

MINUTES of the Executive of Canadian Shield Regional Council held on November 12-13, 2019 at 4:30 p.m.

PRESENT: Kathie Smith (Chair), Barb Nott, Christina Stricker, Maxine McVey, Judith Visser, Stewart Walker, John Watson, Dave Le Grand, Cindy Desilets, David Leyton-Brown

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Joy Galloway, Jim Jackson, Helen Smith

Tuesday, November 12, 2019 – 4:30 p.m.

Chair, Kathie Smith welcomed everyone to the meeting of Executive, introduced David Leyton-Brown, the President of Shining Waters RC Executive and then opened the meeting with a prayer.

Kathie Smith honoured the traditional lands upon which we meet with the following words:

“The lands where we gather today have been places of gathering for First Nations people as they camped and travelled across the land for generations beyond our knowing. Before people arrived from across the seas, these Nations lived, loved, raised children and made a living. They lived in harmony with all that the Creator had made. As we meet today, we recognize those traditional sojourners in this land. We give thanks for them and for the lands on which we meet. We acknowledge that our history has come at a great cost to the aboriginal community and we commit ourselves to be partners in healing and reconciliation.”
(Adapted – Acknowledging the Land, 2016)

Kathie then read the CSRC safe space statement:

The Canadian Shield Regional Council Executive seeks to be a safe place for all people to gather and participate in the life and work of the Regional Council regardless of age, ability, race, cultural background, sexual orientation or gender identity. In this space, all are welcome.

Welcome and Check-In

After everyone was welcomed, Executive members introduced themselves and did a check-in.

WORSHIP

Peter led worship with Executive.

APPROVAL OF AGENDA

There was consensus that the agenda for the meeting be approved as amended, adding the complaint under the harassment policy.

APPROVAL OF MINUTES

MOTION by Christina Stricker/Dave Le Grand 2019-11-12/13-01
That the Minutes of the Canadian Shield Regional Council Executive
meeting held September 17, 2019 via Zoom, be approved as circulated.
CARRIED

RECEIVE MINUTES FROM COMMISSIONS (*Appendix A & B*)

MOTION by John Watson/Maxine McVey 2019-11-12/13-02
That the Minutes of the CSRC Pastoral Relations Commission from
September 25, 2019 be received, for information.
CARRIED

MOTION by Christina Stricker/Barb Nott 2019-11-12/13-03
That the Minutes of the CSRC Support to Community of Faith
Commission from September 25, 2019 be received, for information.
CARRIED

CORPORATIONS BACKGROUND AND OMNIBUS MOTION REVISITED

Canadian Shield Omnibus motion – September 17, 2019

MOTION by Peter Hartmans/Stewart Walker 2019-11-12/13-04
That the Canadian Shield Regional Council (6) Executive take
the following action:

a) **Camp McDougall Inc.**

...approve the Camp McDougall Inc. 2019-2020 Board of Directors

Denise Berg
Sherrill Dewar
Kevin Harrison
Kenny Hermiston
Debbie Kirby
Sharon Lane
Mary A. Landrie
Steven Mullins
Nancy Rouble
Cleo Walker

*This is based on the draft Annual Meeting minutes of June 5,
2019, the board member approval form, contact list provided and
receipt of other required documentation per the Incorporated
Ministries Policy and Section C.2.13 of The Manual.*

CARRIED

Canadian Shield Omnibus motion – November 12, 2019

MOTION by Peter Hartmans/John Watson 2019-11-12/13-05
That the Canadian Shield Regional Council (6) Executive take the
following action:

a) **Thunder Bay United Church Camps, Incorporated o/a Camp Duncan**

...approve the Thunder Bay United Church Camps, Incorporated 2019 Board of Directors

**Marissa Dunlop
Mike Dunlop
Ernie Epp
Laurie Forbes
Dave Hammond
Linda Hammond
Matsy Kenney
Bill Lynch
Dave Lyle
Don McConkey
Ross McCubbin
Bud Reith**

This is based on the draft Annual Meeting minutes of January 20, 2019, the 2019 board member approval form, contact list provided and receipt of other required documentation per the Incorporated Ministries Policy and Section C.2.13 of The Manual.

CARRIED

CORRESPONDENCE

- *Letter from St. Andrew's UC – Sudbury re: CSRC Nomination Process (Appendix C)*
This will be discussed on Wednesday during the Nominations agenda time.

MOTION by Judith Visser/Christine Stricker 2019-11-12/13-06

That the CSRC Executive receive, for information, the letter from St. Andrew's United Church – Sudbury re: the CSRC nomination process.

CARRIED

- *Amendment to the UCC Basis of Union Article 10.0 (remit)*
Executive discussed the letter from Nora Sanders, UCC General Secretary, regarding the amendment to the Basis of Union's Article (10.0 Remit 1). Remit 1's are remits that the Regional Council will vote on it, not communities of faith. Peter explained that there are two options: that Executive can make the vote on behalf of the Regional Council or it can be voted on at the 2020 CSRC Meeting in June 2020.

There was consensus that the CSRC Executive post-pone making the decision re: Remit 1 (Basis of Union Article 10.0) vote to another meeting.

- *Complaint Received Under Harassment Policy*
Peter informed Executive that there has been a complaint received at the Regional Council under the Harassment Policy from a member of Emmanuel

UC - North Bay. The respondent is another lay member of the congregation. When a complaint comes in, it is received for information by the Executive and then an investigator is assigned. When the investigation is complete, the appropriate steps will be taken.

MOTION by Maxine McVey/Dave Le Grand 2019-11-12/13-07
That the CSRC Executive receive the Harassment complaint from
Emmanuel UC – North Bay for information, and under the CSRC
Harassment Policy, an investigator has been assigned.
CARRIED

Peter closed the meeting and Executive sang, VU 644 “I Was There to Hear Your Boring Cry.”

Wednesday, November 13, 2019 – 9:00 a.m.

Kathie welcomed Executive members back to the meeting and opened with a reading from Richard Wagamese’s book “Embers”.

EXECUTIVE MINISTERS REPORT: RECEIVED FOR INFORMATION (*Appendix D*)

MOTION by Cindy Desilets/Barb Nott 2019-11-12/13-08
That the CSRC Executive receive the Executive Minister’s Report, for
information.
CARRIED

FUNDS CONSOLIDATION

Peter distributed the Funds Transferred chart (*Appendix E*) with Executive. He explained that Executive has the power to change and/or move money, while taking into consideration the intention of the transferred money from the original source.

Executive expressed the need for parameters and definitions around each category. Executive directed Peter Hartmans and Janet MacDonald to create descriptors for each category of funds.

MOTION by Judith Visser/Dave Le Grand 2019-11-12/13-09
That the CSRC Executive recommend that the Extension Council
Legacy Funds (from Algoma) be used to promote the health, joy, and
excellence programming for Ministry Personnel.
CARRIED

MOTION by John Watson/Maxine McVey 2019-11-12/13-10
That the name of the Extension Council Legacy Funds (from Algoma)
be changed to Health, Joy, and Excellence for Ministry Personnel Fund.
CARRIED

MOTION by Cindy Desilets/Barb Nott 2019-11-12/13-11
That the Kathleen Christopher Fund (\$36,000) and the North Bay
Presbytery Fund (\$3,574) be combined and now named “Preparing for
Ministry Fund”.
CARRIED

MOTION by John Watson/Stewart Walker 2019-11-12/13-12
That the CSRC Executive accept the revisions to the Funds Transferred Report and that all funds be combined, as amended.
CARRIED

SJNOR AGREEMENT BETWEEN REGIONS (*Appendix F*)

Peter explained what the Social Justice Network of Ontario Regions (SJNOR) is (a body that encompasses all the UCC Regions in Ontario re: Justice issues). The CSRC has two reps that it sends: Ernie Epp (lay) and Will Kunder (staff).

MOTION by Judith Visser/Maxine McVey 2019-11-12/13-13
That the CSRC Executive endorse the SJNOR's covenant proposal and request that the CSRC Nominations Committee seek a second representative to fill the last position.
CARRIED

CSRC SUB-EXECUTIVE: POLICY

Executive discussed having a sub-executive consisting of the Chair, Chair-Elect and 3 appointees from the Executive that would report back to the Executive on any decisions made. This has been tabled to the next Executive meeting when a sub-executive policy will be created.

CSRC AND SWRC AD HOC COMMITTEE, 2 MEMBERS FOR EACH EXECUTIVE

David Leyton-Brown discussed the Ad Hoc Committee with Executive. He indicated that this committee will not make decisions about policy matters but will have oversight of the Executive Minister. Shining Waters Regional Council appointed the President and President-Elect from Executive to be the reps on this committee.

MOTION by Cindy Desilets/Dave Le Grand 2019-11-12/13-14
That the 2 reps to the CSRC and SWRC Ad Hoc Committee are the Chair and Chair-Elect (or their designate) for a term of 2 years.
CARRIED

ANNUAL EXECUTIVE MEETING WITH SWRC, BY VIDEO CONFERENCE

There need to be conversations between Peter, SWRC and CSRC about what topics would be discussed.

REGIONAL MEETING UPDATE – BARB

Barb gave an update on the 2020 RC Meeting Planning Team Committee meeting from yesterday. Planning is well in-hand. The meeting is from June 5-7, 2020 at St. Andrew's United Church in Sudbury. The meeting, meals, and breakout rooms for workshops will all be at the same venue. An accommodations list is being compiled. Parking downtown at the venue is difficult so there has been a decision to have a school bus to serve as a shuttle from the hotel to the venue. There will be a mass choir organized for the event. There will be a worship service created and distributed to the communities of faith for the Sunday of the meeting. A billet service will be offered. The Committee had discussions regarding workshops and this is ongoing.

The committee brainstormed ideas about a theme; Barb asked for Executive's input. Most of the theme ideas were based on growing: Tending the Seeds, Building Connections, Growing the Connections.

There was consensus that the theme for the 2020 CSRC Meeting be "Growing the Connections".

The idea was raised that it would be good to have at least one hour of agenda time for commission/committee/resource teams to meet face-to-face in their respective groups.

Evaluations indicated that people needed more stretch breaks during the plenary. There will be a time for networks and clusters with business cards – more on that soon. There will be a book room from Grand River Bookstore. The youth are not meeting at the same time as the Regional Council.

DRAFT PROPERTY POLICY

Peter introduced the property policy work, indicating it is the distribution of left-over funds from the sale of churches that cease to exist (closure).

All property sales are approved by the Support to Communities of Faith Commission (SCoFC), with the exception when a church closes and there are remaining assets. The Executive would then get involved in that case and make the final decision based on policy (yet to be written).

Several Executive members felt that the community of faith should have a "say" in where the money from the sale of their church goes.

REVIEW OF INCORPORATED MINISTRY HANDOUT

Peter shared the role of the Regional Council with Incorporated Ministries handbook (*Appendix G*). Peter will discuss this with the Executive at another meeting.

Executive stopped the meeting for lunch.

COMMUNICATION

Peter and Susan discussed the CSRC Communication Plan (*Appendix H*) with Executive.

NOMINATIONS REPORT

MOTION by Jim Jackson/Maxine McVey 2019-11-12/13-15
That the CSRC Executive welcome Christina Stricker, from the
Support to Communities of Faith Commission, and John Watson,
from the Pastoral Relations Commission, to the Executive team.
CARRIED

MOTION by John Watson/Christina Stricker 2019-11-12/13/16
That Jim Jackson and Paul McAllister be added to the Property Resource Team,
effective immediately.
CARRIED

MOTION by Jim Jackson/Christina Stricker 2019-11-12/13/17
That Helen Smith be named the CSRC Executive Representative to the CSRC
Nominations Committee.
CARRIED

Letter from St. Andrew's UC – Sudbury (see Appendix C)

Kathie reviewed the letter with Executive and discussions ensued about a response letter (Appendix H).

MOTION by Maxine McVey/John Watson 2019-11-12/13-18
That the CSRC Executive approve the response letter to St.
Andrew's UC (Sudbury) re: the nominations process at the RC
meeting in 2019.
CARRIED

As the Regional Council has started to live-into this new way of being, Kathie indicated that there needs to be revisions made to the Nominations Committee section of the Governance Document. Executive must do these revisions and it will be discussed at a later meeting.

NEXT MEETING DATE:

- January – Video Conference Call (Susan will send a doodle poll)
- February – Video Conference Call (Susan will send a doodle poll)
- May 12-14, 2020 – In Person Meeting, Sudbury (Villa Loyola)
- June – Video Conference Call (Susan will send a doodle poll)

Closing Worship

Peter closed the meeting with worship and communion.

CLOSING

The meeting was adjourned at 2:30 p.m. and Executive had dinner with the CSRC Staff.

APPENDIX A
Minutes from Pastoral Relations Commission

CANADIAN SHIELD PASTORAL RELATIONS COMMISSION MEETING
September 25, 2019 at 1:00 p.m.

PRESENT: Nancy Ferguson, John Watson, Ted Harrison, Jane Graham, Erin Todd, Fraser Williamson, Joy Bott, Cory Vermeer-Cuthbert

STAFF: Lillian Roberts

REGRETS: Erwin Thompson, Elaine Lush, Joy Galloway

Chair, John Watson, called the meeting to order at 1:06 p.m. Erin Todd offered prayers – to be united in the Spirit, for the will and heart to do the work, for good and faithful decision making and that Jesus be the centre of all things.

APPROVAL OF AGENDA

MOTION: Ted Harrison/Jane Graham **2019-09-25-01**
That the Agenda be approved.
CARRIED

The Chair invited all in attendance to check in with a memory from summer.

MINUTES

MOTION: Nancy Ferguson/Joy Bott **2019-09-25-02**
That the Minutes be accepted with the following changes:
a. To Motion 2019-06-27-04 add “to Iron Bridge”

(Stewart Walker appointed to Iron Bridge as Pastoral Relations Liaison Officer)
b. That motions in the Consensus Packet be inserted into the body of the Minutes.

CARRIED

BUSINESS ARISING

PULPIT SUPPLY POLICY

After lengthy discussion regarding developing a policy for Pulpit Supply, the following motion was made:

MOTION: Fraser Williamson/Erin Todd **2019-09-25-03**
To table the Pulpit Supply Policy to the next meeting
CARRIED

LICENSE TO ADMINISTER THE SACRAMENTS – MARILYN BILLINGS

MOTION: Joy Bott/Nancy Ferguson **2019-09-25-04**
That the Pastoral Relations Commission grant a license to administer the sacraments to Marilyn Billings until June 30, 2020, at which time it will be reviewed in light of updated policies and practice.
CARRIED

CORRESPONDENCE

COVENANTING SERVICES:

At St. Joe's Island was held September 25, 2019
At Massey will be held on September 29, 2019
And at Pinegrove, Thunder Bay, will be held on November 10, 2019.

RETIREMENT LETTER

A letter was received from Rev. Randy Boyd regarding retiring effective May 31, 2020.

CONSENSUS PACKET (APPENDIX 1)

MOTION: Fraser Williamson/Jane Graham

2019-09-25-05

That the Consensus Packet be approved

CARRIED

Appointment of Regional Council Liaison Officers

Motion (2019-09-25-05-a): That the Pastoral Relations Commission, Canadian Shield Regional Council appoint Joy Bott to Trinity, Thunder Bay

Appointment of Pastoral Charge Supervisors

Motion (2019-09-25-05-b): That the Pastoral Relations Commission, Canadian Shield Regional Council, appoint the following pastoral charge supervisors to June 30, 2020:

Trinity Manitoulin, effective September 14, 2019 – Maxine McVey and Erwin Thompson

Willowgrove, Sault Ste. Marie, effective October 27, 2019 –Helen Smith

Approval of License to Administer the Sacraments – Sacraments Elders

Motion (2019-09-25-05-c): That the pastoral Relations Commission, Canadian Shield Regional Council licence the following Sacraments Elders for the pastoral year, 2019-2020:

Ramona Campbell – All People's Sudbury

Marlene Chuipka – All People's Sudbury

New Sacraments Elder

Motion (2019-09-25-05-d): That the Pastoral Relations Commission, Canadian Shield Regional Council license Kathie Smith, on the request of St. Andrew's Sturgeon Falls, and who completed the Sacraments Elders training with the Pastoral Relations Minister, in August, 2019, for the pastoral year 2019 – 2020; and that the time to recognize her as a Sacraments Elder be arranged with St. Andrew's through the Pastoral Relations Minister.

Notification of Request for change in pastoral relations for the purpose of retirement

Motion (2019-09-25-05-e): That the Pastoral Relations Commission, Canadian Shield Regional Council approve the request of Rev. Randy Boyd for a change in pastoral relations with Trinity United (Thunder Bay) for the purpose of retirement effective May 31, 2020.

Notification of Request for a change in pastoral relations

Motion (2019-09-25-05-f): That the Pastoral Relations Commission, Canadian Shield Regional Council approve the request of Rev. Cindy Desilets for a change in pastoral relations with Covenant United, effective December 31, 2019.

Call: First Wesley – Rev. Louise Hart

Motion (2019-09-25-05-g): That the Pastoral Relations Commission, Canadian Shield Regional Council approve the call of First Wesley (Thunder Bay) to Rev. Louise Hart (OM – Category B) effective January 1, 2020, with the following terms: minimum salary Cat B COL 3 \$55,500; plus 5% for a total salary of \$58,275, annual telephone \$540; continuing education \$1442 for a total remuneration of \$60,257; and all other terms as outlined in the Record of Call including the page

of terms attached to the Record of Call outlining 5th Sundays as time off, Sunday after Christmas and Sunday after Easter.

Retired Supply Appointment Harmony – Rev. Joyce Fergus-Moore

Motion (2019-09-25-05-h): That the Pastoral Relations Commission, Canadian Shield Regional Council approve the part-time appointment (13.3 hours per week – one third time) of Harmony (Thunder Bay) to Rev. Joyce Fergus-Moore (OM – Retired) effective September 1, 2019 until August 1, 2020 OR until the vacancy for a full-time minister is filled, with the following pro-rated terms; minimum salary Cat F COL3 \$20,361; annual telephone \$406.08; continuing education \$475 for total remuneration of \$21,242.08; and all other terms as outlined in the Record of Call/Appointment form.

Fraser Williamson excused himself from the meeting at 2:45 p.m.

TEMISCAMING PASTORAL CHARGE – PASTORAL CHARGE SUPERVISION

After considerable discussion the following motion was made and lifted from the Consent Packet:

MOTION: Ted Harrison, Nancy Ferguson 2019-09-25-06

That the Pastoral Relations Commission appoint on a temporary basis to Temiscaming (St. Paul's) effective October 1, 2019, to June 30, 2020 – Lillian Roberts as part of staff time allocation, to be reviewed by the Executive Minister

CARRIED

POLICY DEVELOPMENT

Items 6.1.3 and 6.1.4 to be reviewed at next meeting.

Items postponed until next meeting include:

- Joy, Health and Excellence in Ministry: Ministry Personnel Retreat 2020; Lectionary Online Group
- Training – Education: M&P Fall Tune up September 25 via technology
- Creation of LLWL Committee – process?
- Other Business

NEXT MEETING:

The next meeting will be Wednesday, October 23, at 1:00 p.m. Ted Harrison will take minutes in Cory Vermeer-Cuthbert's absence.

Lillian Roberts offered a closing prayer at 3:00 p.m. – for meandering roads, for wisdom and conversations that show the way forward and that we might know God's presence.

APPENDIX B
Minutes from Support to Communities of Faith Commission

Support to Communities of Faith Commission
Canadian Shield Regional Council – United Church of Canada
Wednesday September 25, 2019 (4:00 – 6:00)
ZOOM Meeting – Minutes

Present: Bill Steadman, Peter Haddow, George Bott, Bonnie Johnston, Christina Stricker, Ernie Epp, Crystal Greig, Janice Brownlee, Marilyn Schatzler, Erasmus Madimbu. Staff support: Will Kunder, Rob Smith, Melody Duncanson Hales.

Regrets: Brynn Carson

1. Opening:

a. Welcome: Bill Steadman welcomed all to this the second meeting of the Commission. The first was a brief meeting on June 1st as part of the Regional Council meeting.

b. Members of the Commission did a check in then Bill opened with prayer

2. Review of Support to Communities of Faith Commission (SCoFC) Responsibilities.

a. The Governance Document (Appendix A) was reviewed. Our responsibility is to track action under our Mandate and the challenge is to be mindful of the weight of our decision-making. Christina Stricker has been asked to discuss with the Nominations Committee of the Canadian Shield Regional Council Executive the length of terms of the commissioners and succession planning. In the first few years, staggered terms would provide continuity.

i. **Covenanting with Communities of Faith:** What will this look like? David Allen from General Council has made a template for this and the staff are willing to do the work on this with the help of Peter, Mardi, George and Marilyn from the Commission (as needed) and then pilot this in a few Communities of Faith. There was a consensus that the staff will carry this work with an openness to link with members of this commission,

ii. **Support for Communities of Faith** – we will need specifics and some of this will be come clearer as we face specific issues and concerns (such as Trinity UC North Bay letter later.)

iii. **Leadership training**

iv. **Worship resources for lay lead Communities of Faith.**

v. **Self Assessment reviews** – this is work to do.

vi. **Resource Teams:** Support and track work of the Property Resource team, Mission Support and Regional Council Grants team, Right Relations Resource team, Affirming Ministry Resource team and Youth & Young Adult Ministry Resource team. The Commission needs to establish process, policy and how we approve their work.

b. Policy Development: As a body we need to be clear of the policies developed by the Resource teams, we need to review and approve these policies and determine the level of autonomous decisions that can be made. It is not productive to re-do all the work of these teams for every decision. The Grants team is in the discovery

phase of their work and are using the processes set out by the General Council with some adaptations in the document we received.

3. **Resource Team Updates**

a. Property Resource team

Moved: Ernie Epp Seconded: Christina Stricker

That the Support to Communities of Faith Commission approve the addition of Jim Jackson and Paul McAllister to the Property Resource Team. Carried (without opposition).

b. Mission Support & Regional Council Grant Team. The criteria (appendix B) was received. This will help to guide the decision process with clear communication and consistency. A question was asked about #4 “must be with paid accountable ministry”; Melody clarified that there were other grants for low income Communities of Faith to help with capital projects, technology etc. Melody also clarified that #9 is an accountability piece that will help her track the grants as direct deposit is now the preferred method of payment.

Moved: Peter Haddow Seconded: George Bott

That the Support to Communities of Faith Commission accept the proposed Mission Support Grant Award Criteria, Canadian Shield Regional Council (Appendix B). Carried (without opposition).

c. Right Relations Resource Team. Will Kunder is the staff support. The team has worked to put the Minutes for Right Relations that were done for Manitou Conference onto the Canadian Shield Regional Council website. As well, a new resource for Orange Shirt Day was posted and sent to the region this week. The team has also approved a request from the Thunder Bay Communities of Faith to carry out the Kairos Blanket Exercise in the future.

d. Affirming Ministry Resource Team. Will Kunder is the staff support. Peter Haddow reported that this team is working on the status with Affirm United. Rob Smith attended the Affirm United Conference in Calgary and noted that there was a proposal for a significant increase in the annual dues for both Communities of Faith (from \$100.00 to \$500.00) and for Regional Councils. There was a consensus within the Commission that our concern over the increase in the dues needs to be communicated. This concern needs to go to the Regional Council Executive.

e. Youth and Young Adult Ministry Resource Team (YAYA). Melody Duncanson Hales is the staff support. This team met over the summer. The fall activities are numerous with a Cambrian Youth Network constituting a network, choosing to formalize with the election a chair and making a motion to look into Affirming ministry. Using a seed grant from Cambrian Presbytery, this group is in the process of meeting several times. There is a bus going to the Niagara Youth Festival, Sudbury youth have started a “sub-hub” and are meeting regularly. The YAYA team also sees a need for more face to face leadership development.

4. **Emergent Business:**

a. Little Current P.C. As part of the Re-think Green program, Little Current has had an energy assessment and made application to the Mission Support & Regional Council Grant Team for a Church Modernization and Improvement Grant to replace the windows. The team reviewed the request and recommended approval. This is an example of work that needs to be approved at the team level and sent to the Commission for information.

Moved: Bonnie Johnston Seconded: George Bott

That the SCoFC approve the grant request from Little Current for the amount of \$5,000.00 towards window replacement. Carried (without opposition)

- b. Representative to the Social Justice Network of Ontario Regions: A staff recommendation has come to appoint Ernie Epp who has previous experience with this network. Moving forward, this will come from the Nominations committee of the Canadian Shield Regional Council.

Moved: Bonnie Johnston Seconded Marilyn Schatzler

That Ernie Epp be appointed to the Social Justice Network of Ontario Regions.

Carried (without opposition)

- c. Facilitation of the North Bay Area Churches conversation. A letter was received from Trinity United Church, North Bay requesting the facilitation of strategic conversations among the North Bay area churches. To date only Omond Memorial United Church has responded expressing openness. This request certainly comes under our mandate and it was noted that within the region, there are several people who have done this work in Thunder Bay area and the Sault Ste Marie area. The Edge ministry at Church House was also mentioned as a resource. A task force might be established only if there is a response from the other 2 churches in North Bay and assistance is requested.
 - d. Pastoral Relations Commission & SCoFC discussions. Our work intersects around Covenanting and there will be other areas. The commission will be sensitive to these intersections as we progress.
 - e. United in Worship Project. George Bott reported that 83 churches from across the country are now accessing this resource with 14 people from various regions providing the resources. He would like time on the next agenda. (agreed)
 - f. Grace United Church. An update on the decision to re-build after the fire will be discussed at the next meeting. The Property Resource team should have information also before that time.
5. **Next Meeting: Wednesday October 23, 2019 7:00 p.m.**
Moved: Christina Stricker *That the meeting be adjourned.* (agreed)
6. **Closing Prayer:** Erasmus Madimbu led the group in prayer.

Rev. Dr. William Steadman, Chair

Mardi Mumford, Secretary

Appendix A

7. SUPPORT TO COMMUNITIES OF FAITH COMMISSION

Purpose of the Policy:

This policy outlines the authority, membership, and responsibilities of the Support to Communities of Faith Commission.

Authority:

This body is responsible for empowering and resourcing mission and ministry.

The Support to the Communities of Faith Commission is established in accordance with the direction provided in November 18-20, 2017 General Council Executive New Covenant Policy.

The Support to the Communities of Faith Commission will be elected by the Regional Council or the Executive to make decisions on behalf of the Regional Council or its Executive (*The Manual C.3.3.1.*).

The decisions of the Commission are non-debatable (*The Manual C.3.3.2.*).

The Commission will report its decisions to the Regional Council Executive and the Regional Council (*The Manual C.3.3.3.*).

The Support to the Communities of Faith Commission is encouraged through its chair and staff support to maintain communication with the Pastoral Relations Commission, and where possible to undertake resourcing and support activities collaboratively.

This Commission is responsible for the support of Communities of Faith, including clusters, networks, and property matters.

The work may be carried out in a variety of ways, including by staff, task groups for a limited time period; support and encouragement to the development and life of clusters and networks.

Membership:

A Chair, a secretary and 6-9 people (who are members of the Regional Council) to allow for some regional representation with a balance of ministry personnel, laity and with consideration of geographical location.

People who are creative and committed to support neighbouring Communities of Faith and special ministries;

Task groups may be appointed to work with Communities of Faith with respect to specific issues, concerns, projects.

Staff Support:

The Congregational Support Minister(s) will provide support to the Commission in partnership with the Stewardship, Youth and Congregational Support Minister:

Terms of Office:

Members will serve for a term of three years. The length of the terms may be staggered in the first year.

Meetings:

The Commission will meet by technology or face-to-face.

Quorum:

Quorum will be 50% + 1 of the members. There must be at least one Ministry Personnel and one lay member, who is not ministry personnel present.

Responsibilities:

The Regional Council responsibilities in the following Manual 2019 sections are delegated to the Support to Communities of Faith Commission:

- The Manual C.2.1 Covenanting;
- The Manual C.2.2 Services for Communities of Faith;
- The Manual C.2.3 Service, Support, and Oversight of Communities of Faith a – e, the Regional Council Executive will continue to have responsibility for C.2.3. f and g;
- The Manual G. 1 Congregational Life responsibilities in the life cycle of a Community of Faith that is a congregation or pastoral charge.

Other areas of ministry and oversight as delegated by the Regional Council or the Executive including:

- Care of Communities of Faith and providing resources for collegiality and support amongst Communities of Faith;
- Nurturing the covenantal relationship between Communities of Faith and the Regional Council;
- Resourcing and animating collaborative conversations between Communities of Faith;
- Resource for collaboration conversations like cooperative ministry, amalgamation, disbanding;
- Resource for collaboration around mission - joint youth ministry, senior housing, food banks, etc;
- Communities of Faith self assessments process and requirements.

7.1 PRACTICES RELATED TO THE RESPONSIBILITIES OF THE SUPPORT TO COMMUNITIES OF FAITH COMMISSION

The following are policies and best practices that outline how the Support to Communities of Faith Commission will carry out its responsibilities.

7.1.1 Covenanting with Communities of Faith

I Covenanting (*The Manual C.2.1.*)

- 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.

7.1.2 Covenant Relationship with Communities of Faith

The Support to Communities of Faith Commission shall develop and engage each Community of Faith within the Region in a “covenant” of relationship. The Covenant agreement will develop and be more clearly defined over time, but will include:

A. Commitments by the Regional Council to the Community of Faith

- Support through staff and resource teams
- Communication about the denominational mission and policies
- Support and resourcing by the Support to Communities of Faith Commission

B. Commitments by the Community of Faith to the Regional Council/wider Church

- Living Faith Story
- Presence on ChurchHub
- Annual Self Assessment – Review
- Annual Statistical Information
- Annual Financial Assessment to the Denomination
- Support to Mission & Service

7.1.3 Services for Communities of Faith (The Manual C.2.2)

The Support to Communities of Faith Commission is responsible for:

- a) Providing support, advice, and services to Communities of Faith in dealing with congregational property;
- b) Managing regional archives;
- c) Providing ongoing congregational leadership training; and,
- d) Providing worship resources developed particularly for lay led congregations.

7.1.4 Service, Support, and Oversight of Communities of Faith (The Manual C.2.3)

The Support to Communities of Faith Commission is responsible for developing a strategy for service, support, and oversight of the Communities of Faith within the Regional Council. The strategy and delivery of service, support, and oversight will be mindful of building relationship and strengthening Communities of Faith to live their mission and ministry. Responsibilities include:

- Reviewing the self-assessments of Communities of Faith in light of the covenant between the Community of Faith and the Regional Council (*The Manual G.1.2.2. and G.1.2.3.*).
- The Support to Communities of Faith Commission will conduct regular reviews of Communities of Faith within the region. Resources are available from the General Council Office.
- Supporting emerging new ministries;
- Supporting Communities of Faith in their life and work;
- Promoting articulation of mission and ministry;
- 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 is set out in the bylaws.
- Monitoring Communities of Faith with no appointed or called Ministry Personnel:
 - i) When appropriate, the Support to Communities of Faith Commission will encourage Communities of Faith with no appointed or called Ministry Personnel towards searches or development of Lay led Leadership.

8. Resource Teams of the Regional Council

The Commissions and/or Executive (with the exception of Finance) supports a number of resource teams which engage the work of the Regional Council and which report annually to the Regional Council and as needed, its Executive. The Resource Teams are responsible to maintaining and sharing current information, policies, and resources related to the area of their ministry or administrative concern. The Resource Teams of the Regional Council are supported by staff time and access to budget consideration. When needed, the support staff will include the Ministers for Support to Communities of Faith. Resource Team members do not have to be members of the Regional Council.

8.1 Property Resource Team

Purpose of the Practice:

This policy outlines the work that may be conducted by Resource Teams working with Communities of Faith on property matters.

Mandate:

The Property Resource Team will have the authority to carry out the work assigned to them by the Support to Communities of Faith Commission or the Regional Council Executive. The work is identified in The Manual C.2.6. Operational decisions related to property and actions being taken by communities of faith in stewardship of property will be recommended by the Property Resource team to the Support to Communities of Faith Commission for decision. The Property Resource also acts as a resource to communities of faith as they manage property.

Membership:

Team Lead and 8-10 members to be elected by the Regional Council.

Responsibilities:

The Property Resource Team is mandated to provide resources, support, and direction to Communities of Faith in the following matters:

- 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:
 - Making recommendations to the Support to Communities of Faith Commission 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 (*The Manual G.1.4.5.*);
- b) The Manual C.2.6 Property and the Manual G.2 Property;
- c) Communicating the policies of the Canadian Shield Regional Council regarding property to the communities of faith;
- d) Making decisions on the property of Communities of Faith remaining after the Communities of Faith cease to exist;
- e) Training volunteers to work with congregations in a) and b), described above; and,
- f) Appointing task groups as needed to walk with congregations in the areas outlined in a) and b) above.

Accountability:

The Property Resource Team and its appointed task groups must report and make recommendations to Support to Communities of Faith Commission for decision.

Staff support:

Ministers for Congregational Support

8.2 Mission Support & Regional Council Grants Resource Team

Purpose of the Policy:

This policy outlines the way in which Mission Support Grant applications, and applications to funds held by the Regional Council will be received and processed. The Mission Support and Regional Council Grants Resource Team has authority to support and approve applications being made to other bodies of the United Church of Canada (e.g. United Church Foundation grants). The Regional Council grants include funds available from:

- Camping Ministry
- Support to Clustering
- Youth Programming (*note small grants from this fund may be approved directly by the Minister for Youth, Stewardship and Congregational Support*)
- New Outreach Initiatives

- Ministry Personnel Education
- Affirming Ministry
- Right Relations and Intercultural ministry

Mandate:

The Mission Support and Regional Council Grants Resource Team will receive the applications for Mission Support Grants, and applications for funding grant from the Regional Council and will make recommendations to the Support to the Communities of Faith Commission for decision.

Responsibilities:

Outlines the process and criteria to be used in allocating annual funding grants for a variety of purposes:

- Based on Canadian Shield Regional Council priorities;
- Oversight and Granting of former Presbyteries and Conferences designated funds;
- Granting for clusters and networks;
- The development of an application process to grants from the Regional Council;
- Review of applications and recommendation to the Support to Communities of Faith Commission;
- Annual setting of priorities for grants and funding;
- Promotion and communication of availability of grants and funding; and,
- Review and support/not support applications to other funding bodies within the United Church.

Membership:

A Team Lead and three to five members will be elected by the Regional Council for a 3-year term.

Meetings:

The review team will meet annually either by or in-person to discuss the applications and to make recommendations to the Support to Communities of Faith Commission, within the amount available.

Criteria:

The Regional Council or its Executive determines criteria for distribution of the funds.

Quorum:

Quorum will be 50% + 1.

Staff support:

Stewardship, Youth and Congregational Support Minister.

8.3 Living into Right Relations Resource Team

Purpose of the Policy:

This policy creates an intentional structure through which the Regional Council lives its commitment to Truth and Reconciliation and the Calls to the Church.

Responsibilities:

- Animating the “Calls to the Church” and the United Nations Declaration on the Rights of Indigenous Peoples;
- Consciousness raising in relation to the legacy of the Indian Residential Schools;
- Responding to issues such as murdered and missing Indigenous women and girls;
- Listening for, responding to, and creating opportunities for cross-cultural dialogue;
- Acknowledgment of Traditional Territory;
- Collaborating with the national ecumenical organization called KAIROS in their educational and advocacy work towards right relations;
- being intentional in its invitation to Indigenous partners to participate;
- Overseeing and managing the “Manitou Art Collection”.

Accountability and Support:

The Regional Council offers support through staff and budget.

The Resource Team is accountable to the Regional Council Executive and may not speak “on behalf of the Regional Council” without approval of the Executive.

Membership:

The Team Lead and eight to ten members to be elected by the Regional Council.

Staff Support:

Minister for Support to Communities of Faith Support and Justice Animation.

8.4 Affirming Ministry Resource Team

Purpose:

To guide the Regional Council through the required, Affirm United process to be recognized as an Affirming Ministry and to hold the Regional Council to the commitments made in that process.

Membership:

A Team Lead and eight to ten members to be elected by the Regional Council, with intentional recruitment of representation from the LGBTQ2S+ community.

Accountability:

The Affirming Ministry Resource Team will report to the Regional Council and its Executive.

Responsibilities:

- a) Support to Affirming Communities of Faith
- b) Support to Communities of Faith exploring Affirming Ministry designation
- c) Holding the Regional Council accountable for keeping Safe Space
- d) Encouraging the Regional Council in entering into a process of discernment regarding Affirming Ministry

Staff Support:

Minister for Communities of Faith Support & Justice Animation or the Minister for Communities of Faith Support West

Appendix B

Proposed Mission Support Grant Award Criteria, Canadian Shield Regional Council

The purpose of the Canadian Shield Regional Council Mission Support Grant is to provide financial support to pastoral charges, outreach and community ministries, and other identified projects that need financial assistance. **This is mission support, not life support.**

1. Primary consideration will be given to applicants demonstrating commitment to the Canadian Shield Regional Council mission: *“Engaging with the Spirit to inspire, connect and empower communities of faith.”*
2. Mission Support Grants are limited in their scope and availability, they are intended as temporary, bridge or seed grants. Such grants will normally have a declining value, over a maximum five-year duration. By year six, the value of support will normally have declined to zero.
3. Outreach and community ministry projects must demonstrate financial support from United Church and other partners.
4. Mission Support Grants are intended to support mission and ministry, not physical plant or capital funding projects. Communities of faith seeking Mission Support Grants must support paid accountable ministry.
5. Applicants are encouraged to use standardized Canadian Shield financial reporting forms when appropriate.
6. Applicants must submit a clear and concrete revenue generation or stewardship strategic plan, and are encouraged to complete the ‘Stewardship Checklist’ when appropriate.
7. Applicants must make a representative available to reviewing bodies to speak to or present the application as needed.
8. Applicant community of faith members who are also members of the Regional Council reviewing bodies (Grants Team or Support to Communities of Faith Commission) must declare conflict of interest and recuse themselves from grant application review and award decision processes.
9. Successful grant recipients must provide a signed receipt of funds received acknowledging that the money will be used for the purposes stated in the application. If grants cannot be used for the purposes stated, they are to be returned to Canadian Shield Regional Council as soon as possible.

Appendix C Letter from St. Andrew's UC – Sudbury re: Nomination Process



ST. ANDREW'S
UNITED CHURCH

111 Larch Street | Sudbury, Ontario P3E 4T5 Canada | 705 674 0721 | www.st-andrews.ca

Oct. 30, 2019

Dear Members of the Canadian Shield Regional Council Executive:

This letter is written on behalf of the Council of St. Andrew's United Church in Sudbury and is intended to express the impressions and concerns of our five-member delegation who attended the 2019 Canadian Shield Regional Council conference in Sault Ste. Marie. I do understand that the first meeting of our Regional Council was a great success and congratulate all.

As a result of the new regional structure, we are living out dramatic changes to the way we operate as a greater Church but with the goal to remain true to the ethos of the United Church of Canada. In this light, we would like to provide constructive feedback regarding the nomination and election process as this was an area of concern from our representatives in attendance at the CSRC meeting.

Our first comment is around the election of the chair. There would be many representatives present who would not know either candidate and yet after a 2 minute speech were asked to vote for one. There seemed to be no clarity about the parameters for election – how were they chosen and by whom? How was it that the one not elected was then automatically announced as "Chair Elect"? Please know this is not about people but process.

Our second concern is around the naming of commission and committee members. This was once a process which involved an election of the full Conference. While a bit unwieldy, it was a democratic process. The new mechanism for choosing members was not really explained. The Nominating committee structure is described in the manual but is vague in terms of elections. It reads "can be elected/appointed". These are very different actions. The committee report did say that the slate would be presented however how that slate was chosen is not clear. There was a reference to spiritual discernment but no real description of process (page 54 of conference manual).

It was agreed by AGM Rep's from St. Andrew's that there was a lack of transparency about the election process. It seemed as if the nominating committee were acting as a commission (with decision making power) yet from the flow chart it is seen as a committee. We are seeking some clarification around that as it seemed to be a departure from United Church of Canada polity and process.



We fully appreciate the challenges in writing new governance policies and that it is often a work in process. We are sending God's speed your way and as you continue we pray "with a Bible in one hand, governance document in the other - hopefully not used up, or worn out but screaming YAHOO - it is still a wonderful ride".

Blessings

Phil Thurston

Chair - St Andrews United Church

Sudbury

Appendix D Executive Minister's Report

Executive Minister Report from Peter Hartmans to Canadian Shield Regional Council November 13, 2019

“Engaging with the Spirit, Connect and Empower Communities of Faith”

**This report provides highlights from the period from approximately
January 1, 2019 – November 13, 2019.**

This report is an overview and update focusing on our CSRC policies. Our primary role as an Executive is to provide oversight to our policies through Staff, Commissions, Committees, and Resource Teams.

Governance:

Our Policies were established in June 2019 and will be reviewed as needed. Our Commissions and Committees have now been established and have started their work.

Executive:

The Executive has been meeting on a routine basis. Our minutes are posted on the website. Our first in-person Executive retreat is scheduled for November 12 and 13, 2019.

Regional Meeting update:

The Agenda and Business Committee (A & B), a sub-committee of the Executive, is planning our Regional meeting. Our Regional meeting is scheduled for June 5-7, 2020 at St Andrew's United Church in Sudbury. The A & B Committee is meeting November 12, 2019 at St Andrew's United Church before the Executive meeting that day.

Commissions:

Pastoral Relations Commission - See PRC minutes for more detail.

Support to Communities of Faith Commission - See SCFC minutes for more detail.

Nominations:

The Nominations Committee is reviewing their January to June 2019 nominations policy and is also seeking new members for 2019. Staff support provided by Lillian Roberts. A Nominations report and recommendation has been added to the Executive agenda for our November 12/13 meeting.

Resource Teams of the Regional Council:

Property Resource Team:

The Property Resource Team is meeting regularly. Staff support is provided by Rob Smith. The team will have the authority to carry out the work assigned to them by the Support to Communities of Faith Commission or the Regional Executive. The work is identified in the Manual C.2.6. The Property Resource Team is mandated to provide resources, support, and direction to Communities of Faith.

Mission Support and Regional Council Grants Resource Team:

The team is now meeting regularly and staff support is provided by Melody Duncanson Hales. The team reviews applications for Mission Support Grants and applications for funding grants from the Regional Council and makes recommendations to the Support to Communities of Faith Commission.

Living into Right Relations Resource Team:

The team is now meeting and is supported by Will Kunder. The policy and team create an intentional structure through which the Regional Council lives out its commitment to Truth and Reconciliation and the Calls to the Church.

Affirming Ministry Resource Team:

The Team is now meeting and staff support is provided by Will Kunder. The team's purpose is to guide the Regional Council through the required affirm process, to be recognized as an affirming Ministry, and to hold the Regional Council to the commitments made in the process.

Finance Resource Team:

The team is now meeting and staff support provide by Janet MacDonald.

Youth and Young Adult Ministry Resource Team:

The team is now meeting and the staff support is Melody Duncanson-Hales. The Regional youth just returned from a trip to the Niagara Youth Festival. CSRC and SWRC shared a bus and partnered in planning and organizing the trip.

Communication:

Part of our role as staff is to ensure and promote communication. We have established a communication policy and which Susan Whitehead is now implementing, as well as supporting the website. Please see attached.

Explore Program:

The Explore program, initiated by Toronto Conference, continued in 2018 through the primary support of Shining Waters Regional Council. The program has now moved to the General Council Office as a National Program. Regional Councils across the country will support the project, including CSRC staff.

Policy Update and Compliance:

One of the roles of the Executive Secretary is to focus on key parts of our Governance Policy:

- Relationship with Shining Waters Regional Council: we need to form a four-person team, 2 appointed from the CSRC Executive, which will provide support and oversight to the Executive minister;
- We need to set a meeting with the SWRC Executive;
- The President of SWRC will join our November 12, 2019 CSRC Executive meeting.

Appendix E Funds Transferred to CSRC 2019

Canadian Shield Regional Council - Funds transferred to October, 2019

	FROM	AMOUNT	TOTAL	
Camping Ministry	Manitou Conference	349,486	349,486	
Youth Program	North Bay Presbytery	36,728		
	Spirit Dancing Presbytery	10,000		Combine Funds
	Sudbury Presbytery	22,000	68,728	
Cluster Fund	North Bay Presbytery	10,000		
	Spirit Dancing Presbytery	23,791		Combine Funds
	Sudbury Presbytery	26,721	60,512	
Kathleen Christopher (Ministry Personnel Con Ed)	North Bay Presbytery	3,574		
	Spirit Dancing Presbytery	36,000	39,574	Combine Funds
Lay Education	Spirit Dancing Presbytery	23,000		
	Sudbury Presbytery	22,000	45,000	Combine Funds
LLWL	Cambrian	1,511	1,511	
Affirming Ministries	Sudbury Presbytery	22,000	22,000	
Right Relations and Intercultural Ministries	Sudbury Presbytery	22,000	22,000	
New Outreach Initiatives	North Bay Presbytery	88,300	88,300	Combine the New Outreach initiatives Fund and the Algoma Extension Council Legacy Fund
Extension Council Legacy Funds	Algoma Presbytery	67,621	67,621	
General	Cambrian Presbytery	8,719		
	Cambrian Presbytery	90,454		
	Algoma Presbytery	7,473		Combine to form a General Reserve Fund
	North Bay Presbytery	5,170	111,816	
Total Funds Transferred			\$ 876,548	

Notes: - Additional money from the Algoma Extension Council was sent to national - still sorting that out; - 35,000 loan to CSRC to be repaid by Westminster UC - Joan knows details
 - some money has been spent from the youth and camping funds

**Appendix F
SJNOR Covenant**

**COVENANT
of the
SOCIAL JUSTICE NETWORK of ONTARIO REGIONS
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

Regions 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 REGIONS

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.

Appendix G Role of RC and Incorporated Ministries (Handbook)

Role of Regional Council with Incorporated Ministries

Working with incorporated ministries

The role of the Regional Council with incorporated ministries is to develop and support the ongoing relationship with the Church. More specifically, the Regional Council will:

- Assess the ongoing health of IM's and compliance with United Church policies;
- Determine how the EM's involvement as an ex-officio corresponding board member may support the IM's

Regional Councils will be involved with Incorporated Ministries in the following ways:

1. Requests to become a corporation or the creation of a subsidiary corporation i.e. Foundation
2. Setting Regional Council policy – broadly or for a specific IM
3. Ongoing supervision through minutes of the board and annual reporting documents
4. Review of continuing relationships with IM

➤ **Requests/Applications for incorporation**

- Review and decide on applications for new corporations.
- Review and decide on subsequent requests from corporations particularly those required by corporation's by-laws:
 - Property transactions
 - Capital campaign
 - Major financing request
- Represent The United Church of Canada in establishing Category 3 incorporated ministries
- Consult with other Regional Councils and GCO on IM proposals which may cross Regions

➤ **Set Regional Council policies**

Generally these will be specific to the incorporated ministries and will relate to requirements listed within the IM's by-laws:

- Insurance coverage
- Debt levels
- Oversight review process

➤ **Review annual material from IMs**

- Annual report
- Minutes of AGM
- Audited financial statements or independent financial review
- Board membership – approve majority of the board

- Insurance coverage

The Regional Council may also wish to confirm:

- Corporate status filing – provincially/federally
- Charitable status filing with CRA, if a registered charity

➤ **Review minutes from board meetings and other correspondence directed to board members**








Information collected from the annual reporting documents and board minutes may be the mechanisms for identifying areas of concern or actions where the Regional Council may need to be involved.

➤ **Approve changes to corporate documents (letters patent and bylaws)**

➤ **Respond to Requests for a Change in Relationship**

- Release Agreement inquiries
- Legacy Status enquiries
- Dissolve corporations

Appendix H – Communication Plan

Banner	Focus	Distribution	Content
<p>BEDROCK: the latest news from CANADIAN SHIELD REGIONAL COUNCIL</p> 	Brief informative updates on key decisions and priorities	Posted on the website and RSS e-mail distribution to all members after every executive meeting; monthly	Peter/Kathie/Susan
<p>Community Events CANADIAN SHIELD REGIONAL COUNCIL</p> 	Monthly listing of community events calendar	Events are posted on the website calendar, sorted by category and outgoing RSS newsletter is distributed to all members, churches and subscribers.	Contributed by users (all UCC members in the region)
<p>Announcements CANADIAN SHIELD REGIONAL COUNCIL</p> 	General administrative/program announcements		
<p>Events CANADIAN SHIELD REGIONAL COUNCIL</p> 	Events hosted by the region/staff including covenanting	Distributed to all members	Staff create content; Susan distributes
<p>Family News CANADIAN SHIELD REGIONAL COUNCIL</p> 	Notices of members who have died including funeral information.	Distributed to all members by e-mail as required	Admin (Susan/Joan/Rachael)
 <p>Walk Beside Me stories to enliven from the CANADIAN SHIELD REGIONAL COUNCIL</p>	Stories of inspiration, revitalization, innovation, honouring past and future	Posted on the website and RSS e-mail distribution to all members four - six times a year CSRC Facebook page	Contract out to an editor
<p>Covenanting Service CANADIAN SHIELD REGIONAL COUNCIL</p> 	Notices of MP/SS/RS who are having a covenanting service across the region	Distributed to all members	PR Minister and Susan create content and Susan distributes