

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Tuesday, March 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
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
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
Joanne Fletcher	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

1. ***Opening and Devotions*** – Kimberly acknowledged the land: The Executive is meeting on the traditionally territories of the Wyandot, Iroquois, Algonquin, Anishinaabe and Haudenosaunee. All were asked to find their quiet-center and reflect for a moment on a time when they felt gratitude; then invite Jesus into this moments, and reflect on what words might be express to Jesus in this moment, and then listen to what Jesus' response might be. This time of the meeting was closed with the reading of Philippians 4:4-9.
2. ***Circle Time of Sharing*** – All shared a moment for why they felt gratitude.
3. ***Approval of the Minutes - Meeting February 26th 2019***

2019-03-26_44 MOTION (P. MacRae/E. Beattie) That the minutes of February 26th 2019 be approved as corrected. **Carried**

Corrections:

Spelling: MacRae

Name: Church Extension Committee

Name: Graham Campbell

Title: Pastoral Relations Minister

4. *Approval of the Agenda*

2019-03-26_45 MOTION (L. Suddaby/B. Paterson) That the agenda be accepted as received. **Carried**

5. *Correspondence*

- a) February 20, 2019 Thivan Hoang, General Council office re process to become affirming Regional Councils (*for information*)
- b) February 26, 2019 Thivan Hoang, General Council office re representation at an Archives Consultation in June (*for action – 6*)
- c) March 15, 2019 Patricia Whitridge, Chair of Council, Rideau Park United Church, Ottawa re requesting approval to proceed with a new governance model and outlines our implementation plan. (*for action 8 a*)
- d) March 19, 2019 David Caulfeild, Windmill Development re applying a property development template to church properties (*for information*)
- e) March 20, 2019 Judy Ryan, Chair Trinity-St. Andrew's, Renfrew re permission and assistance on HVAC upgrade project (*for action – 8b*)
- f) March 20, 2019 Sandy Copeland, Chair of the United Church Chaplaincy Ministry within the former Ottawa Presbytery re support for chaplaincy with documents, "2018 Statistics of the United Church Spiritual Care Visitation Team at The Ottawa Hospital – Civic & General Campuses & the Heart Institute" (*for action 8c*)
- g) March 25, 2019 Rev. Ed Gratton, supporting the sale of Bethany United Church (*for action*)

Discussion: No decision was taken on item g) and will be brought back to next meeting. Bethany will need to have the new policy.

6. *Business Arising – Supporting and enhancing the life of Communities of Faith where ministry takes place*

1. *Governance* – see appendix A

Discussion: amendments and modifications were made to the document (see appendix for changes). The goal is to provide the Governance document in its entirety at the inaugural meeting, and that it be approved by the court.

It was suggested that the wording for the Regional Council's Vision be brought back to the next meeting:

- Supporting the ministry of Communities of Faith*
- Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith*
- Supporting Social and Ecological Justice*
- Supporting Communications*

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

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**

Executive

2019-03-26_47 MOTION (L. Suddaby /C. Grant) That Eastern Ontario Outaouais Regional Council Executive would normally meet six times a year, normally not when there is a Regional Council meeting (three months of the year) and not in July, August, and December; meetings can be called at the discretion of the Chair. **Carried**

Commission

2019-03-26_48 MOTION (K. Heath/E. Beattie) that the Eastern Ontario Outaouais Regional Council Executive create a Pastoral Relations Commission. **Carried**

2019-03-26_49 MOTION (B. Paterson/C. Van Delen) that the Eastern Ontario Outaouais Regional Council Executive create a Scrivens-Baillie Commission. **Carried**

Discussion: It was agreed that draft-mandates for all commissions and committees be brought to the Executive for approval. It is the hope that all currently existing commission and committee mandates are available for the inaugural meeting.

Vision and Transformation

Discussion: Parameters for the Vision and Transformation committee will be looked at again at a future meeting.

2. Sub-Executive

2019-03-26_50 MOTION (B. Harman/L. Suddaby) that should the need arise for an urgent decision between meetings, and up until the new Executive is elected at the Inaugural Meeting in June 2019, Don Stiles, Kim Heath and Elaine Beattie be empowered to act as a sub-Executive along with the Executive Minister to address the situation. **Carried**

3. Policies:

- a) Policy regarding Disbursement of Funds from the Sale of Property – see appendix **B**

2019-03-26_51 MOTION (B. Paterson/C. Grant) that the Eastern Ontario Outaouais Regional Council Executive approves the Policy regarding Proceeds from the Sale of Property. **Carried**

4. Mission through Finance Committee – see appendix C

2019-03-26_52 MOTION (B. Paterson/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive approves the Draft Proposed Financial Statements as of February 28, 2019. **Carried**

5. Pastoral Relations – Whit

2019-03-26_53 MOTION (B. Paterson/C. Van Delen) Having received the properly completed form and confirmation from the Office of Vocation that the named minister is in Good Standing, the Eastern Ontario Outaouais Regional Council Executive approves the appointment of Beverly Buckingham (DLM-Retired) to Dominion-Chalmers Pastoral Charge, Ottawa, Ontario for part-time (20 hours per week) Sabbatical Supply effective May 1, 2019 to August 31, 2019. **Carried**

2019-03-26_54 MOTION (L. Suddaby/P. MacRae) Having received the properly completed form and confirmation from the Office of Vocation that the named minister is in Good Standing, the Eastern Ontario Outaouais Regional Council Executive approves the appointment of the Rev. Boyd Drake to Glen Cairn

Pastoral Charge, Kanata, Ontario for full-time Retired Supply effective May 1, 2019 to July 5, 2019. Carried

2019-03-26_55 MOTION (B. Paterson/B. Harman) Having received the properly completed form and confirmation from the Office of Vocation that the named minister is in Good Standing, the Eastern Ontario Outaouais Regional Council Executive approves the appointment of the Rev. Gwen Hermann to Maxville-Moose Creek Pastoral Charge, Maxville, Ontario for part-time (15 hours per week) effective July 1, 2019 to June 30, 2020. Carried

2019-03-26_56 MOTION (E. Beattie/C. Grant) Having received the properly completed form and confirmation from the Office of Vocation that the named minister is in Good Standing, the Eastern Ontario Outaouais Regional Council Executive approves the appointment of the Rev. Janet Evans to Morrisburg: Lakeshore Pastoral Charge, Morrisburg, Ontario for part-time (20 hours per week) effective July 1, 2019 to June 30, 2020. Carried

2019-03-26_57 MOTION (C. Van Delen/B. Harman) the Eastern Ontario Outaouais Regional Council Executive approves the request from Rev. Russell Wardell (Trinity-St. Andrew's Pastoral Charge, Renfrew, Ontario) for a change in pastoral relations effective June 30, 2019. Carried

2019-03-26_58 MOTION (L. Suddaby/B. Paterson) the Eastern Ontario Outaouais Regional Council Executive approves the request from Rev. Elaine Beattie (Manotick Pastoral Charge, Manotick, Ontario) for a change in pastoral relations effective June 30, 2019. Carried (E. Beattie, abstained)

2019-03-26_59 MOTION (L. Suddaby/B. Paterson) Having received the properly completed form and confirmation from the Office of Vocation that the named minister is in Good Standing, the Eastern Ontario Outaouais Regional Council Executive approves the call of the Rev. Elaine Beattie to Glen Cairn United Church, Kanata, Ontario for full-time ministry (40 hours per week) effective July 1, 2019. Carried (E. Beattie abstained).

C.1.2 Lay Members

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.

2019-03-26_60 MOTION (B. Paterson/ P. MacRae) meeting to be extended to 3 p.m. Carried

6. Archives

MOTION (/) the Eastern Ontario Outaouais Regional Council Executive suggests Wayne Harris, Rev. Dan Hayward, or Colin Marshall as the representative to the Archives Consultation.

Nurturing Social Justice and Outreach programs

7. Youth and Young Adult Ministry – see appendix D

8. Support for Communities of Faith, Clusters and Networks

2019-03-26_61MOTION (P. MacRae/K. Heath) the Eastern Ontario Outaouais Regional Council Executive approves the new governance structure of Rideau Park United Church (see appendix E). Carried

2019-03-26_62 MOTION (L. Suddaby/C. Grant) the Eastern Ontario Outaouais Regional Council Executive approves the request from Trinity-St. Andrew's, Renfrew for permission and refers them to Church

Extension Committee for assistance on HVAC upgrade (see appendix F). Carried

2019-03-26_63 MOTION (P. MacRae/K. Heath) the Eastern Ontario Outaouais Regional Council Executive refers the request from United Church Hospital Chaplaincy Ministry to Jane Dawson, Minister supporting Communities of Faith, Clusters and Networks for consultation (see appendix G).

Discussion: It was suggested that Jane work with this group to gather more information, in particular about what they want to do, and then determine what is the proper way for going about doing that.

It was highlighted that the letter requested that the Regional Council maintain the Chair of this particular hospital chaplaincy group as a member at large; but the question remained “what would this look like?”

In regards to their request for providing a small budget, what would that look like?

The letter also asked that the Regional Council appoint people to this hospital chaplaincy, however, the Regional Council will need a list of names.

There was the suggestion that Regional Council creates a hospital Chaplaincy committee for the entire Regional Council.

It was suggested that Jane help create a concrete proposal for becoming a Network across the Region.

It was understood that Jane would eventually help other emerging ministry create proposals for funding and how to operate, and becoming regional entities, and that eventually you would have a model that could be used.

Building Communications

9. Inaugural Meeting –Kimberly and Elaine provided updates on planning:

2019-03-26_64 MOTION (E. Beattie/B. Paterson) the Eastern Ontario Outaouais Regional Council Executive approves the recommendation of the Inaugural Meeting Planning Committee Local arrangement committee to utilize Rental Village Smiths Falls for a variety of sundries and needs, and requests the treasurer to issue a non-refundable deposit of \$425, with the balance due one week prior to the event; reservation # 134682. **Carried**

2019-03-26_65 MOTION (E. Beattie/B. Harman) the Eastern Ontario Outaouais Regional Council Executive approves the recommendation of the Inaugural Meeting Planning Committee to reserve (based upon an estimate from Ottawa Special events to supply technical needs, table, chairs etc.) In order to reserve these items Ottawa Special Events requires a 50% non refundable deposit that is \$10,000. **Carried**

2019-03-26_66 MOTION (E. Beattie/P. MacRae) the Eastern Ontario Outaouais Regional Council Executive approves the recommendation of the Inaugural Meeting Planning Committee that the Trinity United UCW be given an advance of \$1335 by May 15th to allow them to purchase necessary items for the Inaugural Meeting. **Carried**

10. Communications committee – Anita

11. Nominations Committee – See appendix H; Bronwen reported that the committee has proposed an Executive framework including some names – no one, including current members of the executive has been asked to serve yet. The nominations Committee will bring a few models to the next meeting.

2019-03-26_67 MOTION (B. Paterson/ B. Harman) That the Eastern Ontario Outaouais Regional Council Executive to elect the following 4 representatives to sit on the Church Extension Council: Catherine Grant, Judy Harms-Potter, Ted Brett and Linda Suddaby. **Carried** *L. Suddaby, C. Grant Abstains*

Discussion: There is room for more spots, and currently 3 have been filled by virtue of their positions, which were voted on by the Transition Commission in December 2018.

2019-03-26_68 MOTION (B. Harman/L. Suddaby) That the Eastern Ontario Outaouais Regional Council Executive appoint the following members to form the Vision and Transformation committee: Rev Elaine Beattie, Phyllis Macrae, Rev Bob Williams, Jim Allen, Charles Barret, Janice Peron, Lynn Boothroyd, Rev Cindy Cassey, Eleanor Smith, Deb Poirier DLM, JoAnne Fletcher, Bronwen Harman. **Carried**

12. Open House – see report attached hereto as appendix I

7. New Business

Opening worship for next meeting – Don Stiles

8. Future Meetings

Tuesday, April 23rd 2019 /9:30 am – 2:30 pm. Barrhaven
May 7th 2019 Zoom

9. Adjournment

The Chair declared that the meeting was adjourned at 3:30 p.m.

Rev. Don Stiles
Chair

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Governance Document for Eastern Ontario Outaouais Regional Council	Pages 43-55
Appendix B	Policy Regarding Proceeds From The Sale Of Property	Page 56
Appendix C	Proposal for template of Statement of Financial Position	Pages 57-71
Appendix D	Ministry for Youth and Young Adults Executive Report	Page 72
Appendix E	Proposal of new governance structure at Rideau Park United	Pages 73-74
Appendix F	Request for quotation – TSA HVAC upgrade project	Pages 75-77
Appendix G	Ottawa area United Church Chaplaincy reports	Pages 78-80
Appendix H	Proposal for EOOR Executive for 2019-20	Page 81
Appendix I	EOOR Open House summary	Pages 82-87

Appendix A

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

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Staff Support

13. Support for Communities of Faith, Clusters and Networks

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Staff Support

14. UCW Network

15. Living into Right Relations Network

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~~ commissions/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 Regional Council's 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~~ Vision 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

The Manual C.2.4 Purpose**C.2.4 Purpose**

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.

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 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.

The Manual C.1.1 to C.1.3.**C.1.1 Members of the Order of Ministry and Other Ministry Personnel**

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.

C.1.2 Lay Members

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.

C.1.3 Leaders of Associate Member Ministries

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

The Manual outlines the responsibilities of the Regional Council.

The Manual Section C.2.1. to C.2.14

C.2.1 Covenanting

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.

C.2.2 Services for Communities of Faith

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.

C.2.3 Service, Support, and Oversight of Communities of Faith

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.

C.2.4 Purpose

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.

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.

C.2.6 Property

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.

C.2.7 Preparation for Ministry

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**

The Manual C.4.1 – C.4.3**C.4.1 Annual Meeting Requirement**

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.

C.4.2 Meetings: General

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.

Quorum Minimum numbers of members

The Regional Council may meet only if a minimum number of members is present.

The Manual C.4.3**C.4.3 Minimum Number of Members at Meetings**

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	<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.3.1.3

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

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

Membership

The Executive will consist of

A President

President-Elect and Past President

The Executive Minister or designate

~~Members~~ Members-at-large to a maximum of 15 who are members of UCC, representing as fully as possible. **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

- 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~~ June 2019 annual meeting for a two-year term and two years as past president.

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

President Elect: at the ~~May 2020~~ June 2019 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~~ Members-at-large: ~~the term will be~~ will be elected for a three-year terms, renewable once.

Fifteen ~~(15) members-members-at-large are to~~ will 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.

The Regional Council Executive May meet only if a minimum of 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 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**

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.

Appendix B

Policy Regarding Proceeds From The Sale Of Property
Eastern Ontario Outaouais Regional Council

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

Preamble

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

Policy

When Church 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) 5% be remitted to the Eastern Ontario Outaouais Regional Council to support the Mission Strategy of the Regional Council.~~
- c) ~~85~~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 ~~for new and innovative ministry~~, 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 Church 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

- d) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- e) 10% be remitted to the Eastern Ontario Outaouais Regional Council to support the Mission Strategy of the Regional Council.
- f) 10% be remitted to the United Church of Canada Mission and Service for on-going support of the ministry of the wider church.
- g) 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.

Appendix C

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Statement of Financial Position
As of December 31, 2019

	2019	2018	Change
Assets - Current			
Cash (Toronto Dominion Bank Account)	139,967	241,520	(101,553)
GIC - Campbell's Bay	70,000	0	70,000 Note 2 and Note 6
GIC - Thurso	200,000	0	200,000 Note 2 and Note 6
Accounts Receivable	265	0	265
	410,232	241,520	168,712
Other Current Assets (Long-term)			
Fiera Capital Balanced Fund	0	885,961	(885,961)
Fiera Capital Fixed Income Fund	0	1,402,154	(1,402,154)
Fiera Capital Investment Fund	2,741,266	0	2,741,266 Note 2 and Note 5
Loan to Orleans United Church	100,000	100,000	0 Note 2 and Note 4
	2,841,266	2,388,116	453,150
Total Assets	3,251,498	2,629,635	621,862
Liabilities			
Accounts Payable	0	0	0
Total Liabilities	0	0	0
Equity			
Investment Funds			
Eastern Ontario Outaouais Regional Council Fund	539,666	417,717	121,949 Note 2, Note 5 and Schedule 10
James Elwood Baillie Helping Youth Fund	533,402	432,353	101,049 Note 2, Note 5 and Schedule 10
McKendry Capital Fund	100,000	100,000	0 Note 2, Note 4 and Schedule 10
Mission Strategy Fund	1,618,862	1,384,690	234,172 Note 2, Note 5 and Schedule 10
W.H. (Bill) Scrivens Memorial Fund for Youth	(3,017)	0	(3,017) Note2, Note 5 and Schedule 10
	2,788,913	2,334,760	454,153
Held In Trust Accounts			
Campbell's Bay	70,580	70,580	0 Note 2 and Note 6
Thurso	200,875	91,355	109,520 Note 2 and Note 6
	271,455	161,935	109,520

See accompanying notes to Financial Statements

Continued...

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Statement of Financial Position
As of December 31, 2019

Restricted Ministry Accounts				
Camp Awesome	22,615	20,143	2,472	Note 2
Camp Bitobi	66,000	66,000	0	Note 2
Faith and Arts Ottawa	28,764	28,764	0	Note 2
Kingston Resource Centre	13,788	0	13,788	Note 2
Licensed Lay Worship Leaders	3,341	3,341	0	Note 2
Project Footprint	4,202	4,202	0	Note 2
United Mining for Justice	12,633	0	12,633	Note 2
Youth Ministry - Program	2,387	2,387	0	Note 2
Youth Ministry - Trip Exposure	4,214	4,214	0	Note 2
Youth Ministry - Zambia	3,890	3,890	0	Note 2
	161,833	132,940	28,893	
Governance Fund (Unrestricted)	16,629	0	16,629	Note 2
Mission & Ministry Fund (Unrestricted)	12,668	0	12,668	Note 2
Total Retained Earnings	29,296	0	29,296	
Total Liabilities and Equity	3,251,498	2,629,635	621,862	

See accompanying notes to Financial Statements

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Statement of Operation and Change in net assets for Governance Fund, Mission & Ministry Fund
Investment Funds, Held-in Trust Accounts and Restricted Ministry Accounts
For the year ending December 31, 2019

	Actual		Budget	
	Governance	Mission/Ministry	Governance	Mission/Ministry
	Total		Total	
Income				
Grant - Assessments	54,167	0	54,167	0
Grant - Assessment (Executive Minister/Assistant	5,906	0	5,906	0
Grant - Mission & Service Fund	0	48,167	48,167	289,000
Transfer Baillie/Scrivens Youth Salary/Program	0	3,333	3,333	20,000
Transfer Baillie/Scrivens Granting	1,333	2,700	2,700	20,000
Transfer EOORC Fund	0	2,000	3,333	12,000
Transfer Mission Strategy Grants	0	0	0	55,000
Youth Programming Revenue	0	1,705	1,705	0
Total Income	61,406	57,905	119,312	396,000
Expenses (net of Recoveries)				
Clusters, Committees, Networks (Schedule 1)	87	0	87	6,000
Candidate and RCCO Grants	0	0	0	2,700
Congregational Reviews & Support	0	0	0	10,000
Finance and Archives (Schedule 2)	1,910	0	1,910	25,600
Mission Strategy Grants	0	0	0	55,000
Mission Support Grants (Schedule 3)	2,703	20,184	20,184	145,000
Office Costs (Schedule 4)	0	89	2,792	1,000
Partnership Ministries (Schedule 5)	35,742	0	0	5,000
Staff Costs (Schedule 6)	1,400	21,243	56,986	131,350
Regional Meetings (Schedule 7)	2,936	0	1,400	65,000
Technology and Communications (Schedule 8)	0	2,700	2,936	8,000
Youth Grants	0	1,021	2,700	20,000
Youth Programming (Schedule 9)	0	1,021	1,021	5,000
Total Expenses	44,779	45,239	90,015	368,350
Net income (deficit) from general operations	16,628	12,667	29,296	27,650

See accompanying notes to Financial Statements

...continued

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Statement of Operation and Change in net assets for Governance Fund, Mission & Ministry Fund
Investment Funds Held-in Trust Accounts and Restricted Ministry Accounts
For the year ending December 31, 2019

	2019	2018	Change
Governance Fund			
Opening Equity	0	0	
Income	61,406	0	
Expenses	(44,779)	0	
Closing Equity	16,627	0	
Mission & Ministry Fund			
Opening Equity	0	0	
Income	57,905	0	
Expenses	(45,238)	0	
Closing Equity	12,668	0	
Investments Funds (Schedule 10 and Notes 2, 4, and 5)			
Opening Equity	2,334,760	0	
Deposits	370,370		
Income from Investments	0	0	
Transfer to Governance/Mission & Ministry	(9,367)	0	
Unrealized Gains/Losses	93,150	0	
Closing Equity	2,788,913	0	
Held-in-Trust Accounts (notes 2 and 6)			
Opening Equity	161,935	0	
Income	109,556	0	
Expenses	(36)	0	
Closing Equity	271,455	0	
Restricted Ministry Accounts (note 2)			
Opening Equity	132,940	0	
Income	30,370	0	
Expense	(1,476)	0	
Closing Equity	161,834	0	

See accompanying notes to Financial Statements

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the Year Ending December 31, 2019

1. Purpose

The Eastern Ontario Outaouais Regional Council of the United Church of Canada is a regional organization furthering the religious beliefs and work of the United Church of Canada by carrying out the responsibilities and duties of a Regional Council. The Regional Council is a registered charitable organization under the Income Tax Act and is exempt from income taxes.

The Eastern Ontario Outaouais Regional Council came into being on January 1st 2019 and is the successor organization of Four Rivers Presbytery from Bay of Quinte Conference, Ottawa Presbytery from Montreal & Ottawa Conference, Seaway Valley Presbytery from Montreal & Ottawa Conference, and Upper Valley Presbytery from Bay of Quinte Conference.

2. Summary of Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for non-for-profit organizations, except that all capital asset purchases are expensed in the year of the acquisition. Canadian accounting standards for not-for-profit organizations requires entities to select policies appropriate for their circumstance from policies provided within these standards. The significant accounting policies selected by Eastern Ontario Outaouais Regional Council and applied in these financial statements are summarized below.

Fund Accounting:

Resources for various purposes are classified for accounting and reporting purposes into funds established according to their nature and purpose as determined by the membership of the Regional Council. For financial statement purposes, these funds are grouped into the following

Governance Fund: The Governance Fund is used for the day to day operations of the Regional Council in order to provide support services secured from a portion of the Mission & Service Fund collected by the General Council and transferred to the Regional Council in transferred to the Regional Council in accordance with a formula adopted by the Executive of the General Council. The Regional Council transfers monies from the Investment Funds of Eastern Ontario Outaouais Regional Council as additional revenue to the Fund.

Mission&Ministry Fund: The Mission&Ministry Fund is used for mission and ministry activities of the Regional Council. Revenue is to the Communities of Faith within the Region. Revenue is secured from a portion of assessments collected by the General Council and accordance with a formula adopted by the Executive of the General Council. The Regional Council transfers monies from the Investment Funds of Eastern Ontario Outaouais Regional Council as additional revenue to the Fund.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the Year Ending December 31, 2019

Investment Funds: The Eastern Ontario Outaouais Regional Council has five investment Funds. Investment income is recorded when earned. The value of the investments are recorded at market value.

Eastern Ontario Outaouais Regional Council Fund: This fund is for the purpose of supplementing the revenue of both the Governance Fund and the Mission & Ministry Fund in amounts that are determined through an approved budget. There is the expectation that the original capital of the fund will be protected from expenditure. The original capital amount of the fund were deposited in 2019 by the following means

Bay of Quinte Conference	
Montreal & Ottawa Conference	
Upper Valley Presbytery	44,814.63
Seaway Valley Presbytery	239,054.93
Four Rivers Presbytery	417,716.94
Ottawa Presbytery	
Total	701,586.50

It is noted that the Ottawa Presbytery monies was originally established with a capital amount \$400,000 and had some restrictions.

Sparling Bequest	230,188.89
Interim Ministry	45,028.93
Student Fund	43,115.48
Resource Centre	45,344.94
Hearings Reserve	7,424.76
Pastoral Emergency Reserve	8,022.47
Stewart House	12,408.67
Reallocation of Equity	8,465.86

This consolidation of funds includes a commitment to ensure budget support for Students of at least \$1,700 annually as well as a minimum of \$9,200 annually for supported outreach ministries in keeping with the stipulation of the Sparling Bequest, received in 2012, which was designated for the "outreach ministries of Ottawa Presbytery" or its successor.

The James Elwood Baillie Helping Youth Ministry Fund : The Montreal & Ottawa Conference received a bequest from the estate of James Elwood Baillie to help support ministry to youth within the city of Ottawa. The principle of the Estate is to be protected and the proceeds from investment transferred to the Ottawa Presbytery or its successor in order to support youth programming, grants, and financial assistance.

McKendry Capital Fund: The Ottawa Presbytery received a bequest of \$92,699.77 from the Estate of Iva E. McKendry with no stipulations. The Ottawa Presbytery subsequently designated this amount as the McKendry Capital fund and added \$7,301.23 to make the value of the fund. \$100,000. The total amount of the fund was loaned to Orleans United Church by motion in April of 1988.

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the Year Ending December 31, 2019

The Mission Strategy Fund: At a meeting held on May 13th 2014, by motion of the Ottawa Presbytery the Mission Strategy Fund was established with the purpose of providing financial support to mission initiative under the guidance of the Mission Strategy Committee and with the approval of the Ottawa Presbytery Executive. Deposits from the sale of church and manse properties have been designated to this Fund. By motion of the Ottawa Presbytery, this fund was transferred to the Eastern Ontario Outaouais Regional Council with the same terms.

The W.H. (Bill) Scrivens Memorial Fund for Youth Ministry: The Ottawa Presbytery provided oversight to the W.H. (Bill) Scrivens Memorial Fund for Youth Ministry of the Ottawa Presbytery. Until 2019, this committee is a registered charitable organization under the Income Tax Act. During 2019, the Committee transferred all assets to the Eastern Ontario Outaouais Regional Council in order to continue the mandate to provide financial assistance and support to youth ministry in the successor organization of the Ottawa Presbytery.

Held-In Trust Accounts:

Beginning in 2017, the Ottawa Presbytery assumed financial management for some Pastoral Charges. This is now the work of the Eastern Ontario Outaouais Regional Council who provides oversight to Communities of Faith. These monies are tracked as separate accounts until the management ceases. While it is not guaranteed, it is anticipated that deficits will be recovered and surpluses returned to the Community of Faith or designated to another purpose should the Community of Faith disband.

	01-Jan	Income	Expenses	31-Dec
Campbell's Bay	70,580	0	0	70,580
Thurso	91,355	109,520	(36)	200,839
	161,935	109,520	(36)	271,419

Restricted Ministry Accounts: Eastern Ontario Outaouais Regional Council receives donations and hosts fundraising events for designated programs where income and expenses occur over multiple years. These donations and raised funds must be used for the designated purposes and are recorded separately. Restricted donations and fundraising are recognized as revenue in the fiscal year received. Unexpended contributions are transferred to restricted ministry accounts to be expensed in future years

Camp Awesome: This ministry provides summer day camps for churches in the Eastern Ontario Outaouais Region. Fees for participants are charged in order to cover costs and this is a self-sustaining program. Payroll, with government deductions, are submitted to Revenue Canada

Camp Bitobi: This account was established in 2015 with the proceeds from the sale of Camp Bitobi. This account gives grants for children's ministries until such time as the account is fully expended..

Faith and Arts Ottawa: This ministry is nurturing a community of faith through the arts.

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Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the Year Ending December 31, 2019

Kingston Resource Centre: This account was established infor the purposes of. Registration fees are charged.

Licensed Lay Worship Leaders: The Eastern Ontario Outaouais Regional Council provides training for Licensed Lay Worship Leaders. Registration fees are charged.

Project Footprint: This is an initiative of Eastern Ontario Outaouais Regional Council to provide data to help Communities of Faith reduce their carbon footprint. Grants were received to facilitate this ongoing work.

United Mining for Justice: This is an initiative of Eastern Ontario Outaouais Regional Council to support Canadian and international efforts to support just mining practices. Grants were received to facilitate this ongoing work.

Youth - YAYA Program: The YAYA (Youth and Young Adults) Committee oversees programming for youth and young adults. There is an annual budget allotted as well as revenues from programming. An annual year end transfer is made to ensure that all funding designated for youth and young adults is utilized for this ministry.

Youth Trips : The fund consists of surpluses accumulated from trips and is available to cover costs if future trips lose money to cover costs if an exposure trip loses money

Youth - Zambia: This is a young adult exposure to Zambia and will recur periodically.

	01-Jan	Income	Expenses	Internal Transfer	To (from) Equity	31-Dec
Camp Awesome	20,143	2,700	(228)	0	2,472	22,615
Camp Bitobi	66,000	0	0	0	0	66,000
Faith and Arts Ottawa	28,764	0	0	0	0	28,764
Kingston Resource Centre	0	13,788	0	0	13,788	13,788
Licensed Lay Worship Leaders	3,341	0	0	0	0	3,341
Project Footprint	4,202	0	0	0	0	4,202
United Mining for Justice	0	13,882	(1,249)	0	12,633	12,633
Youth Ministry - Program	2,387	0	0	0	0	2,387
Youth Ministry - Trip Exposure	4,214	0	0	0	0	4,214
Youth Ministry - Zambia	3,890	0	0	0	0	3,890
	132,940	30,370	(1,476)	0	28,893	161,834

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the Year Ending December 31, 2019

Revenue Recognition: Ottawa Presbytery follows the deferral method of accounting.

Interfund Transfers: Transfers between funds are required when resources of one fund have been authorized to finance activities and acquisitions of another fund.

Contributed Service: Ottawa Presbytery receives donations in the form of services from volunteers. The fair value of these services cannot be reasonably estimated and is not recorded in these financial statements.

Investments: Investments are recorded at fair market value which is determined by reference to quarterly statements received. Fluctuations in the difference between the cost of investments and the fair value are recognized in the statement of changes in fund balances as unrealized gain or losses on investments. Investments are held through Fiera Capital Funds.

Financial Instruments: Eastern Ontario Outaouais Regional Council considers any contract creating a financial asset, liability, or equity instruments as a financial instrument. Eastern Ontario Outaouais's financial instruments are comprised of cash, accounts receivable, GICs, Capital Fiera investments, and accounts payable. Financial assets or liabilities are initially measured at their fair value and subsequently measured at amortized cost, except for investments which are measured at market value.

3. Risks

Financial Instruments: Eastern Ontario Outaouais Regional Council is exposed to various risks through its financial instruments. Eastern Ontario Outaouais Regional Council's main financial instrument risk exposure is detailed as follows.

Liquidity Risk: Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. Eastern Ontario Outaouais Regional Council is exposed to liquidity risk with respect to its accounts payable. Eastern Ontario Outaouais Regional Council reduces its exposure to liquidity risk related to accounts payable by ensuring that it documents when authorized payments are due and maintaining adequate cash reserves to meet obligations.

Market Risk: Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market place. Market risk comprises three types of risk: currency rate risk, interest rate risk, and other price risk. Eastern Ontario Outaouais Regional Council is exposed to interest rate risk.

Interest Rate Risk: Interest rate risk is the risk that fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Eastern Ontario Outaouais Regional Council is exposed to interest rate risk on its fixed and floating interest rate financial instrument. Fixed rate instruments subject Eastern Ontario Outaouais Regional Council to a fair value risk while the floating rate

instruments subject Eastern Ontario Outaouais Regional Council to a cash flow risk.

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Eastern Ontario Outaouais Regional Council of The United Church of Canada

Notes to Financial Statements

For the Year Ending December 31, 2019

4. Loan to Orleans United Church

In 1988, Ottawa Presbytery agreed to loan the entirety of its McKendry Capital Fund to Orleans United Church. No principal payments are required on this loan until all other debtors have been repaid. An annual interest payment is required and the interest rate is revised annually on July 1 based on the Royal Trust Treasury Bill. It is expected that principal repayments will not be forthcoming for some years

5. Capital Fiera Investments

The Finance Committee of the Presbytery oversees the investments of the Eastern Ontario Outaouais Regional Council. The investments are invested in a pooled Fiera Capital Investment account and the value of the Fund is tracked separately.

	EOORC Fund	Baillie Fund	Scrivens Fund	Miss. Strat.	Total
Opening Balance (Jan 1)	486,138	431,478	0	1,370,500	2,288,116
Purchases	60,000	86,500	0	213,500	360,000
Redemptions	0	0	0	0	0
Unrealized Gains (losses)	19,791	17,566	0	55,794	93,150
Closing Balance	565,929	535,543	0	1,639,794	2,741,266

6. GIC Toronto Dominions Investments

The General Fund maintains a GIC investments for short term investments and when holding fund in-trust for a Community of Faith.

Held-in-Trust GIC's

	Campbell Bay	Thurso
Opening Balance	0	0
Purchase of GIC	70,000	200,000
GIC Interest Earned	0	0
Redemption of a GIC	0	0
Closing Balance	70,000	200,000

Eastern Ontario Outaouais Regional Council of The United Church of Canada
Notes to Financial Statements
For the Year Ending December 31, 2019

7. Related Entities

Church Extension: The Eastern Ontario Outaouais Regional Council of The United Church of Canada provides oversight to the Extension Committee of the Eastern Ontario Outaouais Regional Council. The Extension Committee administers a fund to provide land for new churches and assist in the funding of new ministries. The Committee is considered a non profit organization and is therefore exempt from income taxes. The Extension Committee is incorporated separately from The United Church of Canada and produces its own financial statements which are approved annually.

	2018 Actual	2017 Actual
Opening Balance	4,144,753	3,970,829
Revenue	132,868	141,434
Realized gain (loss)	5,714	(12,559)
Unrealized gain (loss)	17,923	146,958
Total Revenue	156,505	275,833
Grants & Donations	(10,050)	(74,250)
Expenses	(26,767)	(18,371)
Total Expense	(36,817)	(92,621)
Adjustment to Equity	0	(9,288)
Excess of Revenue over Expense	119,688	183,212
Closing Balance/Assets	4,264,441	4,144,753

The Eastern Ontario Regional Council of The United Church of Canada
Schedules for Financial Statements
For the Year Ending December 31, 2019

Schedule 1 - Cluster, Committee, Network Expenses

	Actual			Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Finance Committee	87	0	87	0	0	0
Justice, Global, and Ecumenical Relations	0	0	0	0	0	0
Mission Strategy	0	0	0	0	0	0
Pastoral Relations	0	0	0	0	0	0
Total	87	0	87	6,000	6,000	12,000

Schedule 2 - Finance & Archives

	Actual			Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Archives Cost & Honourarium	0	0	0	17,000	0	0
Bank and Review Costs	3	0	3	600	0	0
Incorporated Ministries	83	0	83	1,500	0	0
Insurance	0	0	0	50	0	0
Postage	122	0	122	200	0	0
Supplies	202	0	202	250	0	0
Treasurer Honourarium	1,500	0	1,500	6,000	0	0
Total	1,910	0	1,910	25,600	0	25,600

Schedule 3 - Mission Support Grants

	Actual			Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Algonquin Chaplaincy	0	1,388	1,388	0	5,550	5,550
Alwyn Community of Faith	0	1,425	1,425	0	5,700	5,700
Camp Lau-ren	0	0	0	0	15,920	15,920
Carlington Chaplaincy	0	1,590	1,590	0	6,360	6,360
Centre 507	0	6,969	6,969	0	27,875	27,875
Contingency	0	0	0	0	26,345	26,345
Golden Lake Camp	0	0	0	0	15,000	15,000
House of Lazarus	0	8,250	8,250	0	33,000	33,000
Ottawa West End Chaplaincy	0	563	563	0	2,250	2,250
Rideau Hill Camp	0	0	0	0	7,000	7,000
Total	0	20,184	20,184	0	145,000	145,000

The Eastern Ontario Regional Council of The United Church of Canada
Schedules for Financial Statements
For the Year Ending December 31, 2019

Schedule 4 - Office Expenses

	Actual			Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Carleton Place						
Photocopier	0	0	0	1,500	0	1,500
Postage	11	0	11	500	0	500
Rent	1,200	0	1,200	4,800	0	4,800
Supplies	139	0	139	1,500	0	1,500
Home Offices (Mission & Ministry Staff)	0	89	89	0	1,000	1,000
Sundry (Transitional Costs)	362	0	362	500	0	500
Summerlea (16.6% of costs)						
Elevator	14	0	14	175	0	175
Hydro	0	0	0	425	0	425
Photocopier	0	0	0	350	0	350
Postage	0	0	0	500	0	500
Rent	976	0	976	4,000	0	4,000
Supplies	0	0	0	1,500	0	1,500
Telephone	0	0	0	425	0	425
Total	2,703	89	2,792	16,175	1,000	17,175

Schedule 5 - Partnerships

	Actual			Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Affirm United	0	0	0	0	0	0
Capital Region Inter-faith Council	0	0	0	0	0	0
Pastoral Care in Secondary Schools	0	0	0	0	0	0
Total	0	0	0	0	5,000	5,000

The Eastern Ontario Regional Council of The United Church of Canada
Schedules for Financial Statements
For the Year Ending December 31, 2019

Schedule 6 - Staff Expenses

	Actual			Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Benefits (United Church & Government)	4,933	3,451	8,384	28,000	20,750	48,750
Continuing Education	40	10	49	4,000	2,100	6,100
Executive Minister/Assistant (16.6%)	5,906	0	5,906	33,500	0	33,500
Meetings/Hospitality	316	40	356	2,500	1,000	3,500
Salaries	22,884	19,951	42,835	137,500	102,000	239,500
Telephones	231	224	455	2,000	1,500	3,500
Travel	1,403	568	1,970	7,000	4,000	11,000
Total	35,712	24,243	59,956	186,500	110,600	297,100

Schedule 7 - Regional Meetings

	Actual		Budget			
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Adhoc Regional Gatherings	270	0	270	0	0	0
Annual General Meeting	0	0	0	0	0	0
Executive Meetings	419	0	419	0	0	0
Staff Retreat	711	0	711	0	0	0
Total	1,400	0	1,400	65,000	0	65,000

Schedule 8 - Technology and Communications

	Actual		Budget			
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Expenses - Communications Assistant	0	0	0	1,000	0	1,000
IT Support GCO	655	0	655	4,000	0	4,000
Website	2,281	0	2,281	3,000	0	3,000
Total	2,936	0	2,936	8,000	0	8,000

The Eastern Ontario Regional Council of The United Church of Canada
Schedules for Financial Statements
For the Year Ending December 31, 2019

Schedule 9 - Youth Programming

	Actual		Budget	
	Governance	Mission/Ministry	Total	Total
Annual Meeting Youth	0	0	0	0
Four Rivers Youth Event	0	25	25	0
Winterlude	0	996	996	0
Total	0	1,021	1,021	5,000

Schedule 10 - Statement of Operations and Change in Assets for Eastern Ontario Outaouais Regional Council Fund

	EOORC	James Baillie	McKendry	Miss. Strat.	W (Bill) Scrivens	Total
Opening Equity (market Value)	417,717	432,353	100,000	1,384,690	0	2,334,760
Deposits (Transfers from Conference/Presbytery)	105,491	86,500	0	178,378	0	370,370
Capital Gain Distributions	0	0	0	0	0	0
Income Distributions	0	0	0	0	0	0
Transfer to Governance and Mission Ministry	(3,333)	(3,017)	0	0	(3,017)	(9,367)
Unrealized Gains (losses)	19,791	17,566	0	55,794	0	93,150
Closing Equity (market value)	539,666	533,402	100,000	1,618,862	(3,017)	2,788,913

In 2019, Mission Strategy received the following income from property sales:

In 2019, the Mission Strategy granted the following grants: list grant

In 2019, the following grants were given from youth funds: 2,700 for Regional youth trip to San Salvador,

CAMP AWESOME (July-August) has hired a Camp Director (Tia Hywarren) to oversee the day to day camp operations and manage staff communications throughout the year. All Coordinators and Senior Staff have been hired and we are now looking to hire 25-30 Counsellors and have openings for LIT Levels 1 & 2. There are 12 CAMP AWESOME Sites confirmed and we are aiming to add 3 more. Currently in development is a French version of the camp curriculum (stories, songs etc.) to be able to offer a Francophone or bilingual camp. Future goals for CAMP AWESOME include increasing the number of sites throughout EOOR and creating a program capable of being offered nationally.

Open Table (Sept – June) received funding for the next two years from the Scriven's Fund to continue to support campus ministry at uOttawa and Carleton University through meal shares at St. Alban's Church and Pause Tables. This ecumenical project is currently our only campus ministry and the YAYA Committee has marked this ministry as an opportunity for future growth.

21+ (Sept – June) is a cluster of young adults (and adults) with learning and developmental delays who meet once a month for social and faith formation. This cluster is needing support with consistent leadership and a programming format that fit the specific needs of its members. While some the cluster's members fall outside the age range of youth and young adult it is felt that this is an underserved population in our communities of faith and fits best under the YAYA ministries for support and program development.

EOOR Inaugural Meeting Youth Forum (June 7-9th) is looking at bringing together 50+ youth to participate in meeting activities, social gathering and experience the Smith Fall's PowWow. The goal of this time will be to develop connections between the former presbyteries youth and offer a space to grow their faith and relationship to the church and God.

EOOR YAYA Committee has met and begun to develop YAYA goals and objectives in relation to existing programs and new initiatives. The various ministries under the YAYA umbrella will form clusters in which members will serve as knowledge experts, guiding and managing the work of the YAYA Minister. These developing clusters will also help to open up discussions between like programs such as church camps (now residing in EOOR) in an effort to breakdown silos and coordinate logistics and information sharing. Some of these clusters include Youth Mental Health Initiatives, Camps (Residential & Day), Emerging Ministries and RendezVous2020. The YAYA Committee continues to meet on a regular basis.

Respectfully Submitted by Dana Ducette, March 26th, 2019
dducette@united-church.ca - mobile: 613-608-8411

Appendix E



Rideau Park United Church
2203 Alta Vista Drive, Ottawa K1H 7L9
613-733-3156 – www.rideaupark.ca
Chair of Council: Patricia Whitridge

March 10, 2019

Rev. Rosemary Lambie, Executive Minister

Eastern Ontario Outaouais Regional Council
RLambie@united-church.ca

Greetings from Rideau Park United Church;

I am writing to ask for approval of a new governance structure at Rideau Park United Church in Ottawa.

Our former structure was a “hybrid” model, approved by Ottawa Presbytery and implemented in 1999. It involved three main groups: the program and maintenance committees (Social Action, Property Renewal, Worship and Music, etc.), who reported to either Session or Stewards, and a Council made up of some committee chairs (Ministry and Personnel, Trustees, etc.) as well as representatives from Session and Stewards, Presbytery, and two Members at Large.

In February 2018, at the congregational meeting, we approved a structural review process because the old structure was found to impede communication and strategic planning. After many meetings and interviews, the structural review team proposed a new governance model, which was passed at our congregational meeting in February 2019. It is similar to the Council model found in the 2019 UCC Manual, except that most committee chairs will not sit on Council, but report through a “liaison”. These liaisons will receive reports from and communicate with committee chairs on behalf of Council. Another 7 members at large will be members of Council, increasing diversity at the Council level, and taking on special or strategic initiatives. A similar model was implemented at Ottawa Presbytery Executive several years ago.

Included in this mailing is an organizational chart and implementation plan, which spans the next year. We are seeking approval by the Regional Council (or its Executive) for this new model. We realize there is considerable transition at the Regional Council, and will be patient in waiting for your response!

Please be in touch with me, Patricia Whitridge, Chair of Council, if you have any questions or concerns.

Patricia Whitridge
 613-220-9409
Whitridge.patricia@sympatico.ca

Implementation Plan Summary

Immediately: Council writes to EOOR Council Executive Minister for approval
 Council sets up Implementation Team

Spring 2019:

What: reviewing Terms of Reference and some past Agendas

When: to be completed by June 1

Who: *Council, Stewards, Session, Christian Development, Social Action Outreach, Pastoral Care, Worship and Music, Congregational Development, Administration and Communications

*Ministry and Personnel, *Trustees, *UCW

Implementation Team

- Time and Talent inventory/online survey for Nominations work (they can delegate this task!)
- Draft Terms of Reference for Congregational Life (in consultation with Session)

- Draft Terms of Reference for Stewardship Committee (in consultation with Session and Stewards)
- Draft mandate for Council Executive
- Position descriptions for “Liaisons”/ “Member-at-large” on council

Fall 2019:

Nominations work begins by Nominations Committee

- Check with current chairs to see who is continuing, whose terms are completed
- Check with Session/Stewards to see if they will work on one of the new committees

Terms of Reference:

Who: *Council, Finance, Property, Stewardship, Congregational Life, Christian Development, Social Action Outreach, Environment, Pastoral Care, Worship and Music, Congregational Development, Administration and Communications, *Ministry and Personnel, *Trustees, *UCW

What: new Terms of Reference to be drafted, including proposed meeting schedule, membership. Final meetings of the old committees will be held, their work recognized and celebrated in worship.

When: to be completed by November 1

Winter 2019/2020:

In November and in January, initial meetings of the new structure will be held, to continue the work according to their Terms of Reference. Feedback on transition should be communicated to the Implementation Team, in case any further changes, corrections or clarifications need to be made.

February 2020: New governance structure officially begins.
February 2021: Evaluation team is nominated, begins work.
February 2022: Report of evaluation team received by congregational meeting

*The Terms of Reference for these bodies would be in accordance with United Church of Canada polity, which should also be reviewed.

[ADDRESS OF VENDOR]

ATTN: (email)

2019 March 21

REQUEST FOR QUOTATION

Trinity St. Andrews United Church (TSA), Renfrew, Ontario

TSA HVAC UPGRADE PROJECT

Dear []:

You are invited to submit a quotation for undertaking the Trinity St. Andrews United Church HVAC Upgrade Project, details of which are provided below.

BACKGROUND:

As a consequence of concerns primarily surrounding reliability, obsolescence, and energy efficiency, Trinity St. Andrews United Church in Renfrew, Ontario requires significant upgrades to its HVAC equipment and systems.

SCOPE OF WORK:

The scope of the TSA HVAC Upgrade Project comprises the following major upgrades, some or all of which will be implemented.

- **Upgrade 1:** Replacement of four heating units (natural gas fired) located on the roof of the church building. The existing units include:
 - LENNOX, model GCS16-024-50-2P, S/N 5699M00980
 - LENNOX, model GCS16-036-90-3J, S/N 4698G20775
 - LENNOX, model GCS16-060-120-2J, S/N 5699I90473
 - CARRIER, 48TJE00550QE
- **Upgrade 2:** Replacement of two hot water heaters (natural gas fired) located in the basement of the church. These units supply hydronic heating coils and are used in conjunction with an existing air handling unit serving the east side of the church. The existing units include:
 - LENNOX Complete Heat, model HM30-150-S, S/N 59899L 65487
 - LENNOX Complete Heat, model HM30-150-S, S/N 59899L 65541
- **Upgrade 3:** Replacement of a roof mounted heat pump system with an air conditioning unit only. The existing heat pump unit is a Lennox.

- **Upgrade 4:** Installation of a new air conditioning unit to serve the Thrift Shop.
- **Upgrade 5:** Replacement of the church water heater.
- **Upgrade 6:** Replacement of two wall mounted, gas fired heating units located in the east stairwell (Valor wall units model 134c, S/Ns 035027, 035026), and one gas fired heating unit located by the parking lot door (UDA, Model dru-RT-5, S/N 23713-30939).
- **Upgrade 7:** HVAC system balancing.

REQUEST FOR QUOTATIONS – FORM OF BID

For each of the above upgrades, the bidder is asked to provide the information described below. The vendor is encouraged to propose systems, equipment, approaches, and configurations different from those described in the above upgrades if this would lead to reduced costs, increased reliability, energy efficiency, etc.

1. A description of the equipment/systems/services being proposed for the upgrade including drawings where appropriate;
2. A recommended preventive maintenance plan where appropriate;
3. Warrantee information;
4. Capabilities of the vendor to service the recommended equipment; and
5. The total cost for each upgrade. The costs are to include:
 - 5.1. Equipment costs.
 - 5.2. Installation costs, including any costs associated with, e.g., crane rentals, alterations to the roof, structural changes to the building, new ductwork or alterations to existing ductwork, electrical work, restoring the integrity of the roof following installation, removal and disposal of old equipment, etc.
 - 5.3. Taxes
 - 5.4. Costs associated with documentation, e.g., maintenance manuals, drawings, etc.
 - 5.5. Costs for the disposal of all old equipment, including any hazardous materials.
 - 5.6. Annual preventive maintenance costs including spare parts, fluids, inspections, cleaning, consumables, etc.

In addition, bidders are asked to provide:

1. Proof of liability insurance covering the tendered work;
2. The level of contingency that has been applied to the project (percentage)
3. A description of any relevant projects recently completed;
4. References for recently completed projects; and,
5. A schedule showing the major project tasks along with their expected start and end dates, task durations, and task dependencies. A Gantt chart showing this information would be preferable in which case critical path information should also be provided.

SELECTION OF VENDOR:

The vendor selection process will not be based on cost considerations alone, but will also take into account such parameters as vendor experience, references, warranties, quality assurance, safety record, service capabilities, responsiveness, etc.

FACILITY WALKDOWN

Vendors will be provided with an opportunity to view existing equipment and systems and to ask questions on 2019 April 03 at 1:00 pm at 291 Plaunt St. S, Renfrew Ontario. (Contacts: Garry Scott (613) 432-4088, Bryan Hollingworth (613) 432-8277)

CLOSING DATE FOR BIDS:

2019 April 15 (please provide notification as soon as possible if this date cannot be met)

Send bids to

Trinity St. Andrews United Church
209 Plaunt St. S
Renfrew, ON
K7V 1N2
Attn: Bryan Hollingworth, Garry Scott, Bruce Lange

QUESTIONS AND CLARIFICATIONS

Send questions and requests for clarifications in writing to:

Bryan Hollingworth: elbee8277@hotmail.com
Garry Scott: wscott88@gmail.com
Bruce Lange: mlloyd.blange@gmail.com

B.A. Lange

2019 March

Our five dedicated team members visit patients year round. They participate in both hospital and Ottawa Pastoral Care Training Program continuing education events.

This year our team members helped in the training of the new Muslim and Jewish Spiritual Care Teams by taking the new visitors individually on rounds with them through the hospital to “shadow” the process for several weeks.

Margaret Joyce has been on sabbatical this fall, and her support has been missed.

	2018	2017
Total number of listed U.C. patients in the hospital on days visitors were present	2611	3024
Total number of patient visits	1105	1247
Percentage of patients visited	42%	41%
Total visitor hours in the hospital	319.6	331.6
Total visitor days at the hospital	163	177
Average daily number of U.C. patients in the hospital	16	17
Average percentage of hospital patients that are listed as U.C.	11%	13.6%

Respectfully submitted,
Sandra Copeland, Spiritual Care Team Coordinator

**2018 Statistics of the United Church Spiritual Care Visitation Team at The Ottawa Hospital –
Civic & General Campuses & the Heart Institute**

These statistics represent the visits of 4 Spiritual Care volunteers in 2018 at the Civic Campus – Lyndell Hughes, Chris Burbridge, Peter Graham and Adele MacLeod. However, volunteers, Lyndell and Helen Smith (General Campus) retired and unfortunately Peter passed away in October after some months of hospitalization. In January, 2019 we were pleased to have Douglas Wilson join the Team at the General Campus and we are hoping to have two more volunteers join this year.

	January	February	March
TOTAL HR. IN	11.5	9.25	19.25
HR SPENT W. PT.	6.95	4.75	11.75
NO. OF PT. SEEN	53	25	61
	April	May	June

TOTAL HR. IN	38.5	16.75	35.5
HR SPENT W. PT.	26	10.50	31.2
NO. OF PT. SEEN	91	61	89
	July	August	Sept.
TOTAL HR. IN	24.25	8.5	17
HR SPENT W. PT.	17.3	6.65	12.25
NO. OF PT. SEEN	71	49	77
	Oct	Nov	Dec.
TOTAL HR. IN	10.25	19.5	8
HR SPENT W. PT	9.25	10.9	5
NO. OF PT. SEEN	49	81	40
TOTAL HR. IN (2018)	218.25		
TOTAL HR SPENT W. PT	152.50		
TOTAL NO. OF PT. SEEN	785.50		

Respectfully submitted,
Adele MacLeod
UC Interim Team Coordinator

United Church Chaplaincy Ministry in Ottawa

The United Church Chaplaincy Ministry has functioned as a committee of Ottawa Presbytery since 1985. The Chaplaincy Ministry currently consists of the Chairperson, the coordinators of the United Church Spiritual Care teams in each of the three hospitals, the United Church representatives to the Spiritual Care Advisory Boards in each of the hospitals, and usually one or two congregational Pastoral Care team members.

Over the years the Chaplaincy Ministry has helped support United Church Chaplaincy in local prisons, schools, universities, community colleges and retirement homes. Currently its main focus is on ministry to hospitalized United Church members, and maintaining teams of volunteer spiritual care visitors in each of the three main hospitals. In recent years there have been over 5000 self-identified United Church patients annually. It is to be noted that through aging or geographical relocation, most of these patients no longer have a church home in the city, so we are the face of the church to them. For those patients who are active church members, with their permission we call their church and arrange for their minister to visit them in hospital.

The Chaplaincy Ministry maintains a contact list for all United Church congregational Pastoral Care teams in Ottawa and communicates any issues or policy changes in hospital visiting requirements to local clergy and Pastoral Care teams.

The Chaplaincy Ministry endeavours to educate the church about Pastoral care in hospitals and Care facilities. Our Coordinators recruit and train new Spiritual Care visitors for hospital ministry. They also support their visitors with regular gatherings to share and reflect on experiences.

Chaplaincy Ministry supports hospital visiting teams by authorizing volunteer Police checks, and providing visiting cards, United Church badges, and printed spiritual comfort pamphlets containing relevant prayers, hymns and readings.

Chaplaincy Ministry provides city hospitals with current United Church contact lists, so staff can connect with a patient's minister in times of crisis, if a request has been made. Spiritual Care visitors also use these lists to contact a patient's congregation if requested.

To continue this important ministry, we require the Region to;

- maintain the Chair of the Chaplaincy Ministry as a member at large of Region 12.
- appoint a new Chaplaincy Ministry Chair on the recommendation of existing committee members, if a vacancy occurs.
- appoint new visiting team coordinators for each hospital, with the advice of the Chairperson, when vacancies occur.
- appoint new United Church representatives to hospital Spiritual Care Advisory Boards on the advice of the Chaplaincy Ministry when a vacancy occurs.
- write official appointment letters on behalf of the United Church to the Spiritual Care Director of a hospital for any new appointments to that hospital.
- provide a small budget for the printing of visiting cards and brochures, and United Church badges for team members.
- regularly provide current contact lists for all the clergy and congregations in Ottawa.

Sandra Copeland
Chair Chaplaincy Ministry, Ottawa
United Church of Canada
Appendix
Appendix H

Proposal for EOOR Executive for 2019-2020

Seats around the table:

Staff (Non-Voting):- Executive Minister - Rosemary Lambie, Pastoral Relations Minister - Whit Strong, Secretary - Joel Miller, Treasurer - Brian Cornelius, ([Jane Dawson](#), [Anita Jansman](#), [Dana Ducette](#), [Larry Richardson](#))

Suggested Voting Positions:

President -

Past President - Kimberly Heath

President Elect -

Social Justice Network – **Takouhi Demirdjian-Petro**

Vision and Transformation Committee - Elaine Beattie

Chair of Finance –

Church Extension Committee/Property - Carla Van Delen

Church Camps and Outreach Ministries –

UCW -

Pastoral Relations -

Nominations - Bronwen Harman

Truth and Reconciliation - Teresa Burnett-Cole

Archives and Records -

YAYA –

Vision and Transformation Committee

Rev Elaine Beattie

Phyllis MacRae - Emmanuel United

Rev (retired) Bob Williams cottager1@hotmail.com

Jim Allen jim.maureen@rogers.com

Charles Barrett charles.barrett25@yahoo.com

Janice Peron jlperon@rogers.com Emmanuel United

Lynn Boothroyd mlynnboothroyd@gmail.com Emmanuel United

Rev Cindy Casey cindycasey@kuc.ca

Eleanor Smith ccuchesterville@gmail.com Christ Church, Chesterville

DLM Deb Poirier debbiepoirier@sympatico.ca Christ Church, Chesterville

JoAnne Fletcher – Christ Church, Lyn

Bronwen Harman – St. Andrew's Church, Pakenham

Appendix I

Eastern Ontario Outaouais Region **Draft notes of Meeting – March 2nd 2019**

The Open House was an invitation to the members of the Eastern Ontario and the Outaouais Regional Council of The United Church of Canada to see the Regional Council new office, meet the staff, have lunch, worship together and become acquainted. There were 120 registered guests.

Program for the “Open House” at Zion Memorial in Carleton Place

9.30-10.00 Coffee/tea muffins and sign in, pay for lunch and check the “volunteer table”

10.00- Welcome: Don Stiles, Chair of Executive, Rev. Rosemary Lambie, Executive Minister, and Marion Reilley

10.05-10.35 Opening Worship: Rev. Teresa Burnet Cole provided the liturgy (see appendix) and Rev. Lynne Gardiner, gave the sermon – based on the story of David and Goliath (see appendix)

10.35-11.45 Meet EOORS staff

- Rev. Rosemary Lambie, Executive Minister
- Joel Miller , program Assistant to Executive Minister
- Karen Valley, Office of Vocation Minister
- Rev. Whitman Strong, Pastoral Relations Minister
- Jane Dawson, Minister supporting Communities of Faith, Clusters & Networks
- Dana Ducette, Minister of Youth & Youth Adults
- Anita Jansman, Communications & Administrative Assistant
- Larry Richardson, Archives

11.45-12.00 Meet Region 12 Executive members

12.00 Introduction of Interest Groups and where they will meet. Grace- Rev. Blair Patterson

- Visioning- facilitators: Jane Dawson and Elaine Beattie;
- Pastoral Relations- facilitator: Whit Strong;
- Vocations- facilitator: Karen Valley;
- Children, Youth and Young Adults-facilitator: Dana Ducette;
- Social Justice- facilitator: Joanne Fletcher;
- Truth and Reconciliation- Teresa Burnett-Cole;

Manual 2019- facilitators: Rosemary Lambie and Catherine Grant.

12.15-1.15 Lunch and time to meet Carleton Place hosts, see the office and get acquainted

2.30 – 3.00 Closing worship – Rev. Don Stiles led closing worship using PowerPoint and Rev. Blair Paterson provided guitar musical accompaniment. Communion was served during the closing worship.

OPENING WORSHIP

**EASTERN ONTARIO
OUTAOUAIS REGION**



**MARCH 2, 2019
OPENING WORSHIP
EASTERN ONTARIO OUTAOUAIS REGION**

Gathering Affirmation

Since time immemorial God has been present in this land.
**We acknowledge the Creator of the universe
and the unique place of the Anishanaabe people
in God's creative plan for the land upon which we live.**

We look towards the time when the faith and spirituality
of all peoples can truly shape who we are as a Church.

**We acknowledge Christ as the source of unity
and the transforming power of the Holy Spirit
who is ever renewing God's people.**

The diversity we have in the body of Christ is God's gift to us.
Learning to understand one another and celebrate
our difference is both a joyful and painful journey.

**We seek to be a community that is open to welcome
one another as Christ has welcomed us.**

Call to Worship

Friends, scripture teaches us that the Church
is the Body of Christ, the household of God,
Christ being the head and the cornerstone.

**We gather as one in Christ's name to rejoice with
Eastern Ontario Outaouais Region to dedicate
this new office to Christ's service.**

Come let us worship God, celebrating the power of the Holy Spirit that works within us and the Body of Christ
to build up the communion of saints.

Opening Prayer

God, in Jesus Christ you founded the Church for the people you love. Bless these people who have offered their time
and talents for the service of your Church and people.
Let this office space, which we dedicate in your name,
be a sign of your grace that those who gather here to do the work of the Church may do so in your spirit and
in your truth
that we may fully live out our mission and ministry
as Eastern Ontario Outaouais Region. May we serve you everywhere as we are called to strengthen all in
your love.
We pray in your name. Amen

Hymn MV#1 Let Us Build A House

Scripture 1 Samuel 17

Reflection

Dedication of the Regional Office

To the glory of God: Creator, Christ and Spirit,
we dedicate this office.

For the service of God as we exercise our call to the mission and ministry of Eastern Ontario Outaouais
Region in this place,
we dedicate this office.

To hallow our relationship with God and with each other as we seek to nurture those with whom we work and
those whom we seek to support, **we dedicate this office.**

For the good of creation, for our wider community and for the extension of God's love to all the world and for
the healing that loving action brings, **we dedicate this office.**

Ever present God, fill these spaces which we dedicate in Christ's name, through the power of the Holy Spirit
that this place may become for all who enter its doors a place of welcome, of learning, and of sharing in the
gifts
we each are called to offer in Christ's name. Amen

In the name of Christ and by the authority of the Eastern Ontario Outaouais Region within the United Church
of Canada, I declare this office to be open for all ministry to be exercised here and to dedicate the furnishings
and the office itself to the service of God.

We dedicate ourselves to God, promising to care for one another, this space and its furnishings, to the service of God and the people of this region.

The peace of God be with all who enter these doors,
the peace of God to all who exercise their ministry in these offices, and the peace of God to all who leave here going into the world in the name of Christ to love and serve the world.

Closing Prayer

O God, designer of all creation,
inspirer of the work of our hands,
we give thanks for those who are called
to the service of administration, pastoral care and leadership
in the pursuit of peace and justice.
We thank you for the example of Jesus
who worked with his hands as those who made this building
in beauty and function.
Grant to us your spirit as we set apart these office spaces
for your service.
Bless all who have worked on this building,
bless all who work here now and all who come
to be empowered for your work in the world.
May all who enter here find inspiration,
welcome and strength for the journey. Amen

Hymn MV#115 Behold, Behold, I Make All Things New

Blessing

May God be with us as we continue to listen to the sometimes gently nudging and often persistent calling of the Spirit,
leading us to do the work of God's people. And let the people say, **Amen!**

Sermon given by Rev. Lynne Gardiner at the EOORC Open House

Our scripture reading today was the incredibly familiar story in 1 Samuel 17 of David and Goliath. I can still picture the Sunday School lesson and the flannel graph of David standing defiantly in front of Goliath with a sling shot and 'felling his enemy with a simple stone'. All the boys in my Sunday school were thrilled with this story and spent most of the time pinging each other off with elastics and spit balls until my long-suffering Sunday school teacher put an end to it all.

As an adult my re-reading of the story always alarmed me a little. It smacked a bit of endorsing child soldiers and using violence to resolve conflict. My Western, middle-aged, white mama eyes wants everyone in the story to sit down and hug it out – you know....

And so when I was pondering what God would have me say this afternoon, I was a little taken aback by being compelled to read this story again. The story is different to now....and I want you to hear to specific verses again:

The first is the section from verses 28-30:

28 When Eliab, David's oldest brother, heard him speaking with the men, he burned with anger at him and asked, "Why have you come down here? And with whom did you leave those few sheep in the wilderness? I know how conceited you are and how wicked your heart is; you came down only to watch the battle."

29 "Now what have I done?" said David. "Can't I even speak?" 30 He then turned away to someone else and brought up the same matter, and the men answered him as before.

The second is the section from verses 38-40

38 Then Saul dressed David in his own tunic. He put a coat of armor on him and a bronze helmet on his head. 39 David fastened on his sword over the tunic and tried walking around, because he was not used to them.

"I cannot go in these," he said to Saul, "because I am not used to them." So he took them off. 40 Then he took his staff in his hand, chose five smooth stones from the stream, put them in the pouch of his shepherd's bag and, with his sling in his hand, approached the Philistine.

A couple of summers ago I went to Chautauqua – in upstate New York. Chautauqua is this whole other place in this world. It started out as a United Methodist training center for Christian Education and has morphed into a multi-faith retreat/education/arts Town complete with its own stores and restaurants. Its bigger than the communities that I serve and frankly has more money than this little corner of Eastern Ontario and Western Quebec could ever even dream of. The day at Chautauqua is full of activities; concerts, speakers, yoga, sailing, workshops and so on and so on. The key to managing the place is to strategically plan what you're NOT going to do, rather than what you WILL do. The day always began with worship – worship was in an open air amphitheater that is bigger than any other amphitheater I've ever been in. 1500 people gathered for worship every morning. The bass section of the choir was bigger than the congregations of both of the churches I serve combined. We heard from big-names in the church world: William Barber, J Phillip Newell, Diana Butler-Bass, Barbara Brown Taylor – to name just a few. It was at the same time both thrilling and incredibly intimidating. I would go to workshop after workshop and hear what other Christian churches were doing around the world – the service and outreach was just stunning. The good news of Jesus Christ is alive and well in the world.

Well – except for maybe in my pastoral charge where our numbers are dwindling and it's becoming harder to imagine a thriving future. At least that's how I felt.

These people, after all, were talking about outreach programs that were bigger and reached more people than the population of the entire region. They talked about the movement of the Holy Spirit to bring justice and grace to neighborhoods that were enormous. And God seemed to be sweeping through them and bringing people in to worship on a Sunday morning in droves.

When I returned to my little churches – and looked at my elderly and dwindling congregation I longed to bring this kind of revival into my world. David's lament of 'what did I do now – don't I even have a voice' seemed right here – in front of my face.

So I tried. I tried to put the armor of social prominence relevance and popular expressions of spirituality. And just like Saul did for David, this was given this to me by my Christian family out of love – because they truly wanted me to be protected and to go into the battle of our every day lives and safely slay the oppressive and cruel giants of our world – the giants of a world that go against God's commandment to do justice, love mercy and walk humbly.

I offered new and innovative programs— book studies, bible studies, breakfast programs, prayer vigils I diligently tried on every piece of armor that my Sauls, the people in my life who wanted me to be successful in ministry; my Sauls had given me in this armor hope that it would mean that I could slay my giant – my giant of rural depopulation and marginization, of secularization, of materialism, of the increasing perception of that the church and religion are not relevant.

And you know what – it hasn't worked; the people who show up on Sunday morning has not increased; givings have not increased; no anonymous benefactors have stepped up to the plate. The pastoral charge where I serve is slowly being defeated by this giant despite the amount of armor I have engaged. We are smaller than we were two summers ago. We are poorer. We are older. And we are tired. Lugging around Saul's armor is too heavy for us. And just like David, we can't use this armor because it's not what we've been given - we are too busy trying to adapt to using Saul's borrowed equipment [and vision of capturing more territory and power?] and we have not well recognized that we have been prepared for this time and place all along with our own strength and our own gifts.

David was considered to young and too small to be one of the warriors in God's army. David was accused of being negligent in his job and being conceited in his abilities when he offered to step up and help. David had to plead with people to be allowed to be part of things because what he was offering seemed like certain suicide to the other people in Saul's army. And then David had to have enough sense of his own giftedness [and confidence in God?] to take off Saul's armor and use the equipment that he knew; despite Saul's well intentioned offer of help; despite the belief that it takes might to defeat might....despite everything that history said would be helpful.

David took off Saul's armor because he couldn't use it. And he took what he knew how to use, and he defeated the Giant.

As a church we are staring into the face of a really really big giant – aren't we. And its really frightening. I heard a stat some time ago, and I can't tell you if its true or not – but I hear it in my own mind a lot. We are closing 1 united church a week in this country.[pause to sink it in] A research project has projected that the church will only have marginal existence within the next 10 years. I don't know if these findings are true – but my fear is they are. My own pastoral charge had their annual meetings this past few Sundays and we are in financial trouble. And the research tells me that when organizations are downsizing or are competing for resources then the incidents of workplace harassment increases exponentially – and so we have the Eliab's of this world dismissing our gifts, accusing us of things that aren't true and sending us away from the battle.

We [take a strong voice] need to take off the false armor that we've been given – the false armor that says that we need to 'bring more young families into our church' or 'use more contemporary worship' or 'social media' or 'pub nights' or whatever it is that we are being handed as a solution by people and systems that love us, love the church and want us to be protected – our Sauls –

We need to take off the armor that means we can't move forward and instead use the simple and sure tools that we've been given. The small, smooth, familiar stones of loving and TRUSTING God with our heart, with our soul, and our mind – and loving our neighbors. AND PROCLAIMING THESE TRUTHS LOUDLY AND CONFIDENTLY (the prophetic piece)

Because God first loved us.

Because God has gifted and equipped us to do this job.

Because that is who we are.

Thanks be to God.