

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, November 21st 2019 - 10 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

Bronwen Harman	President
Rev. Takouhi Demirdjian-Petro	President-Elect
Rev. Don Stiles	Past-President
Rev. Teresa Burnett-Cole	Member
Rev. John Noordhof	Member
Linda Suddaby	Member
Jim Allen	Member
Cathy Ryan	Member
Linda Stronski	Member
Rev. Brian Cornelius	Corresponding Member -Treasurer
Rev. Stephane Vermette	Member (on Zoom)
Jodi Fisher	Member (on Zoom)
Rev. Elaine Beattie	Member (on Zoom)
Jane Dawson	Corresponding Member - Minister supporting Communities of Faith, Clusters and Networks
Anita Jansman	Corresponding Member - Communications and Administration Assistant (on zoom)
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister
Rosemary Lambie	Executive Minister
Joel Miller	Program Assistant to Executive Minister, Recording Secretary (on Zoom)

REGRETS/ABSENT

Rev. Teresa Burnett-Cole	Member
Rev. Mary Royal	Member
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults

Acknowledgment of the Territory – Bronwen Harman acknowledge that the meeting (Almonte, Ontario) is occurring on the unseeded land of Algonquin territory, and expressed thankfulness for their stewardship of the land throughout the centuries.

Opening Devotions – Jim Allen told the story of “Jesus and the Rich Young Man” and the story of the gate, and needing to unload baggage before entering to make oneself small enough to go through the gate. Jim asked the group to reflect on: “where are our priorities? Is it time to let go of our ‘stuff’ and place our hands in the whole.” Jim invited to all to share.

Circle Time of Sharing – all were invited to share.

Minutes of September 19th 2019**2019-10-21_196 MOTION** (J. Allen/D. Stiles) to accept Minutes of September 19th 2019. **Carried****Minutes of Sub-Executive on October 20th 2019:****2019-10-21_197 MOTION** (L. Suddaby/L. Stronski) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes on October 20, 2019 of the sub-executive (E. Beattie/ D. Stiles) that the sub-Executive of the Eastern Ontario Outaouais Regional Council Executive supports the request of Roebuck United Church to a reduction in the sale price from \$75k to \$65k to accommodate for structural repairs required followed the building inspection. **Carried****Minutes of Executive on October 25th 2019****2019-11-21_198 MOTION** (T. Demirdjian-Petro/C. Ryan) to accept Minutes of October 25, 2019:**2019-10-25-01 MOTION** (T. Demirdjian-Petro /T. Burnett-Cole) that the Executive of the Eastern Ontario Outaouais Regional Council gives its consent to the sale of certain Real Property, the legal description of which is Part of LOT 9, Concession 13, being Parts 1,2 and 3, on Reference Plan 46R-7900, in the geographic Township of South Plantagenet, in Nation Municipality of the County of Prescott, and the municipal address of which is 3849 County Road 16, Riceville, Ontario to Sylvain Tetreault for \$61,900.00, property sold "as is".**2019-10-25-02 MOTION** (T. Burnett-Cole/ T. Demirdjian-Petro) that the Executive of the Eastern Ontario Outaouais Regional Council gives its consent to the listing of certain Real Property, the legal description of which is the legal description is "Lansdowne Con 10 Pt Lot 2 and RP 28R8047 at 403 Lyndhurst Rd. Lyndhurst ON K0E 1N0, pursuant to an agreement between the Board of Trustees of Lyndhurst United Church, a congregation of the United Church of Canada on the 12th day of September 2019 subject to Regional Council approval.

The property is being listed by Terri Wood an agent of Bickerton Brokers, Gananoque Ontario. The asking price is \$249,000 and the agent on sale would take a 2% commission. It is hoped that the possession date could be 01 January 2020.

(2) the proceeds from the sale would be 10% to the United Church of Canada and the rest to Seeleys Bay pastoral Charge.

Carried (*D. Stiles abstains*)**Minutes of Sub-Executive on October 30, 2019:****2019-11-21_199 MOTION** (D. Stiles/ T. Demirdjian-Petro) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes on October 30, 2019 of the sub-executive (D. Stiles/ T. Demirdjian-Petro) that in accordance with Section C.2.9 of The United Church of Canada Manual (2019), the sub-executive of the Eastern Ontario Outaouais Regional Council concurs with the request of St Andrews' United Church, Cumberland that Beverly Buckingham, retired Designated Lay Minister be licenced to administer the Sacraments within the boundaries of the community of faith from November 3, 2019 to January 6, 2020 as part of conducting Sunday worship supply during the Restorative Care leave of Rev. Stephanie Bates. **Carried****Minutes of Sub-Executive on November 11, 2019:****2019-11-21_200 MOTION** (T. Demirdjian-Petro/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes on November 11, 2019 of the sub-executive (T. Demirdjian-Petro/D. Stiles) that the sub-executive of the Eastern Ontario Outaouais Regional Council concurs with the request of Eglise Unie St. Marc to write a letter of support in principle for the renovation project planned by the Odawa Native Friendship Centre and Eglise Unie St. Marc. **Carried**

Agenda

2019-11-21_201 MOTION (J. Allen/J. Noordhof) that the agenda be accepted as circulated. **Carried**

Correspondence:

- a) September 24, 2019 M. Pimpinella, Insurance & Risk Management | Mission through Finance re approval of technology grant of \$988.75 for Melville United Church, Eganville Pastoral Charge (*for action- 2a*)
- b) October 12, 2019 Claire Savage, Student Minister of Trinity United Church, Kazabazua, Quebec, Aylwin Pastoral Charge re change in governance structure (*for action-2b*)
- c) October 19, 2019 Rev. Brian Cornelius, copy of response letter from Finance Leadership Team to Geoff McGuire, St. Paul's Eastern United Church, Ottawa, Ont. re various requests for financial support (*for action – Finance*)
- d) October 23, 2019 Graham Campbell, Church Extension Committee re approval for loan of \$50,000 to Wall Street United Church, Brockville (*for action – 2 c*)
- e) October 28, 2019 Ruth Sword, Coordinating Committee of SCSS from the United Church re continued funding for the program Spiritual Care in Secondary Schools (within the Ottawa-Carleton District School Board) (*discuss under 6*)
- f) October 31, 2019 Doug Arkinstall, Chair of the Board of Trustees, Maxville Moose Creek United Church, Maxville, Ont. re permission to list the Maxville United Church property for sale (*for action – 2 d*)
- g) November 1, 2019 Nora Sanders, General Secretary, General Council re Category 1 Remit regarding Amendment to the Basis of Union's Article 10.0 (*for action May 1-2, 2020*)
- h) November 5, 2019 Marion Reilly, Chair, Coordinating Council, Zion Memorial United Church re the office lease (*for action – 2e*)
- i) November 11, 2019 Sandra Copeland, Chair, Spiritual Care Hospital Ministry (SCHM) re new terms of reference and a request to present in person (*for discussion- 6*)
- j) November 14, 2019 David Lee, lay rep from Glebe-St. James re covenants(*for discussion - 1*)
- k) November 15, 2019 Catherine McVie, Chair of Council, Manotick United Church re access to Manse Fund (*for action – 2*)
- l) November 20, 2019 re sale of Bethany United Church (*for action-2*)

Business

Supporting and enhancing the ministry of Communities of Faith

1. Governance**a) Covenants**

Need conversation about Communities of Faith versus Clusters, Networks and Leadership Teams using Jane's report as a starting place. (See report by Jane Dawson, Minister supporting Communities of Faith, Clusters and Networks, **appendix A**)

Ministries that the Regional Council has to hold accountable includes A. camps, B. outreach ministries, C. educational chaplaincies, D. hospital chaplains, Multifaith housing, etc.

Discussion: Prepare something for February 22, 2020 General Meeting based upon section on Community Ministries in the Manual. All were asked to begin to consider which ministries are not on the list above, and need to be included.

MOTION (/) that the Eastern Ontario Outaouais Regional Council Executive recognizes the following ministries:

- A. Rideau Hill Camp, Golden Lake Camp, Camp Lau-Ren,
- B. House of Lazarus, Centre 507 Association, _____, and
as potential Communities of Faith and will encourage covenant relationships being developed with each.
- C. Algonquin College Campus Ministry, Carlington Community Chaplaincy, Ottawa West End Chaplaincy and _____ as a Community of Faith or potential Network and will encourage covenant relationships being developed with each.

2. Supporting Communities of Faith

- a) Melville United Church, Eganville Pastoral Charge
2019-11-21_202 MOTION (L. Suddaby/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive approves the request of Melville United Church, Eganville Pastoral Charge for a national technology grant of \$988.75. **Carried**
- b) Trinity United Church, Kazabazua, Quebec, Aylwin Pastoral Charge – see **appendix B**
2019-11-21_203 MOTION (S. Vermette/J. Fisher) that the Eastern Ontario Outaouais Regional Council Executive approves the new governance structure of Trinity United Church, Kazabazua. **Carried**
- c) Wall Street United Church, Brockville, Ont.
2019-11-21_204 MOTION (T. Demirdjian-Petro /C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive approves that loan of \$50,000 from the Church Extension Committee for renovations of Wall Street United Church, Brockville, Ont. **Carried**
- d) Maxville Moose Creek United Church
2019-11-21_205 MOTION (J. Allen/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive gives its consent to the listing of certain Real Property known as Maxville Moose Creek United Church. **Carried**
- e) Zion Memorial United Church
2019-11-21_206 MOTION (J. Fisher/ T. Demirdjian-Petro) that the Eastern Ontario Outaouais Regional Council Executive approves a 13-month extension of the lease of an office with Zion Memorial United Church in Carleton Place, Ont. from December 1, 2019 to December 30, 2020. **Carried**
- f) Manotick United Church
2019-11-21_207 MOTION (J. Noordhof/J. Fisher) that the Eastern Ontario Outaouais Regional Council Executive refer the request of Manotick United Church to have the money \$110,350, that is currently known as the Manotick United Church Manse Fund, be managed and dispersed by the Treasurer and Trustees of Manotick United Church as they deem necessary for the benefit of the congregation, to be referred to the Mission through Finance Leadership Team for recommendation. **Carried** (*E. Beattie abstains*).

g) Bethany United Church

2019-11-21_208 MOTION (J. Noordhof/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive approves the sale of the Bethany United Church, Ottawa, Ontario, being PT LT 20 Concession 5 of Gloucester, municipally known as 3150 Ramsayville Road, Ottawa, ON K1G 3N2, cost of property “as is” is \$275,000 to Francis Bassile. **Carried**

The Eastern Ontario Outaouais Regional Council Executive has previously approved the use of the proceeds.

Break for Lunch (noon)

Financial Report –see **appendix C**

- a) **2019-11-21-209 MOTION** (J. Noordhof/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive agrees with the recommendation of the Finance Leadership Team that all restrictions be lifted for the use of St. Paul’s Eastern United Church Manse Fund as the community of faith discerns its future life, with one major condition. The congregation must develop a process in early 2020 to determine how to frame the future life of the congregation with a view to achieve a balanced budget by 2021, and to report back to the Executive of the Regional Council through the Finance Committee by April 30th on the process and its implementation. **Carried**
- b) **2019-11-21-210 MOTION** (J. Allen/J.Noordhof) that the Eastern Ontario Outaouais Regional Council Executive receives the financial report as prepared by the treasurer.
- c) **Mission through Finance**
Mission Support Grants for 2020 grants
2019-11-21-211 MOTION (J. Noordhof/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive approves the 2020 Mission Support grant recommendations of the Finance Leadership Team from October 30, 2019. **Carried**

	2019 Grant	2020 App.	2020 Recom.
Algonquin Chaplaincy	5,550.00	5,550.00	5,550.00
Alwyn Community of Faith	5,700.00	4,080.00	4,080.00
Camp Lau-Ren	15,920.00	20,000.00	20,000.00
Carlington Chaplaincy	6,360.00	5,000.00	7,000.00
Centre 507	27,875.00	30,662.50	30,670.00
Golden Lake Camp	15,000.00	45,000.00	15,000.00
Grand River	-	5,000.00	-
House of Lazarus	33,000.00	40,000.00	36,300.00

Ottawa West End Chap.	2,250.00	2,500.00	2,500.00
Rideau Hill Camp	7,000.00	10,000.00	15,000.00
United Theological College	-	10,000.00	-
	118,655.00	177,792.50	136,100.00
Contingency	26,345.00	-	8,900.00
Total Mission Support	145,000.00	177,792.50	145,000.00

2019-11-21-212 MOTION (T. Demirdjian-Petro/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive approve the recommendation of the Mission Through Finance Leadership Team to grant \$10,000.00 from the Mission and Ministry fund to United Theological College for the purpose of supporting a process of strategic planning and consultation and not to cover core costs of theological education. **Carried**

2019-11-21-213 MOTION (T. Demirdjian-Petro/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive approve the recommendation of the Mission Through Finance Leadership Team to provide funding in the amount of 5,000.00 to Grand River, funding to be reviewed annually. **Carried**

2019-11-21-214 MOTION (L. Stronski/L. Suddaby) that the Eastern Ontario Outaouais Regional Council Executive approve the recommendation of the Mission Through Finance Leadership Team to set aside 15,000.00 for Golden Lakes Camp, to be approved at a later date. **Carried**

2019-11-21-215 MOTION (C. Ryan/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive approve the recommendation of the Mission Through Finance Leadership Team to set aside \$750.00 to support the EOORC partnership with Spiritual Care in Secondary Schools Ottawa-Carleton District School Board. **Carried**

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

4. Report of Rev. Whit Strong, Pastoral Relations Minister (see appendix D)

Pastoral Relations (for Minutes and recommendations of the Pastoral Relations Commission from meetings of October 8, 2019 and November 12, 2019, see **appendix E**)

2019-11-21_216 MOTION (L. Suddaby/L. Stronski/) that the Eastern Ontario Outaouais Regional Council Executive receives the Minutes and recommendations of the Pastoral Relations Commission from meetings of October 8, 2019 and November 12, 2019. **Carried**

5. Licenced Lay Worship Leaders

The Licenced Lay Worship Leaders will have discussion regarding when and how LLWL will be licensed/relicensed.

Supporting and nurturing Right Relations, Social and Ecological Justice

Supporting people in all seasons of life

Supporting and Building Communications

6. Vision and Transformation

2019-11-21_217 MOTION (J. Allen/S. Vermette) that the Eastern Ontario Outaouais Regional Council Executive supports the grant recommendations of the Vision and Transformation Leadership Team meeting on November 5, 2019. Funding sources is the Mission Strategy Fund:

- a) Wall Street United Church, Brockville to receive \$5,000 to support live streaming services.
- b) Stittsville United Church to receive \$8,000 to support their spiritual growth animator. This is the second year of support for this program and they will only be eligible to apply for more year of support.
- c) Glen Cairn United Church to receive \$8,500 to support their seniors ministry Prime Time in Kanata. This is the second year of support for the program and they will be eligible to apply for one more year.
- d) Cassburn United Church to receive \$500 plus travel to support a “digital Pulpit” idea to cover costs of a consultant to help them expand the proposal. Joanne Fletcher will be a liaison between Cassburn, the V&T team and an IT consultant.
- e) Chinese United Church to receive \$5000 to fund youth ministry with Chinese students in university and high school. **Carried**

7. Spiritual Care Hospital Ministry (SCHM) – see **appendix F**; guest speaker Sandra Copeland
2019-11-21_218 MOTION (L. Suddaby/L. Stonski) that the Eastern Ontario Outaouais Regional Council Executive receives the terms of reference for the Spiritual Care Hospital Ministry (SCHM) and recommend them as part of the Regional Council Handbook at the next General Meeting in February 2020. **Carried**

2019-11-21_219 MOTION (L. Suddaby/L. Stonski) that the Eastern Ontario Outaouais Regional Council Executive recognizes the Spiritual Care Hospital Ministry (SCHM) as an official Ministry of the Eastern Ontario Outaouais Regional Council. **Carried**

8. Communications – Report by Anita Jansman, Communications and Administration Assistant – see **appendix G**

9. Nominations

10. YAYA – Report by Dana Ducette, Minister for Youth and Young Adults – see **appendix H**
2019-11-21_220 MOTION (J. Noordhof/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receive the Report by Dana Ducette, Minister for Youth and Young Adults. **Carried**

11. Regional Council Meeting

- Winter gathering – in person on February 22nd 2020, Glen Cairns or City View
- Spring gathering – Friday May 1 and Saturday May 2, 2020

Discussion: Bronwen provided some of the details if the planning meeting that was held yesterday.

New Business**Opening worship for next meeting** Takouhi Demirdjian-Petro**Motion to adjourn**

Chair declared the meeting be adjourned at 2:42 p.m.

Closing Prayer – Rosemary Lambie led the closing prayer.

Next meeting date:

- Thursday, January 23, 2020 ZOOM 9:30 - noon
- Thursday, March 5, 2020 ZOOM 9:30 - noon
- Thursday, April 16, 2020 10:00 – 3:00 Knox-St Paul's, Cornwall?
- Thursday, June 11, 2020 10:00 – 3:00 (in person TBD)

Bronwen Harman,
President

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	See report by Jane Dawson, Corresponding Member - Minister supporting Communities of Faith, Clusters and Networks	Pages 259-263
Appendix B	New governance structure of Trinity United Church, Kazabazua	Pages 264-266
Appendix C	Financial Report	Pages 267-270
Appendix D	Report of Rev. Whit Strong, Pastoral Relations Minister	Page 271
Appendix E	Minutes and recommendations of the Pastoral Relations Commission from meetings of October 8, 2019 and November 12, 2019.	Pages 272-278
Appendix F	Terms of reference for the Spiritual Care Hospital Ministry (SCHM)	Pages 279-280
Appendix G	Report by Anita Jansman, Communications and Administration Assistant	Page 281
Appendix H	Report from Dana Ducette, Minister for Youth and Young Adults	Pages 282-283

Appendix A

Eastern Ontario Outaouais Regional Council
Minister Supporting Communities of Faith, Clusters and Networks**Progress Report**
November 21, 2019**Jane Dawson**
JDawson@united-church.ca

In addition to outlining my primary activities in my role as Minister Supporting Communities of Faith, Clusters and Networks, a further aim of this report is to offer an overview of the many network and cluster initiatives that have been taking shape within the Eastern Ontario Outaouais Regional Council and other supporting initiatives across the national church (identifying primary contacts in each area, where possible).

Networks

A number of networks have been developing in response to different areas of interest and concern around EOORC. As defined in *The Manual 2019*, the aim of networks is “linking people working on specific issues or for project work that function through the whole Church, depending on the issue” (p. 42).

- **Healing Pathways** (Sharon Moon and Howard Clark) – this is a network of communities of faith and practitioners offering healing pathways services and training in EOORC. In effect, the aim of this network is to function as a regional chapter within the national Healing Pathways organization.
- **Prayer Shawl Ministry** (Mary Smiley) – this network was established in advance of the October 5 regional meeting, connecting communities of faith that already have a prayer shawl ministry or are interested in setting one up. There is an email address and link to this network on the EOORC website.
- **Social Justice Network** (Elizabeth Bryce) – there was some energy towards establishing an EOORC Social Justice Network towards the end of 2018, however this network is still in a formative stage in developing its *raison d’être*. As a step towards bringing this network together I hosted a “Live Justice” workshop using materials from the national Live Justice initiative (May 25, 2019) but this generated a lukewarm response and was perceived to be too “top down.” At this point, the movement towards social justice networking seems to be generating more energy in areas that have a more specific social justice focus (as below) than under the umbrella of “social justice” more broadly.
- **Social Justice Network of Ontario Regional Councils (SJNORC)** (Charles Barrett) – I am the staff support person for EOORC for this network, attended one meeting at Church House in Toronto in June, and will be attending another meeting in Toronto on November 25/26th. This is a good opportunity to share information and ideas with staff in other Ontario Regional Councils about social justice initiatives happening around Ontario. A primary focus of conversation is on how to best act on the network’s mandate to be a unified United Church voice at Queen’s Park, as well as how to continue to support the work of the Interfaith Social Assistance Reform Coalition (ISARC), a provincial network of faith groups working together for new public policies based upon greater justice and dignity for Ontarians marginalised by poverty.
- **Refugee Sponsorship** (Norma McCord) – I worked with Norma McCord to organize a training program delivered by the local Refugee Sponsorship Training Program (RSTP) trainer, held at Stittsville United Church (November 2, 2019). Registration was capped at 30 people, attended by various SAH constituent

groups (United Church and ecumenical partners). There was an overflow list of people who weren't able to attend, so we are hoping to offer a second training program early in 2020. There is also some discussion of holding similar training programs for those involved in refugee sponsorship in the Upper Valley corner of EOORC (and beyond).

- **United Network for Justice and Peace in Palestine and Israel (UNJPPI)-EOORC** (Alan & Dorothy Herbert) – following the national UNJPPI meeting in Ottawa in mid-September (September 14-15, 2019), a number of participants expressed an interest in creating an EOORC “chapter” of UNJPPI, working with ecumenical and faith partners in continuing this work locally (so far there has been participation from Mennonite, Presbyterian, Catholic, Unitarian and secular/academic groups, with an aim to explore further connections with Anglican, Quaker, Jewish and Muslim groups). The aim is to be a faith-based network meeting monthly to offer mutual support, a point of continuity for people who have returned from Come and See and Ecumenical Accompanier (EA) trips, and to work together on implementing practical educational/advocacy projects. I am still working on ways of extending this connection more widely into the “corners” of EOORC.
- **Affordable Housing** (Sue Smarkala) – the idea of an EOORC network with a focus on affordable housing is still at the planning stages. I will be having a brainstorming/planning meeting with Sue Smarkala (MHI) and Trish Hassard (Cornerstone) on Tuesday, November 19.
- **Affirm** (Jenni Leslie) – I had some email exchanges with Jenni Leslie (Affirm Member at Large) about the idea of creating an EOORC Affirm network (there are about a dozen affirming communities of faith within the Regional Council and a number of others either exploring or undertaking the Affirm process). This idea is on hold for the time being, while EOORC explores the possibility of becoming an Affirming Regional Council (with some possible networking activities as this goes forward).
- **Urban Indigenous** (Teresa Burnett-Cole) – Teresa has been taking the lead on this initiative to create an Urban Indigenous network within EOORC. We have discussed briefly the idea of creating an EOORC-specific resource for communities of faith about the land acknowledgment process, although this requires further development in terms of next steps.
- **Music United** (Kimberley Allen-McGill, Josh Zentner-Barrett) – I have taken part in a number of conversations with church musicians around the region, exploring ways to reinforce the work of Music United in creating opportunities for Music Directors to connect and foster a greater sense of being an integrated part the EOORC “family.” They have mentioned a number of ideas for offering workshops around music resources and dialogue with ministry personnel, and helping church musicians connect with each other.
- **Disability/Accessibility** – Following initial contact in October, on November 13th I met with Jasmine Duckworth and Keith Dow of Christian Horizons to discuss the resources they offer to communities of faith to support them in effectively welcoming and serving persons with exceptional needs and of all abilities (lunch and learn, church resource toolkit, training for churches, accessibility resources etc.). This led to some initial “sparks” of conversation with Tom Reynolds (theology of disability, Emmanuel College) and Jodi Fisher to host an EOORC event (symposium) on theology and disability/accessibility and work towards an ecumenical network of communities of faith to involve people with a wide variety of disabilities as core members of inclusive communities of belonging.

Clusters as defined in *The Manual* are “intended to provide community and support for Communities of Faith and their leaders, and focus on worship, mission, learning, collegiality and strategic planning.” Although clusters, widely conceived, can take a number of shapes, one frequent understanding of clusters is a cooperative grouping of communities of faith within a local area coming together to explore how to share resources and support each other.

- **Communities of Faith in the Rideau Lakes area** – (Kathryn Powell) Together with Whit Strong, I have met with several communities of faith in the Rideau Lakes area (Delta-Toledo, Portland-Elgin, Athens, Lyn, Mallorytown, Newboro, Westport, Seeleys Bay, etc...) to explore ways of sharing resources and supporting each other as they navigate their future. A Community Asset Mapping Exercise planned for Saturday, November 16th was recently postponed due to too many competing events (bazaars and fall festivals) and will be rescheduled in early 2020.
- **Communities of Faith in the Pakenham area** – (Bronwen Harman) I have met a few times with people from several communities of faith in the vicinity of Pakenham (e.g., Boyd's, Ashton-Munster, Zion-Memorial, Fitzroy Harbour, Castleford, Glasgow Station) as they get to know each other and explore possible ways of supporting each other and/or sharing resources.
- **Social Innovation Cluster** – (Carla Leon) several communities of faith around EOORC are implementing a variety of social innovation activities, many funded through EDGE, Embracing the Spirit. In conversation with Carla Leon the idea was proposed to develop an EOORC social innovation cluster, bringing people together to share ideas and explore ways of helping each other in this work. The first online gathering was held via Zoom on November 13, 3:00-4:30 pm with 14 participants. I am currently working with Carla to develop a survey to explore next steps.
- **Ottawa Centre** – (Laurie McKnight) in conversation about exploring ways that a number of central Ottawa churches might form a cluster for street/community ministry.

Communities of Faith

In addition to exploring ways to support and be a resource to cluster and network initiatives, I have also connected with a number of individual communities of faith as they explore their future.

- **Queenswood** – (Rose Marie MacLellan, QUC; Bob Richards, EDGE) I was approached by the Property Development Team to guide them through a series of congregational conversations to reflect on questions of spiritual development to go alongside their property redevelopment process. I developed a series of three congregational conversations (October 27, November 10, and November 24) to guide them in this process.
- **Emmanuel** – (David Wray) I have been asked by the visioning team at Emmanuel to facilitate a process of reflection on their goals. This is scheduled for November 27, 2019.
- **Ottawa Chinese United Church** (Charles Barrett, Barbara Reynolds, Chris Pullenayagem). Meeting with Charles Barrett, Barbara Reynolds and members of OCUC Council, on November 11th to discuss their proposed project to hire a youth coordinator to develop programming for Chinese students at Carleton, U of Ottawa, and Algonquin. Conversation with Chris Pullenayegem (General Council staff support for ethnic churches) scheduled for Friday, November 22, 2019 to explore possible national supports.

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- **Eglise St. Marc** – (Barbara Reynolds, Chris Pullenayegem, Eric Hebert-Daly). I have contacted staff in the General Council office (Eric Hebert-Daly, Chris Pullenayegem) to see if they have any suggestions about ways to support this community of faith as it navigates a number of transitions (conversation with Chris Pullenayegem scheduled for Friday, November 22, 2019).

National Networks/Conversations

- **Network of Cooperating Clusters (with Cathy Hamilton, Laurentian Area Ministry)** – I have been working with Cathy Hamilton over the past several months to develop a process of regular (monthly) online conversations with people (staff, ministry personnel and lay leaders) from communities of faith across the country that are involved in or exploring various forms of cooperation (clustering, multi-point pastoral charges, sharing ministry, etc.). One idea in development is the possibility of forming a work team to prepare a handbook for communities of faith to guide them in exploring new relationships with other communities of faith and neighbourhood partners. The next scheduled conversation is Monday, November 18, 7:30-9:00 pm, with Jenny Stephens serving as a resource person for this conversation.
- **National Network and Cluster Staff Dialogue** (with Karen Milson Hilfman, Shining Waters and Alexandra Belaskie, EDGE) – This is a staff group that meets online once a month, offering a point of conversation and information-sharing for staff people in different regional councils involved in the work of cluster and network support and animation. The next scheduled meeting is November 28, 2019 at 1:30 pm.
- **Regional Mission Planning Learning Community (with Christine Jarrett, EDGE)** – this is a small learning cohort with two other regional staff members (Victoria Andrews, Pacific Mountain; Melody Duncanson-Hales, Canadian Shield) facilitated by Christine Jarrett where we meet online every second month to explore questions around mission (what is the mission of our work in this place and time?) and resources/best practices for working with the communities of faith within our respective regional councils to help them make the decisions they need to make in order to live into the mission of the United Church of Canada in the “new creation” God is making.

Wider Networking and Resource Development

- ReImagine Conference, October 18-19, 2019 (Hamilton, ON), with follow-up conversations with Against the Grain Farms (an heirloom .grain farming initiative near Winchester with a focus on locally grown food, community-building and spirituality, Shelley Spruit), Christian Horizons (providing support for people with disabilities and training for how congregations can more effectively integrate people from different backgrounds into their communities), and New Commons (a Toronto-based non-profit working in the area of community-minded redevelopment of church properties)
- Queen's Theology Conference, October 21-22, 2019 (Kingston) – I attended and presented a workshop on spiritual practices in times of fear and change
- Leveraging Our Strengths Conference, October 8, 2019 (Carleton University, Ottawa)
- Fall Gathering, October 5, 2019, St. Paul's United Church, Prescott – working with Dana Ducette to plan and host the morning program, focused on youth leadership and providing an opportunity for fostering wider and deeper social connections for EOORC members.
- Vision and Transformation Leadership Team Staff Support (Elaine Beattie, chair)
- Faith and Arts staff support (Erin Burns, chair)
- Conversations about covenanting (David Lee)
- Meeting with the New York Council of Churches and United Church of Christ meeting, Massena, NY September 8-9, 2019 (as a possible source of collegial support for communities of faith along the St. Lawrence Seaway)

-
- Hospital Chaplaincy (Sandra Copeland) – liaising with chair and leadership to clarify terms of reference
 - Spiritual Care in Secondary Schools (Ruth Sword) – liaising with the SCSS United Church representative to help determine a basis of continuing support within the Regional Council framework. Attending the Spiritual Care in Secondary Schools meeting, November 19, 2019, 1 pm.
 - Guest preaching (Emmanuel UC, October 13, 2019; MacKay UC, November 3, 2019)
 - Participatory learning circles as a cluster approach to fostering spiritual formation and theological reflection (two face-to-face spiritual writing workshops at both secular and church locations; online learning circle on Images of Advent, running for four weeks starting on November 26, 2019).
 - Song of Faith (developing a network of people with an interest in congregational song to work on a choral version of the Song of Faith, to be completed no later than the 2025 100 year anniversary of Union).

Future Goals

Continuing to serve as a support and resource for communities of faith, clusters and networks within EOORC and to work with colleagues and counterparts across the church to develop resources that can help equip communities of faith as they creatively imagine their response to God's call to "be the church" in the twenty-first century. Also working to further articulate the spiritual/theological underpinnings of this work as a framework for clarifying and focusing future priorities.

Appendix B

Governance Plan – Trinity United Church, Kazabazua **(adopted July 14, 2019, amended Sept 29, 2019)**

Introduction

At its Annual General Meeting in March 2019, the congregation of Trinity United Church, Kazabazua approved the formation of a Working Group, whose mandate was to consider whether changes to Trinity's governance structure would allow it to more effectively meet its mission and goals given its current size and composition. Members appointed were: Lola Brown, Alan Herbert, Jim Irwin, Linda Milford and Pat Ashton

Through this document, the Working Group reported back to the congregation. It recommended that the church's governance structure be modified from a Steward/Session to a Streamlined Board model. The proposal was considered and adopted at a Special Meeting of the congregation on Sunday, July 14th, following the morning service. A minor amendment to clause 3 to specify a quorum of just elected members was adopted at a special meeting on Sunday September 29th.

Reason for Proposal

The Steward/Session model has generally been used for large churches that have a sizeable volunteer base. Newer models such as the Streamlined Board allow for decisions to be made with a smaller decision-making body and often more efficient decision-making process.

The Steward/Session model was a good "fit" when Trinity United had a relatively large congregation and volunteer base who were able to take part in decision making on an array of committees. Today, Trinity United's numbers are smaller, and most of the daily decision making and work is being done by a small number of congregants. Through the proposed Streamlined Board, a small group of individuals would be appointed on a two or three-year basis to work in partnership with ministry personnel to oversee decision making in the church. This smaller, more efficient structure better reflects the reality of how decision making is taking place and may allow this group of individuals to more easily "share the load" of tasks related to church governance.

The Proposed Board and By Laws

In accordance with Part B.7 of the 2019 United Church Manual (the Manual), Trinity United Church, Kazabazua hereby adopts the following related to its governance structure:

1. The existing Steward/Session governance structure will be replaced by a Streamlined Board as described in *The United Church's Models of Board Governance/Manual 2013*, p. 11 http://www.united-church.ca/sites/default/files/handbook_models-board-governance.pdf
2. The Board will have 5 members. It will consist of a Chair, a Secretary and a Treasurer, who will be elected for a 3-year renewable term. It will also consist of 2 members-at-large, who will be elected for a 2-year renewable term.
3. The quorum for meetings of the Board will be 3/5 elected members. In the event of a tie-vote at a meeting of the Board, the Chair is charged with articulating the "spirit of the community" of all those present at the meeting (including non-board members present), which would guide him/her to cast a deciding vote.
4. In accordance with Part B.7 of the Manual, the Board requires the attendance of ministry personnel at its meetings. Ministry personnel will attend in a non-voting capacity.

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5. The Board will meet at least 3 times a year, including at the Annual General Meeting.
 6. All meetings of the Board will be public. The place and time of the meetings will be communicated to the congregation with at least 1 week's notice.
 7. The Board will be guided by the following principles:
 - a. Consensus decision making will be preferred. Consensus decision making refers to a group decision-making process in which group members develop and agree to support a decision in best interests of the group or a common goal. It refers to a resolution of matters that, even if not the favorite of a given individual, is acceptable and may be supported. Should consensus decision-making not be possible in a given situation, decisions of the Board will be made by majority.
 - b. Prior to making decisions, the Board will seek the input of relevant teams and the general congregation.
 8. The following will exist as teams and people that support the work of the Board:
 - a. The Ministry and Personnel representative to Aylwin Pastoral Charge for Trinity United Church
 - b. The Manse representative to Aylwin Pastoral Charge for Trinity United Church
 - c. Trustees
 - d. Trinity Church Building and Kazabazua Cemetery Committee
 - e. St. Andrews Hillcrest Building and Cemetery Committee
 - f. Danford Cemetery and Building Committee
 - g. Children and Youth
 - h. Vision Keepers
 9. A Nominating Committee will be named at each AGM to serve until the conclusion of the following AGM. The nominating committee will comprise: the board secretary, one of the board members-at-large, and one non-board member of the congregation. Their main duty will be to bring a slate to the next AGM for all positions coming vacant, and to deal with any vacancies that may arise during the year. The slate will include, but not be restricted to, all Trinity elected positions (Board, Trustees) and representatives to joint APC committees (Ministry & Personnel, Manse), and any other bodies as necessary, such as EOORC.
 10. With the exception of the Ministry and Personnel and Trustees, these teams will be responsible for overseeing their own membership and setting their own decision-making processes.
 11. Ministry and Personnel and Trustee team members will be appointed by the congregation at the same time as Board members for an annual, renewable term.
 12. Vision Keepers are appointed for an unlimited term and support the Board and congregation with wisdom related to the history and traditions of the Church, its ongoing functioning and future possibilities.

The adoption of a new decision-making structure is contingent upon approval from the EOORC as required by Part B of the Manual.

Implementation Plan

New Board Member elections:

To provide continuity on a board from year to year it has been found helpful to stagger the terms of the members such that not all members retire at once. It is therefore proposed that the initial board members be named at a special meeting of the congregation to take office immediately, and that their continuation be subject to approval by the Pastoral Charge Supervisor or EOORC. The initial terms of service will then be as follows (from the date of the next AGM of the congregation): Chair – 3 years, Secretary – 2 years, Treasurer – 1 year, Members-at-large – 2 years each. All terms would then be renewable as per by-law #2.

To avoid ambiguity, the initial terms will thus look like this (AGM to AGM): Chair: 2020-2023; Secretary: 2020-2022; Treasurer: 2020-2021; Members-at-large: 2020-2022

It was agreed that nominations for the initial board be received until September 29th 2019 and that an election be held after worship on that date.

Existing appointments:

Upon implementation of the new model the following appointments from the 2019 AGM will cease: Elders (eligible to be named as Vision Keepers), Clerk of Session, Stewards, Secretary and Treasurer (unless elected to the new board), and TSSSC rep to the official board.

The Trustees, APC Ministry and Personnel representatives, APC Manse committee representatives, and the EOORC representative will continue in office until the next AGM in 2020. The current nominating committee will be responsible to bring nominations for these positions to the 2020 AGM.

Appendix C

Finance Ministry Team Report

The Finance Ministry Team has met five times so far in 2019 in order to complete the responsibilities it has.

As requested at the last Regional meeting, we have put together a one page, ten-point summary of highlight for the budget. It is Attachment A.

The Ministry Team is also determined to ensure that it provides oversight for restricted funds held by Communities of Faith. It has began that process, but wishes to have the following communication sent to all Communities of faith in the Region. The communication is Attachment B

In addition, the Finance committee received a request that Restrictions be lifted from the use of the money from their Manse Fund in order to help St. Paul's Eastern United Church with their operations. After reviewing their financial situation we make the following recommendation:

...that all restrictions be lifted as your congregation discerns its future life with *the condition* that the congregation develop a process in early 2020 to determine how to frame the future life of the congregation with a view to achieve a balanced budget by 2021, and to report back to the Executive of the Regional Council through the Finance Committee by April 30th on the process and its implementation.

We have chosen April 30th as a report date in order to provide enough time to have a sense of possibilities that might emerge through the efforts of the United Property Resource Corporation, even while recognizing the challenges of your building and the many unknowns, you may need to begin factoring in the possibility that the best you might do is to be free from property expenses since it is possible that the emerging scenarios will reveal that the redevelopment of the property may not generate revenue for you, at least in the short-term. Outright sale, of course, would be a completely different scenario.

The Ministry Team notes that three other communities of faith (namely Thurso, Campbell's Bay, and St. Marc's) have money held-in-trust by the Regional Council, and processes for ensuring that these funds and communities of faith are helped in the short term needs to be a priority, noting the particularities associated with St. Marc's.

The Ministry Team is also providing Mission Support recommendations to the Executive for action. A summary of the process, reasoning and actual recommendations is Attachment C.

Finally, an updated Balance Sheet as well as Profit and Loss Report has been circulated separately.

In the peace of Christ,

Brian Cornelius – Treasurer

Attachment A

Eight Budget Highlights from the Finance Committee
of Eastern Ontario Outaouais Regional Council

1. The Regional Council, along with the rest of the church, has implemented the new financial model where “assessments” pay for the governance of the church and the “Mission and Service Fund” pays for the mission and ministry of the church.

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2. The “good news” is that this new financial model has resulted in more money for mission and ministry so that Mission Support in our region has increased and we have more money for mission programming.
 3. The “good news” is that this change has resulted in balanced budgets for the Regional Council and there is a commitment to continue with balanced budgets. The total budget from assessments and Mission and Service is \$615,000.
 4. The “challenge” is to strengthen congregations so assessments remains strong and increase our givings to Mission and Service Fund so mission and ministry remains strong.
 5. The “good news” is that the Regional Council has a Mission Strategy Fund of over \$1 ½ million in protected capital which generates an annual budget of \$60,000 for grants to Regional communities of faith and ministries through the Vision and Transformation Ministry Team.
 6. The “good news” is that the Regional Council has a Church Extension Fund with over \$4 million in capital to provide grants and loans to communities of faith and ministries on property matters.
 7. The “good news” is that the Regional Council has Youth Funds with nearly \$1 million in capital which generates an annual budget of \$40,000 to support youth ministry.
 8. The “good news” is that the Regional Council has included in its annual budget, money to support initiatives from clusters, networks, and Ministry Teams.
 9. For your information, the Regional Budget funds three full time positions, Minister for Pastoral Relations, Youth Minister, Minister for Support to Communities of Faith and Clusters and Communications Administrator.
 10. The General Council budgets funds an Executive Minister and Assistant, Minister office of vocations, and Stewardship who work 1/3 time for EOORC.

Attachment b

Letter from the Finance Leadership Team to Communities of Faith

Dear Friends,

The Finance Leadership Team for the Eastern Ontario Outaouais Regional Council (EOORC) wishes to introduce themselves as we work diligently on behalf of the Regional Council and the Communities of Faith within the Region. The committee is comprised of members from each of the former Conferences and we ensure all areas of the Region have a voice at the table.

Attached are ten highlights from the budget as well as a one-page summary of the budget.

The Regional Finance Leadership Team has also been given the responsibility of oversight for all actions previously taken by Presbyteries or Conferences. To begin our work, and to be as transparent as possible during

this time of transition, we are asking for your assistance in order to ensure we have up-to-date and accurate information.

While we will be following up by examining Presbytery minutes, it is much more efficient to communicate with Communities of Faith directly. We are asking ***that if you hold any funds in-trust that were restricted by your former Presbytery that you forward to us the details of the Fund and the restrictions by December 15th, 2019.*** These funds usually resulted from the sale of church or manse property. We do take note that Four Rivers Presbytery released all restrictions on manse funds.

Please email the Treasurer, Brian Cornelius, at briancornelius@firstunitedchurchottawa.org or you can communicate by mail to 7 Edgar Street, Ottawa, ON K1Y 3K4. ***Also an email indicating that you have no Presbytery restricted funds would be appreciated.***

Finally, should you have any questions about this request or require clarification on any other financial matter, you are invited to contact Rosemary Lambie, Executive minister at RLambie@united-church.ca, the Treasurer, Brian Cornelius, or any member of the Team.

We thank you in advance for helping to ensure our records are up to date, and we look forward to serving the Regional Council in this capacity. Many blessings on your continued ministry.

Yours in Christ,
The Finance Leadership Team of EOORC

Cindy Casey, Brian Cornelius (Treasurer), Jessica Hetherington, Bruce Jackson,
Rosemary Lambie (Executive Minister), Margaret Scott, Joe Smarkala, and Ev Zytveld

Attachment C
Mission Support Recommendations

Attached is a spreadsheet that outlines the recommendation from the Finance Committee for 2020 Mission Support Grants.

These recommendations are founded upon a thorough in-person review and discussion of each application and are based upon the following considerations:

1. We recognize that we have more Mission Support dollars presently, but this will not necessarily continue into the future. Therefore, we must maintain a certain degree of caution.
2. The two major outreach ministries are presently financially viable though that viability relies on continued Mission Support. We have recommended a 10% increase.
3. The three chaplaincies continue to operate on shoe-string budgets and we are maintaining our support at a similar level since they are still in operation. Future review is necessary.
4. The three church camps face challenge. We based our recommendations on the number of campers attending the camp ensuring equity between the camps. We then considered contingencies with each camp. We were not able to approve the large increase request for Golden Lake. From our reading of their documentation, they face considerable capital improvement challenges which is beyond the purpose of Mission Support and which also require visioning for the future. They are also slated for an accreditation visit in 2020. We are holding 15,000 from 2019 in reserve should the camp require

extra funding to facilitate a transition time following clarity of vision and accreditation visits and we would support grant requests for their capital improvements from other funds held by the Regional Council

5. We recommend continuing the support for the one Pastoral Charge/Community of faith. The plan of the Alywin Pastoral charge is to reduce their reliance on Mission Support. Our recommendation reflects their plan as presented in their Mission Support request. We recognize that this is a pastoral charge/community of faith has a large geographical distance and faces particular linguistic and multi-cultural realities. We do not recommend using mission support dollars for pastoral charges or communities of faith in other parts of our Region
6. We are not recommending ongoing Mission Support funding for United Theological College but are recommending a one-time funding from our 2019 funds to support their project to explore future ministry possibilities within our Region.
7. We are not recommending the Mission Support grant for Grand River Bookstore, but recommend that it come from the Regional budget and that the region determine how much it is used in the coming year to continue warranting budget money.

	2019 Grant	2020 App.	2020 Recom.
Algonquin Chaplaincy	5,550.00	5,550.00	5,550.00
Alwyn Community of Faith	5,700.00	4,080.00	4,080.00
Camp Lau-Ren	15,920.00	20,000.00	20,000.00
Carlington Chaplaincy	6,360.00	5,000.00	7,000.00
Centre 507	27,875.00	30,662.50	30,670.00
Golden Lake Camp	15,000.00	45,000.00	15,000.00
Grand River	-	5,000.00	-
House of Lazarus	33,000.00	40,000.00	36,300.00
Ottawa West End Chap.	2,250.00	2,500.00	2,500.00
Rideau Hill Camp	7,000.00	10,000.00	15,000.00
United Theological College	-	10,000.00	-
	118,655.00	177,792.50	136,100.00
Contingency	26,345.00	-	8,900.00
Total Mission Support	145,000.00	177,792.50	145,000.00

Appendix D

Report to the EOORC Executive
November 21, 2019**Rev. Whitman Strong, Regional Minister for Pastoral Relations**
Update of activities for October and November, 2019

- Hosted four gatherings for Ministry Personnel in order to keep area ministers in touch with one another; approximately 60 participants in all; more gatherings will be organized in 2020
- Participated in regular conference calls with Regional PR ministers from across the country in order to keep up to date on challenges of the new structure, ChurchHub progress, common concerns
- Ongoing contact with ministry personnel with respect to issues arising in their pastoral charges
- Participated in gatherings in the SW quadrant of EOORC (along with Jane Dawson) to help pastoral charges discern possibilities for their future ministry needs
- Working directly with seven pastoral charges regarding their future plans, specifically discussing how they might remain viable by cooperating with neighbouring pastoral charges to share current ministerial resources
- Attended two funerals for ministry personnel
- Met with a number of M&P Committees for support and training
- Met with several M&P Cttes and Church Councils with respect to issues with their minister
- Attended a National Meeting of Pastoral Relations Ministers and Office of Vocation Officers (October 26-31, 2019)

A concern that I have is the number of vacant pastoral charges that are without Pastoral Charge Supervisors. There are some folks that are doing double-duty already.

Another concern is the number of pastoral charges that are currently vacant and in search but do not consistent Sunday worship or pastoral coverage. I am in conversation with other Regional Councils as to how they are handling this same challenge. I may have some ideas to share with you in 2020.

Appendix E

**A meeting of the Pastoral Relations Commission
was held via Zoom Conference call on
Tuesday, November 12, 2019 at 1:00 p.m.**

PRESENT:

Ina Bromley, Ed Gratton, Wayne Harris, Sharon MacDonald, Erin McIntyre, Karen McLean, Janet Nield, Whit Strong, Linda Suddaby (1:30) (9)

REGRETS: Charlotte Hoy

CALL TO ORDER, OPENING PRAYER:

Whit called the meeting to order at 1:05 p.m. He thanked everyone for calling in and offered an opening prayer especially remembering D'thea Webster and Maureen O'Neill who died in a tragic car accident over the weekend.

CHAIR OF PASTORAL RELATIONS COMMISSION:

Motion 19/20-20 (S. MacDonald/I. Bromley) "that Wayne Harris be appointed as Chair of the Pastoral Relations Commission."
CARRIED

QUICK CHECK-IN:

Wayne – his son and family from Indonesia are fine as is their home and dog. Neighbours kept an eye on the dog who stayed and protected their home from vandals and looters; Ed reported the trips to and from Dallas were nightmarish but the visit with family was great.

CORRESPONDENCE: None

ACCEPTANCE OF AGENDA:

Wayne noted Whit would bring a Staff report at the end of "Other Business".

Motion 19/20-21 (E. Gratton/S. MacDonald) "that the agenda be accepted as amended."
CARRIED

ACCEPTANCE OF MINUTES OF OCT. 8, 2019

Motion 19/20-22 (I. Bromley/E. McIntyre) "that minutes of the EOORC PR Commission for October 8, 2019 be approved as circulated."
CARRIED

RESTORATIVE CARE PLAN:**For information**

Bill Checkley and the Rev. Molly Bell continue on restorative care with re-assessment every five (5) weeks as does the Rev. Jessica Hetherington. New additions are Stephen Bates from St. Andrew's, Cumberland and Susan de Haan, Chalk River.

SABBATICALS:**1) Grant Dillenbeck – Stittsville P.C.**

Motion 19/20-23 (E. Gratton/J. Nield) "that EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Grant Dillenbeck (Stittsville Pastoral Charge) for a period of three (3) months beginning April 27, 2020."
CARRIED

CHANGE IN PASTORAL RELATIONS: None to date

PASTORAL REPORT:

Wayne had circulated a report on the Pastoral Charges in EOOR. It included all pastoral charges, ministry

personnel in each, call/appointment, % time, current status, pastoral supervisors, liaisons and

much more information. Everyone was encouraged to review the report and let Wayne, Karen or Whit know of any changes. The report will be monitored and updated and circulated prior to each PR meeting. Wayne pointed out some churches are in the process of closing. When the process has been completed, they will be removed from the report.

LIAISONS and PASTORAL CHARGE SUPERVISORS:

We were reminded that Pastoral Charge Supervisors must be members of EOORC. Liaisons need not be members of EOORC but must receive training before being assigned to a pastoral charge.

PASTORAL CHARGE SUPERVISORS:

Motion 19/20-24 (S. MacDonald/E. McIntyre) “that the EOORC Pastoral Relations Commission, in the absence of called/appointed ministry personnel, name Patsy Henry (OM-R), EOORC member, as Pastoral Charge Supervisor to the Mallorytown Pastoral Charge.” **CARRIED**

Motion 19/20-25 (I. Bromley/E. Gratton) that the EOORC Pastoral Relations Commission, in the absence of called/appointed ministry personnel, name Kimberly Heath (OM), EOORC member, as Pastoral Charge Supervisor to the Athens Pastoral Charge.” **CARRIED**

Motion 19/20-26 (E. McIntyre/J. Nield) that the EOORC Pastoral Relations Commission, in the absence of called/appointed ministry personnel, name Christine Johnson (OM), EOORC member, as Pastoral Charge Supervisor to the Pakenham Pastoral Charge.” **CARRIED**

APPROVAL OF PROFILES: None at this time. Some are being reviewed. Please return to Wayne at your earliest convenience. Janet suggested we need clarification in the terms used when calling or appointing ministry personnel. Pastoral charges should be requesting “Ordered” *not* “Ordained”.

CALLS/APPOINTMENTS:

- **Shawville P.C. – re-appointment**
We now have the completed PR450 to re-appoint the Rev. Richard Hollingsworth to Shawville. However, the “Record of Call or Appointment” is now an on-line form on ChurchHub and the General Council Office is no longer accepting paper/scanned forms. The current re-appointment (July 1 – December 31, 2020) will need to be resubmitted on ChurchHub. Whit will inform the church and the minister of the changes.
- Whit reported that at the recent gathering of PR and OV ministers an item re insurance was brought to their attention. If a person is not in a properly constituted appointment but just doing pulpit supply, then they are considered to be employees of the congregation. Insurance companies could refuse to cover them leaving Trustees at risk. Licensed Lay Worship Leaders (LLWLs) have been recognized so they are not affected by this. The main problem lies with clergy from other denominations or UCC clergy who have not kept up with their courses. Note – Lay people from within the congregation are covered since that is an internal issue.

DECLARATION OF VACANCIES: None

COVENANTING SERVICES:

- **Covenanting Order of Service**
A couple of changes were suggested to the current covenanting service.
 - Add a part for family and friends of the new minister to add promises of support.
 - There should be a part where student ministers can covenant with their supervisors. Whit is

checking with other regions to see how they handle this. He will develop some additional wording.

- **Covenanting Services:**

- Peter Dahlin – Metcalfe/Russell – Nov. 24, 2019 Russell 11:00 a.m., Metcalfe 1:30 p.m.
- Susan Hutton – Spencerville U.C. – Nov. 24, 2019 2:00 p.m.
- Peter Bartlett Perth Road U.C. – Jan. 19, 2020

FOLLOW-UPS FROM LIAISONS AND PC SUPERVISORS:

- **Cobden** – is voting Sunday re sharing a minister with a neighbouring charge.
- **Athens** – the search committee is meeting on Thursday. They are exploring the possibility of becoming a learning site.

OTHER BUSINESS:

- **Terms of Reference**

- Various titles were suggested for the position of Secretary – “Scribe” was generally felt to be the best.
- Since everyone came on to the Commission at the same time it is not practical to rotate off all at the same time. It was agreed the terms of office would be 3 years with the option to renew once. Beginning with Jan. 1, 2019 members will stay on for a maximum of 6 years but may rotate off earlier leaving 2 at a time.

- **Liaisons get together and update**

- Who trains the liaisons? Whit. Pastoral relations will ensure there are opportunities for training and refresher courses for liaisons.
M&P training – Whit reported only 4 or 5 people expressed interest in all four workshops he offered so several were cancelled. He feels it would be far more productive to go to individual congregations and meet with the whole M&P committee in each place.
- It was suggested some education on how ChurchHub works would be very helpful for liaisons. Would it be feasible for someone from GCO to come to do a presentation?

- **Update on Future Ministry options**

- Whit has been spending more and more time with congregations trying to avoid closure. He feels we need to strongly encourage them to understand they have to work/co-operate with people around them. Few people want ½ time positions any more. Churches have to create full-time jobs that people will look at. They need to start sharing and co-operating – they need to be courageous. We are stuck in our traditions and have to think outside the box for creative solutions.

- **ChurchHub**

- It is getting better but there are still challenges.

- **Staff Report**

- Whit has been hearing from many churches who are talking about cutting hours for staff . A bigger Stewardship push isn't the answer. There are other models out there to look at.
- Claire Savage is a candidate whose passion is outreach ministry. A couple of churches are looking into this. How might it work? Who will pay? In order to hire a candidate, the church needs to be recognized as an outreach ministry.

LAST WORDS:

- Concern was raised over our retired lay and clergy members. We need some way of looking after and keeping track of these folks.
Could we add someone to the Commission whose sole responsibility is to connect with pensioners?
Could we offer a region-wide event (or perhaps two smaller ones) for retirees from everywhere.
Should this be part of our Terms of Reference?
It is very hard to know who these people are or how to reach them – a Regional Roll would be *so* helpful.

ACTIONS:

- Terms of reference – *Wayne*
- Update Covenanting Service – *Whit*
- Update Liaisons – *Wayne and Whit*. *Wayne will ask Anita to post our minutes on EOOR website so liaisons can access them.*

NEXT MEETING: Next meeting December 10, 2019 1:00 – 2:30 p.m. via Zoom.

CLOSING: Wayne offered a closing prayer. The business of the Commission being completed, he thanked everyone for attending and declared the meeting closed at 2:28 p.m.

**A meeting of the Pastoral Relations Commission
was held via Zoom Conference call on
Tuesday, October 8, 2019 at 1:00 p.m.**

PRESENT:

Ina Bromley, Ed Gratton, Wayne Harris, Charlotte Hoy, Erin McIntyre, Karen McLean, Janet Nield, David Stafford, Whit Strong, Linda Suddaby (10)

REGRETS: Sharon MacDonald

CALL TO ORDER, OPENING PRAYER:

Whit called the meeting to order at 1:05 p.m. He thanked everyone for calling in and extended a welcome to David Stafford who was joining us for the day.

Ed opened the meeting with prayer thanking God for each member here today and asking for help to tap into God's infinite wisdom, love and compassion as we meet to deliberate and do the business of the region.

QUICK CHECK-IN:

Ed – heading to Dallas – safe travels; Wayne – his son and family are visiting from Indonesia. They are anxious about the state of their home after rioting and burning of buildings involving many evacuations there, but are safe here and hopeful; Erin – in the middle of “funeral season” so a great deal of strain and stress on all involved; Janet – their refugee family arrived Sept. 19th so it has been a non-stop effort involving many people to get them settled in. A lot of hard work but very rewarding; Linda – cleaning flowerbeds and putting her home in order for the fall season – we are all wishing we were that organized.

CORRESPONDENCE:

1) **James Murray – change in pastoral relations**

The Rev. James Murray from Dominion-Chalmers has requested a change in pastoral relations.

Motion 19/20-10 (E. Gratton/J. Nield) “That the EOORC Pastoral Relations Commission approves the request of the Rev. James Murray for a change in pastoral relations effective December 31, 2019.”

CARRIED

2) Terms of calls/appointments

A request to discuss the publication of the full terms of calls/appointments in the minutes.

Whit checked this with his colleagues at General Council. The general consensus across the country is that this is already available to members of communities of faith so there did not seem to be any objection to sharing it in the minutes – it would be the choice of each Regional PR committee/commission as to how to handle this. After some discussion, it was decided to publish the total remuneration as we have been doing without breaking it down into individual components.

ACCEPTANCE OF MINUTES OF SEPT. 11, 2019

The Secretary noted that two errors had been found after the minutes were circulated to EOORC Executive. She passed on the corrections to Chair Bronwen Harman and they were re-circulated to the PR Commission prior to this meeting. It was noted 1) this is a commission not a committee and 2) **Motion 19/20-7** should read “at the request of “Knox-Edwards”, not “Athens”.

Motion 19/20-11 (W. Harris/L. Suddaby) “that minutes of the EOORC PR Commission for Sept. 11, 2019 be approved as corrected.”

CARRIED

RESTORATIVE CARE PLAN:**For information**

The Rev. Molly Bell (Orleans U.C.) is on restorative care effective Oct. 1, 2019 and the Rev. Jessica Hetherington (St. Paul's U.C., Richmond) is on restorative care effective Sept. 27, 2019.

Whit reported these have both been submitted but not yet reviewed by Morneau Shepell, Employee Assistance Program (EAP) for the United Church of Canada.

CALLS/APPOINTMENTS:

- **Trinity-St. Andrew's, Renfrew**

Motion 19/20-12 (L. Suddaby/I. Bromley) “that the EOORC PR Commission approves the call of the Rev. James Murray to the Trinity-St. Andrew's Pastoral Charge (Renfrew), 40 hours per week, effective January 1, 2020.

CARRIED

- **Southminster P.C., Ottawa**

Motion 19/20-13 (W. Harris/E. Gratton) “that the EOORC PR Commission approves the call to the Rev. Dr. Steven Moore to the Southminster P.C. (Ottawa), 40 hours per week, effective October 1, 2019

CARRIED

- **Quyon P.C.**

Motion 19/20-14 (E. McIntyre/J. Nield) “that the EOORC PR Commission approves the appointment of the Rev. Stéphane Vermette to the Quyon P.C. as Ordained Supply, 20 hours per week, effective October 21, 2019 – June 30, 2020.”

CARRIED

- **Calvin P.C., Pembroke**

Motion 19/20-15 (C. Hoy/W. Harris) “that the EOORC PR Commission approves the change in terms of appointment of the Rev. Tiina Côté (Calvin P.C., Pembroke) from three-quarter (¾) time to half (½) time, effective October 1, 2019 – September 30, 2020.”

CARRIED

- **Melville-Eganville P.C.**

Motion 19/20-16 (I. Bromley/E. McIntyre) “that the EOORC PR Commission re-appoints Michelle Robichaud, candidate, to Melville-Eganville P.C., 20 hours per week, effective July 1, 2019 – June 30, 2020.”
CARRIED

- **Emmanuel P.C., Ottawa**

Motion 19/20-17 (I. Bromley/J. Nield) “that the EOORC PR Commission approves the appointment of the Rev. Brian Copeland, ordained supply, to Emmanuel P.C. (Ottawa), 30 hours per week, effective November 1, 2019 – July 1, 2020, pending final clearance by the Office of Vocations.”

CARRIED

- **Shawville P.C.**

Request – to re-appoint the Rev. Dr. Richard Hollingsworth, retired supply, to Shawville P.C., 40 hours per week, effective July 1, 2019 – December 31, 2020.

It was noted there is still outstanding information and Richard has not been cleared by the Office

of vocations. It was agreed to wait until the next meeting to deal with this request. Hopefully, all the paperwork will be in place by then.

SABBATICALS:

- 2) **Kimberly Heath – Wall St. P.C., Brockville**

Motion 19/20-18 (C. Hoy/W. Harris) “that EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Kimberly Heath (Wall St. P.C., Brockville) for a period of three (3) months beginning May 1, 2020.”
CARRIED

LIAISONS and PASTORAL CHARGE SUPERVISORS:

This is an ongoing matter of concern. There is a huge number of Liaisons and Pastoral Charge Supervisors needed for the Region. It is becoming almost more than the commission can keep track of. We need a list to which we can all refer. Whit will attempt to have something that can be attached to the agenda for our next meeting.

Of particular urgency:

1) Dominion-Chalmers U.C., Ottawa

2) Wall St. P.C., Brockville – Pastoral Charge Supervisor May 2020

Motion 19/20-19 (L. Suddaby/E. McIntyre) “that the EOORC PR Commission names Charlotte Hoy as Pastoral Charge Supervisor to Wall St. P.C., Brockville effective May 1, 2020.”

CARRIED

3) Emmanuel P.C., Ottawa

4) St. Paul’s U.C., Richmond – Pastoral Charge Supervisor

5) Christ U.C., Lyn – This is still under discussion.

6) Athens P.C. – Linda has been acting as a Liaison but they need an official Pastoral Charge Supervisor. They have a meeting on Oct. 10th and are really hoping to find out what is happening. Some names were offered to Whit for follow-up. Please note Pastoral Charge Supervisors are required to be a member of the EOORC (Eastern Ontario Outaouais Regional Council).

OTHER BUSINESS:

- Some Liaisons have been wondering if they can join our Zoom meetings. This generated considerable discussion. While no one wants to exclude people, the meetings can become quite unwieldy as the numbers of participants increase. Only ten (10) people were on today’s call but a number of people had

technical difficulties resulting in frozen screens etc. Sound is not always as clear as it might be so it is difficult for the note-takers to capture all conversations.

It was suggested we might ask Liaisons and PC Supervisors for updates prior to each meeting along with questions they might have for the Commission.

TERMS OF OFFICE:

All Leadership teams are required to prepare and submit terms of reference to include terms of office.

This must be sent to the Executive to be approved at the February meeting of EOORC.

Wayne has prepared a first draft and will send it to the Secretary to be circulated prior to our next meeting. Whit noted he is really the Staff resource person and should not be chairing the Commission. He will still help to build the agenda and will provide the items to be dealt with at the meeting but someone else should be running the meeting. Please give this prayerful consideration.

NEXT MEETING: Next meeting November 12, 2019 1:00 – 2:30 p.m. via Zoom.

CLOSING: The business of the meeting being completed, Whit extended blessings to everyone both as we continue in the business of the church and in our personal lives with our families and friends. He noted we will have celebrated both Thanksgiving and Remembrance Days before we meet again. He declared the meeting closed at 2:05 p.m.

Appendix F

Spiritual Care Hospital Ministry Leadership Team
Terms of Reference*Responsibilities*

The Spiritual Care Hospital Ministry (SCHM) is a program of volunteer spiritual care visitors serving hospitalized members of the United Church of Canada who do not have immediate access to pastoral care from a home congregation. Many who identify an affiliation with the United Church are no longer able to attend their faith communities due to age, illness, or relocation, so the SCHM is their only church contact. The SCHM provides spiritual care for those patients who desire it. This program is currently active in the three major hospitals within EOORC (Queensway-Carleton, the Ottawa Civic and the General). While situated in Ottawa, this program is of service to the wider EOORC area since many patients admitted to these hospitals come from towns and rural areas throughout the Regional Council. The SCHM ensures patients who are at a distance from their community of faith receive spiritual care during their hospital stay. For patients connected to a community of faith, the SCHM makes contact with their minister or pastoral care team, if requested.

Spiritual Care Hospital Ministry Leadership Team Membership

There shall be at least four members of the SCHM Leadership Team, including at least one Order of Ministry and one lay member. Each hospital has one United Church Visiting Team Coordinator and one United Church representative to its (ecumenical and interfaith) Spiritual Care Advisory Committee, all of whom become members of the SCHM Leadership Team. At least one member of the Leadership Team should be a pastoral care visitor from a congregation/community of faith.

Spiritual Care Hospital Ministry Volunteers

All volunteers in the SCHM are required to complete the Ottawa Pastoral Care Training Program as well as hospital volunteer resources training. The Visiting Team Coordinator for each hospital is responsible for recruiting and training new volunteers. They also support volunteers with regular gatherings to share and reflect on experiences.

New volunteers must have completed an authorized Police Check. An appointment letter signed by a representative of EOORC must be submitted to the hospital administration. Authorized volunteers are provided parking passes by the hospital.

Budget

The budget for this program is \$100 per year to cover the cost of visiting cards, United Church badges, and printed spiritual comfort pamphlets containing relevant prayers, hymns and readings.

Resources

The SCHM shall maintain a current contact list of United Church ministry personnel within EOORC. These lists are required by the administrative staff of the hospitals, so hospital staff can connect with a patient's minister in times of crisis, if a request has been made. Spiritual Care volunteers use these lists to contact a patient's congregation, if requested. The SCHM shall also maintain a current contact list of United Church Pastoral Care teams in the Regional Council to facilitate communication of hospital issues concerning clergy and congregational visitors.

Procedures

The SCHM Leadership Team shall meet monthly (online or face-to-face), and at least once annually in person. Any three members shall constitute a quorum for the business of the meeting.

Program Reach

The SCHM program is a unique initiative geared to the particular circumstances of large urban hospitals that receive a high volume of patients not only from within the city but also from surrounding communities. While the SCHM already serves the wider EOORC regional council for this reason, the Leadership Team is open to making connections with other hospitals in the regional council to share best practices of this program and foster the development of similar programs as needed.

Revised November 4th, 2019

Appendix G

Eastern Ontario Outaouais Regional Council, United Church of Canada **Communications and Administrative Assistant Report to the Executive** **November 21st, 2019**

Logo Design

At the executive meeting last month, I showed two submissions from the logo design contest I held in the summer. The response to the two submissions was underwhelming and it was decided that I would approach Andy Hamilton, whose submission was the group of maple leaves. The executive liked the concept of the leaves but wanted some changes. If he wanted to continue to develop the logo to our liking, then we all agreed he could design the logo. If he didn't want to do this, we would hire a graphic designer.

When I approached Andy about changes, he was not agreeable and told me that he would make minor changes to the one he submitted but was not inclined to "start again from scratch" so we both decided it would be better we went with graphic designer for this project.

Joel and Rosemary have worked with a designer named Jim Belliveau, in the past. He is now in Cold Lake, AB. I contacted him and he agreed to work with me on the logo design but not until the middle of November.

I contacted him this week because I hadn't heard from him and he and I will meet within the next couple weeks to discuss the design elements, language, etc. Jim's price is very reasonable: For non-profit logo work he will charge a flat \$400.00, which takes into account all the communications, iterations (regardless of number), and provision of the logo in all digital formats and transpositions of the logo for the varied applications (fax, offset and copier print, website, spot colour embroidery, etc).

Newsletter

We've gone from a weekly newsletter to a bi-weekly one, which seems to be working fine. Currently, there are 614 subscribers to EOORC News.

Website

The website continues to be updated on a weekly basis, at least. I recently installed Google Analytics on the site so I could monitor usage. On average, the site gets 40 views/day, with the exception of the day the newsletter is published, and then the number jumps to over 300 views. The majority of pages viewed are events, followed by staff contact information.

Over the next couple months, I will work on getting the registration page up and running for the February 22nd event and the May 1-2nd event. I have arranged, with the help of Brian Cornelius for the online payment system called, Stripe, which is recommended and used by Shining Waters Regional Council.

Appendix H

Eastern Ontario Outaouais Regional Council 12, United Church of Canada
Ministry for Youth and Young Adults - Executive Report
November 21st, 2019

Day Camp

Camp Awesome (July - August) - CAMP AWESOME is a day camp and leadership program that offers an opportunity for summer employment to youth and young adults looking to build leadership skills. Through running a day camp, the staff focus on activities encouraging Fun, Friendship and building Faith for all campers.

Over six weeks this summer, Camp Awesome hosted 468 campers at 13 camps locations (see below). While the majority of these camps are within Ottawa, we are looking for opportunities within EOR to host more camps in 2020:

Barrhaven UC, Bells Corners UC, City View UC, Emmanuel UC, Glen Cairn UC, Grace United Church (Eglise Unie De La Grace), Kanata UC, Knox UC, Manotick UC, Navan Vars UC, Rideau Park UC, St. Paul's UC, Stittsville UC

This year Camp Awesome CHELSEA, hosting a bilingual camp in partnership with St. Mary Magdalene, Anglican Church. Camp Awesome CHELSEA received a grant from Fruits of the Spirit and because of the success of this camp; we are now looking to develop a Francophone Camp Awesome with a goal of hosting three camps in 2020. This project is confirming support through the Francophone Ministries funding sources available from General Council. Camp Awesome 2020 will see an increase in camp locations with past host churches returning and we will continue to development the Camp Awesome Program through out EOR in the next 5 years. Please contact me if your Church/Community of Faith would be interested in learning more about hosting a Camp Awesome this summer.

Regional Meetings

UNITED YOUTH – Regional Meeting – October 5th - 10 youth from across the Region attended this meeting. Special thanks to Alisa Insley (North Gower UC, North Gower), Mason Smith (Kitchissippi UC, Ottawa), Alex Price (Elgin UC, Elgin), Petra Heath (Wall St. UC, Cornwall), Lindsay Amour (Calvin UC, Pembroke) and Elizabeth Ducette and Arlie Mulligan (Stittsville UC, Stittsville) for leading worship, writing prayers/sermon and sharing gifts of song. After lunch we enjoyed the beautiful weather and walked by the water in Prescott. Upon returning to the church the group explored their ideas of God through a clay sculpture workshop. Thank you to Cathy Ryan, Kimberly Heath, Tiina Cote and Carolyn Insley for enabling youth to attend this event. **EOR Regional Meeting (February)** - Preparing the

UNITED YOUTH - Regional Meeting – February – I will be focussing on offering a Social Justice Workshop for Youth and Young Adults and a mental health break time for this meeting.

Campus Ministry

Open Table (Sept – June) - Lila Ibrahim has been leading the Open Table on the last Sunday of the month at St. Alban's Anglican Church, Ottawa. This Ecumenical young adult outreach program sees over 65 students share a meal and fellowship. The September meal was provided by St. Paul's- Eastern and Trinity United Church. Volunteers are always welcome and we encourage everyone to see this vital ministry in action.

Pause Tables (December & April) - Open Table Committee is still searching for a Community Development Coordinator for the Pause Tables at Carleton University. The Committee is working to ensure this ministry continues with the support of the Carleton University Spiritual Care Centre and Carleton Student Association however we are eager to have this position filled. Please see the attached Job Posting.

Trips

Niagara Youth Festival (Oct. 25-27th, 2019) - EOOR and the East Central Ontario Regional Council (ECORC) sent youth to the Niagara Youth Festival where they participated in workshops and worship throughout the weekend. Special thanks to Cathy Ryan from EOOR and Sharon Hull from ECORC for their leadership and participation.

Upcoming Events

Worshiplude (February 1st, 2020) - Worshiplude will take place the weekend of January 31st – February 2nd with youth and young adults from across Ontario and Quebec making the pilgrimage to Ottawa to enjoy Winterlude activities. The highlight of the weekend is our combined worship service at Rideau Park United Church on the Saturday. This year, worship will begin at 4pm, followed by dinner, then workshops and open spaces for youth to explore different themes. With 2020 as a RendezVous year some of our past participants will be unable to attend, however we are expecting 250 + participants. Please watch the website for further information and registration forms for bringing youth.

RendezVous 2020 - RendezVous takes place every three years throughout Canada. This year youth, young adults and youth leaders are invited to participate from August 11-14th in Calgary, Alberta. The cost is \$350 per participant. I will have more information starting in January and will be setting up a Cluster of interested EOOR youth leaders to discuss details and confirm participation and budget. Please watch the EOOR website for details.

National Meetings/ Workshops

Mental Health Youth Seminar – Tatamagouche Education Centre - Lauren King and Anna White hosted a Youth Mental Health Workshop with a focus on making safe spaces and creating community for youth to feel engaged and connected. A major focus of the program was enabling participants to see how we create barriers to programs through the words we choose and the way in which we design youth and young adult programs. I look forward to working with EOOR's youth and young adult leaders to share what I have learned and help build more inclusive spaces for our events and programs. I will be hosting a Zoom meeting in January to share my learnings. Please stay tuned.

YAYA Gathering – Tatamagouche, NS - The National YAYA staff gathered to share resources, worship and build bridges in our shared work throughout Canada. I enjoyed connecting with my national colleagues and I am excited for our future as a church overall. I left with the overwhelming message that the Spirit is working deeply in the area of Youth and Young Adults and I am excited to continue the work of our region.

Respectfully Submitted by Dana Ducette, November 20, 2019
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