

CANADIAN SHIELD REGIONAL COUNCIL

**MINUTES
OF THE INAUGURAL REGIONAL COUNCIL MEETING
May 31 – June 2, 2019**

The Inaugural meeting of Canadian Shield Regional Council took place on June 31 – June 2, 2019 at the Quattro Hotel and Conference Centre and St. Andrew's United Church, Sault Ste. Marie, ON. The theme was *Moving Forward with the Spirit*.

FRIDAY, May 31, 2019

AFTERNOON SESSION

Gathering music

The music team led the council in gathering music, including the theme song written for the meeting, *Moving with the Spirit*.

Welcome, honouring the land, and constituting the Council

Chair, Jim Jackson welcomed people to the inaugural meeting of Canadian Shield Regional Council, and included a Bible reading. The Chair constituted the meeting in the name of Jesus, the Christ, Sovereign Head of the Church, to conduct business properly brought before it. The Christ candle was lit; the council acknowledged that we are gathering on the traditional territories of Indigenous peoples, and the Chair recognized that this is a safe space.

Greetings were brought from the Mayor's representative, Donna Hilsinger, and Chief Sayers of the local Indigenous community.

Guests and staff were introduced and the Chair welcomed youth forum members.

The Moderator, Rt. Rev. Richard Bott brought greetings via video message.

Opening motions

MOTION by Barbara Nott/Mardi Mumford RC Mtg 2019-05-31-01
That the following enabling motions be adopted...

- a) **Roll of the Regional Council: that the roll of Roll of the Regional Council shall consist of:**
- **All ministry personnel within the geographic bounds served by the Canadian Shield Regional Council (Basis of Union 6.2.1);**
 - **Ministers of denominations within mutual recognition agreements while under appointment or call (Basis of Union 6.2.2);**
 - **lay members elected by the community of Faith, respecting the balance of lay and ministry personnel where possible (Basis of Union 6.2.3);**

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-additional lay members as determined by the regional council if necessary, to respect a balance of ministry personal and lay members who are not ministry personnel in the membership of the Regional Council (2019 Manual C.1.2.b)

- b) **Bounds of the Regional Council Meeting:** that the bounds of the Regional Council meeting for voting purposes shall be the numbered tables in the meeting space on the floor of the meeting of the Quattro Conference Centre, and, when in session. That the Canadian Shield Regional Council hold a Celebration of Ministry Service including ordination to the order of ministry of the United Church of Canada on June 2, 2019 at 11am at St. Andrew's United Church, 712 Wellington St. E. Sault Ste. Marie to fulfil its responsibility to ordain those whom the Office of Vocation has confirmed as having completed all the requirements for ordination and whom the Regional Council has confirmed have a covenantal relationship in place with a community of faith.
- c) **Agenda:** that the Agenda as printed and circulated be the order of business, subject to those changes that are recommended by the Agenda & Business Chairperson and approved by the Regional Council; or as recommended by the Regional Council itself.
- d) **Adjournment of Sessions:** that the Chair has the authority to recess the Regional Council when business, as ordered, is completed, until the next order of the day.
- e) **Corresponding Members:** that corresponding members shall be: official guests of the Regional Council. Their names shall be included in the Record of Proceedings. (2019 Manual C.1.4)
- f) **New Business & Nominations:** that any Nominations for the Regional Council and items of New Business shall be given to the Agenda & Business Committee by 11:00 am, Saturday June 1, 2019.
- g) **Naming of the Regional Council 6:** Following a process of Regional Council consultation and voting, that Regional Council 6 will be re-named: The Canadian Shield Regional Council.

CARRIED

Procedural Motions

MOTION by Barbara Nott/Mardi Mumford

RC Mtg 2019-05-31-02

1. The procedural and prayer microphone shall be microphone #1;
2. Any handouts must be authorized by the Agenda & Business Committee;
3. The Parliamentarian shall be Bill Steadman;
4. The Chair shall present a Proposal. The Chair will invite prayerful discernment and discussion on the wisdom of the Proposal. When the President discerns that the sense of the meeting is such that we are ready to hear a motion on the Proposal she/he will invite the presenter to put the motion. Once the motion has been moved and seconded, Rules of Debate and Order shall be followed;
5. At the discretion of the Chair, microphone time for each speaker will be limited to 1½ minutes per Proposal and 1½ minutes per motion with the exception of the mover (who may speak at the beginning and end of a motion).

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6. **Microphone time may be reduced at the discretion of the Agenda & Business Committee in 30 second increments when any item of business exceeds 20 minutes.**
7. **The normal voting procedure shall be a show of hands using ballot cards, except where a secret ballot is required (ballot sheets will be provided by the Agenda & Business Committee through the Conference Office).**
8. **In the case of limited time for business, items will be dealt with in the following order: Proposals to General Council, Proposals to Regional Council, Elections.**

CARRIED

Opening of Nominations

Kathie Smith, Chair of Nominations Committee, introduced the Committee members, introduced the report and explained the slate of officers, and opened nominations.

Announcements

Barbara Nott was called on for announcements and introduced the local arrangements team, and the music and worship teams.

Opening Worship

The Worship team led the meeting in an opening worship.

Stewardship Update

Melody Duncanson-Hales provided an update on Mission and Service and Stewardship.

The meeting took an all-purpose break.

Right Relations presentation

Maurice Switzer gave a presentation on our 'treaty responsibilities' and the work before our church as we respond to the Truth and Reconciliation Commission's Calls to Action.

Announcements and Grace

Barbara Nott gave announcements and Cindy Desilets led grace.

EVENING SESSION

The meeting took part in a getting-to-know-you activity, listened to a presentation titled, *Five Became One*, and Kathie Smith presented a job description of a Regional Representative.

Overview of Transition

Nora Sanders, General Secretary of The United Church of Canada, gave an overview of the transition to the new structure of the church.

Introduction to Governance of the Region

Barbara Nott moderated a panel discussion on the governance of the Canadian Shield Regional Council. The panel consisted of Jim Jackson, Mardi Mumford, Lillian Roberts and Will Kunder.

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Theological Reflection

Nora Sanders, General Secretary of The United Church of Canada gave theological reflections on the Canadian Shield Regional Council and the theme of this meeting.

The meeting was adjourned until 8:45 Saturday morning.

SATURDAY, JUNE 1, 2019

MORNING SESSION

Gathering music

The music team led the council in gathering music.

Announcements

Peter Hartmans gave some announcements.

Worship

The members of the Youth Forum led worship and followed with a report on the youth forum activities.

Governance Structure

MOTION by Barbara Nott/Cindy Desilets RC Mtg 2019-06-01-01
That the Canadian Shield Regional Council ratify the Canadian Shield
Regional Council governance structure.
CARRIED

Nominations

Kathie Smith gave an update on nominations and announced nominations are open until 11 a.m. today.

Budget

Janet MacDonald introduced the Financial Report and draft budget. She outlined the process for questions.

Proposals

Proposal #2019-02: Erin Todd introduced the proposal titled, *Practice Regarding Celebration of Ordination/Commissioning/ Recognition/Admission/Readmission.*

Section #3 – CSRC Proposal 2019-02 – Section #3:

3. How might the Regional Council respond to the issue?

The Canadian Shield Regional Council set as best practice for fulfilling its responsibility to conduct the services of ordination, commissioning, recognition, admission and readmission the following:

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- a. The Canadian Shield Regional Council uphold the value of holding liturgical celebrations of ordination/commissioning/recognition/admission in conjunction with the general meeting of the Regional Council, but that it also may provide in exceptional circumstances for such celebrations outside of the general meeting.
- b. All liturgical celebrations of the rite of admitting to persons to the Order of Ministry/ Designated Lay Ministry must be authorized by the Regional Council or by the Regional Council acting through the Pastoral Relations Commission by motion.

Motion: that the Canadian Shield Regional Council hold a “Celebration of Ministry Service” including the rites of (as applicable ordination, commissioning, recognition, admission, readmission) on *date* at *location* to receive into the order of ministry /designated lay ministry of the United Church of Canada the candidate(s) approved and accredited by the Office of Vocation and who have a covenantal relationship with a community of faith in place.

That the Regional Council has the lead responsibility in the planning and presiding of all services where candidates are ordained/commissioned/recognized/admitted/readmitted. And that the Regional Council or its Executive name its representative to participate in the laying on of hands.

- c. That requests by candidates who have been accredited (approved) by the Office of Vocation to hold liturgical celebrations of ordination/commissioning/ recognition/admission/readmission outside of the general meeting of the Regional Council be directed to the Pastoral Relations Commission of the Regional Council for consideration. The Pastoral Relations Commission will consider the request and any exceptional circumstances; coordinate requests from multiple candidates if received and inform the Regional Council Executive of its decision and request participation by the Regional Council Executive.
- d. Services of ordination/commissioning/recognition/admission/readmission when held apart from the Regional Council General meeting will be coordinated by the Pastoral Relations Commission which will determine the time and place, taking into consideration meaningful partnership with local communities of faith which have a connection to the candidate(s). The costs related to all services of ordinations/commissioning/recognizing/admitting/readmitting will be the responsibility of the Regional Council.
- e. The Regional Council will be represented in the laying on of hands by the Executive Minister and/or the chair of the Canadian Shield Regional Council or their appointee.

MOTION by Erin Todd/Ted Harrison **RC Mtg 2019-06-01-02**
That Canadian Shield Regional Council move Section #3 of proposal #2019-02, Practice Regarding Celebration of Ordination/ Commissioning/ Recognition/ Admission/Readmission.
CARRIED

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Proposal #2019-05: Will Kunder presented the proposal titled, *Interim Affirming Status*.

MOTION by Nancy Ferguson/Crystal Greig RC Mtg 2019-06-01-03
That as priorities are being established for the Regional Council, the Regional Council Executive, the Commissions and the Resource Teams, they include the language required for Affirming Ministries, “the inclusion of people of all sexual orientations and gender identities in the life and work of the Ministry” (required by Affirm United);
And that Canadian Shield Regional Council authorize the Affirming Ministry Resource Team to develop an Interim Action Plan for the first year of the Regional Council’s existence, June 2019-2020, detailing how the Regional Council will live out the above commitment in the region’s responsibilities and functions;
And that Canadian Shield Regional Council authorize the payment of the annual Affirm United/S’affirmer Ensemble of \$100 for 2019 and 2020.
CARRIED

There were two abstentions to the vote.

The meeting took an all-purpose break.

Reflections by Ordinand

Lillian Roberts introduced Ordinand, Susan Peverley and invited her to address the council.

Discipleship in Your Church

Melody Duncanson-Hales and Barbara Nott gave a presentation on discipleship of volunteering, speaking about generous, intentional choices with our time.

Announcements and Grace

Barbara Nott was invited to give announcements and Barbara led the council in a sung grace.

AFTERNOON SESSION

Clusters and Networks

Karen Hilfman Millson, Minister for Congregational Support and Clusters & Network Animation from Shining Waters Regional Council provided a session on clusters and networks.

Nominations for Chair and Chair-Elect

Cindy Desilets presented the nominees for the position of Chair of Canadian Shield Regional Council: Barbara Nott and Kathie Smith. Both were invited to address the council.

Ballots were distributed and elections held for the positions of Chair and Chair-Elect.

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Announcement of new Chair and Chair-Elect

The Chair announced that Kathie Smith was elected as the Chair of Canadian Shield Regional Council for the term of 2019-2020. Barbara Nott has agreed to have her name stand as Chair-Elect of Canadian Shield Regional Council.

Nominations

The Nominations Committee report was distributed and Kathie Smith spoke to it.

MOTION by Eun-Joo Park/Faye Moffatt RC Mtg 2019-06-01-04
That Canadian Shield Regional Council elect those listed in the Nominations Report from the Nominations Committee to serve on the Executive, Nominating Committee, Pastoral Relations Commission, Support to Communities of Faith Commission, Property Resource Team, Mission Support & Grants Resource Team, Living Into Right Relations Resource Team, Affirming Ministry Resource Team, Finance Resource Team, Youth and Young Adult Ministry Resource Team of Canadian Shield Regional Council for stated terms.
CARRIED

MOTION by Stuart Taggart/Mardi Mumford RC Mtg 2019-06-01-05
That the Canadian Shield Regional Council destroy the ballots from the election of Chair and Chair-Elect.
CARRIED

Proposals

Proposal #2019-01: Scott Mosher introduced the proposal titled, *Resolution, Little Current Pastoral Charge*

MOTION by Barbara Nott/Bill Jones RC Mtg 2019-06-01-06
That the Canadian Shield Regional Council forward proposal #2019-01, *Resolution, Little Current Pastoral Charge* to the General Council with concurrence.
CARRIED
There were abstentions to the vote.

Proposal #2019-03: Janie Clayton and Teresa Jones introduced the proposal titled, *Single-Use Plastic Water Bottles*.

MOTION by Janie Clayton/Teresa Jones RC Mtg 2019-06-01-07
That the Canadian Shield Regional Council endorse the no single-use plastic water bottle policy (proposal #2019-03) and that the Chair of the Regional Council write letters to all individual Communities of Faith within the region asking each to establish a policy stating that they choose not to use single-use plastic water bottles in their churches, and to incorporate into their rental policies, a request that others using their buildings abide by this same agreement.
CARRIED
There were two abstentions to the vote.

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Announcements

Lillian Roberts and Eun-Jo Park made announcements.

The meeting took an all-purpose break.

Workshops

The meeting participants were offered workshops on the following topics; Living Into Right Relations, Church Hub, Stewardship, Churches Without Paid Accountable Ministry, Mission as a Church, Your Living Faith Story, and Technology and Your Church.

Honouring Retirees

Ministry Personnel who are retiring were honoured and asked to speak at the banquet. Will Kunder gave a presentation on the Right Relations Artwork.

In Memoriam

Lillian Roberts led an in memoriam for Ministry Personnel, former Presbytery lay members and Regional Council representatives.

Worship

The Worship team led evening vespers and Nora Sanders offered theological reflections.

SUNDAY, JUNE 2, 2019

The meeting reconvened at St. Andrew's United Church, in Sault Ste. Marie with gathering music.

Announcements

Barbara Nott and Peter Hartmans gave announcements. Peter brought greetings from the Shining Waters Regional Council.

Motion to Reconsider - Governance Structure

**MOTION by Ted Harrison/Kathleen McCallum RC Mtg 2019-06-02-01
That Canadian Shield Regional Council reconsider the decision ratifying the
governance document.
CARRIED**

Proposals

Proposal #2019-04: George and Joy Bott introduced the proposal titled, *Using Technology as a Means for Gathering for Canadian Shield Regional Council.*

**MOTION by George Bott/Kathie Smith RC Mtg 2019-06-02-02
That the 2020 Canadian Shield Regional Council meeting be an electronic
meeting.
DEFEATED
MOTION by Ted Harrison/Diane Uurainen RC Mtg 2019-06-02-03**

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That the Canadian Shield Regional Council ratify the Canadian Shield Regional Council governance structure.
CARRIED

Budget

Janet MacDonald answered the written questions that had been submitted after the budget presentation.

MOTION by Helen Smith/Barbara Nott RC Mtg 2019-06-02-04
That the Canadian Shield Regional Council approve the budget as presented in the Canadian Shield Regional Council meeting workbook.
CARRIED

Dedication of stole

Peter Hartmans led a dedication of a new stole that was designed and commissioned by the Canadian Shield Regional Council Executive and made by the people of St. Andrew's United Church in Sault Ste. Marie.

Installation of New Executive and Chair

Kathie Smith was installed as the new Chair of the Canadian Shield Regional Council. The new Executive of Canadian Shield Regional Council was installed.

Dedication of communion set

The communion set received as a gift from London Conference was dedicated to the use of Canadian Shield Regional Council.

Covenanting with Staff

The Chair of Canadian Shield Regional Council led a covenanting with the Regional Council staff.

Appreciation

Guests and those who provided leadership during this Regional Council meeting were given thanks.

The members of the council were invited to pick up a stone to take to their Community of Faith as a sign that the process of entering into a covenant with the Regional Council has begun.

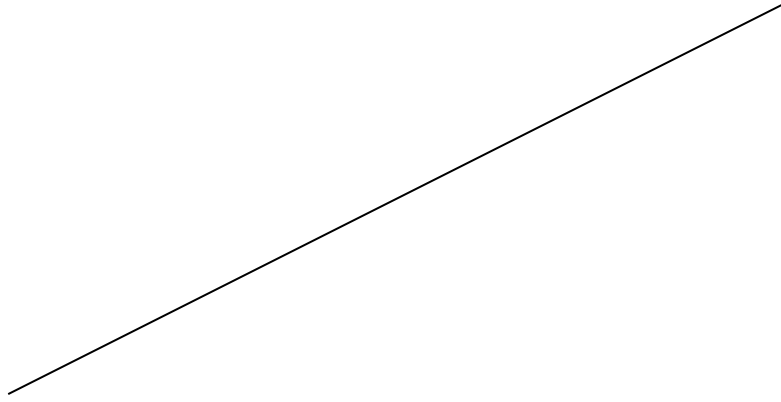
Celebration of Ministry Service

The inaugural meeting of Canadian Shield Regional Council concluded with a Celebration of Ministry service at St. Andrew's United Church, Sault Ste. Marie. Chair Kathie Smith and Eun-Joo Park presided assisted by Executive Minister Peter Hartmans. Executive Minister Peter Hartmans delivered the message. Susan Peverley was ordained to the order of ministry of The United Church of Canada and then presided for the Sacrament of Communion.

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James (Jim) E. Jackson, Chair

Peter Hartmans, Executive Minister



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APPENDIX A
Nominations Report 2019

CSR Nominating Report 2019 06 01					
Executive Members (Total of 12)					
Chair, Chair Elec, Past Chair, and 9 members including					
an appointee from each commission					
				Email	Term
Chair	Kathie Smith	L	Sturgeon Falls	kgssmith7@gmail.com	
Chair Elect	Barbara Nott	L	Sudbury	barbaranott@persona.ca	
Past Chair	Jim Jackson	L	Thunder Bay	jjmandpatare@shaw.ca	2021 06 01
PRC Rep	John Watson	L	Thunder Bay	jwatson@tbaytel.com	
SCFC Rep	tba from SCFC				
RCE Member	Helen Smith	DLM	SSM	smithhouse2@synmpatico.ca	2020 06 01
RCE Member	Joy Galloway	L	Timmins	galloway@fibreop.ca	2021 06 01
RCE Member	Maxine McVey	DM	Manitoulin	mcvey602@gmail.com	2022 06 01
RCE Member	Judith Visser	OM	New Liskeard	revvingalong@hotmail.com	2022 06 01
RCE Member	Stewart Walker	OM	Espanola	webminister@eastlink.ca	2022 06 01
RCE Member	Dave LeGrand	OM	Sudbury	dave@st-andrews.ca	2021 06 01
RCE Member	Cindy Desilets	OM	Timmins	cincorp@yahoo.com	2020 06 01
Indigenous Corresponding Member					
Nominating Committee (6)					
4 members of the United Church not serving on Executive and the Past Chair					
and 1 member of Executive, one of whom will chair					
Chair	Jim Jackson	L	Thunder Bay	jjmandpatare@shaw.ca	20210601
Exec Rep	tba from Executive				
1					
2					
3					
4					
Pastoral Relations Commission (Total of 11)					
Chair, Secretary and 6 -9 people which Includes four(4) Liaison Officers who are					
appointed by Commission					
Chair	John Watson	L	Thunder Bay	jwatson@tbaytel.net	2022 06 01
Secretary	Cory Vermeer-Cuthbert	OM	Elliot Lake	revcoryvc@gmail.com	2022 06 01
Liaison Officer	Fraser Williamson	OM	Port Loring	nnpnalmaguin@gmail.com	2022 06 01
Liaison Officer	Nancy Ferguson	OM	SSM	emmanuel.min@shaw.ca	2020 06 01
Liaison Officer	Joy Bott	L	Marathon	ajoybott@gmail.com	2020 06 01
Liaison Officer	Joy Galloway	L	Timmins	galloway@fibreop.ca	2020 06 01
Member	Erin Todd	OM	Sudbury	todd_erin@hotmail.com	2022 06 01
Member	Jane Graham	L	Blind River	giane7441@gmail.com	2020 06 01
Member	Ted Harrison	OM	North Bay	tedharrison@hotmail.com	2022 06 01
Member	Elaine Lush	OM	Englehart	elush1952@gmail.com	2022 06 01
Member	Erwin Thompson	DLM	Manitoulin	erwint@vianet.ca	2022 06 01

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Support To Communities of Faith (Total of 11)					
Chair, Secretary and 6-9 people					
Chair	Bill Steadman	OM	St. Joseph Island	westeadman03@gmail.com	2020 06 01
Secretary	Mardi Mumford	L	Lively	e.m.mumford@sympatico.ca	2022 06 01
Member	Peter Haddow	L	North Bay	peatmoss58@yahoo.ca	2020 06 01
Member	George Bott	L	Marathon	george.bott@gmail.com	2020 06 01
Member	Christina Stricker	L	Gorham	christina.stricker@gmail.com	2022 06 01
Member	Erasmus Madimbu	OM	Bruce Mines	emadimbu@yahoo.com	2022 06 01
Member	Ernie Epp	L	Thunder Bay	eepp@lakeheadu.ca	2022 06 01
Member	Crystal Greig	L	Chapleau	greig.ca@gmail.com	2021 06 01
Member	Brynn Carson	DLM	Porcupine	brynn.carson@ntl.sympatico.ca	2022 06 01
Member	Janice Brownlee	L	North Bay	hbrownlee@cogeco.ca	2020 06 01
Member	Bonnie Johnson	L	Goulais River	bonniesmithjohnson@gmail.com	2020 06 01
Member	Marilyn Schatzler	L	SSM	marilynschatzler@gmail.com	2020 06 01
Property Resource Team					
Team Lead and 8-10 members					
Lead				Email	
Member	Jack Page	L	North Bay	jpage@efni.com	
Member	Gordon Roberts	OM	North Bay	gmb014@gmail.com	
Secretary	Janet Ross	L	North Bay	janetr@nipissingu.ca	
Member	Stuart Taggart	L	Trout Creek	stuart.taggart@sympatico.ca	
Member	Dale Young	OM	Timmins	northerndaisy942.dy@gmail.com	
Member	Jim Jackson	L	Thunder Bay	jimandpatare@shaw.ca	
Member	Paul McAllister	L	Thunder Bay	paulnjan@shaw.ca	
Member					
Member					
Member					
Mission Support & Grants Resource Team					
Team Lead and 3 - 5 members					
Lead				Email	
Member	Diane Trollope	OM	Sudbury	sketchingalong4@gmail.com	
Member	Bea Webb	L	Porcupine	rbw@ntl.sympatico.ca	
Member	Nancy Rouble	L	SSM	rouble.family@sympatico.ca	
Member	Stuart Taggart	L	Trout Creek	stuart.taggart@sympatico.ca	
Member	Susan Siczkar	L	Thunder Bay	ssiczkar@tbaytel.net	
Member	Gary Fischer	L	Sundridge	garyf@walkerhouse.ca	
Living Into Right Relations Resource Team					
Team Lead and 8-10 members					
Lead				Email	
Member	Maxine McVey	DM	Manitoulin	mcvey602@gmail.com	
Member	Carol Germa	L	Sudbury	cgerma@sympatico.ca	
Member	Janie Clayton	L	North Bay	merlinandianieclayton@gmail.com	
Member	Susan Lindquist	L	Chapleau	susanlindquist52@gmail.com	
Member	Lisa Blais	DLM	North Bay	blais.trinity@gmail.com	
Member	Isabella Barberio	L	Chapleau	isabellabarberio@hotmail.com	
Member	Paul Allard	DLM	Little Current	dmlc@bellnet.com	
Member	Brian Mundell	L	Thessalon	bn.mundell@gmail.com	
Member	Nancy Mundell	L	Thessalon	bn.mundell@gmail.com	
Member	Barb Cundari	L	SSM	barbcundari@gmail.com	
Member	Bob Lailey	L	SSM	rlailey@shaw.ca	
Member	Sylvia Carscadden	L	Sudbury	sylvia.carscadden@gmail.com	
Member	Tom Fisher	L	New Liskeard	6475863@gmail.com	

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Affirming Ministry Resource Team				
A Team Lead and 8-10 Members with recruitment from LGBTQ2S+ Com				Email
Lead				
Member	Peter Haddow	L	North Bay	peatmoss58@yahoo.ca
Member	Dawn Vaneyk	OM	Sudbury	rev.dawn@bell.net
Member	Gailand MacQueen	OM	North Bay	wmacqueen@cogeco.ca
Member	Nancy Ferguson	OM	SSM	emmanuel.min@shaw.ca
Member	Stephen Bell	L	SSM	steve.taco.bell@shaw.ca
Member	Marilyn Schatzler	L	SSM	marilynschatzler@gmail.com
Member	Marlice MacLeod	L	Timmins	marlice.macleod@yahoo.ca
Member				
Member				

Finance Resource Team				
Team would be up to 4 members				Email
Member	Dave Clarke	L	Sudbury	aus.dave@hotmail.com
Member	Robert Lailey	L	SSM	rlailey@shaw.ca
Member	Bill Jones	OM	Porcupine	the_rev45@hotmail.com
Member	Janet Ross	L	North Bay	janetr@nipissingu.ca

Youth and Young Adult Ministry Resource Team				
Team Lead and 8-10 members				Email
Lead				
Member	Cindy Brownlee	L	North Bay	cindyb@nipissingu.ca
Member	Lisa Blais	DLM	North Bay	blais.trinity@gmail.com
Member	Gillian McIntyre	L	Sudbury	gillibean44@gmail.com
Member	Isabella Barbiero	L	Chapleau	isabellabarbeiro@hotmail.com
Member	Carol Watson	L	Thunder Bay	cwatson@tbaytel.net
Member	Kathy Dahmer	OM	Lively	kathy.dahmer@eastlink.ca
Member	Kim Jefferies	L	SSM	kimajefferies@gmail.com
Member				
Member				
Member				

APPENDIX B

Proposal: Resolution - Little Current Pastoral Charge

CSRC Proposal – 2019 - 01

RESOLUTION

Presented at February 24, 2019 Little Current Annual General Meeting

Approved at March 20, 2019 Little Current Pastoral Charge Council Meeting

WHEREAS one former Conference of the United Church of Canada has recently established that one particular ordained Minister may continue in her pastoral role in one particular charge of the United Church, notwithstanding the fact that this clergy person has renounced the vows taken at the time of her ordination and commissioning and has been public on her change in faith; and that,

WHEREAS members of the Little Current United Church Pastoral Charge are expressing concern that such an “exemption of faith” has been formalized in favour of a particular clergyperson who is allowed to continue her pastoral role in a United Church Pastoral charge and remains eligible for all of the perquisites available to an ordained Minister or designated lay minister in the United Church of Canada; and that,

WHEREAS members and adherents of the United Church of Canada, led in their faith lives by ordained ministers and other worship leaders, regularly profess their faith at worship service, at times of the sacraments, at special holy times of the Church year and also as they go about their lives in the secular world; and that,

WHEREAS it is the expectation of members and adherents of the United Church of Canada that while we are “pilgrims each with our own cultural values, assumptions and world views...”, that nationwide there will be, in general terms, a consistency of worship and core beliefs as overseen by the Regional Councils for Communities of Faith and the Office of Vocations for Ministry Personnel; and that,

WHEREAS any person wishing to pursue a Candidacy for Ministry must follow a detailed pathway of study and assessment prior to being ordained and commissioned; and that,

WHEREAS any changes in the policies and governance of the United Church are subject to a detailed, contemplative scrutiny and remits submitted to TWO General Councils prior to their adoption; so,

THEREFORE, the following resolution is proposed to the United Church of Canada for consideration and debate at General Council in order to clarify governance proceedings for the United Church of Canada and in the interest of the national Church having a clear and consistent approach and policy in order to deal with any future comparable situations.

BE IT RESOLVED that the United Church of Canada undertake steps to identify, investigate and implement measures to strengthen procedures listed in the United Church Manual (2019) including but not necessarily limited to:

- J.1: Regional Council Oversight of Communities of Faith
- J.2: Office of Vocation Oversight of Ministry Personnel
- J.4: Accountability
- J.6: Office of Vocation Action – Ministry Personnel

So that the appropriate action is taken when Ministry personnel renounce their vows. Such a review will strive to ensure a nationwide consistency of approach to Ministry personnel matters so that a single Community of Faith or a Regional Council cannot deviate from established norms in its adjudication of spiritual and temporal matters in a potentially precedent setting manner.

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There is recognition by members of our church family, nationally, of the importance of following the due processes of the United Church of Canada as stated in The Manual and the other documents that give our church its form and governance. There is also recognition that members and adherents expect to be led in worship by persons of faith. In the event that this faith falters and should a worship leader be excused from pastoral leadership; it is equally important that there is a formal way back for them to the pulpit as they regain their faith.

APPENDIX C

Proposal: Single-Use Plastic Water Bottles

CSRC Proposal 2019 -03

Single-use plastic water bottles

Origin: North Bay and area Mission Cluster

We believe God is calling the Canadian Shield Region communities of faith to each establish a policy stating that they choose NOT to use single-use plastic water bottles in their churches, and to incorporate this into their rental policies, a request asking others using their buildings to abide by this same agreement.

The Creation is a gift from God which is entrusted to our care. “To have dominion,” (Gen 1:28) is to be called into partnership with God, receiving the duty and the privilege to foster the well-being of the whole Earth community. As covenant partners, we are to care for the Earth with the same love with which God cares for all of life.

Care of the earth is multi-faceted and inter-connected. Water is a fundamental element of Creation and a prerequisite for life. This singular element of life has become entwined with the production of plastic and the fossil fuel industry which is directly linked to personal health and well-being, environmental degradation and climate change.

At its 39th General Council (2006), our Church responded affirmatively to a policy document entitled, “Water: Life before Profit,” in which it states, “... Water is a sacred gift that connects all of life. ... Its value to the common good must take priority over commercial interests. Privatization turns a common good into a commodity, depriving those who cannot pay and further threatening local ecosystems.”

Key aspects of concern related to single-use plastic water bottles include:

1. Bottled water leads to climate change.

The bottled water industry requires massive amounts of fossil fuels to manufacture, refrigerate and transport their products. For example, according to the *Bow River Keeper*, a citizen’s group that protects Alberta’s Bow River watershed, in order to produce 1 kg of FIJI brand water, it takes 26.88 kgs of water, 0.849 kgs of fossil fuel and there is a production of 562 gms of greenhouse gases. According to the U.S. Environmental Protection Agency, the production of plastic products account for an estimated 8% of global oil production. They also estimate that 5oz of carbon dioxide are emitted for every ounce of Polyethylene Terephthalate produced (also known as PET) that is the plastic most commonly used to make water bottles.

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2. Bottled water is not safer than tap water.

In order to persuade people to spend 200 – 3,000 times what they spend on tap water, bottled water companies advertise their products as a “safer and healthier alternative.” Water bottling plants are inspected on average once every three years, according to the Polaris Institute, an Ottawa-based research organization. Tap water regulation, on the other hand, is far more stringent. Municipal tap water is tested continuously—both during and after treatment.

3. Our landfills cannot support bottled water.

Our landfills cannot handle the volume of garbage that is created by empty water bottles. Canadian municipalities are dealing with a waste management crisis. In some large urban centres as few as 50% of water bottles are being recycled. In some communities the volume of water bottles ending up in landfills can be as high as 80%.

4. Bottled water leads to water shortages.

Withdrawing water from underground aquifers and springs, drains natural water reserves, placing whole watersheds under threat. Furthermore, manufacturing water bottles also requires huge amounts of water. It takes three to five litres of water to produce every one-litre plastic bottle.

5. Plastic pollution is a hazard to public health and the human body.

Chemicals such as phthalates (DEHP) and Bisphenol-A (BPA)--an estrogen-imitating chemical used to produce reusable plastic, leach from some plastics containing water are harmful to human health. Especially when the contents within the plastic bottle are there for a long period of time, or are heated even by sunlight, there is a greater chance of chemical contamination.

6. Water is a human right.

Water should be guaranteed for all people regardless of their ability to pay and no matter where they live in the world. No individual, group or company should be able to control it or expropriate it for profit. The bottled water industry has worked hard to undermine our faith in public water. Canada has one of the best public drinking systems in the world. Instead of high-priced bottled water, we need a National Water Policy that would further improve the public water system, enshrine the human right to water in legislation, and ensure clean drinking water standards for all communities across the country with the first priority being reserve communities who have been chronically under-served.

Therefore, it is proposed that the Canadian Shield Regional Council endorse this no single- use water bottle policy and that the Chair of the Council write letters to all individual communities of faith within the Region asking each to establish their own policy stating that they choose NOT to use single-use plastic water bottles in their churches, and to incorporate into their rental policies, a request that others using their buildings abide by this same agreement.

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Source acknowledgements:

1. Council of Canadians. "Unbottle it," A guide on how to obtain a bottled water ban in your community, undated.
2. Earthday Network. "Plastic Pollution Primer and ActionToolkit," 2018 at www.earthday.org
3. UCC. "WATER: Life Before Profit," Policy decisions from the 39th General Council, August 2006.
4. UCC. "Bottled Water: Think Before You Drink," in MANDATE, February 2007, p3-5.

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APPENDIX D
CSRC Governance Document

Canadian Shield Regional Council

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



Governance Structure

Last Updated: May 1, 2019

Governance and Mission

FRAMING GOVERNANCE AS A TOOL FOR THE CHURCH TO BE ABOUT GOD'S MISSION

As we move into new governance structures of the denomination, it is important to remember and frame our conversations about organization decisions, mindful of the deeper questions of mission and purpose. As the United Church moved through the discussions about Remit 1 on the structures of the Church, the underlying focus was the empowerment of local communities of faith to be vibrant, strong, and healthy as they lived God's mission in their context and in the world.

Governance is understood as a tool through which the organizational (institutional) Church empowers mission. The structures of the Church should not exist for their own sake, but rather, to support and inspire the mission of local communities of faith. As we set in place the governance for the new Canadian Shield Regional Council, we are conscious of the principles related to our new denominational model:

1. Governance should enable and empower the mission of local communities of faith;
2. Governance should not compete for precious volunteer engagement by lay or ministry personnel leaders. The work of the church is not primarily to sustain its own systems but to equip leadership for doing mission;
3. Governance needs to be nimble and flexible in order to respond to specific contexts and to adjust to ongoing change in resources and priorities;
4. Governance should energize leadership for mission by providing opportunities for growing in leadership skills and an understanding of the call to be Christ's Church in changing times and context.

The governance model being offered strives to minimize layered decision making, giving authority through the use of Commissions, to attend to operational decisions and thereby freeing the Executive to attend to the conversations and work (ministry) of visioning and planning for faithful and effective resource allocation to the mission needs of our context. Resource Teams provide a place for persons with particular passions for areas of the Church's mission to shape and implement programming that gives life to those areas of ministry.

In the new governance there are fewer requirements for volunteers to "staff" the needs of the structure. This is not intended or constructed in order to limit the number of people participating but rather to invite more of us to connect with the places where the Church is living its calling and to give our time, energy and passion to being disciples rather than curators of the institution. It does represent a "shift" in how many of us have thought about our volunteer time to the church. Many of us have responded to the need of the church to have the "work of the church", (meaning administrative work of the church) attended to by those willing and able to devote time, leadership, skills, and experience. While there will always be the "work of the church" and the need for volunteers called to that ministry activity, our new structures and the governance requirement for them are endeavouring to make space for us to think about "discipleship" rather than "churchmanship" [sic].

The encouragement of cluster and networks is not intended as an 'add-on' to the governance model, but rather, as a call to dedicated church people to re-think the power of collegial, supportive relationships that nurture creative approaches to living the Gospel as a faithful witness of discipleship. The hope is that as we live into being a Regional Council community, where there will be desire, energy, and commitment to journeying together through building connections built on common areas

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of interest, outreach, longing for learning, justice seeking, and shared experience and challenges.

As we contemplate the best model of governance for our Regional Council, a balance has been sought between attending to duty of care, decision making, and resource allocation and support and resourcing the priority of mission by the local community of faith.

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CANADIAN SHIELD REGIONAL COUNCIL GOVERNANCE STRUCTURE

This policy and practice document have been prepared by the Canadian Shield Regional Council Transition Commission/ Transition Executive for adoption by the Canadian Shield Regional Council.

The responsibilities of the Regional Council will be carried out on an ongoing basis by the Regional Council Executive, Commissions, Committees, and Resource Teams as set forth in this Governance document. In addition, networks and clusters will emerge that will bring people together to foster the joining of collective hearts, voices, and resources to witness to the gospel. Each Regional Council is responsible for structuring a governance model that will best meet the needs of its context, so long as it includes the areas named in Section C of the new draft 2019 Manual which outlines a number of responsibilities for all Regions across the denomination. It is an evolving document and is in a process of ongoing review by the Regional Council and its Executive, as the Canadian Shield Regional Council establishes its ministry, mission and organizational structures.

Governance needs to respond to the needs and priorities of the Regional Council. In this time of evolution and transition, the governance document is to be understood as a “work in process”. The vision of the Canadian Shield Regional Council “engaging with the Spirit to inspire, connect and empower communities of faith” is the guiding principle of policy and structure within the framework of The Manual 2019.

In all areas of governance there will be attention to diversity of representation regarding geography, ministry personnel/lay balance, gender, ethnicity, race, the Indigenous Church, age. The role of the Executive is to create and monitor policies for the Regional Council that focus on its ministry and mission.

The role of the Commissions of the Regional Council is to attend to the operational routine decisions in the areas for which they are designated responsibility and authority by this document.

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1. REGIONAL COUNCIL

Vision Statement:

The Transition Commission at its October 30, 2018 meeting approved the following Vision Statement: "Engaging with the Spirit to Inspire, Connect and Empower Communities of Faith."

Purpose, Authority / Compliance:

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

The Manual C.2.14 Limitations

All responsibilities of the Regional Council are subject to:

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

Membership:

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

Responsibilities:

The Manual outlines the responsibilities of the Regional Council (*The Manual C.2.1. to C.2.14*). *see Appendix A for "Lay Regional Council Representative Responsibilities"

Regional Council Meeting:

The Regional Council will meet in person for the first two years (2019 and 2020). In early 2020, the Executive will make a recommendation to the Regional Council regarding future annual meetings (*The Manual C.4.1*).

Corresponding Members:

The Regional Council names as corresponding members:

All candidates for ministry whose home congregations are within the Regional Council;

2 representatives named by the UCW Network within the Regional Council;

Past lay presidents of Manitou, London, Manitoba and Northwestern Ontario Conference who live within the bounds of the Regional Council;

Former lay moderators who live within the bounds of the Regional Council;

Chairs of Regional Council Resource Teams who are not members of the Regional Council.

Former past lay chairs of the Regional Council residing within the bounds of the Regional Council.

Quorum:

The Manual Section C.4.3 b and c.

The regional council may meet only if a minimum number of members is present.

For meetings of either the regional council or its executive,

b) if there are 60 or more members, at least 20 members must be present; and

c) there must be at least one ministry personnel and one lay member who is not ministry personnel present.

Corresponding members are not counted for this purpose.

2. RELATIONSHIP WITH SHINING WATERS REGIONAL COUNCIL

Purpose of the Policy:

This policy includes the covenant between Canadian Shield (Region 6) and Shining Waters (Region 10)

Memorandum of Understanding:

The Memorandum of Understanding

**see Appendix B for "Memorandum of Understanding"*

Meeting with the Executive of Shining Waters Regional Council (Region 10):

The Executive will meet at least annually with the Executive of Shining Waters Regional Council by video conference call.

3. REGIONAL COUNCIL EXECUTIVE

Purpose of the Policy:

This policy provides direction to the Executive which continues the work of the Regional Council when the council is not meeting and has all of the responsibilities of the regional council, unless the regional council has decided otherwise.

Mandate / Authority:

The Regional Council Executive will do the continuing work of the Regional Council when the Regional Council is not meeting and provide visioning and policy development (*The Manual Section C.3*).

The primary role of the Executive is to develop and monitor policies which enable the Regional Council to live out its mission.

Membership:

The Executive will be by the Regional Council and will consist of:

A total membership to a normal maximum of 12, who are members of the Regional Council, included in that membership will be;

- A Chair;

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- Chair Elect;
- Past Chair;
- Executive Minister;
- An Appointee from the Pastoral Relations Commission;
- An Appointee from the Support to Communities of Faith Commission;
- An Indigenous Corresponding member;
- Elected Members who are members of the Regional Council to complete the normal complement of 12 members.

The Executive will be supported by the Executive Minister's Administrative Assistant.

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

Terms of office:

Chair

Chair Elect

Past Chair

Chair - beginning in May, 2019, the Chair will be elected at the May 2019 annual meeting for a two-year term followed by two years as Past Chair.

Past Chair - at the May 2019 annual meeting, a member of the Transition Commission will be elected to the position for two years.

Chair Elect - at the May 2019 annual meeting, the Chair Elect will be elected to serve for two years as Chair Elect, followed by two years as Chair and a two years as Past Chair.

Members - the term will be three-year terms, renewable once.

Appointee of the Pastoral Relations Commission

Appointee of the Support to Communities of Faith Commission

Up to an additional 6 members to be elected at the May/June 2019 annual meeting. The Nominating Committee will recommend members to appointed for one, two- or three-year terms, in 2019 to allow for staggered terms

The Executive must consist, to the extent possible, of a balance of ministry personnel and lay members who are not ministry personnel (*The Manual C.3.1.2. - see also nominations*).

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

Meetings:

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

Quorum:

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

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Responsibilities:

The Executive has all of the responsibilities of the Regional Council between meetings of the Regional Council (*The Manual C.3.1.3.*).

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

Posting of minutes in accordance with The Manual 2019 A.6

The Executive has responsibility for appointing an Agenda and Business Committee.

Membership will include Chair of the Regional Council (total of 7). The Chair may designate their representative.

The committee may appoint a sub-committee for local arrangements, worship planning and proposals. The Committee will establish the theme of the Conference

Duties of the Agenda and Business committee:

- Plan the agenda for the Regional meeting in partnership with the Regional Executive
- To arrange the location of the meeting, in consultation with the Executive or coordinate a Video Conference meeting, considering various satellite locations.
- To deal with matters coming to the floor of the Regional meeting or referred to the committee, such as announcements, motions, proposals and presentations
- To be responsible for the courtesies at the end of the meeting
- To be responsible for registration and publicity

Staff will provide support to the Agenda and Business Committee as needed, in partnership with the Executive Minister.

The committee will meet primarily by Video Conference call, with a minimum of one site visit.

3.1 Executive and Policy related to Property and distribution of Property Proceeds

Purpose of the Policy:

This policy outlines the Executive role in property matters.

Authority:

The Executive has authority for all policies related to property. Operationally, in general the Property Resource Team will consider and develop application of the property policy, make recommendations to the Support to the Communities of Faith Commission for decision.

Executive Property Policy Responsibilities:

To create a policy regarding the meaning of the terms “other major assets” and “major renovations” for the Regional Council; The terms “other major assets” and “major renovations” are explained in The Manual G.2.1.2 and G.2.1.3. ; Canadian Shield Policy as approved by the Transitional Commission (December 19, 2018 Meeting)

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A congregation may proceed with renovations limited to \$75,000 per project, all inclusive, with the approval of the Minister for Congregational Support.

Any projects over \$75,000 require approval from the Regional Executive or its designate.

To create a policy regarding distribution of funds when property is sold by communities of faith that supports the mission of the congregation or the wider church;

To create a policy setting forth the practice of dealing with property of communities of faith that cease to exist;

To create policy setting forth in what circumstance the Regional Council itself might hold or dispose of property.

4. EXECUTIVE MINISTER

Purpose of the Policy:

This policy outlines the responsibilities and accountability of the Executive Minister.

Responsibilities:

The Executive Minister shall use his/her gifts and talents in support of the Region's vision / mission.

The Executive Minister will provide supervision and support for all staff. This may be delegated.

The Executive Minister will have signing authority as designated by the Executive and reviewed from time to time.

The Executive Minister, in consultation with the Regional Council Executive, is responsible for policy and finance (*The Manual C.2.5.*).

This includes:

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

The Executive Minister will be responsible for Incorporated Ministries (*The Manual C.2.13.*), and the Licence to Administer the Sacraments (*The Manual C.2.9.*). These may be delegated.

Accountability of the Executive Minister:

The Executive Minister is accountable to the Regional Council Executive, and to the General Council through the supervisor appointed by the General Council.

The Executive Minister is the sole official connection to the operational organization, its staff and work for members of the Regional Council Executive.

The Executive will monitor the Executive Minister's performance. The Executive Minister will provide regular reports to the Executive and to the Regional Council.

No policy decisions shall be taken by the Executive Minister which properly belong to the Regional Council or the Regional Council Executive as outlined in The

Manual and other policies of The United Church of Canada.

5. NOMINATIONS COMMITTEE

Purpose of the Policy:

This policy outlines the mandate and responsibilities of the Nominations Committee.

Mandate:

The Nominations Committee recommends appointments for the Regional Council Executive, and other committees, boards, task groups, or United Church representatives, as requested by the Regional Council, its Executive, or the Executive Minister.

Membership:

The Nominations Committee will consist of eight members:

Two members of the Executive. The Chair Elect or the Past Chair will chair the 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/appointed by the Regional Council. Vacancies on the committee may be filled by the Executive until the next meeting of the Regional Council.

Quorum:

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

Staff Support:

Pastoral Relations Minister

6. PASTORAL RELATIONS COMMISSION

Purpose of the Policy:

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

Authority:

The Pastoral Relations Commission is established in accordance with the direction provided in November 18-20, 2017 General Council Executive New Covenant Policy.

The Pastoral Relations Commission will be elected by the Regional Council or the Executive to make decisions on behalf of the Regional Council or its Executive

(The Manual C.3.3.1.).

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

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

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

Membership:

A Chair, a secretary and 11 people (the majority of whom are members of the Regional Council) to allow for some geographical area representation with a balance of Ministry Personnel and laity. Included in the members of the Pastoral Relations Commission will be four of the Liaison Officers serving the Regional Council.

Staff Support:

The Pastoral Relations Minister will provide support to the Commission.

Terms of Office:

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

Meetings:

The Commission will normally meet by technology at least monthly and perhaps once or twice face-to-face annually.

Quorum:

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

Responsibilities:

As delegated by the Regional Council and the Executive to the Pastoral Relations Commission including:

I Covenancing (The Manual 2019 C.2.1)

Living in a covenantal relationship with Ministry Personnel.

The Pastoral Relations Commission delegates to the Liaison Officers; it appoints the responsibility to ensure that there is a celebration of every pastoral relations' covenant between ministry personnel, a Community of Faith or other ministry, and the wider church and that the Regional Council is represented.

II Preparation for Ministry (The Manual 2019 C.2.7)

The Regional Council is responsible for:

- a) Celebrating the approval of applicants for candidacy;
- b) Ordaining and commissioning members of the Order of Ministry;
- c) Recognizing Designated Lay Ministers;
- d) Licensing Licensed Lay Worship Leaders; and,
- e) Celebrating admissions and readmissions.

The Pastoral Relations Commission will ensure that those being recommended to the Regional Council for ordination, commissioning, recognition, admission, and licensing have completed all

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requirements, and where required, been accredited by the Office of Vocation. The Pastoral Relations Commission will take the lead responsibility for ensuring that there are liturgical celebrations hosted by the Regional Council to recognize those being authorized by the Regional Council or its Executive, as having completed all requirements of: candidacy, ordination, commissioning, recognition, licensing, and admission.

III Pastoral Relations: (The Manual 2019 C.2.8)

The Regional Council is responsible for co-operating with Communities of Faith in:

- a) Recruiting, choosing, calling, appointing, and covenanting with Ministry Personnel and Communities of Faith;
- b) Ending calls, appointments, and covenants with Ministry Personnel and other staff; and,
- c) Appointing a Regional Council Liaison Officer to assist a Community of Faith in pastoral relations matters at designated times (*The Manual 2014 I.1.5.*).

The Pastoral Relations Commission shall report its actions regarding pastoral relations to the Regional Council or the Executive through the minutes of its meetings.

IV Celebrating Retirements (The Manual C.2.10)

The Regional Council is responsible for celebrating the retirements of Ministry Personnel. The Pastoral Relations Commission will arrange for recognition of retiring Ministry Personnel at meetings of the Regional Council. The Pastoral Relations Commission will include in its budget the cost of such recognitions.

V Ministry Personnel (The Manual C.2.11)

The Regional Council is responsible for:

- a) Encouraging and supporting Ministry Personnel toward health, joy, and excellence in ministry practice; and,
- b) Assisting with informal conflict resolution processes.

The Pastoral Relations Commission, in collaboration with the Pastoral Relations Minister, and as appropriate with the Congregational Support Minister(s), intentionally plan and provide learning and peer support opportunities for serving Ministry Personnel.

The Pastoral Relations Commission will exercise its responsibility for informal conflict resolution through the Pastoral Relations Minister who will be the point of contact for Ministry Personnel or Communities of Faith experiencing tension and conflict. Only in such instances where there is an action required by the Pastoral Relations Commission will the Pastoral Relations Minister be required to report such consultations.

Support around Congregational Designated Minister through the Pastoral Relations Minister.

Interim Minister: Support through Pastoral Relations Minister.

VI: Licence to Administer the Sacraments (*The Manual C.2.9. and I.2.4.*)

VII: Appointment and Support of Intentional Interim Ministers (*The Manual I.1.10.*)

VIII: License and Oversight of Licenced Lay Worship Leaders (*The Manual I.1.11.5*)

IX: Appointment of Pastoral Charge Supervisors (*The Manual I.2.5.2*)

6.1 PRACTICES RELATED TO THE RESPONSIBILITIES OF THE PASTORAL RELATIONS COMMISSION

The following are policies and best practices that outline how the Pastoral Relations Commission will carry out its responsibilities through named representatives or bodies.

6.1.1 Regional Council Liaison Officers Practice:

Purpose of the Practice:

This practice outlines the authority, appointment, responsibilities, support and accountability of Liaison Officers.

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Authority and Responsibilities:

Regional Council Liaison Officers are accountable to the Regional Council Pastoral Relations Commission and are authorized by the Commission to act on its behalf to fulfil the responsibilities of the Regional Council set forth in The Manual I 1.3 (and its subsections) and I 1.4 (and its subsections):

Regional Council Liaison Officers – *their responsibilities are outlined in the The United Church of Canada Pastoral Relations: Regional Council Liaisons Handbook.*

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to approve Ministry Position profiles according to the criteria set out in The Manual 2019 I 1.3.1, I 1.3.2., I 1.3.3.

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to approve Community of Faith profiles according to the criteria set out in The Manual 2019 I 1.4.

The Regional Council Liaison Officers are authorized by the Pastoral Relations Commission to ensure that the Communities of Faith are trained and accountable in the search and selection process (*The Manual I 1.6.*).

Appointment:

The Pastoral Relations Commission is responsible to recruit and resource/train a team of Liaison Officers (Ministry Personnel and Laity) to resource/work within the new pastoral relations process. The Pastoral Relations Commission will appoint Liaison Officers, in consultation with the Pastoral Relations Minister. The Pastoral Relations Minister, in collaboration with the team of Liaison Officers, will assign Liaison Officers to work with specific Communities of Faith during the Pastoral Relations process.

Staff will assign Liaison Officers to Communities of Faith.

Liaison Officers would be trained and supported by the Pastoral Relations Minister in accordance with the practice set forth by the Pastoral Relations Commission.

Meeting:

The team of Liaison Officers will meet through technology on a regular basis (no less than quarterly) to share support and best practices.

6.1.2 Licensed Lay Worship Leaders Practice for 2019 (Section to be removed by August 1, 2019):

Transitioning from Presbytery Accountability to Regional Council Accountability:

Licensed Lay Worship Leaders (LLWL) – Recommendations:

Presbytery Education & Students Committees (or appointed body) complete interviews and extend LLWL licences to June 2019, or request agreement to re-license all current LLWLs to June 30, 2020.

LLWL names be forwarded to the Canadian Shield Regional Council Administrator by December 1, 2018.

Canadian Shield Regional Council will require a Vulnerable Sector Police Records Check from LLWLs no later than March 1, 2019 and have the Canadian Shield Regional Council produce the letters for the LLWLs in January to take to their OPP the appropriate police force.

LLWLs produce a Police Records Check for their initial appointment. For those LLWLs already licensed but who were not required to submit a Vulnerable Sector police records check for initial licensing, are required to provide it to the Regional Council by March 1, 2019. Annual Declarations regarding criminal offences will be required and can be filed through the Regional Council website (this is in keeping with Ministry Personnel Police Record Check requirements).

6.1.3 Licensed Lay Worship Leaders (LLWL) Regional Council Support Committee

Canadian Shield Regional Council Pastoral Relations Commission will appoint a committee of six individuals, including two LLWLs to provide support, oversight, training, and interviews for LLWLs in licenses.

Authority:

The Resource Team does not have decision-making authority to license LLWLs or to create policy regarding best practices. It must report its recommendations for decision-making to the Pastoral Relations Commission.

Tasks:

Maintain a current list of LLWLs and communicate such to the Communities of Faith within the Canadian Shield Regional Council.

Track that requirements for mandatory training and police records check are being met.

Review the training opportunities for LLWLs and provide opportunities for training as needed, including continuing education.

Interview LLWLs and make recommendation regarding initial licensing.

Create and review annually a Remuneration Policy that is forwarded to the Pastoral Relations Commission for approval.

Encourage LLWLs to form a network for support and sharing resources.

The United Church of Canada recommended rate for Ministry Personnel.

LLWL minimum rate would be \$150 plus mileage at the United Church of Canada rate and this rate could be negotiated. This policy would not apply to Communities of Faith providing local worship leadership by its members; local pulpit supply would be an internal Community of Faith policy. The Remuneration Policy will be reviewed bi-annually.

**See Appendix C for "LLWL Remuneration Policy"*

6.1.4 Sacraments Elders:

Complete training as set forth by the Pastoral Relations Commission and as offered in partnership with the Pastoral Relations Minister or Pastoral Charge Supervisor.

Authority:

Community of Faith identifies Sacraments Elders and requests approval from the Pastoral Relations Commission. The Executive Minister approves through the directions of the Pastoral Relations Commission.

6.1.5 Pastoral Charge Supervisors:

Purpose of the Policy:

The purpose of this policy is to outline the roles and responsibilities of a Pastoral Charge Supervisor and the Community of Faith that the Pastoral Charge Supervisor serves. Manual I 2.5.2.

The Pastoral Relations Commission has the authority to name Pastoral Charge Supervisors who are members of the Regional Council to Communities of Faith that require supervision. The Pastoral Relations Commission has the authority to remove Pastoral Charge Supervisors from Communities of Faith. The Pastoral Relations Commission has the authority to create, review, and implement policies related to pastoral charge supervision including: remuneration of Pastoral Charge Supervisors; travel reimbursement rate; and use of technology to meet requirements of quorum for Community of Faith meetings.

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Remuneration Policy:

Option #1:

The Canadian Shield Regional Council will pay \$90 per quarter for Pastoral Charge Supervisors, that the Regional Council bill the pastoral charge for that cost, and that mileage be billed at the denominational rate directly to the pastoral charge by the supervisor.

Option #2:

A congregation may elect to pay the full amount of \$360 within the first quarter of the year.

Regular Review and revision to this policy is the work of the Pastoral Relations Commission.

7. SUPPORT TO COMMUNITIES OF FAITH COMMISSION

Purpose of the Policy:

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

Authority:

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

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

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

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

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

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

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

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

Membership:

A Chair, a secretary and 11 people (the majority of whom are members of the Regional Council) to allow for some regional representation with a balance of ministry personnel, laity and with consideration of geographical location.

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

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

Staff Support:

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

Terms of Office:

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

Meetings:

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

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Quorum:

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

Responsibilities:

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

The Manual C.2.1 Covenanting

The Manual C.2.2 Services for Communities of Faith

The Manual C.2.3 Service, Support, and Oversight of Communities of Faith a – e, the Regional Council Executive will continue to have responsibility for C.2.3. f and g

The Manual G. 1 Congregational Life responsibilities in the life cycle of a Community of Faith that is a congregation or pastoral charge

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

Care of Communities of Faith and providing resources for collegiality and support amongst Communities of Faith;

Nurturing the covenantal relationship between Communities of Faith and the Regional Council;

Resourcing and animating collaborative conversations between Communities of Faith;

Resource for collaboration conversations like cooperative ministry, amalgamation, disbanding.

Resource for collaboration around mission - joint youth ministry, senior housing, food banks, etc.

Communities of Faith self assessments process and requirements.

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

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

7.1.1 Covenanting with Communities of Faith

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

- a) Recognizing a new Community of Faith by entering into a covenantal relationship with it;
- b) Living in a covenantal relationship with each Community of Faith, with mutual responsibilities for the life and mission of the Community of Faith, and fulfilling its responsibilities under the covenant;
- c) Approving changes to the covenantal relationship with the Community of Faith from time to time, including structural changes, amalgamations, realignments, and disbanding of Communities of Faith.

7.1.2 Covenant Relationship with Communities of Faith

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

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

Support through staff and resource teams

Communication about the denominational mission and policies

Support and resourcing by the Support to Communities of Faith Commission

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

Living Faith Story

Presence on ChurchHub

Annual Self Assessment – Review

Annual Statistical Information

Annual Financial Assessment to the Denomination

Support to Mission & Service

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

The Support to Communities of Faith Commission is responsible for:

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

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

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

- a) Reviewing the self-assessments of Communities of Faith in light of the covenant between the Community of Faith and the Regional Council (*The Manual G.1.2.2. and G.1.2.3.*).

The Support to Communities of Faith Commission will conduct regular reviews of Communities of Faith within the region. Resources are available from the General Council Office.

- b) Supporting emerging new ministries;
- c) Supporting Communities of Faith in their life and work;
- d) Promoting articulation of mission and ministry;
- e) Ensuring compliance with the policies and polity of the United Church and reviewing any relevant records; the “polity” of the United Church means the form of organization and government of the United Church as is set out in the bylaws.
- f) Monitoring Communities of Faith with no appointed or called Ministry Personnel: When appropriate, the Support to Communities of Faith Commission will encourage Communities of Faith with no appointed or called Ministry Personnel towards searches or development of Lay led Leadership.

8. Resource Teams of the Regional Council

The Commissions and/or Executive (with the exception of Finance) supports a number of resource teams which engage the work of the Regional Council and which report annually to the Regional Council and as needed, its Executive.

The Resource Teams are responsible to maintaining and sharing current information, policies, and resources related to the area of their ministry or administrative concern. The Resource Teams of the Regional Council are supported by staff time and access to budget consideration. When needed, the support staff will include the Ministers for Support to Communities of Faith. Resource Team members do not have to be members of the Regional Council.

8.1 Property Resource Team

Purpose of the Practice:

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

Mandate:

The Property Resource Team will have the authority to carry out the work assigned to them by the Support to Communities of Faith Commission or the

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

Membership:

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

Responsibilities:

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

Co-operating with the Community of Faith in buying, selling, leasing, and renovating Community of Faith property, and distributing any proceeds within denominational policies and guidelines, including:

Making recommendations to the Support to Communities of Faith Commission on requests from Communities of Faith to buy, sell, mortgage, exchange, renovate, lease, or otherwise deal with Community of Faith property; the Regional Council makes decisions relating to the property of amalgamating congregations (*The Manual G.1.4.5.*).

The Manual C.2.6 Property and the Manual G.2 Property.

Communicating the policies of the Canadian Shield Regional Council regarding property to the communities of faith.

Making decisions on the property of Communities of Faith remaining after the Communities of Faith cease to exist; and,

Training volunteers to work with congregations in a) and b), described above;

Appointing task groups as needed to walk with congregations in the areas outlined in a) and b) above.

Accountability:

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

Staff support:

Ministers for Congregational Support

8.2 Mission Support & Regional Council Grants Resource Team

Purpose of the Policy:

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

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grants include funds available from:

Camping Ministry

Support to Clustering

Youth Programming (*note small grants from this fund may be approved directly by the Minister for Youth, Stewardship and Congregational Support (is there a max?)*)

New Outreach Initiatives

Ministry Personnel Education

Affirming Ministry

Right Relations and Intercultural ministry

Mandate:

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

Responsibilities:

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

Based on Canadian Shield Regional Council priorities

Oversight and Granting of former Presbyteries and Conferences designated funds

Granting for clusters and networks

The development of an application process to grants from the Regional Council ;

Review of applications and recommendation to the Support to Communities of Faith Commission;

Annual setting of priorities for grants and funding;

Promotion and communication of availability of grants and funding

Review and support/not support applications to other funding bodies within the United Church.

Membership:

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

Meetings:

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

Criteria:

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

Quorum:

Quorum will be 50% + 1.

Staff support:

Stewardship, Youth and Congregational Support Minister.

8.3 Living into Right Relations Resource Team

Purpose of the Policy:

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

Responsibilities:

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

Accountability and Support:

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

Membership:

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

Staff Support:

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

8.4 Affirming Ministry Resource Team

Purpose:

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

Membership:

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

Accountability:

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

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Executive.

Responsibilities:

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

Staff Support:

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

8.5 Finance Resource Team:

Purpose:

Task group of three to support the Executive Minister in preparation and review of the Annual Budget.

Membership:

Three to five members to be elected by the Regional Council.

Responsibilities:

To work with the Executive Minister in the preparation of the annual budget;
To develop a narrative budget as a communication tool with communities of faith;
To be available as resource people to communities of faith requesting support regarding financial practices.

Staff Support:

Executive Minister

8.6 Youth and Young Adult Ministry Resource Team:

Mandate:

To plan for opportunities for youth and young adults within the bounds of the Regional Council to gather and to encourage participation in denominational opportunities.

Membership:

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

Accountability:

This Resource Team relates to the Support to Communities of Faith Commission

Responsibilities:

To support youth and young adults networks;

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To plan for intentional ways of engaging youth and young adults in ministry and mission;
To keep youth and young adult ministry before the Regional Council through publicity;
To support and publicize funding opportunities for youth and young adult ministry;
To support camping programs as a ministry to youth, young adults and families.

Staff Support:

Youth, Stewardship and Community of Faith Support Minister

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APPENDIX E
CSRC Governance Document

Canadian Shield Regional Council
Draft Budgets 2019 and 2020

	2019	2020
Income		
Assessments	325,000.00	325,000.00
M&S Grants	289,000.00	289,000.00
Transition Grant	46,000.00	
Archives Reserve	9,000.00	9,000.00
From Reserves		<u>40,000.00</u>
	669,000.00	663,000.00
Expenses		
Staff/Salary Costs	290,675.00	294,025.00
Staff Expenses	38,500.00	38,500.00
Regional Expenses (meeting)	94,000.00	94,000.00
Memorandum of Agreement	9,000.00	9,000.00
Office Costs - Rent/Utilities	32,000.00	32,000.00
Office Costs - Other	32,000.00	32,000.00
Shared Services	15,000.00	15,000.00
Regional Committees	25,000.00	25,000.00
Clusters and Networks	24,500.00	15,000.00
Youth Network	10,000.00	10,000.00
Archives	18,000.00	18,000.00
M&S Grants	60,000.00	60,000.00
Contingency	<u>20,000.00</u>	<u>20,000.00</u>
	668,675.00	662,525.00
NET INCOME (LOSS)	<u>325.00</u>	<u>475.00</u>