

TRANSITION EXECUTIVE

MINUTES of the Canadian Shield Regional Council Transition Executive (CSRC) held on January 10, 2019 by Adobe Connect.

PRESENT: Jim Jackson (Chair), Joy Bott, Cindy Desilets, Joy Galloway, Sandra Jenkinson, Mardi Mumford, Barbara Nott, Eun-Joo Park, Janet Ross, Helen Smith, Rob Smith, Maxine McVey, Kathie Smith

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Janet Sigurdson, Bella Barbeiro, Harry Stewart

Chairperson, Jim Jackson, opened the meeting at 10:04 a.m. Peter Hartmans lit the Christ candle and led us in a prayer.

Jim then Honoured the Land and safe space on which each person meets.

CHECK IN

The Commissioners did a brief check in.

APPROVAL OF AGENDA

The agenda for the meeting was approved, by consensus, as circulated.

APPROVAL OF MINUTES

MOTION by Mardi Mumford/Rob Smith

2019-01-10-1

That the Minutes of the Regional Council 6 Transition Commission held on December 19th, 2018 by Adobe Connect be approved, as circulated.

CARRIED

CORRESPONDENCE

- There was no correspondence.

POLICY CONVERSATION/GOVERNANCE DOCUMENT

I. Governance Document Changes

The Commission discussed and edited the Governance Document.

II. Nominations Committee

MOTION by Kathie Smith/Cindy Desilets

2019-01-10-2

That Lillian Roberts be Staff Support for the SCRC Nominations Committee going forward.

CARRIED

The United Church of Canada
Canadian Shield Regional Council

There will be a Zoom meeting for the Nominations Committee next week, date to be announced.

REGIONAL MEETING FOLLOW-UP

There will an Adobe meeting online for the planning committee for the Regional Meeting, date and time TBA.

WEBSITE

The website continues to be updated and changed. There was an idea to start a project for individual Communities of Faith, possibly allowing them to introduce themselves on the website. It was suggested that the Living Faith Stories get posted on our website.

NEWSLETTER

Mardi and Sandra have been drafting up a newsletter that will go out to the email network in January.

Mardi would like to use a template to follow from now on.

WORSHIP PROJECT

Will Kunder has been working on a worship project for lay-led congregations. The project will give these Communities of Faith access to a month's-worth of completed orders of service that they can use for any given Sunday service. Joy Bott and Will are working on completing this.

DISCIPLESHIP WORKSHOP IN SEPTEMBER 2019

Joy shared a workshop plan with the Transition Executive regarding the 6 Spiritual Practices of Discipleship. The Moderator will be invited to join this online event. Susan will send a letter to the Moderator's office with the invitation.

**MOTION by Rob Smith/Mardi Mumford
2019-01-10-3**

That the Moderator be invited to provide leadership for a discipleship weekend, in-person and online, on September 28-29, 2019 in the Canadian Shield Regional Council.

CARRIED

CALLS TO THE CHURCH UPDATE

There is no update at this time.

OFFICE SPACE: ALGOMA AREA

Peter is in negotiations with St. Andrew's UC in Sault Ste. Marie to have some space as a satellite office. More details to come.

UPDATE: MINISTER FOR CONGREGATIONAL SUPPORT WEST

At this point, Rob Smith left the meeting and Lillian Roberts joined it. Peter informed the Transition Executive that someone has been hired in this position by the National Church.

**MOTION by Joy Bott/Kathie Smith
2019-01-10-4**

The United Church of Canada
Canadian Shield Regional Council

That the General Council Office, in partnership with the Canadian Shield Regional Council, offer the position of Congregational Support Minister West (0.4-time, Category 8 – terms to be negotiated) to Rev. Robert Smith, with the start-date to be negotiated).

CARRIED

MOTION by Cindy Desilets/Kathie Smith

2019-01-10-5

That Rob Smith continue on the Canadian Shield Regional Council Transition Executive as a non-voting member and on the Regional Council Meeting Planning Team until April 1, 2019 and be asked to step down from the Nominations Committee immediately, with Jim Jackson assuming Rob's position.

CARRIED

NEXT PROPOSED MEETING DATES – LATE WINTER

- Thursday, January 24 - Adobe Connect Meeting from 10:00-12:00
- Tuesday, February 5 - Adobe Connect Meeting from 10:00-12:00
- *Next In-Person Meeting:* February 20-21, 2019 – Sault Ste. Marie (Starting at 3:30 pm Wednesday, February 20 and Ending with Dinner on Thursday, February 21)
- Future Adobe meetings TBD
- April Face-to-Face Timmins, TBD via Doodle Poll ASAP

CLOSING

Cindy offered a closing prayer.

Jim Jackson adjourned the meeting at 11:54 a.m.

TRANSITION EXECUTIVE

MINUTES of the Canadian Shield Regional Council Transition (CSRCT) Executive held on January 24, 2019 by Adobe Connect.

PRESENT: Jim Jackson (Chair), Joy Bott, Cindy Desilets, Sandra Jenkinson, Mardi Mumford, Barbara Nott, Eun-Joo Park, Janet Ross, Helen Smith, Rob Smith, Maxine McVey, Kathie Smith, Bella Barbeiro

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Janet Sigurdson, Harry Stewart, Joy Galloway

Chairperson, Jim Jackson, opened the meeting at 10:04 a.m. Peter Hartmans lit the Christ candle and led us in a prayer.

Jim then Honoured the land and acknowledged our commitment to being a safe place for all people to gather and participate in our Region.

CHECK IN

The Commissioners did a brief check in.

APPROVAL OF AGENDA

The agenda for the meeting was approved, by consensus, as circulated.

APPROVAL OF MINUTES

MOTION by Sandra Jenkinson/Kathie Smith

2019-01-24-1

That the Minutes of the Canadian Shield Regional Council Transition Executive held on January 10, 2019 via Adobe Connect be approved, as circulated.

CARRIED

APPROVAL OF PRE-GC43 MEETING NOTES OF THE REGION 6 TRANSITION COMMISSION AND RATIFICATION OF PRE-GC43 MEETING NOTE DECISIONS

- The Commission notes/minutes that were taken prior to and after the 43rd General Council (GC43) will need to be appended to the transition Executive's official minutes post-January 1, 2019 in order to be entered into the official CSRC Record of Proceedings (ROP).

There was consensus that a smaller group consisting of Peter and Susan will review the pre-GC43 notes and post-GC43 Commission notes/minutes, make the necessary changes, craft a motion, and bring it back to the next meeting of Executive for approval.

Decisions from these notes/minutes will need to be ratified as well. This has been moved to agenda for the next meeting of the CSRCT Executive.

The United Church of Canada
Canadian Shield Regional Council

RECEIVE FOR INFORMATION VARIOUS PRESBYTERY MINUTES

- The GCO has indicated that the CSRCT Executive will receive, for information only, the minutes from the various Presbyteries. Susan will send a request to the former presbytery secretaries to forward their minutes and final financial updates to the Regional Office.

MOTION by Mardi Mumford/Barb Nott

2019-01-24-2

That the CSRCT Executive receive, for information, the Sudbury Presbytery Minutes and final financial update.

CARRIED

CORRESPONDENCE

- Knox-Current River Amalgamation Motion (*Appendix A*)

MOTION by Joy Bott/Helen Smith

2019-01-24-3

That the CSRC Executive approve the amalgamation of Knox Shuniah United Church and Current River United Church into a single pastoral charge known as Knox-Current River United Church (pro tem) worshipping in the existing Knox United Church building a 1 Shuniah Street, Thunder Bay, Ontario, and that the effective date of this amalgamation be April 1, 2019, and that the Knox-Current River United Church:

- Identify surplus property as soon as possible and discuss the disposition of the property in consultation with the Support to Communities of Faith Commission, and;
- Provide a new name as soon as possible.

CARRIED

MINISTER FOR CONGREGATIONAL SUPPORT: UPDATE

Peter announced that Rev. Robert Smith has accepted the position of Minister for Regional and Congregational Support (West). He will begin the position on May 1, 2019.

POLICY CONVERSATION/GOVERNANCE DOCUMENT

III. Nominations Committee: January to May (Appendix B)

Kathie Smith gave an update from the last Nominations meeting regarding interim nominees.

MOTION by Kathie Smith/Helen Smith

2019-01-24-4

That the Interim (until the Regional Meeting May 31-June 2, 2019) Pastoral Relations Commission members are as follows: that Erin Todd serve as Chair; that Fraser Williamson, Nancy Ferguson, Catherine Somerville, and Joy Bott serve as Liaison Officers; that Jane Graham and John Watson serve as members, with 2 others to be recruited by the Interim Pastoral Relations Commission.

CARRIED

The United Church of Canada
Canadian Shield Regional Council

**MOTION by Kathie Smith/Helen Smith
2019-01-24-5**

That the Interim (until the Regional Meeting May 31-June 2, 2019) Support to Communities of Faith Commission members are as follows: that Bill Steadman serve as Chair; that George Bott, Christina Stricker, Linda Saffrey, Marian Sloss, and Peter Haddow serve as members, with 4 others to be recruited by the Interim Support to Communities of Faith Commission.

CARRIED

Kathie indicated that she will inform the new members of the Executive's decisions. The hope is that by early February there will be an orientation meeting for all members and the Nominations Committee will organize this with the staff responsible for those commissions.

IV. Right Relations Resource Team

The former Manitou Conference Living Into Right Relations Committee is interested in moving forward in the new region and are looking for direction from Executive on how to do that.

Knowing that we are heading to regional meeting, it would be helpful to be able to have the Right Relations Resource Team up and running to give input to the Regional Meeting regarding such things as a sacred fire, smudging, etc.

Peter and Will have discussed this prior to this meeting thought it would be appropriate for this team to think about those items. Kathie suggested that we offer the names from the Manitou LIRR's Committee to the region and ask for anyone who is interested in serving on this resource team and/or being involved with Right Relations.

Maxine McVey will partner with Will and Susan to move forward. Maxine will contact the previous LIRR's Committee and see who is interested in being involved and then will work with Will and Susan to extend the invitation to have an online meeting. The Chair of Nominations was in agreement with this plan.

Susan will work with Maxine and Will to set up a contact list and get it sent out to the network. Maxine said the former LIRR's Committee expressed an interest in continuing the Minute for Right Relations information piece that was sent out to the email network on an approximately monthly basis.

**REGIONAL MEETING UPDATE AND RETIREES: QUESTION FROM DECEMBER MEETING
(Appendix C)**

Retirees:

Executive revisited the question regarding who will pay for retired/retained ministry personnel mileage to the Regional Meeting when they are not attached to a pastoral charge who will cover the first 300 kms. The point was raised that many of the retired ministry personnel in our Region volunteer on committees/commissions and are very active doing work for the church and that this may be a way of thanking them for their hard work.

**MOTION by Barb Nott/Mardi Mumford
2019-01-24-6**

The United Church of Canada
Canadian Shield Regional Council

That the total mileage for Retired/Retained Ministry Personnel attending the Ministry Personnel Pre-Event and Regional Meeting May 31-June 2, 2019 be covered by the CSRC.

CARRIED

MOTION by Joy Bott/Kathie Smith

2019-

01-24-7

That the CSRC Executive approve the proposal for a pre-meeting learning and networking event for Ministry Personnel dated May 30-31, 2019, with a budget up to \$13,000.

CARRIED

Regional Meeting Update:

Barb Nott, the chair of the Regional Meeting Planning Team, gave a brief summary of the planning so far.

- The theme for the Regional Meeting will be “*Moving Forward with the Spirit*,” with the hymn VU647 being used. There will be no registration fee for delegates but will be one for non-delegates. We are looking to cover the cost of the meals with delegates;
- Billets will be offered by people living in Sault Ste. Marie. There are people actively looking for volunteers who are willing to offer their homes;
- We currently do not know if the Moderator is going to attend;
- The Grand River Bookstore will be there;
- The plan is to have t-shirts/golf shirts/sweatshirts that the committee and staff will wear at the event and then people can purchase after;
- There will be a pre-event for ministry personnel that will happen the day before
- Looking at some possible workshops/plenary sessions/sessions for people – stewardship; inviting David Armour; networks/clusters; volunteers; learning event for lay leaders; right relations; living faith story; ChurchHub for Communities of Faith; technology;
- Looked at lists for possible guests;
- Need music and worship leaders;
- Celebration of min service/recognition service/ordination/memorials are being looked into;
- The planning team is planning to meet prior to the February in-person Executive meeting;
- A letter of invitation and a poster will go out soon, with registration and accommodation forms.

YOUTH MINISTRY NETWORK GATHERING (*Appendix D*)

Melody Duncanson Hales is the staff lead for youth ministries. Preliminary planning has begun for a possible Youth Leaders Retreat in Sudbury, ON in March.

MOTION by Sandra Jenkinson/Eun-Joo Park

2019-01-24-8

That the Youth Leaders Retreat, being held on March 8-10, 2019 at Villa Loyola Retreat Centre in Sudbury, ON and that the funding request of \$6,112.34 be approved.

CARRIED

The United Church of Canada
Canadian Shield Regional Council

YOUTH/LEADERSHIP INDIVIDUAL LEARNING GRANTS AND SEED GRANT
FOR YOUTH AND YOUTH LEADERSHIP (*Appendix E, F*)

Melody has finalized the Youth and Youth Leadership Grant Application for the region.

MOTION by Barb Nott/Bella Barbeiro
01-24-9

2019-

That the Youth and Youth Leadership Grant Application be approved.

CARRIED

The Seed Grant was given for information only and no action is needed from Executive.

CALLS TO THE CHURCH UPDATE

There is no update at this time and will be deferred to the next meeting.

WEBSITE UPDATE

Executive discussed the new website and Peter apologized for a bit of miscommunication from the GCO regarding the services provided for the GCO websites. Turns out we can partner with the GCO for website creation, we will have complete creative control and it is less money than expected originally. Lot of opportunity for synchronization with content and connection, etc. with Communities of Faith.

Executive expressed their pleasure at Harry's incredible support and commend what he has done for our interim website.

MOTION by Cindy Desilets/Janet Ross
24-10

2019-01-

That the CSRC Executive approve a partnership with the General Council Office for the establishment of the CSRC website, with a budget of up to \$8,500 and an initial annual fee of \$175.

CARRIED

NEXT PROPOSED MEETING DATES – LATE WINTER

- Tuesday, February 5 - Adobe Connect Meeting from 10:00-12:00
- *Next In-Person Meeting:* February 20-21, 2019 – Sault Ste. Marie (Starting at 6:30 pm Wednesday, February 20 and Ending with Dinner on Thursday, February 21)
- April Face-to-Face Timmins, April 2-3, 2019 (with Monday, April 1 and Thursday, April 4 as travel days)
- Future Adobe meetings TBD

CLOSING

Having completed the agenda for this meeting, Jim Jackson adjourned the meeting at 12:17 p.m.

Jim then offered a closing prayer.

The United Church of Canada
Canadian Shield Regional Council

APPENDIX A
January 22, 2019

For CSRC Decision

WHEREAS Knox Shuniah and Current River United Church have for years enjoyed successful, but separate lives as independent congregations of the United Church of Canada, each with its own traditions, achievements and practices;

AND WHEREAS the two congregations have shared ministry staff and enjoyed congregational sharing since early 2018;

AND WHEREAS the two congregations have passed separate motions at their respective congregational meetings, held October 21, 2018 approving moving forward with this amalgamation ,

AND WHEREAS Cambrian Presbytery has taken no action pertaining to request

AND WHEREAS a joint committee is presently discussing the benefits of a new and merged existence as a single, amalgamated congregation of the United Church of Canada on the north-side of Thunder Bay;

AND WHEREAS the two congregations are working to discern a shared vision, mission, and commitment to the church of Jesus Christ, and view the proposed amalgamation as the vehicle by which they can put into action a renewed ministry in the community in which they serve;

AND WHEREAS this amalgamation will mark the beginning of a new and invigorated congregation of the United Church of Canada in Thunder Bay;

THEREFORE be it resolved that Canadian Shield Regional Council Executive approve the amalgamation of Knox Shuniah United Church and Current River United Church into a single Pastoral Charge to be known as Knox - Current River United Church (pro tem) worshipping in the existing Knox United Church building at 1 Shuniah Street, Thunder Bay, Ontario, and that the effective date of this amalgamation be April 1, 2019, and That the Knox - Current River United Church:

- identify surplus property as soon as possible and discuss the disposition of the property in consultation with CSRC EXEC
- provide a new name as soon as possible

JANUARY 22, 2019

The United Church of Canada
Canadian Shield Regional Council

November 11, 2018

To: Christina Stricker, Secretary, Cambrian Presbytery

From: Sandra Sedor, Chair, Current River United Church; Richard Kamo, Chair Knox United Church

Subject: Amalgamation: CRUC/Knox

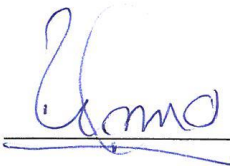
Christina: Please advise the appropriate courts of our church that Current River and Knox are pursuing amalgamation of our two Communities of Faith. This action is pursuant to congregational directives at both churches on October 21, 2018, which mandated unanimously to amalgamate.

We anticipate that there will be appropriate applications/forms to be completed as a consequence of this official advisement of our impending action. If you would be so kind as to forward us requisite materials for due process, we would be greatly appreciative.

We will be appending informal affidavits to support the claims to this amalgamation as they become available.

Please advise if you [Presbytery/Conference/Region] will be requiring more.

 Sandra Sedor, Chair, Current River United Church

 Richard Kamo, Chair, Knox United Church

Cc: Jim Jackson, Chair, Oversight of Pastoral Charges

The United Church of Canada
Canadian Shield Regional Council

APPENDIX B

NOMINATIONS COMMITTEE UPDATE – January 22, 2019

We have met twice.

We agreed we would seek out leaders for the interim commissions with the following intentions:

- Representation from all geographical areas
- Not to overtax those who already have a role ie. Member of Transition Commission
- To encourage participation and sharing of gifts by others; important that it doesn't appear that leadership is limited to a select few

We put the following names forward for approval by the CSRC Commission:

Pastoral Relations Interim Commission – to date Jan 22, 2019

Erin Todd	Chair	C - SUD
Catherine Somerville	Liaison Officer	C - SUD
Fraser Williamson	Liaison Officer	C -NB
Nancy Ferguson	Liaison Officer	C - SSM
Joy Bott	Liaison Officer	L -TB
Jane Graham	Member	L - SSM
John Watson	Member	L -TB

- Searching for reps from Timmins and one more from NB

Support to Community of Faith Commission – to date Jan 22, 2019

Bill Steadman	Chair	C - SSM
George Bott	Member	L -TB
Christina Stricker	Member	L -TB
Linda Saffrey	Member	C - SUD
Marion Sloss	Member	L - SUD
Peter Haddow	Member	L -NB
	Member	
	Member	
	Member	
	Member	
	Member	

- Waiting on responses from potential commissioners

We are hopeful we will have the spots filled by our next meeting; tentatively scheduled for Jan 29@1 pm

Members have a question about membership on the Regional Council – Will there be “Members at Large” positions? Some gifts and skills offered in the past have been available from this category of members.

Submitted by Kathie Smith on behalf of the Nominating Committee

**Canadian Shield Regional Council
Pre- Meeting Learning & Networking for Ministry Personnel
Thursday, May 30th 1 pm to Friday May 31st noon**

Background:

The November meeting of the General Council Executive dealt with a proposal on “Communities of Practice” from MEPS. The GCE passed a motion, the first part of which reads:

1. Invites regional councils, within their role of “encouraging and supporting ministry personnel towards health, joy and excellence in ministry practice”, to consider:

- a) gathering ministry personnel within their bounds into communities of practice (for example, geographically-based, based on stream of ministry, specialized ministry, etc.) for support, the nurturing of collegiality, identification of concerns or issues specific to a community of practice, and professional development;*
- b) providing staff support to facilitate the gatherings of these communities of practice and to provide leadership;*
- c) utilizing the report of the Association of Ministers Task Group as a resource in the formation of these groups; and*
- d) co-funding the communities of practice with ministry personnel who would pay user fees for the events.*

This proposal is one way of beginning the work described above.

Purpose:

1. To bring together ministry personnel in the Canadian Shield Regional Council to build relationships
2. To explore the concept of “Communities of Practice” – what might this look like in the Canadian Shield Regional Council – reference also to the Association of Ministers Task Group Report
3. To be nurtured by a time of worship & learning with the Moderator or other leader(s)

Theme:

Engaging with the Spirit to inspire, connect and empower...

Potential Participant Pool:

- 43 active ministry personnel
- 38 retired/retained ministry personnel

Projected participation: 50 – 60

Meeting space:

Room to accommodate in small groups 50 – 60 people Thurs & Fri – likely in one of the churches (St. Andrew’s?)

Hospitality & Meals

- Afternoon break – Thursday (cookies, juice, coffee, tea, fruit?)
- Dinner – Thursday – \$25 per person catered on site
- Evening Hospitality – crackers, cheese, etc – need to think about location that is conducive to conversation and comfort
- Friday breakfast – at place of accommodation
- Friday lunch – question to provide or put people on their own

Accommodation

Options

The United Church of Canada
Canadian Shield Regional Council

Extend stay at hotel to cover Thursday evening at their own cost
Offer billet option that will cover Thursday evening as well

Travel

Same policy as AGM meeting

Projected Budget (per participant basis projected 50 participants)

Food per participant \$50 (2 lunches, breaks, hospitality)

Travel reimbursement 0 (billed to AGM)

Program Costs \$30 (room/program materials)

Leadership costs TBD – if Moderator minimal extra cost
if paid leadership up to \$3000

Travel \$1200

Hotel 2 nights \$300

Leadership Contract \$1500

\$60

Total per participants \$150

Program & Food Costs Total (based on 50 participants)

Food \$2500

Program \$1500

Total \$4000

Possible Leadership Cost \$3000

Possible Total \$7000

Accommodation:

Option as for AGM – everyone pays their own, or is provided a billet

option 2 – to cover accommodation cost @ \$150 per person – Sault Ste. Marie folks won't likely need accommodation project 40 x \$150 = \$6000

Maximum Total Project Costs: \$13,000

Recommendations:

Charge Participants a \$50 Registration Fee – this makes a commitment from people

If we can make arrangements pay for accommodation – noting that this is a new venture and hospitality is being extended in a way that may not be sustainable in the future

Funding Options:

1. See if there is money in the AGM budget to offset
2. Explore whether there is GCO funding available – either for Clusters/Networks or “Communities of Practice”

Draw upon the designated funds forwarded from presbyteries/Conference

The United Church of Canada
Canadian Shield Regional Council

APPENDIX D

Canadian Shield Regional Youth Leaders Retreat Proposal
March 8-10 Villa Loyola, Sudbury

Proposal: a fully funded weekend retreat bringing together approximately fifteen youth leaders from across the region to collaborate, share, strategize, vision and build relationship.

Leaders: Melody Duncanson-Hales, Lisa Blais, Kathy Dahmer (and possibly others to share as we develop the event)

Logistics and coordination sponsored by Manitou Intentional Learning Community (may be able to contribute financially as well)

Purpose of Retreat:

- to build relationships and establish a Youth Leaders' Network within Canadian Shield Region;
- to share resources and opportunities for collaboration;
- to develop capacity and core volunteer training modules;
- to envision youth ministry possibilities in the new region;
- to strategize program development and delivery

Proposed Budget Expense Request:

Location and catering: Villa Loyola (Sudbury)	\$3812.34
Travel expenses (approximate) 3 round trip flights, Thunder Bay-Sudbury	\$1500.00
Mileage:	\$ 600.00
<u>Program costs:</u>	<u>\$ 200.00</u>
Total Funding Request	\$6112.34

The United Church of Canada
Canadian Shield Regional Council

APPENDIX E

Canadian Shield Regional Council
Youth and Youth Leadership Learning Grant

Name: _____

Mailing Address: _____

_____ Postal Code: _____

Telephone: _____ Email: _____

Community of Faith: _____

Name of Event: _____

Hosting Institution: _____

Location: _____ Dates: _____

NOTE: Please also attach a copy of event brochure, poster, description, etc.

Financial Information

Expenses:

Funding Plan

Registration Fee: _____

Pastoral Charge Support: _____

Accommodation and meals: _____

Personal Share: _____

Travel: _____

Other Sources: _____

Total Expenses: _____

Total Grant Requested: _____
(1/3 of cost up to a maximum of \$400)

Signature of applicant (or parent/guardian if applicant is under 18):

Community of Faith or Institutional Consultation

NOTE: This section is to be completed by person authorized to show Pastoral Charge or Institutional support for your application (e.g. Clerk of Session, Chair of Board or Council, Christian Development or Education Committee, Minister, Youth Minister)

I have discussed this proposal with the applicant: Yes No

Name: _____

Position: _____

Signature: _____

Date: _____

Canadian Shield Regional Council Approval

Name: _____

Amount Approved: _____

Signature: _____

Date: _____

Please forward application to Melody Duncanson-Hales: mduncanson-hales@united-church.ca

The use, retention and disclosure of personal information collected from this form is done in compliance with privacy legislation including, but not limited to, the *Personal Information Protection and Electronic Documents Act* (2000, c.5)

The United Church of Canada
Canadian Shield Regional Council

APPENDIX F

Canadian Shield Regional Council Seed Grant for Youth and Young Adult Ministry

Please submit your completed application (Parts I and II) to the Sudbury Presbytery Secretary

APPLICATION FORM

Part I

Project name: _____

Contact person: _____
(The individual who is the best contact person for questions about the project.)

Phone (contact person): _____ E-mail (contact person): _____

Applying body: _____
(The Community of Faith to which the cheque would be made out.)

Full mailing address (applying body): _____

Has this project received Canadian Shield Regional Council funds in the past? yes no

If yes, when, for how much, and what elements of the project have changed?

Amount requested: _____ Project/program timeline: _____

Community of Faith or Institutional Consultation

NOTE: This section is to be completed by person authorized to show Pastoral Charge or Institutional support for your application (e.g. Chair of Board or Council, Clerk of Session, Christian Development or Education Committee, Minister)

I have discussed this proposal with the applicant: Yes No

Name: _____ Position: _____

Signature: _____ Date: _____

Part II

On a separate page, please answer the following (include questions in your response):

1. Please describe the project/program, including your purpose and goals. (What do you hope to accomplish?)
2. How do these goals relate to the Youth and Young Adult Ministry Vision (see attached)?
3. Who will benefit, and how will they benefit? (Congregation/youth and young adult/community; include number of youth and young adults who will benefit. If this is a joint application between church bodies, mention how many per group.)
4. How have youth and young adults been involved in the planning and decision making?
5. How will you evaluate the project/program and report back to Canadian Shield Regional Council?
6. Please provide a complete budget for the project, including funds from contributing partners.

The United Church of Canada
Canadian Shield Regional Council

TRANSITION EXECUTIVE

MINUTES of the Canadian Shield Regional Council Transition Executive (CSRC) held on February 6, 2019 by E-Vote.

PRESENT: Jim Jackson (Chair), Joy Bott, Cindy Desilets, Joy Galloway, Sandra Jenkinson, Mardi Mumford, Barbara Nott, Eun-Joo Park, Janet Ross, Helen Smith, Rob Smith, Maxine McVey, Kathie Smith, Harry Stewart, Bella Barbeiro

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Janet Sigurdson

Kathie Smith, Chair of the Nominations Committee, circulated an email to the Transition Executive for a vote regarding the recruitment of members for the interim Pastoral Relations Commission and the Support to Communities of Faith Commission.

MOTION by Kathie Smith/Helen Smith

2019-02-06-1

That Elaine Lush, Jennifer Bentley and Ted Harrison be approved to serve on the Interim (until the Regional Meeting May 31-June 2, 2019) Pastoral Relations Commission.

CARRIED

MOTION by Kathie Smith/Helen Smith

2019-02-06-2

That Janice Brownlee, Erasmus Madimbu and Crystal Grieg be approved to serve on the Interim (until the Regional Meeting May 31-June 2, 2019) Support to Communities of Faith Commission.

CARRIED

TRANSITION EXECUTIVE

MINUTES of the Canadian Shield Regional Council Transition (CSRCT) Executive held on February 20-21, 2019 at the Quattro Hotel, in Sault Ste. Marie, ON.

PRESENT: Jim Jackson (Chair), Joy Bott, Cindy Desilets, Sandra Jenkinson, Barbara Nott, Eun-Joo Park, Helen Smith, Janet Ross, Rob Smith, Maxine McVey, Kathie Smith, Bella Barbeiro. Joy Galloway, Harry Stewart

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Janet Sigurdson, Mardi Mumford

Wednesday, February 20, 2019:

Chairperson, Jim Jackson, opened the meeting at 7:45 p.m.

CHECK IN

The Commissioners did a check in.

Thursday, February 21, 2019:

Jim welcomed Executive to the meeting.

Jim then honoured the land we gather on by saying these words:

“This land where we gather today has been a gathering place for First Nations people as they camped and travelled in this area for generations beyond our knowing. Before people arrived from across the seas, these groups 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 that traditional sojourners in this land. We give thanks for them and for this land 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. (Acknowledging the Land, 2016)

Jim then acknowledged our commitment to being a safe place for all people to gather and participate in our Region by saying these words:

“The United Church of Canada is committed to providing a safe environment for worship, work, and study in all pastoral charges, congregations, institutions, agencies, organizations, and other bodies that operate under its name. The United Church of Canada seeks to ensure that all staff, volunteers, and ministry personnel who work with vulnerable individuals in United Church settings share this commitment. This commitment will be demonstrated by staff, volunteers, and ministry personnel showing respect for personal boundaries, protecting others from harm and abuse, and enabling those in their care to learn and grow without fear of exploitation. As we work together to create this community of trust and safety, God’s vision of shalom sustains and guides us. We will experience the presence of the Spirit, nurturing and prodding us to be a people of compassion and grace.”

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Peter reviewed the United Church history and the transition in 1925 and thanked Executive for their time and commitment to the Canadian Shield (Region 6) during our time of profound transition. He particularly thanked Jim Jackson, for his commitment to his position as chair.

Peter read from Psalm 100 and then led with prayer.

APPROVAL OF AGENDA

With the additions of budget items, questions from constituents, and future regional council meetings, the agenda for the meeting was approved, by consensus, as circulated.

APPROVAL OF MINUTES

MOTION by Joy Bott/Barb Nott

2019-02-21-1

That the Minutes of the Canadian Shield Regional Council Transition Executive held on January 24, 2019 via Adobe Connect be approved, as circulated.

CARRIED

CORRESPONDENCE

- *UCW Letter (Appendix A)*
Letter received from UCW about regional representation. Peter responded by saying we would deal with this correspondence during governance discussions with Executive at our meeting.
- *Moderator's Office Letter (Appendix B)*
Susan Fortner sent us a letter indicating that the Moderator has declined the invitation to come to our Regional Council Meeting and sent his regrets.

WEBSITE UPDATE AND COMMUNICATIONS POLICY

Peter indicated that we are only one of a few regions that currently have a website, as they are waiting for their websites to be created. Our new website will be ready in the next month or two.

Peter questioned Executive about a communication policy for the region. Since we are a smaller region, he indicated that we may not need a very detailed communication policy like larger regions. Executive had fulsome discussion about a communication policy for the region and it was decided that Peter and Susan will work on one and they will report back at the meeting in Timmins in April.

REGIONAL COUNCIL MEETING IN MAY/JUNE UPDATE

Barb shared with Executive about the planning session February 20, 2019 (*Appendix C*). Peter explained to Executive that in thanks for all their work, the region will be covering their accommodation at this RM and Susan will arrange their rooms while we are at the hotel today.

CALLS TO THE CHURCH UPDATE (PHONE-IN FOR CHECK-IN)

There is no update at this time.

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FINANCIAL UPDATE

Eun-Joo gave an update on the Algoma Church Extension Council, a corporation within the previous Algoma Presbytery, indicating that it has substantial sums of money left over. The entire monetary amount will be transferred to the regional council. Eun-Joo stated that there are 4 GIC accounts that will mature this year and in February, April, and December. There are no rules about how the money will be allocated with this fund.

Though the board feels that their work is complete, they still exist until the end of this year, and will therefore need to ensure due diligence around their duty-of-care for accountability. Eun-Joo also reported that the Algoma Church Extension Council has purchased liability insurance for directors and officers for 2019 for the same reason. Jim indicated that the by-laws will be added to the April agenda.

Peter distributed the CSRC Financial Statement (*Appendix D*) for Executive to review. All corporations and presbyteries are in their wind-up stages and the cheques will be forwarded to the Regional Office in North Bay.

The Pastoral Relations Commission (PRC) has released their proposed budget (*Appendix E*).

MOTION by Helen Smith/Maxine McVey

2019-02-21-2

That the CSRC Transition Executive approve the Pastoral Relations Commission (PRC) proposed budget for 2019, as circulated, and receive the 2020 budget for information.

CARRIED

GOVERNANCE STRUCTURE

*V. Nominations Committee Update and Future Needs
Update and Questions (Appendix F)*

The following are answers to the 6 questions from the Nominations Commission:

1. Yes, the NC will create job descriptions, including the chair position, in consultation with the Executive (via a Zoom meeting)
2. The NC will create job descriptions for the chairs, invite expressions of interest (EOI), and make recommendations to the RM for a vote.
3. RTs will not have a docket created by the NC but will collect EOI and forward a slate for voting at the RM.
4. Members at Large (M@L) do not need to be regional reps from Communities of Faith (COF). Only the chairs of commissions/committees need to attend the Regional Council Meeting. M@L are welcome as non-voting guests at the RCM. There is no defined number of M@L for the region.
5. NC will find and vet nominees and then recommend a choice for chair (most reps would not even know most nominees).
6. Completed already during UCW conversation.

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Peter remarked that we would want the experience of this transition Executive on the next Executive – possibly 3-6 members.

VI. *Changes to Governance Document*

1. Page 20, #10 Resource Team Resource Teams of the Regional Council: Engaging in the Spirit to Empower changed to:
“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.”
2. Page 9, #3 Regional Council Executive changed to:
Membership – the Executive will be elected by the Regional Council and will consist of:
 - A Chair
 - Chair Elect
 - Past Chair
 - The Executive Minister or designate
 - An Appointee from the Pastoral Relations Commission: Engaging with the Spirit to Inspire
 - An Appointee from the Support to Communities of Faith Commission: Engaging with the Spirit to Connect
 - Members to a maximum total of up to 12, who are members of the Regional Council

VII. *UCW Representation*

The region received correspondence from the former Conference UCW president (*Appendix A*), expressing concern that there is no seat on the Regional Council Executive. Executive discussed the correspondence.

MOTION by Joy Galloway/Janet Ross 2019-02-21-3

That the CSRC Transition Executive identifies the following voting positions for representatives to the Regional Council Meeting:

- 1-2 UCW (Lay) – geographically chosen
- Past Presidents of Conference (Lay)
- Former Moderators (Lay)
- Chairs of Regional Commissions/Committees
- For the future – Past Chairs of the Regional Council

CARRIED

CLUSTERS AND NETWORKS, NEXT STEPS, INCLUDING GRANTS

Clusters are organic – there are several clusters already operating. The networks will be more staff-driven until they get up and running. Permission-giving by staff for certain networks work but not sure about budgets for clusters and networks yet. Start-up grants/seed grant would be made available for a one-time grant and then tell us how you spent the money (benefits, changes, etc.). For example, making a Zoom account available for networks/clusters paid for through the grant. The NC will gather expressions of interest from networks/clusters

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APRIL FACE TO FACE MEETING IN TIMMINS

The Regional Council Meeting planning committee will meet on April 2, 2019 and the rest of the Executive will have a one-day meeting on April 2, 2019 in the evening, and continuing on the 2nd at 9:30 a.m.

NEXT PROPOSED MEETING DATES – LATE WINTER

- Tuesday, March 19 – AC Meeting (if needed), 10:00 – 12:00
- April Face-to-Face Timmins, April 2-3, 2019
- Regional Council Meeting – May 31 – June 2, 2019 in SSM
- Future Adobe meetings TBD

CLOSING

Having completed the agenda for this meeting, Jim Jackson adjourned the meeting at 4:11 p.m.

Jim then offered a closing prayer.

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APPENDIX A

Greetings,

First of all I want to wish you and your family a very happy New Year. You may remember at the closing meeting of Manitou General Conference that you danced with me. Dancing with the spirit, you may remember was the theme of this meeting, and dance we did. I mentioned at that time that it was the UCW who got you to join the dance.

I was just visiting the web pages for Region6.ca. The information is a little out of date but I know that more timely news will be posted shortly.

I was looking at the list of members of the new Canadian Shield Executive and I could not help but notice that there is no seat on the executive for the UCW. I had written the transition team to remind the team that the Manitou UCW had been a welcome and active member of the Manitou Executive. UCW members have been an active part of United Church life since 1962. At this time of great change in our church communications much play an important role.

The UCW is one way of making sure that information reaches all areas of our Canadian Shield membership. I have searched and found that other new regions with the new organization of the Church have had the foresight to provide an executive chair for a representative of the UCW. On behalf of the members of the Canadian Shield UCW I would like to know the reason that the Canadian Shield Region does not have a place at the Executive table for the UCW. Our UCW members would like to know why we have lost our representation for our Region.

Sincerely Yours

Dawn Monroe, President
Canadian Shield UCW

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Canadian Shield Regional Council

APPENDIX B

THE UNITED CHURCH OF CANADA

3250 Bloor St. West, Suite 200
Toronto, Ontario
M8X 2Y4 Canada



L'ÉGLISE UNIE DU CANADA

416-231-5931 1-800-268-3781
F: 416-231-3103
www.united-church.ca

February 11, 2019

Peter Hartmans,
Regional Council Executive Minister
Canadian Shield Regional Council,
319 McKenzie Avenue,
North Bay, Ontario P1B 7E3

Dear Peter;

Thank you very much for your invitation to be a part of the first meeting of the Canadian Shield Regional Council (6) being held in Sault Ste. Marie Ontario May 31st- June 2, 2019.

I wish that I could be writing you a letter saying, "Yes, I'd love to take part!" – because that's exactly what I want to say. Unfortunately, the number of invitations that I receive, the difficulties of a full schedule, travel and other commitments, means that I often have to say, "I'm sorry, I'm just not able to join you."

So, it is with regret that I have to say that I will not be able to accept your gracious invitation, with the hope that you will understand.

I would be pleased to forward a taped greeting highlighting the Canadian Shield's vision statement '*Engaging With the Spirit to Inspire, Connect and Empower Communities of Faith*'. This can be arranged through the Office of The Moderator by calling Susan Fortner (416) 231-7680 Ext. 2054 or through e-mail sfortner@united-church.ca

Please know that I will hold the communities of faith in the Canadian Shield Regional Council in my prayers!

Christ's peace,

Richard Bott (The Right Reverend)
Moderator / Modérateur
The United Church of Canada / L'Église Unie du Canada

:sf

CANADIAN SHIELD REGIONAL PLANNING MEETING NOTE
Wednesday February 20, 2019

Review of what has happened:

- Moderator – is not coming; Nora Sanders will be joining us
- Theme – Moving Forward With the Spirit
- Billets; Helen is organizing this and we have some interest in being billets
- Book Store is confirmed; given then an opportunity to talk during agenda time; need to pick a room for this;
- Pre-Event for Ministry Personnel; see poster (attached); David Giuliano is confirmed for the pre-event; Willowgrove will be the space used for this event – Lillian to confirm; Helen has booked Willowgrove on Thursday and Friday – there are breakout rooms available; Lillian has booked rooms at the Quattro for this event (MP will probably keep the same rooms for the RM); event is being well-received;
- Worship Team; been talking about music and leadership; the worship team will be meeting in early March to get started; April 1st deadline for worship;
Worship team: Helen Smith, Eun-Joo Park, Nancy Ferguson, Lisa (Eun-Joo's congregation), Erasmus Madimbu; Bill Steadman; Laurie Milito (MP at Central), Harry Stewart (Harry may be a part of pre-planning as he cannot attend the meeting);
- Celebration of Ministry Service – Pastoral Relations Committee and the worship team will work together on planning; service will be on Sunday at St. Andrew's? The only ordinand is in South River – will be renting a bus to come to the service; we need a communication plan to them as to why we chose the time – we may change the time? Livestreaming an option? The other two churches will close as to include area churches;
- Melody joined the meeting; Youth will pay \$100 to come for the weekend; will be staying at Willowgrove and will be joining us for parts of our event; they will be delivering the Sat. morning worship;

Agenda for the Regional Council Meeting (draft attached)

FRIDAY

- Sacred fire – Helen is looking into having it at Willowgrove; Peter suggests that the Right Relations Resource Team weigh in on whether we can/should have a sacred fire with beer and hymns off-site and change the name; will we have the fire just at the beginning and end it right away? Do we need to have an educational piece about what a sacred fire actually IS and what it represents INSTEAD of having the actual fire? Have an information session/teachings during the 11-1 registration time; MP will be occupied with the pre-meeting event and will NOT be able to participate with anything between 11-1; will need a fire permit;
- Will need a room for luggage; Susan to check with Quattro to see if we can have an early check-in; we will need to build in time for checking into hotel room potentially after 3:00 p.m.
- Greetings from... mayor as a community connection, local indigenous leader/s Batchewana Bay leader; ecumenical guests – ministerial?
- Introduce staff;
- Kathie will talk a bit about the process of nominations;

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- Worship – worship committee will be in charge of this (see above)
- Getting to know you activity – talking about who you are; people will have to move for this activity; people move to the wall that has the sign that relates to you; talk and learn about other people on the same wall; next is other signs and people will move to that new sign and talk some more;
- Process of engagement and bringing forward ideas about what people think about being a region together; where are we allowing this? Table group conversations and then share? There are some who feel they have had NO input into the region – where in the agenda can they share their thoughts and feel heard? Process?
- Delegates need to know what has happened already in the region; a potential “open-mic” session during plenary where people can talk about topics they are interested in;
- People need time to check into rooms at the break;
- Report from Transition Executive, Governance of region – orientation of the region’s governance and explain terms; plenary session with a Q & A;
- M & S update – Melody
- Theme speaker and Theological Reflection – (Peter to ask Nora Sanders) after supper
- Social & Hymns

SATURDAY

- Youth will be doing the morning worship; Melody to organize;
- Committees that are up and running can give a presentation/report;
- The ordinand will speak for 5 mins during the plenary time at this point;
- Will there be a place for chair nominees to address the court? Have a few mins per nominee;
- Session on volunteerism/discipleship in your church – info session in plenary with Melody and Barb and have it be intergenerational;
- When will nominations need to close? Kathie Smith will indicate when that will occur in the agenda; Have Will, Rob, and Lillian as scrutineers for nominations;
- Second short session;
- LUNCH
- Education Session (in plenary) on clusters and networks; chat about what things your church is doing and network; permission giving with clustering and networking; How do I do this? Who does this? Etc.
Ask Nora to talk about clusters and networks in a plenary session; have functioning clusters/networks talk about their example; ask Joy and George to speak about their experience, especially being lay people in conjunction with Rob Smith and Will Kunder; Rob to connect with Will, Joy, and George;
- Workshops – see below;
- Elections – still need to establish process for nominations and voting;
- Vote on budget; other motions;
- Banquet at 6:30 – honouring the retirees (with a speech); honouring the anniversaries but no speech time – giving them certificates and calling their name; Maxine will ask the RRRT if they will give a presentation during/after the banquet (Art Collection powerpoint); theological reflection (Nora Sanders) at the end of the banquet; some sort of activity in lieu of Evening Vespers;
- Square Dancing? Line Dancing? Tables down after the banquet in the hall;

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SUNDAY

- This new business session will be in the church, in the basement;
- Courtesies and closing motions;
- 11:00 a.m. service for the CMS at St. A's, SSM;
- Delegates will have the opportunity to take items from the food tables to make a bagged lunch and leave; we need a catering company that will do this; can get Metro to do up sandwich trays; people may want to make their own bagged lunches;

Decisions to be made:

- Cost to non-delegates will be \$80
- Peter will be the speaker for the CMS on Sunday
- Involving the Youth – see notes above
- Clothing – Mardi
- Drummers – Helen to ask the elder from SSM if appropriate
- Use of logo for this event – see sheet
- Workshops/Sessions/Presentation (1 hour session? 45 mins?)
 - Information session/teachings about sacred fires and/or smudging and why do we recognize traditional territories
 - Stewardship
 - Learning event for lay leaders
 - Right Relations
 - Living Faith Stories
 - Technology – Randy, Sue, and George
 - Church Hub – Church house will do a website - Deb Kiger
 - Mission as a Church and/or Region (or a table group time – regional mission)
 - Orientation of a regional rep??? workshop or plenary session??
 - Affirming and Safe Space
 - Resources for churches without Paid Accountable Ministry (PAM)
 - Other

Can divide into two sessions and run them twice so people can go to two sessions.

Timings: start at 2:00 – 3:00 – first workshop; ½ hour break; 3:30 – 4:30 second workshop; 4:30 – 5:30 proposals; 5:30 – 6:00 elections;

- Plenary Presentation – Networks and Clusters (45 mins)
- How to use Nora Sanders – see above (N & C)
- Child Care- see above
- Chaplin/s – Rob to tap someone - Susan Ivany
- Sacred Fire – see above
- Lunch and refreshments (bag lunch) after Sunday service
- Nominations timings – open and introduce the positions and close on Saturday before lunch (staff will be the scrutineers); will the chair positions have the opportunity to address the court/plenary/group

Look at TO DO LIST – put names beside; Add to TIME LIST

TIME LINE

- April 1 – Order of Services/ Worship Services to be completed
- Music choices by May 1st
- Hotel room booking by April 1st

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APPENDIX D

Canadian Shield Regional Council
Financial Statement to February 19, 2019 - Dr **DRAFT**

	Actual
INCOME	
Assessment received	90,212
M&S - GCO funding	55,400
M&S - Salary Support	8,083
Youth Event	4,025
TOTAL INCOME	<u>157,720</u>
EXPENSES	
Staff salary	64,436
Staff expenses	2,373
Youth Grant	400
Youth Expenses	425
Office Expenses	7,990
GCO Fees	2,662
Website Development	2,281
Mission & Service Grants	27,700
	<u>108,267</u>
Income over Expenses	<u><u>49,453</u></u>

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APPENDIX E

PR Commission Proposed Budget 2020¹⁹

Line Item	Activities Included	Proposed Budget
Meetings	Monthly by technology One face to face meeting – overnight for some and travel (this is optional but would likely be a good practice if possible) 10 members if Sudbury location Everyone could drive except 2 Thunder Bay reps	\$3750
Liaisons	One face to face meeting \$3750 Travel for Liaisons doing work with communities of faith \$2000 Resource printing \$250	\$6000
Ordination/Commissioning/ Recognition/ Admission service	Bulletin gifts to candidates Décor Travel for RC rep to special services	\$1000
Milestones in Ministry Retirements Anniversaries	Policy yet to be determined re:gifts	\$500
LLWL annual training	Likely through technology but would still engage a resource person	\$500
	Decision yet to be taken about offering a face to face course option – resource person cost – \$1500 per session – 2 sessions per year	\$3000
Ministry & Personnel Cmte	Training – likely a tech option	0
Health, joy, excellence in the practice of ministry	On a cost sharing basis with participants, educational event Networking of clergy	\$5000
		\$19750.00

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APPENDIX F

Hello Peter,

Nominations has some questions for clarification and or directives for our meeting next week. We are wanting to set some timelines and goals for Phase 2 of Nominations. We feel we can better do this with some clarity of our mandate.

1. *Is Nominations mandated to create the job description for the various positions?*
2. *Are Chair positions for the Commissions filled through nominations and Regional Council vote or do the Commissions elect the Chair within the elected body? (Looking for clarity on this point)*
3. *Who puts out the Nominations for the Resource Teams? Ask this because not sure as to whether the criteria is defined? Also, what is the difference between clusters, networks and resource teams?*
4. *Members at large – a decision or criteria has not yet been defined*
5. *Mandate for Nominations – we need some clarification – Is NC to review applications and make recommendations for positions or present a slate of names for positions and the RC then vote on those names?*

A question from members that is not our mandate but folks are wondering how UCW fits in the new structure?

Blessings,
Kathie

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TRANSITION EXECUTIVE

MINUTES of the Canadian Shield Regional Council Transition Executive (CSRC) held on February 27, 2019 by E-Vote.

PRESENT: Jim Jackson (Chair), Joy Bott, Cindy Desilets, Joy Galloway, Sandra Jenkinson, Mardi Mumford, Barbara Nott, Eun-Joo Park, Janet Ross, Helen Smith, Rob Smith, Maxine McVey, Kathie Smith, Harry Stewart, Bella Barbeiro

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Janet Sigurdson

Kathie Smith, Chair of the Nominations Committee indicated they have completed the recruitment for the slate of members for the Interim Support to Communities of Faith Commission. Kathie shared that Brynn currently serves as DLM to Porcupine United and acts as Supervisor to the church in Cochrane.

MOVED by Kathie Smith/Cindy

Desilets

2016-02-27-1

That Brynn Carson complete the membership for the interim (until the Regional meeting, May 31- June 2, 2019) Support to Communities of Faith Commission.

CARRIED

TRANSITION EXECUTIVE

MINUTES of the Canadian Shield Regional Council Transition (CSRCT) Executive held on March 7, 2019 by Adobe Connect.

PRESENT: Jim Jackson (Chair), Joy Bott, Cindy Desilets, Sandra Jenkinson, Mardi Mumford, Barbara Nott, Eun-Joo Park, Janet Ross, Helen Smith, Rob Smith, Kathie Smith, Harry Stewart, Joy Galloway

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Janet Sigurdson, Maxine McVey, Bella Barbeiro

Chairperson, Jim Jackson, opened the meeting at 9:35 a.m. Peter Hartmans led us in a prayer.

Jim then honoured the land we gather on by saying these words:

“This land where we gather today has been a gathering place for First Nations people as they camped and travelled in this area for generations beyond our knowing. Before people arrived from across the seas, these groups 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 that traditional sojourners in this land. We give thanks for them and for this land 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. (Acknowledging the Land, 2016)

Jim then acknowledged our commitment to being a safe place for all people to gather and participate in our Region by saying these words:

“The United Church of Canada is committed to providing a safe environment for worship, work, and study in all pastoral charges, congregations, institutions, agencies, organizations, and other bodies that operate under its name. The United Church of Canada seeks to ensure that all staff, volunteers, and ministry personnel who work with vulnerable individuals in United Church settings share this commitment. This commitment will be demonstrated by staff, volunteers, and ministry personnel showing respect for personal boundaries, protecting others from harm and abuse, and enabling those in their care to learn and grow without fear of exploitation. As we work together to create this community of trust and safety, God’s vision of shalom sustains and guides us. We will experience the presence of the Spirit, nurturing and prodding us to be a people of compassion and grace.”

APPROVAL OF AGENDA

The agenda for the meeting was approved, by consensus, as circulated.

APPROVAL OF MINUTES

MOTION by Sandra Jenkinson/Barb Nott **2019-03-07-1**

That the Minutes of the Canadian Shield Regional Council Transition Executive held on February 21, 2019 at the Quattro Hotel in Sault Ste. Marie, be approved, as circulated.

CARRIED

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CORRESPONDENCE

There is no official correspondence for this meeting.

After the meeting in Sault Ste. Marie, it was determined as a result of a ruling from Nora Sanders, that the region does not have the authority to appoint members-at-large as voting members. This will be dealt with at the next Transition Executive meeting.

SLATE OF NOMINATIONS FOR THE REGIONAL MEETING

Kathie Smith led Executive through questions that the Nominations Committee have (*Appendix A*).

Nominations Committee

Executive discussed future Regional Council Meetings and how often they will occur. Peter indicated that we decided there would be two meetings in a row, 2019 & 2020. At the RC Mtg, members could decide something else, as it is not set in stone.

The decision regarding whether Regional Council meetings will be annual or bi-annual can be decided at the 2019 RC meeting. Peter indicated that if we had a meeting in 2021 it could be digital meeting via Adobe Connect. It was decided that Executive can proceed with principle that there is a meeting, not necessarily an in-person one.

Lillian reiterated that anyone who is expressing interested in becoming a member on the Executive Committee has to be a member of the Regional Council.

Kathie referred to 2019 Nominations Overview spreadsheet (*Appendix B*).

She clarified that the Past Chair position on Executive is a two-year term and Peter concurred.

Pastoral Relations Commission (PRC)

Kathie indicated that there was a suggestion that one of the positions on the commission be a secretary position. Terms of office would be 1-year, 2-year and 3-year. It was suggested that the minutes be posted the same as Executive minutes because it is a Commission.

Support to Communities of Faith Commission (SCOFC)

It was also suggested that one of the positions on the SCOFC be a secretary position like the PRC.

MOTION by Mardi Mumford/Cindy Desilets **2019-03-07-2**

Upon recommendations from the Interim Nominations Committee the Regional Council Executive approved the following changes to the Governance Document approved in principle December 19, 2018:

Section 3, Terms of Office under past chair change the election to the position for two years from one.

Now reads: Past Chair - at the May 2019 meeting, a member of the Transition Commission will be elected to the positions for two years.

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Section 5 Nominations Committee Membership change in number of members from total of 8 to a total of 6; change in designating Past Chair as member of nominations committee.

Section 5 now to reads:

Membership

The Nominations Committee will consist of six members:

- Two members of the Executive including the past chair, one of whom will chair the Nominations Committee;
- Four members of the United Church, within the bounds of the Regional Council, not serving on the Executive;

The members and Chair of the Nominations Committee will be elected by the Regional Council. Vacancies on the committee may be filled by the Executive until the next meeting of the Regional Council.

CARRIED

Executive then reviewed the Resource Teams section in the Governance Document, where the discussion centered around the accountability of Resource Teams and what the resource/admin support of staff would be expected.

It was noted that Resource Teams (RT), unlike Networks and Clusters, are operative parts of the governance structure. The following revisions were made to the Resource Team Section:

MOTION by Joy Bott/Cindy Desilets

2019-03-07-3

That the Regional Council Transition Executive combine the Mission Support Resource Team and the Grants and Funding Resource Team become one resource team responsible for all granting application recommendations to the Support to Communities of Faith Commission for decision.

CARRIED

MOTION by Kathie Smith/Helen Smith

2019-03-07-4

That the membership of the Canadian Shield Regional Council Resource Teams be 4-6 members for each team, one of whom will be the chair, but excluding the Finance Resource Team, which remains at 3 members.

CARRIED

It was agreed that Nominations would gather all expressions of interest related to a RT's area of ministry and that these would form the nucleus of a network related to a RT.

Property Resource Team

The Property RT is required to have consultation with the Support to Communities of Faith Commission around property issues and then make recommendations that would be put forth to the Executive. There needs to be further conversation and clarity around this particular RT.

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Finance Resource Team

A Finance Resource Team will need to be established with 3 members, that will construct the budget each year and then will give the budget presentation at the Regional Council Meeting. Janet MacDonald has been hired to bridge the gap until a Financial Resource Team is established.

NEXT PROPOSED MEETING DATES – LATE WINTER

- April Face-to-Face Timmins, April 2-3, 2019 (with Monday, April 1 and Thursday, April 4 as travel days)
- Future Adobe meetings TBD

CLOSING

Having completed the agenda for this meeting, Jim Jackson adjourned the meeting at 11:03 p.m.

Jim then offered a closing prayer.

2019 NOMINATIONS OVERVIEW

EXECUTIVE

Total # members to be 12

POSITION	2019 TERMS (yr)	
Chair	2	
Chair Elect	2	
Past Chair	1	Elected from Transition Commission
EM/Designate		
PRC Appointee		
SCoFC Appointee		
Members (6)	1,2,3	

NOMINATIONS

Total # members to be 6

POSITION	2019 TERMS (yr)
Executive mem (2)	3
Members (4)	3

PASTORAL RELATIONS COMMISSION

Total # of members to be 11

POSITION	2019 TERMS (yr)
Chair	3

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Secretary	3
Members (5)	3
Liaison Officers (4)	3

3 yr terms may be renewable once

SUPPORT to COMMUNITIES of FAITH COMMISSION Total # of members to be 11

POSITION	TERMS (yr)
Chair	3
Secretary	3
Members (9)	3

3 yr terms may be renewable once

RESOURCE TEAMS

Property Resource

- appointment of Task group at the time of need - gather expressions of interest; what might this look like?

Mission Support Resource Team

- appointment

POSITION	TERMS (yr)
Chair	3
Members (3-6)	3

Grants & Funding Resource Team

- appointment of 4 - 6 members

Finance Resource Team

- appointment of three members to support EM - expressions of interest

Living Into Right Relations Resource Team

- appointment of Chair and gather expressions of interest by RC members to the team

Affirming Ministry Resource Team

- appointment of Chair and 3 - 6 members - gather expressions of interest

Youth and Young Adult Ministry Resource Team

- gather expressions of interest by geographical area

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Canadian Shield Regional Council

APPENDIX B

AC Meeting Items from NC

1. Regional Council Meeting Schedule – pg 7 states meeting in 2019 and 2020 pg 7
 - How is this decided?
 - Do we want the Chair position to coincide with the RCM schedule?
2. Suggestions from NC for changes to membership on exec etc
 - Excel overview document
 - Confirm Past Chair term 1 or 2 years pg 9
 - NC – total members to be six; 2 from Exec – one the past Chair and either of whom will act as Chair
 - PRC – total members 11, include a secretary position
 - SCoFC- total members 11, include a secretary position
3. Questions raised from NC by Lillian
4. Go through each of the Resource Teams in governance document

TRANSITION EXECUTIVE

MINUTES of the Canadian Shield Regional Council Transition (CSRCT) Executive held on April 2-3, 2019 in Timmins, ON.

PRESENT: Jim Jackson (Chair), Joy Bott, Cindy Desilets, Sandra Jenkinson, Mardi Mumford, Barbara Nott, Eun-Joo Park, Janet Ross, Helen Smith, Rob Smith, Kathie Smith, Harry Stewart, Maxine McVey, Bella Barbeiro

STAFF: Peter Hartmans, Susan Whitehead

REGRETS: Janet Sigurdson, Joy Galloway

Tuesday, April 2, 2019

Chairperson, Jim Jackson, opened the meeting at 6:00 p.m.

Jim then honoured the land we gather on by saying these words:

“This land where we gather today has been a gathering place for First Nations people as they camped and travelled in this area for generations beyond our knowing. Before people arrived from across the seas, these groups 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 that traditional sojourners in this land. We give thanks for them and for this land 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. (Acknowledging the Land, 2016)

Jim then acknowledged our commitment to being a safe place for all people to gather and participate in our Region by saying these words:

“The United Church of Canada is committed to providing a safe environment for worship, work, and study in all pastoral charges, congregations, institutions, agencies, organizations, and other bodies that operate under its name. The United Church of Canada seeks to ensure that all staff, volunteers, and ministry personnel who work with vulnerable individuals in United Church settings share this commitment. This commitment will be demonstrated by staff, volunteers, and ministry personnel showing respect for personal boundaries, protecting others from harm and abuse, and enabling those in their care to learn and grow without fear of exploitation. As we work together to create this community of trust and safety, God’s vision of shalom sustains and guides us. We will experience the presence of the Spirit, nurturing and prodding us to be a people of compassion and grace.”

Peter Hartmans led us in an opening prayer.

Executive did a check-in around the table.

APPROVAL OF AGENDA

The agenda for the meeting was approved, by consensus, as circulated with these additions:

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- Including an omnibus motion re: the regional meeting;
- A motion around the LLWL online.

APPROVAL OF MINUTES

**MOTION by Joy Bott/Harry Stewart
2019-04-02-1**

That the Minutes of the Canadian Shield Regional Council Transition Executive held on February 6, 2019 E-Vote, February 27, 2019 E-Vote, and the March 7, 2019 Adobe Connect meeting, be approved as circulated.

CARRIED

Wednesday, April 3, 2019

CANADIAN SHIELD REGIONAL COUNCIL OMNIBUS MOTION, APRIL 3, 2019

Please see *Appendix A, B, and C* relating to this motion.

**MOTION by Kathie Smith/Barb Nott
2019-04-03-1**

That the Canadian Shield Regional Council Transition Executive take the following actions:

A: Approve the Logo and Logo description for the Canadian Shield Regional Council;

B: Approve the Canadian Shield Regional Council Lay Representative Job Description;

C: Appoint Mardi Mumford to coordinate communication for the Canadian Shield Regional Council Meeting, May 31-June 2, 2019, including an update for the Canadian Shield Regional Council, following the Regional Council meeting;

D: Appoint the Canadian Shield Regional Council Meeting planning committee to act as the Agenda and Business Committee for the Canadian Shield Regional Council meeting May 31-June 2, 2019;

E: That the laying on of hands policy for the Ordination service, June 2, 2019 include:

Ordinand selects three people:

- Chair of the Regional Council
- Executive Minister
- General Council Representative, Nora Sanders
- Office of Vocation Minister, Canadian Shield Regional Council

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Canadian Shield Regional Council

F: Endorse the Licensed Lay Leaders Online Program and contract, between the Canadian Shield Regional Council and the United Church of Canada General Council office, to be reviewed by the Canadian Shield Pastoral Relations Commission, by March 2020;

G: That the Canadian Shield Regional Council Transition Executive request that the Canadian Shield Regional Council planning team set aside a time of In Memoriam at our Regional Council meeting, May 31- June 2;

H: That the Canadian Shield Regional Council Transition Executive commission Mardi Mumford to create a cloth banner for the inaugural CSRC Meeting.

CARRIED

MOTION by Helen Smith/Maxine McVey

2019-04-03-2

G: That the Canadian Shield Regional Council Executive appoint the Canadian Shield Regional Council Meeting planning team, to create a stole for the Chair of the Canadian Shield Regional Chair, to be passed on by consecutive Chairs.

CARRIED

CORRESPONDENCE

- *Ruling re: Regional Council Membership (Appendix D)*
Executive received, for information, the ruling regarding Regional Council membership. The CSRC Transition Executive decided at the last meeting that in order to get a balance between lay and Ministry Personnel in our membership, we would invite non-voting corresponding members to attend the RC Meeting (i.e. UCW Reps, former Moderators, former Executive Chairs, etc.).
- *Archives Records Keeping Consultation (Appendix E)*
Executive received, for information, the letter from Debra Bowman, UCC Archives Consultation Facilitator for the Archives and Records Keeping Consultation event on June 16-18, 2019. Peter indicated that the CSRC needs to appoint someone from the region to attend this event. Jim stated that he had made discrete inquiries and did not find a candidate. After discussion, the CSRC Executive directed Peter to invite Dawn Monroe, former Manitou Conference Archivist, to attend the event to represent the CSRC. She affirmed that she would attend.

WEBSITE UPDATE AND COMMUNICATION UPDATE FOR REGION

New maps of the Region (*Appendix F and G*) created by EDGE were distributed. Peter and Susan gave an update on the website progress and showed the Shining Waters Regional Council website. The completion date is not finalized yet.

REGIONAL COUNCIL MEETING IN MAY/JUNE UPDATE

Barb shared an update the CSRC Meeting progress with Executive and shared a review of the agenda for the meeting (*Appendix H*) Barb was discussing table group facilitation at the

The United Church of Canada
Canadian Shield Regional Council

Regional Council meeting and Barb suggested that members of the Executive become facilitators (Appendix I).

As discussions with Executive continued, Helen Smith indicated that we need to be very careful about making assumptions from our own contexts. We are coming from 5 contexts into one and we may not think to ask certain questions.

Peter and Barb indicated that Bill Steadman accepted the position of Parliamentarian at the CSRC Meeting in May.

Executive decided to adopt the former North Bay Presbytery's "Holy Manners" for the CSRC Meeting (Appendix J). These will be on cards on all the tables at the meeting.

Lillian Roberts is the staff lead for the Pre-Event to the RC meeting. David Giuliano will be the guest speaker for the event on Thursday, May 30th, 2019 at Willowgrove UC. All MP will be staying overnight at the Quattro Hotel and Conference Centre.

AFFIRMING PROCESS: UPDATE

The CSRC will be conducting the short process to become an Affirming Regional Council, as the 5 former presbyteries were all Affirming. Will Kunder is the staff person involved in this process and will bring updates to the RC Meeting.

FINANCIAL UPDATE/FUNDS: REGIONAL MEETING

Peter indicated that the Region is almost complete in collecting fund from the former presbyteries and conferences and the Region is getting a good sense of how much money is available. Algoma Extension Council is winding up and will forward the last two payments in the coming months. Manitoba Northwestern Ontario Conference sent the CSRC approximately \$18,000. Cambrian is winding up the process of distribution.

THE CALLS TO THE CHURCH UPDATE (PHONE-IN FOR CHECK-IN)

No update at this time.

UPDATED MOTIONS: HARMONY UC, THUNDER BAY

Peter distributed the motion re: the amalgamation of Knox-Shuniah and Current River UCs.

MOTION by Joy Bott/Helen Smith

2019-04-03-3

That the CSRCT Commission rescind the motion from the January 24th, 2019 meeting of the CSRCT Executive as follows:

MOTION by Joy Bott/Helen Smith 2019-01-24-3

That the CSRC Executive approve the amalgamation of Knox Shuniah United Church and Current River United Church into a single pastoral charge known as Knox-Current River United Church (pro tem) worshipping in the existing Knox United Church building a 1 Shuniah Street, Thunder Bay, Ontario, and that the effective date of this amalgamation be April 1, 2019, and that the Knox-Current River United Church:

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- *Identify surplus property as soon as possible and discuss the disposition of the property in consultation with the Support to Communities of Faith Commission, and;*
- *Provide a new name as soon as possible.*

CARRIED

CARRIED

MOTION by Joy Bott/Helen Smith

2019-04-03-4

WHEREAS Knox Shuniah and Current River United Church have for years enjoyed successful, but separate lives as independent congregations of the United Church of Canada, each with its own traditions, achievements and practices;

AND WHEREAS the two congregations have shared ministry staff and enjoyed congregational sharing since early 2018;

AND WHEREAS the two congregations have passed separate motions at their respective congregational meetings, held October 21, 2018 approving moving forward with this amalgamation;

AND WHEREAS Cambrian Presbytery has taken no action pertaining to request;

AND WHEREAS a joint committee is presently discussing the benefits of a new and merged existence as a single, amalgamated congregation of the United Church of Canada on the north-side of Thunder Bay;

AND WHEREAS the two congregations are working to discern a shared vision, mission, and commitment to the church of Jesus Christ, and view the proposed amalgamation as the vehicle by which they can put into action a renewed ministry in the community in which they serve;

AND WHEREAS this amalgamation will mark the beginning of a new and invigorated congregation of the United Church of Canada in Thunder Bay;

THEREFORE be it resolved that Canadian Shield Regional Council Transition Executive approve the amalgamation of Knox Shuniah United Church and Current River United Church into a single Pastoral Charge to be known as "Harmony United" United Church, worshipping in the existing Knox United Church building at 1 Shuniah Street, Thunder Bay, Ontario, and that the effective date of this amalgamation be January 1, 2019, and That Harmony United Church:

- Identify surplus property as soon as possible and discuss the disposition of the property in consultation with CSRC EXEC;

CARRIED

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GOVERNANCE STRUCTURE:

Nominations Committee Update and Future Needs

The Chair of Nominations, Kathie Smith, gave an update to Executive regarding the nominations slate for the RC Meeting (*Appendix K and L*).

Review of Revised Governance Document and Regional Council Final Approval (Appendix M)
Executive reviewed the new changes to the Governance Document.

Peter noted that the CSRC Commission/Committee members must be members of the regional council but the Resource Team members do not.

MOTION by Joy Bott/Mardi Mumford **2019-04-02-5**

That the CSRCT Executive approve the April 3, 2019 version of the Governance Document.

CARRIED

Process for Volunteer Partnership and Support: Procedural Conversation

Executive had a conversation about best practices between staff and volunteer leadership.

Canadian Shield Regional Council Seed Grant for Youth and Young Adults Ministry

Peter distributed the CSRC Seed Grant for Youth and Young Adult Ministry form to Executive (*Appendix N*). In this grant, Communities of Faith are eligible for up to \$1,000.00 every two years.

MOTION by Maxine McVey/Harry Stewart **2019-04-02-6**

That the CSRCT Executive approve the Canadian Shield Seed Grant process for Youth and Young Adults form, as amended.

CARRIED

Property Distribution Policy: Task for the Next Executive?

It was decided to defer this to the next Executive meeting.

NEW BUSINESS

Bella has offered to do social media for the CSRC office. She will monitor and add items, as needed.

There was consensus that the new CSRC logo be added to the front cover of the Governance Document.

NEXT PROPOSED MEETING DATES – SPRING/SUMMER

- Future Adobe meetings TBD

CLOSING

Having completed the agenda for this meeting, Jim Jackson adjourned the meeting at 3:00 p.m.

Jim then offered a closing prayer.

CSRC Logo and Description



Moving Forward with the Spirit

The logo for the Regional Council meeting is a graphic reflection on our theme moving forward with the Spirit. The graphic is stylized with images that are fluid and moving. The cross though grounded on rock which captures the geography of the Canadian Shield depicts movement and fluidity. Unlike a traditional angular cross, this one illustrates that the cross is reaching its arms outward and upward across the landscape.

The white streams of water speak to the movement of creation in our waterways but also the movement of God's Spirit in life-giving and life-affirming gift of the water of life. As the sun rises, its rainbow light speaks of a world, a Church, a community of faithful who welcome the new day, the new light of new life, with inclusivity and appreciation for diversity.

As we move into the new day of the Church, we are indeed moving forward with the Spirit.

Lay Regional Council Representative

You have been called to the ministry of participating in the decision-making council in which your community of faith resides. As a representative elected by your community of faith to the Canadian Shield Regional Council you have been given a responsibility to consider and discern decisions about ministry, mission and priorities for service and stewardship. As conciliar church, we believe that the Spirit of God moves and is discerned within the community of believers called, gathered and committed to offer leadership to the wider church. You share in the responsibility for undertaking the work with which the Regional Council has been charged and in building relationship through access to information between your local community of faith and the Canadian Shield Regional Council.

What you bring to the Regional Council Table?

You bring your experience of the life and ministry of your local community of faith. You are the grassroot person who can share about what life is like in the local congregation. You know the challenges and joys of being the church.

You bring your commitment to share in the witness and ministry of the United Church. By accepting the role of lay representative to the Regional Council you have taken on the mantle of representing the work of the denomination to your local community of faith.

What are your responsibilities to your local community of faith?

Communication....

Communication....

And more communication!

You are the primary communication hub between the Regional Council and your community of faith.

1. Share emails you receive about the work of Regional Council widely in your congregation;
2. Share written reports about Regional Council work with the governing body of your community of faith on a regular basis, even if you are not a member of the governing body;
3. Write an annual report for the Annual Report of your community of faith;
4. Help people in your community of faith know who they should talk to in the regional council about their questions/concerns/need for information.

Opportunities for Service within the Regional Council

- Nominations for positions on Regional Council Executive, its commission, and resource teams
- Join a network or cluster that is engaged in something about which you are passionate

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Canadian Shield Regional Council

APPENDIX C

Canadian Shield Regional Council
319 McKenzie Avenue
North Bay, ON P1B 7E3

The United Church of Canada
General Council Office
3250 Moor Street W.
Toronto, ON M6X 2Y4

Re: Licensed Lay Worship Leader Online Program

This is to confirm that Canadian Shield Region contracts with The United Church of Canada General Council Office for services provided by Stephen Fetter and United-in-Learning to support its Online Licensed Lay Worship Leader program.

Stephen Fetter and the Communications Unit of the General Council Office will provide the following services:

- Design and publish registration and publicity materials through www.united-in-learning.com
- Collect tuition fees on behalf of the Program and remit them to Canadian Shield Region
- Provide use of the Adobe Connect account, and the telephone conference call system or Zoom account to the facilitators and participants of the program during scheduled meetings of the program.
- Provide Tech Support and training to facilitators and participants
- Lead the Orientation and if possible the Introductory webinars for each Unit of the program
- Support and maintain the United in Learning Forum site at www.united-in-learning.com

Canadian Shield Region will pay the following amounts to The United Church of Canada, upon receipt of invoice:

- Administrative costs for each Unit, (including publicity, registration, training, support): \$700
- Reimbursement for telephone costs: \$100 for each mentored group for each Unit
- Extraordinary costs at \$75 per hour



The United Church of Canada
General Council Office



James E. Jackson
Chair,
Canadian Shield Regional Council

The United Church of Canada
Canadian Shield Regional Council

APPENDIX D

March 1, 2019

VIA EMAIL to: PHartmans@united-church.ca

Rev. Peter Hartmans
Executive Minister
Shining Waters Regional Council
Canadian Shield Regional Council

Dear Peter:

Re: Authority of councils and officers of The United Church of Canada

You asked for my ruling on the issue of lay membership in the regional council and, specifically, the appointment of members-at-large.

Section C.1.2 of *The Manual* (2019) sets out the membership of the regional council. It provides that in addition to all ministry personnel, (which includes retired members of the order of ministry), regional council membership will also include lay persons who are members of the United Church and who are:

- a) elected by communities of faith on the following basis:
 - i) one representative from each community of faith with 100 or fewer members;
 - ii) two representatives from each community of faith with 101 to 200 members;
 - iii) three representatives from each community of faith with 201 to 300 members;
 - iv) four representatives from each community of faith with more than 300 resident members;

s. C.1.2 (b) further provides for the appointment of additional lay members where the regional council determines it is necessary to respect a balance of ministry personnel and lay members.

This is a change from membership in the former presbytery and Conference.

There is no ex officio representation from various groups within the regional council, nor is there automatic entitlement to membership for former lay Moderators, past Presidents or Leading Elders, or former designated lay ministers. The regional council may decide to include members-at-large under Section C.1.2

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Canadian Shield Regional Council

but only as necessary for the purposes of a balance in membership between ministry personnel and non-ministry personnel lay members. Lay members under section C.1.2 would have the right to vote and all other rights of membership in the regional council.

Other laypeople may participate in the regional council as corresponding members under section C.1.4:

The regional council may include corresponding members as determined by the regional council.

It is left to the discretion of the regional council to decide if, how many and who may serve as corresponding members. As corresponding members, they would have the right to attend regional council meetings, to speak at those meetings and to receive correspondence and other material from the regional council. They would not have the right to vote.

Other categories of lay membership in the regional council could be added in the future through the remit process but the current lay membership is as set out above.

Yours truly,



Nora Sanders

General Secretary, General Council

cc. Members of the Executive of the General
Council Jenny Stephens, Ministry and
Employment Unit

The United Church of Canada
Canadian Shield Regional Council

APPENDIX E

THE UNITED CHURCH OF CANADA

3250 Bloor St. West, Suite 200
Toronto, Ontario
M8X 2Y4 Canada



L'ÉGLISE UNIE DU CANADA

416-231-5931 1-800-268-3781
F: 416-231-3103
www.united-church.ca

February 26, 2019

Dear Regional Council Transitional Commission Chairs,

[The Archives are] '...the corporate memory of our life with God, in all its beauty and tragedy and wonder.' (Bob Stewart, past BC Conference Archivist)

I'm writing to request that your regional council name a person to attend an Archives and Records Keeping Consultation on June 16–18, 2019 in London, Ontario. Regional Council Executive Ministers, Archivists and representatives of the Indigenous church are also attending. All participant input will be important as we address pressing questions about archives and records keeping in a digital environment, questions that impact the whole of the United Church.

At this time, we need to refresh our understanding of the role of the Archives and plan for records keeping in a digital world. Archives offer insight into the development of our church's theology and polity, as well as key information regarding decisions with legal implications. There is a need to develop common national standards and practices for record keeping, and for the training and oversight of the staff that does this ministry. Ironically, as the number of congregations and ministry sites decline, the need for and the importance of the Archives and data management will grow. How we will maintain the stories and records of our church is a pressing concern, as we must ensure the protection of records that document our decisions and legal responsibilities, as well as maintain the ongoing faith narrative of our denomination.

We are seeking a wide range of qualities in the people you invite to attend. We need people who understand the theological and ecclesial importance of archives and record keeping, people who have an informed understanding of research practices, people who are familiar with records keeping, and people who are future-oriented and alert to the changing nature of church administration in a digital world.

Thank you for identifying a member of your regional council or commission to attend and be part of this work. We'd appreciate hearing from you by Wednesday, March 27 who will be coming so we can make appropriate travel arrangements and registration..

To RSVP, and for any questions, please contact David Allen, Remit Implementation Project Leader at the General Council office at dallen@united-church.ca.

With gratitude and many blessings,

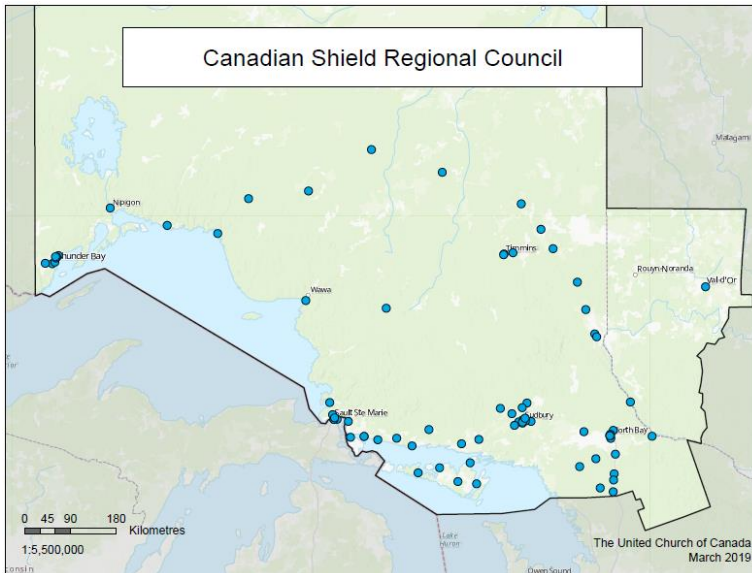
Debra Bowman
Consultation facilitator

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Canadian Shield Regional Council

APPENDIX F



APPENDIX G



The United Church of Canada
Canadian Shield Regional Council

APPENDIX H

Regional Meeting 2019 – Sault Ste. Marie – May 31st – June 2nd, 2019
“Moving Forward With the Spirit”

(Apr. 9, 2019)

Friday, May 31 st , 2019		Saturday, June 1 st , 2019		Sunday June 2 nd , 2019	
AM	Quattro Hotel and Conference Centre Sault Ste. Marie, ON	AM	8:45 – 9:00 9:00 – 9:20 9:20 – 10:30	AM	St. Andrew's United Church – Sault Ste. Marie
11:00	Registration	10:30 – 11:00 11:00 – 11:45 11:45	Music for Gathering Worship – CSRC Youth Vote on Governance Structure Nominations Slate – Kathie Budget and Funds Presentation - Janet MacDonald Other Reports, Questions Affirming Ministry Presentation – Will (10-15 mins) BREAK (CLOSE OF NOMINATIONS) Ordinand Presentation/Speech (5 mins) Session on Discipleship in Your Church (Barb and Melody) Announcements and Grace	8:45 – 9:00 9:00 – 10:30	Music for Gathering New Business Installation of New Executive and Chair Covenanting of Staff – Nora Covenanting of Churches - Will Courtesies - Barb Closing Motions – New Chair and Peter BREAK
		12:00 – 1:00	LUNCH BREAK		
PM	Sacred Fire Music for Gathering <i>Welcome and Constitution of the Court, Recognition of Traditional Territory, Safe Space (Jim)</i> Greetings from Mayor and Elders Introduction of Staff Opening Motions and Opening of Nominations (Introduction)	PM	12:50 – 1:00 1:00 – 2:00 2:00 – 3:00	11:00 – 12:30	Celebration of Ministry Service: ST. ANDREW'S UNITED CHURCH Service will include: • Communion • Ordination of Susan Peverley • Preacher: Executive Minister, Peter Hartmans Reception and Bagged Lunches and Goodbyes (Bagged lunches in separate room)
12:30 – 1:30 1:30	Opening Worship M & S and Stewardship Update - Melody BREAK AND CHECK-IN Maurice Switzer – Right Relations Presentation Bookroom, Staff Trivia Answers, Announcements, etc. and Grace ChurchHub One-on-One (Michigan Room)	3:00 – 3:30 3:30 – 4:15 4:30 – 5:15	Presentation of Nominees for Chair and Chair Elect Elections - Jim/Kathie (Staff – Scrutineers) Business of the Court (Proposals) Announce Ballot and Presentation of New Executive, Chair, Chair-Elect Vote on Budget BREAK Workshops (see attached) Workshops (see attached)	12:30	
2:00 – 2:45 2:45 – 3:15 3:15 – 4:00 4:00 – 5:00 5:00 – 5:15 5:15 – 5:50					
6:00 – 7:00	SUPPER BREAK				
EVE 7:00 – 8:30	<i>Getting to Know You Activity (Treasure Hunt)</i> 5 Become One Presentation (skit - Helen/Barb) Job Description of a Regional Representative (Kathie?) Overview of Transition - Nora Intro to Governance of Region – Panel - Lillian/Will/Jim/Mardi <i>Theological Reflection – Nora Sanders</i> Social and Hymns	EVE 6:30 8:30	Banquet • Honouring Retirees (speeches – beginning/middle/end of banquet) • Right Relations Art Presentation - Will In Memoriam of MP and Remembering Former Presbytery Lay Members and Regional Council Reps Evening Vespers		

Table Group Facilitators

Table groups provide a small group to discuss presentations, make inquiries, and ask each other questions for clarification around topics of discussion. Table Groups offer the opportunity to create a community and build trust. They can create a space where all are given voice.

It is the Table Group Facilitator's role to help create an environment within the table group, which supports each member of the group. A good table group facilitator pays attention to how people within his/her table group are working together. Table Group Facilitators pay careful attention. They listen deeply to each speaker with interest and focus. It is hurtful for someone to offer their voice to a group and sense that others are not listening or paying attention. The Table Group Facilitator should keep their heart, mind and physical attentiveness (e.g. body language and eye contact) on each presenter as they share with the table group.

A good facilitator:

- Challenges thinking
- Helps the group creates lists of important points.
- Summarizes the issues from time to time.
- Shares ideas when they can help the conversation progress.
- Provides handouts at the direction of the Business Committee.
- Raises questions to bring out different viewpoints.
- Guides discussion, but does not lead it.
- Restates ideas when the person presenting them is not clear.
- Provides constructive criticism when, for example, a person or people attempt to dominate the meeting or are not following covenants of the table group

There may be many different opinions at the table as participants hold different opinions on how to approach complex issues. On occasions, disagreements or even conflict may arise within the table group. It is therefore important to consider establishing a covenant for table group behaviour. The table facilitator's appreciation, respect and care for the feelings of the table group may elicit these same qualities from the members of the table group. On each table will be a laminated card with the "Holy Manners" covenant established by Presbytery and often used now by our Conference Executive.

When tension arises in a table group, remember that conflict offers the opportunity for all participants to be heard more deeply. In such times, Table Group Facilitators set the tone of respect and calm, and assist their table group in exploring these tensions in a spirit of curiosity and support rather than fear or anger.

When people are in conflict, the table group facilitator should try to stay connected with both or all parties, treating each of them with equal respect while maintaining ease and a sense of lightness. It may be helpful to encourage people to use questions of curiosity, which are aimed to assist the table group to truly understand each other's perspective, while not judging each other.

The United Church of Canada
Canadian Shield Regional Council

Table Group Facilitators will help to build good table community. In summary they will:

Table Group Facilitators

Introductions and Reconnections:

- ensure that good introductions are made at your table.
- make sure reconnections are made among those returning to the table
- and that new members are welcomed and introductions made.
- ensure each person is heard and has time to share who they are, where they come from and what they bring to the table.

Table Covenants:

- re-introduce the “Holy Manners” covenant regularly
- encourage your table group to add to this covenant any additional covenants specific to your table group

Discussion Facilitation:

- before each discussion, determine who will record the discussion and, if required, who will report back to the plenary
- ensure each person at the table is given the opportunity to speak to the issues being discussed in table groups

Holy Manners – From the former North Bay Presbytery



The United Church of Canada
Canadian Shield Regional Council

TRANSITION EXECUTIVE

May 1, 2019
CSRCT Executive Meeting
Adobe Connect Meeting

MOTION Mardi Mumford/Helen Smith **2019-05-01-1**
That the Minutes of the Canadian Shield Regional Council Transition Executive held on April 2-3, 2019 in Timmins, ON be approved as circulated, with corrections.
CARRIED

MOTION Sandra Jenkinson/Kathie Smith **2019-05-01-2**
That the CSRCT Executive approve the Pre-GC43 Commission Decisions as circulated.
CARRIED

MOTION Joy Galloway/Janet Ross **2019-05-01-3**
That the CSRCT Executive receive the Post-GC43 and the January 1, 2019 - Present Decisions, for information.
CARRIED

MOTION Kathie Smith/Sandra Jenkinson **2019-05-01-4**
That the CSRCT Executive receive, for information, the two Little Current proposals for the CSR C Meeting in May 2019 for inclusion into the CSRC Meeting Report Packet.
CARRIED

MOTION Mardi Mumford/Cindy Desilets **2019-05-01-5**
That the CSRCT Executive approve the Responsibilities of Ministry Personnel Members of the Regional Council as a reference in the Governance Document.
CARRIED

MOTION Kathie Smith/Helen Smith **2019-05-01-6**
That the CSRCT Executive approve the language change in the Governance Document as follows:
1. Re: the Pastoral Relations Commission (Membership section 6, Pg. 10); and
2. Re: the Support to Communities of Faith Commission (Membership section 7, Pg. 16);
Change to: "...11 people, the majority of whom are members of the Regional Council, to allow for..."
CARRIED

MOTION Barb Nott/Maxine McVey **2019-05-01-7**
That the CSRCT Executive approved the Process of Consent Motions for the CSRC Meeting, with the changes to be included in the 2019 CSRC Meeting Report Packet.
CARRIED

MOTION Helen Smith/Maxine McVey **2019-05-01-8**
That the CSRCT Executive approve the adding of an Indigenous corresponding member to the new Canadian Shield RC Executive and include it in the Executive Membership in the CSRC Governance Document.
CARRIED

TRANSITION EXECUTIVE

CSRCT Executive Meeting – May 14, 2019
Decisions

Motion by Cindy Desilets/Kathie Smith

2019-05-14-1

That the Canadian Shield Regional Council Transition Executive approve the list of decisions/minutes from the May 1, 2019 Adobe Connect meeting, as circulated.

CARRIED

Motion by Eun-Joo Park/Helen Smith

2019-05-14-2

That the CSRCT Executive refer the future Five Oaks decision to the 2019-2020 Executive.

CARRIED

Motion by Helen Smith/Barb Nott

2019-05-14-3

That the CSRCT Executive recommend this budget to the Canadian Shield Regional Council Meeting on May 31 - June 2, 2019, as presented.

CARRIED

Motion by Joy Bott/Cindy Desilets

2019-05-14-4

That the CSRCT Executive recommend that the next Regional Council Meeting be an electronic meeting.

CARRIED