

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Tuesday, May 28th 2019 - 9:30 a.m.

Living Mission Statement for the Regional Council

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

IN ATTENDANCE

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

REGRETS/ABSENT

Rev. Blair Paterson	Member
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1. ***Opening and Devotions*** – Don Stiles – acknowledging the land, reflecting on John 17, in particular Jesus saying "that they all may be one." Don asked the members to consider and share with each other the signs they would like to see at the upcoming Inaugural meeting demonstrating that the Regional Council is becoming one. Don closed these devotions with a closing prayer.
2. ***Circle Time of Sharing*** – All were invited to share.
3. ***Approval of the Minutes - Meeting May 7th 2019***

2019-05-28_98 MOTION (T. Burnett-Cole/E. Beattie) That the minutes of May 7th 2019 be approved as received. **Carried**

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

2019-05-28_99 MOTION (C. Grant/ Carla Van Delen) That the agenda be accepted as circulated. **Carried**

5. Correspondence

- a) May 10, 2019 Gary McKay re revised Constitution for Wesley United Church (*for action*)
- b) May 11, 2019 Deep River Community Church re on-going relationship (*refer to PR*)
- c) May 12, 2019 Earl Newe, Trustee of Aylmer United Church, Aylmer, QC re potential sale of church land to Aylmer Arms (*for referral*)
- d) May 13, 2019 Ross Rutherford re Westport United Church Grant Application for \$5000 from Modernization and Improvement program (*for action*)

6. Business arising*Supporting and enhancing the life of Communities of Faith where ministry takes place***1. Supporting Communities of Faith:**

- a) **2019-05-28_100 MOTION** (T. Burnett-Cole/ C. Grant) the Eastern Ontario Outaouais Regional Council Executive approves the revised governance structure of Wesley United Church (see appendix A). **Carried**
- b) **2019-05-28_101 MOTION** (J. Fletcher /E. Beattie) the Eastern Ontario Outaouais Regional Council Executive approves the request of the Aylmer United Church, Aylmer QC to negotiate with the Aylmer Arms regarding the potential sale of land and refers them to the Property Leadership Team for assistance (see appendix B). **Carried**
- c) **2019-05-28_102 MOTION** (K. Heath /T. Burnett-Cole), the Eastern Ontario Outaouais Regional Council Executive approves the request of the Westport United Church, Pembroke for \$5000, and forward the request to the Finance department of the United Church of Canada (see appendix C). **Carried**
- d) Review of Governance document – Corrections were made for presentation to Inaugural Meeting.
- e) Review of Report Book – Corrections were made for presentation to Inaugural Meeting.

2. Mission through Finance:

2019-05-28_103 MOTION (B. Harman/C. Van Delen) that the Eastern Ontario Outaouais Regional Council Executive approve Norma McCord to replace Bruce Jackson as a bank signatory. **Carried**

• Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith

3. Pastoral Relations:

- a) **2019-05-28_104 MOTION** (T. Burnett-Cole/E. Beattie) in accordance with Section C.2.9 of The United Church of Canada Manual (2019), the Eastern Ontario Outaouais Regional Council Executive concurs with the request that Terrie Chedore, provisional Diaconal Minister, be licenced to administer the Sacraments within boundaries of the community of faith, effective her Commissioning service, June 9, 2019 for the duration of her call to Kanata United Church. **Carried**

- b) **2019-05-28_105 MOTION** (E. Beattie/L. Suddaby) that the Eastern Ontario Outaouais Regional Council Executive receives the Minutes and recommendations of the Pastoral Relations Commission of May 16, 2019 (see appendix **D**). **Carried**

4. Covenant Relationship between La Table, the General Secretary and the Eastern Ontario Outaouais Regional Council

2019-05-28_106 MOTION (E. Beattie /L. Suddaby) that the Eastern Ontario Outaouais Regional Council Executive recommends the document outlining a Covenant Relationship between La Table, the General Secretary and the Eastern Ontario Outaouais Regional Council and recommend to the Regional Council Inaugural meeting (see appendix **E**). **Carried**

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| <ul style="list-style-type: none"> • Supporting and nurturing Right Relations, Social and Ecological Justice |
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- | |
|--|
| <ul style="list-style-type: none"> • Supporting people in all seasons of life |
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2019-05-28_106 MOTION (J. Fletcher/P. MacRae) that the Eastern Ontario Outaouais Regional Council Executive set up a task group to deal with the Outaouais Cemeteries (see appendix **F**). **Carried**

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| <ul style="list-style-type: none"> • Supporting and Building Communications |
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5. **Nominations Committee** – see appendix **G**

6. **Inaugural Meeting-** Updates were provided regarding logistics and planning.

2019-05-28_106 MOTION (K. Heath/J. Fletcher) provide funds (\$150) for local arrangements people to have lunch. **Carried**

7. **Communications**

7. ***New Business:***

Opening worship for next meeting – Linda Suddaby

Closing Prayer – Don Stiles

Next meeting date:

- Thursday, June 27, 2019, Almonte United Church 106 Elgin St, Almonte, ON K0A 1A0
- Thursday, September 19, 2019
- Thursday, October 24, 2019 ZOOM
- Thursday, November 21, 2019

*** Just a reminder of what has been decided***

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

8. *Adjournment*

2019-05-28_107 MOTION (E. Beattie) that the meeting was adjourned at 12:05 p.m.

Rev. Don Stiles
Chair

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Revised governance structure of Wesley United Church	Pages 132-144
Appendix B	Request of the Aylmer United Church, Aylmer QC	Pages 145-146
Appendix C	Request of the Westport United Church	Pages 147-152
Appendix D	Minutes and recommendations of the Pastoral Relations Commission of May 16, 2019	Pages 153-154
Appendix E	Covenant Relationship between La Table, the General Secretary and the Eastern Ontario Outaouais Regional Council	Pages 155-157
Appendix F	Outaouais Cemeteries	Pages 158-159
Appendix G	Nominations Committee Report	Page 160



Wesley United Church

Constitution

As approved February 17, 2019

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Minister: Linda Fuller DLMR

CHURCH CONSTITUTION & TERMS OF REFERENCE

Preamble:

Wesley's ministry is summarized in its mission statement, which brings together its core values, basic beliefs and motivating vision. The Church Council is the court that has the general responsibility for the care and oversight of the spiritual life and temporal affairs of Wesley United Church, and for manifesting the vision and mission of the church. The church constitution and terms of reference is the document that determines the duties and responsibilities of the Church Council and its committees.

However, if there is a conflict between our constitution and the most current United Church Manual, the Manual will supersede it.

1. Membership on Church Council

All members of the Church Council shall be members of the United Church of Canada and recognized as elders, as defined in sections B.72 (page 62) of the United Church manual (2016).

- a) The Minister(s) of the Community of Faith
- b) The Treasurer(s)
- c) Persons elected annually by the Congregation to serve as Executive Officers:
 - Chairperson
 - Vice Chairperson
 - Secretary
 - Lay representative(s) to Regional Council
- d) Other Executive Officers may be from the following:
 - President or representative of United Church Women's organization(s)
 - Chairperson, or representative, of the Board of Trustees
 - Two (2) youth representatives selected by the Youth of the Congregation (Ages 13 - 25) and must be confirmed and members of Wesley United Church
- e) Chairpersons or representatives of the following standing committees
 - Christian Education, Mission and Outreach Committee
 - Committee of Stewards
 - Ministry and Personnel Committee
 - Membership and Nominating Committee
 - Pastoral Care and Fellowship Committee
 - Worship Committee
 - Member(s) at large
- f) Representatives of any Ad Hoc Committees determined by the Church Council to be required for the effective and fruitful life and work of the Congregation.

2. Selection and Tenure of Church Council

Members of the Church Council, other than the Minister(s) and the bookkeeper(s) [Paid Staff], shall be elected at the Annual Meeting of the Congregation and shall serve a term of two years, except the representatives of the United Church Women, the Board of Trustees and the Youth who shall be appointed by their respective organizations, councils or committees and confirmed as members at the Annual Meeting. Normally, members shall have the option of a second two-year term, after which they must step down for a period of at least one year. The Church Council may fill any vacancy in the Council subject to confirmation at the next Congregational Meeting.

3. Church Council Meetings

- a) The Church Council shall meet at least quarterly each year. Special meetings of the Council may be called by the Chairperson or by an incumbent Minister or upon the written request of at least five (5) members of the Church Council or by the Regional Council in accordance with section B7.7.2c.ii of the Manual(2016).
- b) A quorum shall require the attendance of one-third of the members of the Church Council, the Minister/Community of Faith Supervisor/Regional Appointee (Manual B7.7.4.biv 2016) and shall include at least two (2) of the following Executive Officers: the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer.

4. Duties of Church Council

It shall be the duty of the Church Council:

- a) to manage the general operation of Wesley United Church in all spiritual, temporal, and financial matters; as specified in the current Manual of the United Church of Canada.
- b) to appoint and determine terms of and membership for commissions, standing committees, ad hoc committees and organizations, as required;
- c) to receive reports and approve or amend all actions of the Executive Coordinating Committee;

5. Executive Coordinating Committee

- a) Members of the Executive Coordinating Committee of the Church are:

All Executive Officers and

- Two (2) additional members of the Church Council elected at the Annual Meeting of the congregation
- Member(s) of the Ministry of the Community of Faith
- b) Duties: The Executive Coordinating Committee of Council meets as required between meetings of the Church. Council to receive and act on matters referred to it and to act as a clearing house for ideas and concerns to be addressed by appropriate committees for recommendation back to the Church Council.
- c) A quorum shall consist of one-half of the members of the Executive Coordinating Committee of Council and must include the Chairperson or the Vice-Chairperson of the Church Council and the minister(s) of the Community of Faith.
- d) Minutes of all meetings of the Executive Coordinating Committee of Council shall be distributed to all members of the Church Council.

6. Duties of Executive Officers

Chairperson

- Preside at all meetings of the Congregation, the Church Council and the Executive Coordinating Committee of Council
- Vote only in the event of a tie
- Call meetings of the Church Council and the Executive Coordinating Committee of Council
- Be a member ex-officio of all committees, except the Nominating and Membership Committee
- Perform such other duties as the Church Council may direct.

Vice-Chairperson

- the Vice-Chair is the chair-elect and becomes the Chair at the end of his/her two year term takes the place of the Chairperson and perform her/his duties in the absence of the Chairperson
- Perform such other duties as the Church Council may direct

Secretary

- keep a record of proceedings and preserve all documents
- Receive and respond to correspondence on behalf of the Church Council and report actions to the Church Council at the next meeting
- Transmit records annually to the Regional Council for review (Manual Section B7.6.2 b.(iv) 2016)
- Ensure that all members of the Church Council receive proper notice of meetings and a copy of the minutes of each meeting
- Perform such other duties as the Church Council may direct

Treasurer

- Manage revenue and expense accounts of the Church General Operating Account
- Performs bank account reconciliation of the General Operating Account
- Manage Accounts Payable and Payroll
- Manage Accounts Receivable
- Manage year-end receipt of church givings
- Provide monthly financial reports to the Committee of Stewards
- Provide regular financial reports to Church Council
- Work with the Committee of Stewards to develop the annual budget
- Submit required financial documentation to Revenue Canada and the United Church of Canada
- Provide a year-end Financial Statement to the Annual Meeting of the Congregation
- Is the PAR contact for UCC
- UC Observer contact
- ADP contact – the treasurer provides payroll input of salary, hours worked, allowance accounts, stat pay etc to ADP. ADP process payroll, remittances, T4's etc
- Treasurer is a member of the congregation.

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- Treasurer is a member of the congregation.

It should be noted that the treasurer merely manages revenue and expense accounts, and he /she is not solely responsible for counting and deposits, which are counted by an Offering Committee Team. Note also that the position of Treasurer is normally a paid staff position at Wesley United Church.

Lay Representative(s) to Regional Council

- Attend and represent the Wesley United Church congregation at all Regional Council meetings
- Act as liaison between Regional Council and the Wesley United Church congregation through the Church Council
- Report on meetings of Regional Council to the Church Council
- Perform such other duties as the Church Council may direct

7. Duties of Standing Committees

Christian Education, Mission and Outreach Committee

- Organize the Church School and nursery including recruitment and training of teaching staff
- Maintain membership rolls and attendance at Sunday School and report changes and updates regularly
- Organize youth activities and Vacation Bible School when and where appropriate
- Encourage adult fellowship and Bible Study
- Maintain and make available library resources for all ages to the congregation and the community
- Determine the Christian education needs of the congregation
- Provide for the distribution of publications of a Christian Education nature to the congregation
- Promote congregational support of home and world missions
- Educate and inform the congregation of special needs for local and world relief and mission development
- Recommend to the Church Council the disbursement of any funds designated for congregational outreach programs
- Develop plans for specific outreach programs in the local community and encourage and facilitate the congregation to participate in such activities
- Recommend to the Church Council, on an annual basis, a budgeted amount for Christian Education, Mission, and Outreach

Committee of Stewards

Note: The position of Treasurer at Wesley United Church is normally a paid staff position, in the future if the Council decides to revert to a volunteer Treasurer, then the Treasurer will be elected annually from among the members of the Committee of Stewards. (Manual B 7.6.3)

- Authorize the Treasurer to pay all expenditures within the budget after approval by the appropriate committee chair or authorized person
- Direct the Treasurer to notify any committee whose expenditures are nearing the budgeted annual limit

- Prepare a balanced annual budget for presentation to the Church Council prior to the annual meeting
- Prepare monthly financial statements for the Executive Coordinating Committee of Council and Church Council
- On the direction of the Church Council, inform the congregation of the financial status of the church

Committee of Stewards (continued)

- Recommend the borrowing of funds, if necessary, to carry on the operation of the church
- Arrange for counting and banking of money offerings
- Oversee the maintenance of records of contributions, and through the treasurer, issue receipts for tax purposes
- Authorize the Treasurer to sign receipts for tax purposes
- Ensure the ongoing maintenance of church properties
- Prepare and submit to Church Council a schedule for long-term maintenance and repairs for all properties
- Ensure the maintenance of all musical instruments in the church
- Carry out emergency repairs
- Receive regular reports from the custodian with respect to the church buildings and grounds
- Provide necessary supplies and equipment
- Review the user policies and fees schedules for approval of the Church Council
- Authorize, in appropriate circumstances, the use of church property by groups outside the congregation
- Recommend to the Church Council methods to increase revenues and reduce any deficit
- Review and understand the stewardship needs of the congregation so that its full stewardship potential may be realized. The Committee shall review annually the annual financial objective of the congregation.
- To keep in perspective and under review the proportion of resources used locally and regionally in relation to the amount provided for the wider work of the United Church through the Mission and Service Fund; [Manual B7.8.5 (a)]
- Communicate to the congregation why the funds are needed and how they will be expended
- Make available to the congregation the material issued through the Department of Stewardship Services
- Encourage commitment to and participation in the mission of the church by all members of the congregation. To this end, the committee shall organize periodic visitations for stewardship purposes, normally annually.

Ministry and Personnel Committee

- Provide a consultative and supportive agency for the staff of the Community of Faith and for members and adherents of the congregation [Manual B7.8.5(a)]
- Review working conditions and remuneration for the staff of the Community of Faith and make appropriate recommendations to the Church Council [Manual B7.8.5(c)]
- Oversee the relationship of the staff of the Community of Faith to members of the congregation and others [Manual B7.8.5(b)]

- Oversee the relationship between and among different members of the staff of the Community of Faith with respect to their responsibilities and authority [Manual B7.8.5(b)]
- Consult with all members of the staff of the Community of Faith about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available [Manual B7.8.5(g)]
- Review and evaluate annually the effectiveness of the staff of the Community of Faith as those persons and positions relate to the mission of the Community of Faith as defined by the Church Council [Manual B7.8.5(e)]
- Maintain close liaison with the Regional Council Pastoral Relations Committee and where necessary, request the assistance of the Regional Council Pastoral Relations and Oversight Committee in situations where there is a potential for conflict [Manual B7.8.5(h)];
- Review regularly the responsibilities of all staff of the Community of Faith and when required or requested make recommendations to the Council with respect to revision of position descriptions [Manual B7.8.5(e)]
- receive from each Ministry Personnel called or appointed to the Community of Faith, a current vulnerable sector (level 2) police records check, at the expense of the Ministry Personnel, no later than the completion of each six(6)-year period of the pastoral relationship (Manual J2);
- Interview for all church staff positions, as required, other than the Minister
- Recommend the selection of church staff to the Church Council
- Recommend the selection of a new Music Director and/or Assistant Music Director as required
- In the case of illness, or emergency absence, Ministry and Personnel shall arrange pulpit supply
- Be accessible to members of the congregation who may have a concern with regard to staff performance

Membership – consists of two persons, one elected at the AGM and the office administrator

- Be responsible for maintaining an up-to-date record of all members, adherents, and children on a database that is administered by the church office, and submit a printed list at year end to council
- Supply year end information as to membership to the Annual Meeting
- Provide data for the United Church Statistical Report annually
- Maintain a historical roll of all active and inactive **members** of Wesley United Church to be revised annually at year end
- Ensure that the updating of records of baptism, marriages, and funerals (records to be kept in church office).
- Recommend the process for updating the membership roll as needed for approval by Church Council
- Changes in the status of membership must be approved by Council before recorded

Nominating Committee:

- Shall consist of representatives of each Committee that reports to Council, and is chaired by a member chosen by the committee

- Shall prepare a slate of nominations for vacancies on the Church Council for the annual Congregational Meeting
- Shall assist chairpersons in finding members for their committees.
- Names may be added at the AGM
- Election of the committee slate of officers is voted into office at the AGM
- Trustees must be voted on each year
- Auditors for the next year are to be nominated annually

Pastoral Care and Fellowship Committee

- Arrange lay visitation by organizing a group of pastoral visitors, provide training and support for the visitors as required - Visitors will visit or call regularly, and will discuss:
 - a) whether communion or a visit from the minister is requested, and
 - b) permission is given to add their name to a prayer list.

Confidentiality is the rule.

- Maintain a list of shut-ins and members who need visits or phone calls including those who are ill or recently bereaved
- Arrange transportation to services for church members as necessary
- Arrange for coffee hour after Sunday worship
- Arrange for distribution of newsletters and other pastoral information as required
- Conduct one or two meetings per year

Worship Committee

- Arrange the order of worship, celebration, and music in consultation with the incumbent minister(s) and music director(s)
- Schedule the Sacraments of Communion and Baptism
- Arrange for welcoming and ushering
- Prepare for Communion
- Arrange for any special services
- Arrange all matters having to do with the time, place, and conduct of corporate worship and information to the congregation thereof
- Arrange for pulpit supply as required during minister's study breaks (*In the case of illness, or emergency absence, it is the responsibility of Ministry and Personnel.*)
- In cooperation with the music director of Wesley United Church be responsible for the music program of the church
- Arrange for the services of a supply organist as required
- Present names for baptism, membership and confirmation to the Church Council
- Be responsible for:
 - a) ensuring that the appropriate altar cloths and antependia are in place, according to the liturgical season
 - b) organizing the decoration of the chancel and/or sanctuary as required for special seasons
 - c) ensuring that memorial flowers are acknowledged
 - d) arranging for the care and maintenance of altar cloths, banners, communion cloths,
 - e)
 - f) candelabra and similar items of sanctuary decoration as required

8. Board of Trustees

The duties and responsibilities of the Board of Trustees of Wesley United Church are:

- to hold in trust the real estate and personal property, including the cemetery, to use the Church property for the purposes directed by the congregation for the maintenance of public worship
- to maintain in good repair the church buildings
- to obey the lawful orders and direction of the Church Council and of Regional Council
- to permit the use of the trust property for Sunday School purposes
- to lease all personal and real property as may be required
- to sell, mortgage, exchange or lease the Trust property under direction of Church Council at Wesley United Church and with the consent of Regional Council; and
- to keep proper books of account as to receipts and disbursements and book or books of resolutions passed and proceedings taken from time to time.
- to maintain an inventory of all church property
- to perform other duties as required by the Manual of the United Church of Canada, Section G 3.4.

The Board of Trustees of Wesley United Church, Pembroke, shall hold the Endowment and Memorial Funds, and invest such gifts to provide the best returns subject to the needs of the Congregation. The active direction of the Endowment Fund shall be under an Executive Committee of the Board of Trustees consisting of the Chairman, Secretary, Treasurer and one elected Trustee; any three (3) of whom shall constitute proper signing offices for the Endowment Fund. A quorum of three shall be necessary to transact any business of the Executive Committee.

The Board of Trustees may appoint an agent to handle part or all of the Endowment Funds of Wesley United Church and to keep the Executive Committee of the Board of Trustees advised as to maturing funds and trust funds already invested.

The Executive Committee of the Board of Trustees shall have power to invest and reinvest Endowment Funds subject to resolution of the Board of Trustees as to length of term and type of Trustee investment.

Gifts payable to the Board of Trustees or to the Endowment Trust of Wesley United Church shall be turned over to the Board of Trustees and shall be subject to any directions or restrictions accompanying the gift. Gifts made "In Memoriam" to Wesley United Church shall pass to the Board of Trustees.

Election of Trustees

The Board of Trustees of Wesley United Church shall be elected at the annual meeting of the Congregation and may be no less than three (3) and no more than fifteen (15). Any vacancies on the Board to reach its maximum number of Trustees may be filled by the Church Council by election at its regular meeting to hold office until the next annual meeting of the Congregation. The majority of the Trustees must be members of The United Church. The Board of Trustees shall hold at least one meeting a year.

Term of Office

The term of office shall be 3 years and a person may serve for a second term. After two consecutive terms a one year break is required. Members shall be elected on a 3 year cycle

(depending on the term) so that not all members finish at the same time. Please note the Term of Office does not apply to the designated Minister.

Quorum

Minimum Number of Trustees Present: A meeting of the trustees may take place only if a minimum number of trustees is present, as follows:

- For boards of trustees with 10 or more members, at least five members must be present.
- For boards of trustees with nine or fewer members, a majority of the trustees must be present. (Manual G3.6.4)

Reports

The Trustees shall report to the Congregation at least annually at the regular annual meeting of the Congregation and to any special meeting if requested by the Church Council.

Meetings

All meetings of the trustees must be called by one of the following:

- a member of the order of ministry settled in or appointed to the Community of Faith;
- a designated lay minister recognized by the appropriate court and appointed to the Community of Faith;
- the Community of Faith supervisor; or
- two or more of the trustees.

The person calling the meeting is responsible for giving advance notice of the meeting.

For regular trustee meetings, notice may be given by announcement at a public worship service.

For special trustee meetings, the notice must

- be in writing;
- specify the date, time, place, and purpose of the meeting; and
- be mailed or delivered to each trustee at their home or work address.

If a trustee does not receive notice of the meeting because the person calling the meeting did not know the trustee's current home or work address, any decisions made at the meeting will still be valid.

The advance notice for meetings must be at least

- one day before the meeting for regular trustee meetings; and
- seven days before the meeting if the meeting's purpose is to consider a sale, mortgage, building alterations, or other congregational property transaction or any legal action involving the trustees. (Manual G 3.6.)

Voting

The trustees make all decisions by the majority vote of the trustees present at a meeting. The chair votes only if there is a tie in the voting. (Manual G 3.6.)

The Executive Committee of the Board of Trustees shall meet at the call of the Chairman within three (3) clear days between the call and the date of meeting unless all members of the Committee sign a waiver as to a shorter notice.

A Minister of Wesley United Church or the Minister designated by Church Council of Wesley United Church if served by more than one Minister shall be a member of the Board of Trustees. (Manual G 3.3.3)

Approved at the Annual Congregational meeting of Wesley United Church, February 17, 2019.

Amendment approved by Church Council on January 17, 2019.

Approved by motion of Eastern Ontario Outaouais Region:

Chair of Region _____

Secretary of Region _____

Date _____

Appendix B

Rosemarie Lambie

It was good to talk to you today and I learned something about EOORC's new organizational structure.... so thank-you for that.

As I explained to you (and fortunately you seem to have some knowledge of Aylmer United and its property), the church may have an opportunity to sell about 25% of its land to the Aylmer Arms over the next 12 months. The Aylmer Arms is a sizable 7 story building attached to the back of the church. It is important to note that Aylmer Arms Inc. does not own the land the apartment building sits on as this belongs to the church. The church sits on a busy downtown street corner and has a sizable rectangular piece of land stretching along Rue Principale about one hectare in size on which the church, the manse (rented until 2024) a small tenant parking area for manse tenants and their customers, the Aylmer Arms building and some Aylmer Arms tenant parking occupy. There is also some unoccupied significant green space to the west of the manse.

As an aside, you might have heard about this property issue through our minister except that since September 2018 we have not had one which is why I contacted you about this.

Since the Aylmer Arms is attached to the church and the church has owned the land the Aylmer Arms sits on since it was built in the 1970s, the Aylmer Arms has paid a modest wall joining fee to the church which increases every year according to what Statistics Canada says is the inflation rate. As a result the Wall Joining fee has been going up about 2% a year and now stands at about \$2,200. In December 2017 the church council feeling acutely short of money sent a delegation to an Aylmer Arms board meeting and asked the Board to voluntarily substantially increase the wall joining fee or consider buying the land from the church the Aylmer Arms sits on. At the time the Aylmer Arms indicated they could not afford to pay an increase in the wall joining fee or buy the land since as a non profit corporation it had just borrowed money to replace the two elevators and all the windows and doors in their 45 year old building.

The Aylmer Arms Board seems to have changed their minds over the past year, as the Board chair got in touch with the chair of the church council in late March 2019 and indicated they might be interested in purchasing the land after all. No price or how much land was mentioned and Aylmer Arms cautioned that they still had limited funds. The board seems to see this land purchase as a long range project once their elevator, door and window project is done this fall.

The Church Council was briefed at its April meeting that Aylmer Arms may now be disposed to buying the land if a price could eventually be agreed upon. Church Council, which now had several new members and a new chair, grappled with this offer.... did they really want to sell a piece of land or not. No price or how much land to offer them was discussed at his meeting. The question of the church taking back a mortgage was raised if Aylmer Arms had limited funds. No decision was reached but there was agreement it would be discussed again at Council's May meeting and that ECOORC should be advised of the situation.

What colours Church Council thinking on this is that the City of Gatineau is growing very rapidly and much of this urban growth is centred on Aylmer where the church is. The Aylmer sector of the City of Gatineau has more than doubled in size in the last several years. The area has been experiencing growth in new condos, apartment buildings, and every form of high density housing imaginable in every direction. The church's busy street corner at Wilfred Lavigne and Rue Principale has not missed out in this development. A developer has just finished two very large apartment buildings opposite the corner where the church sits and beside the church a sizable apartment/condo complex has been announced and this project is before City planning officials. The fact that Aylmer United Church sits on a strategic piece of land in down town Aylmer and owns about a hectare of land at the corner of Rue Principale and Wilfred Lavigne Boulevard at a major downtown intersection is not lost on

church council. Much of the debate at the April meeting was should the church sell land piece meal, or wait and let the property grow in value and then sell the whole parcel and build a new church else where with the proceeds or sell off all the parts except where the church sits and use the money to fix up the existing church.

What the church needs to do with respect to this offer from the Aylmer Arms is weigh its its short term budget needs against a potential sale of the whole parcel of land which may be 3 to 5 years away.

The Trustees understand they would need EOORC approval for what ever is decided but the church trustees will not formally come to EOORC without Church Council and Aylmer United congregational support. In the circumstances, knowing (the name, email address and phone no) who at EOORC would be responsible for property issues of this nature would be helpful.

Earl New
Church Trustee
tel 819-684-3571
email: newe@videotron.ca

Appendix C

Application for Modernization and Improvement Grant

In December 2017 we received a **\$22,488** Capital loan from the United Church of Canada to cover part of the estimated \$42,488 cost to repair the roofs of the church and attached hall. The **\$20,000** balance was to be covered in part by funds on hand and, hopefully, a **\$5,000** Modernization and Improvement Grant from the United Church of Canada

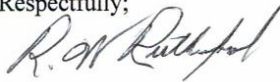
Accordingly, in December 2017 we submitted the **\$5,000** Grant application to the Presbytery at which time, we were advised that the review/approval process could take an extended period of time. However, since then, we have not received any information as to the status of this application other than it had been approved by the Presbytery and forwarded to, what was then, the Conference Group. At our request, Rev. Rosemary Lambie recently effected a thorough search for this application to no avail. It is obvious that the document has gone astray.

Due to necessity, the required repairs to the church and hall roofs were effected by the selected contractor from late Spring 2018 through to June 2018. Unfortunately, once the repairs were started, it was determined that all the plywood underlay on the church roof needed replacement at an additional cost of **\$15,537.50**, bringing the total repair cost to **\$58,025.50**.

Using specified donations (**\$30,403**) from our congregation and some of the proceeds made available from selling the Manse in 2018, we were able to repay the **\$22,488** Capital loan in the first year without incurring any interest charges. Also, the invoices, copies attached, from the roofing contractor were paid in a timely manner.

Attached is a revised application for a **\$5,000** Modernization and Improvement Grant which when approved will be used to offset some of the total costs for repairing the roofs.

Respectfully;



Ross Rutherford
Trustee
Westport United Church
P.O. Box 166
Westport, Ont.
K0G 1X0

613-273-4392
rutherford.nr@gmail.com

May 12, 2019

CA 4A

Application for Church/Manse Modernization and Improvement Grant☒ **Church**
☐ **Manse**

Please refer to our website for policy: www.united-church.ca/leadership/church-administration/capital-assistance-programs.

- Maximum grant amount is \$5,000 matching grant per application, for a six-year period. Grants are reserved for modest-income congregations with annual incomes of up to \$150,000 and unrestricted funds of less than \$37,500.
- Supporting documents must accompany your application:

<input checked="" type="checkbox"/> Financial statements (income statement, budget sheet, etc.)	<input checked="" type="checkbox"/> Quotes and estimates
<input checked="" type="checkbox"/> Brief description of the project	<input type="checkbox"/> Charitable Status printout

Applicant's Contact Information

Name of applying congregation	Name: Westport United Church		
	# of preaching points 1		
	Mailing address: P.O. Box 166		
	City: Westport	Province: Ont.	Postal code: K0G 1X0
	Charitable Status No: 119295509RR0001		
	Contact person: Ross Rutherford Trustee, Westport United Church	Phone: 613-273-4392 E-mail: rutherford.nr@gmail.com	
Regional council: Regon 12			

Modernization Improvement Plans

Expected start date	Spring 2018	Have you received a Modernization Grant in the past 6 years? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no
Total cost	\$ 58,025.50	
Cash on hand	\$30,403 (specified roof donations)	Approval date (mm/yy)
Grant amount	\$ 5,000.00	Approval amount \$
Balance	\$ 22,622.50	Amount drawn to date \$
How will the balance be financed? Cash currently on hand other than specific donations mentioned above.		
Comments: The \$22,488 UCC capital loan and the contractor's \$58,025.50 have been paid in full.		

Financial Information

Restricted Funds \$ 0	Unrestricted Funds \$ 0
-----------------------	-------------------------

Questions about the Congregation/Pastoral Charge

Under what name is title registered? Westport United Church
Amount of insurance \$ n/a
Is manse occupied by ministry personnel of the charge? <input type="checkbox"/> yes <input type="checkbox"/> no <input checked="" type="checkbox"/> not applicable
If not, explain why applying for this grant.

CA 4A

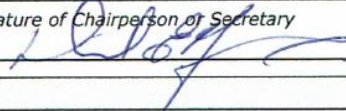
Official Board Action

It was moved by NORM LAPOINTE and seconded by MARGARET GREENSLADE and carried that the trustees/board be authorized to make application to Finance (FIN) for a grant of \$ 5,000 FIVE THOUSAND to assist in the modernization and/or improvement of the church/manse at the above location, and to apply to regional council for formal approval.

Date of meeting

MAY 12, 2019

Signature of Chairperson or Secretary


Regional Council Action

The foregoing application was duly considered at a meeting of _____ Presbytery and approved.

Date of meeting

Signature of Secretary of Regional Council

Roofmaster Ottawa Inc.163 Macfarlane Road
Ottawa, Ontario K2E 6V4
Tel: 613 521 0088 Fax : 613 731 6355**INVOICE**Invoice No.: 9209
Date: 27 Jun, 18
Page: 1**Sold to:**9209 Ross Rutherford
Westport United Church
27 Church Street
Westport, Ontario K0G 1N0**Ship to:**9209 Ross Rutherford
Westport United Church
27 Church Street
Westport, Ontario K0G 1N0**Business No.:** 867174773RC0001

Description	Tax	Unit Price	Amount
New shingle roof as per contract	H		37,600.00
Less: Deposit			-4,000.00
H - HST 13%			
HST			4,888.00
INVOICE DUE UPON RECEIPT			
Roofmaster Ottawa Inc. HST: #86717 4773 RT0001			
Shipped By:	Tracking Number:		
Comment:	Total Amount		38,488.00
Sold By:			

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

May 28, 2019
Zoom Teleconferencing

Roofmaster Ottawa Inc.

163 Macfarlane Road
Ottawa, Ontario K2E 6V4
Tel: 613 521 0088 Fax : 613 731 6355

INVOICE

Invoice No.: 9210
Date: 27 Jun, 18
Page: 1

Sold to:

9210 Ross Rutherford
Westport United Church
27 Church Street
Westport, Ontario K0G 1N0

Ship to:

9210 Ross Rutherford
Westport United Church
27 Church Street
Westport, Ontario K0G 1N0

Business No.: 867174773RC0001

Description	Tax	Unit Price	Amount
Overlay plywood on existing roof as per change order	H		13,750.00
H - HST 13%			1,787.50
HST			
INVOICE DUE UPON RECEIPT			
Roofmaster Ottawa Inc. HST: #86717 4773 RT0001			
Shipped By:	Tracking Number:		
Comment:	Total Amount		15,537.50
Sold By:			

RIDEAU PASTORAL CHARGE**BUDGET FOR 2019**

<u>REVENUE</u>		
	Burridge	\$12,000.00
	Crosby/Newboro	\$18,000.00
	Westport	\$30,000.00
	Other	\$0.00
	Bank Interest	\$0.00
	Fund Raising	<u>\$0.00</u>
	TOTAL	<u>\$60,000.00</u>
<u>EXPENDITURES</u>		
	Salary & Benefits	\$34,000.00
	Minister's Phone	\$600.00
	Travel	\$4,500.00
	Cont. Ed. & Learning Res.	\$700.00
	Secretarial	\$2,700.00
	Pulpit Supply	\$2,000.00
	Christian Education	\$2,000.00
	Office Supplies, Misc.	\$3,000.00
	Telephone	\$1,000.00
	Insurance	\$6,000.00
	Presbytery Assessment	\$3,500.00
	Bank Charges	\$0.00
	Fund Raising	\$0.00
	Benevolent Fund	<u>\$0.00</u>
	TOTAL	<u>\$60,000.00</u>

Appendix D

Motions from the EOORC Pastoral Relations Commission meeting of May 16, 2019

1. (W. Harris – C. Hoy) That Rev. Lynne Gardiner be appointed as Pastoral Charge Supervisor on the Lyn Pastoral Charge (April 22 – September 2, 2019) to cover the sabbatical of Rev. Wendy MacLean. CARRIED
2. (E. Gratton – J. Nield) That Rev. Carolyn Insley be appointed as Pastoral Charge Supervisor to the Osgoode-Kars Pastoral Charge during the annual absence of Rev. Grant McNeil (June 9 – September 24, 2019). CARRIED
3. (E. McIntyre – L. Suddaby) That, in the absence of called/appointed ministry personnel, Rev. Ed Gratton be appointed as Pastoral Charge Supervisor on the Russell Pastoral Charge. CARRIED
4. (E. McIntyre – S. MacDonald) That, in the absence of called/appointed ministry personnel, Rev. Ed Gratton be appointed as Pastoral Charge Supervisor on the Kenmore Pastoral Charge. CARRIED
5. (E. Gratton – J. Nield) That Beth Sweetnam be appointed as PR Liaison to the City View Pastoral Charge. CARRIED
6. (L. Suddaby – E. McIntyre) That David Stafford be appointed to replace Beth Sweetnam as PR Liaison to the Parkdale Pastoral Charge (Ottawa). CARRIED
7. (S. MacDonald – E. Gratton) That Janet Nield DM be appointed as PR Liaison to the Trinity-St. Andrew's Pastoral Charge (Renfrew). CARRIED J. Nield abstained.
8. (E. Gratton – W. Harris) That Rev. Dianne Cardin be appointed as PR Liaison to the Manotick Pastoral Charge. CARRIED
9. (C. Hoy – L. Suddaby) That Wayne Harris be appointed as PR Liaison to Calvin Pastoral Charge (Pembroke) for the purpose of assisting them with visioning/reflection on their future. CARRIED W. Harris abstained.
10. (E. McIntyre – W. Harris) That a 40 hour per week vacancy be declared at Southminster Pastoral Charge (Ottawa) effective July 1, 2019. CARRIED
11. (W. Harris – L. Suddaby) That the motion to declare a 10 hour per week vacancy at Knox-Edwards Pastoral Charge be tabled until further discussion can be held with the pastoral charge concerning their future viability. CARRIED
12. (C. Hoy – E. McIntyre) That the Profile for Trinity-St. Andrew's Pastoral Charge (Renfrew) be approved. CARRIED
13. (W. Harris – S. MacDonald) That a 40 hours per week vacancy be declared at Trinity-St. Andrew's Pastoral Charge (Renfrew) effective July 1, 2019. CARRIED
14. (C. Hoy – W. Harris) That Micheline Montreuil DM be appointed as Retired Supply at 20 hours per week to the Bathurst Pastoral Charge effective July 1, 2019 – June 30, 2020. CARRIED

-
15. (E. McIntyre – L. Suddaby) That Rev. George Clifford be appointed as Retired Supply to the Glebe-St. James Pastoral Charge (Ottawa) for 5 hours per week effective July 1, 2019 – June 30, 2020. CARRIED
 16. (S. MacDonald – W. Harris) That Rev. Rodney Bennett be appointed as Retired Supply to the Rideau Pastoral Charge at 20 hours per week effective July 1, 2019 – June 30, 2020. CARRIED
 17. (J. Nield – E. Gratton) That the terms of appointment of Lorrie Lowes, Candidate, Bells Corners United Church, be increased to 40 hours per week from April 29 – August 30, 2019, to cover the sabbatical of Rev. Kim Vidal. CARRIED
 18. (S. MacDonald – E. McIntyre) That Rev. Eric Barr be reappointed at 20 hours per week as retired Supply to the Rideau Ferry: Bethel Pastoral Charge effective July 1 – December 31, 2019. CARRIED
 19. (C. Hoy – S. MacDonald) That Rev. Arlyce Schiebout be appointed as Retired Supply at 20 hours per week to the St. Paul's Pastoral Charge (Perth) effective June 1-30, 2019. CARRIED W. Harris abstained.
 20. (W. Harris – S. MacDonald) That the Profile for the Athens Pastoral Charge be approved. A vacancy will not be declared at this time. CARRIED
 21. (E. Gratton – E. McIntyre) That the Profile for the Kenmore Pastoral Charge be approved. A vacancy will not be declared at this time. CARRIED
 22. (E. McIntyre – L. Suddaby) Having received the properly completed form and confirmation from the Office of Vocation that the named minister is in Good Standing and has completed all the requirements to be Admitted to the Order of Ministry of the United Church of Canada, and pending his admission to the Order of Ministry of the United Church of Canada at the Inaugural General Meeting of the Eastern Ontario Outaouais Regional Council on June 9, 2019, that the call by the St. Lawrence Pastoral Charge to Rev. John Noordhof, 40 hours per week, be approved effective July 1, 2019. CARRIED
 23. (J. Nield – E. Gratton) That Rev. Anne Montgomery be appointed as Retired Supply at 30 hours per week to the City View Pastoral Charge effective July 1 – December 31, 2019. CARRIED
 24. (E. McIntyre – L. Suddaby) That Rev. Kathleen Petrie be reappointed at 10 hours per week to the Roebuck Pastoral Charge effective July 1, 2019 to June 30, 2021. CARRIED

Appendix E

Covenant

General Secretary, *La Table des ministères en français* and the *Conseil régional Eastern Ontario Outaouais Regional Council*

This tri-partite covenant is intended to assist the parties in working together to strengthen ministries in French and to seize the opportunity to grow our presence amongst Francophones across the territory of the region.

We collectively understand the importance of Francophone identity in cultural and linguistic terms, particularly within this region where this reality is a prominent one.

The current restructuring of the United Church of Canada is a key moment for us to avoid doing things the way we've always done, but it is also important to ensure that we do not undervalue the importance of the Francophone voice within the church along with its cultural understanding of its context. It is also key that none of this work happens in isolation.

This covenant intends to help the church honour these approaches for existing ministries and those that are being developed in the future.

The involvement of the General Secretary, through staff in the Ministries in French cluster and the Office of Vocation will provide support to ensure that we meet our common goals in this work. La Table and its nation-wide network of Francophone ministry personnel and laity will engage as the voice and actions of this work. The Regional Council will provide structure and local context in a manner consistent with the rest of its ministry in the region.

Existing Ministries

When it comes to recognizing existing ministries in French, recognition will be done by both the Regional Council and La Table.

The following communities of faith within the region have been formally recognized by La Table as of January 1st, 2019:

L'Église Unie Saint-Marc (Ottawa)
L'Église Unie de Namur

When a change in pastoral relations is anticipated, La Table will work with the Office of Vocation to create a suitable support committee to prepare for that transition. La Table's nominees to the Candidacy Board will be used or a suitable combination thereof on a case-appropriate basis.

If a community of faith who identifies as francophone is undergoing a formal evaluation/review according to the Regional Council's established process, the Regional Council will seek to populate the committee with half of its membership from La Table in the region where the process is taking place. This is intended to ensure both the ability to communicate with the community and a cultural sensitivity to handle issues that arise within that context. La Table may waive this requirement should circumstances make this composition impractical.

The decision to end ("disband") an established ministry in French will require approval by both La Table and the Regional Council. If they are unable to agree after a 90-day period of reflection between them, they shall refer their difference(s) to the binding arbitration by a person or persons (familiar with Québec issues and fluent in both English and French) designated by the General Secretary of General Council. In the interests of those who have contributed to ministries in French over the years, when issues of property or finances related to a ministry in

French arise, La Table will make final decisions about the disposition of such property, in consultation with the Regional Council. Normal decisions about other property matters continue to be in the purview of the Regional Council.

New Ministries

The General Council, Regional Council and La Table will work actively and collaboratively to create new ministries, develop communities of faith, and build innovative ministries together. All will contribute financial and human resources towards this objective. A Working Group on new ministries in French will be struck by La Table, developing an annual plan and budget to achieve this goal. La Table will invite the Regional Council to nominate people to serve on this committee in the interests of the significant potential for new francophone ministries in the region. Neither party will establish such a plan without the participation of the other unless there is an agreement between all three parties on an alternative way to proceed.

When a new community of faith that is predominantly francophone is ready for recognition as a going concern, recognition of this ministry will be done by approval of both La Table and the Regional Council in a dual recognition process. Should either body be unwilling to recognize the new ministry, it will remain an unrecognized community of faith until such time as both parties are prepared to proceed to recognition, but either party may apply to the General Secretary for binding arbitration as above and such arbitration may result in such recognition in whole or in part. Reasons for any unwillingness to grant such a request for recognition by a community of faith must be made clear to that community and to all the parties of this covenant so that suitable measures may be taken to address the outstanding issues. Both parties recognize that the optimal solution is dual recognition but acknowledge an openness to other solutions as negotiated or arbitrated.

Candidacy

When a self-declared Francophone has felt a call to ordered ministry and wishes to engage in the candidacy process in French, the Office of Vocation, La Table and the Regional Council will work together to establish the composition of the candidate's accompaniment. Should the candidacy originate from a region other than *Eastern Ontario/Outaouais* or *Nakonha:ka*, the Candidate may choose to process their candidacy through one of these two regions where the accompaniment resources will be available in French. A Francophone candidacy that originates in *Eastern Ontario/Outaouais* or *Nakonha:ka* regions will be processed within their own Region.

Proposals to General Council

The Regional Council will ensure the transmission of proposals from La Table to General Council. It is understood that such proposals will not require transmission with concurrence by the Regional Council. Providing La Table with an opportunity to raise issues that relate to Francophone ministries and their broader cultural lens is understood as valuable.

Nominations

At any time, should the Regional Council seek Francophones or suitably bilingual participants for committee or governance positions, La Table will make every effort to call upon members of its network with appropriate expertise to be nominated for such positions when requested by the Regional Council.

Other issues

As other issues arise that may not be covered by this covenant, the parties will be sensitive to the interests of other parties in their daily operations with the goal of ensuring a 'no surprises' relationship, mutual respect and understanding.

Evolving Relationship

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

May 28, 2019
Zoom Teleconferencing

La Table and the Regional Council recognize that as they develop ministries in French appropriate changes may become necessary or useful in their relationship and they shall discuss any such changes with assistance as necessary from the General Council Office.

This Covenant may be modified with the agreement of all three parties at any time. If a party intends to withdraw from this covenant, they will provide 90 days' advance notice to the other parties. During the 90-day period, the General Secretary or designate will lead efforts to resolve any outstanding issues among the parties that might assist in the covenant being continued. Each of the parties agrees to participate in good faith in these efforts.

Agreed to, this ____ day of _____, 2019.

Nora Sanders, General Secretary

Chair and Secretary of *Conseil Régional Eastern Ontario Outaouais Regional Council*

Representative(s) of *La Table des ministères en français*

Appendix F

*Significant Points: Outaouais United Church Cemeteries
(June-Aug 2018)*

Roughly 85% of the Outaouais UCC Cemeteries were visited over the past three months. Email / telephone contact lists of Cemetery Board Members / Caretakers are under development. The accumulation of information is ongoing. Some cemeteries have original Land Title Deeds while others rely on oral tradition in terms of cemetery provenance.

1. Identified a number of UCC cemeteries *not* recorded by Conference or Presbytery but still functioning and have included them in the attached Outaouais Cemeteries Table.
2. The status of a number of cemeteries affiliated with a 'former' pastoral charge remains a question. Due to dwindling numbers and finances, some pastoral charges ceased to meet, electing to begin attending a larger local United Church. Memorial Services are held annually for fund raising purposes. *We are endeavouring to determine if these pastoral charges were ever formerly disbanded.* Charles Knight is reviewing Ottawa Presbytery Minutes of decades past to identify any 'Motions' that may shed light on their current status.
3. Creating a digital data bank by scanning information into electronic files—one file for each cemetery identified by Pastoral Charge affiliation: original Land Title Deeds, constitutions / charters, list of Board Members and Officers, contact information, other pertinent information, etc.
4. Identified applicability for Veterans Affairs financial support for military members buried in our UCC cemeteries. Supplied criteria and website links for Last Post Program in both official languages for future reference.
5. Identified need for digital programming for cemetery administration. Some of the larger cemeteries are still using paper-filing systems, which are laborious for management and research purposes. The Board of Trustees of the Pink Cemetery shared their digital system with me, which I will pass on to those UCC cemeteries requesting assistance. The aim will be for cemeteries to hire students to input information digitally. This information is available to anyone interested.
6. I have been in discussion with Erik Mathiesen (CFO, UCC) re the question of what do cemeteries affiliated with a pastoral charge do for liability insurance when the church bldg, through which they purchase insurance, is sold and the policy is cancelled. In conversation with Erik Tues, 28 Aug, in such instances HUB will provide liability insurance for these cemeteries for \$110 annually. As the need arises basic information re the cemeteries will be provided at which time a 'document' will be provided the Cemetery Board from HUB confirming their coverage.
7. As pastoral charges close and buildings are sold, affiliated cemeteries will still exist as UCC property. As stated earlier, their perpetual care will increasingly become of concern for the national church. The concept of an *Outaouais Regional Cemeteries Board* (ORCB) has been under discussion for a number of months. This is a nascent concept and is in need of further development. The intent is *not* to take on the role of local cemetery management.

One possibility is for the ORCB to be established as a Foundation. As pastoral charges close, a percentage of the net proceeds of the sale of buildings would go to the ORCB for investment purposes, e.g. The United Church Foundation. Each year a percentage of the earnings would be distributed to participating cemeteries for their perpetual care. As pastoral charges disband, many of these cemeteries would continue to function, e.g. selling plots and receiving donations. The ORCB would make application for a CRA# so receipts could be given.

In the weeks to come research will be conducted and legal counsel consulted in the Outaouais, so as to be certain of the Board's structure. Under the direction of the Presbytery Executive, a proposal will be brought to the floor of Presbytery for discussion and final approval.

Pastoral Charge Closures

Three pastoral charges were identified as closing at the beginning of June. The mandate has been to contact these PC offering any necessary assistance in their journey toward closure.

Campbell's Bay

- Meeting in Campbell's Bay: Engaged Brent Belsher (Treasurer) and Don Reynolds to discuss the way forward.
- Presbytery assumed administrative responsibility – still functioning on financial reserves
- Determined to put the church and manse (*real property*) on the market for sale (church and manse) and to inventory church contents (*personal property*) for the purpose of sale and/or dispersion.
 - Chairs, tables and safe disposed of
 - Assessments from two realtors
 - Some activity
- Four cemeteries affiliated with the Pastoral Charge
- Will need to hold a deconsecration service at some point.

Thurso

- Met with Trustees in Thurso to discuss closure and dispersion of *real* and *personal property*
- Determined to engage real estate agent
 - Assessments made - church and manse lot now on the market
 - Deconsecration Service held on 15 July
 - Receiving occasional updates
 - Interest in the properties

Bethany

- Met with Council
- Have a well defined time line in terms of closure
 - Holding final services during mth of September
 - All donations to cease as of 31 Dec 2018
 - Explained closure process and proceeds from sale of church and property: 15% Ministry Initiatives & 2% Archives
 - Legacy tied to Ramseyville Community Cemetery
- Recommended local lawyer with experience with UCC

Appendix G

Nominations**EOORC Executive**

Past President – Don Stiles (OM) (1year)

President – Bronwen Harman (L) (2years)

President-Elect – Takouhi Demirdjian-Petro (OM) (3 years)

Indigenous Community – Teresa Burnett-Cole (OM) (1 year)

9 other members at large – Jim Allen (L) (3years), Elaine Beattie (OM) (1 year), Jodi Fisher (L) (3years, Linda Suddaby (L) (1year) , Mary Royal (OM) (3years), Cathy Ryan (L) (3 years, Linda Stronski (L) (3years), Stephane Vermette (OM) (3 years)

Corresponding Members: Rosemary Lambie (Regional Executive Minister), Joel Miller (Assistant to REM and Secretary of Region), Anita Jansman (Communications and Administrative Assistant), Dana Ducette (Youth), Jane Dawson (Clusters and Networks), Whit Strong (Pastoral Relations), Karen Valley (Office of Vocation), Brian Cornelius (Treasurer)**Leadership Teams**

1. Church Extension: **Directors:** Bert Cosman, Graham Campbell, David Debenham, Alan Gale, Daniel King, Charles Knight, Mike Nyenhuis, Don Reynolds; **Members:** Catherine Grant, Judy Harms-Potter, Linda Suddaby, Ted Brett; **EOORC Appointments:** Brian Cornelius, Carla Van Delen
2. Communications: Jim Allen, JoAnne Fletcher, Gary McKay, Christopher Morgan, David Patterson (Resource: Anita Jansman)
3. Finance: Brian Cornelius (Treasurer), Bruce Jackson, Margaret Scott, Joe Smarkala, Evered Zytveld (Resource: Rosemary Lambie)
4. Licensed Lay worship Leaders (LLWL): Georgina Fitzgerald, Eric Lukacs, Sharon MacDonald, Margaret Martin, Cathy Ryan, Norma Wrightly, Terrie Chedore (DM) (Resource: Whit Strong)
5. Nominations: Kimberly Heath (Chair), Sue Hutton, Susan DeHaan (Resource: Rosemary Lambie, Joel Miller)
6. Pastoral Relations: Ina Bromley, Ed Gratton, Wayne Harris, Charlotte Hoy, Sharon MacDonald, Erin McIntyre, Janet Nield, Linda Suddaby, Karen McLean (recording secretary) (Resource: Whit Strong)
7. Property: Ted Brett, Judy Harms-Potter, (Resource: Rosemary Lambie)
8. Scrivens-Baillie: Michael Harris (Chair) Ryan Babcock, Ken Brownness, Malcolm Colliins, Brian Cornelius, James Murray, Larry Richardson, Ev Zytveld
9. Vision & Transformation: Elaine Beattie (Chair), Jim Allen, Charles Barrett, Lynn Boothroyd, Cindy Cassey, JoAnne Fletcher, Bronwen Harman, Phyllis MacRae, Janice Peron, Deb Poirier, Eleanor Smith, Bob Williams
10. YAYA: David Sherwin (Chair), Bill Checkley, Steve Clifton, Heather McLurg-Murphy, Kevin Moratz, Cathy Ryan, Hazel Ward-Moreau, Janet Nield, Margaret Eddy, and Tiina Cote (Resource: Dana Ducette)
11. Social Justice Network of Ontario Regional Councils: Charles Barrett (Chair)