



# Governance Handbook

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*Eastern Ontario Outaouais Regional Council of the United Church of Canada*

This handbook contains an outline of the Regional Council's Governance Structure; descriptions of its Leadership Teams; and terms of reference for its Policies.

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## **Introduction**

This policy and practice document has been prepared by the Regional Council Transition Commission, then Executive (effective January 1, 2019) 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/leadership teams. Staff will be empowered and trusted to execute that policy.

The structure will consist of commissions/leadership teams 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 Regional Council's Living Mission:

- Supporting and enhancing the ministry of Communities of Faith;
- Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith;
- Supporting and nurturing Right Relations Social and Ecological Justice;
- Supporting peoples in all seasons of life;
- Supporting and building Communications.

## GOVERNANCE STRUCTURE

### Regional Council Living Mission Statement

POLICY NAME: Regional Council Living Mission Statement	Date Approved: May 7, 2019
	Review date:
Purpose: This policy outlines the purpose / mission / vision of the Region, the authority and compliance, membership, responsibilities and annual meetings.	

#### Living Mission Statement

The Living Mission of the Regional Council is

- Supporting and enhancing the ministry of Communities of Faith;
- Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith;
- Supporting and nurturing Right Relations Social and Ecological Justice;
- Supporting peoples in all seasons of life;
- Supporting and building Communications.

#### Purpose

*The Manual C.2.4*

The regional council is responsible for encouraging and engaging 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; and

*Honouring and living into intercultural mission and ministry is described in Vision for Becoming an Intercultural Church, a resource available from the General Council Office.*

- e) living in covenant with Mother Earth and All My Relations in the Earth community.

#### 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.

#### Limitations

*The Manual C.2.14*

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 Manual C.1 (includes C.1.1. – C.1.3)*

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 C.1.1 to C.1.3 below.

“Ministry personnel” is a general term that refers to members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, and ordained supply. For more information on these categories of ministry personnel, see Entering Ministry H.1.1 and H.1.2.

There must be a balance between the members in the membership categories in section C.1.1 and C.1.2 below where possible.

## **Members of the Order of Ministry and Other Ministry Personnel**

*The Manual C.1.1*

The following ministry personnel are members of the regional council:

- a) members of the order of ministry within the bounds served by the regional council; and
- b) other ministry personnel in a covenantal relationship with a community of faith within the bounds of the regional council.

## **Lay Members**

*The Manual C.1.2*

*Communities of faith that are congregations or pastoral charges continue to elect representatives to the regional council in the same way they elected representatives to the presbytery prior to January 1, 2019. They may also change the way in which they elect representatives within denominational policies, with the agreement of the regional council, and by including it in the covenant between the community of faith and regional council.*

The lay members of the regional council are members of the United Church who are not ministry personnel and who are

- a) elected by communities of faith on the following basis:
  - i) one representative from each community of faith with 100 or fewer members;
  - ii) two representatives from each community of faith with 101 to 200 members;

- iii) three representatives from each community of faith with 201 to 300 members;
- iv) four representatives from each community of faith with more than 300 resident members; and

- b) additional lay members as determined by the regional council if necessary to respect a balance of ministry personnel and lay members who are not ministry personnel in the membership of the regional council.

### **Leaders of Associate Member Ministries**

#### *The Manual C.1.3*

The regional council includes people in formal ministry leadership in those communities of faith of other denominations

- a) that have been granted associate membership in the United Church based on policies set by the Executive of the General Council; and
- b) that are located within the bounds of the regional council.

*A community of faith of another denomination may be granted associate membership in the United Church based on policies set by the Executive of the General Council.*

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

### **Responsibilities**

#### **Covenanting**

##### *The Manual C.2.1*

The regional council is responsible for

- a) recognizing a new community of faith by entering into a covenantal relationship with it;
- b) living in a covenantal relationship with each community of faith, with mutual responsibilities for the life and mission of the community of faith, and fulfilling its responsibilities under the covenant;
- c) approving changes to the covenantal relationship with the community of faith from time to time, including structural changes, amalgamations, realignments, and disbanding of communities of faith; and

*The regional council's responsibilities in the life cycle of a community of faith that is a congregation or pastoral charge are set out in more detail in Congregational Life G.1.*

- d) living in a covenantal relationship with ministry personnel.

### **Services for Communities of Faith**

#### *The Manual C.2.2*

The regional council is responsible for



- a) providing support, advice, and services to communities of faith in human resource matters;
- b) providing support, advice, and services to communities of faith in dealing with congregational property;
- c) managing regional archives;
- d) providing ongoing leadership training for ministry personnel and lay people; and
- e) providing funding partnerships with United Church educational and leadership training centres and camps as determined by the regional council.

### **Service, Support, and Oversight of Communities of Faith**

#### *The Manual C.2.3*

The regional council is responsible for

- a) reviewing the self-assessments of communities of faith in light of the covenant between the community of faith and the regional council;
- b) supporting emerging new ministries;
- c) supporting communities of faith in their life and work;
- d) promoting articulation of mission and ministry;
- e) ensuring compliance with the policies and polity of the United Church and reviewing any relevant records;

*The “polity” of the United Church means the form of organization and government of the United Church as it is set out in these bylaws.*

- f) hearing appeals from communities of faith and their governing bodies; and
- g) assuming control of a community of faith in extraordinary circumstances where the community of faith is unable to or refuses to meet its responsibilities or acts outside of denominational policies.

### **Policy and Finance**

#### *The Manual C.2.5*

The regional council is responsible for

- a) administering policy set by the General Council, and setting appropriate regional policy;
- b) participating in determining priorities for mission and ministry work through the Mission & Service fund; and
- c) setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the regional council wishes to undertake.

### **Property**

#### *The Manual C.2.6*

The regional council is responsible for

- a) co-operating with the community of faith in buying, selling, leasing, and renovating community of faith property, and distributing any proceeds within denominational policies and guidelines, including

- i) making decisions on requests from communities of faith to buy, sell, mortgage,

*exchange, renovate, lease, or otherwise deal with community of faith property; The regional council makes decisions relating to the property of amalgamating congregations. See congregational Life G.1.4.5.*

- ii) making decisions on the meaning of the terms “other major assets” and “major renovations” for that regional council;

*The terms “other major assets” and “major renovations” are explained in Congregational Life G.2.1.2 and G.2.1.3.*

- iii) communicating the meanings of those terms to each community of faith within the bounds served by the regional council; and

*There are three exceptions to the regional council’s responsibility for making decisions about the property of communities of faith that are congregations. They are set out in Congregational Life G.2.2.2, G.2.2.3, and G.2.2.4.*

- b) making decisions on the property of communities of faith remaining after the communities of faith cease to exist; and  
c) buying, selling, leasing, and renovating regional property, and distributing any proceeds within denominational guidelines.

### **Preparation for Ministry**

*The Manual C.2.7*

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) licensing licensed lay worship leaders; and  
e) celebrating admissions and readmissions.

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

### **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.

**“2019-03-26\_46 MOTION** (L. Suddaby/K. Heath) That Eastern Ontario Outaouais Regional Council meets three times a year; a one-day meeting in the fall and winter and a two/three day meeting in the spring. **Carried”**

## **Annual Meeting Requirement**

### *The Manual C.4.1*

The regional council must meet at least annually.

The annual meeting may be a meeting of the entire regional council or the executive of the regional council, as determined by the regional council.

**2019-03-26\_46 MOTION** (L. Suddaby/K. Heath) That Eastern Ontario Outaouais Regional Council meets three times a year; a one-day meeting in the fall and winter and a two/three day meeting in the spring. **Carried**

## **Meetings: General**

### *The Manual C.4.2*

The regional council must decide

- a) whether and, if so, how often it will meet regularly between annual meetings as the entire regional council or the executive;
- b) the time and place for the annual and other regular meetings, and the procedure for calling annual and other regular meetings; and
- c) how it will hold special meetings for urgent business between regular meetings.

## **Minimum numbers of members**

### **Minimum Number of Members at Meetings**

#### *The Manual C.4.3*

The regional council may meet only if a minimum number of members is present. For meetings of either the regional council or its executive,

- a) if there are fewer than 60 members, at least 1/3 of them must be present;
- b) if there are 60 or more members, at least 20 members must be present; and
- c) 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 minimum numbers of members.

## Relationships with Regional Councils 11, 12 & 13

POLICY NAME: Relationship with Regional Councils 11,12 & 13	Date Approved: May 7, 2019
	Review date:
Purpose: This policy is the covenant between Regional Council 11, 12 & 13.	

### Memorandum of Understanding

Regional Councils Sharing Executive Minister and Program Assistant to the Executive Minister

#### 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 Program Assistant to the Executive Minister 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,
3. The Program Assistant to the Executive Minister will serve each Regional Council 1/3 time.
4. Travel costs and administrative expenses for the Executive Minister and the Program Assistant to 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.
5. The Regional Council will share equally (equitably) in the cost of the salary, benefits, and office related costs for the Executive Minister and Program Assistant to the Executive Minister.
6. The Executive Minister will be responsible for
  - i) Support and Leadership for Executive meetings

- ii) Relationship building including Regional Council visits and support
  - iii) Support to the President
  - iv) As per. Executive Minister Job Description
7. The Regional Council Program Assistant to the Executive Ministers will be responsible for supporting the work of the Executive Minister
  8. 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.
  9. 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.
  10. A Regional Council Staff Leadership team 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 leadership team would support transition, monitor the workload of the Executive Minister, and Program Assistant to the Executive Ministers, 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	Date Approved: April 23, 2019
	Review date:
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.3.1.3*

The Executive has all of the responsibilities of the Regional Council, unless the Council has decided otherwise.

### Membership

1. Chair, Past Chair, Chair Elect (3);
2. Indigenous representation (1);
3. members at large who will be chosen to reflect the diversity of founding presbyteries, order of ministry, laity, female, male, LBTQ2, younger and older, UCW (9);
4. Treasurer as corresponding member;
5. Staff as corresponding members.

#### *The Manual C.3.1.2.*

The executive must consist, to the extent possible, of a balance of ministry personnel and lay members who are not ministry personnel

- Order lay balance
- Gender diversity
- Linguistic diversity
- Provide Geographic representation
- 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: Will serve from the time of the June, 2019 Inaugural Meeting in Smiths Falls for one year until the time of the 2020 AGM, when they will begin a one-year term as Past-President. Total two-year commitment

Past President: at the June 2019 annual meeting, a member of the 2018/2019 Transition Commission will be elected to the position for one years.

President Elect: The President Elect will serve until the 2020 AGM, when they will become president until the 2021 AGM. After the 2021 AGM they will begin a one-year term as Past-President. Total three-year commitment.

Members-at-large will be elected for a three-year term, renewable once.

Nine (9) members-at-large will be elected at the June 2019 annual meeting. The Nominating Leadership team will recommend members to be elected for 1, 2 or 3 year terms. As of the 2020 AGM, elected executive will serve for three-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.

### **Minimum number of members**

Corresponding members are not counted for this purpose.

The Executive may change the requirement for quorum.

The Regional Council Executive May meet only if a minimum of  $\frac{1}{3}$  of its members are present. There must be at least one ministry personnel and one lay member present in order for there to be quorum.

The Council may change the requirement for a quorum of the Executive.

## **Responsibilities**

*The Manual C.3.1.3*

The Executive has all of the responsibilities of the Regional Council between meetings of the Regional Council.

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*

The Executive will propose actions for approval by Council where appropriate.

## **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.



## LEADERSHIP TEAMS

### Finance

LEADERSHIP TEAM: Finance	Date Approved: April 23, 2019
	Review date:
Responsibilities: Responsibilities of Regional Council as outlined in The Manual (Section C.2.5 Policy and Finance).	

### Terms of Reference for Finance Committee

Responsibilities of Regional Council as outlined in The Manual (Section C.2.5 Policy and Finance):

**The regional council is responsible for**

- a) *administering policy set by the General Council, and setting appropriate regional policy;*
- b) *participating in determining priorities for mission and ministry work through the Mission & Service fund; and*
- c) *setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the regional council wishes to undertake.*

### Mandate of The Finance Committee

- a) Oversee the work of the Treasurer by receiving ongoing reports of Profit and Loss, Balance Sheet, Investment Funds, and Ministry Accounts.
- b) Recommends to the Regional Council an annual budget for the Governance and Mission and Ministry budgets of the Regional Council
- c) Ensuring that an annual audited financial statement is prepared and then reviewed by the Independent Internal Financial Review Committee of the Regional Council.
- d) Oversee and manage the investment funds of the Regional Council
- e) Oversee the Mission Support grant applications and make a recommendation to the Regional Council for annual Mission Support grants.
- f) Receive and review all statements for “restricted funds” held by Communities of Faith
- g) Ensure that all United Church incorporated bodies have had their financial statements reviewed.

### Responsibilities – Chair

- Call the meetings, prepare an agenda and open meetings with prayer;

### Membership Size

Chair, Treasurer and 4-6 members

### Time Commitment / Meeting Frequency

Meetings held in each quarter of the year (meet four times)

### **Term of Office**

For chair – 3 years (renewable); for members – 3 years (renewable)

### **Terms of Reference for Independent Internal Financial Review Committee**

The Internal Independent Financial Review Committee is appointed and accountable to the Executive of the Regional Council.

#### **Responsibilities - General**

- Conduct a financial review of the records of the Eastern Ontario Outaouais Regional Council of The United Church of Canada.

#### **Membership**

Chair and 2 members; one of the members would have a link to the Regional Council Finance Committee. The other two members would be individuals from communities of faith with expertise in financial matters

#### **Time Commitment**

This review would be done sometime between late February and the end of March and would involve approximately a half day commitment

### **Position Description for Treasurer**

#### **General Description**

- Receive and disburse funds for Regional Council in accordance with budget;
- Monitor the financial well-being of the Regional Council;
- Maintain current accounting practice that accurately represents the assets and liability of the Regional Council; and
- Serve as an Officer of the Court, including being a corresponding member of the Executive.

#### **Responsibilities**

- Maintain an accounting of the Regional Council's finances using a recognized accounting software package. Day to day entries are done on personal computer, but regular back up must be kept and transferred to Regional Council Executive Minister.
- Ensure that there is a monthly reconciliation of the bank accounts.
- Provide monthly financial statements to the Finance Committee of the regional council, the regional council and/or its Executive
- Liaison with General Council office regarding denominational assessment grant and Mission & Service Fund grant and Mission Support grants.
- Ensure that staff salaries and benefits are administered by General Council
- Ensure that staff expenses are paid on a monthly basis
- Issue T4s and T4As to part-time staff and honourariums;
- Oversee the banking of deposits;
- Attend meetings of the Executive and the Finance Committee;
- Prepare financial statements and related information for the annual financial review and work with the Independent Review Committee to ensure a satisfactory report;

- Prepare and submit the charitable organization taxation forms annually; and
- Act as payroll supervisor for the Youth & Young Adult Ministry Team's employment through Camp Awesome.

### **Time Commitment / Meeting Frequency**

- Approximately 15 hours per month including attendance at meetings of the Executive and the Finance Ministry Team, and

### **Term of Office**

No stated term but it is hoped that person would serve for at least 3 years

### **Accountability**

Corresponding Member of Executive

### **Skills**

This is a highly responsible position and the margin of error is significant for the presbytery. It requires knowledge of accounting practice that ensures reliable and sound financial information. Some recognized degree or accreditation would be useful. There must be demonstrated ability to be entrusted in an environment where there are few checks and balances on the oversight of this position. The person should have an ability to work with and relate to other volunteers.

### **Rewards and Compensation**

- Honorarium of \$500 on a monthly basis for which a T4A form is issued;
- Opportunity to serve the United Church; and
- Opportunity to have accounting experience within an organization with an annual budget of over \$600,000 and investments of over \$3,000,000

## Licensed Lay worship Leaders (LLWL)

LEADERSHIP TEAM: Licensed Lay Worship Leaders Leadership Team	Date Approved:
	Review date:
Responsibilities: This practice outlines accountability, authority, appointment, responsibilities, and support of the Licensed Lay Worship Leaders (LLWL) Leadership Team.	

The LLWL Leadership Team will organize, with the Pastoral Relations minister for the annual reviews and trainings of all LLWL within the Regional Council. (Refer to LLWL Handbook for guidelines and timing requirements)

The names of the approved LLWLs are to be forwarded to Regional Council Executive Minister support annually by December 15<sup>th</sup>.

### Composition

The Licensed Lay Worship Leader Leadership team shall consist of seven (7) members:

- two (2) active Ministry Personnel [OM, DM, DLM];
- two (2) lay people [not a LLWL]; and
- three (3) Licensed Lay Worship Leaders.

Quorum for this leadership team will consist of four members, one of whom must be Ministry Personnel. The Regional Minister for Pastoral Relations shall be an ex-officio member of the leadership team.

### Accountability

The LLWL Leadership Team is accountable to the Regional Council Executive.

### Authority

The Leadership Team does not have decision-making authority to licence LLWLs. The Manual I 1.11.5 The Leadership Team will make recommendations to the Regional Council Executive with respect to candidates for licensing as an LLWL.

### Appointment

A Leadership Team of six (6) individuals with geographic balance, including two LLWLs Terms of Office The term will be for three years with a renewal for one term.

## **Mandates for Leadership Teams still without terms of reference**

### **Nominations**

Nominations Leadership Team's mandate is to engage the membership in the life of the Regional Council. To that end, it will ensure there are chairs of all identified Regional leadership teams and a slate for the Regional Executive, with a view to having representation from each of the four (4) founding presbyteries." [Note: The Nominations leadership team will be a resource to all leadership team but is not solely responsible for filling leadership team membership.

### **Pastoral Relations**

The Pastoral Relations Leadership Team's mandate is to work with the Regional Council's Minister of Pastoral Relations and a team of volunteer Pastoral Relations Liaisons to maintain a close relationship between the Regional Council and the pastoral charges. When a change in pastoral relations occurs, the Pastoral Relations Leadership Team shall, through its Pastoral Relations Liaisons, assist Communities of Faith in the development of a Pastoral Charge Profile and in the search for new ministry personnel. At any point in the pastoral relationship, Liaisons may assist Communities of Faith in clarification of their vision, mission and ministry needs. The composition of the Pastoral Relations Leadership Team shall, as much as possible, have geographical balance. The Regional Minister for Pastoral Relations shall be—an ex officio member.

### **Property**

The Property Leadership Team's mandate:

- to provide advice and resources to communities of faith who are considering purchasing, leasing, selling, renting, developing or renovating church property,
- to make recommendations to the Executive regarding the above decisions by a community of faith,
- to assist communities of faith in placing appropriate insurance on church property; with a view to having representation from each of the four (4) founding presbyteries and the Regional Executive Minister as an ex officio member."

### **Scrivens/Baillie**

Scrivens/Baillie Leadership Team's mandate is to use the monies from the Scrivens and Baillie funds to support youth ministry in the region. The leadership team will maintain its current membership with a view to adding more members from the other founding presbyteries.

### **Vision & Transformation**

The Vision and Transformation Leadership Team's mandate is to work with the Minister of Transitional Ministry supporting Clusters and Networks and Communities of Faith:

- to develop and implement strategic plans and priorities for mission and ministry in the Region as a whole and within Communities of Faith,

- to use the resources of the Mission Strategy Fund to support Communities of Faith in visioning and new ministry initiatives; with a view to having representation from each of the four (4) founding presbyteries and the Minister of Transitional Ministry supporting Clusters and Networks and Communities of Faith as an ex officio member.”

## **The Church Extension Committee of the Eastern Ontario Outaouais Regional Council of the United Church of Canada**

The Church Extension Committee provides ongoing support for the Communities of Faith in the Eastern Ontario Outaouais Region with respect to their physical assets and facilities. The Committee provides advice and assistance with respect to:

- new buildings and facilities;
- renovations and upgrades to equipment and facilities;
- disposal and demolition of buildings and facilities;
- providing suggestions and advice regarding ways to approach their projects;
- providing financial guidance and support through loans or grants to cover a portion of the costs; and,
- management of financial assets and land holdings entrusted to Committee.

The Church Extension Committee is a corporation operating under the laws of Ontario. The Committee’s Letters Patent and By-Laws were revised in late 2018 to confirm the relationship with the Region. The Board of Directors and Members of the Corporation include people from each of the four former Presbyteries now included in the Region.

The Church Extension Committee of the Ottawa Presbytery has supported the building-related needs across the Ottawa Presbytery for over sixty years. The Committee looks forward to contributing its expertise, experience, and resources to the Eastern Ontario Outaouais Regional Council.

### **YAYA**

Mandate and Terms of Reference for Leadership Teams to be determined.

### **Social Justice Network of Ontario Regional Councils**

Terms of Reference for Leadership Teams to be determined.

### **(Hospital) Chaplaincy Ministry**

Terms of Reference for Leadership Teams to be determined.

### **Communications**

Terms of Reference for Leadership Teams to be determined.

## **Travel Policy for 2019**

POLICY NAME: Travel	May 7, 2019
	Review date:
Purpose: Provide the rate of reimbursement and parameters for who can claim mileage expense.	

The Eastern Ontario Outaouais Regional Council adopt a travel policy of reimbursing travel at 75% the General Council Rate for individuals traveling to networks, staff lead trainings, leadership team meetings and meetings of the Regional Council 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.

## **Pastoral Relations Liaisons Travel Policy**

<b>POLICY NAME:</b> Relations Liaisons Travel	May 7, 2019
	<b>Review date:</b>
<b>Purpose:</b> Provide the rate of reimbursement for Pastoral Relations Liaisons claiming mileage expense.	

The Eastern Ontario Outaouais Regional Council adopts the policy that Pastoral Relations Liaisons be reimbursed at the rate set by General Council Office for travel directly related to their pastoral relations work, and that the reimbursement be paid by the Community of Faith directly to the Pastoral Relations Liaison.



## Authorization to Perform Marriage and Voluntary Associate Minister (VAM) Policy

PRACTICE NAME: Authorization to Perform Marriage and Voluntary Associate Minister (VAM) Policy	Date Approved: February 26, 2019
	Review date:
Purpose: The purpose of this practice outlines the relationship and responsibilities of a ministry personnel and the Community of Faith. <i>The Manual I.2.5.3</i>	

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.

## Community of Faith Supervisors Practice and Policy

PRACTICE NAME: Community of Faith Supervisors	Date Approved: February 26, 2019
	Review date:
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. <i>The Manual</i> I.2.5.2	

### 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.

### 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.

### 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.

## Policy Regarding Financial Appeals at Annual Meetings of the Regional Council

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

### 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 Leadership team 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.

## Ministry Personnel Involvement in a Former Community of Faith Policy

POLICY NAME and PRACTICE: Ministry Personnel involvement in a former Community of Faith Policy	Date Approved: February 26, 2019
	Review date:
Purpose: The purpose of this policy and practice outlines the relationship and responsibilities of ministry personnel who have left a Community of Faith. <i>The Manual 1.2.5.3, 1.2.5.4</i>	

### 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.

### 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.

### **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 Eastern Ontario Outaouais 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*

### **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.

### **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>

### **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](http://www.united-church.ca/sites/default/files/handbook_police-records-checks.pdf)

### **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.

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## **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.

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## Licensed Lay Worship Leader Policy & Guidelines

POLICY NAME: Licensed Lay Worship Leader Policy & Guidelines	April 23, 2019
	Review date:
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Congregational property. <i>The Manual C.2.6.</i>	

### Introduction

#### Purpose of this Handbook

The purpose of this handbook is to outline the policy of the Eastern Ontario Outaouais Regional Council of The United Church of Canada regarding Licensed Lay Worship Leaders within its bounds.

The Eastern Ontario Outaouais Regional Council (EOORC) appreciates the willingness of lay people who come forward to offer their faith, insight and skill as worship leaders in Communities of Faith. The Licensed Lay Worship Leadership program is intended to honour and encourage members of the laity to share their gifts and express their faith while meeting the vital need of Communities of Faith to gather for worship.

**Section One** provides the policy guidelines approved by the Eastern Ontario Outaouais Regional Council Executive, and for use throughout the Regional Council to ensure that expectations regarding the practice of Licensed Lay Worship Leadership are consistent.

**Section Two** and **Section Three** of this document quote information about Licensed Lay Worship Leadership from the General Council handbook *Licensed Lay Worship Leaders (2016)* and *The Manual of the United Church of Canada (2019)*.

The contents of this document does not replace, but is meant to complement, the policies for Licensed Lay Worship Leaders as outlined in *The Manual (2019)* and *Licensed Lay Worship Leaders (2016)*.

**This policy handbook governing Licensed Lay Worship Leaders within the Eastern Ontario Outaouais Regional Council.**

**Approved by the EOORC Executive on April 23, 2019.**

**2019-04-23\_75 MOTION** (B. Paterson/K. Heath) that having reviewed the work and recommendation of the Licensed Lay Worship Leaders Leadership team, the Eastern Ontario Outaouais Regional Council Executive approves the Licensed Lay Worship Leaders Policy Handbook (April 2019). **Carried**

## Section One:

### Eastern Ontario Outaouais Regional Council Standards of Practice

- based on *Licensed Lay Worship Leaders, The United Church of Canada, October 2016*
- approved by the EOORC Executive, April 23, 2019

#### Preparation and Licensing

**Initial Licensing:** Eastern Ontario Outaouais Regional Council has the responsibility for licensing an individual as a Licensed Lay Worship Leader.

**Course of Study:** Eastern Ontario Outaouais Regional Council is responsible for setting out the prescribed course of study which is based on the requirements set out by The United Church of Canada. The Eastern Ontario Outaouais Regional Council is responsible for determining whether individuals who have completed courses of study for Lay Worship Leadership offered beyond the boundaries of the Eastern Ontario Outaouais Regional Council meet the requirements to be licensed.

**Educational Standards:** Those participating in a Licensed Lay Worship Leader educational program are expected to observe accepted educational standards with respect to the work involved in becoming a Lay Licensed Worship Leader. This includes, but is not limited to, attendance at events for Licensed Lay Worship Leaders, participation in all required components of the course, the timely completion of required assignments, an acceptable quality of assignments submitted, and the appropriate use of resources, including being aware of the risk of plagiarism. Any action deemed to be a breach of accepted educational standards may jeopardize the successful completion of the course and subsequent licensing.

**Educational Oversight:** Eastern Ontario Outaouais Regional Council shall appoint a “*Licensed Lay Worship Leader Leadership team*” to oversee the program for the initial and ongoing training of Licensed Lay Worship Leaders, as well as the support and supervision of the Licensed Lay Worship Leaders themselves.

**Readiness to Serve:** An individual may be recommended for licensing, or subsequent renewal of licensing, after an interview process conducted by Eastern Ontario Outaouais Regional Council’s Licensed Lay Worship Leadership team, including a determination of the person’s understanding of the ethos, theology and practice of The United Church of Canada.

**Initial License and Re-Licensing:** The Eastern Ontario Outaouais Regional Council shall have the authority to license of a Licensed Lay Worship Leader shall be renewed every two years at the discretion of the Regional Council.

**Community of Faith Support:** When seeking licensing or renewal of a license, individuals shall provide a letter from their home Community of Faith's governing body (Session, Official Board or Church Council) affirming that their membership in good standing in their home Community of Faith and their suitability in this role within the wider church.

**Police Checks:** Eastern Ontario Outaouais Regional Council shall exercise due diligence by requesting to see a Police Records Check (Vulnerable Sector) issued within the past 6 months before granting initial license, and every 6 years subsequently. Failure to provide a current Police Check at the appropriate intervals will result in suspension of one's license.

### **Ongoing Support and Renewal of License**

**Regular Check-in:** The Eastern Ontario Outaouais Regional Council *Licensed Lay Worship Leadership team* will meet, at least bi-annually, with each Licensed Lay Worship Leader to provide support and opportunity to discern if renewal of the license is appropriate. Renewal shall be assessed based on the policy contained in this resource.

**Jurisdiction:** A current license remains valid while a Lay Licensed Worship Leader remains a member of any Pastoral Charge within Eastern Ontario Outaouais Regional Council.

**Transferability:** A Licensed Lay Worship Leader transferring membership in the United Church from one Community of Faith to another Community of Faith in the same regional council shall continue to be recognized as a Licensed Lay Worship Leader. If a Licensed Lay Worship Leader transfers their membership to a Community of Faith in another Regional Council, they must be recognized by that Regional Council in order to continue serving as a Licensed Lay Worship Leader.

**Continuing Education:** The Eastern Ontario Outaouais Regional Council LLWL Leadership team is expected to provide opportunity for Licensed Lay Worship Leaders to be engaged in ongoing learning. Licensed Lay Worship Leaders are expected to participate in Continuing Education events on a regular basis.

**Personal Worship:** In addition to being a full member of The United Church of Canada, when not conducting a service it is expected that Licensed Lay Worship Leaders will regularly attend worship and other Community of Faith activities at their sponsoring Community of Faith.

### **Stewardship of Licensed Lay Worship Leadership Resources**

**Meeting Regional Needs:** Licensed Lay Worship Leaders are encouraged to assist the Eastern Ontario Outaouais Regional Council in meeting the needs of all Pastoral Charges which are without ministry personnel. It is therefore intended that Licensed Lay Worship Leaders will circulate within the Regional Council so that a number of Pastoral Charges can benefit from their leadership.

**Frequency of Preaching:** The Licensed Lay Worship Leader may cover up to five out of eight Sundays in any two month period, up to a maximum of ten services per year, in any one Pastoral Charge. If asked to lead worship for more Sundays than this, the Licensed Lay Worship Leader and the Community of Faith must seek the approval of the Eastern Ontario Outaouais Regional Council LLWL Leadership team before doing so.

**Preaching in another Regional Council:** In the event that a Licensed Lay Worship Leader is invited to lead worship in a Community of Faith outside of the Eastern Ontario Outaouais Regional Council, it is expected that they will seek the permission of and function within the guidelines of that particular Regional Council.

**Accountability:** Licensed Lay Worship Leaders are required, on an annual basis, to provide the Eastern Ontario Outaouais Regional Council LLWL Leadership team with a complete list of the dates and locations of all services of worship led in the previous year, including those services led outside of the bounds of Eastern Ontario Outaouais Regional Council. Included in this report will be a list of continuing education events attended. Individuals may also wish to submit a list of relevant books that were read as part of their ongoing education as a Lay Licensed Worship Leader.

**Evaluation:** As a part of Eastern Ontario Outaouais Regional Council oversight of Licensed Lay Worship Leaders, occasionally Communities of Faith may be asked to provide the LLWL Leadership team with an evaluation of the leadership offered by Licensed Lay Worship Leaders.

**Mentorship:** Following initial licensing, the Eastern Ontario Outaouais Regional Council LLWL Leadership team will assign Licensed Lay Worship Leaders a mentor for a minimum of one year in order that they might reflect together on their role and effectiveness. The Eastern Ontario Outaouais Regional Council LLWL Leadership team may, at its discretion, assign a mentor to a Lay Licensed Worship Leader at any time should it feel that this is necessary.

**Respect for local practices:** Licensed Lay Worship Leaders lead worship at the invitation of a local Community of Faith or Pastoral Charge. When preparing worship services, Licensed Lay Worship Leaders shall respect the Community of Faith that they are serving with regard to local traditions and practices, worship format, hymnody, language and style of worship leadership, following the direction and instructions of the local Community of Faith, Pastoral Charge, or ministry personnel.

**Remuneration:** The Pastoral Charge/Community of Faith shall remunerate Licensed Lay Worship Leaders appropriately. Communities of Faith must pay the minimum reimbursement and travel rates set by the Eastern Ontario Outaouais Regional Council. The “*Worship Leadership and Preaching*” rate in the current *Salary and Allowances Schedule* issued by General Council each year **must be used**. All monies earned must be declared as taxable income.

As per Canada Revenue Agency regulations, a T4A tax form must be issued by the Community of Faith to an individual for any amount earned in excess of \$500 per year.

**Local support:** Each Community of Faith which annually sponsors a Licensed Lay Worship Leader is encouraged to occasionally invite their Licensed Lay Worship Leader to lead worship, and to remunerate them appropriately, as a sign of support of their Licensed Lay Worship Leader.

**Preaching in one's own Community of Faith:** When leading worship within one's home Community of Faith, it is expected that the Licensed Lay Worship Leader be paid in accordance with the rate set by Eastern Ontario Outaouais Regional Council.

**Representing the Regional Council:** A Licensed Lay Worship Leader may not represent the Regional Council at their local church meeting, by virtue of their role as LLWL. The representative of the Regional Council at a Council/Board meeting shall be either the ministry personnel called or appointed to the Pastoral Charge or a duly appointed Pastoral Charge Supervisor. A Licensed Lay Worship Leader is not, by virtue of the role, permitted to serve as Pastoral Charge Supervisor for their own pastoral charge. Neither are they permitted to apply to or fill pastoral vacancies.

**Representing one's own Community of Faith:** A Licensed Lay Worship Leader may be duly elected by their Community of Faith to represent that Community of Faith at Regional Council meetings as the Lay representative.

**Pastoral Care:** Although it is recognized that there is an element of pastoral care in worship leadership, the Licensed Lay Worship Leader is not, by virtue of the role, permitted to enter an ongoing relationship of pastoral care with the Pastoral Charge or with individual members of a community of faith. It is expected that the Licensed Lay Worship Leader will refer any requests or requirements for pastoral care (counselling, home visitation, hospital visitation) to the called or appointed Ministry Personnel or the Pastoral Charge Supervisor for follow-up.

**Sacraments:** Licensing as a Licensed Lay Worship Leader does not include permission to preside, under any circumstance, at the sacraments (Baptism and Communion). Celebrating the sacraments through arrangements with a non-United Church of Canada agency may result in the loss of one's license to serve as a Licensed Lay Worship Leader.

**Funerals:** Presiding at funerals for members or adherents of a Pastoral Charge (including at a funeral home) shall be done only at the invitation of the called or appointed minister of that Pastoral Charge, the Pastoral Charge Supervisor, the governing body of the pastoral charge or Eastern Ontario Outaouais Regional Council. Conversation with the called or appointed Ministry Personnel or the Supervisor of the Pastoral Charge must happen prior to making any agreement with a family, an individual or a funeral home. If, after following all the above-noted steps, the Licensed Lay Worship Leader conducts a funeral, they must ensure that the information about the service is properly entered in the Burial Register of the Pastoral Charge.

**Relationship with Funeral Homes:** The conduct of funerals, other than as noted above, is not within the purview of the Licensed Lay Worship Leader. Licensed Lay Worship Leaders are not to be "on call" with local funeral homes. All funerals require competency in the area of pastoral care for which Licensed Lay Worship Leaders are not normally trained. Therefore, keeping in mind the duty of care by which all Licensed Lay Worship Leaders are bound, conducting funerals as a 'side business' may be grounds for non-renewal of one's license.

**Advertising:** Individual Licensed Lay Worship Leaders are not permitted to advertise their services or solicit invitations to lead worship through the use of any social media or on the

internet, except via appropriate venues designed by Eastern Ontario Outaouais Regional Council for such purpose.

**Duty of Care:** For their own awareness and protection, Licensed Lay Worship Leaders are encouraged to review on a regular basis the Sexual Abuse Policy of The United Church of Canada. (see: *Sexual Abuse Prevention and Response: Policy and Procedures*, The United Church of Canada, January 2019)

In the Eastern Ontario Outaouais Regional Council, all Licensed Lay Worship Leaders must have completed the Sexual Abuse Awareness/Boundaries workshop and the Racial Justice workshop offered by The United Church of Canada., as well as completing refresher courses as required.

**Liability:** For liability insurance purposes, a Licensed Lay Worship Leader is covered by Eastern Ontario Outaouais Regional Council for their worship leadership services only.

### **Governance of Licensed Lay Worship Leaders**

Eastern Ontario Outaouais Regional Council shall appoint a “*Licensed Lay Worship Leader Leadership team*” to oversee the program for the initial and ongoing training of Licensed Lay Worship Leaders, as well as the support and supervision of the Licensed Lay Worship Leaders themselves.

#### **Composition of the LLWL Leadership team**

The Licensed Lay Worship Leader Leadership team shall consist of seven (7) members:

- two (2) active Ministry Personnel [OM, DM, DLM];
- two (2) lay people [not a LLWL]; and
- three (3) Licensed Lay Worship Leaders.

Quorum for this leadership team will consist of four members, one of whom must be Ministry Personnel. The Regional Minister for Pastoral Relations shall be an ex-officio member of the leadership team.

#### **Collection and Circulation of Names of Licensed Lay Worship Leaders**

Eastern Ontario Outaouais Regional Council shall, on an annual basis, circulate the names of those who are approved to preach within the Regional Council.

## Section Two:

### **Role and Characteristics of Licensed Lay Worship Leaders**

(from: *Licensed Lay Worship Leaders*, The United Church of Canada, October 2016)

In 1925, when the Methodist, Presbyterian, and Congregationalist churches joined to form The United Church of Canada, lay preachers, as a leadership designation, became a part of this union. Today, rather than the designation “lay preachers,” the term “Licensed Lay Worship Leader” is used to designate those who offer occasional worship leadership that continues to be part of our life as a church.

Specifically, a **Licensed Lay Worship Leader** is a person who:

- has completed a course of study and, after appropriate recommendation and evaluation processes..., is licensed to offer occasional worship leadership and preaching within the bounds of a regional Council.
- conducts worship at the invitation of the called or appointed minister, the Pastoral Charge Supervisor, the governing body of the congregation or the Regional Council when the appointed or called minister is away due to illness, continuing education course work, or vacation.
- is a member in good standing in a local community of faith who has been determined by his/her home congregation and Regional Council to have gifts for worship leadership and preaching. Through participation in an approved course of study, these gifts are developed further, giving both the Licensed Lay Worship Leader and the congregation confidence that worship leadership is built upon a theological and biblical foundation consistent with the ethos and practice of the United Church of Canada.

Many lay people in a congregation participate and give leadership in worship, but those who choose to participate in a Licensed Lay Worship Leadership program are choosing to develop their leadership gifts further. They are *not* entering an order of ministry. The term “licensed” indicates that an individual has engaged in a course of study and is considered suitable for this work by a congregational session, board, or council as well as that congregation’s Regional Council. Licensed Lay Worship Leaders are not eligible for appointment to any paid accountable ministry personnel position, although they may receive standard remuneration for conducting individual worship services on the basis of the “Worship Leadership and Preaching” rate, including travel, in the current *Salary and Allowances Schedule* issued by General Council each year. They are not eligible, by virtue of licensing, to preside at sacraments or to wear stoles or vestments of any kind.

### **Prior Assessment**

Before expressing interest in participating in a licensed lay worship leader course, and before requesting recommendation to such a course by a pastoral charge governing body, an individual should be able to identify gifts and experiences that lend themselves to ministry of worship leadership and preaching.

Some people may bring transferrable skills from their life and workplace experience, such as written and oral communication, public speaking, and teaching. In addition, some may indicate

budding gifts for worship leadership through such congregational activities as facilitating study groups or prayer groups, making presentations at leadership team meetings, or contributing thoughtful, reflective writing to church newsletters or other publications. Of course, an individual may clearly demonstrate worship leadership through leading prayers and liturgy, preaching, and conducting entire services.

### **Personal Qualities**

In affirming that an individual has the potential to participate in a Licensed Lay Worship Leaders program, a session, board, or council is saying that this individual has demonstrated a commitment to the ethos of the United Church and is comfortable with that ethos as it is manifested at the levels of Pastoral Charge, Regional Council, and General Council.

Such an individual may possess a prayerful and integrated spirituality, openness to ongoing development and learning, and a desire to share a relevant faith informed by Christian hope and God's Spirit. Other personal qualities may include:

- the ability to relate sensitively to a wide range of people
- be discreet and trustworthy
- engage with ideas in an open and non-judgmental fashion

Clear written and oral communication skills, as well as organizational skills, are additional assets. While none of us is fully formed, and an individual interested in being a Licensed Lay Worship Leader will not have all the necessary competencies at the beginning of her or his course of study, evidence of budding gifts that can be further honed is part of the assessment process.

### **Competencies**

During a Licensed Lay Worship Leaders course of study, competencies will be explored such as:

- developing knowledge of the scriptural basis for Christian faith
- understanding theological themes
- exploring United Church history and polity
- recognizing and respecting different Community of Faith contexts
- organizing and preparing worship liturgy
- understanding and writing prayers
- becoming familiar with United Church hymnody as singing our faith
- preparing and delivering sermons
- practicing public speaking and presentation



## **Section Three:**

### **The United Church of Canada Policy on Licensed Lay Worship Leaders**

*(from The Manual of The United Church of Canada (2019), I.1.11.5)*

#### **Licensing**

The regional council may licence a person as a Licensed Lay Worship Leader. The following requirements shall apply:

- a) the person must be a member of a Community of Faith in that regional council; and
- b) the license must be for a specified term, which may be renewed.

#### **Regional Council Direction**

The person licensed as a Licensed Lay Worship Leader shall serve under the direction of the Regional Council.

#### **Transferability**

A Licensed Lay Worship Leader transferring membership in the United Church from one Pastoral Charge to another Pastoral Charge in the same regional council shall continue to be recognized as a Licensed Lay Worship Leader. A Licensed Lay Worship Leader transferring membership to a community of faith in another regional council, the person must be recognized by that regional council in order to continue serving as a Licensed Lay Worship Leader.

#### **Renewal of Licence**

The licence of a Licensed Lay Worship Leader may be renewed at the discretion of the regional council within the jurisdiction of which such Licensed Lay Worship Leader is a member in good standing of a Community of Faith.

## Policy Regarding Proceeds from the Sale of Property

POLICY NAME: Policy regarding Proceeds from the Sale of Property	March 26, 2019
	Review date:
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Congregational property. <i>The Manual C.2.6.</i>	

### Preamble

This document outlines the Eastern Ontario Outaouais Regional Council’s policy and best practices regarding the disposition of proceeds from the sale of congregational property.

### Policy

When Congregational property is being sold by a Community of Faith that is not disbanding, the following guidelines for the use of net proceeds from the sale

- a) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- b) 90% be retained by the Community of Faith with an approved ministry plan for the use of the proceeds by the Regional Council that is financially sustainable. The Regional Council will normally require that the remaining capital from the sale be protected and invested and that the Community of Faith be limited to drawing up to 4% of the value of the invested capital in any given year to support its operating budget. If the Community of Faith puts before the Regional Council a ministry plan, the Regional Council may allow the Community of Faith to use some or all of the remaining capital from the sale to implement the ministry plan. This may include capital expenses.

When Congregational property is being sold by a Community of Faith that is disbanding, the following guidelines apply for the disposition of net proceeds from the sale

- c) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- d) 10% be remitted to the Eastern Ontario Outaouais Regional Council to support the Mission Strategy of the Regional Council.
- e) 10% be remitted to the United Church of Canada Mission and Service for on-going support of the ministry of the wider church.
- f) 70% be directed for purposes within The United Church of Canada and which is approved by the Regional Council before the disbanding of the Community of Faith. If a Community of Faith disbands without such a plan, it becomes the responsibility of the Regional Council to determine the disposition of the remaining funds.

\*Net proceeds means the amount left over after all expenses directly related to the sale of the property have been paid, e.g.: real estate fees, legal fees, cost of surveys and so on.

## Property Transactions Policy

POLICY NAME: Property Transactions Policy	May 7, 2019
	Review date:
Purpose: Provide parameters for property transactions	

### Background

**“G.2.3 Congregational Property Transactions**

**G.2.3.1 Types of Transactions**

**This section (G.2.3) applies to all transactions involving congregational property. These transactions include**

- a) sales;
- b) purchases;
- c) mortgages;
- d) any other borrowing secured by congregational property;
- e) leases;
- f) major renovations;
- g) demolition; and
- h) construction of a new building.”

- I. That requests for approvals of Congregational Property Transactions come directly to the Executive until a Property Leadership Team is established;
- II. Requests are reviewed and recommended for approval or further action;
- III. Final decision is made by the Executive. **Carried**

### Major Renovations

POLICY NAME: Major Renovations	May 7, 2019
	Review date:
Purpose: provide the definition of a “Major Renovation”	

The Eastern Ontario Outaouais Regional Council’s adopt the definition of a “Major Renovations” to mean above \$50,000.