

East Central Ontario Regional Council
Meeting of the Council of Elders
Tuesday, March 3, 2026 – 1 PM

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

Rev. Michelle Brotherton	Member
Stephen Coles	Member, Speaker
Rev. Eric Hebert-Daly	Member, Executive Minister
Ian Finlay	Member
Brian James	Member, Financial Administration
Patti James	Member
Rev. David King	Member
Ted Meyers	Member
Rev. David Moore	Member, General Council 45 Leading Commissioner
Rev. Brian Nicholson	Member
Rev. Kaitlyn Ostrander	Member
Joyce Payne	Member, Speaker-Elect
Sheila-Mae Young	Member
Sharon Hull	Corresponding Member, Minister for Spiritual Nurture, Respectful Relationships and Justice with All Ages
Rev. Darren Liepold	Corresponding Members, Congregational Support Minister
Joel Miller	Corresponding Member, Executive Assistant to the Regional Council, Recording Secretary
Karen Wilson	Corresponding Member, Communications and Administration Assistant

REGRETS/ABSENT

Rev. Kevin Fitzpatrick	Member
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This meeting of (ECORC) East Central Ontario Regional Council of Elders will deal with regular business, but will focus on the following key areas:

- Decide on endorsing a funding request to the Fund for Visiting Ministry Personnel During a Sabbatical
- Decide on acknowledging a Voluntary Associate Minister (Rev. Dr. William Smith)
- Decide on lease approval between Northminster United Church (Oshawa) and Zreha Inc. (Childcare & Montessori Education)
- Decide on procedures regarding regional council supervision of Northumberland Cumberland Collaborative Ministry (NECM) and the community of faith
- Discern about May 5, 2026 Council of Elders meeting
- Decide on 2026-2028 agreement between East Central Ontario Regional Council (ECORC) and Toronto United Church Council (TUCC)
- Decide on the East Central Ontario Regional Council Trust Consolidated Budget (2026)

Land Acknowledgement and Opening Devotion – Sheila-Mae Young led the land acknowledgement (using the Ontario College of Family Physicians). Sheila-Mae shared a reflection from the Family Physician Journal.

Time for sharing – All are invited to share

Appointment of an Equity Support Person for this Meeting

2026-03-03-001 MOTION (T. Meyers/I. Finlay) That the East Central Ontario Regional Council of Elders appoint Rev. David Moore as Equity Support Person 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 February 3, 2026

2026-03-03-002 MOTION (J. Payne/P. James) That the East Central Ontario Regional Council of Elders approve the minutes of February 3, 2026 as circulated. **CARRIED**

Agenda

2026-03-03-003 MOTION (B. Nicholson/P. James) That the East Central Ontario Regional Council of Elders accept the agenda as amended:

1. Addition of correspondence *h* and *k*
2. Addition of *e, f, g, h, i, j* and *k* in the consent packet
3. Addition of reference document *2026-2028 agreement between East Central Ontario Regional Council (ECORC) and Toronto United Church Council (TUCC)* under section 3b
4. Removal of reference document *Policy Regarding Proceeds from the Sale of Church Property* under section 3c
5. Addition of reference document *FINAL Teskey appeal of Cambridge UC Board actions* under section 2b

CARRIED

Incoming Correspondence

- a) December 10, 2026, Kristopher Tavella, Vice President, Developments & Investments, Kindred Works, re ECORC Regional Trust Budget (2026) (*for information*);
- b) January 26, 2026, Don Real, Chair, Northumberland East Collaborative Ministry Committee, re collaborative ministry between Trinity United, Hastings, Roseneath United, Roseneath and St. Paul's United, Warkworth (*for action under IVa*);
- c) February 7, 2026, Patti James, Chair, Covenant Support Leadership Team, re procedures regarding regional council supervision of NECM and the community of faith (*for action under IVa*);
- d) February 9, 2026, copied on letter from William Grieve, Chair, Official Board, Newburgh/Centreville Pastoral Charge, to Stephen Collette, Building Audit Manager, Faith & the Common Good, re concerns about Faithful Footprints program (*for information*);
- e) February 10, 2026, Karen Wilson, Communications & Administrative Assistant, ECORC, to members of the Executive re Toward 2035 Survey (*for information*);
- f) February 11, 2026, Babak, Khazaei, PMP, Senior Property Coordinator, United Church Property Corporation, re proposed daycare tenancy at Northminister United Church (*for action under section Vb*);
- g) February 23, 2026, Rev. Kevin Fitzpatrick, re Representation on Regional Council of Elders and Teams and Forums (*for information*);
- h) February 24, 2026, Maria Pimpinella, Insurance, Mission through Finance, UPRC, re Application for Church/Manse Modernization and Improvement Fund - Lochlin United Church (*for information*).

Outgoing Correspondence

- i) February 11, 2026, Rev Eric Hebert-Daly, Executive Minister, to Babak, Khazaei, PMP, Senior Property Coordinator, United Church Property Corporation, re proposed daycare tenancy at Northminster United Church (*for action under section Vb*);
- j) February 12, 2026, Rev. Darren Liepold, Congregational Support Minister, to members of the regional council re seeking support for Pastor Ekembe and his family following fire at the family home (*for information*);
- k) February 24, 2026, Rev. Eric Hebert-Daly, Executive Minister, to Rev. Kevin Fitzpatrick, re Representation on Regional Council of Elders and Teams and Forums (*for information*).

1. Consent Packet

2026-03-03-004 MOTION (M. Brotherton/T. Meyers) That the East Central Ontario Regional Council of Elders

- a) receive for information the minutes of the Covenant Support Leadership Team for meetings held on February 17, 2026;
- b) receive for information the minutes of the Ministry Through Property & Finance Leadership Team (MTPF) regular meeting held on February 18, 2026;
- c) approve the lease between Northminster United Church and Zreha Inc. (Childcare & Montessori Education);
- d) concur that St. Paul's United Church (Stirling) pastoral charge would be subject to undue financial difficulty in funding visiting ministry personnel during the sabbatical time (May 16, 2026 – August 17, 2026) of Rev. Cheryl McMurray, and endorses the funding request of \$12,000 to the Fund for Visiting Ministry Personnel During A Sabbatical;
- e) concur with the recommendation of the Ministry Through Property & Finance Leadership Team (MTPF) to approve in principle the use of the interest and principal of the Manse fund to support expenses of the Community of Fatih until the Blackstock-Nestleton Pastoral Charge disbands, with the request that a budget and a contingency plan be submitted to the Ministry Through Property & Finance Leadership Team (MTPF);
- f) concur with the recommendation of the Ministry Through Property & Finance Leadership Team (MTPF) to approve the offer \$399,999 for sale the Stockdale United Church, Pt lot 26 E/S Mill St. PL 90 in the township of Murray with the recommended disbursement of residue to Frankford United Church, the amalgamated other united church part of the Frankford Batawa Pastoral Charge;
- g) concur with the recommendation of the Ministry Through Property & Finance Leadership Team (MTPF) to approve the request of Emmanuel United Church to offer for sale the 439 Rubidge St Manse for \$900,000 with the recommendation for disbursement (to form a \$150,000 Manse Fund and enhance the Accessibility of the Emmanuel United Church) pending the right of first refusal from The United Church of Canada development body, Kindred Works;
- h) concur with the recommendation of the Ministry Through Property & Finance Leadership Team (MTPF) to approve that a policy be instituted where: a trio of United Church Property Committee (UPRC) personnel in consultation with the Executive Minister and a representative of the Ministry Through Property & Finance Leadership Team (MTPF) be tasked with the urgent decision on matters

of property development using the threshold established by (MTPF), long term leases, purchases and any other matters pertinent to the operations of property and finance;

- i) concur with the recommendation of the Ministry Through Property & Finance Leadership Team (MTPF) to approve the acceptance of the 2026-2028 agreement between East Central Ontario Regional Council (ECORC) and Toronto United Church Council (TUCC)
- j) approve the following Voluntary Associate Ministers who have been approved by the following pastoral charges for July 1, 2025- June 30, 2026:

Name of Pastoral Charge

St. Marks United Church (Cannifton)

Name of Voluntary Associate Minister

Rev. Dr. William Smith

CARRIED

2. Business Arising

- a) **Vision Keepers** – (meeting next week – items of focus: analysis of subregions, healthy connector program strategy) Joyce Payne, Steve Coles, Rev. David King
 - **Strategic Plan** – strategic plan finished at end of December 2025; future thoughts will focus on what is to come next (continue with similar format or envision the future through different lens).
 - **Toward 2035**
- b) **Updates From Prior Decisions**
 - i) **Cambridge Street United Church Appeal** – Rev. David King
 - See *FINAL Teskey appeal of Cambridge UC Board actions*

2026-03-03-005 MOTION (K Ostrander/J. Payne) That the East Central Ontario Regional Council of Elders move into camera. **CARRIED**

2026-03-03-006 MOTION (K Ostrander/P. James) That the East Central Ontario Regional Council of Elders move out of camera. **CARRIED**

2026-03-03-007 MOTION (D. Moore/P. James) That the East Central Ontario Regional Council of Elders appoint Rev. Kaitlyn Ostrander and Stephen Coles to represent the Regional Council of Elders as guests at the upcoming March 10th Cambridge Street Council meeting. **CARRIED**
 - ii) **Dunbarton-Fairport United Church Congregational Review** – A finalized report will be forthcoming.
 - iii) **Emmanuel United Church** – Steve Coles, Sheila-Mae Young reported that things are proceeding well and the congregation appears to be quite healthy at this time.

3. Business

- a) **Dates of future meetings:**
 - May 1st – 2nd 2026, Annual General Meeting – Sidney Westminster United Church, Belleville
 - May 1st 2026, Celebration of Ministry Service – Sidney Westminster United Church, Belleville
 - November 14 2026 Fall General Meeting – Crossroads United Church, Kingston, ON)

- April 30th – May 1st 2027, Annual General Meeting – Cambridge Street United Church, Lindsay, ON
- November 13 2027, Fall General Meeting – Trinity-St. Andrew's United Church, Brighton,
- St. Paul's St. Andrew's ESM, Bowmanville (Spring, May 5-6, 2028)
- Potentially Peterborough (Fall, November 18, 2028)

- b) **General Meeting Planning** – Steve Coles confirmed that a site visit was done last week, tech equipment will be rented, most of meeting to take place in sanctuary.

Covenant Support Leadership Team (CST) – Patti James

- See *East Central Ontario Regional Council Covenant Support Meeting Minutes of February 17, 2026* as **Appendix A¹** (for action in consent packet)

a) **Policies and Procedures plan for Northumberland East Collaborative Ministry (NECM)**

- See *correspondence b and c*
- See *Policies and Procedures plan for Northumberland East Collaborative Ministry (NECM)* as **Appendix A²**
- See *NECM Covenant Support Comments* as **Appendix A³**

Discussion: financial snapshot needs to be put forward to confirm sustainable for collaborative ministry; minister or pastoral charge supervisor must be present at governance meetings (according to Manual); there seems to be a lack of a trial period (despite joint worships).

Keeping in mind *Towards 2035*, it was highlighted that good governance vs. freeing up minister from having to be present at all meetings (perhaps only where governance is the issue) – suggested that calls would articulate the balance on this regard.

2026-03-03-008 MOTION (P. James/J. Payne) That the East Central Ontario Regional Council of Elders concur with the comments of the Covenant Support Leadership Team (as outlined in appendix) and direct that the Policies and Procedures Plan for Northumberland East Collaborative Ministry (NECM) be revised according to said comments and resubmitted of the Covenant Support Team.
CARRIED

Ministry Through Property and Finance Leadership Team (MTPF)

- See *MTPF minutes of February 18, 2026* as **Appendix B¹** (for action in consent packet)

a) **Lease Approval**

- See *Lease between Northminster United Church and Zreha Inc. (Childcare & Montessori Education)* as **Appendix B²** (for action in consent packet)

b) **2026-2028 agreement between East Central Ontario Regional Council (ECORC) and Toronto United Church Council (TUCC)**

- See *2026-2028 agreement between East Central Ontario Regional Council (ECORC) and Toronto United Church Council (TUCC)* as **Appendix B³** (for action in consent packet)

c) **East Central Ontario Regional Council Trust Consolidated Budget (2026)**

- See *East Central Ontario Regional Council Trust Consolidated Budget (2026)* as **Appendix B⁴**

2026-03-03-009 MOTION (T. Meyers/K. Ostrander) That the East Central Ontario Regional Council of Elders concur with the recommendation of the Ministry Through Property and Finance Leadership Team to approve the East Central Ontario Regional Council Trust Consolidated Budget (2026).
CARRIED

New Business –

- a) **(Discernment) Cancelling May 5th 2026 Council of Elders Meeting** – Steve Coles
CONSENSUS That the East Central Ontario Regional Council of Elders cancel the May 5th Council of Elders meeting and reconvene on June 2nd 2026.
- b) **A Resignation from Council of Elders** – Rev. Eric Hebert-Daly
- *See correspondence g*

2026-03-03-010 MOTION (T. Meyers/M. Brotherton) That the East Central Ontario Regional Council of Elders receive with regret the resignation of Rev. Kevin Fitzpatrick and acknowledge with thanks Kevin's time and talents while serving on the Council of Elders (the Council of Elders continues to hold Kevin in Prayer). **CARRIED**

Rev. Kaitlyn Ostrander offered to act as liaison for Kevin to Leadership Teams until a newly elected member fill vacancy (until June 2nd).

Equity Monitor Report – Rev. David Moore highlighted the use of 'raising hand' to avoid talking over others; reminded all to include their pronouns; reminded all to speak clearly.

Closing Prayer – Sheila-Mae Young shared a benediction from bulletin that was shared with her congregation.

The Speaker declares that all the business having come before this meeting of the Council of Elders was duly concluded at 3:55 PM.

Next Meeting Dates:

- Tuesday, April 7th, 2026 (1pm – 4pm) Zoom
- Tuesday, June 2nd, 2026 (10am – 4pm) In-Person
(Edith-Rankin Pastoral Charge)

Steve Coles
Speaker

Rev. Eric Hebert-Daly
Executive Minister

ECORC Council of Elders - Participation Roster

	Opening worship/Land ack/closing prayer	Equity Monitor Roles
<i>April 7, 2026</i>	Joyce Payne	Brian Nicholson
<i>May 5, 2026</i>	Kaitlyn Ostrander	Kevin Fitzpatrick
<i>June 2, 2026 (in-person)</i>	Kevin Fitzpatrick	Michelle Brotherton

Appendices

Appendix A ¹	East Central Ontario Regional Council Covenant Support Meeting Minutes of February 17, 2026	Pages 8-12
Appendix A ²	Policies and Procedures plan for Northumberland Cumberland Collaborative Ministry (NECM)	Pages 13-40
Appendix A ³	NECM Covenant Support Comments	Pages 41-47
Appendix B ¹	MTPF minutes of February 18, 2026	Pages 48-57
Appendix B ²	Lease between Northminster United Church and Zreha Inc. (Childcare & Montessori Education)	Page 58
Appendix B ³	2026-2028 agreement between East Central Ontario Regional Council (ECORC) and Toronto United Church Council (TUCC)	Pages 59-64
Appendix B ⁴	East Central Ontario Regional Council Trust Consolidated Budget (2026)	Pages 65-75

Appendix A¹**East Central Ontario Regional Council Covenant Support Team**
Minutes February 17, 2026

The Covenant Support Team met by Zoom on Tuesday February 17, 2026 at 2:30pm.

Not Present: Freda Burns (Member) Brad Ford, David King (Corresponding Member)

Regrets: Don Misener (Member), Darren Liepold (ECORC Representative)

Present:

Voting Members: Patti James(chairperson), Sharon Goulding, Philip Hobbs,
Paul Kneebone, Cheryl McMurray, Anne Meredith (scribe), Brian Nicholson,
Stephanie Richmond, Randy Scott

Corresponding Members: Caroline Giesbrecht, Svinda Heinrichs, Sue Pettersone

Representing the Region: Susan Garrod-Schuster

Patti James welcomed everyone. A personal check-in about joy followed.

Philip Hobbs gave a reflection and prayer. Sharon Goulding gave a Land Acknowledgment.

It was moved by Anne Meredith and seconded by Stephanie Richmond that the January 2026 minutes be approved. Carried.

It was moved by Philip Hobbs and seconded by Cheryl McMurray that the agenda be adopted. Carried.

Business Arising from the Minutes (Review of Action Item Update)

Action Item 16: The draft Policies and Procedures plan for NECM was been received and sent out for review. After today's discussion, Patti James will incorporate any additional comments and forward the document to the Council of Elders for action. This Action Item is closed.

Action Item 20: Patti James and Susan Pettersone will be working on the letter to the Vision Keepers this month with the intention of bringing a draft to the 17 March 2026 Covenant Support meeting. This Action Item remains open.

Action Item 21: Rather than bringing forward a proposal, a motion was brought forward:

Brian Nicholson moved and Cheryl McMurray seconded that Covenant Support recommend to the Council of Elders that communities of faith and retired clergy be empowered to determine whether to issue a call or appointment to retired clergy and to decide whether appointments to retired ministry personnel could be long-term (multi-year).

*After a lengthy discussion, including The Manual restrictions, the motion was defeated.
Action Item Closed.*

Action Item 23: Patti James has rewritten the remainder of the Covenant Support Mandate and needs to work with the chairs of the Forums to be sure the wording in the Covenant Support Mandate and Forum mandates is consistent and in conformance with policy. Revised wordings need to be forwarded to East Central Ontario Regional Council (ECORC) in time for the documents to be prepared for the May regional meeting.

Action Item 24: Patti James and Sue Pettersone will bring forward changes to the March meeting of Covenant Support.

Report from Mission Through Property

Svinda Heinrichs reported that Stockdale/Trenton and St James Vroomanton and Blackstock/Nestleton situations are all being worked on. There is no update for Ebenezer.

Congregations will be reminded in future, that when they close, they still have to pay the full year assessment to The United Church of Canada (even when they close mid-year).

Northumberland Cumberland Collaborative Ministry (NECM) Draft

The document and comments provided by Patti James was circulated for review by the team and discussion at today's meeting. Patti will incorporate additional comments from today's discussion.

Philip Hobbs moved and Randy Scott seconded that the comments received be incorporated into those distributed and the review comments be forwarded to the East Central Region Council (ECORC) Council of Elders to use in their response to the NECM chairperson. Carried.

Report from Liaison Forum

Sue Pettersone reported that Trinity United in Uxbridge needs a pastoral charge supervisor. Randy Scott is their Liaison. Sue has sent chairperson Patti James and the ECORC Pastoral Relations Minister Susan Garrod-Schuster the list of current pastoral charges and liaisons.

It was moved by Sharon Goulding and seconded by Cheryl McMurray that Brian Nicholson be appointed as pastoral charge supervisor to the Janetville – Pontypool charge due to the surgery of the minister. Carried.

The chairperson asked that the members of the Covenant Support Team review the ECORC Congregational Governance Model Handbook and be prepared to present any recommended changes to the Council of Elders by June at the latest. If time permits, it will be on the agenda for our March meeting. The document was authorized to be used in its draft format for a year to allow any revisions to be made prior to its approval.

Pastoral Relations Motions:

It was moved by Brian Nicholson and seconded by Cheryl McMurray that, the Covenant Support Team accept the retirement of the Rev. Karen Croxall from Trinity United, Uxbridge, ON effective May 1, 2026. Carried.

It was moved by Sharon Goulding and seconded by Cheryl McMurray that, the Covenant Support Team accept the retirement of the Rev. Julie Van Haften from St. James P.C., Peterborough ON effective August 31, 2026. Carried.

It was moved by Randy Scott and seconded by Brian Nicholson that, the Covenant Support Team accept the retirement of the Rev. Marg Goodwin from St. Matthew's, Belleville ON effective March 1, 2026. Carried.

It was moved by Philip Hobbs and seconded by Brian Nicholson that, the Covenant Support Team approve the appointment of the Rev. Beverley Sumbler to Westdale Pastoral Charge, Peterborough part-time at 30 hours a week, from March 1, 2026, until February 28, 2027, with all conditions having been met. Carried.

It was moved by Brian Nicholson and seconded by Randy Scott that, the Covenant Support Team approve the appointment of the Rev. Calvin Stone to New Hope Pastoral Charge, Welcome part-time at 20 hours a week, from January 1, 2026, until December 31, 2026, with all conditions having been met. Carried.

It was moved by Paul Kneebone and seconded by Brian Nicholson that, the Covenant Support Team forward to ECORC Council of Elders and recommend approval of the application for the Sabbatical Financial Grant of the St. Paul's, Stirling PC to support the ministry leadership during the sabbatical of the Rev. Cheryl McMurray, with all conditions having been met. Carried.

Report from Licensed Lay Leaders Forum (LLWL)

Paul Kneebone moved and Cheryl McMurray seconded that Linda Wager be identified as an LLWL and added to the pulpit supply list on the ECORC website having fulfilled all requirements. Carried.

Paul briefed Covenant Support Team on some concerns from the LLWLs, specifically (1) payment due to inclement weather and (2) to one versus multiple services. Chair Patti James said those items are covered by either National or Regional policy and asked Paul to contact her to arrange a time for them to review the policies together.

Report from the Retirees Forum

Caroline Giesbrecht reported that all who supplied email addresses have been contacted. A meeting was held to discuss a gathering at a central location possibly the day before the ECORC spring meeting, Further planning is in the works.

The next meeting is Tuesday March 17, 2026 at 2:30pm via Zoom. Land Acknowledgement to be by Freda Burns and Devotion/Prayer by Anne Meredith.

The meeting adjourned at 4pm.

Respectfully submitted,
S. Anne Meredith

Covenant Support Team Action Item – Open Action Items 2026-02-17			
#		Due	Closed
16	<p>Assigned to: Trinity Hastings and Rosneath</p> <p>Action: Provide more detailed plan for proposed Collaborative Ministry, one that meets UCC and ECORC policies.</p> <p>Status: Susan Garod-Schuster volunteered to work with Paul Cook and CoFs. Responsibility is now Darren Liepold rather than Susan. Darren Liepold forwarded Letter Request r from Don Real, Chair of NECM working council re section H of P&P. Draft Policy and Procedures Document received Feb 7. CS needs to review and provide comments & recommendations to CofE by February 20. Documents and Patti's comments sent out Feb 8. On CS agenda for CS meeting Feb 17.</p> <p>The draft Policies and Procedures plan for NECM has been received and sent out for review. After today's discussion, Patti James will incorporate any additional comments and forward the document to the Council of Elders for action. This item is closed. (2025-02-17)</p>	Not assigned	✓
20	<p>Assigned to: Patti James, Sue Pettersone, Brian Nicholson</p> <p>Date Assigned: 2025-11-18</p> <p>Action: Create a letter to be sent to the Vision Keepers asking for a proposed approach to meeting ministry personnel needs for communities of faith in various circumstances such as having abandoned their search, are choosing to use ministry personnel from other denominations, use of LLWLs and CDMs, etc. The proposal would address the oversight of congregational designated ministers if the approach would include having them serve in a Cof that is without an appointed or called minister.</p> <p>Status: Patti and Sue will prepare a letter to bring to Covenant Support in February. Will try for March</p>	2026-01-20	
21	<p>Assigned to: Brian Nicholson, Cheryl McMurray</p> <p>Date Assigned: 2025-11-18</p> <p>Action: Develop a formal proposal for the Council of Elders regarding retired supply appointments. (sustained by planned reappointments or as short-term appointments). It was noted that this work will take place after Christmas!</p> <p>Status: 2026-01-20 Proposal has been drafted. Brian and Cheryl will bring to Covenant Support in February.</p>	2026-01-20	✓

Covenant Support Team Action Item – Open Action Items 2026-02-17			
#		Due	Closed
	<p>Status: 2026-02-17 Rather than bringing forward a proposal, a motion was brought forward that <i>Covenant Support recommend to the Council of Elders that communities of faith and retired clergy be empowered to determine whether to issue a call or appointment to retired clergy and to decide whether appointments to retired ministry personnel could be long-term (multi-year).</i></p> <p>The motion did not carry and the action is closed.</p>		
23	<p>Assigned to: Patti James</p> <p>Date Assigned: 2026-01-20</p> <p>Action: Reword the remainder of the Covenant Support Team mandate to reflect the current practices of the Covenant Support Team.</p>	2026-02-17	
	<p>Status: Comments have been incorporated but discussion to Covenant deferred to March meeting to give Patti and Susan Pettersone, Chair of Liaison Forum time to compare the suggested revisions to the Liaison Forum mandate and ensure they agree with each other and with policy.</p>		
24	<p>Assigned to: Patti James & Sue Pettersone</p> <p>Date Assigned: 2026-02-17</p> <p>Action: Reword the Covenant mandate and the Liaison Forum mandate to be consistent with each other and to reflect current policy and practice.</p>	2026-03-17	
25	<p>Assigned to: All Covenant Support Team Members</p> <p>Date Assigned: 2026-02-17</p> <p>Action: Review the draft ECORC Congregational Governance Model Handbook and be prepared to present any recommended changes to the Council of Elders by June at the latest. (Discussion on March 17)</p>	2026-03-17	
26	<p>Assigned to: Paul Kneebone</p> <p>Date Assigned: 2026-02-17</p> <p>Action: Arrange a time to review and revise the LLWL Forum portions of the ECORC Governance with the Chair of Covenant Support.</p>	2026-03-17	
27	<p>Assigned to: Patti James/Anne Meredith</p> <p>Date Assigned: 2025-20-17</p> <p>Action: Forward the Covenant Support Team comments on the Northeast Cumberland Collaborative Ministry Draft Policies and Procedures Manual to the ECORC Council of Elders.</p>	2026-02-20	
28	<p>Assigned to: Patti James/Anne Meredith</p> <p>Date Assigned: 2026-02-17</p> <p>Action: Forward the Sabbatical Financial Grant of the St. Paul's, Stirling Pastoral Charge to the ECORC Council of Elders, recommending approval.</p>	2026-02-20	

Appendix A²

Northumberland East Collaborative Ministry



*Roseneath United Church
Roseneath, ON*



*Trinity United Church
Hastings, ON*



*St. Paul's United Church
Warkworth, ON*



*Northumberland
East
Collaborative
Ministry
Policy and
Procedures
Manual*

Northumberland East Collaborative Ministry



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Contact: necm2601@gmail.com

Northumberland East Collaborative Ministry

Northumberland East Collaborative Ministry Policy & Procedures

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Northumberland East Collaborative Ministry

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Northumberland East Collaborative Ministry

A: Introduction:

The purpose of this Policy and Procedures Manual is to provide overall guidance and direction to leaders and officers of Northumberland East Collaborative Ministry, staff and volunteers engaged in carrying out Christ's work in our communities. These policies are grounded in the mission statement. The Northumberland East Collaborative Ministry will follow policies and procedures as outlined in *The Manual of the United Church of Canada*. The following policies and procedures cover particular practices of the Northumberland East Collaborative Ministry that are not prescribed by The Manual.

Goals: Northumberland East Collaborative Ministry

The NECM Team began their work with the following goals to help guide our decisions:

1. To create a plan that would help keep each church open
2. To create a plan that would provide a consistent Sunday Service Leader
3. To create a plan that was affordable, fair and equitable for each church, both now and in the future
4. To create a collaboration that benefits from the synergy of working together in a larger group

The **Collaboration Agreement** must take into account how the communities of faith will collaborate to ensure the best use of time for the ministry personnel. Considerations need to include, but may not be limited to:

- a. Worship and Preaching - Worship Service Times
Worship Service Location
Special Worship Services
- b. Pulpit Supply
- c. Service Bulletin and Preparation Announcements and Email
- d. Pastoral Care
- e. Programming re: Christian Development and Outreach
- f. Administration and Finance administration
- g. Office Hours and Services Travel
- h. Vacation and Leave Salary
- i. Maintaining the Web Site
- j. Intentions for Revitalization and how that will be woven into the job description for staff
- k. The Communities of Faith, with staff, will continue to identify best practices for living into a collaborative model of shared staff.

Northumberland East Collaborative Ministry

A.1 Holy Manners - A Whole People's Covenant

The 41st General Council 2012 used A Whole People's Covenant to help define the way in which the members of the General Council sought to work together. It has been adapted here for use as a resource by all councils and church bodies.

Each of us comes as a pilgrim to this gathering of siblings in Christ. Each of us comes with our own cultural values, assumptions, and world views. Each one of us, and the cultures we represent, are God's living letters of faith, hope, love, and beauty.

Therefore, we embrace the following Christian virtues that honour God and promote right relationship between us as we gather together and learn from one another:

We promise to relate to one another with:

- respect;
- humility;
- patience;
- open-mindedness;
- courage; and
- the spirit of grace and forgiveness we have received in Christ Jesus.

We acknowledge the land that we stand upon by

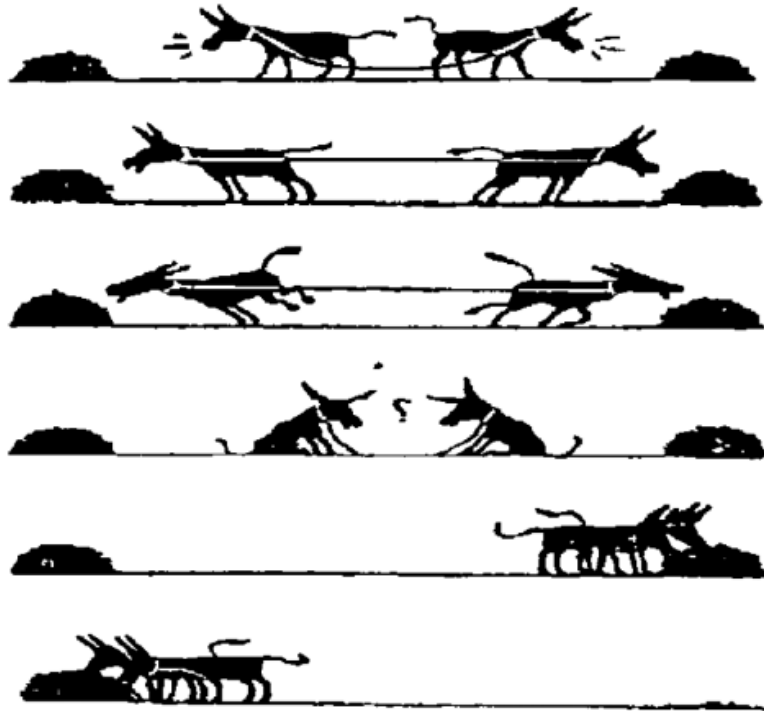
- remembering that Indigenous peoples have walked these paths;
- understanding that we are one part of God's creation; and
- honouring future generations by preserving this land as they find their own paths.

In our Christian love for one another we will

- invite the Spirit into both our worship and business;
- attend to others with our whole selves: our physical senses, intuition, imagination, and intellect;
- speak for ourselves in the spirit of truth and gentleness, avoiding unhelpful generalisations and racial stereotypes;
- not interrupt when others are speaking;
- be mindful of language that is not inclusive;
- affirm the deep wisdom of silence and pause, as necessary, to ponder what others have said;
- seek to understand rather than win arguments and assume best intentions;
- hold our beliefs and opinions lightly; and
- hold one another in prayer.

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Today this pilgrimage will lead us to becoming a whole people. With God's help, we will each leave behind what we must to make this journey. Thanks be to God.



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B. NECM Mission and Vision

Future Task:

1.1 Mission Statement:

1.2 Vision:



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C. Governance

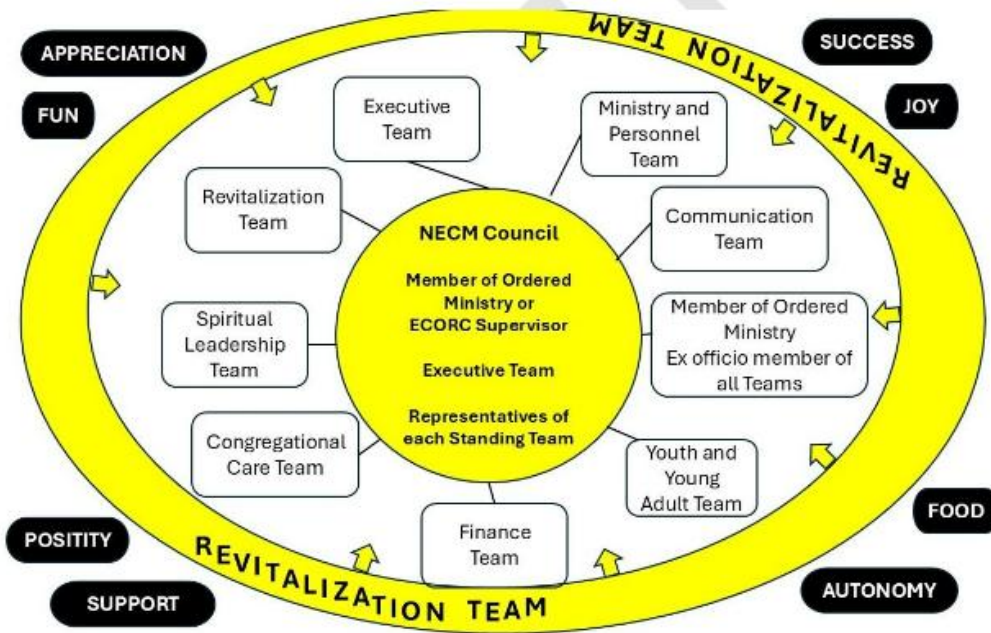
Northumberland East Collaborative Ministry Council Constitution

Within the United Church of Canada

The Northumberland East Collaborative Ministry Council consists of three representatives from each of Roseneath United, Roseneath, Trinity United, Hastings and St. Paul's United, Warkworth

C.0 Northumberland East Collaborative Ministry Council

C.1 NECM Council



C.1 The Council shall consist of:

- C.1.1 Executive Team: Chair, Vice-Chair, Secretary and Treasurer (Chair of Finance) Clergy (ex officio)
- C.1.2 Spiritual Leadership Team- duties assumed by NECM Council
- C.1.3 Ministry and Personnel Team
- C.1.4 Finance Team

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C.1.5 Congregational Care Team

C.1.6 Communications Team

C.1.7 Revitalization Team

C.1.8 Youth and Young Adult Team (YAYAT)

C.2.0 The Primary Responsibilities of Council

- to lead the Communities of Faith in the work of fulfilling its mission and ministry. Some responsibilities are:

C.2.1 Promote unity and encourage engagement of the Communities of Faith in the life and work of the churches.

C.2.5 Appoint the signing officers.

C.2.6 Prepare and submit an annual report to the Communities of Faith.

C.2.7 Prepare an annual budget to present to the Annual General Meetings.

C.2.8 Create a data base that has the updated rolls for each Community of Faith

C.2.9 Appoint representatives to standing and ad-hoc teams, at its discretion, to meet its obligation under this document. The Council members or their appointees shall perform such other duties as required. The Council Members are elected at the Annual General Meetings of the Communities of Faith.

C.2.10 In the event of the resignation of a NECM Council member, that person's Community of Faith may appoint an interim council member.

C.2.11 Clergy will be supported by the Ministry and Personnel Team. The compensation and terms of employment will be according to guidelines of the United Church of Canada. If a vacancy occurs, a Search Team will be formed that has equitable Community of Faith representation.

C.2.12 All matters relating to worship including the schedule of services, including the special and joint services; all matters relating to the sacrament of communion.

C.2.13 The participating Communities of Faith's governing bodies will have responsibility for matters relating to the sacrament of baptism, to

Northumberland East Collaborative Ministry

membership, to weddings and funerals including policy and provision of such instruction as may be required.

- C.2.14 Responsibility for Christian Programs including Youth Programming, Adult Education and Seniors' Ministry is held jointly by the NECM Council and the participating Communities of Faith's governing bodies, along with the support of an ordained minister.

C.3.0 NECM Council:

- C.3.1 Quorum requirements for NECM Council shall require the presence of the minister (called, settled or appointed or an approved ECORC representative) and at least 50% +1 Of the Council membership; there must also be representation of each Community of Faith
- C.3.2 Should a vote be called, a simple majority of members present will carry the motion. The chairperson will vote only in the event of a tie.
- C.3.3 The NECM Council shall meet at least four (4) times per year.
- C.3.4 Members of the NECM Council must be in full membership or an adherent in one of the NECM Communities of Faith.
- C.3.5 If a member of the NECM Council cannot attend the NECM meeting, Communities of Faith may appoint alternate(s), who could replace the absent council member at NECM Council meetings.
- C.3.6 NECM Council acts for all Communities of Faith. In other words, action items passed by NECM apply to all member Communities of Faith unless otherwise stated.
- C.3.7 Annually, Council binds all Communities of Faith to their financial obligation for the year even if any individual congregation makes the decision to withdraw throughout the calendar year.
- C.3.8 Develop pertinent and appropriate Policies and Procedures for NECM

C.4.0 Formation of NECM Council

- C.4.1 Each Community of Faith shall elect three (3) congregational members for the NECM Council.
- C.4.2 NECM Council shall elect from its membership a Chair, Vice-Chair, Secretary and Treasurer (Chair of Finance).
- C.4.3 NECM Council will appoint a Council representative to be a member of each Standing Team.

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C.4.4 Each Standing Team Council Member will have the responsibility for selecting a minimum of two (2) more members for their team; each Community of Faith should be represented.

C.5.0 Membership of NECM Council:

- C.5.1 At least 1 full time ordered ministerial personnel.
- C.5.2 NECM may hire a bookkeeper or use the resources of a congregational member.
- C.5.3 A secretary will be elected from the NECM Council.
- C.5.4 Three (3) representatives will be elected from each participating congregation. Each congregation will make appointments for open positions at their AGM.
- C.5.5 All terms are for two (2) years; terms are renewable for 2 terms.

C.6.0 Procedure to Amend this Document

- C.6.1 NECM Council or any member Community of Faith may propose an amendment to the *NECM Policy and Procedures Manual 26 01 30*
 - C.6.1.1 If proposed by NECM, the amendment must be approved by each Community of Faith.
 - C.6.1.2 If proposed by a Community of Faith, the amendment must be approved by the other Communities of Faith and NECM.
 - C.6.1.3 Should the amendment not receive unanimous support, NECM Council is charged with the responsibility of finding a compromise that will allow the issue to be resolved.

C.7.0 NECM Decision Making

- C.7.1 The NECM Council will focus on reaching decisions by consensus on all issues that impact all communities of faith.
- C.7.2 Once consensus is reached, the decision will be formalized by a motion.

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C.8.0 Worship Service

- C.8.1 The NECM Council shall schedule weekly Sunday services at participating partner Communities of Faith on a rotating basis, including special or joint services
- C.8.2 The ordered minister shall conduct worship in each congregation in an equitable manner according to the Rotational Worship Schedule prepared by NECM Council in consultation with ministry personnel.
- C.8.3 NECM Council will schedule Sunday services, two (2) per Sunday for two (2) Communities of Faith.
- C.8.4 Joint Services will be scheduled every fourth Sunday.
- C.8.5 Special Worship Services: Other services (not the traditional times – e.g. Good Friday, Christmas Eve) to be scheduled by the NECM Council.
- C.8.6 Pulpit Supply: Coverage for Sundays when the minister is not available will be coordinated by the Spiritual Leadership Team.

C.9.0 Annual Review

- C.9.1 The NECM Council shall provide an Annual Review of the functioning of NECM and the life and work of each of the Communities of Faith for the Annual General Meetings of each Community of Faith.

C.10.0 Additional Responsibilities

- C.10.1 Local fundraising projects shall be at the discretion of the local Community of Faith but NECM will promote these activities in all Communities of Faith.
- C.10.2 The formation of other groups (Men's Clubs, Community groups, etc.) not provided for by the NECM Council shall be the responsibility of the local Community of Faith.
- C.10.3 United Church Women may organize as individual groups in each church, in accordance with the guidelines of the United Church manual.
- C.10.4 Office and meeting space to be provided at any appropriate site determined from time to time by the NECM Council.

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C.11.0 Standing Teams

- The Ordained Minister is an Ex officio member of all Teams

C.11.1 NECM Executive :

- each congregation at its annual AGM should elect members of NECM Council or approve the slate of members presented.

C.11.1.1 Reports to NECM Council

C.11.1.2 Membership: The Executive members are elected annually by NECM Council at the first NECM meeting following the congregational AGM's

C.11.1.3 Composition includes: Council Chair, Treasurer, Secretary & Vice Chair.

C.11.1.4 Executive Members have signing authority for all financial institutions and all NECM Council business, any two to sign.

C.11.1.5 Act for the Council in any emergent matter (as deemed by any member of the executive) between regular Council meetings.

C.11.1.6 Meet at call of the Chair in person/other appropriate electronic means

C.11.1.7 Prepare an agenda for each NECM Council Meeting and distribute the notes of the meeting to all council members.

C.11.1.8 Present a financial report at each NECM Council Meeting.

C.11.2 Spiritual Leadership Team:

- Spiritual Leadership is the responsibility of NECM Council

C.11.2.1 Duties include preparing the Annual Rotational Schedule

C.11.2.2 NECM books Licenced Lay Worship Leaders when required

C.11.2.3 Arrange for regular communion services

C.11.2.4 Membership – if not on council, every effort should be made to have music directors represented

C.11.2.5 Develop a common service format in consultation with ministry personnel; consideration will be given to the traditions followed by each Community of Faith.

C.11.2.6 Supporting the Ministry Personnel, the Music Director and others who give leadership in Worship.

C.11.2.7 Planning and visioning regarding Worship in collaboration with the Ministry Personnel.

C.11.2.8 Obtain feedback from each Community of Faith regarding Worship and the Ministry of Music.

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- C.11.2.9 Overseeing, in cooperation with Ministry Personnel, the policy on baptisms and confirmations of children and adults.
- C.11.2.10 Recruiting and supporting participants for the following:
- Ushering and greeting for Sunday morning service,
 - Lay readers
 - Communion servers and element preparation
 - Audio/Visual technical support
 - Supporting of substitutes in the event of absence (regular or emergency) in the pulpit.
- C.11.2.11 Ministry of Music
- C.11.2.11.1 Supporting the Choir, and other groups and individuals participating in the Ministry of Music.
- C.11.2.11.2 Planning and visioning regarding the Ministry of Music along with the Ministry Personnel and the Music Director.
- C.11.2.12 Work with members of ministry to develop a work schedule that reflects the following time allocations:
- 35% Worship: collaboration, preparations, worship delivery.
 - 20% in meeting support,
 - 10% Administration,
 - 15% on support of the congregational care teams of each member Community of Faith, undertaken individually or collaboratively with others
 - 20% on supporting activities like Personal Study, Bible Study, Church dinners and youth activities.

C.11.3 Ministry & Personnel

- C.11.3.1 Reports to NECM Council
- C.11.3.2 Membership: One member of NECM Council and representatives from each of the member Communities of Faith.
- C.11.3.3 Within the Team elect a Chair, Recording Secretary
- C.11.3.4 Arrange meetings at the call of the Chair.
- C.11.3.5 The concept of Privacy to be observed.
- C.11.3.6 Regular educational sessions for members are to be encouraged.
- C.11.3.7 Personnel employed by individual Community of Faith will remain under the umbrella of the individual congregational M&P Teams.

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C.11.4 Finance Team

- C.11.4.1 Reports to Council through the Treasurer
- C.11.4.2 Members include the Treasurer and representatives from each of the Community of Faith; NECM Treasurer is chair.
- C.11.4.3 Main duty of this Standing Team is the support of all financial work needed by NECM and the Treasurer
- C.11.4.4 Prepare financial report for NECM Council Meetings
- C.11.4.5 Invoice member Communities of Faith on a monthly basis for their monthly payment to NECM.
- C.11.4.6 Personnel costs and other joint expenses will be established on a yearly basis through the NECM Finance Team.
- C.11.4.7 The NECM Budget for the upcoming year will be shared with each Community of Faith by December 1. The NECM Finance Team will survey each NECM Team regarding their budgetary requirements for the coming year.
- C.11.4.8 A quarterly Financial Report will be shared with each member Community of Faith.
- C.11.4.9 Regular educational sessions for members are to be encouraged.

C.11.5 Congregational Care Team

- C.11.5.1 Purpose: To arrange for pastoral care and visitation ministry for all age groups as needed or requested, and to assist in the reception of new members. This is a shared responsibility with each Community of Faith.
- C.11.5.2 Membership: One member of NECM Council and representatives from each Community of Faith.
- C.11.5.3 To recruit, support and encourage members of our congregation who have a gift for visiting and will be non-judgmental listeners and a loving presence to those they visit.
- C.11.5.4 Ministry personnel will take the lead on training congregants for pastoral care in each Community of Faith.
- C.11.5.5 Pastoral care happens during regular visits of shut-ins (or people who have questions or simply need to talk), those who are unwell and/or in hospital.
- C.11.5.6 Communicate the need for Congregational Care is critical to the success of any intervention. Let the minister know when it is learned, through a friendly visit, that a person visited has needs that require attention from the ordained minister.
- C.11.5.7 To deliver the NECM newsletter to people we visit in a timely fashion.

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- C.11.5.8 To provide additional visits by telephone to some individuals as indicated by our minister.
- C.11.5.9 To plan at least one workshop yearly, providing opportunities to learn and grow in our visiting and interpersonal skills. These workshops will be open to all in the congregation and members of the "visiting teams" will be expected to attend.
- C.11.5.10 To lead one church service a year that is instructive and highlights the work of pastoral care.
- C.11.5.11 To assist in the reception of new church members and facilitate their integration into the church community by making phone or personal contact within several weeks of their becoming new members.
- C.11.5.12 To arrange for drivers for church members requesting transportation to Sunday services or other church events.
- C.11.5.13 To ensure all members of the NECM Congregational Care Team and all visitors have an up-to-date Vulnerable Sector Police Check on file.

C.11.6 Communications Team:

- C.11.6.1 Membership: One member of NECM Council and representatives from each of the member Communities of Faith.
- C.11.6.2 Issue a weekly digital newsletter outlining the coming events for NECM Communities of Faith
- C.11.6.3 Develop a list of members who do not use digital media; arrange a telephone chain to contact those members
- C.11.6.4 Post upcoming activities on NECM's Facebook Page
- C.11.6.5 Prepare advertising, promoting NECM activities
- C.11.6.6 Keep Website updated.
- C.11.6.7 Be responsible for the preparation, editing and dissemination of a NECM Newsletter. Consideration could be given to a section created for and by the youth of our churches.
- C.11.6.8 Photo Documentation: Assign a volunteer photographer to take pictures of various events and special worship services i.e. baptisms, new members, guest speakers, etc.
- C.11.6.9 Creation, maintenance and co-ordination of various promotional displays throughout our communities.

Northumberland East Collaborative Ministry

C.11.7 Revitalization Team

- C.11.7.1 Membership: One member of NECM Council and representatives from each Community of Faith.
- C.11.7.2 The Team's mandate is to increase NECM's impact on our communities in positive ways to grow the circle of people who feel the support and love of our Communities of Faith.
- C.11.7.3 The focus is on renewing spiritual life, managing change, and ensuring future health through strategic planning.
- C.11.7.4 Look into Toward 2035 and arrange to utilize the resources offered.

C.11.8 Youth and Young Adult Team (YAYAT)

- This team will have to experiment as it works on developing its mandate
- C.11.8.1 Membership: One member of NECM Council and representatives from each of the member Communities of Faith **including youth and young adults from each Community of Faith, as determined by NECM.**
- C.11.8.2 Design and create programs and events of interest to YAYAT

D. Ending of Collaborative Relationship Protocol (Opting-Out)

Northumberland East Collaborative Ministry is a collaborative ministry among three Communities of Faith that have with considerable discussion, time and prayer joined together with the expressed intention of growing together in this faith journey.

- D.1 Each Community of Faith should be aware that ending this collaborative relationship (including opting out of NECM) still requires the approval of the regional council.
- D.2. If one Congregation decides through choice, dissolution, amalgamation to end its pastoral relationship with the Northumberland East Collaborative Ministry
- D.3 Upon reaching that congregational decision:
 - D.3.1 Notify NECM at least six (6) months in advance.
 - D.3.2. Ensure financial and all pertinent commitments are fulfilled until December 31 of the year of opting-out.
 - D.3.3 Any financial reserves/property held by NECM at Dec 31 will remain funds/accrued property of NECM.

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E. Communications

E.1 Emergency Cancellation of Worship Services

E.1.1 Purpose: to protect and successfully communicate to all participants, emergent situations requiring cancellation of a worship service.

E.1.2 Protocol for Sunday Services:

E.1.2.1 The NECM congregational representative determines unsafe conditions/emergency and starts the check list.

E.1.2.2 7:45 am (before Sunday Services) alert NECM Council Chair or delegate (in order Council Secretary, Treasurer, Vice Chair).

E.1.2.3 Congregational representative starts their own individual communication chain to advise membership.

E.2 NECM Council Response:

E.2.1 After the emergency alert has been received by the NECM Chair/delegate start the check list.

E.2.2 Chair/delegate will notify

i) Clergy

ii) Scheduled lay leaders

iii) All the partner Communities of Faith

E.2.3 Chair/delegate will notify the Treasurer of any financial obligations NECM will accrue to the scheduled lay leader and remunerate for time already allocated in service preparation (excluding travel expenses).

E.3 Protocol for Cancellation of Congregational Events:

E.3.1 As it is felt that the lead time for other events (ie evening meetings) cancellation is usually provided with sufficient time. Each individual Community of Faith, hosting the event, will be able to contact all leaders and participants.

F. Human Resources

F.1 Mileage reimbursement protocol for clergy.

F.1.1 The clergy person will be asked to designate one of the Churches as a base office space. When that is done, this base office will form the starting point for travel benefits

Northumberland East Collaborative Ministry

made by clergy on behalf of all the Communities of Faith of the Northumberland East Collaborative Ministry.

- F.1.2 NECM M&P committee will receive and review the travel log of the clergy person on a monthly basis before the log is submitted to the NECM Financial Committee for reimbursement with the other monthly expenses.



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H. Procedures Regarding ECORC Supervision of NECM and the Member Communities of Faith

- H.1 NECM and the member Communities of Faith may not have an ordained minister in place for an extended period of time. And even when an ordained minister is in place, the demands for meeting supervision will be great. NECM is proposing the following be included in the *NECM Policy and Procedures Manual 26 01 30* for a minimum of one (1) year to be reviewed annually by ECORC and NECM.
- H.1.1 The Community of Faith's ECORC representatives are required to attend the Board/Council meetings - with the presumption that they have working knowledge sufficient to advise Board/Council when/what matters need to be supervised/advised by Clergy or ECORC Supervisor.
- H.1.2 Communities of Faith should not expect the Clergy to attend all their other committee/team meetings or events, as one might in a traditional pastoral relationship - collaborative ministry is not business as usual!
- H.1.3 Clergy or ECORC Supervisor only need to attend each Community of Faith's own Board/Council meetings if there are item(s) on the meeting agenda that require their guidance/oversight (ie big ticket items).
- H.1.4 The Board/Council must submit their detailed meeting agenda to the Clergy or ECORC Supervisor prior to the meeting and no changes can be made to the agenda at the meeting. Board/Council Minutes should also be sent to the Clergy or ECORC Supervisor to keep them informed.
- H.1.5 Clergy may choose to attend meetings as a way to get to know the Community of Faith.
- H.1.6 Communities of Faith need to become adaptive by relying on lay participation/leadership for aspects of its ministry - while of course maintaining consistent communication with the Clergy or the ECORC Supervisor and the partner Communities of Faith, which is essential for successful relationships - so we need to keep the Clergy and membership informed with regular emails, newsletters and announcements.

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Appendix A Draft Collaborative Ministry Agreement

Northumberland East Collaborative Ministry Agreement Between: Trinity United, Hastings, Roseneath United, Roseneath and St. Paul's United, Warkworth

As neighbouring Communities of Faith within the Body of Christ and the United Church of Canada, we enter into this collaborative agreement that calls us to work together to create a ministry context that is faithful in its use of resources and to pray and rely upon God's grace and guidance for our ministerial staff and our Community of Faith.

We covenant to give our ministerial staff all possible support in this important work, listening carefully to the insights and direction that emerge from the ministry partnership, finding ways of meeting challenges and celebrating opportunities for service.

As neighbouring Communities of Faith in covenant relations, we commit to exploring ways of supporting each other and of building bonds of Christian community between us.

We agree to the following:

1. Trinity United, Hastings, Roseneath United, Roseneath and St. Paul's United, Warkworth Communities of Faith will share called or appointed ministry personnel for the purposes of worship, sacrament, pastoral care, and oversight of meetings related to congregational governance.
2. **Northumberland East Collaborative Ministry** will employ the ministerial staff. It is recognized that the ministerial staff's division of time and presence at each Community of Faith may vary from week to week.
3. Each Community of Faith agrees to pay **Northumberland East Collaborative Ministry 33.3%** as itemized in NECM's Annual Budget.
4. Other details:
 - a. The minister or Licensed Lay Worship Leaders (LLWL) will lead worship in the Communities of Faith according to a Rotational Schedule.
5. Overseeing the collaborative covenant:
 - a. There will be a NECM Council consisting of 3 members from each Community of Faith and an ordained minister or an ECORC supervisor. NECM Council will meet according to a schedule noted in the *NECM*

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Policy and Procedures Manual 26 01 30, to monitor, review and make recommendations regarding the shared services for worship personnel.

- b. It will be the responsibility of the governing bodies of each Community of Faith to ensure that 3 representatives are named to the Northumberland East Collaborative Ministry Council.
6. Conflict Resolution - any issues which arise in matters related to shared ministry services are to be directed to the NECM Council, who will consult with the appropriate congregational bodies and seek resources as may be helpful in resolving the issue.
 7. Amending this agreement. Section C.6 of the *NECM Policy and Procedures Manual* outlines the procedures to follow to amend any part of this document.
 8. If any community of faith, that wishes to withdraw from this shared ministry agreement, must provide 6 months of notice as outlined in the *NECM Policy and Procedures Manual*.
 9. This agreement will come into effect on _____.
_____ (date)

Signed by the Chair of each Community of Faith.

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Northumberland East Collaborative Ministry

Appendix B Draft Collaborative Ministry Rotational Schedule

	9:15	11:00	Notes
May 3	Warkworth (11:00) Joint		
May 10	Hastings	Roseneath	
May 17	Hastings	Warkworth	
May 24	Warkworth	Roseneath	
May 31	Roseneath (11:00) Joint Service		Warkworth Lilac Festival
June 7	Hastings	Roseneath	
June 14	Hastings	Warkworth	
June 21	Warkworth	Roseneath	Hastings Waterfront Service 28
June 28	Hastings (11:00) Joint		
Aug 2	Hastings	Roseneath	
Aug 9	Hastings	Warkworth	
Aug 16	Roseneath	Warkworth	

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Appendix C Sample Draft Budgets.

- The budget will be developed by NECM Council once it is established

Cost of Ordained Minister – 0 years experience	Annual	Each Church
Salary:	\$64,714	\$21,571
Pension and Benefits	\$13,286	\$4,429
Travel: UCC rate .60 km from home office 2 trips per week \$110	\$5,000	\$1,667
Phone/Internet: 100.00 per month	\$1,200	\$400
Annual Cost	\$84,200	\$28,067
Zoom Subscription	\$214	\$72
Bank Charges	\$400	\$133
Website	\$300	\$100
Administrative Assistance 4 hr x 48 wk x \$25 hr	\$4,800	\$1,600
Annual Cost	\$89,915	\$29,872

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Cost of Ordained Minister – 14 years experience	Annual	Each Church
Salary:	\$74,850	\$24,950
Pension and Benefits	\$15,150	\$5,050
Travel: UCC rate .60 km from home office - 2 trips per week \$110	\$5,000	\$1,667
Phone/Internet: 100.00 per month	\$1,200	\$400
Annual Cost	\$96,200	\$32,067
Zoom Subscription	\$215	\$72
Bank Charges	\$400	\$133
Website	\$300	\$100
Administrative Assistance 4 hr x 48 wk x \$25 hr	\$4,800	\$1,600
Annual Cost	\$101,915	\$33,972



Northumberland East Collaborative Ministry

Appendix D Resources

D1. Youth and Young Adults

- 1 <https://shiningwatersregionalcouncil.ca/communities-of-faith/youth/creating-conversations/> link on website or useful resources
- 2 Resources **Creating Conversations** – a video series featuring a variety of topics that youth and young adults are keenly interested in exploring further. These short videos have been created so that communities of faith may utilise them in their engagement with youth and young adult ministry

D.2 Resources on Governance

1. Documents shared with NECM by **United Community Ministry**.
2. *Collaborative Ministry Handbook for Communities of Faith: Exploring Collaborative Ministry, and Developing a Collaboration Agreement, Shining Waters Regional Council.*

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Appendix E Items for Congregational Meeting

Motion for Adherent Voting:

Moved, "That adherents, as defined by the United Church Manual, be granted voting privileges for this specific meeting of [insert Name of Congregation]."

1. Motion to Approve Northumberland East Collaborative Ministry Policies and Procedures Manual:

Moved by _____, seconded by _____ that the *Northumberland East Collaborative Ministry Policies and Procedures Manual 26 01 30* be accepted.

This agreement was entered into in a spirit of collaboration on this _____ day of _____, 2026 and is approved by motion of the governing body of _____ (name of Community of Faith)

2. Select three (3) congregational members for two (2) year term on NECM Council
3. Moved that each congregation forward to NECM \$2,500.00 for initial operating expenses.
4. Moved that NECM assume responsibility for Sunday Services beginning Sunday, May 3, 2026
5. Moved that the month of July be designated as a holiday for all ministry personnel and that no services will be scheduled for the month of July (4 Sundays)

F.0 Northumberland East Collaborative Ministry Committee 2024-2026

- Betty Wagner, Anne Parker, Ian Hartford – Roseneath United, Roseneath.
- Jim Geddes, Ruth Geddes, George Gordon– Trinity United, Hastings
- Janet Torrance, Janice Allen, Don Real, Bill Huestis- St. Paul's, Warkworth

Appendix A³**Northumberland East Collaborative Ministry**
Policy and Procedures Manual (Draft)
Covenant Support Comments**Section B NECM Mission and Vision Blank**

1.1 Mission and 1.2 Vision are both blank

Comment: The document should be based on your mission and vision. This section needs to be articulated and completed prior to submission for approval.

C. Governance

Comment: Northumberland East Collaborative Ministry Council Constitution
There seems to be some confusion between “two-year terms” and “annual appointments.”

C.0 Northumberland East Collaborative Ministry Council**C.1.1 NECM Council**

C.1.2 The NECM Council shall meet at least four (4) times per year. . .

C.1.2.2 Spiritual Leadership Team – duties assumed by NECM Council

Note: *The letter from Don Real, Chair of the NECM Committee also stated: NECM could hold some joint meetings but this might be better left as a goal to be worked toward as the collaboration develops; we still need to get to know each other. Building that trust and cooperation will be a focus as we begin this collaboration.*

When you put Section H (which relieves the minister from any responsibility or authority in the individual councils (or governing bodies, whatever they are), and this statement that the NECM Council “could” hold some meetings but might be better left as a goal”, then the minister would have no responsibility or authority in the Spiritual Leadership of the NECM (Since the Spiritual Leadership Team duties are assumed by the NECM Council).

C.2.0 The Primary Responsibilities

- To lead the congregations in the work of fulfilling its mission and ministry. Some responsibilities are:

Comment: The mission hasn't been defined. The responsibilities should all trace back to the mission and goals. It's time to articulate the mission and vision! Second sentence should either be changed to read: “The Council responsibilities are: (Its responsibilities need to be clearly defined.)”

C.2.1 through C.2.14 The paragraph numbers here are misnumbered. There are only 11 of them. However, these comments reference the paragraph numbers as they appear in the document. These paragraphs define “some” of the responsibilities of the Council. We are left wondering what other responsibilities Council has.

C.3.4 Members of the NECM Council must be in full membership or an adherent in one of the NECM Communities of Faith.

Comment: Delete “or an adherent”. The Manual requires members of Governing Bodies to be full members. Case-by-case requests, not blanket authorization, may be made to ECORC.

C.3.5 If a member of the NECM Council cannot attend the NECM meeting, Communities of Faith may appoint alternate(s) who could replace the absent council member at NECM Council meetings.

Comment: The members of the congregations could elect – not appoint – alternates if NECM wishes to allow that. Following through with that thought, then there are other places in this document that would need to reflect that. Otherwise, alternates could be appointed and attend a meeting, but would not have a vote.

C.4.1 Each Community of Faith shall elect three (3) congregational members for the NECM Council.

Comment: See comment on C.3.5 above.

C.5.0 Membership of NECM Council:

C.5.1 Comment: Change “ministerial” to “ministry”.

C.5.2 NECM may hire a bookkeeper or use the resources of a congregational member.

Comment: Yes, they may. But that person, unless a member of one of the three congregations and elected by that congregation as one of its three members of NECM, may not be a member of the NECM.

C.5.4 Three (3) representatives will be elected from each participating congregation. Each congregation will make appointments for open positions at their AGM.

Comment: What exactly does that mean? Who would “appoint” them? The three representatives are elected, not appointed. The positions are left vacant if they are not elected. Also, see comment above on C.3.5.

C.6.0 Procedures to Amend this Document

Comment: Please add paragraph C.6.1.4

C.6.1.4 Any proposed amendment must be approved by ECORC.

C.8.2 The ordered minister shall conduct worship in each congregation in an equitable manner according to the Rotational Worship Schedule prepared by NECM Council in consultation with ministry personnel.

Comment: Replace the last two words with “Ministry and Personnel Committee”.

C.8.3 NECM Council will schedule Sunday services, two (2) per Sunday for two (2) Communities of Faith.

C.8.4 Joint Services will be scheduled every fourth Sunday

Comment: Is the intent to say services at 2 locations each Sunday, with every 4th Sunday being a joint service among all three congregations? (That’s what the schedule presented later in this document appears to show.) If so, C.8.3 and C.8.4 could be combined and re-worded for clarity. Possible re-wording: “NECM shall schedule services at two locations each Sunday, with every fourth Sunday being a joint service among all three congregations.”

C.9.1 The NECM Council shall provide an Annual Review of the functioning of NECM and the life and work of each of the congregations for the Annual General Meetings of each member Community of Faith.

Comment: Please add paragraph **C.9.2 The NECM Council shall provide this Annual Review to ECORC at the same time the Council provides it to the congregations.**

C.11.1 NECM Executive:

Comment : (Why has “Executive suddenly appeared and is it appropriate? The rest of the document appears to say that the congregations are electing members to the Council.)

- Each congregation at its annual AGM should elect members of NECM Council or approve slate of members presented.

Comment: Reword to say: “Each of the congregations shall elect 3 of its members (and one alternate?) to the NECM Council.” (Approving the slate of members presented is electing them.)

C.11.2 Spiritual Leadership Team and subparagraphs

C.11.2.2 NECM books Lay Lay Worship Leaders when required

Comment: Why only Lay? Other possibilities include retired clergy or clergy not currently serving congregations or even a guest speaker addressing a current issue or concern. Don't place limitations on your choices!

C.11.2.4 Membership – if not on council, every effort should be made to have music directors represented.

Comment: Would that mean three music directors would be on Council? Also, this is problematic if your music directors are employees and not members. Perhaps something like “The Spiritual Care Committee will consult regularly with the music directors from the three congregations in the planning of worship services.

C.11.2.10 Recruiting and supporting participants for the following:

- a. Supporting of substitutes in the event of absence (regular or emergency) in the pulpit.

Comment: How does this differ from C.11.2.2?

C.11.2.12 Work with members of ministry to develop a work schedule that reflects the following time allocations:

Comment: It is puzzling as to why this description of the minister's duties is listed under Spiritual Care Committee. The responsibility for monitoring this lies with the M&P Committee, not the Spiritual Care Committee. Also, the minister's duties should allocate a percentage of time to devote to wider church responsibilities -requiring a change to some other time allocation/ s.

Changing the first part of the sentence to say “Work with members of the Ministry & Personnel Committee and ministry personnel to develop a work schedule reflecting the requirements listed in Section C11.3.8 makes sense, though.” Then add the listing of percentages of time allotment to a new section C11.3.8)

C.11.3 Ministry & Personnel

C.11.3.4 Arrange meetings at the call of the Chair

Comment: Add to the end of the sentence “, at least quarterly.”

Comment:

C.11.3.8 Add this new section to say “ The Ministry & Personnel Committee shall work with members of the Spiritual Leadership Team and the ministry personnel to develop a work schedule reflecting the following requirements.” Then include the listing currently in C.11.2.12 (with the addition of time for wider church responsibilities – requiring a change to some other time allocation/ s.

C.11.4 Finance Team

C.11.4.7 The NECM Budget for the upcoming year will be shared with each Community of Faith by December 15. The NECM Finance Team will survey each NECM Team regarding their budgetary requirements for the coming year.

Comment: We are not sure what this means. The NECM agreement would include the percentage allocation of each congregation towards shared expenses. Rather than taking a survey, wouldn't the NECM just be communicating what the budget is and what each congregation's percentage is?

C.11.5 Congregational Care Team

Comment: Just some thoughts here for consideration. This is an excellent attempt to try to capture all the different parts of Congregational Care. One observation is that perhaps this work be logically be split, with some of it remaining with the individual Pastoral Care Teams of each congregation reporting to their individual governing bodies. Other items listed logically make sense to be done at the NECM level - items such as the training of those teams, delivery of workshops, and worship services would be a valuable contribution of the NECM Council to equip the local congregations.

C.11.8 Youth and Young Adult Team (YAYA)

Comment: There should be a mandate stated. The team might revise it, but without a mandate, it doesn't need to exist.

E. Communications

E.2 NECM Council Response:

E.2.3 Chair/delegate will notify the Treasurer of any financial obligations NECM will accrue to the scheduled lay leader. . .

Comment: With the assumption that "lay leader" is referring to a lay worship leader, I suggest changing the wording to "Chair/delegate will notify the Treasurer of any financial obligations NECM will accrue to the scheduled worship leader. . ." As mentioned in an earlier comment, there might be an occasion when a visiting ministry personnel has been scheduled for worship leadership.

G. There is no Section G. The version before this was Procedure to Amend this Document, which has been moved to Section C Section H should be renumbered to Section G.

Items H.1.3, H.1.4 and H.1.5 are the key operational points in section H.

NECM is requesting that this policy be approved by ECORC for a one-year period to be reviewed at the end of that year."

H. Procedures Regarding ECORC Supervision of NECM and the Member Communities of Faith

H.1 NECM and the member Communities of Faith may not have an ordained minister in place for an extended period of time. And even when an ordained minister is in place, the demands for meeting supervision will be great. NECM is proposing the following be included in the *NECM Policy and Procedures Manual 26 01 30* for a minimum of one (1) year to be reviewed at the one-year anniversary of NECM and ECORC.

Comment: Delete in entirety. A statement at the beginning of the agreement would require the entire P&P Manual be reviewed after a year and then at regular intervals (at least when a change in pastoral relations occurs).

H.1.1 The congregations' own ECORC representatives are required to attend the Board/Council meetings - with the requirement that they have working knowledge sufficient to advise them when/what matters need to be supervised/advised by Clergy or ECORC Supervisor.

Comment: Re-word to say “The settled/appointed Ministry Personnel or representative appointed by ECORC shall attend the meetings of the governing bodies of the participating congregations and the meetings of the NECM Council. The congregational Regional Representatives are not authorized to act on behalf of ECORC.”

H.1.3 Clergy or ECORC Supervisor only need to attend congregations' own Board/Council meetings if there are item(s) on the meeting agenda that require their guidance/oversight (ie big ticket items)

Comment: Delete.

H.1.4 The Board/Council must submit their detailed meeting agenda to the Clergy or ECORC Supervisor prior to the meeting and no changes can be made to the agenda at the meeting. Board/Council Minutes should also be sent to the Clergy or ECORC Supervisor to keep them informed.

Comment: Second sentence, change “should” to “shall” and delete the last four words of the sentence.

H.1.5 Clergy may choose to attend meetings as a way to get to know the congregations.

Comment: Re-word to say something like: “Clergy are ex officio members of all committees; in addition to meetings of the NECM and the governing bodies of the member churches, clergy are invited to attend meetings of other groups of the congregations.”

H.1.6 Congregations need to become adaptive by relying on lay participation/leadership for aspects of its ministry – while of course maintaining consistent communication with the Clergy or the ECORC Supervisor and the partner congregations, which is essential for successful relationships – so we need to keep your Clergy and memberships informed with regular emails, newsletters and announcements.

Comment: That statement is a mouthful. Rewrite to something like:

Within the requirements of **The Manual** and policies of the ECORC, congregations will need to become adaptive by relying on lay participation/leadership for aspects of its ministry. NECM and its member congregations will seek creative ways to faithfully minister to the needs of its communities, always honouring the requirements of **The Manual** and with the Region, with whom we are in a covenanted relationship. NECM will communicate regularly and consistently with all our covenanted bodies through emails, newsletters, and announcements and various forms of social media as to the directions we are moving and the steps we are taking.

Appendix A Draft Collaborative Ministry Agreement

Northumberland East Collaborative Ministry Agreement Between: Trinity United, Hastings; Roseneath United, Roseneath; St. Paul's United, Warkworth; and the East Central Ontario Regional Council

Comment: Have re-written to show ECORC as a part of the Collaborative Ministry agreement.

Appendix A Draft Collaborative Ministry Agreement

Page 22: 4a. The minister or LLWL's will lead worship in the member Communities of Faith according to a Rotational Schedule.

Comment: As asked earlier, Why limit yourself to LLWL's You might invite a guest speaker who is not an LLWL, etc. I know you're looking at Congregational Designated Minister. There might be others! Suggest using the term

“worship leader” or some other term that doesn’t limit you to LLWL’s. (You might have a lay leader within the congregation, on occasion, for example.)

5.b. It will be the responsibility of the governing bodies of each Community of Faith to ensure that 3 representatives are named to the Northumberland East Collaborative Ministry Council.

Comment: Should it be the responsibility of each congregation, not the governing bodies? Suggest rewording to say: “ Each congregation shall elect three representatives (**and one alternate?**) to the Northumberland East Collaborative Ministry Council.” I think that is consistent with wording elsewhere in the document. (If it isn’t, please ensure the wording is consistent throughout.)

8. If any community of faith, that wishes to withdraw from this shared ministry agreement, will provide 6 months of notice as outlined in the *NECM Policy and Procedures Manual*.

Comment: Confusing as written. Please revise to read:

Any community of faith that wishes to withdraw from this shared ministry agreement will provide 6 months of notice as outlined in the *NECM Policy and Procedures Manual*. (Perhaps add Section #.)

Comment on Section 9: Rather than putting an approval date in the first line of Section 9, reword as below and add a signature for ECORC. (After the agreement has been signed by all three bodies, it needs to be forwarded to ECORC for approval before it can become effective. [*Perhaps a Covenanting Service between NECM and ECORC would be appropriate to establish this new ministry!*])

9 This agreement will come into effect on approval of the 3 congregations and ECORC.

Name: _____, Trinity Hastings Date: _____

Name: _____, Roseneath Date: _____

Name: _____, St. Paul’s, Warkworth Date: _____

Name: _____ ECORC Date: _____

Appendix C: Rather than a Sample budget, ECORC needs to see the proposed NECM budget for at least the first year, plus the budgets passed by the three congregations to properly evaluate whether the formation of the NECM is viable.

Not sure what the cartoon is supposed to be saying, but it isn’t encouraging.

Page 27 Appendix D Resources

Perhaps should include **The Manual**, the ECORC Congregational Governance Model Handbook, and possibly the ECORC Governance Handbook.

Page 27 Appendix E Items for Congregational Meeting

Motion for Adherent Voting:

Comment: Reword to read

Moved, “That adherents, as defined by **The Manual** and as recognized by the (insert name of governing body [Board? Council?]), be granted voting privileges for this specific meeting of (insert Name of Congregation).

The Manual Section B.3.4.2 assigns the responsibility of deciding on who is an adherent to the governing body.

The motion to accept should reflect the date of Regional approval (not 26 01.30).

We can use a process where the Region has approved prior to the congregational meetings – a process the Liaison has used for approval of Community of Faith Profiles.

Statement 2: Revise “Select” to “Elect”. If the desire is to elect an alternates, that needs to be added.

Statement 3: Revise to read: Moved that each congregation, after approval of the formation of NECM by the East Central Ontario Regional Council, forward to NECM \$2500.00 for initial operating expenses.

Statement 4: Moved that NECM assume responsibility for Sunday Services beginning no later than one month after the service of covenanting with all parties, including ECORC.

Comment: Not sure what the intent of placing F.0 Northumberland East Collaborative Ministry Committee 2024-2026 at the end of Appendix E is. Is it to identify who developed the motions?

Appendix B¹

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PRESENT: Svinda Heinrichs, Chair; Brian James, Treasurer; Jeff Jullian; Ken Begbie; Arthur Smith; Paul Binkley; Isaac Munday
 Support Staff: Darren Liepold, EM Eric Hebert-Daly
 Cof E rep: Sheila-Mae Young, recording secretary; Michelle Brotherton-regrets

QUORUM CONFIRMED

ITEM NO.	DESCRIPTION	NOTES	ACTION/MEMBER ACCOUNTABLE
A	Opening prayer, Land Acknowledgement, Sharing	Opening prayer by J. Jullian. Quorum declared by Chair Land Acknowledgement-shared Arthur Smith indicated that as of April, he will no longer be the ECORC rep for his congregation. He will continue MTPF team until the Spring General meeting	
B	Review of previous minutes Adoption of revised agenda	Minutes: 251217 regular zoom And Digital Minutes of 260113	MOTION: approve 251217regular zoom minutes and the Digital minutes of 260113 as circulated (B. James/P. Binkley) <i>CARRIED</i> MOTION: approve the revised agenda (B. James/I.Mundy) <i>CARRIED</i>
C	Conflict of Interest	B. James declared conflict with Emmanuel UC item	Chair ongoing item
REPORTS/ACTION ITEMS			
D 1	Update ECOR Cof E meeting Feb 2, 2025	May General Meeting is looking for another location TBA The Motions from MTPF concerning the Indigenous Ministries and ECORC policy re selling Manses and other Church property has been referred to the Spring Meeting. Other MTPF Motions were approved.	

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E1	<p>Congregational Activities Updates Blackstock-Nestleton PC</p> <p>Sunderland PC</p> <p>Stockdale UC</p> <p>St. Andrew's UC, L'Amable</p> <p>Whitney Union Cemetery Board (South Algonquin)</p>	<p>Funds requested from the manse Fund to cover ongoing expenses including the minister's salary until the time of disbanding. No budget nor contingency plan if the Manse Funds were depleted.</p> <p>No requested for funds is made for the Nestleton Cemetery Board as the board have not submitted a motion asking for them taking over ownership of that property.</p> <p>See the 260113 Digital vote minutes</p> <p>A request to offer the property for sale is made with the Consent for Listing. Three real estate quotes are available. The Offer for \$399.99 with recommended disbursement of residue to Frankford UC, the amalgamated other UC, part of the Frankford Batawa PC</p> <p>FYI via Lawyer Heather: not all charities are allow to own property ie cemetery The charity as part of their constitution must allow property ownship. Beginning process of selling/transferring cemetery and church to the cemetery board – in communication with the BAO</p>	<p>MOTION: approve in principle and recommend to ECORC, the use of the interest and principal of the Manse fund to support expenses until the Cof F disbands with request that a budget and a contingency plan be submitted to MTPF (B.James/I.Mundy) <i>CARRIED</i></p> <p>closed</p> <p>MOTION: approve and recommend to ECORC, the offer \$399.99 for sale the Stockdate UC,Pt lot 26 E/S Mill St. PL 90 in the township of Murray with the recommended disbursement. (I.Mundy/B.James) <i>CARRIED</i></p> <p>D. Liepold communicated with PC</p> <p>ongoing</p> <p>ongoing</p>
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Port Hope UC	Despite KW not pursuing a plan outlined by this C of F for expansion and rental accommodations, the Cof F is still looking into it .	ongoing
Emmanuel UC The Rubidge St Manse Peterborough	With documents in place ie list of Trustees and contact information, three real estate estimates, Certificate of Trustee consent, the request to offer for sale the 439 Rubidge St Manse for \$900,000 was consider. The recommendation for disbursement to form a \$150,000 Manse Fund and enhance the Accessibility of the Emmanuel UC was reviewed. Since MTPF has not asked Kindred Works for its review, the Motion is conditional.	MOTION: approve and recommend to ECORC, the request of Emmanuel UC to offer for sale the 439 Rubidge St Manse for \$900,000 with the recommendation for disbursement pending the right of first refusal from the UCC development body, Kindred Works. (J.Jullian/P.Binkley) <i>CARRIED</i> B. James abstained S-M.Young communicated to Kindred Works and Emmanuel UC
Northminster Oshawa	In an urgent basis, with recommendations from Kindred Works, UPRC and in consultation with the EM, this long term lease for 5 years to Zreha Inc to establish and Child care and Montessori school as of April 1, 2026 using the ground floor and office space of the building for \$4500/mo with 50% share in expenses. Estimated reduced property expense by \$35000 annually. A summary of the details of the lease were provided to the Team. The Team would like to request the full lease details for future educational benefits.	MOTION: to approve and recommend to ECORC, the long term lease between Zreha Inc and Kindred Works, UPRC. (I.Mundy/P.Binkley) <i>CARRIED</i> S.Heinrichs will request the full Lease agreement
Hope UC, Norland	The future of Hope UC is being considered. A Congregational meeting will occur in March. A request has come to MTPF to	MOTION: to approve in principle granting funds from the Emergency Fund to

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		grant the Cof F emergency fund to fix a leaky tank creating a flooring issue. An emergency fund of up to \$5000 matching fund could be accessed upon submission of a budget. The other issues of disbanding or amalgamation that will be decerned at the Congregational meeting will be referred to the Covenant Team. The issue of Thrift shop will also be decerned at the Congregational meeting in March.	support 50% of the costs to fix the leaky tank up to \$5000 with submission of the budget. (J. Jullian/K.Begbie) <i>CARRIED</i> D. Liepold communicated the Motion with the rapid Digital vote when budget is submitted
OTHER BUSINESS			
F1	Cemetery policy		ongoing
F2	Renovation Threshold	During other discussion the present \$50,000 threshold for C of F development request of MTPF was mentioned as needing adjustment.	future meeting
F3	ECORC Trust Budget	EM met with Kindred Works/ UPRC explaining that the balance of properties managed are effective. UPRC is confident that all (some worry about Bowmanville's financials) will balance out. The budget shows a deficit of -\$135514 on paper because of amortization.	MOTION: approve and recommend to ECORC the Kindred Works/UPRC's 2026 budget. (I.Mundy/K.Begbie) <i>CARRIED</i>
F4	Urgent requests from UPRC/Kindred Works	EM acted urgently on Northminster UC property (see above) at the request of UPRC when there was no C of F/Trustees involved.	MOTION: in urgent requests from UPRC when no C of F and/or Trustees

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	when no Cof F and/or Trustees	Normally long term leases would have been considered by MTPF. EM would like MTPF to consider how future urgent requests might proceed. It was felt that a trio of UPRC personnel in consultation with the EM and a representative of MTPF be tasked with the urgent decision on matters of property development using the threshold established by MTPF, long term leases, purchases and any other matter pertinent to the operations of property and finance. This should be added to ECORC policy.	are in place, approve and recommend to ECORC that a Policy be instituted: where a trio of UPRC personnel in consultation with the EM and a representative of MTPF team be tasked with the urgent decision on matters of property development using the threshold established by MTPF, long term leases, purchases and any other matters pertinent to the operations of property and finance. (P.Binkley/J.Jullian)
F3	General Council 45 discernment of UCC property sales for Indigenous Ministry	As noted above D1, ECORC in Feb 2 meeting decided to refer our MOTIONS (details as follows) will be referred to the May ECORC general meeting. Discussion ensued around what was to be produced for the general meeting? Is there any intention by ECORC to have MTPF team further discuss the matter? Presentations to the general meeting could only reflect our previous decisions. Clarification: non manse properties include all/any church properties eg a church owns a building that is not a church but used for multiple functions. ECORC did request a recommendation from MTPF before its discussion of the matter. The Sec provided documents for Church property sales as well as Manse sales with various options. The discussion of sale of church property where amalgamation has taken place will continue as it is presently constructed. It was felt that the amalgamating CofF would	Chair will ask ECORC Cof E for any draft motion to come to the general meeting as well as clarity on who is to present. MOTION: MTPF team recommends to ECORC, The Policy regarding Manse Funds be amended to include a statement that Based on the Offered amount of the property, if the Offered amount is equal or greater than \$800,000, 20% of the amount will be disbursed to the Indigenous Ministries. If the Offered amount is less than \$800,000, 10% of the amount will be disbursed to the Indigenous Ministries. (B.James/P. Brinkley) CARRIED

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		<p>need all the funds allowed to continue as a new stronger Cof F. The discussion of sale of disbanded church property requested that a more strategic overview be considered for this type of sale. Presently 60% of the disbursement of funds are designated by ECORC and 40% the former Cof F is allowed to make disbursement recommendations. After much discussion, the consensus was: 30% Indigenous Ministries 20% Cof F suggested disbursements 20% M&S 20% ECORC 10% TUCC Manse: Again much discussion occurred. Presently 10% of the Offered Sale price is disbursed to the Indigenous Ministries. To seek balance of rural and urban manse properties (estimated 15 in ECOR) a graduated percentage was agreed. Based on the Offered amount of the property, if the Offered amount is equal or greater than \$800,000, 20% of the amount will be disbursed to the Indigenous Ministries. If the Offered amount is less than \$800,000, 10% of the amount will be disbursed to the Indigenous Ministries.</p>	<p>MOTION: MTPF team recommends to ECORC, the Policy Regarding Proceeds from the Sale of Church Property be continued to include a statement under NOT Disbanding (amalgamation) that with the sale 10% be disbursed to the Indigenous Ministries. Disbanding That the Policy be amended to include a statement that disbursement will be: 30% Indigenous Ministries 20 C of F suggested disbursements 20% M&S 20%ECORC 10 TUCC (K. Begbie/A.Smith) <i>CARRIED</i> Secretary will provide the documents with the track changes to the MTPF and ECORC</p>
F6	Indigenous Justice & Respectful Relations Meeting Land Trust	<p>A wider policy & Justice issue: We were wondering if when a property is being sold, is there any conversation or involvement from local Indigenous communities during the sale of property. Faith UC in Kingston is a good example. Initially the Rev. Nan Hudson was intimately involved in this land trust transfer. Discussion ensued with option to fact find about the existing work being done and communication with the Faith UC</p>	<p>Convene post Easter/late April with key people through Doodle poll</p>

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		group. Questions: what land trust means in practice and how to integrate with MTPF. Key people suggested S Heinrichs, D. Liepold, I. Mundy for note taking, R. Smith-Merkley, C. Ostrander, Nan Hudson and other Faith UC people.	
F7	Investment report	Frontier Capital/UCC Foundation year end report notes 8.96% return with no withdrawals. Discussion ensued re the purpose/intent of the fund and a year of no withdrawals. The funds are intended to assist Cof F and cover costs when Region runs a deficit as well as the Student Scholarship Fund draws from this fund. Restrictions for these funds need to be listed and possibly some restriction need to be eliminated. After the data of this fund is known, the possibility of a task force to review will be established. If recommendations are made after analysis, MOTIONS can be discussed at ECORC Fall meeting	B. James, treasurer will provide the details of the fund criteria for use and restrictions. See attached doc
F8	Property Management Agreement TUCC/ECORC	Engagement agreement was reviewed with its hourly rate increase and built-in annual increase. Performative motion needed for year 2026-2028	MOTION: approve and recommend to ECORC the acceptance of the 2026-2028 agreement between ECORC and TUCC (I.Mundy/A.Smith) <i>CARRIED</i>
G	Closing prayer	S. Heinrichs	
H	Adjournment		MOTION: to adjourn at around 11am consensus
SIGNATURES:			
Chair: Svinda Heinrichs		Recording Sec: S-M. Young	
NEXT MEETING			

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Date	3 rd Wed Mar 18 2	Time	2:30pm	Location	Zoom invites to be sent
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Bay of Qunite Restricted Funds Transferred to ECORC

Internally Restricted:

Presbytery Support Fund – (Closed and funds transferred to operating fund at close of Conference.)

Transformational Ministry Fund – (Closed and funds transferred to operating fund at close of Conference.)

Church Sale Fund (Knox in Peterborough only at time of transfer)

By the model trust deed, those proceeds are to for such purposes for the benefit of the United Church ... as the Regional Council ... may determine. Other sale proceeds to be added to the fund.

Externally Restricted Funds

Bursary Fund - (what is the purpose of the funds and qualifications necessary to access the funds?)

Full amount retained by ECORC and is available to ECORC members plus applicants who were or would have been from within the jurisdiction of the former Four Rivers and Upper Valley Presbyteries.

These funds were administered through the Conference office. There was a certain amount was given per academic course and there were funds for 'emergency aid'. The best person to talk with about this might be Mary Jane Hobden. David Timpson did it towards the end but Mary-Jane was quite involved

Queen's Theology Alumni Funds

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Queen's Theology Alumni Executive Fund

Queen's Theology Alumni Annual Conference Fund

Queen's Theology Rural Ministry Symposium Fund

These funds are held by the Regional Council on behalf of the Alumni association and paid out at the request of the Alumni Executive. Plans need to be developed to transfer the funds to another entity such as the TUCC in anticipation of the Queens alumni eventually ceasing to exist.

The Conference held these funds 'in trust' when Queen's Theological College closed. The first two were around the Alumni Conference which I believe, after trying to transfer these funds to "Crossroads United", ended up being transferred back to the Region

Learning Grant

This fund was closed at the end of Conference.

Eldorado United Church Accessibility Fund

Grants to members of ECORC up to \$5,000 to cover half the net project costs to improve accessibility of the building. Full amount retained by ECORC and is available to ECORC members plus applicants who were or would have been from within the jurisdiction of the former Four Rivers and Upper Valley Presbyteries

This was an Accessibility Grant Fund established upon the closing of Eldorado United and administered by the Conference

Library and Ministry Fund

This was to be closed and funds distributed to ?? Presbyteries before the close of conference but still exist. What should be done with the fund?

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Zoom
9-11am

When the Resource Centre in Kingston closed. The books were sent to the Conference Office along with some financial resources. This was done with the approval of of the Executive and through consultation with Linda Hutchinson. We were asked to use these funds to assist congregations with communication. When the conference closed, the funds were to be distributed to the founding presbyteries, that of Four Winds & Four Rivers

Endowment Funds:

Oshawa Trust Fund - What is the purpose and who can access the funds – principle to be maintained.

This was administered and maintained by the Presbytery

Staples Bequest - What is the purpose and who can access the funds – principle to be maintained.

This was a Presbytery administered fund as well I believe Oshawa

Gladys Margaret McCord Memorial Scholarship - What is the purpose and who can access the funds – principle to be maintained.

Again, a Presbytery fund with no Conference involvement

Appendix B²**Lease Approval**

Date: 2/11/2026

Property Address: 676 Simcoe Street North Oshawa ON - Northminster UC

Portion of Property: Lower Level + the Main Level Office - Monday to Friday

Tenant Name: Zreha Inc. (Childcare & Montessori Education)

Lease Start Date: April 1, 2026

Lease Term: Five-year term with an additional five-year extension option

Rental Amount: \$4,500 monthly+50% of operating expenses + 3% annual increase

Renewal Provisions: The tenant will have the option to renew the lease for one additional five-year term on the same terms and conditions, subject to a 3% annual increase

Any Special Provisions: The tenant's obligation to pay 50% of operating expenses and utilities, together with reimbursement of the property insurance premium, is estimated to reduce the property's annual expenses by \$35,000, in addition to the rental revenue.

Tenant Uses and any other Information: The kitchen and the washrooms in the lower hall will be shared with the other users

Approved By:

Date:

Signature:

Appendix B³**Property Management Agreement between East Central Ontario Regional Council
and The Toronto United Church Council**

The Toronto United Church Council (TUCC) has been asked to act as interim property management agent for named East Central Ontario Regional Council (ECORC) properties on a fee for service basis. The duties to be carried out will include the interim management and supervision of named Regional Council properties awaiting redevelopment or sale, and where agreed, acting as the Regional Council's agent to facilitate the divestment of the properties.

The parties acknowledge and agree that legal title to the property is held by The United Church of Canada in trust for the Regional Council as the sole beneficial owner. Nothing in this Agreement changes the legal or beneficial ownership of the property, and all responsibilities and liabilities of ownership of the property remain with the Regional Council.

It is also understood that this is not an exclusive agreement and that ECORC may engage other bodies to carry out work described in this agreement on its behalf.

This Agreement details the duties and responsibilities of the two parties.

TUCC agrees to the following:

TUCC will act as property management agent for named Regional Council properties in both the interim or holding stage, and, where requested, divestment stage.

Interim Site Management of Named Regional Council Properties

Tasks will include:

- Monitoring site as required and agreed with the Regional Council & its insurer.
- Effecting necessary maintenance and emergency action when required in a timely manner.
- Liaising with the trustee/management group and where appropriate other volunteers recognized or appointed by the Regional Council for a named property.
- Receipt, review, and payment of bills for site utilities.
- Enter into lease or rental agreements on behalf of Regional Council during the term of this Agreement; enforce the provisions of same; institute legal action or other proceedings to collect rents and sums due; dispossess tenants and other persons from the Regional Council properties on behalf of the Regional Council.
- Ensure proper management of property rentals including the collection, and accounting of income from rentals (Note: Rental income on properties will accrue to Regional Council).

- Recording and reporting income received for named properties, and disbursements for the maintenance and oversight of the named properties, to the Regional Council on an agreed time frame.
- Timely reporting of any unusual property management or capital improvement requirements to Regional Council with recommendations for resolution and implementation and effecting such recommended actions on written direction from Regional Council.
- Engaging other professionals and services providers, including but not limited to accounting, legal, and building maintenance services, as deemed necessary by TUCC in order to carry out interim site management tasks.

Management of Divestment of Named Regional Council Properties

Where requested TUCC will act as the facilitating agent for the divestment of named Regional Council properties, working with the trustee/management group appointed by the Regional Council.

Tasks will include:

- Establishing good title to property in conjunction with legal counsel appointed by Regional Council, and other parties as required and determined by TUCC.
- Requesting, receiving, reviewing divestment proposals from appropriate marketing professionals.
- Recommending a marketing proposal to Regional Council and/or its appointed trustees for a property.
- Engaging consultants required for completion of the offering package (e.g. planners, environmental consultants) as deemed necessary by TUCC.
- Receiving and reviewing Offers to Purchase.
- Recommending Agreement of Purchase & Sale to Regional Council and /or its appointed trustees for the property.
- Management of sale transaction to close, including ensuring appropriate disbursements are made.

Regional Council agrees to:

- Identify and appoint trustee/management committees for the named properties.
- Provide TUCC with written direction regarding the interim management and/or divestment of named properties (and any restrictions on use or sale), as may be requested by TUCC.
- Provide required means of access to designated properties (keys, codes etc.).
- Provide all forms of authorization required for TUCC to carry out its duties.
- Direct all utility and service contracts to TUCC for administration during management and divestment periods.
- Maintain 'in-force' property loss and liability insurance until sale closing.

- Add TUCC as 'also insured' under liability coverage.
- Provide TUCC with written rider from insurer.
- Provide TUCC with timely reimbursement of costs incurred in the management of properties, and payment of fees for service invoiced; or provide an adequate operating fund to cover ongoing costs of property management (utilities, small repairs, etc.), the minimum level of the fund to be determined by mutual agreement between Regional Council and TUCC.
- Respond to requests for other payments in a timely fashion.

Other Matters

Limitation of TUCC Liability

Regional Council agrees to indemnify and hold harmless TUCC, its officers, directors, employees, volunteers, successors and assigns (collectively the "Indemnified Parties") from and against all claims, costs, expenses, fines, demands, losses, damages, actions, suits or proceedings and all other liabilities including bodily injury and death to any person or loss or damage to property, and expenses including all legal fees and disbursements that arise out of or are attributable to the acts or omissions of TUCC, its subcontractors, suppliers, agents, employees, officers, directors and all other persons and all other entities for whose acts TUCC may be liable or for whom it is responsible

in law but shall not include any claims arising solely from the active negligence of the "Indemnified Parties." The indemnity obligations of Regional Council under this Agreement shall survive the expiry or other termination of the Agreement.

Compensation to TUCC

(1) During the interim/holding management phase:

- TUCC will charge Regional Council for the actual hours worked by TUCC staff in fulfillment of property management duties. The hourly rate to be charged in 2026 will be \$130 per hour for direct property management work, and \$80 per hour for accounting work. These rates will increase by 2% on January 1st of each subsequent year of this agreement.
- In addition, TUCC will invoice Regional Council for travel associated with the carrying out of duties at the rate of 60c per km, or the rate set by General Council, whichever is the higher.
- A meal allowance of up to \$40 will be charged for work involving more than four hours away from the office.
- A worksheet identifying these costs will accompany each invoice

(2) During a divestment phase:

(i) Property management duties carried out during the divestment phase will be charged as in (1) above.

(ii) In addition, duties in relation to the divestment of a property will be remunerated by a fee that will, be the higher of 1.5% of the final sale price plus travel expenses at the rate of 60c per km or the rate set by General Council, whichever is the higher; and hours actually worked at a rate of \$130 per hour plus travel expenses at 60c or the General Council rate, whichever is the higher.

When an hourly rate is charged, a worksheet identifying the costs will accompany invoices. When a percentage fee is applied this will be included in the closing adjustments.

All fees will be subject to applicable taxes (if any).

Review of the Agreement

- TUCC and Regional Council staff will liaise regularly to monitor the working of this Agreement.
- Amendments to this Agreement may be made by the mutual consent of the two parties.

Duration of the Agreement

- It is anticipated that this Agreement will be for three years (i.e. through 2026, 2027 & 2028). It may be extended by mutual agreement.

Termination of the Agreement

- The Agreement may be terminated by either party without cause on three months written notice to the other party, save that that any sales in progress will be carried through to final sale, and reimbursement of all outstanding payments to outside contractors/bodies has been made, and all TUCC invoices to Regional Council have been settled.

Default and Remedy

If a party has breached any of its obligations in this Agreement and, if such breach is capable of being remedied, after written notice from the party not in breach the offending party fails to remedy such breach within fifteen days, or if such breach cannot reasonably be remedied within fifteen days, the offending party fails to commence to remedy such breach within such fifteen days or thereafter fails to proceed diligently to remedy such breach, then an Event of Default shall have occurred.

In addition to any other remedies available at law, if an Event of Default has occurred, the party not in breach of its obligations may remedy or attempt to remedy the default of the offending party.

The party not in breach shall not be liable to the offending party for any loss, injury or damages caused by acts of the party not in breach in remedying or attempting to remedy the Event of Default. The offending party shall pay to the party not in breach, on demand, all expenses incurred by such party in remedying the Event of Default, together with an administration fee of 15% of such expenses and interest at the rate of 18% per annum from the date such expense was incurred by the party not in breach.

Notices

Any notice, demand, statement, or request required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, delivered by courier, mailed by registered prepaid post, or delivered by facsimile transmission or electronic mail, in the case of notice to TUCC, to it at the following address:

The Toronto United Church Council
49 Bogert Ave
North York, ON M2N 1K4
mail@tucc.ca

and in the case of notice to Regional Council, to it at the following address:

East Central Ontario Regional Council
The United Church of Canada
225 50th Avenue
Lachine, Québec H8T 2T7
eastcentralontario@united-church.ca

Any such notice given in accordance with the above requirements shall be deemed to have been given, if mailed, on the fifth day following the date of such mailing or, if delivered, on the day on which it was delivered so long as such delivery was prior to 5:00 p.m. on a Business Day (and, if after 5:00 p.m. or if any such day is not a business day, then it shall be deemed to have been delivered on the next business day). Either party may from time to time by notice change the address to which notices to it are to be given.

Arbitration

If there is a dispute, difference, or question between the parties under this Agreement, the parties agree that the matter shall be decided by arbitration alone and not by recourse at law. Arbitration shall be conducted by a single arbitrator chosen by the parties, or if they are unable to agree upon an arbitrator, an arbitrator shall be appointed pursuant to the Arbitration Act, 1991, S.O. 1991, c. 17. The arbitration award shall be final and binding on the parties and not be subject to appeal. Each party shall pay its own costs and one-half of the fees and expenses of the arbitrator.

IN WITNESS WHEREOF the parties hereto have executed this Agreement this day
of January 2026.

THE TORONTO UNITED CHURCH COUNCIL

Per:

Name: Ross Leckie Title: President

Name: Ron Ewart Title: Executive Director

We have authority to bind the corporation

EAST CENTRAL ONTARIO REGIONAL COUNCIL

Per:

Name: Éric Hébert-Daly Title: Executive Minister

Appendix B⁴**East Central Ontario Regional Trust 2026 Budget**

Attached is the 2026 operating budget for East Central Ontario Regional Trust (ECORT). The 2026 budget offers a property-level view of projected performance, underlying assumptions, and anticipated stewardship goals for the coming year.

The 2026 projected net operating income before capital expenditures for ECORT is at \$89,443, up \$8,435 from the 2025 budget, and, 2025 property management chargeback was previously carried below net operating income, resulting a more notable positive improvement in 2026. Northminster came under UPRC management in Q3 2025, which accounts for the variance between the 2025 and 2026 figures. The 2026 budget reflects revenues and expenses estimated based on information provided by the previous congregation. As actual results for 2026 are realized, the 2027 budget will be updated to incorporate more accurate and informed projections. Plans are in place to secure a tenant for the lower level by the end of Q1, which would enhance revenue. Corresponding revenue has been incorporated into the 2026 budget, contingent upon successful occupancy.

Proactive management initiatives continue to improve property performance. Notable success includes Simcoe St. UC, where the tenant was successfully negotiated to assume nearly all operating costs, resulting in an increase of over \$52,436 in projected net operating income. The manse is currently vacant, and efforts are underway to secure a tenant by the end of Q1. Projected revenue has been included in the 2026 budget, assuming successful occupancy.

We have standardized a 24/7 emergency services across the portfolio to align with institutional best practices for tenant care and risk mitigation. This single point system ensures emergency services receive immediate coordination and professional intervention.

Proposals for Building Condition Assessments and Designated Substance Studies are almost finalized, with completion of the reports estimated for Q2 2026. The start date was adjusted from 2025 to 2026 to optimize the project scope and secure bulk pricing benefits for all the Regional Trusts. These studies are essential for our long-term capital planning and reinvestment strategy. Known capital costs are reflected in the 2026 budgets, and a comprehensive five-year capital plan will be prepared once the reports are complete to ensure alignment with available funding and responsible investment strategies.

Actual financial reports for 2025 will be provided at the end of February. This represents a significant milestone, as 2025 marks our first full year of reliable data. Previously, budget projections were difficult to finalize due to a lack of historical information. With the implementation of institutional systems like Yardi, we now have the capability to provide quarterly financial reports in a timely manner, which we will continue to refine throughout 2026. Future reporting will include variance analysis, and we are currently working with Yardi to improve the quality of rent roll data to improve the depth of information available in future reports.

The following pages include the Rent Roll as of the end of December 2025, the consolidated 2026 budget, and individual budgets for each of the five properties. Together, these documents are intended to provide a comprehensive and transparent overview of the Region's projected financial position for 2026.

We would welcome the opportunity to discuss these materials with you in the New year.

EAST CENTRAL ONTARIO REGIONAL TRUST CONSOLIDATED BUDGET

Budget Analysis

For Property(s): Cedardale United Church, Simcoe Street United Church, St. Stephen's United Church, Trinity United Church Bowmanville, Northminster United Church

Consolidated

Description	2026 Budget	2025 Budget	Variance	Var %
REVENUES				
Base Rent	462,987	389,546	-73,441	15.9%
Gross Potential Rent	15,312	15,312	0	0.0%
TOTAL REVENUES	478,299	404,858	-73,441	15.9%
UTILITIES				
Hydro	11,400	18,504	7,104	-62.3%
Gas	19,200	28,584	9,384	-48.9%
Water	12,700	16,554	3,854	-30.3%
TOTAL UTILITIES	43,300	63,642	20,342	-47.0%
OPERATING				
Waste Removal	0	3,204	3,204	100.0%
Technical Services Contract	29,600	4,146	-25,454	86.0%
Technical Services Other	1,000	0	-1,000	100.0%
Cleaning Contract	49,800	36,000	-13,800	27.7%
Cleaning Other	0	4,200	4,200	100.0%
HVAC Contract	7,000	7,344	344	-4.9%
HVAC Repairs	13,000	576	-12,424	95.6%
Elevator Contract	8,260	2,172	-6,088	73.7%
Elevator Repairs	4,000	0	-4,000	100.0%
Electrical Repairs	6,000	0	-6,000	100.0%
Plumbing Repairs	8,800	17,964	9,164	-104.1%
Fire Safety Contract	5,600	7,458	1,858	-33.2%
Fire Safety Repairs	6,400	0	-6,400	100.0%
Landscaping	3,000	4,524	1,524	-50.8%
Snow Removal	19,200	9,000	-10,200	53.1%
General Repairs - Interior	14,000	74,040	60,040	-428.9%
General Repairs - Exterior	16,000	12,000	-4,000	25.0%
TOTAL OPERATING	191,660	182,628	-9,032	4.7%
GENERAL				
Technology	4,896	456	-4,440	90.7%
Property Management Fee	60,000	0	-60,000	100.0%
Insurance	65,400	47,904	-17,496	26.8%
Property Taxes	3,600	3,396	-204	5.7%
Leasing Fees	10,000	0	-10,000	100.0%
TOTAL GENERAL	143,896	51,756	-92,140	64.0%
TOTAL NOI BEFORE NON-OPERATING ADJUSTMENTS	99,443	106,832	7,389	-7.4%
NON-OPERATING				
Consulting Fees	0	20,916	20,916	100.0%
Legal Fees	10,000	0	-10,000	100.0%
Accounting Fees	0	3,408	3,408	100.0%
Bank Fees	0	1,500	1,500	100.0%
TOTAL NON-OPERATING	10,000	25,824	15,824	-158.2%
TOTAL NOI	89,443	81,008	-8,435	9.4%
ACCOUNTING ADJUSTMENTS				
Building Amortization	30,503	0	-30,503	100.0%
TOTAL ACCOUNTING ADJUSTMENTS	30,503	0	-30,503	100.0%
NET INCOME	58,940	81,008	22,068	-37.4%
CAPITAL ADJUSTMENTS				
Capital Improvements	189,497	0	-189,497	100.0%
TOTAL CAPITAL ADJUSTMENTS	189,497	0	-189,497	100.0%
NET INCOME LESS CAPITAL ADJUSTMENTS	-130,557	81,008	211,565	162.0%

EAST CENTRAL ONTARIO REGIONAL TRUST RENT ROLL

Rent Roll - East Central Ontario Regional Trust

As Of = 12/31/2026

Unit	Name	Budgeted Rent Annual	Lease Type	Lease Term	Lease Start	Lease End
Current/Notice/Vacant Tenants						
:01	:Triumphant Church of God	41,533.44	Semi Net	3 Year	:6/1/2023	:5/31/2026
Total	Cedardale United Church	41,533.44				
:01	:Back Door Mission for the Relief of Poverty	72,000.00	Semi Net	Month-to-Month	:6/1/2024	:5/31/2025
:02	:Durham Woodworking Club	3,300.00	Gross	5 Year	:1/1/2022	:12/31/2026
:03	:Potential Tenant - Manse	27,000.00	Residential			
Total	Simcoe Street United Church	102,300.00				
:01	:Destiny & Dominion Word Ministries	78,000.00	Semi Net	3 Year	:6/1/2023	:5/31/2026
Total	St. Stephen's United Church	78,000.00				
:01	:Jordan Woods	15,313.56	Residential	Month-to-Month	:11/1/2020	
:02	:Sanctus Church	87,199.56	Gross	5 Year	:1/1/2023	:12/31/2027
:03	:Four Winds Montessori School Inc.	75,878.40	Semi Net	3 Year	:9/1/2024	:8/31/2027
:04	:Weight Watchers	9,600.00	Gross	Month-To-Month	:9/1/2023	
Total	Trinity United Church Bowmanville	187,991.52				
:01	:Durham Spanish Isela	24,000.00	Gross	Month-To-Month	:7/1/2025	
:02	:Oshawa Church Plant	0.00	N/A	Month-To-Month	:7/1/2025	
:03	:Tai Chi Journey	4,800.00	Gross	Month-To-Month	:7/1/2025	
:04	:The Ontario Genealogical Society	3,900.00	Gross	Month-To-Month	:7/1/2025	
:05	:Potential Tenant - Lower Hall	35,775.00				
Total	Northminster United Church	68,475.00				
Total	All Properties	478,299.96				

Note: At Simcoe Street United Church Manse and Northminster United Church Lowell Hall, both currently vacant, projected rental revenue has been included in the budget effective April 2026, assuming an agreement is secured with a potential tenant by that time.

EAST CENTRAL ONTARIO REGIONAL TRUST PROPERTY LEVEL BUDGET

Budget Analysis

For Property(s): Cedardale United Church

Description	2026 Budget	2025 Budget	Variance	Var %
REVENUES				
Base Rent	41,532	39,936	1,596	4.0%
TOTAL REVENUES	41,532	39,936	1,596	4.0%
OPERATING				
Technical Services Contract	4,600	0	-4,600	
HVAC Repairs	0	576	576	100.0%
General Repairs - Interior	0	13,200	13,200	100.0%
General Repairs - Exterior	0	6,000	6,000	100.0%
TOTAL OPERATING	4,600	19,776	15,176	76.7%
GENERAL				
Property Management Fee	12,000	0	-12,000	
Insurance	11,400	7,500	-3,900	-52.0%
TOTAL GENERAL	23,400	7,500	-15,900	-212.0%
TOTAL NOI BEFORE NON-OPERATING ADJUSTMENTS	13,532	12,660	872	6.9%
NON-OPERATING				
Consulting Fees	0	5,004	5,004	100.0%
Bank Fees	0	300	300	100.0%
TOTAL NON-OPERATING	0	5,304	5,304	100.0%
TOTAL NOI	13,532	7,356	6,176	84.0%
ACCOUNTING ADJUSTMENTS				
Building Amortization	1,503	0	-1,503	
TOTAL ACCOUNTING ADJUSTMENTS	1,503	0	-1,503	
NET INCOME	12,029	7,356	4,673	63.5%
CAPITAL ADJUSTMENTS				
Capital Improvements	8,497	0	-8,497	
TOTAL CAPITAL ADJUSTMENTS	8,497	0	-8,497	
NET INCOME LESS CAPITAL ADJUSTMENTS	3,532	7,356	-3,824	-52.0%

Budget Analysis

For Property(s): Northminster United Church

Description	2026 Budget	2025 Budget	Variance	Var %
REVENUES				
Base Rent	68,475	15,150	53,325	352.0%
TOTAL REVENUES	68,475	15,150	53,325	352.0%
UTILITIES				
Hydro	3,600	1,800	-1,800	-100.0%
Gas	6,000	1,200	-4,800	-400.0%
Water	2,700	1,350	-1,350	-100.0%
TOTAL UTILITIES	12,300	4,350	-7,950	-182.8%
OPERATING				
Technical Services Contract	6,600	750	-5,850	-780.0%
Cleaning Contract	22,800	0	-22,800	
HVAC Contract	3,000	1,500	-1,500	-100.0%
HVAC Repairs	3,000	0	-3,000	
Elevator Contract	3,350	0	-3,350	
Electrical Repairs	6,000	0	-6,000	
Plumbing Repairs	4,000	900	-3,100	-344.4%
Fire Safety Contract	3,600	4,398	798	18.1%
Fire Safety Repairs	4,000	0	-4,000	
Snow Removal	9,600	0	-9,600	
General Repairs - Interior	6,000	3,000	-3,000	-100.0%
General Repairs - Exterior	6,000	0	-6,000	
TOTAL OPERATING	77,950	10,548	-67,402	-639.0%
GENERAL				
Technology	1,500	0	-1,500	
Property Management Fee	12,000	0	-12,000	
Insurance	10,200	5,100	-5,100	-100.0%
Leasing Fees	5,000	0	-5,000	
TOTAL GENERAL	28,700	5,100	-23,600	-462.7%
TOTAL NOI BEFORE NON-OPERATING ADJUSTMENTS	-50,475	-4,848	-45,627	-941.2%
NON-OPERATING				
Consulting Fees	0	900	900	100.0%
Legal Fees	10,000	0	-10,000	
TOTAL NON-OPERATING	10,000	900	-9,100	-1,011.1%
TOTAL NOI	-60,475	-5,748	-54,727	-952.1%
ACCOUNTING ADJUSTMENTS				
Building Amortization	2,250	0	-2,250	
TOTAL ACCOUNTING ADJUSTMENTS	2,250	0	-2,250	
NET INCOME	-62,725	-5,748	-56,977	-991.2%
CAPITAL ADJUSTMENTS				
Capital Improvements	12,750	0	-12,750	
TOTAL CAPITAL ADJUSTMENTS	12,750	0	-12,750	
NET INCOME LESS CAPITAL ADJUSTMENTS	-75,475	-5,748	-69,727	-1,213.1%

Budget Analysis

For Property(s): Simcoe Street United Church

Description	2026 Budget	2025 Budget	Variance	Var %
REVENUES				
Base Rent	102,300	92,700	9,600	10.3%
TOTAL REVENUES	102,300	92,700	9,600	10.3%
UTILITIES				
Hydro	0	5,700	5,700	100.0%
Gas	0	4,788	4,788	100.0%
Water	0	6,804	6,804	100.0%
TOTAL UTILITIES	0	17,292	17,292	100.0%
OPERATING				
Technical Services Contract	5,600	0	-5,600	
HVAC Contract	0	3,000	3,000	100.0%
Plumbing Repairs	0	11,724	11,724	100.0%
Fire Safety Contract	0	1,188	1,188	100.0%
Landscaping	0	1,320	1,320	100.0%
General Repairs - Interior	0	33,108	33,108	100.0%
General Repairs - Exterior	6,000	0	-6,000	
TOTAL OPERATING	11,600	50,340	38,740	77.0%
GENERAL				
Property Management Fee	12,000	0	-12,000	
Insurance	19,800	18,000	-1,800	-10.0%
Leasing Fees	5,000	0	-5,000	
TOTAL GENERAL	36,800	18,000	-18,800	-104.4%
TOTAL NOI BEFORE NON-OPERATING ADJUSTMENTS	53,900	7,068	46,832	662.5%
NON-OPERATING				
Consulting Fees	0	5,004	5,004	100.0%
Bank Fees	0	600	600	100.0%
TOTAL NON-OPERATING	0	5,604	5,604	100.0%
TOTAL NOI	53,900	1,464	52,436	3,581.6%
ACCOUNTING ADJUSTMENTS				
Building Amortization	2,250	0	-2,250	
TOTAL ACCOUNTING ADJUSTMENTS	2,250	0	-2,250	
NET INCOME	51,650	1,464	50,186	3,428.0%
CAPITAL ADJUSTMENTS				
Capital Improvements	12,750	0	-12,750	
TOTAL CAPITAL ADJUSTMENTS	12,750	0	-12,750	
NET INCOME LESS CAPITAL ADJUSTMENTS	38,900	1,464	37,436	2,557.1%

Budget Analysis

For Property(s): St. Stephen's United Church

Description	2026 Budget	2025 Budget	Variance	Var %
REVENUES				
Base Rent	78,000	75,500	2,500	3.3%
TOTAL REVENUES	78,000	75,500	2,500	3.3%
OPERATING				
Technical Services Contract	4,400	0	-4,400	
General Repairs - Interior	0	6,780	6,780	100.0%
General Repairs - Exterior	0	6,000	6,000	100.0%
TOTAL OPERATING	4,400	12,780	8,380	65.6%
GENERAL				
Technology	0	228	228	100.0%
Property Management Fee	12,000	0	-12,000	
Insurance	9,600	8,304	-1,296	-15.6%
TOTAL GENERAL	21,600	8,532	-13,068	-153.2%
TOTAL NOI BEFORE NON-OPERATING ADJUSTMENTS	52,000	54,188	-2,188	-4.0%
NON-OPERATING				
Consulting Fees	0	5,004	5,004	100.0%
Accounting Fees	0	1,704	1,704	100.0%
Bank Fees	0	300	300	100.0%
TOTAL NON-OPERATING	0	7,008	7,008	100.0%
TOTAL NOI	52,000	47,180	4,820	10.2%
ACCOUNTING ADJUSTMENTS				
Building Amortization	2,250	0	-2,250	
TOTAL ACCOUNTING ADJUSTMENTS	2,250	0	-2,250	
NET INCOME	49,750	47,180	2,570	5.4%
CAPITAL ADJUSTMENTS				
Capital Improvements	12,750	0	-12,750	
TOTAL CAPITAL ADJUSTMENTS	12,750	0	-12,750	
NET INCOME LESS CAPITAL ADJUSTMENTS	37,000	47,180	-10,180	-21.6%

Budget Analysis

For Property(s): Trinity United Church Bowmanville

Description	2026 Budget	2025 Budget	Variance	Var %
REVENUES				
Base Rent	172,680	166,260	6,420	3.9%
Gross Potential Rent	15,312	15,312	0	0.0%
TOTAL REVENUES	187,992	181,572	6,420	3.5%
UTILITIES				
Hydro	7,800	11,004	3,204	29.1%
Gas	13,200	22,596	9,396	41.6%
Water	10,000	8,400	-1,600	-19.0%
TOTAL UTILITIES	31,000	42,000	11,000	26.2%
OPERATING				
Waste Removal	0	3,204	3,204	100.0%
Technical Services Contract	8,400	3,396	-5,004	-147.3%
Technical Services Other	1,000	0	-1,000	
Cleaning Contract	27,000	36,000	9,000	25.0%
Cleaning Other	0	4,200	4,200	100.0%
HVAC Contract	4,000	2,844	-1,156	-40.6%
HVAC Repairs	10,000	0	-10,000	
Elevator Contract	4,910	2,172	-2,738	-126.1%
Elevator Repairs	4,000	0	-4,000	
Plumbing Repairs	4,800	5,340	540	10.1%
Fire Safety Contract	2,000	1,872	-128	-6.8%
Fire Safety Repairs	2,400	0	-2,400	
Landscaping	3,000	3,204	204	6.4%
Snow Removal	9,600	9,000	-600	-6.7%
General Repairs - Interior	8,000	17,952	9,952	55.4%
General Repairs - Exterior	4,000	0	-4,000	
TOTAL OPERATING	93,110	89,184	-3,926	-4.4%
GENERAL				
Technology	3,396	228	-3,168	-1,389.5%
Property Management Fee	12,000	0	-12,000	
Insurance	14,400	9,000	-5,400	-60.0%
Property Taxes	3,600	3,396	-204	-6.0%
TOTAL GENERAL	33,396	12,624	-20,772	-164.5%
TOTAL NOI BEFORE NON-OPERATING ADJUSTMENTS	30,486	37,764	-7,278	-19.3%
NON-OPERATING				
Consulting Fees	0	5,004	5,004	100.0%
Accounting Fees	0	1,704	1,704	100.0%
Bank Fees	0	300	300	100.0%
TOTAL NON-OPERATING	0	7,008	7,008	100.0%
TOTAL NOI	30,486	30,756	-270	-0.9%
ACCOUNTING ADJUSTMENTS				
Building Amortization	22,250	0	-22,250	
TOTAL ACCOUNTING ADJUSTMENTS	22,250	0	-22,250	
NET INCOME	8,236	30,756	-22,520	-73.2%
CAPITAL ADJUSTMENTS				
Capital Improvements	142,750	0	-142,750	
TOTAL CAPITAL ADJUSTMENTS	142,750	0	-142,750	
NET INCOME LESS CAPITAL ADJUSTMENTS	-134,514	30,756	-165,270	-537.4%