
Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Tuesday, February 26, 2019 - 9:30 a.m.

Vision of the Commission by which we evaluate progress based on:

- *Supporting and enhancing the life of Communities of Faith where ministry takes place*
- *Nurturing Social Justice and Outreach programs*
- *Building Communications*

IN ATTENDANCE

Rev. Don Stiles	Chair
Rev. Elaine Beattie	Member
Rev. Teresa Burnett-Cole	Member
Joanne Fletcher	Member
Catherine Grant	Member
Bronwen Harman	Member
Rev. Kimberly Heath	Member
Phyllis MacRae	Member
Rev. Blair Paterson	Member
Linda Suddaby	Member
Rev. Carla Van Delen	Member
Rev. Brian Cornelius	Corresponding Member - Treasurer
Karen McLean	Corresponding Member
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults
Jane Dawson	Corresponding Member - Minister supporting Communities of Faith, Clusters and Networks
Anita Jansman	Corresponding Member - Communications and Administration Assistant
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister
Rev. Rosemary Lambie	Executive Minister
Joel Miller	Program Assistant to Executive Minister, Recording Secretary

REGRETS/ABSENT

Rev. Teresa Burnett-Cole	Member
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1. ***Opening and Devotions*** – Bronwen read Song of Solomon 2:10-13 about spring coming and winter being passed and led with an opening prayer.
2. ***Circle Time of Sharing*** – All were invited to introduce themselves.
3. ***Approval of the Minutes - Meeting January 15, 2019***

2019-02-26_10 MOTION (B. Paterson /K. Heath) That the minutes of January 15th 2019 be approved as corrected. **Carried**

4. ***Approval of the Agenda***

2019-02-26_11 MOTION (P. Dietrich/J. Fletcher) That the amended agenda be accepted. **Carried**

Amendments (additional items):

- Update on El Salvador
- Affirming United (for next meeting)

- Pastoral relations motions
- Order of the Day: 11:20 presentation by the Ottawa Church Extension Council

5. *Correspondence*

- a) December 10, 2018 Rev. David Sherwin, former Ottawa Presbytery Minister re the work done by the Ottawa Presbytery to address the issue of climate change (*refer to Jane for action*)
- b) December 17, 2018 Rev. David Sherwin, former Ottawa Presbytery Minister re Bethany United Church regarding permission to list church property for sale (*for action – h*)
- c) December 19, 2018 Rev. David Sherwin, former Ottawa Presbytery Minister re Ongoing work with Thurso, Campbell's Bay, and Outaouais cemeteries (*for action--refer to Finance Committee*)
- d) December 19, 2018 Catherine Grant re Minutes of the Meeting of the Executive of Upper Valley Presbytery with Financial Motion

2019-02-26_12 MOTION (P. MacRae /L. Suddaby) That the Eastern Ontario Outaouais Regional Council Executive ratifies the following decision made by the Upper Valley Presbytery Executive at its meeting on December 19, 2018:

The following motion was moved by Gary McKay and seconded by Lee Torvi.

In the implementation of the duly authorized changes to the internal structure of The United Church of Canada, Upper Valley Presbytery (BN#81993 1643 RR001) hereby consents to amalgamation with Seaway Valley Presbytery (no BN#), and Four Rivers Presbytery (BN# 8909 95941 RR 0001) and Ottawa Presbytery (BN# 10780 6259 RR 0001), to form Eastern Ontario Outaouais Regional Council of The United Church of Canada effective January 1, 2019. The new entity is to operate under existing BN# 10780 6259 RR 0001(The Ottawa Presbytery) as provided for in the CRA amalgamation guidelines. CARRIED

Carried

- e) January 9, 2019 Catherine McVie, Chair of Council, Manotick United Church re request for \$5000 support for an EDGE consultant (*for action-refer to Finance Committee /Mission Strategy committee*)
- f) January 17, 2019 Stacey Acres, secretary, Rideau Hill Camp re updated Bylaws for approval. (*for action*)

2019-02-26_13 MOTION (B. Paterson/P. MacRae) That the Eastern Ontario Outaouais Regional Council approves the updated bylaws of Rideau Hill Camp and submits them to the General Council of the United Church of Canada. **Carried**

- g) January 24, 2019 Bert Cosman, secretary of Church Extension Council (*for information*)
- h) January 28, 2019 William McDowell re ministry of retired ministry father (*for information- refer to Pastoral Relations minister*)
- i) January 29, 2019 Janet Tierney, Secretary of Bethany United Church re request in principle to sell the church property (*for action*)

2019-02-26_14 MOTION (J. Fletcher/P. MacRae) That the Eastern Ontario Outaouais Regional Council gives approval to solicit proposals for the sale of the real property of Bethany United Church, and then list the property for sale. **Carried**

Discussion: The trustees must have a clear understanding that they are not closing, and if they do close, all proceeds of sale will be returned to regional Council until an approved plan is created before disbursement of funds. It was suggested that Jane Dawson could provide support (as network and congregational support person) and ensure the rules of the manual are being followed. It was noted that Ed Gratton is working with the congregation through this process. It was suggested that if things move quickly in regards to sale and decision need to be made quickly that the Sub-Executive be called upon to act.

- j) January 31, 2019 Lillian Collins Chairperson for Glasgow-Castleford Pastoral Charge re change in pastoral relations for retired Rev. Suzanne Sykes (*for information*)
- k) February 1, 2019 Southminster United Church Joint Needs Assessment completed (*for action— refer to HUB and Liaison team*)

2019-02-26_15 MOTION (K. Heath /B. Paterson) That the Eastern Ontario Outaouais Regional Council approves the Joint Needs Assessment of Southminster United Church and declare a vacancy to call a full-time Ordained Minister. **Carried**

- l) February 4, 2019 Margie Patterson, Pastoral Charge Supervisor, Mount Zion United Church, Pembroke re request to change governance structure (*for action*)

2019-02-26_16 MOTION (J. Fletcher/C. Grant) That the Eastern Ontario Outaouais Regional Council approves the request of Mount Zion United Church (Pembroke) to move from a Board model of governance to a Congregational model [B 7.2.1 *the Manual 2019*]. **Carried**

Discussion: Currently Mount Zion United Church (Pembroke) does not have called or appointed Ministry Personnel and are opting to use the 'shepherding' model for next two years. Margi is the Pastoral Charge supervisor. Whit has agreed to follow up as well as provide guidance for creating a community of faith profile.

- m) February 3, 2019 Lesley Wilson, Iroquois United Church re permission to accept an offer of purchase (*for action*)

2019-02-26_17 MOTION (B. Paterson/B. Harman) That the Eastern Ontario Outaouais Regional Council approves the sale of Iroquois United. **Carried**

Discussion: It was noted that a plan for the use of the proceeds of the sale has not been submitted.

2019-02-26_18 MOTION (B. Paterson /K. Heath) That the net proceeds from sale of Iroquois United Church cannot be used pending approval from the Eastern Ontario Outaouais Regional Council of the proposal for the disbursement of the proceeds of the sale. **Carried**

- n) February 5, 2019 Rev. Suzanne Sykes re decision to not renew appointment (*for information*)
- o) February 7, 2019 rev. David Sherwin, former Ottawa Presbytery Minister re Motion passed on December 6, 2018 (*for action*)

2019-02-26_19 MOTION (C. Grant /E. Beattie) That the Eastern Ontario Outaouais Regional Council Executive receives the following recommendation made by the Ottawa Presbytery at its final meeting on December 6, 2018:

***Motion:** (Jamie Scott/Cindy Casey) that Ottawa Presbytery recommend to the Eastern Ontario Outaouais Region that 10% of the net proceeds from the sale of church property within the Region be set aside to support Indigenous Ministry within the United Church of Canada as one of the Region's acts of reparation on the journey toward reconciliation. Specific direction regarding the recipient(s) of these funds will be given by the leadership of the Indigenous Church within the United Church in due course.*

Carried

- p) February 9, 2019 Kim Baird, Co-Chair of the United Church Women re Minutes of their meeting (*for information*)
- q) February 20, 2019 Minutes of the Meeting of the Executive of Upper Valley Presbytery (*for action*)

2019-02-26_20 MOTION (K. Heath/C. Van Delen) That the Eastern Ontario Outaouais Regional Council Executive receives the Minutes of the Upper Valley Presbytery Executive at its final meeting on October 30, 2018 for information. **Carried**

2019-02-26_21 MOTION (C. Grant/P. MacRae) That the Eastern Ontario Outaouais Regional Council Executive ratifies the following decision(s) made by the Upper Valley Presbytery Executive at its final meeting on October 30, 2018:

The minutes of the Executive meeting held on September 4, 2018 were approved by consensus.

Pastoral Charge Commission

Will reported that each student in UVP now has a Circle of Accompaniment and a supervisory lay team in place. Catherine asked Will to consider who from UVP would make a suitable member of the LLWL Committee of EOOR.

Administration Commission

Gary reported that there are two pending real estate transactions in the Presbytery – at Calvin Pembroke and Grace St. Andrews Arnprior (“GSA”). The Commission will consider GSA’s proposal at its next meeting scheduled for November 6, 2018. Calvin is waiting for the lease agreement and will send to us when received and reviewed. We hope that these transactions can be completed before year-end, but if not, that the UVP policy of not requiring a percentage of proceeds to be paid to a specified body is grandfathered under EOOR.

Shared Ministry Commission

Lee and Kevin reported that the next meeting of this Commission would take place immediately after the Executive meeting. As for past activities, we were referred to their Minutes posted on the website.

Next Meeting

Our last meeting as Upper Valley Presbytery will be held at St. Andrews in Pakenham on November 20. This is planned as a celebration with cake, ice cream and perhaps balloons. We choose the stuffed chicken breast option from the 4 given to us by the St. Andrews UCW and UVP will pay for the meal – no charge for attendees. Catherine will ask for positive RSVP’s so we can give numbers to the caterers by November 9. We will also invite Linda McLaren, our first Treasurer and the current LLWLs.

Carried

Discussion: It was noted that the real estate transaction for Calvin United Church in Pembroke was completed by the commission and that Grace St. Andrews in Arnprior was not and will eventually come

to the Regional Council for action. It was suggested that communication take place between the Regional Council (i.e., property committee) and Grace St. Andrews United Church for follow-up.

- r) February 21, 2019 Adele MacLeod, UC Interim Team Coordinator annual report re “2018 Statistics of the United Church Spiritual Care Visitation Team at The Ottawa Hospital – Civic & General Campuses & the Heart Institute” (*for information*)

Discussion: It was suggested that at a later time, thought be given to how the Regional Council can include these ministry teams in its structure.

Order of the Day: 11:20 presentation by the Church Extension Committee

The Executive was joined by members of the Church Extension Committee (Bert Cosman, Secretary Treasurer, from Barrhaven United Church, Don Reynold, Chair, from Kazabazua United Church, and Graham Campbell, Vice-President, from Emmanuel United Church) and received their presentation – see appendix A.

An invitation was extended to the Executive to provide names to sit on Board of Directors of the Church Extension Committee. Meetings usually occur twice a year with more teleconferencing meetings as needed.

Discussion: There are currently 3 ex officio members representing the Executive (Brian Cornelius, Executive corresponding member, Carla Van Delen, Executive member and Ed Gratton, Mission Strategy) on the Church Extension Committee.

The Executive can start thinking about how to process requests and where requests should be going (i.e., Mission Strategy, Property and Finance Committee, Church Extension, Edge, etc.).

6. *Business Arising from the Regular Meeting*

Supporting and enhancing the life of Communities of Faith where ministry takes place

- 1. Mission through Finance Committee** – See appendix B. Brian Cornelius, Treasure of the EOORC Finance Committee highlighted items from the financial statements and provided explanations for the Financial Report.

2019-02-26_22 MOTION (P. MacRae/J. Fletcher) that the Eastern Ontario Outaouais Regional Council Executive receives the report of the Treasurer of the Finance Committee. **Carried**

2019-02-26_23 MOTION (E. Beattie/J. Fletcher) that the Eastern Ontario Outaouais Regional Council Executive approves the Travel Policy for 2019, which states that: The Eastern Ontario Outaouais Regional Council adopt a travel policy of reimbursing travel at 75% the General Council Rate for persons traveling to meetings by themselves and incurring a minimum of 50 kilometers, and reimburse travel at 100% of the General Council Rate for persons traveling to meetings of recognized clusters, networks, and committees, and Regional Council gatherings with more than one person in the vehicle. **Carried**

2019-02-26_24 MOTION (B. Paterson/K. Heath) that the Eastern Ontario Outaouais Regional Council Executive approves the following new signing officers for the bank: Brian Cornelius, Rosemary Lambie, Joe Smarkala, Paul Dillman, Evered Zytveld, Bruce Jackson, and Phyllis MacRae. **Carried**

- 2. Pastoral Relations** – Whit presented pastoral relations request:

2019-02-26_25 MOTION (B. Paterson/K. Heath) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the appointment of retired supply Reverend Arlyce Schiebout to St. Paul's United Church, Perth, Ontario for a part time ministry appointment (20 hours/week) from March 1, 2019 to May 31, 2019. **Carried**

2019-02-26_26 MOTION (L. Suddaby/B. Harman) that having received the properly completed form and pending confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the Call of Reverend Jolyn Campbell to Lansdowne United Church, Lansdowne, Ontario for full time ministry effective January 1, 2019. **Carried**

2019-02-26_27 MOTION (L. Suddaby/K. Heath) that having received the properly completed form and pending confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the appointment of retired supply Reverend Eric Barr to Bethel United Church Rideau Ferry, Ontario for a part time ministry appointment (20 hours/week) from January 1, 2019 to June 30, 2019. **Carried**

2019-02-26_28 MOTION (E. Beattie/C. Grant) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the change in the Call of Reverend Sheryl McLeod at Admaston Pastoral Charge, Renfrew, Ontario from full-time to part time ministry (30 hours/week) effective July 1, 2019. **Carried**

2019-02-26_29 MOTION (K. Heath/B. Paterson) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the Call of Reverend Peter Bartlett to Perth Road Pastoral Charge, Perth Road Village, Ontario for part-time ministry (20 hours/week) effective August 1, 2019. **Carried**

2019-02-26_30 MOTION (E. Beattie/B. Harman) that having received the properly completed form and confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the change in the Call of Reverend David Stevens at Boyd's United Church, Carleton Place, Ontario from full time to part time ministry effective July 1, 2019. **Carried**

2019-02-26_31 MOTION (B. Paterson/ E. Beattie) that having received the properly completed form and pending confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the Appointment of Reverend Doctor Steve Moore to Emmanuel United Church, Ottawa, Ontario for full-time ministry effective January 7, 2019 to June 30, 2019. **Carried**

2019-02-26_32 MOTION (K. Heath/ E. Beattie) that having received the properly completed form and pending confirmation from the Office of Vocation that the named ministry personnel is in good standing, the Eastern Ontario Outaouais Regional Council Executive approves the Appointment of Candidate Supply Paul Wynacht to Orleans United Church, Ottawa, Ontario for part-time ministry (20 hours/week) effective May 26, 2019 to August 25, 2019. **Carried**

2019-02-26_33 MOTION (E. Beattie/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive receive the request for a change in pastoral relations for Reverend Carl Emke, currently serving at Grace United Church, Gananoque, Ontario, effective April 30, 2019. **Carried**

2019-02-26_34 MOTION (C. Grant/P. MacRae) that the Eastern Ontario Outaouais Regional Council Executive receive the request for a change in pastoral relations for Reverend Gerry Kerr, currently serving at St. Paul's United Church, Perth, Ontario, effective October 31, 2019. **Carried**

2019-02-26_35 MOTION (K. Heath/L. Suddaby) That the Eastern Ontario Outaouais Regional Council receive the Joint Needs Assessment of Russell Pastoral Charge, Russell, Ontario, and declare a vacancy to call a full-time Minister. **Carried**

Discussion: Russell and Metcalf Pastoral Charge are looking to share a full-time Minister.

2019-02-26_36 MOTION (J. Fletcher/B. Harman) That the Pastoral Relations Committee receives and approves joint needs assessments from Communities of Faith before a vacancy can be declared. **Carried**

2019-02-26_37 MOTION (B. Harman/ C. Grant) That Ina Bromley, Ed Gratton, Wayne Harris, Charlotte Hoy, Sharon MacDonald, Helen McIntosh, Erin McIntyre, Janet Nield, Linda Suddby and Whit Strong form the Pastoral Relations committee of the Eastern Ontario Outaouais Regional Council. **Carried**

2019-02-26_38 MOTION (P. MacRae/E. Beattie) That the Eastern Ontario Outaouais Regional Council accept the following names Cathy Ryan, Sharon MacDonald, Margaret Martin, Georgina Fitzgerald, Eric Lucas and Norma Wrightly and Whit Strong to form the Licensed Lay Worship Leaders committee. **Carried**

Discussion: It is suggested that each committee develop its own mandate and report back to the Executive.

3. Governance – see Appendix C

MOTION: (/) That the Eastern Ontario Outaouais Regional Council Executive approves pages 1-9 of the Draft Governance Policy Handbook

This discussion has been postponed to March 26th Executive meeting – as the first item on the agenda. It was suggested that a Governance Model be prepared and presented in June at the inaugural meeting for voting.

2019-02-26_39 MOTION (E. Beattie/ L. Suddaby) that the Executive extend the meeting to 3 p.m.

Policies –

- a) Authorization to Perform Marriages and Voluntary Associate Minister VAM Policy – See appendix **D**

2019-02-26_40 MOTION (B. Paterson/K. Heath) That the Eastern Ontario Outaouais Regional Council Executive approves the amended Authorization to Perform Marriages and Voluntary Associate Minister [VAM] Policy. **Carried**

- b) Community of Faith Supervision Practice and Policy – see Appendix **E**

2019-02-26_41 MOTION (J. Fletcher/L. Suddaby) That the Eastern Ontario Outaouais Regional Council Executive approves the Community of Faith Supervision Practice and Policy. **Carried**

Discussion: It was agreed that a communication will be forward to Communities of Faith all policies passed

- c) Ministry Personnel involvement in a former Community of Faith Practice and Policy – see Appendix **F**

2019-02-26_42 MOTION (E. Beattie/B. Paterson) That the Eastern Ontario Outaouais Regional Council Executive approves the Ministry Personnel involvement in a former Community of Faith Practice and Policy **Carried**

d) Policy regarding Proceeds from the Sale of Property

MOTION: (/) That the Eastern Ontario Outaouais Regional Council Executive approves the Policy regarding Proceeds from the Sale of Property

Discussion: Brian agreed to bring a draft proposal of the Policy regarding Proceeds from the Sale of Property to the Executive meeting on March 26th.

e) Policy regarding Financial Appeals at the Annual Meeting – see appendix **G**

2019-02-26_43 MOTION (P. MacRae/J. Fletcher) That the Eastern Ontario Outaouais Regional Council Executive approves the Policy regarding Financial Appeals at the Annual Meeting. **Carried**

Nurturing Social Justice and Outreach programs

4. Youth and Young Adult Ministry – Dana

5. Support for Communities of Faith, Clusters and Networks – Jane

Building Communications

6. Inaugural Meeting- updates on planning – Kimberly, Elaine

7. Communications committee – Anita

8. **Nominations Committee** – see appendix **H**

7. **New Business**

Opening worship for next meeting: Kimberly Heath

8. **Future Meetings**

Tuesday, March 26th 2019 / 9:30 am –2:30 pm., Brockville, Ontario

Tuesday, April 23rd 2019 /9:30 am – 2:30 pm. TBA

May 2019 TBD, Zoom

9. **Adjournment**

The Chair declared that the meeting was adjourned at 3:21 p.m.

Rev. Don Stiles
Chair

Rev. Rosemary Lambie,
Executive Minister

Appendices

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Appendix A**Proposal for the Regional Executive****Eastern Ontario and Outaouais Regional Council
of the United Church of Canada****Supporting Physical Assets and Facilities
of Communities of Faith
by the Church Extension Committee****1. Introduction**

As part of the work of the Eastern Ontario and Outaouais Regional Council (EOR) which started on January 1, 2019, the Church Extension Committee invites the Regional Executive to consider this proposal for ongoing support for the Region's Communities of Faith with respect to their physical assets and facilities.

The Church Extension Committee of the Ottawa the building-related needs across the Ottawa Presbytery. The Committee looks forward to contributing its and resources to the work of the Eastern Ontario Council.

<p><u>Supporting the Physical Assets of Communities of Faith in the Eastern Ontario Outaouais Regional Council</u></p> <p>1. Introduction 2. Support Provided by the Church Church Extension</p>
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Presbytery supported for over sixty years. expertise, experience, Outaouais Regional

2. Services Provided by the Church Extension

In brief, over its 60-year history, the Committee was donated to the creation of 12 new churches, has mortgages to 22 congregations for major renovations or 14 congregations for smaller scale improvements to their. The Committee's financial picture was reported on annually to the Ottawa Presbytery.

Committee

purchased land which provided loans or additions and grants to buildings and facilities.

The Church Extension Committee invites the Regional Executive to consider the following purposes:

- Support the Eastern Ontario Outaouais Regional Council and the Communities of Faith in the Region with advice and assistance with respect to:
 - their new buildings and facilities;
 - renovations and upgrades to equipment and facilities;
 - disposal and demolition of their buildings and facilities;
 - providing suggestions for strategies for approaches to their projects;
 - providing financial guidance and support through loans or grants to cover a portion of the costs; and,
 - to manage the Regional Council's financial assets and land holdings entrusted to Committee.

3. Looking Ahead - Supporting the New Regional Council

The Committee anticipates an ongoing and sustained need for its services to support the Communities of Faith in the new Region.

The Church Extension Committee is a corporation operating under the laws of Ontario. To prepare for the beginning of the Eastern Ontario Outaouais Regional Council on January 1, 2019, the Ottawa Presbytery approved the Church Extension Committee's revised Letters Patent on December 11, 2018.

Following a discussion about the needs of the Regional Council, the Committee foresees the following roles:

i. Look After Building and Facilities Matters: The Committee's experience and expertise will assist the Regional Council by looking after buildings and facilities matters.

ii. Meet Anticipated Increased Demand: The Committee anticipates a sharp increase in demand for its services across the Region. For instance, many of the incoming Communities of Faith may not have had access to funds for projects related to their buildings and facilities. Many may not have access to the expertise and experience now available through the Church Extension Committee. Some may have facilities that need upgrades to meet requirements for accessibility.

iii. Assist Communities of Faith: Representatives of Communities of Faith who are seeking funds meet with the Committee to make their proposal for investments in their buildings or facilities. Their representatives often consult with individual members of the Committee in advance to explore alternatives and identify practical and often less expensive ways to meet their needs.

During meetings with representatives of congregations, the Committee discusses the financial aspects of the project in some detail. Typically, the sources of funding will be from a combination of the Communities of Faith's reserves, from fundraising activities, and from Church Extension. The Committee makes suggestions about other sources of funding and works out repayment terms that match well with the financial capacity of the Community of Faith.

This advice on the financial aspects of the project leads to an improved funding arrangement for the Community of Faith. This advice is very useful to their representatives since many may not have the expertise, experience or contacts in building-related matters.

The Committee has advised several congregations on ways to make the best use of their facilities in order to supplement their income and increase their engagement with the surrounding community. Examples of alternative uses are renting space and facilities, hosting community events at the Church, or providing space for a children's day care.

In addition, one member of the Committee has taken the lead for the Ottawa Presbytery working collaboratively with congregations to arrange for the sale of Church buildings.

iv. Sustain Communities of Faith: The Committee has played a useful role in sustaining Communities of Faith that are experiencing declining attendance and financial strain. By providing grants for facility upgrades, the Committee will continue to assist them to keep going and preserve their Christian community.

The Committee recognizes the importance of providing funding and advice to sustain the life of the Community. There are several examples where the funding provided by the Committee has been successful in doing so.

v. Source of Expertise for the Regional Council

The Committee can make a strong contribution to the Regional Council based on the expertise and experience of its Directors and Members in building-related and financial matters.

At present, the 8 Directors of the Church Extension Committee have expertise in:

- Buildings and facilities;
- Financing of projects;
- Financial management;
- Legal matters;
- Accounting;
- Real estate; and,
- Management of Church projects.

The roster of Directors and Members needs to be expanded immediately to include representatives from the three former Presbyteries joining those from the former Ottawa Presbytery in order to ensure Region-wide representation for decision-making. At present, there are three Director positions available and five Member positions are available.

Increasing the diversity of the roster of Directors and Members is an immediate goal of the Committee. People in the Regional Council with expertise and experience in areas related to the Committee's work are encouraged to consider a role with the Committee.

vi. Prompt Decisions and Flow of Funding to Applicants: The Committee has developed operating procedures to ensure prompt decisions on requests for funding assistance from Communities of Faith. This has worked well for two reasons: the expertise of its members in building, financial and real estate matters; and second, the Committee's direct control over its funds so that loans, mortgages or grants can be provided promptly to applicants.

vii. Manage Financial Assets: Having the capital to fund projects is an essential requirement for successful delivery of the Committee's services. The Committee has a successful track record in growing the capital base over time and in making use of a portion of the capital and annual earnings to provide loans, mortgages, and grants to congregations to help meet their needs.

The Church Extension Committee has carefully managed the capital assets on behalf of the Ottawa Presbytery. The financial goals are threefold: to preserve capital, to provide a sound rate of return, and to grow the capital base through prudent management. Preservation of the capital will ensure a solid financial base into the future.

The current financial assets under management total approximately \$3.9 million. The performance track record over the last 10 years has resulted in an average annual return of 5.4%.

Advice on the portfolio of bonds, equity, and funds is provided quarterly by National Bank Financial to the Financial Committee of the Church Extension Committee.

The services provided by the Committee in financial management of its funds have served the Ottawa Presbytery well.

In addition, the Church Extension Committee has one land holding located in the City of Ottawa.

In closing, the Church Extension Committee is pleased to offer these services to the Eastern Ontario Outaouais Regional Council. We look forward to meeting with the Regional Executive in the near future to describe the Church Extension Committee and its work.

2019-16

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

February 26, 2019
Stittsville, Ontario

Submitted by the Church Extension Committee, Eastern Ontario Outaouais Regional Council,

January 21, 2019

Appendix B

Financial Motions for Eastern Ontario Outaouais Regional Council
February 26, 2019

There are a number of motions coming from the Finance Committee for today.

Motion 1:

the following persons as signing officers. Brian Cornelius, Rosemary Lambie, Joe Smarkala, Paul Dillman, Evered Zytveld, Bruce Jackson, and Phyllis MacRae.

Please note: These persons would be signing officers for the Bank Account with TD, the investment Account with Private Wealth Fiera, and the Scotia Bank account for Baillie account (this account will be closed in 2020)

Motion 2:

that EOORC adopt a travel policy of reimbursing travel at 75% the General Council Rate for persons traveling to meetings by themselves and incurring a minimum of 50 kilometers, and reimburse travel at 100% of the General Council Rate for persons traveling to meetings with more than one person in the vehicle.

Important information that may require action:

Finance Committee is recommending the following steps which would be explained and confirmed at the annual meeting. 4RP Development Fund of \$178,378 become part of the Mission Strategy Fund. Two other funds, Kingston Resource Centre Fund would remain designated as well as the M&O Conference Mining for Justice Fund.

Finance Committee chose a strategy for the use of all unrestricted funds by making them part of the EOORC fund.

Finance committee adopted an investment strategy for all invested funds.

CRA number will be amalgamated later in the year. In discussions with whether the M&O Conference number will also be amalgamated with EOORC.

Eastern Ontario Outaouais Regional Council
Finance Committee - Minutes
January 22, 2019, 10:30 to 3:30
Zion Memorial United, Carleton Place

Attendance:

Brian Cornelius – Treasurer

Rosemary Lambie – Executive Minister

Bruce Jackson – member

Joe Smarkala – member

Evered Zytveld – member

Regrets by Margaret Scott

1. Call to Order and Prayer

Brian called the meeting to order, offered prayer and invited each member to introduce themselves and their previous involvement in church courts.

2. Adoption of Agenda

By consensus, the agenda was adopted.

3. Review of Proposed Books/Budget for Regional Council

a. Brian presented the newly developed EOORC “Profit and Loss Statement” with emerging budget as well as the first reiteration of the EOORC “Balance Sheet”. These were reviewed with agreement that the format appears to work well

b. Relationship with Denominational Council and importance to track expenditures

Brian reiterated that given the new funding model by the Denominational Council, it is important to track income and expenditures in two tracks, and he is using the Assessment grant as “unrestricted” whereas the Ministry and Mission grant coming through Mission and Service Fund will be understood as restricted.

c. Discussion of “signing officers”:

Agreed to recommend to the Transitional Committee the following persons as signing officers. Brian Cornelius, Rosemary Lambie, Joe Smarkala, Paul Dillman, Evered Zytveld, Bruce Jackson, and Phyllis MacRae.

d. Discussion of “mileage policy”

After discussion, it was agreed to recommend to the Transitional Commission that EOORC adopt a travel policy of reimbursing travel at 75% the General Council Rate for persons traveling to meetings by themselves and incurring a minimum of 50 kilometers, and reimburse travel at 100% of the General Council Rate for persons traveling to meetings with more than one person in the vehicle.

e. Discussion of “youth budget”

Brian noted that the amount for youth had been increased and noted that he has agreed to meet with the new Youth and Young Adults staff person and committee to facilitate the management of their budget.

f. Discussion of “annual meeting budget”

-
- Brian brought the request for representatives to sit down with the planning committee to determine a budget. No one was available, and Brian agreed to communicate that back to the planning team.
4. Review of Financial Statements for Presbyteries and Transfer of Funds and consideration of any historical realities and recommendations coming from Presbyteries
 - a. Ottawa Presbytery
 - i) Ottawa Presbytery Fund (now EOORC Fund) – transferred in the full amount
 - ii) Mission Strategy Fund – transferred in the full amount and, until changed is operating in accordance with the terms of reference of Ottawa Presbytery. Finance Committee concurred with recommending that we propose a policy of protecting the principle of the Funds and use the interest and growth for granting.
 - iii) Baillie/Scrivens Fund -- some of the funds have been transferred with the remaining funds to be transferred over the course of 2019 and 2020. The money is for funding youth and young adult ministry.
 - iv) Restricted Funds – all funds have been transferred with the restrictions intact.
 - b. Four Rivers Presbytery
 - i) Development Fund – recommended that this fund be transferred and be added to the Mission Strategy Fund since it is similar.
 - ii) Kingston Resource Centre Fund will be transferred and set up as a Restricted Fund.
 - iii) Refugee Funds – will be transferred to a local church to manage the funds.
 - iv) General Funds -- agreed that General funds will be added to the EOORC Fund and restrictions maintained if any such funds are transferred.

It was agreed that all General funds from other presbyteries will be added to the EOORC Fund and restricted funds received will remain restricted. We anticipate only receiving General Funds, but representatives from other amalgamating Presbyteries to confirm this. All Conference funds will be added to the EOORC fund.

5. Mission Support Work
 - a. Finance Committee agreed to oversee the Mission Support application process as part of the Finance Committee mandate
 - b. Request re: Algonquin Camp Ministry. Given that amounts were already determined and there was not formal application, that no further action take place on this request. Brian will follow up with the person who raised the question.
6. Congregational Support Work
 - a. Audited Statements Support. There was some initial discussion on how we provide support and assurance that all Communities of Faith have proper financial processes in place.
 - b. Restricted amounts Reports. Brian proposed that at the next meeting, we begin formulating a list of restricted amounts held by congregations and develop a process for ensuring compliance with the restrictions established by Presbytery/Regional Council.

Order of the Day

At 1:00, Ken Brownness joined the meeting for a presentation by Paul de la Roche from Fiera Private Wealth which will begin at 2:00

Brian explained that since the Regional Council has pooled investments, we now have to determine a strategy for these investments.

1. It was agreed to have a goal of a 4% return annually for budgeting and granting purposes for the following funds
 - a. EOORC Fund
 - b. Mission Strategy
 - c. Baillie/Scrivens
 - d. Four Rivers Development Fund

2. Presentation and Discussion with Paul de la Roche (Fiera Capital)

Following the presentation, the committee agreed to investment strategy of 60% in alternative investments and 40% with a Balanced Fund

3. Purchase of GIC

It was agreed that Brian facilitate the purchase of GIC's for moneys held on behalf of Communities of Faith.

The meeting adjourned at 3:00 p.m.

Appendix C

**Governance Document for Eastern Ontario Outaouais Regional Council
of The United Church of Canada**

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Staff Support

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16. POLICIES will be added as they are approved.

Draft Governance Document
February 2019
Introduction

This policy and practice document has been prepared by the Regional Council Transition Commission, then Executive (effective January 1, 2019) for use during the transition period with the recognition that the Regional Council Executive will regularly review all of the policies.

The Regional Council will set policies for the Executive and commissions/committees. Staff will be empowered and trusted to execute that policy

The structure will consist of small policy-oriented committees supported by staff and by task groups of skilled and trained volunteers to carry out policy (e.g. liaisons with individual communities of faith)

All of the policies can be measured against the Region Vision:

- Supporting and enhancing the life of Communities of Faith where ministry takes place
- Nurturing Social Justice and Outreach programs
- Building Communications

Regional Council

POLICY NAME: Regional Council	<i>Date Approved:</i>
	<i>Review date:</i>
Purpose: This policy outlines the purpose / mission / vision of the Region, the authority and compliance, membership, responsibilities and annual meetings.	

Vision

The Mission of the Regional Council is

- Supporting and enhancing the life of Communities of Faith where ministry takes place
- Nurturing Social Justice and Outreach programs
- Building Communications

To fulfil this vision, the Regional Council and the Regional Council Executive will encourage and engage in

- a) joining our collective hearts, voices, and resources to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- b) local, regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work;
- c) ministry with children, youth, and young adults;
- d) honouring and living into intercultural mission and ministry; (Vision for Becoming an Intercultural Church, a GC resource)
- e) living in covenant with Mother Earth and All My Relations in the Earth community. **The Manual C.2.4 Purpose**

Authority / Compliance

The Regional Council and Regional Council Executive will follow all policies outlined or referred to in The Manual of The United Church of Canada, or as required by federal, provincial or municipal laws. **The Manual C.2.14 Limitations**

All responsibility of the Regional Council is subject to

- a) policies set by the General Council on membership, governance, pastoral relations, candidacy, ministry personnel, property, and any other area within the authority of the General Council; and
- b) the authority of the General Council to assume control of the Regional Council in extraordinary circumstances where the Regional Council is unable to or refuses to meet its responsibilities or acts outside of denominational or Regional Council policies.

Membership

The Regional Council consists of members of the order of ministry, other ministry personnel, lay members of the United Church, and leaders of associate member ministries, all as set out in sections. **The Manual C.1.1 to C.1.3.**

The Region has power / authority to add members to the Regional Council.

Responsibilities

The Manual outlines the responsibilities of the Regional Council. **The Manual Section C.2.1. to C.2.14**

Some responsibilities are delegated and some are the responsibility of the Regional Council.

The Regional Council is responsible for:

- a) celebrating the approval of applicants for candidacy;
- b) ordaining and commissioning members of the order of ministry;
- c) recognizing designated lay ministers;
- d) celebrating admissions and readmissions. **The Manual C.2.7**

Annual Meeting

The Regional Council will meet in person for the first year 2019 and the Executive will make a recommendation to the Regional Council regarding future annual meetings. **The Manual C.4.1**

Quorum

The Regional Council may meet only if a minimum number of members is present. **The Manual C.4.3**

For meetings of the Regional Council,

- a) if there are 60 or more members, at least 20 members must be present; and
- b) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

The executive may make a recommendation to the Regional Council in 2020 regarding quorum.

Relationships with Regional Councils 11, 12 & 13

POLICY NAME: Relationship with Regional Councils 11,12 & 13	<i>Date Approved:</i>
	<i>Review date:</i>
Purpose: This policy is the covenant between Regional Council 11, 12 & 13.	

Memorandum of Understanding

Regional Councils Sharing Executive Minister and Executive Minister Administrator**Participants:**

East Central Ontario Regional Council (11)

And

Eastern Ontario Outaouais Regional Council (12)

And

Conseil Régional Nakonha:ka Regional Council (13)

Terms:

The three participating Regional Councils agree to enter into a cooperative arrangement to share the services of the Executive Minister and the Executive Minister Administrator as assigned.

1. This will be an opportunity to test strengths and weaknesses of a different way of working while living into new times, and adjustments may be made as needed with the approval of all the participants.

2. The Executive Minister will serve each Regional Council 1/3 time,

Executive Minister Administrators will serve each Regional Council 1/3 time.

3. Travel costs and administrative expenses for the Executive Minister and the Administrators supporting the Executive Minister will be shared equally between Regional Council 11, 12 & 13, through a travel expense pool where each Regional Council contributes an equal percent.

4. The Regional Council will share equally in the cost of the salary, benefits, and office related costs for the Executive Minister and Executive Minister Administrator.

5. The Executive Minister will be responsible for

- Support and Leadership for Executive meetings
- Relationship building including Regional Council visits and support
- Support to the President
- As per. Executive Minister Job Description

-
6. The Regional Council Executive Minister Administrators will be responsible for supporting the work of the Executive Minister

 7. Any Regional Council concerns about the Executive Minister will be raised with the General Secretary, General Council, so that it may be resolved following the United Church's human resource policies.

 8. The Regional Council Executive Minister may raise any concerns he/she has about the arrangement with Regional Councils 11, 12 and 13, with the General Secretary, General Council, who will be responsible for working with the Regional Councils.

 9. A Regional Council Staff Committee may be created, to begin after the first Regional Council meetings, to be made up of two members of each Regional Council Executive. The Staff committee would support transition, monitor the workload of the Executive Minister, and Executive Minister Administrators, address any concerns/disputes between the Regional Councils and if not resolved, contact the General Secretary for support.

Each of the participating Regional Councils will sign a separate copy of this Memorandum of Understanding and return it via PDF document to the General Secretary, General Council. The Memorandum of Understanding will be considered effective when the General Secretary, General Council, has received such copies from all participating Regional Councils and has also signed the Memorandum of Understanding. ∞

Regional Council Executive

POLICY NAME: Regional Council Executive	<i>Date Approved:</i>
	<i>Review date:</i>
Purpose: This policy provides direction to the Executive that continues the work of the Regional Council when the council is not meeting.	

Mandate

The Regional Council Executive will do the continuing work of the Regional Council when the Regional Council is not meeting. **The Manual Section C.3**

The primary role of the Executive is to develop and monitor policies that enable the Region to live out its mission.

Membership

The Executive will consist of

A President

President-Elect and Past President

The Executive Minister or designate

Members to a maximum of 15 who are members of UCC, representing as fully as possible. **The Manual C.3.1.2.**

- o Order lay balance
- o Gender diversity
- o Linguistic diversity
- o Provide Geographic representation
- o And the diversity of the Region

The Executive Minister and the Executive Minister's Administrative Assistant will provide support to the Executive.

Regional Council Staff shall be corresponding members of the Executive.

The Executive's sole official connection to the operational organization, its staff and work will be through the Executive Minister.

Terms of office

President: beginning in June 2019, the president will be elected at the May 2019 annual meeting for a two-year term and two years as past president.

Past President: at the May 2019 annual meeting, a member of the Transition Commission will be elected to the position for two years.

President Elect: at the May 2020 annual meeting, the President Elect will be elected to serve for two years as President Elect, followed by two years as President and two years as Past President.

Members: the term will be three-year terms, renewable once.

Fifteen members are to be elected at the June 2019 annual meeting. The Nominating Committee will recommend members to be elected for 1, 2 or 3 year terms.

In the event of the death, resignation or removal of a President Elect or Past President of the Regional Council, or in the event that the President Elect or Past President assumes the office of President, the Executive is authorized to name a member at large to fulfil the duties of the President Elect or Past President.

Meetings

The Executive will normally meet monthly in person or by videoconference call.

Quorum

The Regional Council Executive may meet only if a minimum number of members is present. **The Manual Section C.4.3**

For meetings of the executive,

- a) if there are fewer than 60 members, at least 1/3 of them must be present;
- b) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

The Executive may change the requirement for quorum.

Responsibilities

The Executive has all of the responsibilities of the Regional Council between meetings of the Regional Council. **The Manual C.3.1.3**

The Executive must report actions to the Regional Council for information and inclusion in the minutes for the Regional Council. **The Manual C.3.1.4**

Agenda

Each agenda will include time to

- worship and listen to God
- build community
- learn about governance and to develop, monitor and regularly review all policies
- evaluate how the Executive is making a difference to the life of the church.

Appendix D

Authorization To Perform Marriages Policy Eastern Ontario Outaouais Regional Council

PRACTICE NAME: Marriage Practice and Policy	<i>Date Approved: February 26, 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this practice outlines the relationship and responsibilities of a ministry personnel and the Community of Faith. The Manual I.2.5.3	

1. As marriage is a pastoral function performed by United Church Ministers, marriages must be approved by the governing body of the community of faith.
2. This pastoral function comes under the oversight and discipline of a Regional Council. In terms of marriage itself, it would come under the oversight of a Session or its equivalent and members of the Order of Ministry would work through and with a session as outlined in United Church Polity. Marriages shall be recorded in the records of a Community of Faith.

Ministers who are retired or not in a covenant relationship must be formally aligned with a Community of Faith if they are to be licensed to perform marriages. (see below re: Voluntary Associate Ministers*).

3. Each year the Regional Council will prepare a list of those eligible to perform marriages. The Executive Minister of the Regional Council will inform the Provincial Authorities of additions and removals.
4. These principles will also be followed in the case of Ministers requesting a temporary license to perform marriages within the bounds of the Eastern Ontario Outaouais Regional Council.

Policy for Voluntary Associate Ministers

- A. Communities of Faith acting through their governing body may approve an application for Voluntary Associate status for a retired or other minister not in a covenanted relationship and shall apply to the Regional Council to have this person appointed to this office.
- B. A retired minister or a minister not in a covenanted relationship may present a request for Voluntary Associate status to their governing body. There is a requirement of the ministry personnel to have a current Police Records Check and all United Church of Canada mandatory trainings completed. The Office of Vocation shall confirm such information and provide a letter of Good Standing.
- C. The Regional Council will receive each completed application if satisfied that the following conditions were being fulfilled, namely:
 - 1) That all marriages performed by United Church Minister be related to a Community of Faith;
 - 2) That this pastoral function come under the oversight and discipline of the Regional Council;
 - 3) That all marriages be registered in record books that remain the property of an ongoing Community of Faith.
- D. Having met the requirements in C above, the Executive will instruct the Executive Minister of the Regional Council to include this person so appointed on the list of those eligible for certification to perform marriages.
- E. The Regional Council will review these appointments annually. This is done to ensure that those who have moved from the Community of Faith or who have ceased to be willing or able to fulfill the pastoral responsibility be removed from the list. The VAM forms will normally be processed in the spring and voted upon at the same meeting as the Roll of the Regional Council.

Appendix E

Community of Faith Supervisors Practice and Policy
Eastern Ontario Outaouais Regional Council

PRACTICE NAME: Community of Faith Supervisors	<i>Date Approved: February 26, 2019</i>
	<i>Review date:</i>
Purpose: The purpose is to outline the roles and responsibilities of a Community of Faith supervisor, of the Community of Faith and the compensation for such ministry. The Manual I.2.5.2	

A. Appointment: If a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister who has been recognized by the regional council, the regional council is responsible for appointing a member of the regional council to the pastoral charge as a pastoral charge supervisor.

The regional council may also appoint a pastoral charge supervisor in any other situation where the regional council decides it is appropriate.

B. Responsibilities: The pastoral charge supervisor is responsible for

- i) supporting any ministry personnel serving the pastoral charge;
- ii) general supervision of the work of the pastoral charge;
- iii) ensuring that a chair is elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge;
- iv) ensuring that the sacraments are administered and new members are received following the requirements of these bylaws;
- v) if there are ministry personnel serving the pastoral charge, delegating responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate; and reporting to the regional council on the state of the pastoral charge.

C. Compensation for Ministry Site Supervision Policy: The Community of Faith receiving supervision, or the equivalent, will be responsible to pay for the supervision. The costs will be:

- i. \$30 per hour (hours include meeting plus travel time), plus the Regional Council determined cost of travel (\$0.40/km) to and from the meeting site.
- ii. All mileage and the hourly rate will be paid to the supervisor by the Community of Faith being supervised.
- iii. If individuals receiving remuneration do not wish to receive payment, they are free to donate the payments at their discretion, but in no way does this excuse the receiving ministry site from making the payment.

Appendix F

Ministry Personnel Involvement in a Former Community Of Faith Policy
Eastern Ontario Outaouais Regional Council

POLICY NAME and PRACTICE: Ministry Personnel involvement in a former Community of Faith Policy	<i>Date Approved: February 26, 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this policy and practice outlines the relationship and responsibilities of ministry personnel who have left a Community of Faith. The Manual I.2.5.3, I.2.5.4	

Preamble

This document outlines the Eastern Ontario Outaouais Regional Council's policy and best practices regarding ministry personnel * transitioning out of pastoral relationships (appointment or call). The goal is to create a smooth transition from the departing minister to the incoming minister. Ending pastoral relationships can be anxious times for both the minister and the community of faith. Denominational policy (provided at the end in Appendix A) and the policies and best practices that follow are meant to create healthy endings and new beginnings.

Ministers who are leaving a pastoral relationship will hopefully have an awareness of important boundaries that honour and respect the new pastoral relationship, thereby strengthening the Body of Christ (the church) to carry out its mandate in the world.

1. Eastern Ontario Outaouais Regional Council - Contact with Former Community of Faith

The Manual (2019) provides policies around a minister returning to a former community of faith to carry out ministerial duties (see Appendix A) but does not speak to the issue of ministry personnel attending worship at a previous community of faith, visiting occasionally, conducting weddings and funerals, or attending special events/occasions. This policy is meant to cover these situations.

The following practices help to promote the best possible conditions for the establishment of a new pastoral relationship:

- a) That the minister ensures that a proper “goodbye” is made to the community of faith. A “returning of the symbols” or an “end-of-covenant ceremony” can be helpful.
- b) That the minister not return to their former community of faith in any non-professional capacity (to visit, attend worship or other services) for a period of three years with the exception of the following situations:
 - i) The minister is invited to a wedding as a guest.
 - ii) The minister attends a funeral.
 - iii) The minister is invited by the governing body (session, council, board)
 - iv) to attend a special event.
 - v) In situations where a minister has served in an isolated rural community of faith, remains living in the area, and where there are no other United Church communities of faith easily accessible, the minister shall contact the Regional Council Pastoral Relations Minister to facilitate a dialogue with the incumbent minister to determine if the past minister may worship there, and establish terms of the relationship.
 - vi) If the need arises, there may be a case-by-case decision - in consultation with the Regional Council Pastoral Relations Minister, incumbent minister and local Church Council/Board – as to how the needs of the community of faith are best met.

- c) After at least three years has passed, the former minister may return to their former community of faith *after consulting* with the incumbent minister and the Church Council/Board concerning expectations and the level of involvement with which both parties would be comfortable. A covenant between former minister, the incumbent minister and the community of faith is one strategy that could be used. It is recommended that the ministers and the community of faith review arrangements and understandings periodically as circumstances often change.
- d) Below is a check list of things to remember for departing ministers:
- Minimize your influence and presence with members of the congregation and other staff during the period after you leave. Don't say "*I'm not allowed*" but rather indicate that you are declining in the interests of the community of faith and in support of the establishment of a new healthy pastoral relationship.
 - After three years, no ministerial contact with community of faith members or other staff until a covenant is made between you, the incumbent minister and the community of faith. Remember to define the nature and limits of your participation.
 - Prepare the community of faith while you are still with them to understand the need for disengagement and how that might affect them. Often, the minister leaving a pastoral relationship is asked back by community of faith members. If you think your leaving may be particularly difficult for your community of faith, request the assistance of the Regional Council to explain the importance of disengagement before you leave.
 - Ending a pastoral relationship might also mean an end to ties that your family members have with the community of faith.

Interim Ministry: In circumstances where the community of faith enters into a period of Interim Ministry or Transitional Ministry, the length of time that the former minister should be absent from the community of faith includes both the interim/transitional ministry period and a subsequent two years of the new call or appointment.

2. Eastern Ontario Outaouais Regional Council – Current VAM Policy (February 2019)

"Whereas some ministry personnel who leave a ministry site due to retirement or change in pastoral relations continue to live within the area, and whereas in-coming ministry personnel need time and opportunity to develop relationships with the community of faith, therefore the East Central Ontario Regional Council Executive has determined that in order to be eligible, the ministry personnel in the categories of non-settled ordained or diaconal minister, retired ordained or retired diaconal minister may apply to be a volunteer associate minister after a lapse of at least three years before they can serve as a Voluntary Associate Minister for their former community of faith.

"It is recommended that ministry personnel allow for a period of three years from the end date of their pastoral relationship before they become a VAM in a former community of faith where they served in call or appointment. Becoming a VAM is at the discretion of the incumbent minister." Carried

3. Minister Emeritus/Emerita

In the United Church of Canada, there is no formal practice of naming a minister emeritas/emerita. Some communities of faith will chose to honour retired clergy in this way. There are some mixed messages being sent to both parishioners and minister when a community of faith names someone as "emeritas/emerita" but the Regional Council restricts a retired minister from pastoral functions in that specific congregation. Therefore a community of faith is expected to let the requisite three year period pass before naming a retired minister to this role. It is expected that the retired minister will actively discourage former parishioners if they request his or her services. The church in which the retired minister has worked long and hard to nurture and sustain now needs the retired minister's help in establishing a healthy relationship with its new leader.

4. Ethical Standards and Standards of Practice for Ministry Personnel

All ministry personnel, both active and retired, shall follow The United Church of Canada's "*Ethical Standards and Standards of Practice for Ministry Personnel*".

<http://www.united-church.ca/sites/default/files/resources/ethical-standards-practice-ministry-personnel.pdf>

5. Police Records Check

All retired ministry personnel, whether in paid or voluntary positions, shall adhere to the United Church of Canada's policies regarding Police Records Checks.

http://www.united-church.ca/sites/default/files/handbook_police-records-checks.pdf

6. The Family of Ministry Personnel

In the event of the retirement of ministry personnel, a particular concern arises for the needs of other family members, especially the minister's spouse. Quite often family members have joined the community of faith at which their spouse/parent was serving and have become involved in the community of faith's life and programs, as well as establishing personal friendships with other church members. The Regional Council has no direct jurisdiction over the lay members of ministers' families, but it strongly urged that the spouse, in the context of those relationships, not do anything that would undermine the transition necessary for the community of faith or the development of a relationship with Interim, Supply or newly called or appointed ministry personnel. It would be wise to consider not worshipping with the former community of faith at all during the period of pastoral vacancy or while an Interim Minister is present.

Appendix A

THE MANUAL (2019) - RETURNING TO A FORMER PASTORAL CHARGE

Section I.2.5.3 (Functions of Ministry -- Outside Pastoral Relationship)

Section I.2.5.4: (Request of Previous Pastoral Charge)

I.2.5.3 FUNCTIONS OF MINISTRY—OUTSIDE PASTORAL RELATIONSHIP

At any time that ministry personnel are not settled in or appointed to a community of faith, they may carry out the functions of ministry in the United Church only if

(a) they have a formal association with a community of faith, are acting on behalf of that community of faith, and have the approval of the community of faith's governing body; or

An example of a "formal association" with a pastoral charge would be where the minister has been designated as a "voluntary associate minister" or "honorary associate minister" by the pastoral charge or its governing body.

(b) they have been appointed to a community of faith to exercise the functions of ministry associated with it.

2.5.4 REQUEST—PREVIOUS PASTORAL CHARGE

If a ministry personnel is asked by a member or adherent (or their families) of a community of faith where they had previously been settled or appointed to preside at a baptism, communion service, wedding, or funeral, the ministry personnel

(a) must refer the request to a member of the order of ministry who is settled in or appointed to that community of faith; **and**

(b) may preside only with the approval of the community of faith's governing body.

Appendix G

Policy Regarding Financial Appeals at Annual Meetings Of The Regional Council
Eastern Ontario Outaouais Regional Council

POLICY NAME: Policy regarding Financial Appeals at the Annual Meeting of the Regional Council	<i>Date Approved: February 26, 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this policy is to clarify limits of the budget process. The Manual C.2.5.	

Preamble

This document outlines the Eastern Ontario Outaouais Regional Council's policy and best practices regarding requests for funding outside of the approved annual budget at the annual meeting.

Policy

It is the policy of the Eastern Ontario Outaouais Regional Council to affirm and uphold the use and function of the Business Committee for matters coming to the floor of the Annual Meeting of the Regional Council.

It is the policy of the Eastern Ontario Outaouais Regional Council that any motion committing the Eastern Ontario Outaouais Regional Council to the expenditure of non-budgeted sums of money be required to have a budget attached;

It is the policy of the Eastern Ontario Outaouais Regional Council that any motion committing the Eastern Ontario Outaouais Regional Council to non-budgeted expenditures which are presented during the Annual Meeting be automatically referred to the Executive who may request input from the Finance Team first before making the decision;

It is the policy of the Eastern Ontario Outaouais Regional Council that in the interests of fairness and justice, requests for funding of projects or groups not covered in the existing Financial budgets be subject to conditions and criteria similar to those that are currently expected of requests for Mission Support, and other funds available within the Regional Council.

Appendix H

EOOR Nominations Report February 26th 2019

Your nominations committee has been hard at work.

Here are some principles we have in mind

1. Each Committee will have at least one representative from the four founding presbyteries where possible.
2. In our evolving system we hope each committee will develop its mandate and have something for us to include in the annual report. We also expect chairs will be chosen. Please let us know who they are.
3. Members starting now will serve until at least the annual meeting of 2020- terms of office to be decided.
4. We need some polity/policy decisions made around everything from milage to sliding terms of office.. Joanne has offered to collect together data we can use as an executive to work on this.
5. We will make some suggestions about executive positions for the next meeting. We believe some continuity with our current executive is important. Something to reflect on. We assume we need to elect both a president and president elect at this coming annual meeting.

The following committees are already working groups.

Communications: JoAnne Fletcher, Gary McKay, David Patterson, Christopher Morgan- Anita Jansman

Nominations: Bronwen Harman has agreed to chair this group. Add Karen McLean to our list. – Joel and Rosemary

YAYA: Steve Clifton, Bill Checkley, David Sherwin, Blair Patterson, Catherine Gutjahr, Cathy Ryan, Heather McLurg-Murphy, Kevin Moratz- Dana Doucette

LLWL's: Cathy Ryan, Sharon MacDonald, Margaret Martin, Georgina Fitzgerald, Eric Lucas and Norma Wrightly- Whit Strong

Pastoral Relations: Ina Bromley, Ed Gratton, Wayne Harris, Charlotte Hoy, Sharon MacDonald, Helen McIntosh, Erin McIntyre, Janet Nield, Linda Suddby- Whit Strong.

We would appreciate current names for Finance, Church Extension, Property, Scrivens/Baillie funds for youth, Vision and Transformation.

We are aware that a Church Camp group will emerge and that we have an active Social Justice Network.

Bronwen, Karen, JoAnne, Carla and Sue