew's Presbyterian Church and St. Paul's United Church Position Description –

Minister of Word, Sacrament and Pastoral Care.

The full-time ordered minister will provide leadership and support in the core areas of the community of the Ecumenical Shared Ministry of St. Andrew's Presbyterian Church and St. Paul's United Church, both of Bowmanville Ontario. Total time allocation is 40 hours per week. These core areas are listed below with expected time per week allocations for each.

Worship

Plan and conduct Sunday morning worship and special services in conjunction with the Worship committee. (10 hours/25%)

Pastoral Care

Provide pastoral care in conjunction with the Pastoral Care Worker, the Pastoral Care Team (members from both St. Andrew's and St. Paul's United churches) and the combined congregations. (10 hours/25%)

Regional Council/Ministerial Involvement

The ordered minister is a member of the Eastern Ontario Regional Council. He/she/they will attend regular meetings and annual meetings and be an active member. He/she/they will also be active in groups such as the Bowmanville Ministerial. (4 hours/10%)

Visioning

Work with the Visioning and Strategic Planning Team to establish direction for the combined community of faith. (2 hours/5%)

Administration

Work with the office staff to ensure that records are kept accurately and the office functions efficiently. (1 hour/2%)

Christian Formation

In conjunction with the Christian Development Team, discuss and plan programs of development and formation for the range of ages and interests in the combined community of faith, including direct involvement in Adult Education and weekly bible study. (4 hours/10%)

Staff-Team Coordination

Ensure effective communication amongst staff members and coordination of shared activities and responsibilities. Provide leadership for regular staff meetings for information sharing and planning. The ordered minister will then lead staff members in this team. (2 hours 5%)

Board

Attend Board meetings, team meetings (as required) and support the leadership of the Board Chairperson. (3 hours/8%)

Outreach to the Community

Develop strategies to invite new members into congregation life in conjunction with the Board and appropriate teams. Support the various efforts of community outreach and other initiatives. (2 hours/5%)

Lay Leadership and Stewardship

In conjunction with the Stewardship Team, support and encourage ongoing education around financial stewardship and the development of talents and lay leadership within the community of faith.

Terms of the Agreement

This position will follow all guidelines of the United Church Manual for an ordered minister of Word, Sacrament, and Pastoral Care.

Salary

Compensation has been negotiated based upon experience in accordance with the 2024 Salary and Allowances Schedule.

Office

The minister's office is well appointed with a private entrance, conversation area, a desk, a computer with internet access, bookcases, air conditioning, and direct access to the Main Office through another door.

Housing

No manse, so compensation is included in the 2024 Salary and Allowances Schedule.

Telecommunications Allowance

The minister will be given \$125 per month towards the residential and personal telecommunications cost.

Travel Allowance

Travel allowance will be paid based upon the log submitted at the end of each month as per 2024 Salary and Allowances Schedule.

Vacation and Days Off

Vacation time will be 6 weeks (six Sundays) within the Pastoral Year (July 1-June 30). The timing of vacation time will be determined in consultation with the M&P Committee.

The minister will have two days off per week. An alternative day off will be taken should a regular day off fall on a Statutory holiday or be required for other pastoral circumstances.

Professional Development

Four weeks study leave will be provided annually, in consultation with the M& P Committee.

Sabbatical

Up to three months of sabbatical leave to be provided every five years, in accordance with United Church of Canada Policy, in consultation with the M&P committee. (This is based on time at St. Paul's United Church, Bowmanville, Ontario.)

Schamerhorn Trust

In consultation with the M&P committee regarding the minister's education plan, the M&P committee can recommend to the Christian Development Team to access the interest generated by the Schamerhorn Trust to support a professional development activity.

Pension, Group Insurance and Payroll Deductions

The Ecumenical Shared Ministry will comply with the mandatory requirements for EI, CPP, UCC pension, Group insurance, and other benefits as established by the UCCV. All applicable source deductions will be remitted on the minister's behalf.

Secretarial Support

35 hours of support of an experienced, and computer literate Office Administrator, whose office is adjoining the minister's office.

Technological Support

The minister will have access to our church's business grade computer network, with WIFI capabilities throughout the entire church building, as well as a business grade file server to all staff to share files, and a central file repository that is backed up nightly off-site.

A Technology Support Coordinator will assist with all technology issues.

Other Terms

The parties agree that this agreement incorporates the relevant terms of the Basis of Union and the current Manual, and policies and practices of the Combined Community of Faith, the Eastern Ontario Regional Council, and the General Council of the United Church of Canada.

For St. Paul's United Church

1. Name _____ Title _____

Signature _____ Date _____

2. Name _____ Title _____

Signature _____ Date _____

For St Andrew's Presbyterian Church

1. Name _____ Title _____

Signature _____ Date _____

2. Name _____ Title _____

Signature _____ Date _____

Appendix B²

This is an agreement between Rev. Michelle Brotherton and the joint M&P representatives from St. Andrew's Presbyterian Church and St. Paul's United Church, both in Bowmanville, Ontario.

The agreement will be reviewed, and edited with necessary changes, as part of the 2025 Position Review and Budget Process.

The Ecumenical Shared Ministry of St. Andrew's Presbyterian Church and St. Paul's United Church Position Description-

Minister of Word, Sacrament and Pastoral Care.

The full-time ordered minister will provide leadership and support in the core areas of the community of the Ecumenical Shared Ministry of St. Andrew's Presbyterian Church and St. Paul's United Church, both of Bowmanville, Ontario.

Total time Allocation is 40 hours per week.

These core areas are listed below with expected time per week allocations for each.

Worship

Plan and conduct Sunday morning worship and special services in conjunction with the Worship committee. [10 hours/25%]

Pastoral Care

Provide pastoral care in conjunction with the Pastoral Care Worker, the Pastoral Care Team [members from both St. Andrew's Presbyterian and St. Paul's United churches] and the combined congregations. [10 hours/25%]

Regional Council/ Ministerial Involvement

The ordered minister is a member of the Eastern Ontario Regional Council. He/she/they will attend regular meetings and annual meetings and be an active member. He/she/they will also be active in groups such as the Bowmanville Ministerial.

[4 hours/10%]

Visioning

Work with the Visioning and Strategic Planning Team to establish direction for the combined community of faith. [2 hours/5%]

Administration

Work with the office staff to ensure that records are kept accurately and the office functions efficiently. [1 hour/2%]

Christian Formation

In conjunction with the Christian Development Team, discuss and plan programs of development and formation for the range of ages and interests in the combined community of faith, including direct involvement in Adult Education and weekly bible study. [4 hours/10%]

Staff-Team Coordination

Ensure effective communication amongst staff members and coordination of shared activities and responsibilities. Provide leadership for regular staff meetings for information sharing and planning. The ordered minister will be the lead staff member in this team. [2 hours/5%]

Board

Attend Board meetings, team meeting (as required) and support the leadership of the Board Chairperson. [3 hours/8%]

Outreach to the Community

Develop strategies to invite new members into congregation life in conjunction with the Board and appropriate teams. Support the various efforts of community outreach and other initiatives.

[2 hours/5%]

Lay Leadership and Stewardship

In conjunction with the Stewardship Team, support and encourage ongoing education around financial stewardship and the development of talents and lay leadership within the community of faith.

Terms of the Agreement

This position will follow all guidelines of the United Church Manual for an ordered minister of Word, Sacrament, and Pastoral Care.

Salary

Compensation has been negotiated based upon experience in accordance with the 2024 Salary and Allowances Schedule.

Office

The minister's office is well appointed with a private entrance, conversation area, a desk, a computer with internet access, bookcases, air conditioning, and direct access to the Main Office through another door.

Housing

No manse, so compensation is included in the 2024 Salary and Allowances Schedule.

Telecommunications Allowance

The minister will be given \$100 per month towards the residential and personal telecommunications cost.

Travel Allowance

Travel allowance will be paid based upon the log submitted at the end of each month as per 2024 Salary and Allowances Schedule.

Vacation and Days Off

Vacation time will be 6 weeks [six Sundays] within the Pastoral Year [July 1-June 30]. The timing of vacation time will be determined in consultation with the M&P Committee.

The minister will have two days off per week. An alternative day off will be taken should a regular day off fall on a Statutory holiday or be required for other pastoral circumstance.

Professional Development

Four weeks study leave will be provided annually, in consultation with the M&P Committee.

Sabbatical

Up to three months of sabbatical leave to be provided every five years, in accordance with United Church of Canada Policy, in consultation with the M&P committee. [This is based on time at St. Paul's United Church, Bowmanville, Ontario.]

Schamerhorn Trust

In consultation with the M&P committee regarding the minister's education plan, The M&P committee can recommend to the Christian Development Team to access the interest generated by the Schamerhorn Trust to support a professional development activity.

Pension, Group Insurance and Payroll Deductions

The Ecumenical Shared Ministry will comply with the mandatory requirements for EI, CPP, UCC pension, Group insurance, and other benefits as established by UCCV. All applicable source deductions will be remitted on the minister's behalf.

Secretarial Support

35 hours of support of an experienced, and computer literate Office Administrator, whose office is adjoining the minister's office.

Technological Support

The minister will have access to our church's business grade computer network, with WIFI capabilities throughout the entire church building, as well as, a business grade file server to all staff to share files, and central file repository that is backed-up nightly off-site.

A Technology Support Coordinator will assist with all technology issues.

Other Terms

The parties agree that this agreement incorporates the relevant terms of the Basis of Union and The current Manual, and policies and practices of the Combined Community of Faith, the Eastern Ontario Regional Council, and the General Council of the United Church of Canada.