

Eastern Ontario Outaouais Regional Council
Meeting of the Executive
Thursday, December 11, 2025 – 9 AM

Living Call Statement of the Regional Council

The Eastern Ontario Outaouais Regional Council seeks to support and strengthen the ministries of its Communities of Faith as well as the ministry of all God's people, staff and lay leadership within those communities.

As we seek to carry out this ministry, we will be intentional about how we fully include all in Christ's love and service. This means that in our work as a Regional Council we will actively seek equity for, and participation from, the full diversity of God's Creation; seeking racial justice, identifying and undermining colonialism, celebrating all sexual orientations, gender identities and expressions, valuing linguistic and cultural diversity, seeking to include all who face challenges with their mental and physical health or social and economic circumstances.

We will carry out our ministry with people in all seasons of life as we honour our relationship with Indigenous Peoples and nurture ecological justice. We will work to effectively and respectfully communicate with one another so that no one is left behind.

IN ATTENDANCE

Rev. Nancy Best	Member, Indigenous Church Representative
Rev. Cindy Casey	President-Elect
Liz Church	Member
David Debenham	Member (departed at 10:30 AM)
Rev. Susan DeHaan	President
Frank Emanuel	Member
Nancy Hazen	Member
Julee Pauling	Member
Catherine Ryan	Member
Sue Smarkala	Member
Rousseau Whiteley	Member
Rev. Brian Cornelius	Corresponding Member, Regional Council Treasurer
Joel Miller	Corresponding Member, Executive Assistant to the Regional Council, Recording Secretary
Rev. Mary Royal-Duczek	Corresponding Member, Community of Faith and Network Support Minister, Minister, Youth and Young Adults
Rev. Victoria Andrews	Corresponding Member, Pastoral Relations Minister

REGRETS/ABSENT

Rev. Éric Hébert-Daly	Member, Executive Minister
Susan Hutton, DLM	Past-President
Rev. Erin McIntyre	Member

This meeting of the Eastern Ontario Outaouais Regional Council (EOORC) Executive will deal with regular business, but will focus on the following key areas:

- Decide on granting access to the Bryson United Church Cemetery National Bank account (0812024-07751)
- Decide on recommendations from the Finance Committee
- Discern License Lay Leadership Policy (Frequency of Preaching)

- Decide on Vision & Transformation Leadership Team recommendation
- Decide on recommendation from Future Thought Property Leadership Team
- Decide on Voluntary Associate Ministers (2025-26)

Call to Order – Rev. Susan DeHaan, President called the meeting to order at 9:04 AM.

“In the name of the Lord Jesus Christ, the only sovereign head of the Church, and by the authority of the Eastern Ontario Outaouais Regional Council of the United Church of Canada, I hereby declare this Executive meeting duly constituted and to be in session for conducting the business which will properly come before it.”

A Time of Prayer for Communities of Faith – Rev. Cindy Casey led prayers for Communities of Faith.

Prayer requests for Pastoral Charges in Eastern Ontario Outaouais Regional Council are being shared through the following website. <https://www.prayercycles.ca/easternontariooutaouais>. The following Pastoral Charges are on the prayer cycle for December 2025: Beachburg Pastoral Charge, Pembroke: Wesley Pastoral Charge, Williamstown Pastoral Charge, Morrisburg: Lakeshore Drive Pastoral Charge. The regional council is committed to praying every month for the regional council and the Indigenous Church.

*A letter on behalf of the regional council goes out to the churches informing them that they are being prayed for. The President-Elect is reaching out to communities of faith that are on the prayer roll, to learn about what some of their needs are and what prayers on their behalf can focus on.

Land Acknowledgement & Opening Devotions – Cathy Ryan lit the Christ Candle inviting the Spirit to be present to each of us and prayed that all be led by that Holy Spirit. Cathy acknowledged the traditional territories of First Peoples and gave thanks for their stewardship of these lands throughout the millennia, calling on all to work towards truth and reconciliation and right relations. Cathy read from a book called, *Words & Visions from God the Father, Jesus and the Holy Spirit*: “It’s all about Love”.

Introducing Rev. Victoria Andrews, Pastoral Relations Minister – Rev. Victoria Andrews introduced herself and provided a small glimpse of her adjusting from moving to Ontario from BC and working into her new role as Pastoral Relations Minister for the regional council.

Introductions and Time for Sharing – All are invited.

Appointment of an Equity Support Person for this Meeting

2025-12-12_001 MOTION (L. Church/J. Pauling) That the Eastern Ontario Outaouais Regional Council Executive appoints Nancy Hazen as Equity Support Person for this meeting. **CARRIED**

*It was highlighted that the evaluation can be based on the Equity Score card from ECORC (neighboring regional council) <https://ecoreuccan.ca/resources/accessibility/>.

Minutes of November 13, 2025

2025-12-12_002 MOTION (N. Hazen/F. Emanuel) That the Eastern Ontario Outaouais Regional Council Executive accept the minutes of November 13, 2025 as circulated. **CARRIED**

Order of the Day (Questions for Executive Minister as Eric Becomes Available)

Agenda

2025-12-12_003 MOTION (C. Ryan/N. Best) that the Eastern Ontario Outaouais Regional Council Executive accepts the agenda as amended:

1. Addition of correspondence f)
2. Addition of two recommendations by the Vision & Transformation Leadership Team in the Consent Packet
3. Addition of document: *Minutes of the VTLT for meeting held on November 6, 202*
4. Addition of reference document: *Endorsement dated December 8, 2025*, see under New Business b)
5. Addition of correspondence g)
6. Removal of by-law #4 (see under Consent Packet)
7. Addition of Voluntary Associate Minister approval, see under Consent Packet

CARRIED

Correspondence In

- a) November 18, 2025, Rev. John Barker (retired), re personal reflections on the future of the Church, meeting that was held in Smith Falls on October 4, 2025 (*for information*)
- b) November 20, 2025, Cheryl-Ann Stadelbauer-Sampa, Senior Governance Support Lead, re request for regional council financial statements to be forwarded to the Structural Change Evaluation Focus Groups (*for information*);
- c) November 20, 2025, copied on letter from Bev Renwick, Program Coordinator, Duty of Care and Incorporated Ministries, to Church Extension Committee, re By-laws (*Action in Consent Packet*);
- d) The United Church of Canada November 21, 2025, Joan Conrod, re Bryson United Church Cemetery (*Action in Consent Packet*);
- e) December 1, 2025, copied on letter from Church Extension Committee, responding to Bev Renwick, Program Coordinator, Duty of Care and Incorporated Ministries, to Church Extension Committee, re By-laws (*for information*);
- f) December 5, 2025, Rev. Michelle Robichaud, Chair, Vision & Transformation Leadership Team, re recommending grant application to the Executive (*Action in Consent Packet*);
- g) December 9, 2025 Phyllis MacRae, Chair Future Through Property Leadership Team, re request from Bristol Pastoral charge (*Action in Consent Packet*).

Correspondence Out

- a) November 19, 2025, Rev. Eric Hebert-Daly, Executive Minister, responding to Rev. John Barker (retired), re personal reflections on the future of the Church, meeting held on Smith Falls on October 4, 2025 (*for information*);
- b) November 20, 2025, Rev. Eric Hebert-Daly, Executive Minister, re Ministry Personnel - Structural Review (*for information*);
- c) November 21, 2025, Rev. Eric Hebert-Daly, Executive Minister, responding to Joan Conrod, re Bryson United Church Cemetery (*Action in Consent Packet*).

Consent Packet

2025-12-12_004 MOTION (L. Church/F. Emanuel) that the Eastern Ontario Outaouais Regional Council Executive:

- a) Receive for information the Pastoral Relations Commission Minutes of November 25, 2025;
- b) Grant permission to Shirley Kucharik and Helen McMunn to have access to the Bryson United Church Cemetery account (0812024-07751) at the National Bank in Shawville, ON, and authorize the Executive Minister to write a letter on behalf of the regional council informing the bank of same;

- c) Approve the recommendation of the Vision & Transformation Leadership Team to grant one thousand dollars (\$1,000.00) to Bells Corners United Church to support lunches for underemployed young adults and seniors;
- d) Approve the recommendation of the Vision & Transformation Leadership Team to allow Rideau Hill Camp to defer using their grant until 2026, since Minwaashin was not ready to put on their joint *Reconciliation Day* this year (they expect to be ready for September 30, 2026);
- e) Approve the recommendation of the Future Through Property Leadership Team to allow the trustees of Stark's Corners United Church, QC to withdraw up to \$12,000 from the invested funds from the sale of the manse of the Bristol Pastoral Charge. The funds are needed immediately to replace and install the furnace in the church at Stark's Corners.
- f) acknowledge the following Voluntary Associate Ministers (retired ministry personnel not appointed, or engaged in ministry not recognized as 'community of faith') for July 1, 2025- June 30, 2026:

First Name	Last Name	Community of Faith
Rev. Peter	Bartlett	Trinity United Church (Harrowsmith-Verona)
Rev. Natalie	Matkovsky	Parkdale United Church (Ottawa)

CARRIED

There was conversation about Centre 33 and their declined application; the Chair will contact the Chair of V&T to learn more – based on correspondence received, there were some discrepancies over the classification and history of Centre 33 and its relation to Kanata United Church.

Business Arising

- a) **Way Forward – Towards 2035 (Training Programs)** – Rev. Mary Royal-Duczek shared that the “Things I Didn’t Learn in Seminary” education event for clergy begins in January (tri-regional education event).
- b) **Vision Keepers** – Rev. Cindy Casey shared that the group met and some clear ‘next steps’ were defined. It was reiterated that this body will bring recommendations to the Executive for decision as needed.
 - **Call for Deeper Reflection** – The Vision Keepers will take more time to narrow in on direction and also consider how the regional council’s strategic plan can be adapted to move forward.
- c) **Stittsville United Church Commission** – Rev. Cindy Casey shared that Rev. Zacharia Mandara will be appointed at Stittsville United Church beginning on Feb. 1st 2026.
- d) **Centretown United Church – Centre 507** – Rev. Mary Royal-Duczek shared that the church may be approving a fire alarm system shortly, with Centre 507 paying the cost. It was noted that an adjoining building recently had a fire, making the need for a fire alarm system even more apparent.

Regular Business

1. **Finance** – Rev. Brian Cornelius, Regional Council Treasurer, Committee met on December 2nd

2025-12-12_005 MOTION (C. Casey/C. Ryan) that the Eastern Ontario Outaouais Regional Council Executive concur with the recommendation of the Finance Committee to withdraw \$205,000 from

investments with Fiera for cash flow purposes in 2026; this withdrawal to be executed on January 2, 2026.

CARRIED

2025-12-12_006 MOTION (L. Church/J. Pauling) that the Eastern Ontario Outaouais Regional Council Executive concur with the recommendation of the Finance Committee to name the following persons as signatories on the Fiera Investment Account:

- Eric Hebert Daily - Executive Minister
- Brian Cornelius - Treasurer
- Simon Alary - Finance Committee
- Cindy Casey - Finance Committee
- Christine Kilburn - Finance Committee
- Joe Smarkala - Finance Committee
- Ev Zytveld - Finance Committee

CARRIED (C. Casey and S. Smarkala abstain)

2. **Pastoral Relations Commission (PRC)** – Rev. Victoria Andrews

- See *Pastoral Relations Commission minutes of November 25, 2025* as **Appendix A**

a) **(Discernment) Frequency of Preaching: License Lay Worship Leaders** – Rev. Victoria Andrews shared that this issue will be looked at with more scrutiny, keeping in mind *Towards 2035*; recommendation to come.

- See *Licensed Lay Worship Leader Policy and Guidelines* as **Appendix B**

3. **Future Through Property Leadership Team** – Sue Smarkala shared that the Team is identifying how FTP can learn more about how it can be more helpful to Communities of Faith. Processes over redevelopment have already been developed and now Vision Keepers are also being tied into the processes.

4. **General Meeting/Education Event Planning Leadership Team**

a) **Save the Date!**

March 7th, 2026
Online Winter Educational Event

May 29th, 30th, 2026
AGM
Trinity United Church, Smith Falls

November 7th, 2026
Fall Meeting
Sub-regional (if it was successful in 2025), or Knox St. Paul's, Cornwall if sub-regional was not taking place

March 6th, 2027
Online Winter Educational Event

June 4th, 5th, 2027
AGM
Kanata United Church, Kanata

October 30th 2027

Fall Meeting

Sub-regional (if it was successful in 2025), or Pembroke area

- b) **Planning for Online Winter Educational Event** – Rev. Susan DeHaan invited ideas for educational topics to go to the planning team.
 - **Topics Suggestions? (i.e., Youth Ministry)**
5. **Indigenous Ministries** – Rev. Nancy Best shared some concern over the age of Elders and wondered how this may have an impact on Indigenous Church.
- See *The National Indigenous Council Terms of Reference* as **Appendix C¹**
 - See *11-14-2025 Letter NIC Nomination Process 2025* as **Appendix C²**
 - See *2026 NIC Nomination Form* as **Appendix C³**

New Business

- a) **Copyright and One License** – Survey to collect data is being circulated to determining potential usage.
- b) **Legal Proceeding: Scott v. Presbyterian Church and PGT** – Susan will contact David to learn more information.
 - See *Endorsement dated December 8, 2025* as **Appendix D**
- c) **Tri-Regional Equity Forum** (currently no new developments)
- d) **Circuit-Rider Model Position Description** – (currently no new developments)
- e) **YAYA Programming Review** – Dana Ducette developing a mechanism to determine the needs around youth ministry amongst the three regional councils that the Executive Minister serves (Nakonha:ka, EOORC and ECORC). It is also the hope that event planning can be done in collaboration so that scheduling conflicts don't arise and there is more potential for participation. A call for a concise vision to come to the Executive in February; since the inception of the regional council (in 2019), YAYA ministry has changed in scope and parts of its ministry (i.e., Camp Awesome) are not existing anymore. The question was raised about how Communities of Faith are already engaged in youth ministry – It was suggested that the Keeping In Touch Working Group gather this information.
- g) **Vision & Transformation Leadership Team**
 - See *Minutes of the VTLT for meeting held on November 6, 2025* as **Appendix E**
- h) **January Executive Meeting (Only If Necessary)** – It was agreed to by consensus. Watch out for email polls should they be necessary.

Report from the Equity Support Person – Nancy Hazen highlighted some of the highpoints of this meeting; good reflection, communication, and respectful dialogue.

The Executive agreed to send flowers to Scott (spouse of the Executive Minister) as he recovers from a long stint in the hospital. Rev. Cindy agreed to take care of the details.

Closing Prayer – Rev. Mary-Royal Duczek

Conclusion

The Chair declares that all the business having come before this meeting of the Executive has been duly dealt with, and that the meeting is concluded at 11:14 AM.

Next meeting date:

- Thursday, January 8, 2025 (zoom) 9 am – noon (only if necessary)
- Thursday, February 12, 2025 (zoom) 9 am – noon
- Thursday, March 12, 2025 (zoom) 9 am – noon

 Rev. Susan DeHaan, President

 Rev. Eric Hebert-Daly, Executive Minister
EOORC Executive Duty Roster

	Opening Devotions / Land Acknowledgement	Equity Monitor	Closing Prayer
<i>Summer</i>			
<i>January 8, 2026</i>	David Debenham	Cathy Ryan	Erin McIntyre
<i>February 12, 2026</i>	Erin McIntyre	David Debenham	Julee Pauling
<i>March 12, 2026</i>	Julee Pauling	Erin McIntyre	Nancy Best
<i>April 9, 2026</i>	Nancy Best	Julee Pauling	Rousseau Whiteley
<i>May 14, 2026</i>	Rousseau Whiteley	Nancy Best	Cindy Casey
<i>June 11, 2026</i>	Nancy Hazen	Rousseau Whiteley	Susan DeHaan

Appendices

Appendix A	Pastoral Relations Commission minutes of November 25, 2025	Pages 8-11
Appendix B	Licensed Lay Worship Leader Policy and Guidelines	Pages 12-18
Appendix C ¹	The National Indigenous Council Terms of Reference	Pages 19-22
Appendix C ²	11-14-2025 Letter NIC Nomination Process 2025	Pages 23-25
Appendix C ³	2026 NIC Nomination Form	Page 26
Appendix D	Endorsement dated December 8, 2025	Page 27
Appendix E	Minutes of the VTLT for meeting held on November 6, 2025	Page 28

Appendix A

A meeting of the Pastoral Relations (PR) Commission
Tuesday, November 25, 2025**PRESENT:**

Jim Allen, Elaine Beattie, Wayne Harris (Chair), Karen McLean (Scribe), Blair Paterson, Don Stiles, Whit Strong (7)

REGRETS/ABSENT: Victoria Andrews, Teresa Burnett-Cole, Patsy Henry, Micheline Montreuil, Michelle Robichaud (5)

CALL TO ORDER, OPENING PRAYER:

Chair, Wayne Harris, called the meeting to order at 1:08 p.m. Following a quick check-in with members, Don Stiles led us into the meeting with a prayer.

CORRESPONDING MEMBER(S): None

INTERIM MOTIONS:**Carp-Dunrobin P.C.**

MOTION 2025-90 (M. Montreuil/E. Beattie) "That the EOORC PR Commission acknowledges the appointment of Karen Percy (Candidate - SME) to the Carp-Dunrobin Pastoral Charge, 20 hours per week as Congregational Minister effective November 4, 2025 to November 3, 2026."
CARRIED

[Note: Passed unanimously on Oct. 31, 2025]

Rideau Park P.C. Profile

MOTION 2025-91 (T. Burnett-Cole/J. Allen) "that the EOORC PR Commission approves the Rideau Park Pastoral Charge profile for posting on ChurchHub."
CARRIED

[Note 1: Wayne suggested one correction - On page 16 under Salary: it states 'Minimum Salaries & Reimbursements for Ministry Personnel guidelines published by **EOORC**. This should be corrected to **'The United Church of Canada.'**

[Note 2: Passed Nov. 4, 2025. Whit will notify them and ask that the one correction be made.]

ADDITIONS/CORRECTIONS TO THE AGENDA:

- Two more names to the Remembrance list
- Letter of resignation from the PR Commission

ACCEPTANCE OF MINUTES:

MOTION 2025-92 (E. Beattie/J. Allen) "that the minutes of October 28, 2025 be accepted as circulated."

CARRIED

CORRESPONDENCE: For Information

- Letter from Grace-St. Andrew's (Arnprior) to White Lake P.C. and Bethel-St. Andrew's P.C. (Fitzroy Harbour).
- Letter of resignation from the PR Commission from Patsy Henry. Blair asked that the Secretary send a letter of acknowledgement to Patsy accepting her resignation with regret and to include the prayers of the Commission for the future.

REMEMBRANCES:

- The Rev. Catherine Bromell – February 2, 2025

- The Rev. John Bushby – Oct. 20, 2025
- The Rev. Grant Dillenbeck – Nov. 10, 2025
- Christine Hewlett (daughter of the Rev. Stewart and Doreen Hewlett) – Nov. 14, 2025

Whit will notify the families that a donation from EOORC has been made to the M&S Fund in memory of their loved ones.

MEDICAL LEAVE:

- LTD: Rev. Carolyn Insley (North Gower-Carsonby P.C.) – effective November 7, 2024.
- Erin McIntyre (Knox-St. Paul's, Cornwall P.C.) – effective Oct. 27, 2025

ACKNOWLEDGED SABBATICALS: None

SABBATICALS/COVERAGE: None

SUPERVISED MINISTRY EDUCATION (SME) site: None

CHANGE IN PASTORAL RELATIONS:

Parkdale U.C. – Huda Kandalaft Kanawati

MOTION 2025-93 (J. Allen/D. Stiles) “that the EOORC PR Commission approves the change of Huda Kandalaft Kanawati from Candidate (SME) to Congregational Designated Minister (CDM) at the Parkdale Pastoral Charge effective Nov. 25, 2025.”

CARRIED

Rev. Tiina Côté

MOTION 2025-94 (E. Beattie/D. Stiles) “that the EOORC PR Commission approves the request of the Rev. Tiina Côté for a change in pastoral Relations to retire as of February 1, 2026.”

CARRIED

PASTORAL CHARGE CONSTITUTIONS: None

SHARED MINISTRY AGREEMENTS: None

PROFILES:

Grace-St. Andrew's P.C. (Arnprior)

MOTION 2025-95 (B. Paterson/J. Allen) “that the EOORC PR Commission approves the Grace-St. Andrew's (Arnprior) Pastoral Charge profile for posting on ChurchHub.”

DEFEATED

[**Note:** The position description is 20 hours but there is no breakdown for time allocations. The Commission would like to see a proper breakdown of what is required by the minister and how much time will be spent on each area of the job. They will be asked to provide the information for the meeting of the Commission on January 20, 2026.]

Quyón P.C.

MOTION 2025-96 (J. Allen/E. Beattie) “that the EOORC PR Commission approves the Quyón Pastoral Charge profile for posting on ChurchHub.”

CARRIED

CALLS/(RE)-APPOINTMENTS:

Southminster P.C.

MOTION 2025-97 (B. Paterson/E. Beattie) “that the EOORC PR Commission approves the call of the Rev. Susan Toller (DM) to the Southminster Pastoral Charge, 30 hours per week as Congregational Minister effective November 24, 2025.”

CARRIED

Almonte P.C.

MOTION 2025-98 (D. Stiles/B. Paterson) “that the EOORC PR Commission approves the call of the Rev. Heather Davies (OM) to the Almonte Pastoral Charge, 40 hours per week as Congregational Minister effective July 1, 2026.”

CARRIED

c.p. Grâce P.C.

MOTION 2025-99 (E. Beattie/B. Paterson) “that the EOORC PR Commission approves the call of the Rev. Stephanie Bates (OM) to the charge pastorale Grâce Pastoral Charge, 40 hours per week as Congregational Minister effective January 1, 2026.”

CARRIED

Stittsville P.C.

MOTION 2025-100 (D. Stiles/E. Beattie) “that the PR Commission approves the appointment of the Rev. Zacharia Mandara (OM) to the Stittsville Pastoral Charge, 40 hours per week as Congregational Minister effective February 1, 2026 – Jan. 31, 2028.”

CARRIED

CHANGE OF TERMS: None

SACRAMENTS/ELDERS:

Susan Toller

MOTION 2025-101 (D. Stiles/J. Allen) “that the EOORC PR Commission grants permission to Susan Toller (DM) to perform the Sacraments, effective Nov. 24, 2025, for the duration of her call to Southminster P.C.”

CARRIED

CONGREGATIONAL DESIGNATED MINISTER (CDM): None

PASTORAL CHARGE SUPERVISORS:

Knox-St. Paul’s P.C. (Cornwall)

MOTION 2025-102 (E. Beattie/J. Allen) “that the EOORC PR Commission, in the absence of called/appointed ministry personnel, names Minhyuk (Min) Hwang, EOORC member, as Pastoral Charge Supervisor to the Knox-St. Paul’s Pastoral Charge (Cornwall) for the duration of the Rev. Erin McIntyre’s Restorative Care Leave.”

CARRIED

[Note: PCSs needed for Barrhaven, Glasgow-Castleford, Quyon, Wesley (Pembroke), and Zion Evangelical (Pembroke).]

LIAISONS

Wall St. P.C. (Brockville)

MOTION 2025-103 (D. Stiles/E. Beattie) “that the EOORC PR Commission names Jim Allen, as Liaison to the Wall St. Pastoral Charge (Brockville).”

CARRIED

[Note: Abstaining – Jim Allen]

Liaisons are still needed for Barrhaven, Cumberland, Quyon, Wesley (Pembroke), and Zion Evangelical (Pembroke).

Pastoral Charges not searching: (26)

Addison	Augusta	Aylmer-Eardley
Bathurst	Cardinal	Centenary
Central Lanark	Clyde Forks-Tatlock	Delta-Toledo
Easton’s Corners	Elgin-Portland	Glasgow-Castleford
Golden Lake	Greenwood	Harrowsmith-Verona
Lower Gatineau Valley	Lyn: Christ	Mallorytown

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

December 11, 2025
Zoom Teleconference

Metcalfe
South Mountain–Hallville
Vernon

Pittston
St. John's (Brockville)
Westmeath

Rideau
Templeton

FOLLOW-UPS FROM LIAISONS AND PCSs: None

OTHER BUSINESS:

1. New Commission members

Jennifer Gow ends her term on the Vision and Transformation Team in March 2026 and has approached Whit about joining the Pastoral Relations Team. The Commission is in favour and will notify the Nominations Team to update the list.

2. Covenanting Services

Wayne reported an improved attendance of EOORC members at the recent covenanting service for Sue Hutton. It is hoped more churches will continue to hold their services in the afternoon or evening (preferably no earlier than 2:00 p.m. to allow for travel time following Sunday morning services).

LAST WORD:

Next meeting – **Tuesday, Dec. 16, 2025 1:00-3:00 p.m. via Zoom.**

CLOSING: Whit led us in a closing prayer. The business listed on the agenda being completed, Wayne declared the meeting closed at 2:52 p.m. and wished Whit all the best from all of us as he officially retires. Victoria Andrews will take over now as our new EOORC staff resource.

Appendix B

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 and Guidelines. **Carried**

Section One:**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.

Appendix C¹

**The United
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November 14, 2025

THE NATIONAL INDIGENOUS COUNCIL
TERMS OF REFERENCE

The National Indigenous Council is appointed by the National Indigenous Spiritual Gathering. It works in relationship with the National Indigenous Elders Council, the General Council Executive, and other parts of The United Church of Canada. The Indigenous church is living into what it means to be an autonomous, self-governing body in right relationship with the rest of the United Church of Canada.

Responsibilities of the National Indigenous Council

The National Indigenous Council will exist and operate within the context of The United Church of Canada. It will

- be a decision-making body, informing policies and practices relevant to Indigenous ministries and peoples within the United Church of Canada
- provide continued opportunities for the gathering, working together, and supportive work of all the Indigenous communities of faith in the United Church of Canada through Circle gatherings, a national network of urban Indigenous ministries, and National Indigenous Spiritual Gatherings
- receive direction on priorities at the National Indigenous Spiritual Gathering
- appoint, provide oversight of, and receive advice from boards, councils and committees of the Indigenous church, as well other working/advisory groups that it may establish from time to time to support the Indigenous church, and appoint Indigenous church representatives to other bodies established by the General Council and its Executive
- develop and implement resources and communication strategies to accomplish the work of the National Indigenous Council

The National Indigenous Council will make decisions by consensus, in keeping with the principles of governance articulated in the Calls to the Church (especially Call #7). All members of the NIC have equal voice in NIC decision-making.

Gifts

The National Indigenous Elders Council emphasizes that NIC members above all else should demonstrate the following qualities.

- **commitment** to servant leadership of the Indigenous church, and able to prioritize attention to the needs of Indigenous ministries and Indigenous members of the church. NIC members are required to make a commitment of significant time and energy, preparing for and attending monthly NIC meetings, participating in committee work, attending Circle

meetings, and assuming other tasks to fulfill their mandate. This includes significant work to plan each National Indigenous Spiritual Gathering.

- commitment to the practice of their **faith** and **spirituality**
- embrace the **Seven Grandfather Teachings**, as recognized by many Indigenous peoples on Turtle Island. The NIEC particularly lifts up a need for NIC members to embody **respect** and **humility**, noting that openness to different points of view is a critical attribute. NIC members also will act with **courage** and **assertiveness** in advocating for Indigenous peoples and communities of faith.
- collegiality in their approach to decision-making and **maturity**, emphasizing an approach that cares for each other as leaders of the Indigenous church, and **active listening**
- **knowledge** of the history of Indigenous peoples including within the United Church of Canada; the wide variety of Indigenous peoples and their cultures across Canada; the challenges faced by isolated Indigenous communities; the Christian faith and traditional Indigenous spiritualities and cultures; and familiarity with the United Nations Declaration on the Rights of Indigenous peoples and the Calls to Action of the Truth and Reconciliation Commission of Canada
- value and support continuous **learning** of the entire NIC and Indigenous church Circles and communities of faith
- maintain an up-to-date **Criminal Record Check**

NIC members will be forward-looking and future-focused to realize the vision of the Indigenous church in support of the Indigenous church's strategic objectives, particularly as articulated in the Calls to the Church.

Members will be able to see the big picture, manage risks, and appreciate the impact of decisions on the people and communities of faith of the Indigenous church. In carrying out its responsibilities, NIC members need to be able to recognize who is not at the table and actively seek them out in understanding issues and the impact of decisions.

Members of the NIC need to be able to work effectively within a diverse team, as demonstrated by

- interdependence and the ability to build synergy in working with others
- flexibility in thought and perspective
- self-awareness to reflect on one's own intentions and actions
- openness to healthy ways of addressing and managing conflict

Overall, the NIC requires people with expertise in such areas as:

- finance
- human resources
- governance
- different forms of ministry
- Indigenous spirituality
- theological leadership

as well as the knowledge to contribute to governance-level conversations.

NIC members will be committed to right relations, the principles, norms and standards of the United Nations Declaration on the Rights of Indigenous Peoples, the vision of becoming an intercultural church, and the journey to becoming an anti-racist denomination.

NIC members need to be comfortable with and able to participate in electronic meetings, to prepare and use documents shared electronically, and to commit the time required to carry out their responsibilities.

Relationship to General Council and General Council Executive

The NIC appoints 15 members from the Indigenous Church to serve as Commissioners to General Council.

The NIC recommends a member to serve on the General Council Executive, and may choose to recommend up to two corresponding members.

Regional Council - Equivalencies

The National Indigenous Organization is equivalent to and has the same responsibilities as a regional council within the United Church, including responsibilities related to property, policy, finance, covenanting with communities of faith and other ministries, preparation for ministry within the Indigenous church, and service to communities of faith and other ministries. The NIC may choose to work with regional councils, on a geographic basis, to carry out other regional council responsibilities outlined in Section C.2 of the manual such as pastoral relations, licence to administer the sacraments, celebrating retirements, and ministry personnel.

The members of the National Indigenous Spiritual Gathering choose the members of a smaller body known as the National Indigenous Council, which, for equivalency purposes with regional councils, serves as the executive.

The National Indigenous Organization, and any of its communities of faith or other local groups, may covenant with the appropriate geographic regional council for that regional council to fulfill any named responsibilities on behalf of the National Indigenous Organization. See The Manual 2024 sections C-NIO National Indigenous Organization and C Regional Council for more details

Relationships

The National Indigenous Council serves in relationship with others within the Indigenous church and within the broader United Church of Canada.

- The National Indigenous Council is accountable to the **National Indigenous Spiritual Gathering (NISG)**; the NISG is a regular representative gathering of Indigenous communities of faith, ministries, and members of the Indigenous church; the relationship between the NIC and the NISG is analogous to that between the General Council Executive and the General Council of The United Church of Canada
- The National Indigenous Council receives spiritual direction on matters of ministry and mission from the **National Indigenous Elders Council**

- The National Indigenous Council provides presence and voice to the **General Council**, its **Executive**, the **Office of Vocation**, and is open to invitations to do the same for **Regional Councils**.
- The National Indigenous Council appoints members to the following groups and oversees their work:
 - **The Real Property and Capital Plan Working Group**
 - **The Healing Programs Working Group**
 - **The Mission Support Working Group**
- The National Indigenous Council and the General Council Executive share in the appointment and oversight of
 - **The Indigenous Justice Advisory Group**

The National Indigenous Council works in collaboration with other parts of the church to strengthen relationships between the Indigenous communities of faith and the wider Church. This is done by ensuring the provision of appropriate Indigenous content in the education of all United Church personnel, including Indigenous history, culture, and contemporary issues.

Membership and Term

The NIC will consist of 15 members nominated as follows:

- Three individuals from each of the Keewatin and Ontario-Quebec Circles (6 people)
- Two individuals from each of Pacific Mountain Indigenous Ministries and the Plains Circle (4 people)
- One youth from each of the Keewatin Circle, Ontario-Quebec Circle, Pacific Mountain Indigenous Ministries, and Plains Circle (4 people)
- A student from the Sandy-Saulteaux Spiritual Center (1 person)

Eight (8) members constitute a quorum for decision-making at NIC meetings; decision-making will proceed by consensus in accordance with the Calls to the Church.

Two members of National Indigenous Elders Council will participate in NIC meetings on an advisory basis

The National Indigenous Elders Council will review all nominations and forward those in proper order to the National Indigenous Spiritual Gathering for final review and approval.

The term of appointment for members of the National Indigenous Council is three years. Members may serve up to two consecutive terms, but must be duly nominated for appointment to each of the two terms separately.

The NIC will be led by two co-chairs, who will identify from two different genders. The chairs have full rights to participate in the consensus decision-making of the NIC. The chairs will be chosen by the members of the NIC.

Adopted by the National Indigenous Elders Council, November 12, 2025

Appendix C²

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November 14, 2025

Indigenous ministries and communities of faith
Members of the Circles of the Indigenous Church
Sandy-Saulteaux Spiritual Centre

PROCESS TO ESTABLISH A NEW NATIONAL INDIGENOUS COUNCIL

We the members of the National Indigenous Elders Council are pleased to inform you that we met this September, and worked together to develop a process that incorporates our values and story to lead us to our new National Indigenous Council. We are grateful that you have held us in prayer and trust over the past year as we, the Elders Council, have sustained the tasks of the ministry of our Indigenous church. During our time together in September, we reviewed our past, our present, and our future as the Indigenous church. With the support of prayer, scripture, strength, humility and reflection, we found a way forward.

We have attached for your reference the detailed Terms of Reference for the new National Indigenous Council (NIC). The terms of reference speak to the qualities of leadership, membership, mentorship, and collegial relationships which we believe are essential for the future National Indigenous Council members to serve Indigenous ministries and the wider church. These include:

- commitment, faith and spirituality
- the Seven Grandfather Teachings (lifting up the essential teachings of respect, humility, and courage)
- assertiveness, maturity, active listening, significant knowledge of Indigenous history, the Indigenous church, and current issues, a commitment to continuous learning, and awareness of trauma-informed governance.
- Out of concern for our members, we also ask nominees to the NIC to provide us with a current Criminal Record Check.

The National Indigenous Council will consist of 15 members nominated as follows:

- Three individuals to be nominated from each of the Keewatin and Ontario-Quebec Circles
- Two individuals to be nominated from each of Pacific Mountain Indigenous Ministries (PMIM) and the Plains Circle
- One youth to be nominated from each of the Keewatin Circle, Ontario-Quebec Circle, Pacific Mountain Indigenous Ministries, and Plains Circle
- A student to be nominated from the Sandy-Saulteaux Spiritual Centre (SSSC)

Please note that members of the Urban Circle who may wish to seek a nomination or to nominate someone from the Urban Circle should work through their geographic circle (Keewatin, Ontario-Quebec, Pacific Mountain, or Plains) to make nominations.

In recognition of the unresolved conflict outstanding among members of the former NIC the members of the most recent National Indigenous Council (established at the National Indigenous Spiritual Gathering in 2023) are not eligible to be nominated for the next NIC to be established in 2026.

The National Indigenous Elders Council will review all nominations (received by the nominating bodies, the Circles, PMIM and SSSC) and forward those in proper order to the National Indigenous Spiritual Gathering for final review and approval. The National Indigenous Elders Council will organize a National Indigenous Spiritual Gathering to take place on dates and at a location to be determined in the summer of 2026 to install the NIC.

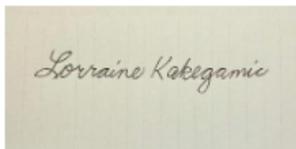
Two members of National Indigenous Elders Council will participate in NIC meetings on an advisory basis.

Circles may wish to hold meetings in the first part of 2026 in order to discuss their nominations to the new NIC. Staff of Indigenous Ministries and Justice are available to support the Circles in making logistical arrangements for these meetings.

Nominations should be sent to the National Indigenous Elders Council in the form of a letter from the nominating body (a Circle, PMIM, or SSSC) explaining the reasons the nominee would be an excellent member of the new National Indigenous Council. A nomination form also is provided to collect basic information on each nominee. **Nomination letters and forms should be sent by email to General-IMJ@united-church.ca by May 1, 2026.** They also may be sent by postal mail, care of Indigenous Ministries and Justice, United Church of Canada, 3250 Bloor St. West, Suite 200, Toronto, ON, M8X 2Y4

Questions about this letter may be sent to Lori Ransom, A/Executive Minister (governance), Indigenous Ministries and Justice, at lransom@united-church.ca.

Yours sincerely,



Lorraine Kakegamic

On behalf of the Members of the National Indigenous Elders Council: *Deb Anderson-Pratt, Eileen Antone, Lisa Anwar, Jennifer Cross, Evelyn Day, Brian George, Deborah Hill, Ray Jones, Lorraine Kakegamic, Donna Kennedy, Marlene Lightning, Robert Patton, Grant Queskekapow,*

The United Church of Canada
L'Église Unie du Canada

Eastern Ontario Outaouais Regional Council
Meeting of the Executive

December 11, 2025
Zoom Teleconference

Alma Ransom, Ronald Root, Agnes Spence, Lorna Standingready, Elenor Thompson, John Thompson.

Enclosures: Terms of Reference, National Indigenous Council
Nomination Form

Appendix C³



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National Indigenous Council – 2026 Nomination Form

**Name of Nominating Body (i.e., Keewatin, Ontario-Quebec, Plains, Pacific Mountain
Indigenous Ministries, or Sandy-Saulteaux Spiritual Centre):**

Nominee Information

Full Name: _____

Community of Faith: _____

Address: _____

Phone: _____ **Email:** _____

Nomination been discussed with the Nominee? YES NO

Does the nominee have a current Criminal Records Check? YES NO

Please attach a detailed letter signed by a representative of the Nominating Body

The letter should explain in detail why, in the view of the Nominating Body, the nominee is an excellent candidate for membership on the NIC, with reference to how the nominee demonstrates the attributes outlined in the Gifts section of the Terms of Reference for the National Indigenous Council.

Please send the completed form by Friday, May 1, 2026
to General-IMJ@united-church.ca or
The United Church of Canada / L'Église Unie du Canada
3250 Bloor Street West, Suite 200
Toronto, ON M8X 2Y4

Appendix D

**CIVIL FILE ENDORSEMENT SHEET
MOTION/DIRECTION/ORDER**

Judge: J. Williams

Court File No.: CV-25-0110 (Brockville)

Short Case Name: Scott v. Presbyterian Church

✓ Colin Wright, for Applicant(s) / Plaintiff(s)

, for Respondent(s) / Defendant(s)

- ORDER/JUDGMENT MADE
- DIRECTION FOR REGISTRAR
- ON CONSENT
- UNOPPOSED
- NO ONE APPEARED
- ADJOURNED TO [Click here to enter a date.](#)

ENDORSEMENT:

*Matter adjourned to February 23, 2026
CPL:00 as in TBS5 to allow the
Regional Council additional time.*

Date: 8-Dec-25



Judge's Signature

Appendix E

Vision & Transformation Leadership Team (VTLT) Meeting of Nov 6th, 2025

Present: Michelle Robichaud, Phyllis MacRae, Charles Barrett, Sheryl McLeod and Jennifer Gow.

Regrets: Rev. Laura Springate, Rev Debbie Poirier

Opening thoughts: We welcomed Jennifer to our group. The question was asked what multiyear grants were still outstanding for 2025 and 2026. Michelle looked up Treasurer Brian Cornelius' recent e mail and forwarded it to us.

Also we looked at the total grants possible for 2025, which was \$86,100. We already issued grants totaling \$25,000 this spring.

We received two grant applications. The first was from Bells Corners United Church requesting \$1000 to support lunches for underemployed young adults and seniors, a worthwhile ministry. While our terms of reference encourage financial input from the requesting community of faith, it is not mandatory. The amount requested is not significant.

Motion: Charles moved that we recommend this application to the Executive Committee. Janice seconded. All were in favour and the motion carried.

The second application led to greater discussion. There was concern about the target group of 5 to 8 year olds. Also no funds were provided by Kanata United. This led to a further discussion as to whether Centre 33 is a community of faith, which is required for a successful application.

Motion: Charles moved that we decline to recommend this application. The motion was seconded by Phyllis. All were in favour and the motion carried.

Future discussion topics included marketing to encourage a great variety of applications. Repeat applications seem to have become common. Secondly we need to keep better track of multi year grants. Michelle will propose a new meeting date.