

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, January 13, 2022 – 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

Rev. Takouhi Demirdjian-Petro	President
Bronwen Harman	Past-President
Sue Hutton, DLM Candidate	President-Elect
Jim Allen	Member
Rev. Teresa Burnett-Cole	Member
Rev. Cindy Casey	Member
Liz Church	Member
Rev. Lynne Gardiner	Member
Rev. Ryan Kim	Member
Rev. John Noordhof	Member
Caroline Ruda	Member
Catherine Ryan	Member
Linda Stronski	Member
Rev. Brian Cornelius	Corresponding Member – Treasurer for the Regional Council
Dana Ducette	Corresponding Member - Minister for Youth and Young Adults Faith, Clusters and Networks
Anita Jansman	Corresponding Member - Communications and Administration Assistant
Rev. Rosemary Lambie	Executive Minister, Full Member
Joel Miller	Program Assistant to Executive Minister, Recording Secretary
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister

REGRETS/ABSENT

(none)

Opening Devotions and Land acknowledgement – Rev. Takouhi Demirdjian-Petro shared a reflection to open this meeting. Takouhi extended thanks for heartfelt condolences expressed to her because of the loss of her sister, and also extended special thanks to Bronwen for chairing the General Meeting in November. Takouhi acknowledged the treaty lands and gave thanks for Indigenous Peoples, and their stewardship of the land for generations. Takouhi reminded us that The United Church is called to work towards reconciliation. Takouhi read the Gospel reading of John 2:1-11 (Jesus turning water into wine) and provided a reflection and gave thanks for God's abundance. Takouhi closed this time of opening devotion with a prayer.

Circle Time of Sharing – All were invited to share.

Appointment of an Equity Monitor for this Meeting

2022-01-13_001 MOTION (C. Ryan/C. Ruda) That the Eastern Ontario Outaouais Regional Council Executive appoint Rev. Lynne Gardiner as Equity Monitor for this meeting. **CARRIED**

MINUTES**a) October 28, 2021**

2022-01-13_002 MOTION (L Stronski/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of October 28, 2021 as circulated. **CARRIED**

b) Minutes of Email Poll ending November 18, 2021

2022-01-13_003 MOTION (T. Burnett-Cole/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of Email poll ending November 18, 2021 as circulated:

Vision and Transformation Motions

2021-11-18_001 MOTION (B. Harman/ J. Allen) that the Eastern Ontario Outaouais Regional Council Executive receives the recommendation of the Vision and Transformation Leadership Team and approves the following applications for funding:

- a) **First United Church, Ottawa** be granted \$15,000 in annual payments of \$5,000 over three years to attend to the spiritual care needs of street health and harm reduction workers in Ottawa. Payments for years two and three will be made upon the receipt of a report on progress made in the previous year.
- b) **First United Church, Ottawa** be granted \$18,000 in annual payments of \$6,000 over three years to fund a three-year contract position to animate and develop a sustainable intergenerational youth and children's ministry. Payments for years two and three will be made upon the receipt of a report on progress made in the previous year.
- c) **Elgin United Church, Elgin** be granted \$3,300 to create an environment that would allow for expanded childcare facilities and programming to serve local communities.
- d) **Christ United Church, Lyn** be granted \$5,000 to fund a six-month pastoral care ministry as the congregation deals with a decrease in pastoral care as a result of the retirement of its minister.
- e) **Music United** be granted up to \$4,500 to contract a bus to transport music leaders from EOORC congregation to the Music Matters gathering in Islington United Church, Etobicoke, in April 2022. If the number of interested participants is not sufficient to warrant a large bus, \$3,700 will be requested for a smaller bus.
- f) **Kanata Church, Kanata** be granted \$6,300 to undertake a full energy audit assessment of the church facility as well as provide a detailed plan and cost-benefit analysis to reduce its energy consumption.
- g) **Glebe-St. James United Church, Ottawa** be granted \$5,000 to provide a framework to address the structural barriers at Glebe-St. James that prevent members of the congregation and community from accessing programs in the building.
- h) **Ottawa Chinese United Church, Ottawa** be granted \$5,000 to assist in the funding of a youth pastor to focus on students of high schools and universities to assist them in adjusting to life in Canada. **CARRIED**

Selection Committee

2021-11-18_002 MOTION (S. Hutton/ C. Ruda) that the Eastern Ontario Outaouais Regional Council Executive approves the names of Rev. Cindy Casey, Norma McCord and Charles Barrett as the Selection Committee responsible to choosing the next staff person "Minister supporting Visioning with Communities of Faith, Clusters and Social Justice and Outreach Networks". (C. Casey abstains) **CARRIED**

Roebuck United Church

2021-11-18_003 MOTION (C. Ruda/ C. Ryan) that whereas the Roebuck United Church was given permission to sell the church property in 2020-03-05_032 MOTION (J. Fisher/C. Ryan), and having remitted the required 10% to the Indigenous Ministries, has continued to operate using the balance of the proceeds of the sale to support their ministry; Roebuck United Church requests to disband effective February 28, 2022.

Therefore, the Eastern Ontario Outaouais Regional Council Executive concurs with the request of Roebuck United Church, with the requirement that, prior to the date of disbanding,

1. A plan for the disbursement of all remaining funds is submitted to the Executive for approval in time for a transfer of funds to the receiving bodies,
2. All UCCan assessments are paid prior to the date of disbanding,
3. That the reporting as a charitable organization is up to date.
4. That the Roebuck United Church Treasurer is to affect the above transfers and then file the final return with the Canada Revenue Agency (CRA) prior to the effective date of disbanding, or as soon thereafter as is feasible. **CARRIED**

Bethany United Church

2021-11-18_004 MOTION (T. Burnett-Cole/C. Casey) that whereas the Bethany Pastoral Charge, (formerly Ramsayville United Church, formerly East Gloucester Presbyterian Church) was given permission to sell the church property in 2018, and have now distributed the proceeds of the sale as approved;

Therefore, all requirements having been fulfilled, the Eastern Ontario Outaouais Regional Council Executive concurs with the request of Bethany Pastoral Charge, (formerly Ramsayville United Church, formerly East Gloucester Presbyterian Church) to disband effective as of November 27, 2021. **CARRIED**

CARRIED

Agenda

2022-01-13_004 MOTION (B. Harman/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as circulated. **CARRIED**

Correspondence

- a) October 25, 2021 Greta MacWhirter, Brookdale United Church re expanding the cemetery (*for information*)
- b) October 29, 2021 Lynn Hutton, Roebuck United Church re desired to disband effective February 28, 2021 (*action taken with email poll November 18, 2021*)
- c) November 11, 2021 2021 Rose Marie MacLennan, Trustee, Chair of Property Development Committee, Council Chair Queenswood Pastoral Charge re final plans with UPRC (*questions for clarification of policies*)
- d) November 19, 2021* Kitchissippi United Church re lack of leadership in pandemic (*for discussion with 3l*)
- e) November 23, 2021 Jordan King Scorgie, Tanya L. Carlton, Law Firm working on sale of Kenmore UC (*seeking information*)
- f) November 24, 2021 Rev John H. Noordhof re response to Newsletter with Recommendations during the pandemic (*for discussion 3l*)
- g) November 24, 2021 Steve McCulloch, Chair, Board of Directors Camp Lau-Ren re naming Rev. Richard Hollingsworth as our Camp Lau-Ren Board Member Regional Rep to attend meetings for a 3-year term, January 2022 to December 2024. (*for action 11d*)
- h) November 24, 2021 Geoff McGuire, Chair, Board of Trustees St. Paul's-Eastern United Church re finalizing finances for wrap-up (*referred to Erik Matheson, GCO*)
- i) November 25, 2021 *Athens United Church re concern about rising cost of insurance
* *It was suggested that the Executive actively consider ways to support reducing the costs of Insurance for Communities of Faith*
- j) November 29, 2021* Dr. Robert Lisk, Chair of Board at Zion Memorial United Church, Pembroke re copies of documents provided to reviewer Rev. Dexter van Dyke (*for information*)
- k) December 4, 2021 Greta MacWhirter, Brookdale United Church re expanding the cemetery (*further information*)

- l) December 13, 2021 Rose Marie MacLennan, Trustee, Chair of Property Development Committee, Council Chair Queenswood Pastoral Charge re final plans with UPRC (*for action 3a*)
- m) December 13, 2021 Jordan King Scorgie, Tanya L. Carlton, Law Firm working on sale of Kenmore UC (*seeking further information, getting Archival assistance*)
- n) December 13, 2021 Rev. Lynn Gardner re comments on meeting evaluation (*for discussion 13*)
- o) December 14, 2021 Rev. David Sherwin, YAYA committee re position description for Camp Awesome Director (*for action 11a*)
- p) December 22, 2021 Me Nicolas Vinette, Lawyer re sale of St. Andrew's Bryson (*for information*) Also on December 23rd and January 6, 2022* indicates that items were sent by snail mail to the office in Carleton Place and only forwarded on December 8, 2021
- q) January 12, 2022, Trustees of Roebuck United Church re Distribution of Sale of property (*for information*)

Business

Supporting and enhancing the ministry of Communities of Faith

1. Governance – Report of Task group re Sale of Properties that are disbanding

- Brian Cornelius provided some background information regarding the composition of the Task Group, the work that was undertaken (reviewed policies of RC across the country), and the process for arriving at making a recommendation regarding sale of property for congregations that are disbanding. Brian highlighted the changes being proposed; see below Finance d);

2. Finance

- See current 2021 Financial Report as **appendix A**.
- See proposed agreement regarding making investments on behalf of congregations as **appendix B**.

Brian Cornelius, Regional Council Treasurer, provided the following report:

- The Regional Council has a surplus as anticipated because of a higher transfer from General Council. There is a surplus for Mission and Ministry the Regional Council has received that \$5000 further deposits from the government of Canada.
- \$2700 funding for education for student ministers has existed in 2019-20-21, and has not been used and remains on the balance sheet (funds must be used for students). There is a committee to disburse the funds but applications have not been received. Communication needs to be circulated more widely. It was noted that the UCW also has a bursary fund and has not been able to connect with students either. Cindy Casey will create a letter to communicate the potential to receive this funding and have it circulated. Cindy will report back at progress at next meeting.
- The Finance Committee recommends that the Executive adopt a motion based on its willingness to invest on behalf of congregations, and has attached a proposed agreement.
- The Finance Committee has offered unqualified support for the recommendation from the Task Group reviewing the policy on use of funds at the time of disbandment. If a motion is adopted, the Finance Committee recommends that 150,000 from unrestricted funds be allocated for the establishment of the Mission and Ministry Legacy Fund.
- The Finance Committee is putting into place a process for the Review of the 2021 Financial Statements as well as ensure that coverage will exist when Brian is on sabbatical from the middle of April until the end of July

- a) **2022-01-13_005 MOTION** (S. Hutton/L. Church) that the Eastern Ontario Outaouais Regional Council Executive receives the current 2021 Financial Report for information. **CARRIED**
- b) **2022-01-13_006 MOTION** (C. Casey/J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Finance Leadership Team that the Eastern Ontario Outaouais Regional Council provide an investment vehicle for Communities of Faith to hold in-trust investment through the consolidated investment fund of the Regional Council in accordance with the principles in the attached agreement, and that these investments be overseen by the Treasurer and the Finance Team. **CARRIED**

Discussion: 13%, 9%, and 15% returns in past three (3) years. This is modeled after Pacific Mountain Regional Council and with consultation of CFO Erik Mathieson.

- c) **2022-01-13_007 MOTION** (S. Hutton/C. Ruda) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Finance Leadership Team that the funds invested for Campbell's Bay and Thurso be the first deposits from Community of Faith. The motion is one where we move and second the transfer of funds from GIC investments to the Fiera Capital Fund investments. **CARRIED**
- d) **2022-01-13_008 MOTION** (B. Harman/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive accepts the work of the Task Group, affirmed by the Finance Leadership Team for the **Policy regarding Sale of Properties that are disbanding**. **CARRIED**

Discussion: To include an asterisk at the first appearance of Community of Faith and direct to its definition *The Manual* 5.1-5.7

It was agreed that a communication of the new policy (which is actively immediately) would be sent out and would include a preamble (provided by Brian Cornelius) to explain the change.

*For Information: There is no change to the present EOORC policy on sale of properties when a *community of faith is not disbanding.*

Disposition of Cash and Property Assets when a Community of Faith Disbands

When a Community of Faith is disbanding, the disposition of all net assets (cash, and property) will be disbursed as follows:

- 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- 10% be remitted to the United Church of Canada Mission and Service Legacy Fund for the on-going support of the ministry of the United Church
- 10% be remitted to the Eastern Ontario Outaouais Regional Council Transformation and Vision Fund.
- 50% be remitted to the Eastern Ontario Outaouais Regional Council Mission and Ministry Legacy Fund (see terms of Reference below). The Regional Council will entertain some of this amount being directed to geographically neighboring Communities of Faith for long-term investing or for a specified purpose. This designation requires a specified plan that is reviewed and recommended by the Finance Committee and approved by the Executive.
- 20% be remitted to mission activities that the Community of Faith has a historical financial commitment and/or congregational voluntary value, and a maximum of half this amount is eligible for organizations not associated with the United Church of Canada.

Please note that with the exception of the 10% for Indigenous Ministry, the Regional Council will consider the establishment of a legacy fund in the name of the Community of Faith where the interest can be used for a specified purpose and where the funds are held within the investment portfolio of Eastern Ontario Outaouais Regional Council. This designation requires a specified plan that is reviewed and recommended by the Finance Committee and approved by the Executive.

Terms of Reference for the Mission and Ministry Legacy Fund of the Eastern Ontario Outaouais Regional Council.

The Fund generates annual income to support the Mission and Ministry budget of the Regional Council with a stipulation that 50% of the income is designated for Mission Support ministries.

Disposition of Property Assets when a Communities of Faith/Pastoral Charge sells Real Property

If a Community of faith is selling property (i.e. manse, surplus building, land), the proceeds from the sale shall be disbursed as follows.

- 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- 90% to be retained by the Community of Faith/Pastoral Charge with proceeds greater than \$100,000 to be invested in order to yield an annual income. Exceptions for the expenditure of the principle may be approved after review and recommendation by the Finance Committee to the Executive of the Regional Council

* Communities of Faith as outlined in *The Manual* 5.1-5.7

- e) **2022-01-13_009 MOTION** (C. Ryan/T. Burnett-Cole) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Finance Leadership Team that \$ 150,000.00 from unrestricted funds be allocated for the establishment of the Mission and Ministry Legacy Fund. **CARRIED**

3. Supporting Communities of Faith –

a) **Queenwood United Church**

2022-01-13_010 MOTION (C. Ruda/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive concurs with the request of Queenswood United Church in Orleans to contribute the property to a new Limited Partnership, the limited partners of which will be the Congregation Trust, whose initial beneficiary will be the Congregation, the UC Trust, whose beneficiary will be the UCC, and the General Partner, a wholly-owned subsidiary of UPRC. UPRC has provided this partnership structure so as to address the need for maintaining charitable status, and addressing overall tax requirements. Queenwood will become a mission of the UCC in the provision of affordable housing, financial sustainability for the community of faith and development of missional work within the local community. Objectives include a continued access to Chapel space for worship and faith community activities and dedicated space for a community garden.

In partnership with United Property Resource Corporation, the proposed property development will positively impact those who require more affordable rental housing than the market rate (30 % of units), as well as offer market rate rental housing (70% of units) to those who are searching for rental housing, of which there is very little in Orleans. **CARRIED**

- b) St. Paul's Richmond United Church: pending
- c) Zion-Evangelical United Church, Pembroke: pending

- d) Iroquois United Church: pending (cemetery)
- e) Pendleton United Church: process delayed because of pandemic
- f) Hawthorne United Church – UPRC
- g) St. Paul's–Eastern United Church: UPRC
- h) Thurso United Church: pending
- i) St. Andrew's, Bryson (Campbell's Bay Pastoral Charge): title being clarified
- j) Grace-St. Andrew's United Church Arnprior: UPRC
- k) St Paul's United Church (Kenmore): title search in process
- l) **Churches** following UCC, provincial and local guidelines through COVID: It was suggested that only current information be posted (the older information and letter will be removed immediately).

A new letter will be communicated throughout the Regional Council:

1. It was suggested that the notice which was circulated by the General Council office last year in regards to annual meetings, which remains in effect for this year, be recirculated.
2. It was also suggested that any other information that goes beyond health and what the local health unit can provide be included (i.e. using N95 masks not homemade masks when attending church, best practices surrounding communion and baptisms).
3. It was also suggested that a theological narrative be given at the same time; reinforcing a sense of community, solidarity and kindness when communicating with each other.
4. It was suggested that local health units be consulted for all guidelines regarding how to respond to COVID.

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

4. Pastoral Relations

- See Pastoral Relations Commission minutes from meeting of November 9, 2021 as **appendix C**.
 - See new governance model for Williamstown Pastoral Charge as **appendix D**.
- a) **2022-01-13_011 MOTION** (B. Harman/L. Gardiner) that the Eastern Ontario Outaouais Regional Council Executive receives the Minutes and recommendations of the Pastoral Relations Commission from meeting of November 9, 2021 for information. **CARRIED**
 - b) **2022-01-13_012 MOTION** (J. Allen/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Pastoral Relations Commission on December 14, 2021 to approve the new governance model for Williamstown Pastoral Charge. **CARRIED**

Discussion: It was suggested that the Terms of Reference of Pastoral Relations Commission be updated to denote the boundaries of decision-making powers.

5. **Licensed Lay Worship Leaders** – There will be new people to license in the spring. Please remind folks that taking the course is only a step in becoming a LLWL, interviews with the LLWL Team still need to take place. The newsletter is the best source for receiving new information.

Supporting and nurturing Right Relations, Social and Ecological Justice

6. **Social Justice and Networks** –
2022-01-13_013 MOTION (C. Casey/L. Gardiner) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Search and Select Committee to welcome Reverend Peter Bartlett as the new Minister supporting Visioning with Communities of Faith, Clusters and Social Justice and Outreach Networks beginning February 1, 2022. **CARRIED**

Supporting people in all seasons of life

7. **Vision and Transformation** – Workshops are being planned.
8. **Stewardship** – Team is meeting next Wednesday. There is a new member to add to the team.
9. **Affirm** – Team is meeting next week; a learning session will happen soon. Affirm is preparing a short worship for February meeting.

Supporting and Building Communications

10. **Communications** – Nothing to report at this time.
11. **YAYA** –
- See YAYA Report as **appendix E**.
 - See (Draft) 2021_12_01 Camp Awesome Director Position Description as **appendix F**.
 - See YAYA Minister Position Description Revised as **appendix G**
- a) **2022-01-13_014 MOTION** (C. Casey/L. Gardiner) that the Eastern Ontario Outaouais Regional Council Executive approves the position description for the Camp Awesome Director and authorizes an immediate search to begin. **CARRIED**
- It was asked that the hours be explained more specifically (more work in summer than in winter). Breakdown hours monthly.
- b) **2022-01-13_015 MOTION** (S. Hutton/L. Church) that the Eastern Ontario Outaouais Regional Council Executive concurs with the Search and Selection Team for the new Camp Awesome Director to be comprised of Rebekah Dillman, Cathy Ryan, Steve Clifton, Raven Miller, Dana Ducette and Rosemary Lambie. **CARRIED**
- c) **2022-01-13_016 MOTION** (T. Burnett-Cole/L. Gardiner) that the Eastern Ontario Outaouais Regional Council Executive approves the revised position description for the Youth and Young Adult YAYA Minister. **CARRIED**
- d) **2022-01-13_017 MOTION** (S. Hutton/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive approves Rev. Richard Hollingsworth as Camp Lau-Ren Board Member Regional Rep to attend meetings for a 3-year term, January 2022 to December 2024. **CARRIED**

12. Nominations – Nominations is meeting next week. It was noted that updates to the list on the website are kept as current as possible as this is a living document.

13. Regional Council Meetings – Addressing abuse in anonymous evaluations

The Communication Team will prepare a document addressing the issue, including Holy Manners, in response to harassment felt by anonymous evaluations. It was also suggested that evaluations no longer be done anonymously.

Proposed dates for upcoming events

- Listening Day Saturday February 26th 9 AM to noon
- Celebration of Ministry hopefully Saturday April 9th (Glen Cairn United Church)
- Regional Council gathering – hold Fri May 27th and Sat 28th

New Business

Opening worship for next meeting – Rev. Lynne Gardiner

Equity Monitor Report – We need to be more respectful of time (as we are overtime).

Motion to adjourn

2022-01-13_019 MOTION (L. Gardiner) that the Eastern Ontario Outaouais Regional Council Executive adjourn this meeting at 12:30 PM. **CARRIED**

Closing Prayer – Liz Church led in closing prayer * Sue Hutton agreed to lead the closing prayer at next meeting.

Next meeting date Thursday, February 10, 2022 9:00 – noon on zoom
 Thursday, March 10, 2022 9:00 – noon on zoom
 Thursday, April 28, 2022 9:00 – noon on zoom

Rev. Takouhi Demirdjian-Petro,
President

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Current 2021 Financial Report	Pages 10-14
Appendix B	Agreement regarding making investments on behalf of congregations	Pages 15-17
Appendix C	(Approved) Pastoral Relations Commission minutes from meeting of November 9, 2021	Pages 18-21
Appendix D	New governance model for Williamstown Pastoral Charge	Pages 22-25
Appendix E	YAYA Report	Page 26
Appendix F	(Draft) 2021_12_01 Camp Awesome Director Position Description	Pages 27-28
Appendix G	YAYA Minister Position Description	Pages 29-30

Appendix A

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2021 Financial Report

Income	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
Grant - Assessments	334,375	325,000	325,000	0	0	0	325,000	0	325,000
Grant - Assessment (Executive Minister /Assistant	33,500	33,500	33,500	0	0	0	33,500	0	33,500
Grant - Mission & Service Fund	0	0	0	240,000	289,000	240,000	0	240,000	240,000
Grant - Special Funding	0	0	0	0	0	0	0	0	0
Donated Expenses	0	0	0	2,000	0	0	0	0	0
Interest & Mckendry Fund	268	1,688	1,000	0	0	0	250	0	250
Mission & Service Fund Donations	0	0	0	0	0	0	0	0	0
Student Fund - Donation	0	0	0	0	0	0	0	0	0
Transfer Baillee/Screenis Youth Salary/Program	0	0	0	21,800	20,400	21,800	0	24,200	24,200
Transfer Baillee/Screenis Grants	0	0	0	23,682	6,800	21,800	0	24,200	24,200
Transfer EOOARC Fund	18,500	18,000	18,500	18,500	18,000	18,500	20,400	20,400	40,800
Transfer Mission Strategy/Grants	0	0	0	81,595	24,000	82,000	0	91,500	91,500
Camp Awesome Project	0	0	0	0	0	0	0	37,000	37,000
Youth Programming Revenue	0	0	0	0	815	0	0	0	0
Total Income	386,643	378,188	378,000	387,577	359,015	384,100	379,150	437,300	816,450

Expenses (net of Recoveries)	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
Clusters, Leadership Teams, Networks (Schedule 1)	951	546	8,000	4,477	0	10,000	7,900	9,600	17,500
Candidate for Ministry and RCCO Training Grants	2,700	2,700	2,700	0	0	0	2,700	0	2,700
Congregational Reviews & Support	984	12,488	10,000	0	0	0	10,000	0	10,000
Finance and Archives (Schedule 2)	22,987	21,920	27,900	0	0	0	28,880	0	28,880
Mission & Service Fund Donations	0	0	0	0	0	0	0	0	0
Mission Support Grants (Schedule 3)	0	0	0	135,520	136,100	136,100	0	135,320	135,320
Office Costs (Schedule 4)	11,917	10,481	14,000	390	1,215	1,000	15,350	1,500	16,850
Partnership Ministries (Schedule 5)	2,500	2,500	2,500	6,350	3,850	6,350	2,500	6,350	8,850
Personnel (Schedule 6)	204,763	212,915	232,250	116,852	129,464	141,600	243,200	149,150	392,350
Regional Meetings (Schedule 7)	2,208	7,957	64,000	0	0	0	63,000	0	63,000
Technology and Communications (Schedule 8)	6,575	6,840	9,500	0	0	0	8,500	0	8,500
Vision and Transformation Grants	0	0	0	81,595	24,000	82,000	0	91,500	91,500
Youth Grants	0	0	0	23,682	6,800	21,800	0	24,200	24,200
Camp Awesome Project	0	0	0	0	0	0	0	37,000	37,000
Youth Programming (Schedule 9)	0	0	0	23,929	8,730	15,000	0	17,000	17,000
Total Expenses	255,535	278,342	370,850	392,794	310,159	413,850	382,030	471,620	853,650
Net Income (deficit) from general operations	131,108	99,846	7,150	(5,217)	48,856	(29,750)	(2,880)	(34,320)	(37,200)

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2021 Financial Report

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Mission & Ministry	Total
Schedule 1 - Clusters, Leadership Teams, Networks									
Camping Leadership Team	0	0	0	2,025	0	0	100	0	100
Chaplaincy Leadership Team	0	0	0	0	0	1,000	0	1,000	1,000
Contingency (allocations yet to be determined)	0	0	3,100	0	0	3,100	3,000	3,000	6,000
Finance Leadership Team	126	0	500	0	0	500	500	0	500
Justice, Global, and Ecumenical Relations	0	0	0	1,403	0	5,000	0	5,000	5,000
Lay Worship Leaders	0	0	3,000	0	0	0	3,000	0	3,000
Ministry Personnel Events	825	0	350	1,000	0	0	1,000	0	1,000
Pastoral Relations Leadership Team	0	196	400	0	0	0	400	0	400
Right Relations	0	0	0	1,048	0	500	0	500	500
Total	951	546	8,000	4,477	0	9,700	7,900	9,600	17,500

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Mission & Ministry	Total
Schedule 2 - Finance and Archives									
Archives Honourarium	8,037	8,008	9,000	0	0	0	9,000	0	9,000
Archives Office and Travel Expenses	442	0	500	0	0	0	750	0	750
Archives Ontario Archives	6,206	6,046	10,000	0	0	0	10,000	0	10,000
Bank and Review Costs	1,108	170	600	0	0	0	1,250	0	1,250
Incorporated Ministries	500	500	750	0	0	0	750	0	750
Insurance	0	732	400	0	0	0	400	0	400
Treasurer Honourarium	6,250	6,120	6,250	0	0	0	6,330	0	6,330
Treasurer Office Expense	444	345	400	0	0	0	400	0	400
Total	22,987	21,920	27,900	0	0	0	28,880	0	28,880

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Mission & Ministry	Total
Schedule 3 - Mission Support Grants									
Algonquin Chaplaincy	0	0	0	5,550	5,550	5,550	0	5,550	5,550
Alwyn Community of Faith	0	0	0	3,500	4,080	4,080	0	3,500	3,500
Camp Laurien	0	0	0	20,000	20,000	20,000	0	20,000	20,000
Carlington Chaplaincy	0	0	0	7,000	7,000	7,000	0	7,000	7,000
Centre 507	0	0	0	30,670	30,670	30,670	0	30,670	30,670
Contingency	0	0	0	0	0	0	0	0	0
Golden Lake Camp	0	0	0	15,000	15,000	15,000	0	15,000	15,000
House of Lazarus	0	0	0	36,300	36,300	36,300	0	36,300	36,300
Ottawa West End Chaplaincy	0	0	0	2,500	2,500	2,500	0	2,500	2,500
Rideau Hill Camp	0	0	0	15,000	15,000	15,000	0	15,000	15,000
Total	0	0	0	135,520	136,100	136,100	0	135,520	135,520

Eastern Ontario Outaouais Regional Council of The United Church of Canada
2021 Financial Report

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Mission & Ministry	Total
Schedule 4 - Office Costs									
Carleton Place									
Photocopier	0	0	1,500	0	0	0	750	0	750
Postage	11	0	250	0	0	0	250	0	250
Rent	5,200	4,800	5,200	0	0	0	5,200	0	5,200
Supplies	342	339	1,500	0	0	0	1,000	0	1,000
Home Offices	242	366	500	390	1,217	1,000	750	1,500	2,250
Sundry (Transitional Costs)	890	295	500	0	0	0	500	0	500
Summerlea (16.6% of cost)									
Elevator	228	64	175	0	0	0	150	0	150
Hydro	335	230	425	0	0	0	550	0	550
Internet	77	39	150	0	0	0	100	0	100
Photocopier	0	0	350	0	0	0	350	0	350
Postage	0	0	500	0	0	0	500	0	500
Rent	4,450	4,206	4,400	0	0	0	4,500	0	4,500
Supplies	142	143	1,500	0	0	0	750	0	750
Telephone	0	0	425	0	0	0	0	0	0
Total	11,917	10,481	17,375	390	1,217	1,000	15,350	1,500	16,850

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Mission & Ministry	Total
Schedule 5 - Partnerships									
Affirm United	0	0	0	0	0	0	1,000	0	1,000
Christian Council of Capital Region	0	0	0	250	250	250	0	250	250
Grand River Book Stores	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	5,000
Multi Faith Housing Initiative	0	0	0	100	100	100	0	100	100
Spiritual Care in Secondary Schools	0	0	0	1,000	1,000	1,000	0	1,000	1,000
Social Justice Network in Ontario	0	0	0	2,500	0	1,500	0	1,500	1,500
Total	2,500	2,500	2,500	6,350	3,850	6,350	2,500	6,350	8,850

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Mission & Ministry	Total
Schedule 6 - Personnel									
Benefits (United Church & Government)	29,845	29,296	35,000	20,147	20,899	25,000	36,400	26,550	62,950
Contributing Education	900	131	4,000	402	184	2,100	4,000	2,100	6,100
Executive Minister/Assistant (16.6%)	40,871	38,263	42,000	0	0	0	42,300	0	42,300
Meeting/Hospitality	0	965	4,000	67	22	1,500	4,000	1,500	5,500
Salaries	130,683	141,460	146,000	93,652	106,387	111,500	148,500	113,500	262,000
Telephones	1,715	1,608	2,000	1,018	1,286	2,000	2,000	2,000	4,000
Travel	750	1,191	8,000	1,565	685	4,000	6,000	3,500	9,500

Total	204,763	212,915	241,000	116,851	129,463	146,100	243,200	149,150	302,350
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Eastern Ontario Outaouais Regional Council of The United Church of Canada
2020 Financial Report

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
Schedule 7 - Regional Meetings									
Executive Meetings	92	0	2,500	0	0	0	1,500	0	1,500
Regional Meeting - February	1,150	5,576	7,000	0	0	0	7,000	0	7,000
Regional Meeting - May	558	1,472	45,000	0	0	0	45,000	0	45,000
Regional Meeting - October	408	859	7,000	0	0	0	7,000	0	7,000
Planning Committee	0	50	1,500	0	0	0	1,500	0	1,500
Staff Retreat	0	0	1,000	0	0	0	1,000	0	1,000
Total	2,208	7,957	64,000	0	0	0	63,000	0	63,000

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
Schedule 8 - Technology and Communications									
IT Support GCCO	5,632	4,579	8,250	0	0	0	6,500	0	6,500
Tele-Conferencing/Annual Contracts	207	408	500	0	0	0	500	0	500
Website	736	1,853	2,500	0	0	0	1,500	0	1,500
Total	6,575	6,840	11,250	0	0	0	8,500	0	8,500

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
Schedule 9 - Youth Programming									
Camp Awesome	0	0	0	17,098	3,244	4,000	0	5,000	5,000
Events	0	0	0	6,034	3,469	10,000	0	10,000	10,000
Supplies	0	0	0	797	2,017	2,000	0	2,000	2,000
Total	0	0	0	23,929	8,730	16,000	0	17,000	17,000

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

	EOORC	James Baillie	McKendry	Miss. Strat.	Sarvans	Total
Opening Equity (market Value)	929,346	632,436	100,000	2,005,982	460,606	4,127,369
Deposits (Transfers from Conference/Presbytery)				86,672		0
Deposits (Sales from Properties)	(18,500)	(14,682)		(81,595)	(9,150)	(18,500)
Transfer to Governance	(18,500)	(12,800)		(9,000)		(105,427)
Transfer for Grants				278,367	72,171	(40,300)
Transfer to Mission and Ministry	129,654	93,929				574,121
Unrealized Gains/Losses						

Closing Equity (market value)

1,021,000

698,888

100,000

2,289,425

514,627

4,623,935

Appendix B

ABC United Church Investing Funds with Eastern Ontario Outaouais Regional Council

Terms of Reference

Purpose

The ABC United Church is investing in the Unified Investment Fund of the Eastern Ontario Outaouais Regional Council of The United Church of Canada held by Fiera Capital.

The Funds of ABC United Church are held-in-trust for the sole and exclusive benefit of the ABC United Church, and is understood to be a long-term investment that yields annual (or quarterly) income.

These Terms of Reference of the ABC United Church Fund have been agreed to by ABC United Church and the Eastern Ontario Outaouais Regional Council. They cannot be altered or abrogated without the agreement by motion of both the Regional Council (or its successor) and the ABC United Church.

Consolidated Investment Fund Strategy of Eastern Ontario Outaouais Regional Council.

The consolidated investment fund is managed by the Finance Committee of the Eastern Ontario Outaouais Regional Council in an ethical manner which maximizes investment growth.

The Eastern Ontario Outaouais Regional Council invests with Fiera Capital in a unified fund with diversified investments consisting of between 40 to 50% alternative income investments and 50% to 60% in equities. Given this risk factor, the investor can expect to face losses in value at some points, but as a long-term investment, growth over time is anticipated. The alternative income investments provide a lower yet reliable return.

A quarterly statement of the total value of the invested funds will be issued to the ABC United Church by the Eastern Ontario Outaouais Regional Council, and a copy of the Investment fund portfolio will be forwarded to ABC United Church.

Income (loss) from Invested Funds

Any amounts that accrue to the ABC United Church from the Unified Investment portfolio such as unrealized gains or losses, management fees (1%), interest, income earned, and capital gains or losses shall be considered "income/loss" for the purposes of these terms of reference. Income/loss shall be calculated using the same principles as determining income to other Region Council funds and shall be on a pro-rata basis. The growth of the fund shall be reported quarterly.

It is understood that the intention of ABC United Church is to preserve and grow the capital for the long-term support of the ministry of ABC United Church in keeping with the terms of reference.

A determination of the amount of income of the ABC United Church shall be made by the Regional Council annually (or quarterly). Since these are long-term investment funds intended to produce an annual (possibly quarterly) income, the amount is to be transferred to the ABC United Church at the request of the ABC United Church, normally at 4% of the value of the Fund as of December 31st of the prior year. This policy is in keeping with the policy of the Eastern Ontario Outaouais Regional Council

Income from the ABC United Church Fund is available for use by ABC United Church at its sole discretion.

Authorization to the Region Council to release income from the ABC United Church Fund to ABC United Church shall be based on this agreement and any additional funds based on the documented request of two signatories of ABC United Church.

Additional Deposits

The ABC United Church can add to the fund at any time to be invested on the first day of a month.

Withdrawal of the Investment.

The ABC United Church can withdraw some or all of the total of the investment at any times the ABC United Church chooses with proper motions and documentation from ABC United governing bodies.

Reporting

In addition to the Income Reporting set out under Decision-Making above, the Region Council shall provide annual reporting and documentation to the Review Committee of the Eastern Ontario Regional Council in a manner and timeliness appropriate for the production of the Reviewed Financial Statements of the Eastern Ontario Outaouais Regional Council.

Termination by EOORC

If the Region can no longer hold the Fund, it is expected that adequate notice (approximately 3-6 months) will be given to the other party of the intention to terminate this arrangement.

Fund Review

These Terms of Reference can be reviewed at any time at the request of one of the parties. They can be changed after review by joint decision of the Eastern Ontario Regional Council and ABC United at any time but changes cannot be unduly withheld by either party.

Agreed to Payment Schedule:

On behalf of Eastern Ontario Outaouais Regional Council of The United Church of Canada

Rosemary Lambie – Executive Minister _____

Brian Cornelius – Treasurer _____

On behalf of ABC United Church (BN _____ RR00001)

Trustee (with role) _____

Trustee (with role) _____

Appendix C

Pastoral Relations (PR) Commission Minutes
November 9, 2021 at 1:00 p.m.

PRESENT:

Jim Allen, Ina Bromley (via telephone), Wayne Harris (Chair), Patsy Henry, Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Whit Strong (8)

REGRETS: Charlotte Hoy, Linda Suddaby (2)

CALL TO ORDER, OPENING PRAYER:

Chair Wayne called the meeting to order at 1:01 p.m. and led us in prayer before beginning our business.

QUICK CHECK-IN:

Chair Wayne was delighted to report that Susan Hutton had passed her final interview for DLM. She is just waiting now for official recognition from the EOOR Council.

ACCEPTANCE OF MINUTES:

MOTION 2021-105 (J. Allen/S. MacDonald) “that the minutes of October 19, 2021 be accepted as circulated.”

CARRIED

CORRESPONDENCE:

The Commission acknowledged receipt of the Williamstown Governance Model. Discussion and decisions will be formally rendered at the December meeting.

ACKNOWLEDGED SABBATICALS:

Peter Woods – MacKay P.C. (Ottawa) – Oct. 15, 2021 to Jan. 15, 2022
Brian Cornelius – First P.C. (Ottawa) – May 1, 2022 to July 31, 2022
Elizabeth Bryce – Rideau Park P.C. (Ottawa) – June 2022 to August 2022
Grant Dillenbeck – Stittsville P.C. – May to July 2022
Lynda Harrison – St. John’s P.C. (Kemptville) – 2022
Paul Dillman – Riverside P.C. (Ottawa) – 2022
Mary Royal-Duczek – Almonte P.C. – spring of 2022
David Illman-White – Centretown P.C. (Ottawa) – in 2022

CLOSURES:

Roebuck Pastoral Charge

MOTION 2021-106 (I. Bromley/S. MacDonald) “that the EOORC PR Commission acknowledges the decision of the Roebuck Pastoral Charge to officially close as of February 28, 2022.”

CARRIED

CHANGE IN PASTORAL RELATIONS:

South Stormont P.C. - Rev. Daniel Hayward (OM)

MOTION 2021-107 (J. Allen/E. McIntyre) “that the EOORC PR Commission approves the

request of the Rev. Daniel Hayward (OM) (South Stormont P.C.) for a change in pastoral relations effective Jan. 31, 2022.”

CARRIED

Rideau P.C. – Rev. Rodney Bennett (OM-R)

MOTION 2021-108 (S. MacDonald/I. Bromley) “that the EOORC PR Commission approves the request of the Rev. Rodney Bennett (OM-R) (Rideau P.C.) for a change in pastoral relations

effective Jan. 31, 2022.”

CARRIED

Osgoode-Kars P.C. – Rev. Grant McNeil (OM)

MOTION 2021-109 (E. McIntyre/I. Bromley) “that the EOORC PR Commission approves the request of the Rev. Grant McNeil (OM) (Osgoode-Kars P.C.) for a change in pastoral relations effective Jan. 17, 2022.”

CARRIED

For Information

Rev. Kathy Petrie (OM)

Due notice has been given to the Rev. Kathy Petrie that her appointment will end February 28, 2022. Note **Motion 2021-106** above, with regards to the closing of the Roebuck Pastoral Charge.

LIAISONS:

Central Lanark P.C.

MOTION 2021-110 (S. MacDonald/E. McIntyre) “that the EOORC PRA Commission names Karen McLean as additional Liaison to the Central Lanark Pastoral Charge effective November 9, 2021.”

CARRIED

PASTORAL CHARGE SUPERVISORS (PCSs):

Central Lanark P.C.

MOTION 2021-111 (E. McIntyre/I. Bromley) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Karen McLean, EOORC member, as additional Pastoral Charge Supervisor to the Central Lanark Pastoral Charge effective November 9, 2021.”

CARRIED

Lyn: Christ United P.C.

MOTION 2021-112 (S. MacDonald/P. Henry) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Shelley Roberts (OM-R), EOORC member, as Pastoral Charge Supervisor to the Lyn: Christ United Pastoral Charge effective November 9, 2021 to replace Kimberly Heath (OM).”

CARRIED

Pastoral Charges without Supervisors:

Lower Gatineau Valley	Templeton	Vernon
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Pastoral Charges without called/appointed Ministry Personnel:

Addison	Ashton-Munster	Aylmer-Eardley
Aylwin	Central Lanark	Clyde Forks-Tatlock
Delta-Toledo	Elgin-Portland	Glasgow-Castleford
Golden Lake	Greenwood	Kenmore
Knox Edwards	Lanark-Balderson	Lower Gatineau Valley
Lyn: Christ Church	Mallorytown	Namur
Pakenham	Perth: St. Paul’s (after Dec. 31, 2021)	Pittston
Richmond	Templeton	

CALLS/(RE)-APPOINTMENTS

Spencerville P.C. – Susan Hutton (DLM Candidate)

MOTION 2021-113 (I. Bromley/S. MacDonald) “that the EOORC PR Commission approves the re-appointment of Susan Hutton (DLM Candidate) to the Spencerville Pastoral Charge, 20 hours per week as Congregational Minister with a total annual remuneration of twenty-six thousand ninety-five dollars (\$26,095.00), from November 9, 2021 to June 30, 2023.”

CARRIED

FOLLOW-UPS FROM LIAISONS AND PCSs:

Lanark-Balderson

Sharon MacDonald reported they are now meeting every other week and working very hard to complete their profile. They are still worshipping with pulpit supply.

Central Lanark

Wayne Harris met with Trinity U.C., Middleville last week. They have received applications from overseas personnel but the difficulty lies in getting work visas for Canada.

OTHER BUSINESS:

1) Augusta P.C.

Whit Strong has continued to keep in touch with the minister and the congregation.

2) Elgin-Portland P.C.

Whit has reviewed the profile and is drafting a letter to explain why the profile was not accepted by the Commission.

3) EOORC Fall Meeting

The presentation for the Sacrament Elders policy will be pre-recorded. Whit will be available at the meeting to answer questions from the floor.

4) February 2022 – EOORC Workshops

The focus will be on workshops and information. This is an opportunity to do address Pastoral Relations items. Suggestions would be welcome.

5) Communications Policy

MOTION 2021-114 (S. MacDonald/P. Henry) “that the Eastern Ontario Outaouais Regional Council (EOORC) adopts a policy establishing a *minimum* for a Communications Allowance (phone/internet) of \$1000/yr. This is not to be pro-rated.

In the case of ministry personnel having more than one call or appointment, this cost shall be shared equally between the pastoral charges. In the event that one of the calls or appointments

comes to an end, the remaining pastoral charge(s) shall then assume the total Communications Allowance cost. For all part-time calls or appointments, the Communications Allowance policy shall be recorded under “Additional Terms” on the “Record of Call or Appointment” form.

Monthly reimbursement for communications expenses shall be reimbursed to ministry personnel upon providing the pastoral charge with receipts.

Further, that pastoral charges with existing calls and appointments be informed of this policy and be asked to increase their compensation to ministry personnel accordingly.” **CARRIED**

LAST WORD:

Archives

Are we still collecting Annual Reports? If so, where do they go? [At this point, send them to Whit.]

Checking church records

Is this still being done? [This seems to have fallen through the cracks. Whit will investigate.]

NEXT MEETING: Next meeting – December 14, 2021 1:00-3:00 p.m. via Zoom

CLOSING: Wayne thanked everyone for attending. This will be his last meeting with the Commission until he recovers from upcoming surgery. We wish him well. Whit offered our closing prayer today and, the business of the Commission being completed, Chair Wayne declared the meeting closed at 2:06 p.m.

Appendix D

St. Andrew's United Church **Williamstown, Ontario** **Unified Board Model**

Church Board Terms of Reference

The Church Board is based on a Unified Board model, which combines the traditional functions of spiritual leadership and financial management in one Board that also co-ordinates the work of various committees. The Church Board members are representatives of the congregation and are responsible for encouraging the spiritual and financial well-being of this church.

St. Andrew's United Church Mission Statement:

We are a welcoming, community oriented church, proud of our heritage and evolving to meet the changing needs in our society and world.

Outline of the United Church of Canada Structure

The United Church of Canada is organized into three levels of Councils:

- The Community of faith, St Andrew's United Church
- The Regional Council, Eastern Ontario Outaouais Regional Council
- The United Church of Canada General Council.

Reporting Structure

The Church Board is responsible to the congregation of St. Andrew's United Church.

Authority

Authority is delegated to the Church Board to develop policy, maintain accountability and make decisions for the congregation of St. Andrew's United Church.

In the absence of specific policies or topics in this governance document, the policy of the United Church's, 'The Manual' will be followed. If there is a discrepancy between this governance manual and the United Church's 'The Manual,' The Manual 'will take precedence.

Decision are made by majority rules (fifty percent plus one).

Voting will be done in person where possible. If necessary, electronic voting is allowed, including teleconferences and via e-mail (all members are copied on each email vote).

Accountability

All organizations and groups in the congregation, Community of Faith are accountable to the governing body.

Membership of the Church Board

Chair

Secretary

Treasurer

Chair of Ministry personnel, mandated by General Council

Eastern Ontario Outaouais Regional Council representative

Representative of the Board of Trustees, mandated by General Council

Representative of Worship standing Committee

Representative of Property standing Committee

Representative of Outreach and Mission standing Committee

Total Membership: maximum 9 members, plus the appointed minister.

Meetings of the Church:

Meetings will follow the Robert Rules of Order format. The process of making decisions is done through motions, discussions and each member is given the opportunity to vote on the motion.

Congregational Meeting.

The congregation must meet annually. This meeting must be held as early as possible in the calendar year. The purpose of the meeting is to: receive reports from the governing body

- elect governing body members, regional council representative
- elect chair, secretary and nominating committee for coming year
- consider and make decisions on the proposed draft budget
- appoint an auditor or an independent reviewer to examine end of year financial statement.

All standing or ad hoc Committee members for the operation of St. Andrew's United Church may be appointed at the Annual Congregational Meeting or may be appointed throughout the year.

Meetings of the Church Board

Regular meetings of the Church Board are held quarterly. Additional meetings may be called following the protocol cited in the United Church of Canada Manual. The chair will conduct the meeting using the consent agenda format. The agenda will be divided into two parts, the consent and discussion. An example of an item on the consent agenda will be the reports from the committee representatives. These reports may be updates on certain projects, mainly for information and not for a decision. If a decision is to be made then the item is taken out of the consent agenda and put into the discussion one. This method allows time for more discussion on more pertinent items. Reports and recommendations must be submitted to the Board's Secretary one week in advance of the Meeting to be included in the Consent board package that will be sent to all board members to read prior to the meeting.

Chair only votes in the event of a tie.

All members of the Church Board are eligible for the purpose of serving Communion.

Committee Meeting: shall meet as often as necessary to accomplish their mandate. It may be on a regular basis or at the call of the leader of the group.

Mandate of ad hoc and standing Committees will be determined by the members and communicated to the Board.

Terms of Office for members of the Church Board and Committees

The Chair of the Church Board and Committees Chairs shall serve a three (3) year term with the option of ensuing a second term. After which, a one-year break is required.

Other members of the Church Board may serve a term of three (3) consecutive years and may be reappointed.

The Treasurer and Secretary to the board and clerk of session shall serve a five (5) year term and may be reappointed.

Under special circumstances, the Church Board and the congregation may make an exception to these rules.

Quorum

A meeting of the Church Board may take place only if at least one-half of its members are present.

A meeting of the Church Board may only take place if a called or appointed minister or a person appointed by the region is present.

Responsibilities of the Church Board

The Church Board is responsible for encouraging the spiritual, administrative and financial well-being of the congregation: by

- promoting the Mission Statement
- approving the Annual Budget
- approving candidates for baptism
- approving of weddings conducted by the Minister at the church.

- acting on other responsibilities as stated in the United Church of Canada's Manual.
- coordinating activities with other churches
- reviewing long term plans and presenting them to a congregational meeting for consideration or approval.
- preparing, printing and distributing copies of the annual report to congregation members and to regional Council.
- ensuring that privacy laws are being followed
- ensuring the archival procedures are being followed

Responsibilities of the Trustee (Board of Trustees)

Membership:

At least three (3) Trustees, who are members of the United Church, appointed at the AGM

A member of the order of ministry who has been settled or appointed to the pastoral charge or the pastoral charge supervisor.

The Board of Trustees' responsibility is to oversee the assets of the church.

Ensure church has adequate insurance on all church assets.

Ensure church has adequate liability insurance

Follow all requirements of the Congregational Board of Trustees Handbook.

Meet at least once a year.

Prepare and submit an annual report for the Annual General Meeting

Appoint a Trustee to sit on the Church Board

Ministry and Personnel Committee

The M&P committee is responsible for overseeing the role and function of church employees, encouraging good working relationships among staff and the members of the congregation

Membership:

Not less than three (3) not more than seven shall constitute the committee.

Chair of M&P elected at an AGM. Staff shall not be members of the committee.

New members may be elected at a congregational or annual general meeting.

Responsibilities:

Provide a consultative and support for pastoral charge staff.

Review working conditions and remuneration for staff and make recommendations to the Church Board.

Consult with Church Staff regarding vacation time and continuing education where applicable.

Review and evaluate annually the effectiveness of Church Staff in relation to the mission and goals of the church.

Review and revise the position descriptions of the Church Staff, when required or requested.

Report to the Church Board as appropriate.

Maintain close contact with the Regional Council Pastoral Relations Committee

M&P Committee Meetings

Meet at least quarterly, more if necessary.

Keep proper minutes, record all motions passed.

All M&P Committee files and individual personnel files should be in a locked file to which no one except the M&P Committee members have access.

Responsibility of the Standing- Ad-Hoc Committees.

Committees carry out the work of the church and report through their representative to the Church Board.

Committees will be sized to match the task.

The follow is a list of church related committee, but not limiting.

Worship Committee: oversees the spiritual interests of the congregation which includes;

- assist the music director and choir
- when the minister is not available, arranges pulpit supply
- review baptism candidate's name and present name to Church Board for approval
- assist minister in planning and arranging special services
- arrange for the preparation and serving of the Sacrament of Holy Communion
- participate in baptismal service
- participates with the confirmation for youth and receiving new members
- co-ordinates curriculum for Sunday School and Young ministry.
- prepare an annual draft budget to submit to the Board.

The Clerk of Session is a member of this committee, plus three other members.

Mission and Outreach Committee: supports the compassionate response to God's call to mission and healing for the wider world and for the immediate community of St. Andrew's United Church.

- promotes Mission and Service Fund, Broadview magazine and other mission activities e.g Char Lan Food Bank, Christmas Baskets, and sending of cards to members of the congregation e.g get well etc.
- communicates to the congregation and wider community of upcoming events pertaining to church life
- supports the work of Pastoral Care team, Healing Pathway, care for the caregiver and other Outreach projects when identified.
- prepare an annual budget to submit to the board

The size of the committee to be determined by the scope of the tasks

One member of the committee will be the representative to the Church Board.

Property Committee: the committee members are responsible: for

- overseeing the maintenance, enhancement and safety of the buildings and grounds.
- maintaining security of church keys
- receiving cost estimates for non-budgeted items or major expenses and recommending to the Board
- booking and managing rental properties of the church, recommending to the board any changes in rental or insurance fees.

- recruiting members for the Social Committee and supporting the identified and approved social activities re-annual fall supper, funeral receptions and other requested events.

-monitoring the budget and managing expenditures throughout the year.

-preparing and submitting a draft budget to the Church Board.

-preparing a roster re – members to greet and collect weekly offerings. Work closely with the treasurer.

Suggestive size of the Committee: three and not more than seven.

These committees identify and work on specific projects relating to church activities. The reporting to the Church Board is via the representative they have selected.. Committees should be sized to match the task. An ad hoc committee may be formed to help with a project. The members of this group are responsible to the initial committee.

This document has been written using the United Church of Canada Manual and Governance and Ministry by Dan Hotchkiss as resources. Some description of the committee roles reflect what is currently practiced at St. Andrew's Church. However the "Manual" always takes precedence.

Governance (ad hoc) Committee

Lorna Grant, Michael Seguin, D.J. Mc Donald

Appendix E

Ministry for Youth and Young Adults (YAYA)*Regional Update***Mental Health First Aid (MHFA) supporting Youth Course follow-up**

Beginning in early February the MHFA participants will be meeting monthly to review the course work, participate in review exercises and discuss Mental Health support opportunities.

YAYA Advisory Group (YAG)

The purpose of YAG is to bring together EOOR YAYA to help guide and plan EOORC events and programs (Zoom) for the Region. YAG is open to anyone aged 10-35 and meets for 1-1.5 hour(s) once a month. The next planning session will look at hosting an Art Night on Zoom.

Zoom Link: <https://us02web.zoom.us/j/86096890171>

Indigenous Theatre Event

Attendance for the Inner Elder performance Sat. Jan. 15th at the National Arts Centre will be rescheduled.

*Tri-Regional Activities – (Regions 11, 12 & 13)***Online YAYA Programs**

Beginning in January from 3pm to 5pm Shanna Bernier (Nakonha:ka Regional Council YAYA Minister) and I will be hosting online “Office Hours” for YAYA Drop-Ins.

Other opportunities also include;

Tuesdays – Youth Drop-In (18 and below)

Wednesday – All ages “Office Hours”.

Thursdays- - Young Adult Drop-In (19 +)

*Campus Ministry***Open Table**

Open Table has been put on hold for the moment until we are able to be in-person.

The Open Table Committee is looking for a Community Development Coord for the 2021-2022 academic year. Allyson Hopkins, continues in the role of Communications Coordinator for the 2021/2022 year. We are looking at meeting with our congregational partners and reviewing possible programs this fall.

Spiritual Care in the Secondary Schools (SCSS)

SCSS's meets the 3rd Wednesday of each month. SCSS is seeking to recruit and train new volunteers and working with the school board to develop spiritual care support opportunities. If you are interested in being a volunteer in the Ottawa Carleton District School Board in 2022 please contact me for more information. Online Volunteer Training begins in in March.

*General Council Update***UPDATE - GC44 Pilgrims**

The GC44 Pilgrim program has been shifted to an Internship for 5 youth (ages of 15-19) in our Region. As of Jan. 2022, the online training sessions for interns on GC44 have been cancelled due to concerns for YAYA mental health with extended periods online training. The 5 Interns will now start in early July for 8 weeks as summer students through the Canada Summer Jobs Grant application to perform service projects around the EOORC in lieu of the Pilgrimage as per previous years. The GO Project is leading the service project initiative and the GC YAYA Ministry is supporting the funding by topping up the hourly wage.

Five youth from our region have applied. More details as they become available from GC.

Appendix F

Director of Camp Awesome
Position Description
Eastern Ontario Outaouais Regional Council (EOORC), United Church of Canada

Hourly wage: \$28/hr. Salary: \$29,120/year

Start date: February 2022

*This is a part-time position working approximately 20 hours per week with more hours worked during the **camp season** (May-August) and less in the **off-season** (Sept – April). Hours will include occasional weeknights and weekends:*

Example

Camp Season (May to August): Full-Time 30+ hours per week.

Off-season (Sept to April): Part-Time less than 30 hours per week

Overview

Camp Awesome operates a youth leadership and summer day camps for children and youth within the Eastern Ontario Outaouais Regional Council (EOORC) of The United Church of Canada. Our goal is to promote a sense of belonging to a faith community, encourage critical thinking, promote respect for others and the environment, and provide a safe and fun environment for social, personal and faith development.

Our Mission and Beliefs

Camp Awesome believes that we are called by God to build community through Love, Hope, Joy and Faith for all campers, staff and volunteers. We provide all children, youth and young adults with a place to learn and explore the Christian faith in an open and inviting way without borders or restrictions. Campers, staff and volunteers are the centre of Camp Awesome and as such their experiences, ideas and knowledge are valued as integral to our success.

Motto: Fun – Friendship – Faith

QUALIFICATIONS

- Post-Secondary degree or diploma in Theology, Youth Ministry, Recreational Leadership, Child Studies, Education, or related field.
- Related leadership experience in camping.
- Experience supervising staff and volunteers.
- Excellent verbal, written and communication skills.
- Relationship building skills.
- Strong skills in budget management, planning and organization.
- Demonstrated ability to mentor, support, and motivate others.
- Flexibility, ability to work independently, while prioritizing and managing multiple tasks with various deadlines.
- Good knowledge of relevant business technology (excel, word, outlook, etc).
- Current standard first aid and CPR-(C) certification.
- Level 3 Vulnerable Sector Criminal Records Check required upon hiring.
- Provide proof of Covid-19 vaccination.
- Has reliable transportation throughout the EOORC.
- The successful candidate will be enrolled in the United Church of Canada's Group Insurance and Pension programs.

RESPONSIBILITIES

- Develop faith-based programming that shares the stories of our faith with the staff and campers of Camp Awesome within the ethos of the United Church of Canada.
- Explore the development of Camp Awesome as a Community of Faith.
- To uphold Camp Awesome as a welcoming and inclusive ministry that pursues best practices for spirit, mind and body of all staff, campers and volunteers.
- Develop, manage and lead approximately 35 camp staff during Summer, Winter Break and March Break Camps to deliver excellent programs throughout the EOORC.
- Lead the camp planning, communication, promotions and marketing initiatives, in collaboration with the Youth and Young Adult Minister, the Camp Awesome Steering Committee, and the EOORC YAYA Leadership Team.
- Develop budget assumptions in partnership with the Camp Awesome Steering Committee and the EOORC YAYA Leadership Team and ensure that finances for all programs, goals and targets are met.
- Manage staff and volunteers including recruitment, hiring, training, coaching and development and performance management.
- Develop and foster relationships and collaboration with multiple community partners and funders.
- Oversee the implementation of feedback tools with campers, staff and parents.
- Monitor and coordinate the camp grants, wage enhancements and internships, including applying to the Government of Canada Summer Jobs Grant program.
- Implement strategies and systems to minimize risk to campers and staff and increase parent, staff and camper satisfaction.
- Collaborate with EOORC United Churches to define access to spaces and equipment (kitchens, playgrounds)

- Establish and maintain positive relationships with the Communities of Faith that host Camp Awesome programs.

- Support camp set up and registration through the online system.
- Maintain positive relationships and ongoing communication with other camps and EOORC Staff and volunteers.
- Establish relationships and ongoing communication with camp parents.
- Exercise strong decision making and judgement on a continual basis when working through situations that arise.
- Provide leadership for the implementation of high quality, outcome-based, programming: such as EcoSpiritual and Leader-in-Training.
- Other duties as required.

Accountability:

- The Camp Director is accountable to the Eastern Ontario Outaouais Regional Council through the Youth and Young Adult Leadership Team for all programming responsibilities.
- The Camp Director is accountable to the EOORC Regional Executive Minister for all conditions of employment including performance review and assessment.

Appendix G

Position Description
Minister, Supporting Youth and Young Adults
Eastern Ontario Outaouais Regional Council
The United Church of Canada

Description

Reporting to the Regional Executive Minister, the Minister, Youth and Young Adults (YAYA) supports and builds capacity for youth and young adult ministry (aged 10 to 35) in communities of faith, clusters and networks throughout the Eastern Ontario Outaouais Region Council (EOORC) of the United Church of Canada.

Responsibilities

- Provide leadership and support for youth and young adult (10-35) programs in EOORC.
- Assess and determine programming needs throughout the Region.
- Develop new programs in partnership with Communities of Faith in EOORC.
- Provide information for accessing funding and grant supports both in the EOORC and through the General Council, UCC Foundation and the Government of Canada.
- Evaluate current programs for long term sustainability.
- Provide and support visioning for YAYA Ministries for communities of faith, and clusters or networks that may be created.
- Develop YAYA Advisory Council to help direct EOORC YAYA programs and events.
- Develop and maintain relationships with National YAYA colleagues.
- Develop opportunities to collaborate and partner with programs/projects in other Regions.
- Promote and support National General Council YAYA programs and projects within EOORC.
- Maintain communication and support for Camping Ministries (Camp Lau-Ren, Golden Lake Camp & Rideau Hill Camp) within EOORC.
- Develop community partnerships with secular and faith-based organizations.
- Support Mental Health Education and Faith Formation development for EOORC YAYA Leaders.
- Provide YAYA Ministry updates for EOORC Newsletter and Website.
- Organize YAYA delegation to EOORC Annual Meeting
- Encourages gatherings for local and regional Youth and Young Adults
- Promote opportunities to engage in relationships between Indigenous and non-Indigenous YAYA
- Organize YAYA exchange initiatives nationally and internationally.
- Provide support to Camp Awesome Director and staff.

- Worshiplude (REGIONAL)
 - Work with a planning committee to determine theme, speakers, musicians, workshop leaders, and organizes and finalizes advertising, registration, travel, and actual worship service.

- Open Table (REGIONAL)
 - In collaboration with other denominational partners, provide guidance, support programing and request EOORC funds for University of Ottawa and Carleton University initiatives.

- Rendez-vous (NATIONAL)
 - Support EOORC YAYA participation
- General Council Meeting (NATIONAL)

- Support EOORC YAYA participation in GC Meetings.
 - Provide leadership to Youth Forum participants, home group leaders and Youth Commissioners
- Experiences Canada (NATIONAL)
- Evaluate interest and capacity in the Region for organizing youth exchanges within Canada.