

**Eastern Ontario Outaouais Regional Council**  
**Meeting of the Executive**  
**Thursday, October 28, 2021 – 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. David Sherwin	Corresponding Member (Order of the Day)
Rev. Whit Strong	Corresponding Member, Pastoral Relations Minister

**REGRETS/ABSENT**

(none)

**Opening Devotions and Land acknowledgement** – Carolyn Ruda led the Land Acknowledgement, giving thanks for its stewardship by Indigenous peoples in the past and present. Carolyn referred to the story of the blind man who called out to Jesus for healing, and emphasized how, in this story, Jesus listened to the man's call. It reminded her of the time members within the United Church offered a time of listening to anyone who had asked (they made the news!). Carolyn also referred to *40 days of Anti-Racism* happening now within The United Church of Canada, explaining this was another great opportunity to listen and learn. Carolyn referred to author Roy T. Bennett quote about listening: "Listen with curiosity. Speak with honesty. Act with integrity. The greatest problem with communication is we don't listen to understand. We listen to reply. When we listen with curiosity, we don't listen with the intent to reply. We listen for what's behind the words." This time of devotion was closed in prayer.

**Circle Time of Sharing** – All were invited to share.

**Appointment of an Equity Monitor for this Meeting**

**2021-10-28\_094 MOTION** (C. Ryan/L. Gardiner) That the Eastern Ontario Outaouais Regional Council Executive appoints Rev. Teresa Burnett-Cole as Equity Monitor for this meeting. **CARRIED**

**MINUTES****a) September 23, 2021**

**2021-10-28\_095 MOTION** (L. Gardiner/C. Ruda) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of September 23, 2021 as circulated. **CARRIED**

**b) October 8, 2021**

**2021-10-28\_096 MOTION** (J. Allen/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of October 8, 2021 as circulated. **CARRIED**

**c) Minutes of Email Poll ending October 19, 2021**

**2021-10-28\_097 MOTION** (L. Gardiner/L. Church) that the Eastern Ontario Outaouais Regional Council Executive accepts the Minutes of Email poll ending October 19, 2021 as circulated.

**2021-10-19\_001 MOTION:** (C. Ruda/L. Stronski) that the Eastern Ontario Outaouais Regional Council Executive acknowledges the necessity of naming Trustees who will be the Trustees for the property of the former St. Andrew's United Church, of the Campbell's Bay Pastoral Charge, of The United Church of Canada, located at 798 Clarendon Street, Bryson, Quebec J0X 1H0 (the "Property"). The Trustees are authorized to enter into and execute an Agreement of Purchase and Sale to sell the Property, and such agreement as may have been signed in advance of this resolution is hereby ratified and confirmed, and all other documents relating to it in their capacities as Trustees appointed under the Trusts of Model Deed annexed as Schedule A to The United Church of Canada Act, S.O. 1925, chapter 125 (as amended) and not in their personal capacities and that such Trustees shall have no personal liability pursuant to the Agreement. The Eastern Ontario Outaouais Regional Council Executive appoint Don Reynolds and Rosemary Lambie as Trustees, with full signing authority for all the Trustees. **CARRIED**

**2021-10-19\_002 MOTION:** (C. Ruda/L. Stronski) that the Eastern Ontario Outaouais Regional Council Executive give its consent to the sale of certain Real Property, the former St. Andrew's United Church, of the Campbell's Bay Pastoral Charge, of The United Church of Canada, located at 798 Clarendon Street, Bryson, Quebec J0X 1H0, pursuant to an agreement between the Trustees of the congregation as named by the Eastern Ontario Outaouais Regional Council of The United Church of Canada, as seller, and Henry Jasper Fayer and Beroniko Jasper Fayer as purchaser, dated the 20 day of October 2021, and the terms of which are as follows:

- Sale Price - \$26,000
- Deposit of \$6000 on acceptance of the offer
- Closing end of November 2021

The plan for the disposition of the proceeds arising from the transaction will be in a recommendation from the Property Leadership Team at a later date. There is a verbal request to provide continued support for the local United Church cemetery.

**CARRIED**

**CARRIED**

**Agenda**

**2021-10-28\_098 MOTION** (L. Stronski/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as circulated, with the addition: discussion of changes in Benefits under new business. (T. Burnett-Cole) **CARRIED**

There was one opposed to the agenda for the fact that information arrived less than 24 hours before this meeting and it was not feasible to read through all of the material. It was suggested to clearly communicate that materials for the Executive will not be dealt with unless received 72 hours ahead of time. It was suggested to post the dates of the Executive be posted online as well as communicating the fact that materials must be in ahead of time.

**2021-10-28\_099 MOTION** (S. Hutton/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive create a deadline for any reporting to be dealt with by the Executive to be submitted at least one week prior to Executive meetings, and that the Executive members receive materials at least 72 hours before the Executive meeting. **CARRIED**

**Oder of the Day** 9:45 YAYA with Rev. David Sherwin

**2021-10-28\_100 MOTION** (S. Hutton/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive make Rev. David Sherwin a corresponding member for this meeting. **CARRIED**

- See Proposal to Create a Camp Awesome Director Position as **Appendix A**
- See Camp Awesome Director Position Description as **appendix B**
- See Camp Awesome Director Position Financial Plan as **appendix C**
- See Terms of Reference for the YAYA Leadership Team as **appendix D**
- See YAYA Report as **appendix E**

Rev. David Sherwin introduced the proposal to create a Camp Awesome Director position and its implications for RC YAYA work. David received questions afterwards.

Discussion: A request has been made that a document be created providing reasoning for changes (and in budget) and potential for new position to be presented to the Regional Council. It was suggested that a learning session be had in February so that all will have the opportunity to listen and learn about this proposal. This timeline would not be detrimental to the unfolding of the proposal, although it limits a potential new director from being part of the preliminary planning which began after Labor Day. Planning Camp Awesome is currently part of the Youth Minister Job and work will still continue. David explained that Camp Awesome's current structure makes it different from other camps operating within the Regional Council, in terms of accountability and being a budget item. This proposal is for a three-year pilot-project in order for the Executive help the project move forward and not lose a year.

The YAYA Minister Position description is a separate item from deciding on Camp Awesome. It was also suggested that the 'under tens (10)' be considered if a new YAYA Minister job description be created. It was suggested to make the proposal part of the budget presentation at the General Meeting. More details are needed regarding salary and benefits compensation for the Camp Awesome Director position.

**2021-10-28\_101 MOTION** (C. Casey/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive direct the Finance Leadership Team to work in consultation with the YAYA Leadership Team and present to the Regional Council the Camp Awesome pilot-project and recommend creating a budget line for this pilot-project over the next three years. **CARRIED**

### Correspondence

- a) September 23, 2021 Sarah Charters, Director of Philanthropy re 3 letters of appreciation for contributions from church property sales of \$6000.00, \$23,606.96 and \$38,395.00 to the ministry of healing and restoration for the Indigenous communities (*for information*)
- b) October 1, 2021 Marc Grenon, Board of Vocation re suitability of Susan Hutton for Recognition as a Designated Lay Minister (*for action in spring 2022*)

- c) October 27, 2021 Rev. David Sherwin, YAYA team with proposed changes (*for action – presentation at meeting*)

## Business

### Supporting and enhancing the ministry of Communities of Faith

1. **Governance** – both to be introduced under section 4. Pastoral Relations
  - a) Communications Policy
  - b) Sacraments Elder Policy
  
2. **Finance**
  - See 2021 Financial Report and Draft Proposed Budget 2022 as **appendix F**

Rev. Brian Cornelius provided a written report which accompanied his documents:

I am reporting four items for your information and action.

First of all, I have attached a financial report (should open on the second tab) that projects income and expenses to the end of 2021. I have done this projection for budgeting purposes. The assumption does include a projection where we do not have in place a replacement for Jane Dawson before the end of the year.

You will note that we project a surplus of 121,000 for governance but it would have been 100,000 if Jane had remained employed throughout the year.

You will note a projected surplus of 7,500 for Mission and Ministry but it would have been a 13,500 deficit if Jane had remained employed throughout the year.

Second there is a draft proposed budget. This is a status quo budget and we still await instruction from the Executive if significant changes are needed. There will be more tweaking and I note the following

1. Assumption that Jane Dawson is replaced for the full year in 2022
2. Assumption about revenue from investments ... likely will be a little higher. We have guessed on the conservative side
3. Will be touching base with Rosemary about staff telephones and home offices, but this will be small tweaking and not significant.
4. Assumption that funding from General Council remains the same.

With these assumptions, we present a balanced budget for governance and a deficit for Mission and Ministry of about 32,000 for a total deficit of about 32,500.

For your information, we project that we will have an accumulated reserve of around 290,000 for governance and 82,000 for Mission and Ministry.

Third The finance committee met and reviewed Mission Support applications and in spite of the deficit in Mission and Ministry recommend the same amounts for 2022 and request the Executive pass the following motion.

Algonquin Chaplaincy	5,550
Alwyn Pastoral Charge	3,500
Camp Lau-Ren	20,000
Carlington Chaplaincy	7,000
Centre 507	30,670

Golden Lake Camp	15,000
House of Lazarus	36,300
Ottawa West End Chap.	2,500
Rideau Hill Camp	15,000

Fourth We have received information from other Regional Councils regarding sale of property and will review this on November 4th and provide a recommendation from there.

**2021-10-28\_102 MOTION** (J. Noordhof/C. Casey) that the Eastern Ontario Outaouais Regional Council Executive receives the current 2021 Financial report for information. **CARRIED**

**2021-10-28\_103 MOTION** (B. Harman/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive receives the draft proposed budget 2022 for information. **CARRIED**

**2021-10-28\_104 MOTION** (C. Ruda/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Finance Team to distribute Mission support amounts for 2022 as follows:

Algonquin Chaplaincy	5,550
Alwyn Pastoral Charge	3,500
Camp Lau-Ren	20,000
Carlington Chaplaincy	7,000
Centre 507	30,670
Golden Lake Camp	15,000
House of Lazarus	36,300
Ottawa West End Chap	2,500
Rideau Hill Camp	15,000

**CARRIED**

**3. Supporting Communities of Faith** – Rev. Rosemary Lambie provided brief oral reports for each of the following, expecting actions to be taken in the future:

- a) St. Paul's Richmond United Church: pending
- b) Zion Evangelical (Pembroke) United Church: pending
- c) Iroquois United Church: pending (cemetery)
- d) Pendleton United Church: Mediation process has broken down
- e) Hawthorne United Church – UPRC
- f) St. Paul's–Eastern United Church: UPRC
- g) Thurso United Church: pending
- h) St. Andrew's, Bryson (Campbell's Bay Pastoral Charge): sale being finalized
- i) Grace-St. Andrew's United Church Arnprior: UPRC
- j) St Paul's United Church (Kenmore):

**2021-10-28\_102 MOTION** (J. Allen/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive concurs with the request in principal to the sale of certain Real Property, the St. Paul's United Church, Kenmore, of The United Church of Canada, located at 3302 York's Corners Road, Con 9 Pt Lot 28, City of Ottawa, roll number 0614 700 065 19201 0000, pursuant to an agreement between the Trustees of the St. Paul's United Church, Kenmore a congregation of the Eastern Ontario Outaouais Regional Council of The United Church of Canada, as seller, and All Season's Wedding Ltd, as purchaser, pending a building inspection, and the terms of

which is Sale Price - \$80,000, and the congregation having free access to the building for 5 years from the date of purchase.

The Trustees are charged to remit 10% of the proceeds of the sale to the United Church of Canada for the on-going support of Indigenous Ministry, and the remaining 90% must be retained by the Community of Faith, until a ministry plan that is financially sustainable for the use of the proceeds has been approved by the Regional Council. **CARRIED**

- k) **Opening churches** following UCC, provincial and local guidelines: Question: Do churches begin asking for double vaccinations? Ontario law stipulates that worship does not need double vaccinations, but anything else in the church is considered an event, and events require double vaccinations.

Supporting Ministry Personnel, Staff and Lay Leadership in Communities of Faith
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#### 4. Pastoral Relations

- See Pastoral Relations Commission minutes from meeting of October 19 as **appendix G**

- a) **2021-10-28\_103 MOTION** (T. Burnett-Cole/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive receives the Minutes and recommendations of the Pastoral Relations Commission from meeting of October 19, 2021 for information. **CARRIED**

b) **Communications Policy**

- See Communication Policy as **appendix H**

**2021-10-28\_104 MOTION** (J. Noordhof/S. Hutton) that the Eastern Ontario Outaouais Regional Council Executive send the Communications Policy back to the Pastoral Relations Commission to conform with Canada Revenue Agency rules (e.g. need to provide receipts for reimbursement) and to address equity issues when considering an old or new appointment. **CARRIED**

c) **Sacrament Elder Policy**

- See Sacraments Elder Policy as **appendix I**

**2021-10-28\_105 MOTION** (T. Burnett-Cole/B. Harman) that the Eastern Ontario Outaouais Regional Council Executive concurs with the amendments to the Sacraments Elder Policy and recommend to the meeting of the Regional Council. **CARRIED**

#### 5. Licensed Lay Worship Leaders –

**2021-10-28\_106 MOTION** (C. Casey/Sue Hutton) that the Eastern Ontario Outaouais Regional Council Executive concurs with the recommendation of the Pastoral Relations Commission for the licencing of new Licenced Lay Worship Leaders: Barbara Johns from Navan Pastoral Charge, Ruth Burnett-Coles from Glebe-St James, Jessica Knoyle from Trinity Pastoral Charge (Ottawa), and Tammy Fergusson from Grace United Church (Gananoque). (*T. Burnett-Cole abstains*) **CARRIED**

**2021-10-28\_107 MOTION** (L. Gardiner/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive recommends to the Regional Council meeting the Entente with La Table regarding training, celebrating and accountability of French-speaking Licenced Lay Worship Leaders (as follows):

RECOGNITION OF FRANCOPHONES LICENCED LAY WORSHIP LEADERS  
AGREEMENT BETWEEN THE EASTERN ONTARIO OUTAOUAIS REGIONAL COUNCIL AND  
LA TABLE DES MINISTÈRES EN FRANÇAIS

During the autumn and winter seasons of 2020 and 2021 la Table des ministères en français and various Regional Councils held discussions regarding a collaboration between the two entities in order to ensure training and recognition of Francophone Licenced Lay Worship Leaders. These communications were fruitful. Details are provided herein.

There were two situations to address. The first, the francophone LLWL resides in the geographical area under the jurisdiction of the Eastern Ontario Outaouais Regional Council. In the second, he, she, they resides in another region and under the authority of another Regional Council.

In the first case, the licensing and relicensing of these francophone LLWLs would be done by a joint committee made up of members of the Eastern Ontario Outaouais Regional Council and of La Table des ministères en français. These LLWLs will in turn be authorized by motion of the Regional Council to preside over celebrations, in the language of their choice, within the Eastern Ontario Outaouais Regional Council just as those that the Regional Council has accredited. It is understood that the initial training and continuing professional development of francophone LLWLs would be designed and carried out by La Table in conjunction with the Eastern Ontario Outaouais Regional Council, and the training will be open to all those who are willing and able to follow the content in French.

In the second case, the request is that once a year La Table des Ministères en français will provide the Eastern Ontario Outaouais Regional Council with the list of francophone LLWLs that it has licensed or relicensed during the year. The Eastern Ontario Outaouais Regional Council, by motion, would endorse the licensing done by La Table of each of these persons, thereby enabling them to lead worship within the geographical boundaries of the Eastern Ontario Outaouais Regional Council in the language of their choice. The Eastern Ontario Outaouais Regional Council and La Table will then be able to celebrate the ministry of these francophone LLWLs according to the agreed terms.

In the event of a complaint or conflict resulting from a celebration made within the Eastern Ontario Outaouais Regional Council by a LLWL, a joint committee of the Eastern Ontario Outaouais Regional Council Region and La Table will be formed to deal with the situation. **CARRIED**

**2021-10-28\_107 CONSENSUS MOTION** that the Eastern Ontario Outaouais Regional Council Executive extend this meeting by 15 minutes.

Supporting and nurturing Right Relations, Social and Ecological Justice
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**Social Justice and Networks** –The Minister Supporting Communities of Faith, Clusters and Networks position has been posted. Names for a selection committee will be circulated for approval.

Guaranteed Livable Income was a successful event with over 100 people attending.

Supporting people in all seasons of life
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6. **Vision and Transformation** – Rev. Cindy Casey reported that workshops are being well attended. Recommendations for the disbursement of grant funds will be coming to the Executive in the near future.
7. **Stewardship** – Carolyn Ruda reported that the Team is meeting next Wednesday. Gifts with Vision catalogues have been sent out to Communities of Faith. Overall. Giving are down.

- 8. Affirm** – Linda Stronski, on behalf of Affirm thanked the planning committee for time on the agenda at the upcoming general meeting.

Supporting and Building Communications
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- 9. Communications** – See written report from Anita Jansman as **Appendix J**.
- 10. YAYA** – *Order of the Day* 9:45 Dana Doucette and Rev. David Sherwin
- 11. Nominations** – Sue Hutton, DLM Candidate  
- See Nominations Leadership Team Minutes of Tuesday October 5, 2021 as **appendix K**
- 12. Regional Council Meetings** –  
- Save the date: November 27<sup>th</sup> 9 AM-noon  
- Listening Day Saturday February 26 9 am to noon  
- Celebration of Ministry hopefully Saturday April 9  
- Regional Council gathering – hold Fri May 27, Sat 28

### New Business

- a) Discussion of Changes in Benefits

The question was asked if the Regional Council will discuss the ‘Changes in Benefits’ and the General Council’s Mission and Vision statement? Answer: Communication around this has been lacking (November 1st is supposed to be a communication release date) and at the moment the Regional Council has not considered how to deal with matter.

- Suggested that the General Council be encouraged to provide a pastoral response (and or an information session).
- suggested that the Regional Council provide a pastoral response (something from the Executive).
- Rev. Arlyce Schiebout and Rev. Teresa Burnett-Cole who are on the General Council Executive will highlight some FAQ at the Fall Regional Council meeting

**Opening worship for next meeting** – Rev. Takouhi Demirdjian-Petro.

**Equity Monitor Report** – Rev. Teresa Burnett-Cole reported that members need to do a little self-monitoring, being mindful of time taken to speak, dominating time to speak and jumping into conversation without orderly process of asking to speak.

### Motion to adjourn

**2021-10-28\_108 MOTION** (J. Noordhof) that the Eastern Ontario Outaouais Regional Council Executive adjourn this meeting at 12:30 PM. **CARRIED**

**Closing Prayer** – Rev. Takouhi Demirdjian-Petro closed the meeting with prayer.

**Next meeting date**

- Saturday, November 27, 2021 9:00 – noon on zoom RC
- Thursday, January 13, 2022 9:00 – noon on zoom
- Thursday, February 10, 2022 9:00 – noon on zoom
- Thursday, March 10, 2022 9:00 – noon on zoom
- Thursday, April 14, 2022 9:00 – noon on zoom (Holy Week?) or 28th



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 Rev. Takouhi Demirdjian-Petro,  
President

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 Rev. Rosemary Lambie,  
Executive Minister

### **Appendices**

Appendix A	Proposal to Create a Camp Awesome Director Position	Pages 173-174
Appendix B	Camp Awesome Director Position Description	Pages 175-177
Appendix C	Camp Awesome Director Position Financial Plan	Page 178
Appendix D	Terms of Reference for the YAYA Leadership Team	Pages 179-180
Appendix E	YAYA Report	Pages 181-182
Appendix F	2021 Financial Report & Draft Proposed Budget 2022	Pages 183-186
Appendix G	Pastoral Relations Commission minutes from meeting of October 19	Pages 187-190
Appendix H	Communication Policy	Pages 191
Appendix I	Sacraments Elder Policy	Pages 192-193
Appendix J	Communications	Page 194
Appendix K	Nominations	Pages 195-196

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Appendix A

**Camp Awesome Camp Director**  
**Proposal – Draft**  
**October 25, 2021**

**Overview**

The EOORC Youth and Young Adult Leadership Team recommends that the Eastern Ontario Outaouais Regional Council create a new, part-time position to lead the Camp Awesome program.

We recommend that this position be established on a trial basis with a three-year contract, to be reviewed in the third year.

We recommend that the salary for this position be drawn from several sources within the EOORC as shown in the accompanying financial plan, and that it be guaranteed for the duration of the three-year contract.

This new position would assume overall responsibility for Camp Awesome, including fundraising, budgeting, staffing, programming, and administration. Part of the responsibility of this new position would be to work with the EOORC YAYA Leadership Team to develop a sustainable funding model beyond the initial three-year contract.

This new position would be accountable to the Regional Council through the YAYA Leadership Team and the Regional Executive Minister in the same way that the current YAYA Minister position is accountable.

The creation of this new position will accomplish two important goals:

1. It will provide the stable, dedicated and focussed leadership that Camp Awesome needs to expand and grow to meet the needs of children and youth across the Regional Council.
2. It will free up valuable time and energy on the part of the RC's YAYA Minister to attend to emerging needs and opportunities that the creation of the Regional Council has brought into focus.

**History**

Camp Awesome was a longstanding program of the Ottawa Presbytery, with a history of more than 20 years of successful summer day camps. It was directed by the Presbytery Youth and Young Adult Minister and comprised the single largest component of that person's position description. With the creation of the Eastern Ontario Outaouais Regional Council, responsibility for Camp Awesome was given to the Regional Council's Youth and Young Adult Minister.

**Rationale for the new position**

Camp Awesome provides excellent faith-based programming to local communities of faith for children from 6 – 12 years of age in a week-long day-camp format at a very reasonable cost. More than 20 communities of faith across the former Ottawa Presbytery hosted Camp Awesome over the years, and many of them offered at least one week of camp every summer, year after year. Camp Awesome has also proven to be an excellent way to develop the leadership skills of youth aged 14-20 as they are trained to lead the camp program. Every summer, dozens of youth, and hundreds of children, are positively impacted by the camp. We believe that strengthening and expanding Camp Awesome is a very good way to meet the needs of children, youth, and communities of faith within the Regional Council.

This process has already begun. Under our current Youth and Young Adult Minister's leadership, Camp Awesome has successfully adapted to the new challenges created by the shift to a Regional Council structure;

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offering camps in communities well outside of Ottawa, piloting a French language camp in the Outaouais, and opening up a partnership conversation with Tucker House and Faith and the Common Good. In addition, it has pivoted to online programming for the past two summers in response to the pandemic.

The past (almost) three years of living into the Regional Council model has shown us that there is a need and desire across the Regional Council for children's programming and youth leadership development that Camp Awesome can fill. At the same time, we have come to see clearly that there is also a need and desire for *new and innovative* Youth and Young Adult programming that will require focussed time and energy to develop. We do not think it is possible for our YAYA Minister to respond to both of these emerging opportunities within her existing position description.

### **Conclusion**

**We are bringing forward this proposal to address these new opportunities by separating responsibility for Camp Awesome from the other responsibilities of the Youth and Young Adult Minister in order to allow the Regional Council to better address the expanded needs for youth and young adult ministry across the whole of the Regional Council.**

## Appendix B

**Director of Camp Awesome**  
**Position Description**  
**Eastern Ontario Outaouais Region (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.*

**Overview**

Camp Awesome operates a youth leadership and summer day camps for children and youth within the Eastern Ontario Outaouais Region (EOOR) 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 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 kids, 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.
- Clear Criminal Records Check with Vulnerable Sector Search required upon hiring.
- Provide proof of Covid-19 vaccination.

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- Physically able to participate in ongoing physical activity.
  - 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 EcoSpiritual, leadership, and high-quality outcome-based programming in camp.

- Model excellent customer service.
- 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 C

		<b>Camp Awesome Director (Note 1)</b>				
		<b>Budget for 3 year Contract (Note 2)</b>				
		<b>2022</b>	<b>2023</b>	<b>2024</b>		
<b>Income</b>						
	EOORC YA VA funds	\$ 10,000.00	\$ 10,000.00	\$10,000.00		
	Scrivens/Baillie Fund	\$ 10,000.00	\$ 10,000.00	\$10,000.00	<b>(Note 3)</b>	Hourly Pay \$ 28.00 <b>(Note 4)</b>
	EOORC Surplus Funds	\$ 20,000.00	\$ 20,000.00	\$20,000.00		X hours/week 20
	<b>Total Income</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$40,000.00</b>		X weeks/year 52
						<b>Total Salary \$ 29,120.00</b>
<b>Expenses</b>						
	Salary	\$ 29,120.00	\$ 29,120.00	\$29,120.00		<b>Employer's Expenses</b>
	Employer Expenses	\$ 2,912.00	\$ 2,912.00	\$ 2,912.00		(CPP /EI/Pension/Benefits)
	Travel Allowance	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	<b>(Note 5)</b>	
	Miscellaneous Expenses	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	<b>(Note 6)</b>	<b>10% of total salary \$ 2,912.00</b>
	<b>Total Expenses</b>	<b>\$ 39,032.00</b>	<b>\$ 39,032.00</b>	<b>\$39,032.00</b>		
<b>Note 1:</b>	This is a year-round, half-time position. The Camp Director would work full-time during May, June, July and August, and proportionately less during the other 9 months of the year.					
<b>Note 2:</b>	This budget sets out one avenue to guarantee the funds for a three year trial, during which a plan for long-term financial sustainability will be developed.					
<b>Note 3:</b>	The YA VA Leadership Team has requested this support from the Scrivens-Baillie Fund and is expecting a response shortly.					
<b>Note 4:</b>	The hourly pay rate is based on comparable positions with EOORC Communities of Faith.					
<b>Note 5:</b>	There will be a lot of travel in the summer months while the camp programs are running, and less travel during the rest of the year.					
<b>Note 6:</b>	These will be expenses incurred by the Program Director in the course of fulfilling the responsibilities of the position. (For example: photocopying, pizza for a staff party, coffee with a colleague, etc.)					
<b>Note 7:</b>	We anticipate that it may be possible to coordinate hiring for this position with another part-time ministry position with a local Community of Faith to create full-time work out of two part-time positions.					

## Appendix D

**Draft Terms of Reference for the Youth and Young Adult Leadership Team**  
**Eastern Ontario Outaouais Regional Council**

**Revised:** October 20, 2021

### **Mandate**

The Mandate of the Youth and Young Adult (YAYA) Leadership Team of the Eastern Ontario Outaouais Regional Council (EOORC) is to organize and oversee the Youth and Young Adult ministry of the Regional Council. The Leadership Team will fulfill this responsibility by initiating its own programs and activities, by working with and supporting the Regional Council's Youth and Young Adult Minister **and Camp Awesome Director**, by connecting with other ministries, organizations and groups that offer YAYA programs within the Region - such as Camp Awesome, Worshiplude, residential camps, campus ministries, and clusters and networks of communities of faith and individuals engaged with youth and young adults - and by administering the annual YAYA program budget of the Regional Council.

### **Accountability**

The Youth and Young Adult Leadership Team is accountable to the Regional Council.

### **Authority**

- The Leadership Team may initiate, support, evaluate, and end its own Youth and Young Adult programs and activities within the Regional Council. This authority will be exercised collaboratively and in consultation with the participants and leaders of its programs and activities.
- The Leadership Team may choose to support programs and activities initiated and led by other groups or organizations within the Regional Council, eg., residential camps. This authority will be exercised collaboratively and in consultation with the initiating groups or organizations.
- The Leadership Team may offer advice, guidance and support to the Youth and Young Adult Minister **and Camp Awesome Director**. The Leadership Team does not have the authority to give direction to, nor evaluate the work of, the YAYA Minister **and Camp Awesome Director**.
- **The Leadership Team will enable and support constructive dialogue between the Youth and Young Adult Minister and the Camp Awesome Director.**
- The Leadership Team will oversee and administer the Youth and Young Adult Ministry program budget of the Regional Council, including making decisions about the distribution of funds.

### **Membership**

- The YAYA Leadership Team will have up to 12 members.
- The Team will strive for gender, geographical, age, and vocational diversity among its members.
- The Team will invite applications from prospective members through its own networks and through the Regional Council's communication system and will bring a proposed slate of members to the Annual Meeting of the Regional Council for approval.
- The Regional Council's Youth and Young Adult Minister will be an ex-officio member of the Leadership Team.



- The Team will elect a Chair, a Vice-Chair and a Secretary from among its members annually.

#### **Duties of the Chair**

- The Chair will work closely with the Youth and Young Adult Minister to set the agenda for Team meetings and to follow up on the decisions and recommendations of the Team.
- The Chair will call and chair meetings of the Team.
- The Chair will report on the work of the Team to the Regional Council and its Executive as required.

#### **Duties of the Vice-Chair**

- The Vice-Chair will assume the duties of the Chair in the event that the Chair is unable to do so.

#### **Duties of the Secretary**

- The Secretary will make, keep and distribute Minutes of all meetings of the Leadership Team.

#### **Meetings**

- The Team will meet at least four times in a year.

#### **Term of Office**

- Members will serve a three-year term, which may be renewed.

## Appendix E

**Eastern Ontario Outaouais Regional Council 12, United Church of Canada  
Ministry for Youth and Young Adults (YAYA) - Executive Report – October 2021***Regional Update***Mental Health First Aid supporting Youth**

EOORC YAYA is coordinating the Mental Health First Aid support Youth course Oct, 28<sup>th</sup> & 29<sup>th</sup>. This certificate course is developed and lead by the Mental Health Commission of Canada. Participants will be trained on how to support youth and young adults both in everyday situations and in crisis.

I am looking to coordinate further continuing education opportunities for YAYA Leaders and Ministers in 2022.

**Regional Confirmation Classes with the GO Project**

The final session of the Online Confirmation program will be Nov. 21<sup>st</sup>. Churches are asked to support confirmands in their congregation by recognizing them in their worship services (in-person & online).

**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>

**Office Hours for YAYA Drop-In**

I have been in discussion with Shanna Bernier (Region 13) about hosting a designated time and Zoom space as a drop-in for YAYA within our regions. This would be modelled off professor "Office Hours" and allow space for those who need to connect.

*Campus Ministry***Open Table**

Open Table has been given approval by the Anglican Diocese to host a dinner Sunday, Nov. 7<sup>th</sup> from 3-5pm at St. Alban's Church. We are in contact with our Congregational Partners to provide food (Chili, buns), drinks and snacks for up to 30 students. More dates will be set for the 2022 academic year in late November.

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 3<sup>rd</sup> 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.

*General Council Update***GC44 Pilgrims**

The GC44 Pilgrim program has been shifted to an Internship for 5 youth (ages of 15-19) in our Region. The Interns will be invited to a retreat weekend in early February to learn more about GC44 and their role along with Regions 11 & 13. These 5 will also be hired 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

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topping up the hourly wage. There will be a Zoom Information session Nov. 10<sup>th</sup> at 7pm for those interested to learn more about the Interns role at GC44.

Respectfully Submitted by Dana Ducette Oct. 27<sup>th</sup> 2021  
[dducette@united-church.ca](mailto:dducette@united-church.ca) - mobile: 613-608-8411

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Income	Governance			Mission & Ministry			2022 Budget Proposal		Total
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	
Grant - Assessments	325,000	325,000	325,000	0	0	0	325,000	0	325,000
Grant - Assessment (Executive Minister/Assistant Grant - Mission & Service Fund)	33,500	33,500	33,500	0	0	0	33,500	0	33,500
Grant - Special Funding	0	0	0	240,000	289,000	240,000	0	240,000	240,000
Donated Expenses	0	0	0	0	0	0	0	0	0
Interest & Mock endry Fund	220	1,683	1,000	2,000	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 Baillie/Screen's Youth Salary/Program	0	0	0	21,800	20,400	21,800	0	24,500	24,500
Transfer Baillie/Screen's Grants	0	0	0	2,832	6,800	21,800	0	24,500	24,500
Transfer EOOORC Fund	18,500	18,000	18,500	18,500	18,000	18,500	20,500	20,500	41,000
Transfer Mission Strategy Grants	0	0	0	30,495	24,000	82,000	0	93,000	93,000
Youth Programming Revenue	0	0	0	0	815	0	0	0	0
<b>Total Income</b>	<b>377,220</b>	<b>378,183</b>	<b>378,000</b>	<b>315,627</b>	<b>359,015</b>	<b>384,100</b>	<b>379,250</b>	<b>402,500</b>	<b>781,750</b>

Expenses (net of Recoveries)	Governance			Mission & Ministry			2022 Budget Proposal		Total
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	
Clusters, Leadership Teams, Networks (Schedule 1)	1,077	546	8,000	4,275	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	934	12,483	10,000	0	0	0	10,000	0	10,000
Finance and Archives (Schedule 2)	23,035	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 Strategy Grants	0	0	0	30,495	24,000	82,000	0	93,000	93,000
Mission Support Grants (Schedule 3)	0	0	0	135,520	136,100	136,100	0	135,320	135,320
Office Costs (Schedule 4)	11,692	10,481	14,000	324	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)	204,712	212,915	232,250	119,548	129,464	141,600	240,730	147,350	388,080
Regional Meetings (Schedule 7)	2,360	7,957	64,000	0	0	0	63,000	0	63,000
Technology and Communications (Schedule 8)	6,680	6,840	9,500	0	0	0	8,500	0	8,500
Youth Grants	0	0	0	2,832	6,800	21,800	0	24,500	24,500
Youth Programming (Schedule 9)	0	0	0	8,722	8,730	15,000	0	17,000	17,000
<b>Total Expenses</b>	<b>255,690</b>	<b>278,342</b>	<b>370,850</b>	<b>308,066</b>	<b>310,159</b>	<b>413,850</b>	<b>379,560</b>	<b>434,620</b>	<b>814,180</b>
<b>Net Income (deficit) from general operations</b>	<b>121,530</b>	<b>99,842</b>	<b>7,150</b>	<b>7,561</b>	<b>48,856</b>	<b>(29,750)</b>	<b>(310)</b>	<b>(32,120)</b>	<b>(32,430)</b>

Appendix F

Eastern Ontario Outaouais Regional Council of The United Church of Canada  
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**Schedule 1 - Clusters, Leadership Teams, Networks**

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
Camping Leadership Team	0	0	0	2,025	0	0	100	0	100
Chaplaincy Leadership Team	0	0	0	0	0	0	1,000	0	1,000
Contingency (allocations yet to be determined)	0	0	3,100	0	0	0	3,000	3,000	6,000
Finance Leadership Team	126	0	500	0	0	0	500	0	500
Justice, Global, and Ecumenical Relations	0	0	0	1,728	0	0	5,000	0	5,000
Lay Worship Leaders	0	0	3,000	0	0	0	3,000	0	3,000
Ministry Personnel Events	951	0	350	0	0	0	1,000	0	1,000
Pastoral Relations Leadership Team	0	0	196	0	0	0	400	0	400
Right Relations	0	0	0	522	0	0	500	0	500
<b>Total</b>	<b>1,077</b>	<b>0</b>	<b>546</b>	<b>4,275</b>	<b>0</b>	<b>9,700</b>	<b>7,900</b>	<b>9,600</b>	<b>17,500</b>

**Schedule 2 - Finance and Archives**

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
Archives Honourarium	8,037	8,008	9,000	0	0	0	9,000	750	9,750
Archives Office and Travel Expenses	667	0	500	0	0	0	0	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	267	345	400	0	0	0	400	0	400
<b>Total</b>	<b>23,035</b>	<b>21,920</b>	<b>27,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,880</b>	<b>0</b>	<b>28,880</b>

**Schedule 3 - Mission Support Grants**

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
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 Lawren	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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,520</b>	<b>136,100</b>	<b>136,100</b>	<b>0</b>	<b>135,520</b>	<b>135,520</b>

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	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
<b>Schedule 4 - Office Costs</b>									
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	208	339	1,500	0	0	0	1,000	0	1,000
Home Offices	190	366	500	324	1,217	1,000	750	1,500	2,250
Sundry (Transitional Costs)	824	295	500	0	0	0	500	0	500
Summerlea (16.6% of costs)									0
Elevator	123	64	175	0	0	0	150	0	150
Hydro	534	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	74	143	1,500	0	0	0	750	0	750
Telephone	0	0	425	0	0	0	0	0	0
<b>Total</b>	<b>11,692</b>	<b>10,481</b>	<b>17,375</b>	<b>324</b>	<b>1,217</b>	<b>1,000</b>	<b>15,350</b>	<b>1,500</b>	<b>16,850</b>

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
<b>Schedule 5 - Partnerships</b>									
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	2,500	1,500	0	1,500	1,500
<b>Total</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>6,350</b>	<b>3,850</b>	<b>6,350</b>	<b>2,500</b>	<b>6,350</b>	<b>8,850</b>

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
<b>Schedule 6 - Personnel</b>									
Benefits (United Church & Government)	29,769	29,296	35,000	20,703	20,899	25,000	34,000	2,4750	58,750
Contributing Education	1,900	131	4,000	402	184	2,100	4,000	2,100	6,100
Executive Minister/Assistant (16.6%)	40,998	38,263	42,000	0	0	0	42,230	0	42,230
Meetings/Hospitality	0	965	4,000	67	22	1,500	4,000	1,500	5,500
Salaries	130,137	141,460	146,000	95,651	106,387	111,500	148,500	113,500	262,000
Telephones	1,146	1,608	2,000	1,219	1,286	2,000	2,000	2,000	4,000
Travel	762	1,191	8,000	1,505	685	4,000	6,000	3,500	9,500
<b>Total</b>	<b>204,712</b>	<b>212,915</b>	<b>241,000</b>	<b>119,548</b>	<b>129,463</b>	<b>146,100</b>	<b>240,730</b>	<b>147,350</b>	<b>388,080</b>

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	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
<b>Schedule 7 - Regional Meetings</b>									
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	560	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
<b>Total</b>	<b>2,360</b>	<b>7,957</b>	<b>64,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,000</b>	<b>0</b>	<b>63,000</b>

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
<b>Schedule 8 - Technology and Communications</b>									
IT Support GCO	5,685	4,579	8,250	0	0	0	6,500	0	6,500
Tele-Conferencing/Annual Contracts	259	408	500	0	0	0	500	0	500
Website	736	1,853	2,500	0	0	0	1,500	0	1,500
<b>Total</b>	<b>6,680</b>	<b>6,840</b>	<b>11,250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>0</b>	<b>8,500</b>

	Governance			Mission & Ministry			2022 Budget Proposal		
	2021 Actual	2020 Actual	2021 Budget	2021 Actual	2020 Actual	2021 Budget	Governance	Miss&Min	Total
<b>Schedule 9 - Youth Programming</b>									
Camp Awesome	0	0	0	1,250	3,244	4,000	0	5,000	5,000
Events	0	0	0	6,496	3,469	10,000	0	10,000	10,000
Supplies	0	0	0	976	2,017	2,000	0	2,000	2,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,722</b>	<b>8,730</b>	<b>16,000</b>	<b>0</b>	<b>17,000</b>	<b>17,000</b>

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

	EOORC	James Bailie	McKendry	Mrs. Strat.	Scrivens	Total
Opening Equity (market value)	928,346	632,436	100,000	2,005,982	460,606	4,127,369
Deposits (Transfers from Conference/Presbytery)				86,672		86,672
Deposits (Sales from Properties)	(18,500)					(18,500)
Transfer to Governance					(30,495)	(30,495)
Transfer for Grants	(18,500)	(2,682)			(9,000)	(30,327)
Transfer to Mission and Ministry	123,389	89,403		264,841	68,695	546,328
Unrealized Gains/Losses						
Closing Equity (market value)	1,014,736	706,357	100,000	2,326,999	520,150	4,668,242

## Appendix G

**A meeting of the Pastoral Relations (PR) Commission**  
**Tuesday, October 19, 2021****PRESENT:**

Jim Allen, Ina Bromley (via telephone), Wayne Harris (Chair), Patsy Henry, Sharon MacDonald, Erin McIntyre, Karen McLean (Scribe), Linda Suddaby (9)

**REGRETS:** Charlotte Hoy (1)

**CALL TO ORDER, OPENING PRAYER:**

Chair Wayne called the meeting to order at 1:02 p.m. Whit Strong offered a short prayer to lead us into this time of church 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 2021-89** (I. Bromley/S. MacDonald) “that the minutes of September 14, 2021 be accepted as circulated.”  
**CARRIED**

**SABBATICALS:**

**MOTION 2021-90** (J. Allen/P. Henry) “that the EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Brian Cornelius (First Pastoral Charge, Ottawa) effective May 1 – July 31, 2022.”

**CARRIED**

**MOTION 2021-91** (I. Bromley/L. Suddaby) “that the EOORC PR Commission takes note of the upcoming sabbatical of the Rev. Mary Royal-Duczec (Almonte Pastoral Charge) in the spring of 2022, dates to come.”

**CARRIED**

**MOTION 2021-92** (J. Allen/E. McIntyre) “that the EOORC PR Commission takes note of the upcoming sabbatical of the Rev. David Illman-White (Centretown Pastoral Charge, Ottawa) in 2022, dates to come.”

**CARRIED**

**Acknowledged Sabbaticals:**

Peter Woods – MacKay P.C. (Ottawa) – Oct. 15, 2021 to Jan. 15, 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

**CHANGE IN PASTORAL RELATIONS:****Trinity P.C. – Erin Burns**

**MOTION 2021-93** (E. McIntyre/I. Bromley) “that the EOORC PR Commission approves the request of the Rev. Erin Burns (Trinity Pastoral Charge) for a change in pastoral relations

effective Dec. 31, 2021.”

**CARRIED**

**Perth Road P.C. – Peter Bartlett**

**MOTION 2021-94** (S. MacDonald/I. Bromley) “that the EOORC PR Commission approves the request of the



Rev. Peter Bartlett (Perth Road Pastoral Charge) for a change in pastoral relations effective Dec. 31, 2021.”

**CARRIED**

**PASTORAL CHARGE SUPERVISORS (PCSs):**

**Clyde Forks-Tatlock P.C.**

**MOTION 2021-95** (J. Allen/E. McIntyre) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Carla Van Delen (OM), EOORC member, as Pastoral Charge Supervisor to the Clyde Forks-Tatlock Pastoral Charge effective October 19, 2021.”

**CARRIED**

**Queenswood P.C.**

**MOTION 2021-96** (P. Henry/L. Suddaby) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Trisha Elliott (OM), EOORC member, as Pastoral Charge Supervisor to the Queenswood Pastoral Charge effective October 19, 2021.”

**CARRIED**

**Williamstown P.C.**

**MOTION 2021-97** (S. MacDonald/E. McIntyre) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Jim Allen, EOORC member, as Pastoral Charge Supervisor to the Williamstown Pastoral Charge effective October 19, 2021.”

**CARRIED**

[Abstaining: Jim Allen]

**Pastoral Charges without Supervisors:**

Clyde Forks-Tatlock (SM)	Lower Gatineau Valley
Templeton	Vernon

**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)	Mt. Zion
Pittston	Richmond	Templeton
Williamstown		

**PROFILES:**

**Elgin-Portland P.C.**

**MOTION 2021-98** (I. Bromley/P. Henry) “that the EOORC PR Commission approves the

Elgin-Portland Pastoral Charge profile for posting on ChurchHub.”

**DEFEATED**

[Note: Chair Wayne and PR minister Whit Strong will contact the pastoral charge immediately with the reasons for not approving the request.]

**Pakenham P.C.**

**MOTION 2021-99** (I. Bromley/P. Henry) “that the EOORC PR Commission approves the Pakenham Pastoral Charge profile for posting on ChurchHub.”

**CARRIED**

**CALLS/(RE)-APPOINTMENTS**

**Centenary P.C. – Shelley Roberts (OM-R)**

**MOTION 2021-100** (P. Henry/J. Allen) “that the EOORC PR Commission approves the appointment of the Rev. Shelley Roberts (OM-R) to the Centenary Pastoral Charge, 14 hours per week as Congregational Minister with a total annual remuneration of twenty-two thousand five hundred and seventy-nine dollars and ninety-five cents (\$22,579.95), from October 15, 2021 to June 30, 2022, with an additional option to increase to 20 hours per week after six months (April 15, 2022).”

**CARRIED**

[Abstaining: Sharon MacDonald]

**Salem: Locksley P.C. – William McDowell (OM-R)**

**MOTION 2021-101** (L. Suddaby/S. MacDonald) “that the EOORC PR Commission approves the appointment of the Rev. William McDowell (OM-R) to the Salem: Locksley Pastoral Charge, 11 hours per week as Congregational Minister with a total annual remuneration of seventeen thousand nine hundred and ninety-five dollars and sixty-seven cents (\$17,995.67), from July 1, 2021 to June 30, 2022.”

**CARRIED**

**Queenswood P.C. – Laurelle Callaghan (OM)**

**MOTION 2021-102** (S. MacDonald/ I. Bromley) “that the EOORC PR Commission approves the appointment of the Rev. Laurelle Callaghan (OM) to the Queenswood Pastoral Charge, 10 hours per week as Congregational Minister with a total annual remuneration of seventeen thousand two hundred and ninety-five dollars and seventy-five cents (\$17,295.75), from October 15, 2021 to September 30, 2022.”

**CARRIED**

**CLOSURES:**

**MOTION 2021-103** (E. McIntyre/S. MacDonald) “that the EOORC PR Commission recognizes the closure of the following Pastoral Charges: Hawthorne P.C. effective June 30, 2021; Merrickville P.C. and Roebuck P.C., the date to be determined for both.”

**CARRIED**

**FOLLOW-UPS FROM LIAISONS AND PCSs:** Nothing new to report.

**OTHER BUSINESS:**

**1) Augusta P.C.**

Whit Strong has followed up on Dan Hayward’s contact with various members of the pastoral charge including the minister. A number of plans from Dan’s meeting have already been implemented. Whit will continue to work closely with the minister and the congregation.

**2) EOORC Fall Meeting**

There are three items to be addressed under the Pastoral Relations Commission umbrella:

- Revised Communications package
- Sacraments Elder package
- Licensed Lay Worship Leaders (LLWLs) – French speaking

Someone from projection (possibly Karen) will let Wayne know how much time is allotted to these topics. Short videos will be prepared and pre-recorded. A certain amount of time will be allowed for live questions on each topic.

**3) Proposals for General Council (GC44)**

General Council (GC44) will be fully online in 2022 and will begin meeting February 13, 2022 and end August 7, 2022. (It will meet at various times during that time span to address different parts of the agenda – at this time the plan is to meet in five segments over the six months.)

To date, the EOORC Executive has not received any proposals to forward to GC44.

**4) February 2022 – EOORC Workshops**

The tentative plan for the February meeting is to do little, if any business. The focus will be on workshops and information. If Pastoral Relations would like to hold a workshop at this gathering, we should give notice to the planning committee as soon as possible.

**SACRAMENT ELDERS POLICY (Update)**

Erin and Jim reviewed the revised policy which had been circulated prior to the meeting. They fielded questions from the rest of the Commission and made a few more corrections to the document.

**MOTION 2021-104** (P. Henry/S. MacDonald) “that the EOORC PR sends the revised Sacrament Elders policy to the Executive for review and approval.” **CARRIED**

**NEXT MEETING:** Next meeting – November 9, 2021 1:00-3:00 p.m. via Zoom

**CLOSING:** Wayne thanked everyone for attending. Patsy offered our closing prayer today and, the business of the Commission being completed, Chair Wayne declared the meeting closed at 2:20 p.m.

## Appendix H

**Communications Policy****EOORC Regional motion**

**2021-05-7-8\_48 MOTION** (R. Lambie/B. Harman) that the Eastern Ontario Outaouais Regional Council adopt the policy establishing a minimum amount for phone /Internet expenses of \$1000/yr. It is not to be pro-rated according to the hours of the appointment/call. *If a ministry personnel accepts two (2) or more calls/appointments to reach 100% time the pastoral charges combined annual payments can not equal less then \$1,000.* This is effective immediately.

**Pastoral Relations Commission minutes****5) Communications Package**

At the May meeting of the Region, the Communications package was returned to the PR Commission for further work. After discussion, the Commission agreed to leave it as it was and sent it back to the Executive. However, since that time a new issue has arisen.

The original package was set at a minimum of \$1000 per year and was not to be pro-rated in terms of how much time the minister was hired for. The question now is how to handle it if a minister is employed by 2 or more separate pastoral charges at the same time.

It would seem logical to assume each pastoral charge would assume a payment based on the percentage of time they are receiving from the called/appointed minister. This must be added to the package information to ensure there is no misunderstanding.

Wayne, Whit and Karen will draft an amendment for the next meeting.

That the full cost of telephone and internet be reimbursed by the pastoral charge with the presentation of receipt.

## Appendix I

**Policy Regarding licences to administer the Sacraments**

POLICY NAME: Policy regarding Sacraments Elders	Date Approved:
	Review date:
Purpose: The purpose of this policy is to clarify expectations regarding licences to administer the Sacraments. <b>The Manual 2021 Sections I.2.4 and I.2.5.2 b</b>	

**Preamble**

This document outlines the Eastern Ontario Outaouais Regional Council's policy regarding licences Sacraments Elders

**Policy***1. General Policy*

The regional council may grant a licence to administer the sacraments to members of communities of faith without a called or appointed member of the order of ministry or designated lay minister. A member holding a licence to administer the sacraments is called a "Sacraments Elder."

The Regional Council:

1. Recognizes that the office of Sacraments Elder is intended to provide a means for communities of faith to receive the sacraments in the absence of a called or appointed minister. The absence of a settled, called or appointed minister on a community of faith does not, in itself, trigger the licensing of a Sacraments Elder.
2. Recognizes the value of inviting ministry personnel to preside at the sacraments. However, when a community of faith is unable to find ministry personnel to preside, a request for a sacraments elder may be considered.

*2. Terms of Licence*

A Sacraments Elder may administer the sacraments in their community of faith for a 12-month term that may be renewed. The licence automatically ends if a member of the order of ministry or designated lay minister is called or appointed to the community of faith. In the case of a multi-point charge, a Sacraments Elder may preside at all points of the pastoral charge.

The requirements to name and licence a lay person as a sacraments elder can be found in the Sacraments Elder Handbook 2021: [https://united-church.ca/sites/default/files/handbook\\_sacraments-elders.pdf](https://united-church.ca/sites/default/files/handbook_sacraments-elders.pdf)

*3. Process*

1. When there is no ministry personnel appointed/called to a pastoral charge, and there are no ministry personnel available to preside at the sacraments the community of faith may identify an individual whom it believes is suitable to perform the function of Sacraments Elder.
2. At an official meeting of the governing body of the community of faith, the community of faith must pass a motion to request a Sacraments Elder which shall then be submitted to the Pastoral Relations Commission.
3. The request that shall be submitted to the Pastoral Relations Commission details the following:
  - a. The request for a Sacraments Elder, including the reason for the request, the name of the individual requested, and reasons that person would be a suitable Sacraments Elder.
  - b. The date of the meeting of the governing body approving the request; and
  - c. A copy of the motion indicating the mover and seconder (by full name) and the results of the vote.

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4. The Pastoral Relations Commission confirm the need for a Sacraments Elder and the suitability of the proposed person before the training takes place. ~~The Regional Council Executive may not concur with the recommendations.~~
  5. The Sacraments Elders Workbook will be the principal guide for instruction on the administration of the sacraments. The Pastoral Relations Minister shall be responsible to provide the training. The training is approximately 16 to 20 hours, timing to be divided between two to four modules with sufficient time between them for reflection.
  6. The Pastoral Relations Commission will recommend appointing an ongoing mentor, potentially the pastoral charge supervisor.
  7. Upon completion of this process, the Pastoral Relations Commission will bring a motion to the Regional Council Executive for action.

## Appendix J

**Eastern Ontario Outaouais Regional Council, United Church of Canada**  
**Communications and Administrative Assistant Report to the Executive**  
**October 24, 2021**

The Sacraments Elder Survey was completed on September 30<sup>th</sup> and the results of the survey were sent to Jim Allen and Erin McIntyre so they can produce a report to be presented at the Fall Meeting on November 27<sup>th</sup>.

Fall brought with it many events around the EOORC, which were promoted in EOORC News and through separate emails. One in particular, the *Guaranteed Livable Income* meeting, which featured a new book, The Case for Basic Income, by Jamie Swift and Elaine Power. Since Jane Dawson left the role of Minister for Communities of Faith, Clusters and Networks in the summer, I was asked to organize and facilitate the meeting. It took place on October 21<sup>st</sup> and was very well attended (100+ EOORC members). The meeting also featured special guest, Rev Lois Wilson, former UCC moderator and retired Canadian senator. The meeting was extremely well received. The authors asked for my assistance in contacting other regional councils, which I have done. So far, representatives from four regional councils have expressed interest in arranging similar meetings in their regional councils.

Registration is now open for the 2021 Fall Meeting taking place on Saturday November 27<sup>th</sup> at 9:00 a.m. – noon. More than 50 people have registered on the first day of registration.

The Communications Leadership Team met in October. We discussed how to communicate the nominations procedure more clearly and timely so that everyone has access to the information in enough time to consider putting their names forward. We also discussed how to update the next version of the EOORC Directory and address the Pastoral Charges with whom no contact has ever been made. It is our goal to reach every Pastoral Charge and determine their status in time for next summer, when the 2022-23 directory will be published.

## Appendix K

**A meeting of the Nominations Leadership Team**  
**Tuesday, October 5, 2021****PRESENT:**

Susan de Haan, Bronwen Harman, Sue Hutton (Chair), Rosemary Lambie, Karen McLean, Joel Miller (6)

**REGRETS:** Takouhi Demirdjian-Petro (1)

**CALL TO ORDER, OPENING PRAYER:**

Chair Sue Hutton called the meeting to order at 7:01 p.m. She thanked everyone for attending an evening session and offered a prayer to open the meeting.

**APPROVAL OF MINUTES JUNE 2, 2021:**

It was agreed by consensus that the minutes of June 2, 2021 be accepted as circulated.

**CORRESPONDENCE:**

- 1) Kim Heath has tendered her resignation from Nominations. Her contributions have been most appreciated and she will be missed on the team.
- 2) Following the Annual General meeting of EOORC in May 2021, the secretary received a letter from Lynne Gardiner expressing some concerns over the Nominations process at the meeting. The secretary had responded and Lynne had sent a follow-up letter to Rosemary Lambie. The team discussed Lynne's concerns at length. Suggestions to improve communications with the membership included updating the EOORC website to copy information to both the Nominations page as well as the "Opportunities to Serve" section so people can find it in multiple places; working with the Communications Team to generate a mailing list to enable contact with remote areas with limited/no email. Lynne offered to draft a Conflict of Interest policy for EOORC – Rosemary will contact her to accept her offer to present a draft to Executive at her earliest convenience.

**BUSINESS:****1) Leadership Team Names**

Two teams are currently called "Property and Finance" and "Finance". This is somewhat confusing for folks – "Property and Finance" will be renamed "Property" for better separation of the two mandates.

**2) Leadership teams – new members**

**Finance-** Currently Finance is down to about 5 members. They would like at least 2 or 3 more members. Several names were suggested and will be approached.

**Nominations-** Kimberly Heath has stepped down from Nominations so the Team also needs more people willing to assist other teams to find volunteers. In addition, with the rise of EOORC in May 2022, Sue Hutton will become President of EOORC so will have step down as Chair of Nominations.

**3) General Council (GC) Commissioners**

While a number of people did let their names stand for GC Commissioners for GC44 in 2022, there is still a great need for more. We still need one more lay commissioner and many more alternates. Historically, many people find it necessary to step down by the time GC arrives due to any number of reasons so alternates are always required to fill these vacancies. Sue will ask Anita to add a request to upcoming newsletters for people to submit Expressions of Interest. Of note for lay people

– GC Commissioners do need to be members of a Community of Faith in the United Church of Canada, but they do not need to be a member of EOORC.



**OTHER BUSINESS:**

EOORC will meet on Nov. 27, 2021 from 9 a.m. – noon. Nominations will need to report – the deadline is Nov. 15<sup>th</sup>.

**NEXT MEETING:** November 17, 2021 at 7:00 p.m. via Zoom. Susan de Haan volunteered to offer the Opening Prayer.

**CLOSING:** Bronwen Harman offered a closing prayer and, our business being completed, Sue thanked everyone for attending and declared the meeting closed at 8:46 p.m.

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Sue Hutton, Chair

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Karen McLean, Secretary