

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, April 16, 2020 – 9:00 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
Linda Stronski	Member
Rev. Elaine Beattie	Member
Rev. Teresa Burnett-Cole	Member
Rev. Mary Royal-Duczek	Member
Rev. Stephane Vermette	Member
Jodi Fisher	Member
Cathy Ryan	Member
Anita Jansman	Corresponding Member - Communications and Administration Assistant (joined at 10 a.m.)
Rev. Brian Cornelius	Corresponding Member -Treasurer (joined at 10 a.m.)
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults
Jane Dawson	Corresponding Member - Minister supporting Communities of Faith, Clusters and Networks
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister
Rev. Rosemary Lambie	Executive Minister
Joel Miller	Program Assistant to Executive Minister, Recording Secretary

REGRETS/ABSENT

None were absent

Opening Devotions – Bronwen led opening devotions; referred to a newsletter written by Brian McLaren, who is described as a passionate advocate for a new kind of Christianity. His article talks about the ‘new normal’, and emphasising that we cannot return to the ‘old normal’. But, Brian notes in his article that there was more wrong with the old normal! He asks: How might we imagine the new normal? We are all connected, our survival depends on love, and Jesus knows this. In the new normal there could be enough for all. We cannot survive without caring for one another. Bronwen closed the time of devotion with a prayer.

Circle Time of Sharing – All were invited to share.

Minutes of March 5, 2020

2020-04-16_041 MOTION (L. Stronski/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of March 5, 2020. **Carried**

Sub-Executive Minutes of March 24, 2020

2020-03-24_001 MOTION (E.Beattie/J.Allen) that given the current health pandemic, the Eastern Ontario Outaouais Regional Council Executive approves the postponing of the Regional Council General Meeting, scheduled for May 1-2, 2020. The new dates will be Friday, October 16 and Saturday, October 17 to be held at the Nav Can Center, Cornwall. The Celebration of Ministry to be held at Knox-St. Paul's United Church, Cornwall on Saturday October 17, 2020

2020-04-16_042 MOTION (E. Beattie/D. Stiles) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of March 24, 2020. **Carried**

Sub-Executive Minutes of April 1, 2020

*2020-04-01-001 MOTION (T. Demirdjian-Petro/D. Stiles) That the Eastern Ontario Outaouais Regional Council Sub-Executive, in response to a request to advance the date of the Eastern Ontario Outaouais Regional Council Executive meeting, determine that, due to scheduling conflict during Holy Week, and that other information is still pending, the Executive meeting scheduled on April 16th will remain the effective date of said meeting, and the Sub-Executive request that Rosemary write a pastoral letter to be distributed throughout the Regional Council. **Carried***

2020-04-16_043 MOTION (D. Stiles/T. Demirdjian-Petro) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of April 1, 2020. **Carried**

Agenda

2020-04-16_044 MOTION (T. Burnett-Cole/J. Fisher) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as modified. **Carried**

New Business: Update in relation to disable people – Jodi Fisher

Correspondence

- a) March 18, 2020 Ted Brett re offer of purchase for Lyndhurst United Church (*for action-3a*)
- b) March 19, 2020 Cathy McVie, Chair of Council, Manotick United Church re letter of appreciation for releasing manse funds (*for information*)
- c) March 23, 1010 Bruce Jackson, lay rep for Lyndhurst United Church re sale (*for action 3a*)
- d) March 26, 2020 Rev. Laurie McKnight, re Governance Document for St Paul's-Eastern United in Ottawa (*for action – refer to Pastoral Relations to review*).
- e) March 31, 2020 Jodi Fisher, lay rep for MacKay United Church re support for communities of faith during the period of the COVID-19 pandemic (*action taken- April 1 Minutes*)
- f) March 31, 2020 Sue Smarkala re update on plans for Veterans Housing Fundraising being postponed to the Regional Meeting gathering (*for information*)
- g) April 2, 2020 Eric Hebert-Daly, Responsible for Ministries in French, copied on letter and pages of estimates sent to the Church Extension Committee re extensive repairs required at Église St Marc (*for information*)
- h) April 2, 2020 Bev Oag, Program Coordinator, Duty of Care and Incorporated Ministries, GCO re postponing the inspection of Golden Lake Camp for this year (*for information*)
- i) April 2, 2020 Debbie Roi, Carp-Dunrobin Pastoral Charge re use of manse funds because of COVID-19 challenges (*for action by Finance decisions*)
- j) April 3, 2020 Alison L. Jordan, Law Clerk, GCO re Remit 1 – Extension of Response Date to December 31, 2020 due to postponement of Regional Council meeting (*for information*)

-
- k) April 4, 2020 Rev. Jenny Stephens, Office of Vocation Coordinator and Team Lead copied on letter to Rev. William McDowell re investigation to be conducted and Rev. McDowell not being eligible to be appointed to a community of faith/pastoral charge. *(for information)*
 - l) April 6, 2020 Janet Tierney, Secretary of the Trustees of Bethany United Church, Ramsayville re instructions for submitting money following the completion of the sale *(for action – letter to be written after consulting with Finance)*
 - m) April 8, 2020 Rev. David Sherwin, Zion-Memorial United Church re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - n) April 8, 2020 Heather MacDonald, Treasurer, Glen Cairn United Church re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - o) April 8, 2020 Christine Kilburn, St Paul's United Church, Perth re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - p) April 9, 2020 Marilyn Joseph, Chair of Finance and Stewardship Committee, Queenswood United Church, Ottawa re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - q) April 9, 2020 Jim Standish, re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - r) April 9, 2020 David Charles, Chair of M&P Grace United Church Gananoque re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - s) April 12, 2020 Fay Kolpin, Board at Golden Lake Camp re support for decision making about summer camp in light of the COVID-19 pandemic *(for action – refer to YAYA)*
 - t) April 13, 2020 Dan Markovich, Trustee and Finance Chair, St. John's United Church, Brockville re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - u) April 14, 2020 St. Paul's-Dunrobin Pastoral Charge re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - v) April 14, 2020 Tim Smith, Chair of Council, Centertown United Church re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - w) April 15, 2020 Geoff McGuire, Treasurer and Chair of Trustees, St. Paul's Eastern United Church re request for process to get Regional Council permission for financial support due to COVID-19 *(for action by Finance decisions)*
 - x) April 15, 2020 Graham Campbell, Church Extension Committee re on-going relationship between CEC and the Property Leadership Team *(for information)*.
 - y) April 15, 2020 Rev. Teresa Burnett-Cole re decision of the General Council Executive on GS 49 *(for information and discussion – action by Pastoral Relations as required)*

Discussion: Remit 1, changing The Manual references/language to be more inclusive (see **appendix H**)

Business

Supporting and enhancing the ministry of Communities of Faith

1. **Finance: Order of the Day 10:00 a.m.** (see **appendix A**) – It was noted that Brian had not received all staff expense reports yet for the month of March. Schedule 10 outlines how the Funds held by EOORC are doing this year. The report includes the full transfer where there is an annual

budgeted transfer, and other transfers will be made when grants are approved. The investment income is only until the end of February. EOORC will have lost more money in our investments in March. It was noted that markets go up and down, but EOORC is not as dependent on the stock market given its investment strategy. There is a general interest in seeing how EOORC investments do in a "bad" year. It was noted that cash flow is a little more than \$160,000 in the bank. Expenses are a little less at moment; with less happening. There is a surplus as the EOORC is holding on to registration fees for Annual General Meeting.

a) Manse Funds Policy

2020-04-16_045 MOTION (J. Noordhof/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive no longer restrict manse funds under \$100,000, and that the use of principal amounts for all manse funds over \$100,000 continue to require approval by the Executive after a request and plan has been reviewed by the Finance Committee (*it is noted that Upper Valley Presbytery and Four Rivers Presbytery unrestricted all manse funds prior to reorganization and this motion does not overturn that decision*). **Carried** (*one opposed*)

*Note: It will be communicated that the Executive is taking into consideration further harmonizing this policy and further input is welcome from all constituencies.

Discussion: In the past, manse funds were invested and interest was used to offset housing allowance. This has changed. All restrictions were removed from manse funds by some of the Presbyteries, and proposal would be received. This has led to EOORC to consider the policy written above. This is an immediate response to some Communities of Faith during COVID-19.

There needs to be continue discussions in the future in regards to this policy, to harmonize the policy, and not creating two levels. It would be nice if proposal could come from Upper Valley Presbytery and Four Rivers Presbytery, demonstrating there is an understanding in reasoning for harmonization.

- b) 2020-04-16_046 MOTION** (J. Noordhof/E. Beattie) that the Eastern Ontario Outaouais Regional Council Executive agree to provide bridging loans to Community of Faith/Pastoral Charges to help with cash flow up to a total amount of \$150,000 from EOORC (with no individual loan exceeding \$10,000) and that delegated authority be given to Rosemary Lambie, Brian Cornelius, Jane deSnaijer, and Jodi Sinclair to review requests and approve loans, and once this 150,000 is expended, to forward further requests for loans to General Council. **Carried**

This will be communicated in the newsletter, prepared by the Finance Leadership Team. Deadline is the 20th. Brian will follow up with Anita and Rosemary to create something.

Discussion: The General Council will act as guarantor (through Eric Mathiesen) for any line of credit applied for to a bank by a Community of Faith. It has been suggested not to sell investments at the moment (and record a loss), and rather, apply for a line of credit. GIC are different and they could be accessed (maybe with a small penalty).

Discussion: There is also an ADP 10% wage subsidy but that is between Community of Faith, ADP and the General Council office.

Question: Is there an educational component for Communities of Faith to learn strategic planning for becoming financial sustainable in the future (i.e., re-educate on using PAR)? Answer: At the moment no, but as the pandemic is changing the landscape, a re-education on sustainability is emerging naturally, i.e. should something like this happen in the future, i.e., pandemic, could you survive without out subsidy.

2. *Governance*

- a) **2020-04-16_047 MOTION** (J. Fisher/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive grants sacramental privileges to Janet Nield (retired DM) effective immediately until June 30, 2021 and Catherine Gutjahr (soon to be retired DM) from July 1, 2020 – June 30, 2021. **Carried**

Discussion: Whit will communicate the above motion to Janet and Catherine.

- b) **GS 49 For Information** – “GS 49 Temporary Amendment Of Bylaws Re: Pastoral Relations” / Origin: General Secretary, General Council (see **appendix B**)

Discussion: interpretation of GS 49.

3. *Supporting Communities of Faith*

- a) Lyndhurst United Church

2020-04-16_048 MOTION (J. Noordhof/E. Beattie) that the Eastern Ontario Outaouais Regional Council Executive approves the sale of the Lyndhurst United Church, 403 Lyndhurst Rd. Lyndhurst ON K0E 1N0, legal description is Pt Lot 2 Concession 10 Lansdowne as in LR 147495, LR 147497, LR 175238 in the Twp. of Leeds and the Thousand Islands to Lloyd Longley for \$180,000.00

The Eastern Ontario Outaouais Regional Council Executive grants approval that the Trustees invest the proceeds, net of the selling costs and the 10% to be remitted to the United Church of Canada for the on-going support of Indigenous Ministry, in secure investments. The income generated by Investments to be used for operations of Seeley's Bay Pastoral Charge. The principal may be used only on the approval of the Executive of the Eastern Ontario Outaouais Regional Council of The United Church of Canada". **Carried** (*D. Stiles abstains*)

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

4. *Pastoral Relations*

- Pastoral Relations Minutes of March 10th 2020 (see **appendix C**)
- Pastoral Relations Minutes of April 14th 2020 (see **appendix D**)

- a) **2020-04-16_049 MOTION** (E. Beattie/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receives the Minutes and recommendations of the Pastoral Relations Commission from meeting of March 10 and April 14, 2020 for information. **Carried**

- b) **Draft Sacrament Policy for discussion** (see **appendix E**)

2020-04-16_050 MOTION (T. Burnett-Cole/J. Fisher) that the Eastern Ontario Outaouais Regional Council Executive receives the draft Sacrament Policy for discussion, and refers to the Executive Minister for further work. **Carried**

UCC 2019 Manual

C.2.8 Pastoral Relations

The regional council is responsible for co-operating with communities of faith in

- a) recruiting, choosing, calling, appointing, and covenanting with ministry personnel and communities of faith;*
- b) ending calls, appointments, and covenants with ministry personnel and other staff; and*
- c) appointing a regional council liaison officer to assist a community of faith in pastoral relations matters at designated times.*

For more information on the regional council liaison officer, see Pastoral Relations I.1.5.

C.2.9 Licence to Administer the Sacraments

The regional council is responsible for granting a licence to administer the sacraments to diaconal ministers, designated lay ministers, people who retired while serving as designated lay ministers, and sacrament elders, as set out in Pastoral Relations I.2.4.

- c) Phone Allowance – discussion pending more information

Recommendation to establish a minimum amount for phone allowance for ministry personnel to maintain some consistency across the Regional Council.

- 5. **Licensed Lay Worship Leaders** held a meeting, learning session that was scheduled in May has been rescheduled to the fall.

Supporting and nurturing Right Relations, Social and Ecological Justice

Supporting people in all seasons of life
--

6. Vision and Transformation – (see **appendix F**)

Moved/seconded (Charles Barrett/Debbie Poirier) that the Vision and Transformation Team recommend to the executive of the Eastern Ontario Outaouais Regional Council that Emmanuel United Church be granted \$5,000 to fund a congregational visioning of its identity, mission, programs and activities and to explore new ideas and possibilities for the future. Carried.

2020-04-16_051 MOTION (E. Beattie/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive agrees with the recommendation of the Vision and Transformation Team's recommendation that Emmanuel United Church be granted \$5,000 to fund a congregational visioning of its identity, mission, programs and activities and to explore new ideas and possibilities for the future. **Carried**

Moved/seconded (Cindy Casey /Bronwen Harman) that the Vision and Transformation Team recommend to the executive of the Eastern Ontario Outaouais Regional Council that the Central Ottawa Cluster Project be granted \$8,000 in September 2020 and \$8,000 in January 2021 project to

address the poverty and other social margin issues within Ottawa. A report on the progress in 2020 will be requested before the 2021 funds are released. Carried.

2020-04-16_052 MOTION (J. Fisher/L. Suddaby) that the Eastern Ontario Outaouais Regional Council Executive agrees with the recommendation of the Vision and Transformation Team's recommending that the Central Ottawa Cluster Project be granted \$8,000 in September 2020 and \$8,000 in January 2021 project to address the poverty and other social margin issues within Ottawa. A report on the progress in 2020 will be requested before the 2021 funds are released. **Carried** (*T. Burnett-Cole abstains*)

Discussion: Brian requested multi-year grants to be communicated to Finance team so that check dispersion of funds can happen efficiently.

Supporting and Building Communications
--

7. Communications – (see **appendix G**)

8. Nominations –

2020-04-16_053 MOTION (J. Fisher/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive approves the nomination of Don Reynolds to the Property and Finance Leadership Team. **Carried**

Discussion: Linda Suddaby is asked to recommend people from the former Seaway Valley Presbytery to potentially serve on the Property and Finance Leadership Team.

2020-04-16_054 MOTION (T. Burnett-Cole/L. Stronski) that the Eastern Ontario Outaouais Regional Council Executive approves the nomination of Vickie Sinzer to the Rideau Hill Camp Board. **Carried**

9. YAYA – Dana provided an oral report.

Discussion: Making recommendations to Camp Boards; all camps should be reporting, Virtual Camp Awesome happening?

10. Regional Council Meeting –

October 15-16 at the Nav Can Center & COM at Knox-St. Paul's, Cornwall

New Business –

1. A survey monkey application focused on answering 4 questions about the transition year(s) (Source?)
Jodi spoke to the following questions:

A) *One of the goals of the new structure was to separate the support of ministry personnel from the accreditation, oversight and discipline of ministry personnel. Has the new office of vocation been effective in meeting this objective?*

- B) *Another goal for the new structure was to save congregations money as they would be paying for 3 and not 4 courts of the church. In fact the dues congregations must now pay are in fact more than ever. Have you been given a clear understanding why?*
- C) *In the remit process, it was stated that regional councils would covenant with and provide advice, support, and services to communities of faith. What has been your experience in this respect?*
- D) *In the new the new financial model “assessments” pay for the governance of the church and the “mission and service fund” pays for the mission and ministry of the church. Has this new model influenced the mission and ministry of your community of faith?*

Discussion: It is valuable to reflect on these topics. Perhaps have a conversation at the October AGM meeting (in a healthy way); careful thought should be given to how to present and begin conversing about these topics.

Jodi will relay message that the questions have been received and discussion can continue in the future.

2. Assisted Device Plan Cancelled in Ontario – Be aware that this has happened.
3. DNR – People with disabilities are being asked to bring power of attorney to emergency rooms requesting ‘do not resuscitate’ orders. – This is an injustice.
4. Circulation of documents before Executive Meetings – Try to get documents out at least 48 hours ahead time.
5. Extension Board – Brian is following up to see if more funds are available to help support congregations during pandemic

Opening worship for next meeting – TBD

Closing Prayer – Rev. Rosemary Lambie closed the meeting in prayer.

Next meeting date Thursday, May 21, 9:00 – noon on zoom
 Thursday, June 11, 2020 9:00 – 12:00 on zoom

Adjournment

The Chair declared the meeting adjourned at 12:34 p.m.

Bronwen Harman,
President

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Finance Report	Pages 90-93
Appendix B	GS 49 Temporary Amendment Of Bylaws Re: Pastoral Relations / Origin: General Secretary, General Council	Pages 94-96
Appendix C	Pastoral Relations Minutes (March 10, 2020)	Pages 97-100
Appendix D	Pastoral Relations Minutes (April 14, 2020)	Pages 101-103
Appendix E	Draft Sacrament Policy	Pages 104-106
Appendix F	Vision and Transformation Leadership Team Report	Page 107
Appendix G	Communication Leadership Team Report	Page 108
Appendix H	Amendment to the Basis of Union's Article 10.0 on Ministry Personnel	Page 109

Appendix A

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2020 Financial Report to April 30

	Governance			Mission & Ministry			Total		
	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Income									
Grant - Assessments	325,000	102,750	325,000	0	0	0	325,000	102,750	325,000
Grant - Assessment (Executive Minister/Assistant	33,500	12,976	33,500	0	0	0	33,500	12,976	33,500
Grant - Mission & Service Fund	0	0	0	289,000	96,334	289,000	289,000	96,334	289,000
Grant - Special Funding	2,500	0	0	0	0	0	2,500	0	0
Donated Expenses	126	0	0	0	0	0	126	0	0
McKendry Fund	1,720	0	1,500	0	0	0	1,720	0	1,500
Mission & Service Fund Donations	0	0	0	1,302	0	0	1,302	0	0
Student Fund - Donation	20	0	0	0	0	0	20	0	0
Transfer Baillie/Scrivens Youth Salary/Program	0	0	0	19,000	20,400	20,400	19,000	20,400	20,400
Transfer Baillie/Scrivens Youth Salary/Program	0	0	0	10,400	1,500	20,400	10,400	1,500	20,400
Transfer EOOIRC Fund	6,720	18,000	18,000	10,080	18,000	18,000	16,800	36,000	36,000
Transfer Mission Strategy Grants	0	0	0	29,500	0	70,000	29,500	0	70,000
Youth Programming Revenue	0	0	0	1,705	715	0	1,705	0	0
Total Income	369,586	133,726	378,000	360,988	136,948	417,800	730,574	269,959	795,800

	Governance			Mission & Ministry			Total		
	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Expenses (net of Recoveries)									
Cluster, Leadership Teams, Networks (Schedule 1)	3,889	350	8,000	4,548	0	12,000	8,437	350	20,000
Candidate For Ministry Grants	2,700	0	2,700	0	0	0	2,700	0	2,700
Congregational Reviews & Support	0	0	10,000	0	0	0	0	0	10,000
Finance and Archives (Schedule 2)	20,796	7,671	30,620	0	0	0	20,796	7,671	30,620
Mission & Service Fund Donations	0	0	0	1,302	0	0	1,302	0	0
Mission Strategy Grants	0	0	0	29,500	0	70,000	29,500	0	70,000
Mission Support Grants (Schedule 3)	0	0	0	143,655	93,050	145,000	143,655	93,050	145,000
Office Costs (Schedule 4)	10,441	3,953	16,575	305	22	500	10,746	3,975	17,075
Partnership Ministries (Schedule 5)	0	0	2,500	2,600	1,000	5,850	2,600	1,000	8,350
Personnel (Schedule 6)	213,430	72,310	223,500	128,630	43,474	135,600	342,060	115,784	359,100
Regional Meetings (Schedule 7)	41,041	(14,428)	66,000	0	0	0	41,041	(14,428)	66,000
Technology and Communications (Schedule 8)	7,727	3,777	9,500	0	0	0	7,727	3,777	9,500
Youth Grants	0	0	0	10,400	1,500	20,400	10,400	1,500	20,400
Youth Programming (Schedule 9)	0	0	0	12,539	3,587	16,000	12,539	3,587	16,000
Total Expenses	300,023	73,632	369,395	333,480	142,633	405,350	633,502	216,265	774,745
Net income (deficit) from general operations	69,563	60,094	8,605	27,508	(5,685)	12,450	97,071	53,694	21,055

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2019 Financial Report and Proposed 2020 Budget, September 30, 2019

	Governance			Mission & Ministry			Total		
	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Schedule 1 - Clusters, Leadership Teams, Networks									
Camping Leadership Team	0	0	0	89	0	400	89	0	400
Chaplaincy Leadership Team	0	0	0	42	0	1,000	42	0	1,000
Contingency (allocations yet to be determined)	0	0	3,100	0	0	5,100	0	0	8,200
Finance Leadership Team	377	0	500	0	0	0	377	0	500
Justice, Global, and Ecumenical Relations	0	0	0	4,417	0	5,000	4,417	0	5,000
Lay Worship Leaders	886	0	3,000	0	0	0	886	0	3,000
Ministry Personnel Events	2,500	350	1,000	0	0	0	2,500	350	1,000
Pastoral Relations Leadership Team	126	0	400	0	0	0	126	0	400
Right Relations	0	0	0	0	0	500	0	0	500
Total	3,889	350	8,000	4,548	0	12,000	8,437	350	20,000

	Governance			Mission & Ministry			Total		
	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Schedule 2 - Finance and Archives									
Archives Honourarium	7,332	2,669	10,000	0	0	0	7,332	2,669	10,000
Archives Office and Travel Expenses	245	0	600	0	0	0	245	0	600
Archives Ontario Archives	5,752	1,511	11,000	0	0	0	5,752	1,511	11,000
Bank and Review Costs	504	168	1,500	0	0	0	504	168	1,500
Incorporated Ministries	500	167	750	0	0	0	500	167	750
Insurance	0	0	50	0	0	0	0	0	50
Treasurer Honourarium	6,000	3,060	6,120	0	0	0	6,000	3,060	6,120
Treasurer Office Expense	462	96	600	0	0	0	462	96	600
Total	20,796	7,671	30,620	0	0	0	20,796	7,671	30,620

	Governance			Mission & Ministry			Total		
	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Schedule 3 - Mission Support Grants									
Algonquin Chaplaincy	0	0	0	5,550	2,775	5,550	5,550	2,775	5,550
Awyn Community of Faith	0	0	0	5,700	2,040	4,080	5,700	2,040	4,080
Camp Laurien	0	0	0	15,920	20,000	20,000	15,920	20,000	20,000
Carlington Chaplaincy	0	0	0	6,360	3,500	7,000	6,360	3,500	7,000
Centre 507	0	0	0	27,875	15,335	30,670	27,875	15,335	30,670
Contingency	0	0	0	25,000	0	8,900	25,000	0	8,900
Golden Lake Camp	0	0	0	15,000	15,000	15,000	15,000	15,000	15,000
House of Lazarus	0	0	0	33,000	18,150	36,300	33,000	18,150	36,300
Ottawa West End Chaplaincy	0	0	0	2,250	1,250	2,500	2,250	1,250	2,500
Rideau Hill Camp	0	0	0	7,000	15,000	15,000	7,000	15,000	15,000

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2019 Financial Report and Proposed 2020 Budget, September 30, 2019

	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Total	0	0	0	143,655	93,050	145,000	148,655	93,050	145,000			
Schedule 4 - Office Costs												
Carleton Place												
Photocopier	0	0	1,500	0	0	0	0	0	1,500			
Postage	35	0	250	0	0	0	35	0	250			
Rent	4,800	2,400	4,800	0	0	0	4,800	2,400	4,800			
Supplies	520	205	1,500	0	0	0	520	205	1,500			
Home Offices	127	22	500	305	22	500	432	44	1,000			
Sundry (Transitional Costs)	456	0	500	0	0	0	456	0	500			
Summerville (16.6% of costs)	75	0	175	0	0	0	75	0	175			
Elevator	240	0	425	0	0	0	240	0	425			
Hydro	71	0	150	0	0	0	71	0	150			
Internet	0	0	350	0	0	0	0	0	350			
Photocopier	0	0	500	0	0	0	0	0	500			
Postage	3,978	1,326	4,000	0	0	0	3,978	1,326	4,000			
Rent	141	0	1,500	0	0	0	141	0	1,500			
Supplies	0	0	425	0	0	0	0	0	425			
Telephone	0	0	0	0	0	0	0	0	0			
Total	10,440	3,953	16,575	305	22	500	10,745	3,975	17,075			
Schedule 5 - Partnerships												
Affirm United	0	0	0	0	0	1,000	0	0	1,000			
Christian Council of Capital Region	0	0	0	250	0	250	250	0	250			
Grand River Book Stores	0	0	2,500	0	0	2,500	0	0	5,000			
Multi Faith Housing Initiative	0	0	0	100	0	100	100	0	100			
Spiritual Care in Secondary Schools	0	0	0	750	1,000	500	750	1,000	500			
Social Justice Network in Ontario	0	0	0	1,500	0	1,500	1,500	0	1,500			
Total	0	0	2,500	2,600	1,000	5,950	2,600	1,000	8,350			
Schedule 6 - Personnel												
Benefits (United Church & Government)	27,555	10,544	29,000	19,484	7,447	20,500	0	17,991	49,500			
Continuing Education	373	30	4,000	1,080	0	2,100	0	30	6,100			
Executive Minister/Assistant (16.6%)	34,896	12,976	33,500	0	0	0	0	12,976	33,500			
Meetings/Hospitality	3,196	678	5,000	902	0	1,500	0	678	6,500			
Salaries	137,301	47,153	141,000	101,709	35,463	104,000	0	87,616	245,000			

Telephones	1,513	262	2,000	1,491	203	2,500	0	465	4,500
Travel	8,597	666	9,000	3,964	362	5,000	0	1,028	14,000
Total	213,430	72,310	223,500	128,630	43,474	135,600	0	115,784	359,100

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2019 Financial Report and Proposed 2020 Budget, September 30, 2019

	Governance			Mission & Ministry			Total		
	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Schedule 7 - Regional Meetings									
Executive Meetings	2,298	0	3,000	0	0	0	2,298	0	3,000
Regional Meeting - February	270	5,576	7,500	0	0	0	270	5,576	7,500
Regional Meeting - May	31,805	(20,004)	45,000	0	0	0	31,805	(20,004)	45,000
Regional Meeting - October	5,282	0	7,500	0	0	0	5,282	0	7,500
Planning Committee	739	0	2,000	0	0	0	739	0	2,000
Staff Retreat	646	0	1,000	0	0	0	646	0	1,000
Total	41,041	(14,428)	66,000	0	0	0	41,041	(14,428)	66,000

	Governance			Mission & Ministry			Total		
	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget	2019 Actual	2020 Actual	2020 Budget
Schedule 8 - Technology and Communications									
IT Support GCO	4,719	1,573	5,000	0	0	0	4,719	1,573	5,000
Tele-Conferencing/Annual Contracts	327	408	1,000	0	0	0	327	408	1,000
Website	2,681	1,796	3,500	0	0	0	2,681	1,796	3,500
Total	7,727	3,777	9,500	0	0	0	7,727	3,777	9,500

	Governance			Mission & Ministry			Total		
	2019 Actual	2019 Budget	2020 Budget	2019 Actual	2019 Budget	2020 Budget	2019 Actual	2019 Budget	2020 Budget
Schedule 9 - Youth Programming									
Camp Awesome	0	0	0	7,361	213	2,500	7,361	213	2,500
Events	0	0	0	4,161	2,736	12,000	4,161	2,736	12,000
Supplies	0	0	0	1,018	639	1,500	1,018	639	1,500
Total	0	0	0	12,539	3,587	16,000	12,539	3,587	16,000

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

	EEOHC	James Baillie	Mckendry	Mrs. Strat	Schvens	Total
Opening Equity (market Value)	813,455	593,269	100,000	1,750,839	430,406	3,687,969
Deposits (Transfers from Conference/Presbytery)					41,800	0
Deposits (Sales from Properties)						41,800
Accounts Receivable						0
Transfer to Governance						(18,000)
Transfer for Grants						(1,500)

Appendix B

*Executive of the General Council,
April 15, 2020*

For Action

GS 49 TEMPORARY AMENDMENT OF BYLAWS RE: PASTORAL RELATIONS

Origin: General Secretary, General Council

1. What is the issue?

Communities of faith currently are prohibited from gathering in person during the COVID-19 pandemic. It is expected that this prohibition will remain in place for the foreseeable future.

Under pastoral relations policy set out in *The Manual* of the United Church, the community of faith is the body that is responsible for making the following decisions:

- (a) acting on the Search Committee's recommendation to call a member of the order of ministry or request that the regional council appoint a designated lay minister to the community of faith [I.1.2.1; I.1.7];
- (b) approving any new terms of a call or appointment [I.3.1.3; I.1.3.5.b]; and
- (c) requesting a change in pastoral relations to amend the terms of the call or appointment or to end the pastoral relationship [I.1.3.1.6].

Communities of faith make decisions relating to these matters at in-person meetings called for these purposes. While electronic meetings are permitted (teleconferencing, Zoom etc.), members and adherents of many communities of faith lack adequate capacity to conduct meetings that way.

2. Why is this issue important?

As the work of the church continues, all communities of faith need the ability to make timely decisions on pastoral relations matters.

Each community of faith has a governing body or equivalent. In pastoral charges, the governing body has many designated responsibilities under *The Manual* including "general responsibility for leadership in the care and oversight of the spiritual life and the interests of the congregation or pastoral charge." [B.7.4.12]

A governing body is typically small enough to meet via some electronic/virtual means and could therefore fulfil the responsibilities of the community of faith for making decisions on pastoral relations. Enabling governing bodies of communities of faith to do so requires an amendment to the pastoral relations policies set out in *The Manual*.

3. How might the General Council Sub-Executive respond to the issue?

The Executive of the General Council has responsibility for dealing with all emergency work of the General Council between meetings of the General Council [D.5.3]. It has authorized its Sub-Executive to deal with such matters that may arise prior to the next meeting of the Executive of the General Council.

*Executive of the General Council,
April 15, 2020*

For Action

The General Secretary recommends that:

The Sub-Executive of the General Council approve a temporary amendment to pastoral relations policies in *The Manual* to enable the governing body or equivalent of a community of faith to make urgent decisions on behalf of the community of faith with respect to initiating a call or appointment, revising the terms of a call or appointment, or ending of a call or appointment in circumstances where it is not practicable to follow those policies outlined in *The Manual*, on the following basis (underlined text for emphasis only, in order to note the significant central role of the regional councils):

- i) for the purposes of this motion, “urgent” means a critical situation that cannot be effectively dealt with under any other bylaw or policy of the United Church, as determined to the satisfaction of the regional council;
- ii) the governing body will consult with the community of faith in advance of making a pastoral relations decision to the extent reasonable and practicable in the circumstances to the satisfaction of the regional council;
- iii) when the governing body is making a pastoral relations decision, the ministry personnel will have the same right to notice of the virtual meeting and an opportunity to respond as provided in section I.3.1.6 of *The Manual*; in this instance, section B.5.4.2 shall be interpreted as nine days where it is not practicable to read during public worship on two Sundays;
- iv) when the governing body of a community of faith requests a change of pastoral relations, the regional council will ask the ministry personnel affected if they support the request. If the ministry personnel do not support the request, the requirement that the minister is given 90 days’ notice or salary and benefits in lieu of notice as provided in section I.3.1.6 will continue to apply, save for the following circumstances, where notice may be abridged or waived by the regional council upon recommendation of the governing body of the community of faith:
 - if the change to the terms and conditions of the call or appointment is the temporary layoff of the ministry personnel relating to the COVID-19 pandemic, and the governing body of the community of faith has:
 - a) declared its intention on behalf of the community of faith to recall the affected minister upon cessation of the COVID-19 pandemic; and
 - b) demonstrated to the satisfaction of regional council that it has exhausted all funding sources;
- v) all other requirements for making a pastoral relations decision, including minimum advance notice of the meeting and notice to the regional council, will apply to the extent possible, and with only such modifications as may be necessary in the circumstances as permitted by the regional council;

*Executive of the General Council,
April 15, 2020*

For Action

- vi) the regional council must ensure all of the requirements set out in this motion have been fulfilled to its satisfaction before it makes a decision on any pastoral relations matter;
- vii) except to the extent modified by this motion, the regional council continues to have the same role and decision-making authority on all pastoral relations matters; and
- viii) this change will be in effect until August 31, 2020, subject to earlier cancellation or extension by decision of the Executive or Sub-Executive of the General Council.

Appendix C

**A meeting of the Pastoral Relations Commission
was held via Zoom Conference call on Tuesday, March 10, 2020 at 1:00 p.m.**

PRESENT:

Ina Bromley, Wayne Harris, Erin McIntyre, Karen McLean, Whit Strong, Linda Suddaby (6)

REGRETS: Ed Gratton, Charlotte Hoy, Sharon MacDonald, Janet Nield (4)

CALL TO ORDER, OPENING PRAYER:

Chair Wayne called the meeting to order at 1:10 p.m. He thanked everyone for calling in and offered an opening prayer to begin the meeting.

QUICK CHECK-IN:

Members checked in with updates since the last meeting.

CORRESPONDENCE:

All correspondence will be dealt with under appropriate sections of the agenda.

ACCEPTANCE OF MINUTES OF FEB. 11, 2020

Motion 19/20-65 (I. Bromley/E. McIntyre) “that the minutes of the EOORC PR Commission for February 11, 2020 be approved as distributed.” **CARRIED**

PASTORAL REPORTS:

Wayne reviewed the Excel spreadsheet he had prepared and presented to the meeting in Glen Cairn in February regarding the status of ministers in the Region. He will review and update it and the larger Pastoral Charge spreadsheet on an ongoing basis with Whit Strong and Karen Valley. The Ministers' report (with some exclusions to preserve privacy) will be posted on the website and changed on a regular basis.

PULPIT SUPPLY: No updates since our last meeting

SABBATICALS:**1) Heather Froats (Brockville: St. John's P.C.)**

Motion 19/20-66 (E. McIntyre/ L. Suddaby) “that the EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Dr. Heather Froats (Brockville: St. John's Pastoral Charge) for the period from May 31, 2020 to September 27, 2020.” **CARRIED**

CHANGE IN PASTORAL RELATIONS: None

LIAISONS and PASTORAL CHARGE SUPERVISORS:**Pastoral Charge Supervisors and Liaisons required:**

- Rideau Park PC – Assessing future needs – Liaison required
- Dominion-Chalmers PC – Profile and Search – Liaison required
- Wesley, Pembroke PC – PC Supervisor and Liaison required. Ina reported she has spoken with 2 people from the upper end of the Region who have expressed interest in becoming liaisons. Whit will follow up.
- Spencerville – PC Supervisor required

Liaisons: None

Supervisors

Motion 19/20-67 (E. McIntyre/I. Bromley) “that the EOORC PR Commission, names the Rev. Paul Vavasour, EOORC member, as Pastoral Charge Supervisor to the St. John’s Pastoral Charge (Kemptonville) effective immediately.” **CARRIED**

Motion 19/20-68 (L. Suddaby/ E. McIntyre) “that the EOORC PR Commission, names the Rev. Ralph Taylor, EOORC member, as Pastoral Charge Supervisor to the St. John’s Pastoral Charge (Kemptonville) effective immediately.” **CARRIED**

Motion 19/20-69 (I. Bromley/ E. McIntyre) “that the EOORC PR Commission, names the Rev. Angela Bailey, EOORC member, as Pastoral Charge Supervisor to the Bell’s Corners Pastoral Charge effective March 15 – 21, 2020.” **CARRIED**

Motion 19/20-70 (E. McIntyre/ I. Bromley) “that the EOORC PR Commission, names the Rev. Stéphane Vermette, EOORC member, as Pastoral Charge Supervisor to the Kitchissippi Pastoral Charge effective May 1, 2020 to August, 2020.” **CARRIED**

Motion 19/20-71 (I. Bromley/ E. McIntyre) “that the EOORC PR Commission, names the Rev. Angela Bailey, EOORC member, as Pastoral Charge Supervisor to the Richmond Pastoral Charge effective February 28, 2020, to cover a restorative care leave.” **CARRIED**

Motion 19/20-72 (I. Bromley/ L. Suddaby) “that the EOORC PR Commission, names the Rev. Myra Garvin, EOORC member, as Pastoral Charge Supervisor to the Shanly Pastoral Charge effective March 10, 2020.” **CARRIED**

APPROVAL OF PROFILES:

Motion 19/20-73 (L. Suddaby/E. McIntyre) “that the EOORC PR Commission approves the Dominion-Chalmers Pastoral Charge profile for posting on ChurchHub.” **CARRIED**

Motion 19/20-74 (I. Bromley/L. Suddaby) “that the EOORC PR Commission approves the Emmanuel Pastoral Charge profile for posting on ChurchHub.” **CARRIED**

Motion 19/20-75 (E. McIntyre/L. Suddaby) “that the EOORC PR Commission approves the Shawville Pastoral Charge profile for posting on ChurchHub.” **CARRIED**

CALLS/APPOINTMENTS:

Motion 19/20-76 (I. Bromley/E. McIntyre) “that the EOORC PR Commission approves the call of the Rev. Laura Springate to the City View Pastoral Charge, 40 hours/week with a total annual remuneration of sixty-seven thousand six hundred and sixteen dollars (\$67,616), effective February 23, 2020.” **CARRIED**

Motion 19/20-77 (E. McIntyre/ I. Bromley) “that the EOORC PR Commission approves the appointment of the Rev. Georgina Fitzgerald (OM-R) to the Rideau Park Pastoral Charge, 10 hours/week as Retired Supply with a total annual remuneration of twenty thousand five hundred and fifty-six dollars and fifty cents (\$20,556.50), effective July 1, 2020 – December 31, 2020.” **CARRIED**

Motion 19/20-78 (I. Bromley/ E. McIntyre) “that the EOORC PR Commission approves the appointment of the

Deborah Poirier (DLM) to the Christ Church Pastoral Charge (Chesterville), 40 hours/week with a total annual remuneration of sixty-six thousand six hundred and ninety-two dollars (\$66,692), effective July 1, 2019 – June 30, 2021.”

CARRIED

DECLARATION OF VACANCIES:

Motion 19/20-79 (L. Suddaby/ E. McIntyre) “that the EOORC PR Commission declares a vacancy at the Emmanuel Pastoral Charge effective July 1, 2020.”

CARRIED

Motion 19/20-80 (E. McIntyre/ L. Suddaby) “that the EOORC PR Commission declares a vacancy at the Shawville Pastoral Charge effective April 1, 2020.”

CARRIED

Motion 19/20-81 (I. Bromley/ L. Suddaby) “that the EOORC PR Commission declares a vacancy at the Dominion-Chalmers Pastoral Charge effective April 1, 2020.”

CARRIED

FOLLOW-UPS FROM LIAISONS AND PC SUPERVISORS:

- Wayne and Linda updated the Commission on the Pastoral Charges with whom they are working. Sharing ministers with neighbouring charges has been part of several conversations.
- We now have a working relationship with the United Church of Christ in the U.S. Do we have access to an availability list for them? There may be some interest from ministers near some of our border communities. Whit will investigate.

OTHER BUSINESS:

Supervised Ministry Education Sites (SMEs)

A reminder to all Liaisons – if they think a Pastoral Charge may be suitable as a SME site, please bring it their attention. Handbooks are available to inform them of their responsibilities.

Workshops

Whit reported very few liaisons are registered for the upcoming workshops. Perhaps Saturday is not the best day – 12-13 are signed up so far. Whit will make copies of the handbook. There is also merit in presenting the workshop as a webinar.

Motion re Brother Liu and the Ottawa Chinese Church:

At a special Zoom meeting of the PRC on February 25, 2020, the following motion was made and carried:

MOTION 19/20-64 (E. Gratton/I. Bromley) “that the EOORC PR commission requests the Executive to approve an employment contract between Brother Liu and the Ottawa Chinese United Church effective March 5 – June 30, 2020 with the following conditions: that he have a United Church supervising mentor committed to meeting with him on a weekly basis, that he be allowed to perform all ministerial functions with the exception of the sacraments, and that, at the end of the appointment, should the Ottawa Chinese United Church request a further extension, he would be required to seek a more formal connection with the United Church through the Candidacy Board.”

Whit reported the motion had been taken to Executive and approved there as well.

Pastoral Relations Commission Policies that are part of PR work

The question was raised that since Pastoral Relations is a Commission, may it approve or set policies that affect the work of the Commission? Currently, the Regional Council must approve items such as

permission to administer the sacraments – does that mean the Executive or may they download that to other teams e.g. Pastoral Relations Commission.

Motion 19/20-82 (E. McIntyre/ L. Suddaby) “that the EOORC Executive consider approving the “License to Administer Sacraments Policy” and empower the Pastoral Relations Commission to implement it.”

CARRIED

Motion 19/20-83 (E. McIntyre/ I. Bromley) “that the PR Commission requests Executive to grant Janet Nield (DM-R) sacramental privileges effective January 1, 2020 – June 30, 2021.”

CARRIED

Motion 19/20-84 (E. McIntyre/ I. Bromley) “that the EOORC Executive consider approving the “Voluntary Associate Minister (VAM) Policy” and empower the Pastoral Relations Commission to implement it.”

CARRIED

NEXT MEETING: Next meeting April 14, 2020 1:00 – 2:30 p.m. via Zoom.

CLOSING: Erin offered a closing prayer. The business of the Commission being completed, Chair Wayne thanked everyone for attending and declared the meeting closed at 2:49 p.m.

Appendix D

A meeting of the Pastoral Relations Commission
was held via Zoom Conference call on Tuesday, April 14, 2020 at 1:00 p.m.

PRESENT:

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

REGRETS: None

CALL TO ORDER, OPENING PRAYER:

Chair Wayne called the meeting to order at 1:02 p.m. He thanked everyone for calling in and offered an opening prayer to begin the meeting.

QUICK CHECK-IN:

Members checked in with updates since the last meeting.

CORRESPONDENCE:

All correspondence will be dealt with under appropriate sections of the agenda.

ACCEPTANCE OF MINUTES OF MARCH 10, 2020

Motion 19/20-85 (L. Suddaby/ I. Bromley) “that the minutes of the EOORC PR Commission for March 10, 2020 be approved as distributed.”

CARRIED

PASTORAL REPORTS:

- Wayne reviewed the Excel spreadsheets regarding the status of ministers in the Region. There are a fairly large number of appointments that appear to be ending on June 30, 2020. Whit will contact all of these to determine who may be renewing and reminding them that the congregations must submit reappointment forms to ChurchHub.
- For Information: Susan DeHaan (DLM) at Chalk River: St. Andrew’s and Calvin (Pembroke) Pastoral Charges has transitioned to LTD as of April 13, 2020.

SABBATICALS:**2) For Information Only**

The following sabbaticals have been postponed until a later date due to the Covid-19 pandemic;

- Grant Dillenbeck, Stittsville P.C. - deferred to 2021.
- David Illman-White, Centretown P.C. – deferred to 2021.
- Heather Froats, St. John’s P.C., Brockville – deferred to 2021.
- Kimberly Heath, Wall St. P.C., Brockville will be taking her time over three years while she completed work on her doctorate.
- Mary Royal-Duczek, Almonte P.C. – deferred to 2021. However, the P.C. has granted her some time off. The P.C. has the finances to pay both Mary and an appointed minister.
- Lynda Harrison, Kemptonville: St. John’s P.C. – has cancelled her sabbatical as she has gone on medical leave.
- Jenni Leslie, Kitchissippi P.C. – deferred to 2021. Therefore, the appointments of P.C. Supervisor, Stéphanie Vermette and Liaison, Dianne Cardin are rescinded.

PULPIT SUPPLY: No updates since our last meeting

CHANGE IN PASTORAL RELATIONS: None

LIAISONS and PASTORAL CHARGE SUPERVISORS:**Pastoral Charge Supervisors and Liaisons required:**

As noted in the Pastoral report, there are very many appointments which are ending on June 30, 2020. Whit Strong will be checking to verify who have plans to renew. Pastoral Charge Supervisors and Liaisons will be needed for all whose appointments end on June 30th.

Liaisons:

Motion 19/20-86 (S. MacDonald/ E. Gratton) “that the EOORC PR Commission names Beth Sweetnam as Liaison to the Dominion-Chalmers Pastoral Charge effective immediately.” **CARRIED**

Motion 19/20-87 (J. Nield/ C. Hoy) “that the EOORC PR Commission names The Rev. Jim Kenney as Liaison to the Pembroke: Wesley Pastoral Charge for the duration of the Search process.” **CARRIED**

Supervisors: None at this time

APPROVAL OF PROFILES: None at this time

CALLS/APPOINTMENTS:

Motion 19/20-88 (I. Bromley/E. Gratton) “that the EOORC PR Commission approves the provisional call of Lorraine (Lorrie) Lowes, (Candidate Supply) to the Bells Corners Pastoral Charge, 30 hours/week with a total annual remuneration of forty-five thousand two hundred forty-five dollars and seventy-five cents (\$45,245.75), effective May 1, 2020, subject to commissioning in the fall.” **CARRIED**

For Information:

Eric Hebert-Daly (Candidate) is to be ordained at the October Regional Meeting and will be going to the General Council Office.

Motion 19/20-89 (E. McIntyre/ L. Suddaby) “that the EOORC PR Commission approves the appointment of the Rev. Heather Kinkaid (OM-R) to the Almonte Pastoral Charge, 24 hours/week as Retired Supply (RS) with a total prorated remuneration of thirty-eight thousand two hundred eleven dollars and sixty cents (\$38,211.60), effective April 6, 2020 – June 30, 2020.” **CARRIED**

DECLARATION OF VACANCIES: None at this time

FOLLOW-UPS FROM LIAISONS AND PC SUPERVISORS:

- Ed updated the Commission on the Pastoral Charges with whom he is working.
- Whit has been trying to contact the United Church of Christ in the U.S. Ministers near some of our border communities may be interested in seeking calls or appointments in some of our Congregations. He has heard nothing back yet but will continue to try to make contact.

OTHER BUSINESS:**Supervised Ministry Education Sites (SMEs)**

Whit has a student prepared to go to Melville-Eganville P.C. but they have to be a SME site. He will need the paperwork as soon as possible for this to proceed.

Policies Update:

The Executive has not had time to address either the Sacraments or VAM policies which were sent to the last meeting. Executive is scheduled to meet on Thursday, April 16th – hopefully, they will be on this month's agenda.

NEXT MEETING: Next meeting May 12, 2020 1:00 – 3:00 p.m. via Zoom.

CLOSING: Janet offered a closing prayer. The business of the Commission being completed, Chair Wayne thanked everyone for attending and declared the meeting closed at 1:47 p.m.

Appendix E

Licence To Administer Sacraments Policy
Pastoral Relations Commission
Eastern Ontario Outaouais Regional Council

*In company with the churches
of the Reformed and Methodist traditions,
we celebrate two sacraments as gifts of Christ:
baptism and holy communion.
In these sacraments the ordinary things of life
— water, bread, wine —
point beyond themselves to God and God's love,
teaching us to be alert
to the sacred in the midst of life.
- A Song of Faith*

Process for requesting licence

In instances where the governing body is responsible for requesting a licence to administer the sacraments:

- 1) The governing body of a community of faith discerns whether or not a licence to administer the sacraments is appropriate. This request must come from an official meeting of the governing body. The Pastoral Relations Commission (PR Commission) may initiate the conversation.
- 2) The governing body sends a letter or e-mail to the Pastoral Relations Commission which includes:
 - stating the request,
 - the type of ministry,
 - the date of the meeting of the governing body approving the request.

In instances where the request comes from the individual (eg: retirees):

- 1) The applicant sends a letter or e-mail to the Pastoral Relations Commission. The Human Resources Commission may initiate the conversation.

Licences by orders of ministry**Candidate Supply**

The Pastoral Relations Commission will grant a licence upon receiving a request from the governing body of the community of faith. The licence is for the length of the appointment within the bounds of the community of faith. A letter from the training institution/professor/ instructor/mentor noting the completion of a course of study on the sacraments is required. This prerequisite may be met through working with a mentor assigned by the Pastoral Relations Commission and working through the training found in the *Sacrament Elders Handbook*.

Designated Lay Minister

The Pastoral Relations Commission will grant a licence upon receiving a request from the governing body of the community of faith. The licence is for the length of the appointment within the bounds of the regional council.

Designated Lay Ministers While In Training

The Pastoral Relations Commission will grant a licence upon receiving a request from the governing body of the community of faith. The licence is for the length of the appointment within the bounds of the region. A letter from the training institution/professor/instructor/mentor noting the completion of a course of study on the sacraments is required. This prerequisite may also be met through working with a mentor assigned by the PR Commission and working through the training found in the *Sacrament Elders Handbook*.

Designated Lay Ministers Without an Appointment

The Manual does not grant the Regional Council permission to grant a licence to designated lay ministers without an appointment.

Lay Members Retired From Designated Lay Ministry

The Pastoral Relations Commission will grant a licence upon receiving a request from the retiree. The member needs to have been recognized by the region as a DLM at the time of their retirement. The licence is for five years within the bounds of the region. The member must show proof of an up to date police records check as per United Church policy and completion of the mandatory training required by ministry personnel. Please contact the Pastoral Relations Commission for more information.

Diaconal Ministers

The Pastoral Relations Commission must grant a licence to a diaconal minister in a call or appointment. The licence is for the duration of the call or appointment and will be granted upon receiving the call or appointment form. A letter from the governing body is not required.

Diaconal Supply

The Pastoral Relations Commission will grant a licence upon receiving the appointment form for the duration of the appointment.

Diaconal Minister Outside of a Pastoral Relationship

The Manual does not grant the Regional Council permission to grant a licence to diaconal ministers outside of a pastoral relationship.

Retired Diaconal Minister

The Pastoral Relations Commission will grant a licence upon receiving a letter from the retiree. The licence is without geographical limitations and is for five years, renewable. In order to carry out the functions of ministry the retiree must be a Volunteer Associate Minister with a congregation (*The Manual*, I.2.5.3) and must abide by the requirements set out in *The Manual: section I.2.5.4 "Requests—Previous Pastoral Relationships"* (See Appendix).

Ordained Minister

A licence is not required in order to preside over the sacraments. They must abide by the requirements set out in *The Manual: section I.2.5.4 "Requests—Previous Pastoral Relationships"* (See Appendix).

Ordained minister outside of a pastoral relationship

A licence is not required in order to preside over the sacraments. In order to carry out the functions of ministry the minister must be in a "formal association" with a community of faith as stipulated in *The Manual, section I.2.5.3* (See Appendix). Please contact the Pastoral Relations Commission for more information. The minister must also abide by the requirements set out in *The Manual: section I.2.5.4 "Requests—Previous Pastoral Relationships"* (See Appendix)

Retired Ordained Minister

A licence is not required in order to preside over the sacraments. In order to carry out the functions of ministry the retiree must be a Volunteer Associate Minister with a congregation (*The Manual*, I.2.5.3) and must abide by the requirements set out in *The Manual: section I.2.5.4 "Requests— Previous Pastoral Relationships"* (See Appendix).

Sacraments Elder

The requirements to name and licence a lay person as a sacraments elder can be found in the *Sacraments Elder Handbook*. The Pastoral Relations Commission will fulfill the roles of "presbytery" and "conference" as outlined

in the handbook. It is important that the community of faith approach the Pastoral Relations Commission at the beginning of the process to name a sacraments elder. The Pastoral Relations Commission requires that the mentor have a conversation with the governing body in order to form a deeper understanding of the role, responsibilities, and limitations of sacraments elders.

The handbook can be found at: https://www.united-church.ca/sites/default/files/handbook_sacraments-elders.pdf

Appendix

The Manual Sections

- 1) Theological Understandings Of The Sacraments: *The Manual, 2019*: Section 2.3.16, 2.4.10, 2.6 line 245-289
- 2) Regional Council's right to grant licences: *The Manual, 2019*: Section C.2.9
- 3) Who may be granted licences and terms of licence: *The Manual, 2019*: I.2.4.4 Terms of Licence

Note: Ministry personnel, whether active, between calls/appointments or retired, are required to file an annual police declaration and keep their mandatory training current in order to maintain their eligibility to perform the functions of ministry.

I.2.5.3 Functions of Ministry—Outside Pastoral Relationship

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

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

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

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

I.2.5.4 Request—Previous Pastoral Charge

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

- a) must refer the request to a member of the order of ministry who is currently serving under call or appointment to that community of faith; and b) may preside only with the approval of the community of faith's governing body.

Please note:

- 1) For retired ministry personnel the "formal association" will be through designation as a Voluntary Associate Minister (VAM).
- 2) For ministry personnel between calls the "formal association" will be through a process entitled VAM (Voluntary Associate Minister). Please contact the Pastoral Relations Commission for more information

Appendix F

Report of the Vision And Transformation Leadership Team
To The Eastern Ontario Outaouais Region
April 16, 2020

The Vision and Transformation Leadership Team met on April 7 to consider two applications for Mission Strategy Funding.

Application From Emmanuel United Church

Emmanuel United Church has requested \$5,000 to assist it in exploring its identity and to identify new ideas for the future. It will consider how to best use and strengthen its resources in order to become the congregation that it sees itself becoming as a Community of Faith, both within itself and in the neighbouring community. The application clearly sets out its objectives and a plan toward achieving them. It has set out clear milestones and a plan for evaluation of the outcomes.

The team agreed that this application fully met the requirements of an application for Mission Strategy funding.

Moved/seconded (Charles Barrett/Debbie Poirier) that the Vision and Transformation Team recommend to the executive of the Eastern Ontario Outaouais Region that Emmanuel United Church be granted \$5,000 to fund a congregational visioning of its identity, mission, programs and activities and to explore new ideas and possibilities for the future. *Carried.*

Application From Central Ottawa Cluster Project

This is a joint application from the Centretown, Dominion Chalmers, First, Glebe-St. James, Kitchissippi and St. Paul's Eastern United Church for funding support for a two-year project to address the poverty and other social margin issues within Ottawa. Specifically, it is proposing to identify specific needs in food security, supportive services, volunteer support, pastoral and spiritual care, spiritual care and renewal and evangelism. It is requesting \$8,000 in 2020 and \$8,000 in 2021.

The Team was particularly impressed by the fact that this was several Communities of Faith working together toward a common good.

Moved/seconded (Cindy Casey /Bronwen Harman) that the Vision and Transformation Team recommend to the executive of the Eastern Ontario Outaouais Region that the Central Ottawa Cluster Project be granted \$8,000 in September 2020 and \$8,000 in January 2021 project to address the poverty and other social margin issues within Ottawa. A report on the progress in 2020 will be requested before the 2021 funds are released. *Carried.*

In considering both of these applications, it is recognized that they were prepared pre-COVID19 so projected outcomes and timeframes could be changed.

Writing Grant Applications

Many persons seeking funding are not familiar with the potential source of funding, how to write an effective application and how to manage grant funding. The team is working on ways of familiarizing our Communities of Faith on this subject.

Appendix G

Eastern Ontario Outaouais Regional Council, United Church of Canada
Communications and Administrative Assistant Report to the Executive
April 16, 2020

1. 2020 Annual Meeting

Due to the COVID-19 crisis, the date for the Annual Meeting has moved from May 1-2 to October 16-17, 2020. Registrants have the option to leave their registration fees that they already paid for the May meeting for the October meeting, or request a refund. So far, almost 10 people have requested a refund. Last day to register for the meeting is September 14, 2020.

2. COVID-19 Response

Most of my work has been communicating information about the COVID-19 to the EOORC. I have been in contact with the Communications team at the GCO, and with the EOORC executive members and providing information on the EOORC website, newsletter, social media and via emails.

3. Other

EOORC Directory – I am still collecting data and have been reminding people to fill out the form on the web page.

Communications Committee – will meet next week.

Appendix H

Remit 1 – Amendment to the Basis of Union’s Article 10.0 on Ministry Personnel

Background:

The 43rd General Council 2019:

- (i) approved a change to Article 10.0 of the Basis of Union to be inclusive of persons of all gender identities; and
- (ii) authorized this Category 1 Remit to Regional Councils to test the will of the church with respect to this change.

The Question:

Does the Regional Council agree that:

- (a) the Order of Ministry be open to persons of all gender identities; and
- (b) the Basis of Union be amended to reflect this change as follows:

10.0 The Order of Ministry shall be open to persons of all gender identities.