



# Governance Handbook May 28, 2022

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This handbook contains an outline of the Regional Council's Governance Structure; descriptions of its Leadership Teams; and terms of reference for its Policies.



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## **Introduction**

This policy and practice document has been prepared by the Regional Council Transition Commission, then Executive (effective January 1, 2019) with the recognition that the Regional Council Executive will regularly review all of the policies.

The Regional Council will review and set policies for the Executive and commissions/leadership teams. Staff will be empowered and trusted to execute that policy.

The structure will consist of commissions/leadership teams supported by staff and by task groups of skilled and trained volunteers to carry out policy (e.g. liaisons with individual communities of faith).

All of the policies can be measured against the Regional Council's Living Mission:

- 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 peoples in all seasons of life;
- Supporting and building Communications.

## GOVERNANCE STRUCTURE

### Regional Council Living Mission Statement

POLICY NAME: Regional Council Living Mission Statement	Date Approved: October 5, 2019
	Review Date: May 2020 <i>2019-10-05_176 MOTION (B. Reynolds/J. Allen) That the Eastern Ontario Outaouais Regional Council provisionally adopt the Living Mission Statement as written in the Governance Handbook, with the understanding that it will be presented at the Annual General Meeting in May 2020, taking into account comments made during the Inaugural Meeting. Carried</i>
Purpose: This policy outlines the purpose / mission / vision of the Region, the authority and compliance, membership, responsibilities and annual meetings.	

### Living Mission Statement

The Living Mission of the Regional Council is

- 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 persons in all seasons of life;
- Supporting and building Communications.

### Purpose

*The Manual C.2.4*

The regional council is responsible for encouraging and engaging in

- a) joining our collective hearts, voices, and resources to witness to the gospel and vision of Jesus for a compassionate and just society, both in Canada and around the world;
- b) local, regional, national, and global initiatives and partnerships (community, ecumenical, and interfaith) for ministry, mission, and justice work;
- c) ministry with children, youth, and young adults;
- d) honouring and living into intercultural mission and ministry; and

*Honouring and living into intercultural mission and ministry is described in Vision for Becoming an Intercultural Church, a resource available from the General Council Office.*

- e) living in covenant with Mother Earth and All My Relations in the Earth community.



## **Authority / Compliance**

The Regional Council and Regional Council Executive will follow all policies outlined or referred to in The Manual of The United Church of Canada, or as required by federal, provincial or municipal laws.

## **Limitations**

*The Manual C.2.14*

All responsibility of the Regional Council is subject to

- a) policies set by the General Council on membership, governance, pastoral relations, candidacy, ministry personnel, property, and any other area within the authority of the General Council; and
- b) the authority of the General Council to assume control of the Regional Council in extraordinary circumstances where the Regional Council is unable to or refuses to meet its responsibilities or acts outside of denominational or Regional Council policies.

## **Membership**

*The Manual C.1 (includes C.1.1. – C.1.3)*

The regional council consists of members of the order of ministry, other ministry personnel, lay members of the United Church, and leaders of associate member ministries, all as set out in sections C.1.1 to C.1.3 below.

“Ministry personnel” is a general term that refers to members of the order of ministry, designated lay ministers, candidates serving under appointment, diaconal supply, and ordained supply. For more information on these categories of ministry personnel, see Entering Ministry H.1.1 and H.1.2.

There must be a balance between the members in the membership categories in section C.1.1 and C.1.2 below where possible.

## **Members of the Order of Ministry and Other Ministry Personnel**

*The Manual C.1.1*

The following ministry personnel are members of the regional council:

- a) members of the order of ministry within the bounds served by the regional council; and
- b) other ministry personnel in a covenantal relationship with a community of faith within the bounds of the regional council.

## **Lay Members**

*The Manual C.1.2*

*Communities of faith that are congregations or pastoral charges continue to elect representatives to the regional council in the same way they elected representatives to the presbytery prior to January 1, 2019. They may also change the way in which they elect representatives within denominational policies, with the agreement of the regional council, and by including it in the covenant between the community of faith and regional council.*

The lay members of the regional council are members of the United Church who are not ministry personnel and who are

- a) elected by communities of faith on the following basis:
  - i) one representative from each community of faith with 100 or fewer members;
  - ii) two representatives from each community of faith with 101 to 200 members;
  - iii) three representatives from each community of faith with 201 to 300 members;
  - iv) four representatives from each community of faith with more than 300 resident members; and
- b) additional lay members as determined by the regional council if necessary to respect a balance of ministry personnel and lay members who are not ministry personnel in the membership of the regional council.

### **Leaders of Associate Member Ministries**

*The Manual C.1.3*

The regional council includes people in formal ministry leadership in those communities of faith of other denominations

- a) that have been granted associate membership in the United Church based on policies set by the Executive of the General Council; and
- b) that are located within the bounds of the regional council.

*A community of faith of another denomination may be granted associate membership in the United Church based on policies set by the Executive of the General Council.*

The Region has power / authority to add members to the Regional Council.

### **Responsibilities**

#### **Covenanting**

*The Manual C.2.1*

The regional council is responsible for

- a) recognizing a new community of faith by entering into a covenantal relationship with it;
- b) living in a covenantal relationship with each community of faith, with mutual responsibilities for the life and mission of the community of faith, and fulfilling its responsibilities under the covenant;
- c) approving changes to the covenantal relationship with the community of faith from time to time, including structural changes, amalgamations, realignments, and disbanding of communities of faith; and

*The regional council's responsibilities in the life cycle of a community of faith that is a congregation or pastoral charge are set out in more detail in Congregational Life G.1.*

- d) living in a covenantal relationship with ministry personnel.

### **Services for Communities of Faith**

#### *The Manual C.2.2*

The regional council is responsible for

- a) providing support, advice, and services to communities of faith in human resource matters;
- b) providing support, advice, and services to communities of faith in dealing with congregational property;
- c) managing regional archives;
- d) providing ongoing leadership training for ministry personnel and lay people; and
- e) providing funding partnerships with United Church educational and leadership training centres and camps as determined by the regional council.

### **Service, Support, and Oversight of Communities of Faith**

#### *The Manual C.2.3*

The regional council is responsible for

- a) reviewing the self-assessments of communities of faith in light of the covenant between the community of faith and the regional council;
- b) supporting emerging new ministries;
- c) supporting communities of faith in their life and work;
- d) promoting articulation of mission and ministry;
- e) ensuring compliance with the policies and polity of the United Church and reviewing any relevant records;

*The “polity” of the United Church means the form of organization and government of the United Church as it is set out in these bylaws.*

- f) hearing appeals from communities of faith and their governing bodies; and
- g) assuming control of a community of faith in extraordinary circumstances where the community of faith is unable to or refuses to meet its responsibilities or acts outside of denominational policies.

### **Policy and Finance**

#### *The Manual C.2.5*

The regional council is responsible for

- a) administering policy set by the General Council, and setting appropriate regional policy;
- b) participating in determining priorities for mission and ministry work through the Mission & Service fund; and
- c) setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the regional council wishes to undertake.

## **Property**

### *The Manual C.2.6*

The regional council is responsible for

- a) co-operating with the community of faith in buying, selling, leasing, and renovating community of faith property, and distributing any proceeds within denominational policies and guidelines, including

- i) making decisions on requests from communities of faith to buy, sell, mortgage,

*exchange, renovate, lease, or otherwise deal with community of faith property; The regional council makes decisions relating to the property of amalgamating congregations. See congregational Life G.1.4.5.*

- ii) making decisions on the meaning of the terms “other major assets” and “major renovations” for that regional council;

*The terms “other major assets” and “major renovations” are explained in Congregational Life G.2.1.2 and G.2.1.3.*

- iii) communicating the meanings of those terms to each community of faith within the bounds served by the regional council; and

*There are three exceptions to the regional council’s responsibility for making decisions about the property of communities of faith that are congregations. They are set out in Congregational Life G.2.2.2, G.2.2.3, and G.2.2.4.*

- b) making decisions on the property of communities of faith remaining after the communities of faith cease to exist; and
  - c) buying, selling, leasing, and renovating regional property, and distributing any proceeds within denominational guidelines.

## **Preparation for Ministry**

### *The Manual C.2.7*

The regional council is responsible for

- a) celebrating the approval of applicants for candidacy;
- b) ordaining and commissioning members of the order of ministry;
- c) recognizing designated lay ministers;
- d) licensing licensed lay worship leaders; and
- e) celebrating admissions and readmissions.

Some responsibilities are delegated and some are the responsibility of the Regional Council.

## **Annual Meeting**

The Regional Council will meet in person for the first year 2019 and the Executive will make a recommendation to the Regional Council regarding future annual meetings.

“**2019-03-26\_46 MOTION** (L. Suddaby/K. Heath) That Eastern Ontario Outaouais Regional Council meets three times a year; a one-day meeting in the fall and winter and a two/three day meeting in the spring. **Carried**”

### **Annual Meeting Requirement**

*The Manual C.4.1*

The regional council must meet at least annually.

The annual meeting may be a meeting of the entire regional council or the executive of the regional council, as determined by the regional council.

“**2019-03-26\_46 MOTION** (L. Suddaby/K. Heath) That Eastern Ontario Outaouais Regional Council meets three times a year; a one-day meeting in the fall and winter and a two/three day meeting in the spring. **Carried**”

### **Meetings: General**

*The Manual C.4.2*

The regional council must decide

- a) whether and, if so, how often it will meet regularly between annual meetings as the entire regional council or the executive;
- b) the time and place for the annual and other regular meetings, and the procedure for calling annual and other regular meetings; and
- c) how it will hold special meetings for urgent business between regular meetings.

### **Minimum numbers of members**

#### **Minimum Number of Members at Meetings**

*The Manual C.4.3*

The regional council may meet only if a minimum number of members is present. For meetings of either the regional council or its executive,

- a) if there are fewer than 60 members, at least 1/3 of them must be present;
- b) if there are 60 or more members, at least 20 members must be present; and
- c) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

The Executive may make a recommendation to the Regional Council in 2020 regarding minimum numbers of members.

## Relationships with Regional Councils 11, 12 & 13

POLICY NAME: Relationship with Regional Councils 11,12 & 13	Date Approved: May 7, 2019
	Review date:
Purpose: This policy is the covenant between Regional Council 11, 12 & 13.	

### Memorandum of Understanding

Regional Councils Sharing Executive Minister and Program Assistant to the Executive Minister

#### Participants

East Central Ontario Regional Council (11)

And

Eastern Ontario Outaouais Regional Council (12)

And

Conseil Régional Nakonha:ka Regional Council (13)

#### Terms

The three participating Regional Councils agree to enter into a cooperative arrangement to share the services of the Executive Minister and the Program Assistant to the Executive Minister as assigned.

1. This will be an opportunity to test strengths and weaknesses of a different way of working while living into new times, and adjustments may be made as needed with the approval of all the participants.
2. The Executive Minister will serve each Regional Council 1/3 time,
3. The Program Assistant to the Executive Minister will serve each Regional Council 1/3 time.
4. Travel costs and administrative expenses for the Executive Minister and the Program Assistant to the Executive Minister will be shared equally among Regional Councils 11, 12 & 13, through a travel expense pool where each Regional Council contributes an equal percent.
5. The Regional Council will share equally (equitably) in the cost of the salary, benefits, and office related costs for the Executive Minister and Program Assistant to the Executive Minister.
6. The Executive Minister will be responsible for
  - i) Support and Leadership for Executive meetings
  - ii) Relationship building including Regional Council visits and support

- iii) Support to the President
- iv) As per. Executive Minister Job Description

7. The Regional Council Program Assistant to the Executive Ministers will be responsible for supporting the work of the Executive Minister
8. Any Regional Council concerns about the Executive Minister will be raised with the General Secretary, General Council, so that it may be resolved following the United Church's human resource policies.
9. The Regional Council Executive Minister may raise any concerns he/she has about the arrangement with Regional Councils 11, 12 and 13, with the General Secretary, General Council, who will be responsible for working with the Regional Councils.
10. A Regional Council Staff Leadership Team may be created, to begin after the first Regional Council meetings, to be made up of two members of each Regional Council Executive. The Staff leadership Team would support transition, monitor the workload of the Executive Minister, and Program Assistant to the Executive Minister, address any concerns/disputes among the Regional Councils and if not resolved, contact the General Secretary for support.

Each of the participating Regional Councils will sign a separate copy of this Memorandum of Understanding and return it via PDF document to the General Secretary, General Council. The Memorandum of Understanding will be considered effective when the General Secretary, General Council, has received such copies from all participating Regional Councils and has also signed the Memorandum of Understanding.

## Regional Council Executive

POLICY NAME: Regional Council Executive	Date Approved: October 5, 2019
	Review date:
Purpose: This policy provides direction to the Executive that continues the work of the Regional Council when the council is not meeting.	

### Mandate

The Regional Council Executive will do the continuing work of the Regional Council when the Regional Council is not meeting.

#### *The Manual Section C.3.1.3*

The Executive has all of the responsibilities of the Regional Council, unless the Council has decided otherwise.

### Membership

1. Chair, Past Chair, Chair Elect (3);
2. Indigenous representation (1);
3. Members at large who will be chosen to reflect the diversity of founding presbyteries, order of ministry, laity, female, male, LBTQ2, younger and older, UCW (9);
4. Treasurer as corresponding member;
5. Staff as corresponding members.

#### *The Manual C.3.1.2.*

The Executive must consist, to the extent possible, of a balance of ministry personnel and lay members who are not ministry personnel

- Order lay balance (As per The Manual)
- Gender diversity (As per The Manual)
- Linguistic diversity (As per EOORC)
- Provide Geographic representation (As per EOORC)
- And the diversity of the Region (As per EOORC)

The Executive Minister and the Program Assistant to the Executive Minister will provide support to the Executive.

Regional Council Staff shall be corresponding members of the Executive.

The Executive's sole official connection to the operational organization, its staff and work will be through the Executive Minister.



## **Terms of office**

**President:** Will serve from the time of the June, 2019 Inaugural Meeting in Smiths Falls for one year until the time of the 2020 AGM, when they will begin a one-year term as Past-President. Total two-year commitment

**Past President:** at the June 2019 annual meeting, a member of the 2018/2019 Transition Commission will be elected to the position for one year.

**President Elect:** The President Elect will serve until the 2020 AGM, when he/she will become president until the 2021 AGM. After the 2021 AGM they will begin a one-year term as Past-President. Total three-year commitment.

Members-at-large will be elected for a three-year term, renewable once.

Nine (9) Members-at-large will be elected at the June 2019 annual meeting. The Nominations Leadership team will recommend members to be elected for 1, 2 or 3 year terms. As of the 2020 AGM, elected executive will serve for three-year terms.

In the event of the death, resignation or removal of a President Elect or Past President of the Regional Council, or in the event that the President Elect or Past President assumes the office of President, the Executive is authorized to name a Member at large to fulfil the duties of the President Elect or Past President.

## **Meetings**

The Executive will normally meet monthly in person or by videoconference call.

## **Minimum number of members**

Corresponding members are not counted for this purpose.

The Executive may change the requirement for quorum.

The Regional Council Executive may meet only if a minimum of one third ( $\frac{1}{3}$ ) of its members are present. There must be at least one ministry personnel and one lay member present in order for there to be quorum.

The Council may change the requirement for a quorum of the Executive.

## **Responsibilities**

*The Manual C.3.1.3*

The Executive has all of the responsibilities of the Regional Council between meetings of the Regional Council.

The Executive must report actions to the Regional Council for information and inclusion in the minutes for the Regional Council. *The Manual C.3.1.4*

The Executive will propose actions for approval by Council where appropriate.

## **Agenda**

Each agenda will include time to

- worship and listen to God;
- build community;
- learn about governance and to develop, monitor and regularly review all policies;
- evaluate how the Executive is making a difference to the life of the church.

## LEADERSHIP TEAMS

### Finance Leadership Team

LEADERSHIP TEAM: Finance	Date Approved: October 5, 2019
	Review date:
Responsibilities: Responsibilities of Regional Council as outlined in The Manual (Section C.2.5 Policy and Finance).	

### Terms of Reference for Finance Leadership Team

Responsibilities of Regional Council as outlined in The Manual (Section C.2.5 Policy and Finance):

**The regional council is responsible for**

- a) *administering policy set by the General Council, and setting appropriate regional policy;*
- b) *participating in determining priorities for mission and ministry work through the Mission & Service fund; and*
- c) *setting and managing its annual budget, including revenue from the denominational assessment, and setting any additional regional assessment for any additional services the regional council wishes to undertake.*

### Mandate of the Finance Leadership Team

- a) Oversee the work of the Treasurer by receiving ongoing reports of Profit and Loss, Balance Sheet, Investment Funds, and Ministry Accounts;
- b) Recommend to the Regional Council an annual budget for the Governance and Mission and Ministry budgets of the Regional Council;
- c) Ensure that an annual audited financial statement is prepared and then reviewed by the Independent Internal Financial Review Committee of the Regional Council;
- d) Oversee and manage the investment funds of the Regional Council;
- e) Oversee the Mission Support grant applications and make a recommendation to the Regional Council for annual Mission Support grants;
- f) Receive and review all statements for “restricted funds” held by Communities of Faith; and
- g) Ensure that all United Church incorporated bodies have had their financial statements reviewed.

### Responsibilities – Chair

- Call the meetings, prepare an agenda and open meetings with prayer;

### Membership Size

Chair, Treasurer and 4-6 members

### Time Commitment / Meeting Frequency

Meetings held in each quarter of the year (meet four times)

### **Term of Office**

For chair – 3 years (renewable); for members – 3 years (renewable)

### **Terms of Reference for Independent Internal Financial Review Committee**

The Internal Independent Financial Review Committee is appointed and accountable to the Executive of the Regional Council.

#### **Responsibilities - General**

- Conduct a financial review of the records of the Eastern Ontario Outaouais Regional Council of The United Church of Canada.

#### **Membership**

Chair and two (2) members; one of the members would have a link to the Regional Council Finance Leadership Team. The other two members would be individuals from communities of faith with expertise in financial matters

#### **Time Commitment**

This review would be done sometime between late February and the end of March and would involve approximately a half day commitment

### **Position Description for Treasurer**

#### **General Description**

- Receive and disburse funds for Regional Council in accordance with budget;
- Monitor the financial well-being of the Regional Council;
- Maintain current accounting practice that accurately represents the assets and liability of the Regional Council; and
- Serve as an Officer of the Court, including being a corresponding member of the Executive.

#### **Responsibilities**

- Maintain an accounting of the Regional Council's finances using a recognized accounting software package. Day to day entries are done on personal computer, but regular back up must be kept and transferred to Regional Council Executive Minister.
- Ensure that there is a monthly reconciliation of the bank accounts.
- Provide monthly financial statements to the Finance Leadership Team of the Regional Council, the Regional Council and/or its Executive
- Liaise with General Council office regarding denominational assessment grant and Mission & Service Fund grant and Mission Support grants.
- Ensure that staff salaries and benefits are administered by General Council
- Ensure that staff expenses are paid on a monthly basis
- Issue T4s and T4As to part-time staff and honourariums;
- Oversee the banking of deposits;
- Attend meetings of the Executive and the Finance Leadership Team;
- Prepare financial statements and related information for the annual financial review and work with the Independent Internal Financial Review Committee to ensure a satisfactory report;

- Prepare and submit the charitable organization taxation forms annually; and
- Act as payroll supervisor for the Youth & Young Adult Leadership Team's employment through Camp Awesome.

### **Time Commitment / Meeting Frequency**

- Approximately 15 hours per month including attendance at meetings of the Executive and the Finance Leadership Team.

### **Term of Office**

No stated term but it is hoped that person would serve for at least 3 years

### **Accountability**

Corresponding Member of Executive

### **Skills**

This is a highly responsible position and the margin of error is significant for the Regional Council. It requires knowledge of accounting practice that ensures reliable and sound financial information. Some recognized degree or accreditation would be useful. There must be demonstrated ability to be entrusted in an environment where there are few checks and balances on the oversight of this position. The person should have an ability to work with and relate to other volunteers.

### **Rewards and Compensation**

- Honorarium of \$500 on a monthly basis for which a T4A form is issued;
- Opportunity to serve the United Church of Canada; and
- Opportunity to have accounting experience within an organization with an annual budget of over \$600,000 and investments of over \$3,000,000

## Licensed Lay Worship Leaders (LLWL)

LEADERSHIP TEAM: Licensed Lay Worship Leaders Leadership Team	Date Approved: October 5, 2019
	<i>Review date:</i>
Responsibilities: This practice outlines accountability, authority, appointment, responsibilities, and support of the Licensed Lay Worship Leaders (LLWL) Leadership Team.	

The LLWL Leadership Team will organize, with the Pastoral Relations minister for the annual reviews and trainings of all LLWL within the Regional Council. (Refer to LLWL Handbook for guidelines and timing requirements)

The names of the approved LLWLs are to be forwarded to Regional Council Executive Minister annually by December 15<sup>th</sup>.

### Composition

The Licensed Lay Worship Leader Leadership team shall consist of seven (7) members:

- two (2) active Ministry Personnel [OM, DM, DLM];
- two (2) lay people [not a LLWL]; and
- three (3) Licensed Lay Worship Leaders.

Quorum for this Leadership Team will consist of four members, one of whom must be Ministry Personnel. The Regional Minister for Pastoral Relations shall be an ex-officio member of the leadership team.

### Accountability

The LLWL Leadership Team is accountable to the Regional Council Executive.

### Authority

The Leadership Team does not have decision-making authority to licence LLWLs. (The Manual I 1.11.5) The Leadership Team will make recommendations to the Regional Council Executive with respect to candidates for licensing as an LLWL.

### Appointment

A Leadership Team of six (6) individuals with geographic balance, including two LLWLs.

### Terms of Office

The term will be for three years with a renewal for one term.

## Vision and Transformation Leadership Team

LEADERSHIP TEAM: Vision and Transformation Leadership Team	Date Approved: October 5, 2019
	Review date:
Responsibilities: To support Communities of Faith seeking to engage in new mission/ministry projects to enhance their presence in the community.	

### Mandate of the Leadership Team:

To administer applications to the Vision and Transformation Fund; and provide education and support to Communities of Faith on Vision and Transformation initiatives.

### Mandate of the Fund:

To support Communities of Faith seeking to engage in new mission/ministry projects to enhance their presence in the community. Applications are open to a variety of demographic and program areas to facilitate creativity in the local Community of Faith.

To support Communities of Faith as they discern their future.

## EOORC Vision and Transformation Fund Guidelines

Guidelines for applications from those within the Eastern Ontario Outaouais Region

Deadline: **March 31<sup>st</sup> and October 31<sup>st</sup>**.

We would welcome applications for innovative ideas that Communities of Faith would like to try and applications for visioning the future.

Tell us about why you believe your idea will result in a new spiritual life within your community of faith. Please tell us what you hope to accomplish, who are the people you hope to serve, what it is that you are asking from us, and how do you hope this will deepen spirituality and engage discipleship in your community of faith.

You may wish to apply for funds to support a process of visioning the future of your Community of Faith. Initially we would grant funding within a range of \$500.00 to \$5000.00

All proposals should be clearly documented in writing and submitted to the Vision and Transformation Leadership Team via the EOORC Executive. All proposals will be expected to have an evaluation process within them, and a commitment to share their learnings with the greater church.

We will also welcome applications for clearly defined new and innovative ministry plans.

### New applications should include:

1. The name and contact information of the primary applicant, as well as an alternative should the primary contact be unavailable;

2. A brief description of the Community of Faith;
3. A statement of project goals and objectives. If relevant, please briefly identify short, medium and long-term goals;
4. An outline identifying the community need and provide any relevant letters of support;
5. The amount requested and duration of financial support (single or multiple years);
6. A budget supporting the requested amount; and name of other funding sources if applicable;
7. A description of the evaluation process; and
8. A brief description outlining the ability of the Community of Faith to initiate and implement the project and any previous programs that have been implemented, if applicable.

### **Continuing Applications should include:**

1. The name and contact information of the primary applicant, as well as an alternative should the primary contact be unavailable;
2. A description of how the project goals and objectives are being met;
3. An evaluation of the project's success to date and any adjustments that have been required;
4. A description of any new funding sources;
5. A budget; and
6. Other pertinent information that you would like to share with the Leadership Team.

Please note:

1. Applications may only be accepted from a recognized United Church of Canada Community of Faith within the EOORC region.
2. Applications should not exceed two pages. Supporting documentation, including the budget, are in addition to the two-page application.
3. Any helpful supporting documentation and letters of support should be contained in the one package or electronic file being sent for consideration.
4. Applications sent by email should be in a pdf format only.
5. All applications, whether by email or regular mail should be marked as confidential.
6. Applications by email should be sent to : [visionandtransformationEOORC@gmail.com](mailto:visionandtransformationEOORC@gmail.com); and applications sent by regular mail should be sent to: **37 Franklin St, Carleton Place, ON K7C 1R6**
7. If you have any questions regarding the EOORC Vision and Transformation Fund or the application process, please contact Rev. Cindy Casey at [cindycasey@kuc.ca](mailto:cindycasey@kuc.ca).

### **Procedure for Application:**

#### **Grants Issued**

Grants will be disbursed semi-annually. Deadlines for applications are March 31<sup>st</sup> and October 31<sup>st</sup> at 11:59 pm. All initiatives will be subject to review prior to disbursement of funds. This may, from time to time, involve an onsite visit.

#### **Duration of Grants**

The grants will be available up to a maximum of 3 years, however that can be extended should the applicants be able to demonstrate that they are working with other groups and thus are not



totally dependent on the EOORC Vision and Transformation Fund. This will be determined on a case-by-case basis.

### **Review of Applications**

The process for the evaluation of grant applications is based on the completeness of the application and that it is:

1. Consistent with the mandate of the fund;
2. Focussed on the project;
3. Clear and concise;
4. Relevant to the Community of Faith by demonstrating that a need exists;
5. Able to provide details on how the Community of Faith expects to accomplish their goal (i.e. the feasibility of the project);
6. Realistic and demonstrates the ability for success;
7. Innovative; and
8. Well-developed and well-focused.

In the case of a Visioning Application, the Community of Faith must demonstrate a willingness to consider a change in the Community of Faith's direction.

Applicants may resubmit the following cycle.

## The Church Extension Committee

LEADERSHIP TEAM: The Church Extension Committee	Date Approved: October 5, 2019
	Review date:
Responsibilities: To provide ongoing support for the Communities of Faith in the Eastern Ontario Outaouais Region with respect to their physical assets and facilities	

The Church Extension Committee provides ongoing support for the Communities of Faith in the Eastern Ontario Outaouais Region with respect to their physical assets and facilities. The Committee provides advice and assistance with respect to:

- new buildings and facilities;
- renovations and upgrades to equipment and facilities;
- disposal and demolition of buildings and facilities;
- suggestions and advice regarding ways to approach their projects;
- financial guidance and support through loans or grants to cover a portion of the costs; and,
- management of financial assets and land holdings entrusted to Committee.

The Church Extension Committee is a corporation operating under the laws of Ontario. The Committee’s Letters Patent and By-Laws were revised in late 2018 to confirm the relationship with the Region. The Board of Directors and Members of the Corporation include people from each of the four former Presbyteries now included in the Region.

The Church Extension Committee of the Ottawa Presbytery supported the building-related needs across the Ottawa Presbytery for over sixty years. The Committee looks forward to contributing its expertise, experience, and resources to the Eastern Ontario Outaouais Regional Council.

## Communication Leadership Team

LEADERSHIP TEAM: Communications	Date Approved: October 5, 2019
	Review date:
Responsibilities: promote communication throughout the Regional Council	

### Preamble

The Communications Committee ensures that communications in EOORC reflect the values of our sacred community and promote its mission and vision. Its role is to advise the Executive and its Leadership Teams on matters related to communications, including the organizational processes, structure, and tools used. To this end, the Leadership Team provides support, advice and oversight for internal and external communications throughout the region. It proposes strategic priorities for communications and works to ensure that communications are timely, consistent, coordinated and responsive to the diverse needs of its members. Specific objectives include promoting openness and transparency in governance, ensuring that congregants are well-informed of regional activities, programs and services, and assisting to effectively communicate the values of the United Church of Canada in the wider community of Christians and non-Christians in Eastern Ontario, Outaouais, and beyond.

### Membership and Governance

The Communications Leadership Team consists of a minimum of five (5) members of EOORC, one of which will be the communications staff person, and from which a chair and secretary will be appointed. The team will meet a minimum of four times per year and hold additional meetings as required.

### Mandate

The mandate of the Communications Leadership Team is to:

- Provide advice and support to the Executive, Council, Leadership Teams and networks of EOORC regarding communications to Communities of faith and to the wider community of Christians and non-Christians;
- Develop strategic priorities, plans and proposals for internal and external communications;
- Oversee the main vehicles used to communicate with congregants, including the EOORC Website and the Weekly Newsletter;
- Develop procedures and processes to improve the efficiency and effectiveness of EOORC's communications;
- Assist in the development of communications and marketing strategies and products and reviewing these strategies and products; and
- Provide advice on the evaluation of communications and marketing initiatives

### Responsibilities

- Provide advice and guidance on strategic communications to address challenges and opportunities;
- Implement strategic priorities as approved by the Executive to improve EOORC communications;
- Liaise with stakeholders on communications needs and priorities to foster greater cohesion across the organization;

- Develop processes and tools to facilitate the implementation of EOORC's communications strategy; and
- Ensure timely and effective communication with the regional community about the region's issues and programs, initiatives and events.

## Pastoral Relations Commission

COMMISSION: Pastoral Relations Commission	Date Approved: February 22, 2020
	Review date:
Responsibilities: Administer Pastoral Relations for the Regional Council	

### Terms of Reference for Pastoral Relations Commission

Responsibilities of Regional Council as outlined in The Manual (Section C.2.8 Pastoral Relations):  
The regional council is responsible for co-operating with communities of faith in

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

### Mandate of the Pastoral Relations Commission

The Pastoral Relations Commission’s mandate is to work with the Regional Council’s Minister of Pastoral Relations and a team of volunteer Liaisons and Pastoral Charge Supervisors to maintain a close relationship between the Regional Council and the pastoral charges.

When a change in pastoral relations occurs, the Pastoral Relations Commission shall:

- through its Liaisons, assist Communities of Faith in the development of a Pastoral Charge Profile and in the search for new ministry personnel. At any point in the pastoral relationship, Liaisons may assist Communities of Faith in clarification of their vision, mission and ministry needs.
- appoint a member of the regional council as Pastoral Charge Supervisor if a community of faith that is a pastoral charge has no called or appointed member of the order of ministry or designated lay minister. The Pastoral Charge Supervisor responsibilities are found in The Manual, 2019 of the United Church, section I.2.5.2 (b).

The Pastoral Relations Commission will train the Liaisons and Pastoral Charge Supervisors to carry out their roles with the Communities of Faith. The Liaisons will then be responsible for the training of the profile committee and the search committee of the Community of Faith.

The Pastoral Relations Commission will establish a sub-committee to be responsible for the continuing contact with retired Ministry personnel. The sub-committee will create their terms of reference to be approved by the Pastoral Relations Committee.

The sub-committee members will be responsible for specific areas of the Eastern Ontario Outaouais Region.

The Pastoral Relations Commission will host training sessions for the Ministry and Personnel Committees of the Community of Faiths within the Eastern Ontario Outaouais Regional Council.

### Membership Size

Chair, Scribe and 8 -10 members, with geographic representation if possible.

Regional Minister for Pastoral Relations, ex officio member and staff resource.

### **Term of Office**

Chair – 3 years (renewable once);

Scribe – 3 years (renewable once);

Members – 3 years (renewable once)

The original members of the Pastoral Relations Commission will be in place for the first three (3) years, January 1, 2019 to December 31, 2021. As of January 1, 2022 one-third of the Commission members will rotate off with new members being added each year.

### **Responsibilities**

**Chair** - Call the meetings, prepare an agenda, open meetings with prayer, and consult with both the Regional Minister for Pastoral Relations and the Scribe.

**Scribe** – Take minutes of meetings, circulate agenda, minutes and other documentation as required and consult with both the Regional Minister for Pastoral Relations and the Chair.

### **Distribution of minutes**

Minutes will be distributed to the Commission members and the Eastern Ontario Outaouais Regional Council executive.

The minutes will also be posted on the Eastern Ontario Outaouais Regional Council's website.

### **Time Commitment / Meeting Frequency**

Meetings to be held the second Tuesday of each month.

## Spiritual Care Hospital Ministry

LEADERSHIP TEAM: Spiritual Care Hospital Ministry	Date Approved: February 22, 2020
	<i>Review date:</i>
Responsibilities: Program of volunteer spiritual care visitors serving hospitalized members of the United Church of Canada.	

### Responsibilities

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

### Spiritual Care Hospital Ministry Membership

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

### Spiritual Care Hospital Ministry Volunteers

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

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

### Budget

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

### Resources

The SCHM shall maintain a current contact list of United Church ministry personnel within EOORC. These lists are required by the administrative staff of the hospitals, so hospital staff can

connect with a patient's minister in times of crisis, if a request has been made. Spiritual Care volunteers use these lists to contact a patient's congregation, if requested. The SCHM shall also maintain a current contact list of United Church Pastoral Care teams in the Regional Council to facilitate communication of hospital issues concerning clergy and congregational visitors.

### **Procedures**

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

### **Program Reach**

The SCHM program is a unique initiative geared to the particular circumstances of large urban hospitals that receive a high volume of patients not only from within the city but also from surrounding communities. While the SCHM already serves the wider Eastern Ontario Outaouais Regional Council for this reason, the Ministry team will endeavour to make connections with other hospitals in the regional council to share best practices of this program and foster the development of similar programs as needed.



## Youth and Young Adult (YAYA)

LEADERSHIP TEAM: Youth and Young Adult (YAYA)	Date Approved: February 22, 2020
	Review date:
Responsibilities: Organize and oversee the Youth and Young Adult ministry of the Regional Council	

### 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, 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. The Leadership Team does not have the authority to give direction to, nor evaluate the work of, the YAYA Minister.
- 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.

## Nominations Leadership Team

LEADERSHIP TEAM: Nominations	Date Approved: February 22, 2020
	Review date:
Responsibilities: To administer process of election/nomination for the Regional Council	

### Preamble

We believe that the body of Christ is made up of many parts, that we need many parts for the Church to live into its full mission and purpose. We believe that God has called us to serve in diverse and unique ways and that God equips us with a variety of gifts and skills with which to serve the Church. The Nominating Committee aspires to connect the needs of the Regional Council, with the call of God for the RC and with the particular gifts and skills of the individual members of the RC.

### Membership

Diverse geographically and in others ways and feel called to this work. Our past president will be encouraged to be a member.

### Mandate

- To ensure openings for positions are clearly communicated
- To prayerfully discern and seek out the right people for the right positions
- To keep track of the terms of office for various positions
- To actively assist in the recruitment through advertising, seeking out and asking individuals to consider serving in a particular position
- To encourage and actively seek out diversity as much as is possible (age, geographic, gender, race, sexual identity, Indigenous, lay and ordered)

### Responsibilities

The Nominating Committee is tasked with helping to ensure that positions of the Executive, Leadership Teams and other particular roles (such as Commissioners to General Council) are filled within the Eastern Ontario Outaouais Regional Council and that members of the RC are made aware of and are encouraged to seek out opportunities to serve.

### Procedures and Applications

- Nominations forms available on the website under nominations
- Advanced advertising of positions
- Attention to diversity during the leadership teams discernment process

## **Mandates for Leadership Teams still without terms of reference**

*2020-02-22\_024 MOTION (B. Cook/S. Hutton) That the Eastern Ontario Outaouais Regional Council view the terms of reference of the Property Leadership Team at the May 2020 meeting. **Carried***

### **Property**

The Property Leadership Team's mandate:

- to provide advice and resources to Communities of Faith who are considering purchasing, leasing, selling, renting, developing or renovating church property,
- to make recommendations to the Executive regarding the above decisions by a Community of Faith, and
- to assist communities of faith in placing appropriate insurance on church property; with a view to having representation from each of the four (4) founding presbyteries and the Regional Executive Minister as an ex officio member.”

Comments of Notes:

- Needs to work hand in hand with church extension and Edge
- There was a comment about renters vs renting, but was not clear as to its intent
- Need to provide some guidelines for churches to have on hand when starting to make decisions

*2020-10-16-17\_131 MOTION (T. Demirdjian-Petro/D. Stiles) that the Eastern Ontario Outaouais Regional Council provisionally adopt the Terms of Reference of the Scrivens/Baillie Leadership Team as written in the Governance Handbook, with the understanding that the completed Terms of Reference will be presented at the next general meeting. **Carried***

### **Scrivens/Baillie**

Scrivens/Baillie Leadership Team's mandate is to use the monies from the Scrivens and Baillie funds to support youth ministry in the region. The Leadership Team will maintain its current membership with a view to adding more members from the other founding presbyteries.

Comments of Note:

- People would like more information on this and how to access funds

## POLICIES

### Travel Policy

POLICY NAME: Travel	Date Approved: October 5, 2019
	Review date:
Purpose: Provide the rate of reimbursement and parameters for who can claim mileage expense.	

The Eastern Ontario Outaouais Regional Council adopt a travel policy of reimbursing travel at the General Council Rate for individuals traveling to networks, staff led trainings, leadership team meetings and meetings of the Regional Council by themselves, and that 2 cents per km be paid in addition for each additional participant travelling in the same vehicle to the Regional Council function.

*2019-09-19\_162 MOTION (S. Vermette/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive approves the revised Travel Policy, that all travel be paid at a 100% of the General Council rate, and that 2 cents per km be paid in addition for each additional participant travelling in the same vehicle to the Regional Council function. Carried*

*2019-06-27\_138 MOTION (S. Vermette/J. Allen) that the Eastern Ontario Outaouais Regional Council Executive ask the Finance committee to revisit the Travel Policy and consider that all travel be paid at a 100% of the General Council rate, and that 2 cents per km be paid in addition for each additional passenger. Carried*

## **Pastoral Relations Liaisons Travel Policy**

POLICY NAME: Pastoral Relations Liaisons Travel	Date Approved: February 22, 2020
	Review date:
Purpose: Provide the rate of reimbursement for Pastoral Relations Liaisons claiming mileage expense.	

The Eastern Ontario Outaouais Regional Council adopts the policy that Pastoral Relations Liaisons be reimbursed at the rate set by General Council Office for travel directly related to their pastoral relations work, and that the reimbursement be paid by the Community of Faith directly to the Pastoral Relations Liaison.

## Authorization to Perform Marriage and Voluntary Associate Minister (VAM) Policy

PRACTICE NAME: Authorization to Perform Marriage and Voluntary Associate Minister (VAM) Policy	Date Approved: February 22, 2020
	Review date:
Purpose: The purpose of this policy is to outline the relationship and responsibilities of a ministry personnel and the Community of Faith. <i>The Manual I.2.5.3</i>	

1. As marriage is a pastoral function performed by United Church Ministers, marriages must be approved by the governing body of the Community of Faith.
2. This pastoral function comes under the oversight and discipline of a Regional Council. In terms of marriage itself, it would come under the oversight of a Session or its equivalent and members of the Order of Ministry would work through and with a session as outlined in United Church Polity. Marriages shall be recorded in the records of a Community of Faith.

Ministers who are retired or not in a covenant relationship must be formally aligned with a Community of Faith if they are to be licensed to perform marriages. (see below re: Voluntary Associate Ministers\*).

3. Each year the Regional Council will prepare a list of those eligible to perform marriages. The Executive Minister of the Regional Council will inform the Provincial Authorities of additions and removals.
4. These principles will also be followed in the case of Ministers requesting a temporary license to perform marriages within the bounds of the Eastern Ontario Outaouais Regional Council.

## Policy for Voluntary Associate Ministers

- A. Communities of Faith acting through their governing body may approve an application for Voluntary Associate status for a retired or other minister not in a covenanted relationship and shall apply to the Regional Council to have this person appointed to this office.
- B. A retired minister or a minister not in a covenanted relationship may present a request for Voluntary Associate status to their governing body. There is a requirement of the ministry personnel to have a current Police Records Check and all United Church of Canada mandatory trainings completed. The Office of Vocation shall confirm such information and provide a letter of Good Standing.
- C. The Regional Council will receive each completed application if satisfied that the following conditions were being fulfilled, namely:

- 1) That all marriages performed by a United Church Minister be related to a Community of Faith;
  - 2) That this pastoral function come under the oversight and discipline of the Regional Council;
  - 3) That all marriages be registered in record books that remain the property of an ongoing Community of Faith.
- D. Having met the requirements in C above, the Executive will instruct the Executive Minister of the Regional Council to include this person so appointed on the list of those eligible for certification to perform marriages.
- E. The Regional Council will review these appointments annually. This is done to ensure that those who have moved from the Community of Faith or who have ceased to be willing or able to fulfill the pastoral responsibility be removed from the list. The VAM forms will normally be processed in the spring and voted upon at the same meeting as the Roll of the Regional Council.



<b>Voluntary Associate Minister Appointment Form for use within Eastern Ontario Outaouais Regional Council</b>								
<b>Community of Faith</b>								
enters a voluntary relationship with the following Ministry Personnel as described in this form and mutually agree to the following:								
<ul style="list-style-type: none"> <li>• Pastoral functions performed come under the oversight and discipline of Regional Council.</li> <li>• Ministry Personnel named in the agreement may receive honoraria for weddings or funerals and for presiding and/or preaching in regular worship; however, there is no expectation of honoraria, stipend, or travel allowance from the Community of Faith to which they are accountable.</li> <li>• All United Church of Canada Ministry Personnel who are performing marriages will be visibly related to a Community of Faith or Regional Council Recognized Ministry.</li> <li>• All marriages will be registered in record books that remain the property of an ongoing Community of Faith or Regional Council Recognized Ministry.</li> <li>• It is the joint responsibility of the Voluntary Associate Minister and the Community of Faith to renew the annual appointment and to return the forms to the office of the Executive Minister by July 1<sup>st</sup>. VAM will be approved as part of the Annual Roll of the Regional Council.</li> </ul>								
<b>Name:</b>		Email address:						
<b>Address:</b>								
<b>Telephone:</b>	Res:	Bus:						
<input type="checkbox"/> Retired <input type="checkbox"/> Retained on the Roll								
<b>Areas of Responsibility:</b> (if applicable, annex a mutually agreed statement that outlines more than what is provided hereinabove)	Please check all that apply: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Pastoral care</td> <td><input type="checkbox"/> Christian education</td> </tr> <tr> <td><input type="checkbox"/> Weddings</td> <td><input type="checkbox"/> Funerals</td> </tr> <tr> <td><input type="checkbox"/> Coverage for incumbent</td> <td><input type="checkbox"/> Other (specify):</td> </tr> </table>		<input type="checkbox"/> Pastoral care	<input type="checkbox"/> Christian education	<input type="checkbox"/> Weddings	<input type="checkbox"/> Funerals	<input type="checkbox"/> Coverage for incumbent	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Pastoral care	<input type="checkbox"/> Christian education							
<input type="checkbox"/> Weddings	<input type="checkbox"/> Funerals							
<input type="checkbox"/> Coverage for incumbent	<input type="checkbox"/> Other (specify):							
<b>Marriage Registration Number # or Authorization # (if applicable):</b> _____ (marriage license can be obtained through the Administrative Support for the Executive Minister (1-800-268-3781 ex. 6152))								
<b>Approval by the Community of Faith</b> (to be completed by Community of Faith passing the motion) The Official Board/Unified Board/Council of _____ Community of Faith Has received assurance that the marriages performed <ol style="list-style-type: none"> <li>a) will be a pastoral function under the oversight and discipline of the Regional Council, and</li> <li>b) will be properly registered in records maintained by a pastoral charge of UCC and will comply with the provincial requirements.</li> </ol> and approves the request of _____ (name of member of Order of Ministry) To be recognized as a Voluntary Associate Minister of the Community of Faith.								
Date: _____ <b>Signed:</b> _____ Office Held: _____								
Date Racial Justice Training _____ Date Sexual Abuse Prevention & Response Policy Training _____ Date of Level 2 Police Check _____								
<b>For Regional council office use only</b> Approval by Regional Council: The Eastern Ontario Outaouais Regional Council Executive has approved the VAM application by motion (date of meeting _____). The appointment begins July 1, 2022 and finishes June 30, 2023.								
Date:	<b>For Regional council office use only</b>							
	Executive _____							
	Minister: _____							
<i>The user retention and disclosure of personal information from this form is done in compliance with privacy legislation including, but not limited to, the Personal Information Protection and Electronics Documents Act (2000)</i>								

**Please return application to the office of the Executive Minister** (C/o Joel Miller, Program Assistant to Executive Minister 225 50<sup>th</sup> Ave, Lachine, Quebec, H8T 2T7, [jmiller@united-church.ca](mailto:jmiller@united-church.ca), 1.800.268.3781, extension 6152).

## Community of Faith Supervisors Practice and Policy

PRACTICE NAME: Community of Faith Supervisors	Date Approved: February 22, 2020
	Review date:
Purpose: The purpose is to outline the roles and responsibilities of a Community of Faith supervisor, of the Community of Faith and the compensation for such ministry. <i>The Manual</i> 1.2.5.2	

### Appointment

If a Community of Faith that is a pastoral charge has no called or appointed member of the Order of Ministry or Designated Lay Minister who has been recognized by the Regional Council, the Regional Council is responsible for appointing a member of the Regional Council to the pastoral charge as a pastoral charge supervisor.

The Regional Council may also appoint a pastoral charge supervisor in any other situation where the Regional Council decides it is appropriate.

### Responsibilities

The pastoral charge supervisor is responsible for

- i) supporting any ministry personnel serving the pastoral charge;
- ii) general supervision of the work of the pastoral charge;
- iii) ensuring that a chair is elected for the pastoral charge governing body, the trustees, and meetings of the congregation and pastoral charge;
- iv) ensuring that the sacraments are administered and new members are received following the requirements of these bylaws;
- v) if there are ministry personnel serving the pastoral charge, delegating responsibility for the functions of ministry in the pastoral charge to the ministry personnel as appropriate; and reporting to the regional council on the state of the pastoral charge.

### Compensation for Ministry Site Supervision Policy

The Community of Faith receiving supervision, or the equivalent, will be responsible to pay for the supervision. The costs will be:

- i. \$30 per hour (hours include meeting plus travel time), plus travel at the General Council rate to and from the meeting site.
- ii. All mileage and the hourly rate will be paid to the supervisor by the Community of Faith being supervised.
- iii. If individuals receiving remuneration do not wish to receive payment, they are free to donate the payments at their discretion, but in no way does this excuse the receiving ministry site from making the payment.

## Policy Regarding Financial Appeals at Meetings of the Regional Council

POLICY NAME: Policy regarding Financial Appeals at Meetings of the Regional Council	Date Approved: February 22, 2020
	Review date:
Purpose: The purpose of this policy is to clarify limits of the budget process. <i>The Manual C.2.5.</i>	

### Preamble

This document outlines the Eastern Ontario Outaouais Regional Council’s policy and best practices regarding requests for funding outside of the approved annual budget.

### Policy

It is the policy of the Eastern Ontario Outaouais Regional Council to affirm and uphold the use and function of the Business Table for matters coming to the floor of any Meeting of the Regional Council.

It is the policy of the Eastern Ontario Outaouais Regional Council that any motion committing the Eastern Ontario Outaouais Regional Council to non-budgeted expenditures which are presented during any meeting of the Regional Council be automatically referred to the Executive who may request input from the Finance Leadership Team first before making the decision (it is the policy of the Eastern Ontario Outaouais Regional Council that any motion committing the Eastern Ontario Outaouais Regional Council to the expenditure of non-budgeted sums of money be required to have a budget attached);

It is the policy of the Eastern Ontario Outaouais Regional Council that in the interests of fairness and justice, requests for funding of projects or groups not covered in the existing financial budgets be subject to conditions and criteria similar to those that are currently expected of requests for Mission Support, and other funds available within the Regional Council.

## Ministry Personnel Involvement in a Former Community of Faith Policy

POLICY NAME and PRACTICE: Ministry Personnel involvement in a former Community of Faith Policy	Date Approved: October 5, 2019
	Review date:
Purpose: The purpose of this policy and practice outlines the relationship and responsibilities of ministry personnel who have left a Community of Faith. <i>The Manual I.2.5.3, I.2.5.4</i>	

### Preamble

This document outlines the Eastern Ontario Outaouais Regional Council’s policy and best practices regarding ministry personnel transitioning out of pastoral relationships (appointment or call). The goal is to create a smooth transition from the departing minister to the incoming minister. Ending pastoral relationships can be anxious times for both the minister and the Community of Faith. Denominational policy (provided at the end in Appendix A) and the policies and best practices that follow are meant to create healthy endings and new beginnings.

Ministers who are leaving a pastoral relationship must have an awareness of important boundaries that honour and respect the new pastoral relationship, thereby strengthening the Body of Christ (the church) to carry out its mandate in the world.

Underlying this policy is the belief that in order for new pastoral relationships to flourish, appropriate space must be made within the Community of Faith. Newly arrived ministry personnel must have the opportunity to fully engage in the complex life of a community and begin to establish the same relationships of confidence and trust which may, through time, have become much appreciated and admired in the former minister. To allow this to happen, former ministers and the Communities of Faith in which they have served are expected to make visible signs that their covenant relationship has come to an end, and to honour the new covenant being established with a new minister. This includes the former minister intentionally removing themselves from the life of the community of faith for the period of three years, allowing for the exceptions noted below.

### Eastern Ontario Outaouais Regional Council - Contact with Former Community of Faith

The Manual (2019) provides policies around a minister returning to a former Community of Faith to carry out ministerial duties (see Appendix A) but does not speak to the issue of ministry personnel attending worship at a previous Community of Faith, visiting occasionally, conducting weddings and funerals, or attending special events/occasions. This policy is meant to cover these situations.

The following practices help to promote the best possible conditions for the establishment of a new pastoral relationship:

- a) That the minister ensures that a proper “goodbye” is made to the Community of Faith. A “returning of the symbols” or an “end-of-covenant ceremony” can be helpful.

- b) That the minister not return to their former Community of Faith in any non-professional capacity (to visit, attend worship or other services) for a period of three years with the exception of the following situations:
- i) The minister is invited to a wedding as a guest.
  - ii) The minister attends a funeral.
  - iii) The minister is invited by the governing body (session, council, board) to attend a special event.
  - iv) In situations where a minister has served in an isolated rural Community of Faith, remains living in the area, and where there are no other United Church Communities of Faith easily accessible, the minister shall contact the Regional Council Pastoral Relations Minister to facilitate a dialogue with the incumbent minister to determine if the past minister may worship there, and establish terms of the relationship.
  - v) If the need arises, there may be a case-by-case decision - in consultation with the Regional Council Pastoral Relations Minister, incumbent minister and local Church Council/Board – as to how the needs of the Community of Faith are best met.
- c) After at least three years has passed, the former minister may return to their former Community of Faith *after consulting* with the incumbent minister and the Church Council/Board concerning expectations and the level of involvement with which both parties would be comfortable. A covenant between former minister, the incumbent minister and the Community of Faith is one strategy that could be used. It is recommended that the ministers and the Community of Faith review arrangements and understandings periodically as circumstances often change.
- d) Below is a check list of things to remember for departing ministers:
- Minimize your influence and presence with members of the congregation and other staff during the period after you leave. Don't say "*I'm not allowed*" but rather indicate that you are declining in the interests of the Community of Faith and in support of the establishment of a new healthy pastoral relationship.
  - After three years, no ministerial contact with Community of Faith members or other staff until a covenant is made between you, the incumbent minister and the community of faith. Remember to define the nature and limits of your participation.
  - Prepare the community of faith while you are still with them to understand the need for disengagement and how that might affect them. Often, the minister leaving a pastoral relationship is asked back by community of faith members. If you think your leaving may be particularly difficult for your Community of Faith, request the assistance of the Regional Council to explain the importance of disengagement before you leave.
  - Ending a pastoral relationship might also mean an end to ties that your family members have with the Community of Faith.

## **Interim Ministry**

In circumstances where the Community of Faith enters into a period of Interim Ministry or Transitional Ministry, the length of time that the former minister should be absent from the Community of Faith includes both the interim/transitional ministry period and a subsequent two years of the new call or appointment.

## **Eastern Ontario Outaouais Regional Council – Current VAM Policy (February 2019)**

*“Whereas some ministry personnel who leave a ministry site due to retirement or change in pastoral relations continue to live within the area, and whereas in-coming ministry personnel need time and opportunity to develop relationships with the community of faith, therefore the Eastern Ontario Outaouais Regional Council Executive has determined that in order to be eligible, the ministry personnel in the categories of non-settled ordained or diaconal minister, retired ordained or retired diaconal minister may apply to be a volunteer associate minister after a lapse of at least three years before they can serve as a Voluntary Associate Minister for their former Community of Faith.*

*“It is recommended that ministry personnel allow for a period of three years from the end date of their pastoral relationship before they become a VAM in a former Community of Faith where they served in call or appointment. Becoming a VAM is at the discretion of the incumbent minister.” Carried*

## **Minister Emeritus/Emerita**

In the United Church of Canada, there is no formal practice of naming a minister emeritas/emerita. Some Communities of Faith will chose to honour retired clergy in this way. There are some mixed messages being sent to both parishioners and minister when a Community of Faith names someone as “emeritas/emerita” but the Regional Council restricts a retired minister from pastoral functions in that specific congregation. Therefore a Community of Faith is expected to let the requisite three year period pass before naming a retired minister to this role. It is expected that the retired minister will actively discourage former parishioners if they request his or her services. The church in which the retired minister has worked long and hard to nurture and sustain now needs the retired minister’s help in establishing a healthy relationship with its new leader.

## **Ethical Standards and Standards of Practice for Ministry Personnel**

All ministry personnel, both active and retired, shall follow The United Church of Canada’s *“Ethical Standards and Standards of Practice for Ministry Personnel”*.

<http://www.united-church.ca/sites/default/files/resources/ethical-standards-practice-ministry-personnel.pdf>

## **Police Records Check**

All retired ministry personnel, whether in paid or voluntary positions, shall adhere to the United Church of Canada’s policies regarding Police Records Checks.

[http://www.united-church.ca/sites/default/files/handbook\\_police-records-checks.pdf](http://www.united-church.ca/sites/default/files/handbook_police-records-checks.pdf)

## **The Family of Ministry Personnel**

In the event of the retirement of ministry personnel, a particular concern arises for the needs of other family members, especially the minister's spouse. Quite often family members have joined the Community of Faith at which their spouse/parent was serving and have become involved in the Community of Faith's life and programs, as well as establishing personal friendships with other church members. The Regional Council has no direct jurisdiction over the lay members of ministers' families, but it strongly urged that the spouse, in the context of those relationships, not do anything that would undermine the transition necessary for the Community of Faith or the development of a relationship with Interim, Supply or newly called or appointed ministry personnel. It would be wise to consider not worshipping with the former Community of Faith at all during the period of pastoral vacancy or while an Interim Minister is present.

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## **Appendix A**

### **THE MANUAL (2019) - RETURNING TO A FORMER PASTORAL CHARGE**

Section I.2.5.3 (Functions of Ministry -- Outside Pastoral Relationship)

Section I.2.5.4: (Request of Previous Pastoral Charge)

#### **I.2.5.3 FUNCTIONS OF MINISTRY—OUTSIDE PASTORAL RELATIONSHIP**

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

(a) they have a formal association with a community of faith, are acting on behalf of that community of faith, and have the approval of the community of faith's governing body; or  
*An example of a "formal association" with a pastoral charge would be where the minister has been designated as a "voluntary associate minister" or "honorary associate minister" by the pastoral charge or its governing body.*

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

#### **2.5.4 REQUEST—PREVIOUS PASTORAL CHARGE**

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

(a) must refer the request to a member of the order of ministry who is settled in or appointed to that community of faith; **and**

(b) may preside only with the approval of the Community of Faith's governing body.

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## Licensed Lay Worship Leader Policy and Guidelines

POLICY NAME: Licensed Lay Worship Leader Policy and Guidelines	Date Approved: October 5, 2019
	Review date:
Purpose: To outline the rules and guidelines surrounding LLWLs.	

### Introduction - Purpose of this Handbook

The purpose of this handbook is to outline the policy of the Eastern Ontario Outaouais Regional Council of The United Church of Canada regarding Licensed Lay Worship Leaders within its boundaries.

The Eastern Ontario Outaouais Regional Council (EOORC) appreciates the willingness of lay people who come forward to offer their faith, insight and skill as worship leaders in Communities of Faith. The Licensed Lay Worship Leadership program is intended to honour and encourage members of the laity to share their gifts and express their faith while meeting the vital need of Communities of Faith to gather for worship.

**Section One** provides the policy guidelines approved by the Eastern Ontario Outaouais Regional Council Executive, and for use throughout the Regional Council to ensure that expectations regarding the practice of Licensed Lay Worship Leadership are consistent.

**Section Two** and **Section Three** of this document quote information about Licensed Lay Worship Leadership from the General Council handbook *Licensed Lay Worship Leaders (2016)* and *The Manual of the United Church of Canada (2019)*.

The contents of this document does not replace, but is meant to complement, the policies for Licensed Lay Worship Leaders as outlined in *The Manual (2019)* and *Licensed Lay Worship Leaders (2016)*.

**This policy handbook governing Licensed Lay Worship Leaders within the Eastern Ontario Outaouais Regional Council.**

**Approved by the EOORC Executive on April 23, 2019.**

**2019-10-05\_188 MOTION** (S. Hutton/K. McLean) That the Eastern Ontario Outaouais Regional Council accepts the recommendation of the Executive to adopt the Licensed Lay Worship Leader Policy & Guidelines. **Carried**



## Eastern Ontario Outaouais Regional Council Standards of Practice

- based on *Licensed Lay Worship Leaders, The United Church of Canada, October 2016*
- approved by the EOORC Executive, April 23, 2019

### Preparation and Licensing

**Initial Licensing:** Eastern Ontario Outaouais Regional Council has the responsibility for licensing an individual as a Licensed Lay Worship Leader (LLWL).

**Course of Study:** Eastern Ontario Outaouais Regional Council is responsible for setting out the prescribed course of study which is based on the requirements set out by The United Church of Canada. The Eastern Ontario Outaouais Regional Council is responsible for determining whether individuals who have completed courses of study for Lay Worship Leadership offered beyond the boundaries of the Eastern Ontario Outaouais Regional Council meet the requirements to be licensed.

**Educational Standards:** Those participating in a Licensed Lay Worship Leader educational program are expected to observe accepted educational standards with respect to the work involved in becoming a Lay Licensed Worship Leader. This includes, but is not limited to, attendance at events for Licensed Lay Worship Leaders, participation in all required components of the course, the timely completion of required assignments, an acceptable quality of assignments submitted, and the appropriate use of resources, including being aware of the risk of plagiarism. Any action deemed to be a breach of accepted educational standards may jeopardize the successful completion of the course and subsequent licensing.

**Educational Oversight:** Eastern Ontario Outaouais Regional Council shall appoint a “*Licensed Lay Worship Leader Leadership team*” to oversee the program for the initial and ongoing training of Licensed Lay Worship Leaders, as well as the support and supervision of the Licensed Lay Worship Leaders themselves.

**Readiness to Serve:** An individual may be recommended for licensing, or subsequent renewal of licensing, after an interview process conducted by Eastern Ontario Outaouais Regional Council’s Licensed Lay Worship Leadership Team, including a determination of the person’s understanding of the ethos, theology and practice of The United Church of Canada.

**Initial License and Re-Licensing:** The Eastern Ontario Outaouais Regional Council shall have the authority to license a Licensed Lay Worship Leader. Licenses shall be renewed every two (2) years at the discretion of the Regional Council.

**Community of Faith Support:** When seeking licensing or renewal of a license, individuals shall provide a letter from their home Community of Faith's governing body (Session, Official Board or Church Council) affirming that their membership in good standing in their home Community of Faith and their suitability in this role within the wider church.

**Police Checks:** Eastern Ontario Outaouais Regional Council shall exercise due diligence by requesting to see a Police Records Check (Vulnerable Sector) issued within the past six (6) months

before granting initial license, and every six (6) years subsequently. Failure to provide a current Police Check at the appropriate intervals will result in suspension of one's license.

### **Ongoing Support and Renewal of License**

**Regular Check-in:** The Eastern Ontario Outaouais Regional Council *Licensed Lay Worship Leadership Team* will meet, at least bi-annually, with each Licensed Lay Worship Leader to provide support and the opportunity to discern if renewal of the license is appropriate. Renewal shall be assessed based on the policy contained in this resource.

**Jurisdiction:** A current license remains valid while a Lay Licensed Worship Leader remains a member of any Community of Faith within Eastern Ontario Outaouais Regional Council.

**Transferability:** A Licensed Lay Worship Leader transferring membership in the United Church from one Community of Faith to another Community of Faith in the same Regional Council shall continue to be recognized as a Licensed Lay Worship Leader. If a Licensed Lay Worship Leader transfers their membership to a Community of Faith in another Regional Council, they must be recognized by that Regional Council in order to continue serving as a Licensed Lay Worship Leader.

**Continuing Education:** The Eastern Ontario Outaouais Regional Council LLWL Leadership team is expected to provide opportunity for Licensed Lay Worship Leaders to be engaged in ongoing learning. Licensed Lay Worship Leaders are expected to participate in Continuing Education events on a regular basis.

**Personal Worship:** In addition to being a full member of The United Church of Canada, when not conducting a service it is expected that Licensed Lay Worship Leaders will regularly attend worship and other Community of Faith activities at their sponsoring Community of Faith.

### **Stewardship of Licensed Lay Worship Leadership Resources**

**Meeting Regional Needs:** Licensed Lay Worship Leaders are encouraged to assist the Eastern Ontario Outaouais Regional Council in meeting the needs of all Communities of Faith which are without ministry personnel. It is therefore intended that Licensed Lay Worship Leaders will circulate within the Regional Council so that a number of Communities of Faith can benefit from their leadership.

**Frequency of Preaching:** The Licensed Lay Worship Leader may cover up to five (5) out of eight (8) Sundays in any two (2) month period, up to a maximum of ten (10) services per year, in any one Community of Faith. If asked to lead worship for more Sundays than this, the Licensed Lay Worship Leader and the Community of Faith must seek the approval of the Eastern Ontario Outaouais Regional Council LLWL Leadership team before doing so.

**Preaching in another Regional Council:** In the event that a Licensed Lay Worship Leader is invited to lead worship in a Community of Faith outside of the Eastern Ontario Outaouais Regional

Council, it is expected that they will seek the permission of and function within the guidelines of that particular Regional Council.

**Accountability:** Licensed Lay Worship Leaders are required, on an annual basis, to provide the Eastern Ontario Outaouais Regional Council LLWL Leadership team with a complete list of the dates and locations of all services of worship led in the previous year, including those services led outside of the bounds of Eastern Ontario Outaouais Regional Council. Included in this report will be a list of Continuing Education events attended. Individuals may also wish to submit a list of relevant books that were read as part of their ongoing education as a Lay Licensed Worship Leader.

**Evaluation:** As a part of Eastern Ontario Outaouais Regional Council oversight of Licensed Lay Worship Leaders, occasionally Communities of Faith may be asked to provide the LLWL Leadership Team with an evaluation of the leadership offered by Licensed Lay Worship Leaders.

**Mentorship:** Following initial licensing, the Eastern Ontario Outaouais Regional Council LLWL Leadership Team will assign Licensed Lay Worship Leaders a mentor for a minimum of one year in order that they might reflect together on their role and effectiveness. The Eastern Ontario Outaouais Regional Council LLWL Leadership Team may, at its discretion, assign a mentor to a Lay Licensed Worship Leader at any time should it feel that this is necessary.

**Respect for local practices:** Licensed Lay Worship Leaders lead worship at the invitation of a local Community of Faith. When preparing worship services, Licensed Lay Worship Leaders shall respect the Community of Faith that they are serving with regard to local traditions and practices, worship format, hymnody, language and style of worship leadership, following the direction and instructions of the local Community of Faith, or ministry personnel.

**Remuneration:** The Community of Faith shall remunerate Licensed Lay Worship Leaders appropriately. Communities of Faith must pay the minimum reimbursement and travel rates set by the Eastern Ontario Outaouais Regional Council. The “*Worship Leadership and Preaching*” rate in the current *Salary and Allowances Schedule* issued by General Council each year **must be used**. All monies earned must be declared as taxable income.

As per Canada Revenue Agency regulations, a T4A tax form must be issued by the Community of Faith to an individual for any amount earned in excess of \$500 per year.

**Local support:** Each Community of Faith which annually sponsors a Licensed Lay Worship Leader is encouraged to occasionally invite their Licensed Lay Worship Leader to lead worship, and to remunerate them appropriately, as a sign of support of their Licensed Lay Worship Leader.

**Preaching in one’s own Community of Faith:** When leading worship within one’s home Community of Faith, it is expected that the Licensed Lay Worship Leader be paid in accordance with the rate set by Eastern Ontario Outaouais Regional Council.

**Representing the Regional Council:** A Licensed Lay Worship Leader may not represent the Regional Council at their local church meeting, by virtue of their role as LLWL. The representative of the Regional Council at a Council/Board meeting shall be either the ministry

personnel called or appointed to the Community of Faith or a duly appointed Pastoral Charge Supervisor. A Licensed Lay Worship Leader is not, by virtue of the role, permitted to serve as Pastoral Charge Supervisor for their own pastoral charge. Neither are they permitted to apply to or fill pastoral vacancies.

**Representing one's own Community of Faith:** A Licensed Lay Worship Leader may be duly elected by their Community of Faith to represent that Community of Faith at Regional Council meetings as the Lay representative.

**Pastoral Care:** Although it is recognized that there is an element of pastoral care in worship leadership, the Licensed Lay Worship Leader is not, by virtue of the role, permitted to enter an ongoing relationship of pastoral care with the Community of Faith or with individual members of a Community of Faith. It is expected that the Licensed Lay Worship Leader will refer any requests or requirements for pastoral care (counselling, home visitation, hospital visitation) to the called or appointed Ministry Personnel or the Pastoral Charge Supervisor for follow-up.

**Sacraments:** Licensing as a Licensed Lay Worship Leader does not include permission to preside, under any circumstance, at the sacraments (Baptism and Communion). Celebrating the sacraments through arrangements with a non-United Church of Canada agency may result in the loss of one's license to serve as a Licensed Lay Worship Leader.

**Funerals:** Presiding at funerals for members or adherents of a Community of Faith (including at a funeral home) shall be done only at the invitation of the called or appointed minister of that Community of Faith, the Pastoral Charge Supervisor, the governing body of the Community of Faith or Eastern Ontario Outaouais Regional Council. Conversation with the called or appointed Ministry Personnel or the Supervisor of the Pastoral Charge must happen prior to making any agreement with a family, an individual or a funeral home. If, after following all the above-noted steps, the Licensed Lay Worship Leader conducts a funeral, they must ensure that the information about the service is properly entered in the Burial Register of the Community of Faith.

**Relationship with Funeral Homes:** The conduct of funerals, other than as noted above, is not within the purview of the Licensed Lay Worship Leader. Licensed Lay Worship Leaders are not to be "on call" with local funeral homes. All funerals require competency in the area of pastoral care for which Licensed Lay Worship Leaders are not normally trained. Therefore, keeping in mind the duty of care by which all Licensed Lay Worship Leaders are bound, conducting funerals as a 'side business' may be grounds for non-renewal of one's license.

**Advertising:** Individual Licensed Lay Worship Leaders are not permitted to advertise their services or solicit invitations to lead worship through the use of any social media or on the internet, except via appropriate venues designed by Eastern Ontario Outaouais Regional Council for such purpose.

**Duty of Care:** For their own awareness and protection, Licensed Lay Worship Leaders are encouraged to review on a regular basis the Sexual Abuse Policy of The United Church of Canada. (see: *Sexual Abuse Prevention and Response: Policy and Procedures*, The United Church of Canada, January 2019)

In the Eastern Ontario Outaouais Regional Council, all Licensed Lay Worship Leaders must have completed the Sexual Abuse Awareness/Boundaries workshop and the Racial Justice workshop offered by The United Church of Canada, as well as completing refresher courses as required.

**Liability:** For liability insurance purposes, a Licensed Lay Worship Leader is covered by Eastern Ontario Outaouais Regional Council for their worship leadership services only.

### **Governance of Licensed Lay Worship Leaders**

Eastern Ontario Outaouais Regional Council shall appoint a “*Licensed Lay Worship Leader Leadership Team*” to oversee the program for the initial and ongoing training of Licensed Lay Worship Leaders, as well as the support and supervision of the Licensed Lay Worship Leaders themselves.

### **Composition of the LLWL Leadership team**

The Licensed Lay Worship Leader Leadership team shall consist of seven (7) members:

- two (2) active Ministry Personnel [OM, DM, DLM];
- two (2) lay people [not a LLWL]; and
- three (3) Licensed Lay Worship Leaders.

Quorum for this leadership team will consist of four (4) members, one of whom must be Ministry Personnel. The Regional Minister for Pastoral Relations shall be an ex-officio member of the leadership team.

### **Collection and Circulation of Names of Licensed Lay Worship Leaders**

Eastern Ontario Outaouais Regional Council shall, on an annual basis, circulate the names of those who are approved to preach within the Regional Council.

## **Section Two:**

### **Role and Characteristics of Licensed Lay Worship Leaders**

(from: *Licensed Lay Worship Leaders*, The United Church of Canada, October 2016)

In 1925, when the Methodist, Presbyterian, and Congregationalist churches joined to form The United Church of Canada, lay preachers, as a leadership designation, became a part of this union. Today, rather than the designation “lay preachers,” the term “Licensed Lay Worship Leader” is used to designate those who offer occasional worship leadership that continues to be part of our life as a church.

Specifically, a **Licensed Lay Worship Leader** is a person who:

- has completed a course of study and, after appropriate recommendation and evaluation processes..., is licensed to offer occasional worship leadership and preaching within the bounds of a Regional Council.
- conducts worship at the invitation of the called or appointed minister, the Pastoral Charge Supervisor, the governing body of the congregation or the Regional Council when the appointed or called minister is away due to illness, continuing education course work, or vacation.

- is a member in good standing in a local Community of Faith who has been determined by his/her home congregation and Regional Council to have gifts for worship leadership and preaching. Through participation in an approved course of study, these gifts are developed further, giving both the Licensed Lay Worship Leader and the congregation confidence that worship leadership is built upon a theological and biblical foundation consistent with the ethos and practice of The United Church of Canada.

Many lay people in a congregation participate and give leadership in worship, but those who choose to participate in a Licensed Lay Worship Leadership program are choosing to develop their leadership gifts further. They are *not* entering an order of ministry. The term “licensed” indicates that an individual has engaged in a course of study and is considered suitable for this work by a congregational session, board, or council as well as that congregation’s Regional Council. Licensed Lay Worship Leaders are not eligible for appointment to any paid accountable ministry personnel position, although they may receive standard remuneration for conducting individual worship services on the basis of the “Worship Leadership and Preaching” rate, including travel, in the current *Salary and Allowances Schedule* issued by General Council each year. They are not eligible, by virtue of licensing, to preside at sacraments or to wear stoles or vestments of any kind.

### **Prior Assessment**

Before expressing interest in participating in a licensed lay worship leader course, and before requesting recommendation to such a course by a Community of Faith governing body, an individual should be able to identify gifts and experiences that lend themselves to ministry of worship leadership and preaching.

Some people may bring transferrable skills from their life and workplace experience, such as written and oral communication, public speaking, and teaching. In addition, some may indicate budding gifts for worship leadership through such congregational activities as facilitating study groups or prayer groups, making presentations at leadership team meetings, or contributing thoughtful, reflective writing to church newsletters or other publications. Of course, an individual may clearly demonstrate worship leadership through leading prayers and liturgy, preaching, and conducting entire services.

### **Personal Qualities**

In affirming that an individual has the potential to participate in a Licensed Lay Worship Leaders program, a session, board, or council is saying that this individual has demonstrated a commitment to the ethos of the United Church and is comfortable with that ethos as it is manifested at the levels of Pastoral Charge, Regional Council, and General Council.

Such an individual may possess a prayerful and integrated spirituality, openness to ongoing development and learning, and a desire to share a relevant faith informed by Christian hope and God’s Spirit. Other personal qualities may include:

- the ability to relate sensitively to a wide range of people
- be discreet and trustworthy
- engage with ideas in an open and non-judgmental fashion

Clear written and oral communication skills, as well as organizational skills, are additional assets. While none of us is fully formed, and an individual interested in being a Licensed Lay Worship

Leader will not have all the necessary competencies at the beginning of her or his course of study, evidence of budding gifts that can be further honed is part of the assessment process.

### **Competencies**

During a Licensed Lay Worship Leaders course of study, competencies will be explored such as:

- developing knowledge of the scriptural basis for Christian faith;
- understanding theological themes;
- exploring United Church history and polity;
- recognizing and respecting different Community of Faith contexts;
- organizing and preparing worship liturgy;
- understanding and writing prayers;
- becoming familiar with United Church hymnody as singing our faith;
- preparing and delivering sermons; and
- practicing public speaking and presentation.

## **Section Three:**

### **The United Church of Canada Policy on Licensed Lay Worship Leaders**

*(from The Manual of The United Church of Canada (2019), I.1.11.5)*

#### **Licensing**

The regional council may licence a person as a Licensed Lay Worship Leader. The following requirements shall apply:

- a) the person must be a member of a Community of Faith in that Regional Council; and
- b) the license must be for a specified term, which may be renewed.

#### **Regional Council Direction**

The person licensed as a Licensed Lay Worship Leader shall serve under the direction of the Regional Council.

#### **Transferability**

A Licensed Lay Worship Leader transferring membership in the United Church from one Community of Faith to another Community of Faith in the same Regional Council shall continue to be recognized as a Licensed Lay Worship Leader. A Licensed Lay Worship Leader transferring membership to a community of faith in another Regional Council, the person must be recognized by that Regional Council in order to continue serving as a Licensed Lay Worship Leader.

#### **Renewal of Licence**

The licence of a Licensed Lay Worship Leader may be renewed at the discretion of the Regional Council within the jurisdiction of which such Licensed Lay Worship Leader is a member in good standing of a Community of Faith.

## Policy Regarding Proceeds from the Sale of Property

POLICY NAME: Policy regarding Proceeds from the Sale of Property	Date Approved: January 13, 2022
	Review date:
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Congregational property. <i>The Manual C.2.6.</i>	

### Preamble

This document outlines the Eastern Ontario Outaouais Regional Council’s policy and best practices regarding the disposition of proceeds from the sale of congregational property.

### Policy

When Congregational property is being sold by a \*Community of Faith that is not disbanding, these are the guidelines for the use of net proceeds from the sale:

#### Not Disbanding

- a) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- b) 90% be retained by the Community of Faith with an approved ministry plan for the use of the proceeds by the Regional Council that is financially sustainable. The Regional Council will normally require that the remaining capital from the sale be protected and invested and that the Community of Faith be limited to drawing up to 4% of the value of the invested capital in any given year to support its operating budget. If the Community of Faith puts before the Regional Council a ministry plan, the Regional Council may allow the Community of Faith to use some or all of the remaining capital from the sale to implement the ministry plan. This may include capital expenses.

#### Disbanding

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

- a) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- b) 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
- c) 10% be remitted to the Eastern Ontario Outaouais Regional Council Transformation and Vision Fund.
- d) 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.



- e) 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.

\*Community of Faith as defined in *The Manual 2022*, section B

## Property Transactions Policy

POLICY NAME: Property Transactions Policy	Date Approved: October 5, 2019
	Review date:
Purpose: Provide parameters for property transactions	

### Background

#### **“G.2.3 Congregational Property Transactions**

##### **G.2.3.1 Types of Transactions**

**This section (G.2.3) applies to all transactions involving congregational property. These transactions include**

- a) sales;**
- b) purchases;**
- c) mortgages;**
- d) any other borrowing secured by congregational property;**
- e) leases;**
- f) major renovations;**
- g) demolition; and**
- h) construction of a new building.”**

- I. That requests for approvals of Congregational Property Transactions come directly to the Executive until a Property Leadership Team is established;
- II. Requests are reviewed and recommended for approval or further action;
- III. Final decision is made by the Executive. **Carried**

## Major Renovations Policy

POLICY NAME: Major Renovations	Date Approved: October 5, 2019
	Review date:
Purpose: provide the definition of a “Major Renovation”	

The Eastern Ontario Outaouais Regional Council’s adopt the definition of a “Major Renovations” to mean above \$50,000.

## Policy regarding Decision-making by E-mail

POLICY NAME: Regional Council Policy regarding Decision-making by E-mail	Date Approved: October 5, 2019
	Review date:
Purpose: This policy outlines the parameters for making decisions using email. <i>The Manual 2019 - Appendix 3.4.2</i>	

### Preamble

This document outlines the Eastern Ontario Outaouais Regional Council’s Policy regarding Decision-making by E-mail and best practices regarding requests for urgent decisions between meetings of the Regional Council Executive.

UCC Manual 2019 Appendix 3.4.2 Decisions by E-mail (extracts pertaining to the Regional Council)

*At the discretion of the chair, decisions may be made between meetings by e-mail voting in circumstances the chair considers to be exceptional. E-mail voting may be conducted only if every member of the voting body has already provided the voting body with an e-mail address that ensures confidentiality. At the direction of the chair, the secretary circulates a proposed decision and initiates a vote by e-mail on it.*

*The email must contain a) the proposed decision and sufficient background to inform the other members of the voting body; and b) a specified time for replying to the e-mail, allowing for at least 48 hours from the time that the e-mail is circulated. The e-mail must be circulated to all members of the voting body, with all members’ e-mail addresses visible. Members may ask questions of clarification and offer comments by e-mail, ensuring they are visible to all members. Members must vote by e-mail, ensuring their vote is visible to all members. Members must vote in the affirmative or negative without any conditions. A member may object to making this decision by e-mail, and if any two members so object, a meeting must be held in one of the other ways set out in the bylaws. Members may vote before the deadline, and may change their votes up until that time. If the number of votes cast is less than the minimum number of members required to be present for a meeting, the decision is not approved.*

*Following the deadline, the secretary must inform all members of the voting body of the voting results by e-mail. The secretary must include the proposed decision and the outcome of the vote in the minutes of the next regular meeting of the voting body.*

### Email Voting Policy

The Policy of Eastern Ontario Outaouais Regional Council regarding decision making by e-mails is following the specific guidelines from the General Council as outlined in UCC Manual 2019 Appendix 3.4.2 when the President considers the one-item situation exceptional, able to be answered with a YES/NO response and the time-line such that the situation should not wait until the next regularly scheduled meeting of the Executive.

## License to Administer the Sacraments Policy

POLICY NAME: License to Administer the Sacraments Policy	Date Approved: November 27, 2021
	Review date: Fall General Meeting 2022
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.

4. The Pastoral Relations Commission confirm the need for a Sacraments Elder and the suitability of the proposed person before the training takes place.
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.

## Communication Allowance (Phone/Internet) Policy

POLICY NAME: Communication Allowance (Phone/Internet)	Date Approved: November 27, 2021
	Review date:
Purpose: The purpose of this policy is to establish a minimum allowance for phone and internet.	

### Policy

The Eastern Ontario Outaouais Regional Council adopt a policy establishing a minimum for a Communication Allowance (phone/internet) of \$1000 per year. This is not to be prorated.

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 Communication 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.

## Policy on Compensation for Pulpit Supply during General Council 44

POLICY NAME: Policy on Compensation for Pulpit Supply during GC 44	Date: April 28, 2022
	Review date
Purpose: Remunerate pastoral charge for the cost of pulpit supply while their minister attends GC44	

### Background

Historically, the General Council Office (GCO) has reimbursed pastoral charges for the cost of providing pulpit supply while their minister attends a meeting of the General Council. This is not being done for the virtual GC44. While the virtual GC44 does not require a minister who has been elected as a commissioner to travel, it does include four lengthy sessions on Sunday which either prevents the minister from delivering their Sunday worship services or places a significant burden on the minister to both deliver Sunday worship and fully participate in the GC44 sessions. When this happens, the pastoral charge may incur the cost of paying pulpit supply for up to four weeks beyond the norm. This is contrary to the previous spirit of the GCO recognizing the cost to a pastoral charge when its minister has been elected to serve the church as a General Council commissioner.

### Policy

The Eastern Ontario Outaouais Regional Council (EOORC) adopts a policy of remunerating a pastoral charge for an amount up to \$250 per Sunday to cover the cost of providing pulpit supply for the four (4) Sundays when its minister is attending GC44.

A pastoral charge wishing to receive such compensation will submit an invoice to the Treasurer of the EOORC, who will have been provided with the names that may apply.



## Policy on Pulpit Supply Compensation

POLICY NAME: Regional Council Policy on Pulpit Supply Compensation	Date Approved: April 28, 2022
	Review date:
Purpose: This policy outlines the procedures for The <b>Manual 2022 I. 1.11.5</b>	

### Preamble

This document outlines the Eastern Ontario Outaouais Regional Council's Policy on Compensation for Pulpit Supply within the Regional Council.

### Policy

Individuals must receive fair compensation for services provided:

- a) The General Council sets the rate annually for pulpit supply for ministry personnel;
- b) The Regional Council has a *Licensed Lay Worship Leader Policy & Guidelines* May 2019 stating "The Community of Faith is expected to remunerate Licensed Lay Worship Leaders appropriately based upon the General Council rate for supply;
- c) Worship preparation takes considerable hours for both ordered and lay;
- d) On occasion, communities of faith cancel a service on very short notice, having previously committed someone to provide the Sunday worship service including but not limited to inclement weather, illness, catastrophe, pandemics;
- e) Remuneration is given to compensate for the worship preparation time at the rate of 2/3 the daily rate to the person (LLWL or Ordered) who prepared the service (no mileage of course).

### Process

1. The Community of Faith:
  - a. Organizes for pulpit supply from either visiting ministry personnel or a trained and approved Licensed Lay Worship Leader;
  - b. The Community of Faith compensates the pulpit supply personnel at General Council rates: at 100% if the service is conducted, at 2/3 if the service is cancelled with less than a week's notice.

<https://united-church.ca/sites/default/files/2021-07/2022-salary-schedule-ministry-personnel.pdf>

## NETWORKS

### Social Justice Network of Ontario Regional Councils

**2019-10-05\_192 MOTION** (T. Demirdjian-Petro/B. Reynolds) That the Eastern Ontario Outaouais Regional Council accept the recommendation of the Executive to support the covenant with Social Justice Network of Ontario Regional Councils (SJNOR) and request that nominations search for a representative. **Carried**

### Covenant of the

#### SOCIAL JUSTICE NETWORK of ONTARIO REGIONAL COUNCILS

#### of The United Church of Canada

(formerly the Coordinating Committee of Ontario Conferences – CCOC

& the Social Justice Network of Ontario Conferences - SJNOC)

#### I. Covenant Members

Those represented within the Covenant:

- Regional Councils of The United Church of Canada located within Ontario

Corresponding members:

- staff from the Church in Mission Unit of the General Council Office

#### II. Purpose

Regional Councils of The United Church of Canada, whose boundaries lie within the Province of Ontario, hereby covenant together to form the Social Justice Network of Ontario Regions (SJNOR):

- to collaborate and provide a collective presence of The United Church of Canada concerning socio-economic issues and concerns which impact Ontarians.

#### III. Mutual Accountability

Member courts will fulfill this covenant by:

- Appointing 2 representatives and 1 regional staff person
- Making a financial contribution based upon an annual assessment

#### *Appendix A*

#### SOCIAL JUSTICE NETWORK OF ONTARIO REGIONS NETWORK OPERATIONS

**A. THE SJNOR WILL:**

Examine the social justice issues that exist in the Province of Ontario with reference to their implications for the United Church of Canada, its people and the wider community;

Prayerfully discern what actions to take towards deeper understanding, redress of injustices and just alternatives;

Seek to work with government or non-governmental organizations to develop action plans and make recommendations for just, healthy, environmentally nurturing solutions..

**B. OPERATING PROCEDURES**

Convenorship for the SJNOR will be vested in co-chairs who will serve two-year terms. Co-chairs should have their respective terms staggered to ensure continuity. Any co. chair can serve for a maximum of two consecutive terms.

The SJNOR will meet a minimum of twice yearly. Meetings may be conducted by means of video conference.

Agendas will usually include time for sharing of member court social justice activity and reports from coalitions and task group representatives related to the SJNOR..

Policy decisions rest within the member courts of the church. Representatives to the SJNOR will be communication links with those courts.

Strategizing and decision-making within the SJNOR

(i.e. formulation and implementation of church policies and SJNOR's actions) will be by consensus with an understanding that consensus will not necessarily mean complete agreement but insufficient disagreement to block the decision.

Tasks (such as recording, duplication, distribution, agenda preparation, meeting arrangements, research, analyses, resource development and collection, supervision support) will be undertaken by SJNOR members on a shared basis.

Decision-making between meetings will be undertaken by consulting all member courts' representatives for feedback. Any action will take into account this consultation..

Any member court is free to act unilaterally but should take into account the potential effects upon other member courts. Unilateral action will not imply action on behalf of others.

An orientation to the SJNOR's history, covenant, operating procedures and current activities will be provided for new representatives.

Collection, disbursement, recording and reporting services for operating funds will be provided by the General Council's Mission Through Finance Unit.

**C. COLLECTIVE ACTION**

The SJNOR will take joint social justice action: This could be accomplished in any of the following ways:

- a) the member courts may endorse and support one regional council in taking a particular initiative;

b) the member courts may agree on more than one regional council on a joint study or action of vital interest; or

c) the members may agree to work and speak together, through the SJNOR.

The SJNOR may consider the initiative of one member court but decide not to endorse or support the effort leaving that member court free to take its own action.

The SJNOR will provide leadership representatives on behalf of The United Church of Canada in Ontario for occasions related to SJNOR's social justice agenda.

The SJNOR will designate representation to ecumenical social justice coalitions and task groups functioning within the province of Ontario, such as the Inter-Faith Social Assistance Reform Coalition (ISARC) or KAIROS. Arrangements for support such as orientation, expenses, supervision, accountability and communication mechanisms with the SJNOR, etc. will be undertaken.

#### ***D. COMMUNICATION***

The SJNOR will facilitate the sharing of The United Church of Canada's social justice policy.

The SJNOR will provide an annual report to each member court. These reports are to contain actions taken, future agenda items and financial operations.

#### ***E. MEMBER COURT CONTRIBUTIONS***

Each member court will appoint two representatives to the SJNOR. Each member court will clarify the terms of that appointment. In addition, it is hoped that there would be a staff person from the member court.

Each member court will make an annual financial contribution to the SJNOC.

Through their representative(s), member courts will share information, analyses and strategies related to their social justice issues, concerns and activities.

Member courts will assume primary responsibility for SJNOR tasks within their resource capacity on a rotating basis.

### **APPENDIX B**

#### **THE SOCIAL JUSTICE NETWORK OF ONTARIO REGIONAL COUNCILS**

##### **DUTIES AND RESPONSIBILITIES OF MEMBER COURT REPRESENTATIVES.**

Representatives will contribute their unique gifts to the work of the SJNOR as a proactive participant.

Representatives will act as an essential communication link between their member court and the other member courts by means of:

- a) attendance at SJNOR meetings
- b) regular reports at SJNOR meetings
- c) reports to the SJNOR between meetings of relevant concerns and actions

- d) regular SJNOR reports to their member court including an SJNOR annual report.

Representatives will relay their member court's social justice concerns to the SJNOR's agenda.

Outgoing representatives will brief their successors of the SJNOR's covenant, communication needs with the member court, and the member court's responsibilities..