
Nakonha:ka Regional Council
Meeting of the Executive
Thursday, February 14, 2019 - 10:00 a.m.

IN ATTENDANCE

Rev. David Lambie	Chair
Monique Moser	Member
Rev. Joëlle Leduc	Member
Paul Stanfield	Member
Rick Sheffer	Member
Patricia Lisson	Member
Fred Braman	Corresponding Member, Chair, Property and Finance
Eric Hebert-Daly	Corresponding Member, Responsible, La Table
Judy Coffin	Corresponding Member, Administration and Communication
Brian Ruse	Corresponding Member, Administration and Finance
Sabrina Di Stefano	Corresponding Member, Pastoral Relations Minister
Rev. Rosemary Lambie	Executive Minister
Joel Miller	Program Assistant to Executive Minister, Recording Secretary

REGRETS/ABSENT

Robert Patton	Member
Rev. Pierre Goldberger	Member
Susan Gabriel	Member

- Opening Devotions*** – Monique Moser made reference to “Bonjour Dieu” events held once a month at Église St-Jean and the time her granddaughter’s drew hearts to give to people after the church service had ended. Children’s hearts are full of love. In the Bible we are told that God is love. Scripture - 1 John 4:7-8, 1 Corinthians 13:13. Love is a ‘mots valises’ – a word packed with a suitcase-worth of meaning. We should never grow tired of opening up this suitcase in any situation and finding a quality of love that is just right for the moment. This reflection time was closed with singing of hymn and a closing prayer.
- Circle Time of Sharing*** – (Monique) singing this coming Sunday in choir, (Rosemary) reminded all that we are only six weeks into the ‘New’ church, thanked all for coming out on this snowy day, (Rick) thanked Monique for this morning’s blessings, and thanked all for the birthday wishes he received (today is Rick’s Birthday).
- Approval of Minutes – Minutes of January 31, 2019***

MOTION (/) That the minutes of January 31, 2019 be approved as amended.

Motion deferred to Feb. 28th

Amendments

- Remove appendix D containing minutes from Property and Finance Committee meeting (January 8, 2019).

As a rule of thumb, minutes and agenda should be available at least 4 days ahead of meeting date.

4. Agenda

2019-02-14_32 MOTION (R. Sheffer/J. Leduc) That the agenda be accepted as circulated. **Carried**

5. *Corresponding Members*

2019-02-14_33 MOTION (R. Sheffer/P. Lisson) That Eric Hebert-Daly, Fred Braman and Brian Ruse be corresponding members for today's meeting. **Carried**

6. *Correspondence*

- a) January 7, 2019 Lynda Ecott, administration support for Quebec Presbytery re October to December report of work (*for action*)
- b) January 11, 2019 Erik Matheson, Chief Financial Officer, General Council re Executive Minister signing cheques (*for information – reference to request in 5*)
- c) January 25, 2019 Brian Ruse, Minutes of the January 8, 2019 Property and Finance Leadership Team (*containing items for action in 5a,b,c,d*)
- d) January 31, 2019 Nora Sanders, General Secretary re General Council staff involvement at the Regional Council Inaugural meeting (*for action*)
- e) February 11, 2019 Brian Ruse, Minutes of the February 5, 2019 Property and Finance Leadership Team (*containing items for action in 5e*)
- f) February 13, 2019 Erik Matheson, Chief Financial Officer, General Council re Presbytery final filing T1030 (*for information*)
- g) February 13, 2019 David Lambie, Chair of the Executive re additional members on Executive (*for action*)
No action was taken for this item. See Appendix C.
- h) February 13, 2019 Rick Sheffer, Executive member re Health of Communities of Faith (*for on-going conversation*)

6. *Business arising*

- I. **Draft Covenant : General Secretary, La Table des ministères en français and the Conseil régional Nakonha:ka Regional Council** (see Appendix A) – Eric Hebert-Daly thanked the staff in the Region for continuing to make accessibility to the French language a priority. The recently held founding meeting of La Table had 43 registrants and the event left many feeling hopeful for the future. La Table is in a nominations process, having filled 8 of 16 positions that they have decided will sit on the council.

Questions/Comments:

When new communities of faith are evolving out of already established congregations; what will the dual recognition process (La Table and Regional Council) look like?

The structure of La Table allows for a network of Francophone-bilingual leadership within the United Church to connect with emerging grass-roots French Ministries. This can happen before any legal recognition as a community of faith. However, this would not prevent a Regional Council from recognizing a community of faith before La Table recognizes an emerging French ministry, in which case, La Table would be more than happy to provide resources to help the community of faith in its ministry. Furthermore, listings for communities of Faith by La Table would be a limiting factor in its capacity to do its work, where instead La Table is more focused on providing the framework for a network of recognized self-governing bodies with Francophone perspectives that remains within the scope of the Regional Council.

The covenant is drafted in language such that it implies that in order for an emerging French ministry to be recognized as a community of faith, it must be recognized by both La Table and the Regional

Council concurrently, otherwise it would face refusal and non-recognition. This is not true. Regional Council's recognition of communities of faith's status is governed by the Manual and based up different criteria, therefore entirely separated from La Table. To clarify, it is the hope that the Regional Council will not recognize communities of faith that are entirely Francophone, that have not been recognized by La Table and may even be at cross purposes with La Table in a way that could be damaging to the network. There needs to be the creation of a mechanism that can be put in place to help ensure this does not happen. A criteria needs to be worked out (i.e. a delay of 60 days before decision is made giving time for discussion to take place with La Table and the Regional Council.

A redrafting of the covenant will come back to the Executive in one month.

2. **Inaugural Meeting-** Saturday, May 25 (all-day) at St. Lambert United Church, Tami Spires is chairing the planning committee (Joelle Leduc, Linda Buchanan, Shanna Bernier, Kent Chown – helping with technology, Judy Coffin, Rosemary Lambie, Lee Ann Hogle helping with tech for remote site in Magog, David McCormack, and Jennifer Mountain is coordinating a local arrangement group). “In the Beginning” is the theme. YAYA will be holding a youth forum the Friday night at St-Lambert UC. Still need to complete: list of retirees, list of candidates (Ryan Fae, Rev. Young), and deceased.
3. **Communications** – Work is being done updating mailing lists and preparing to launch the Website. Weekly newsletter is going out. Working towards accessibility in regards to specific information going out to specific groups, not just a wide spread communication with everything. Focus on lateral communication rather just from top-down. Sharing of policies, grants, Minutes on the website. Getting a sense for who can receive social media communications versus mail. Making communication accessible for languages other than English and French. Meeting twice a month with communication staff in RC 11 and RC 12. Suggestions of names are welcome for who would help for a Communications Committee.
4. **Representation on the Executive**
Members were asked to consider how they would like to see the Regional Council represented on the Executive, and bring their thoughts to the next meeting on February 28th. This will help when it comes time to electing a new Executive at the Inaugural Annual Meeting. Members were also asked to provide feedback to the Inaugural Planning Meeting committee via Judy, Joelle and Rosemary of items they feel should be on the agenda during the Inaugural meeting.
5. **Policies**
 - a) **Ministry Personnel Involved in a Former Pastoral Charge Policy** (see appendix D)

2019-02-14_34 MOTION (R. Sheffer/J. Leduc) that Conseil régional Nakonha:ka Regional Council Executive adopt the policy entitled “the Ministry Personnel Involved in a Former Pastoral Charge Policy”. **Carried**

- b) **Property Sales** (see appendix E)

MOTION (/) that Conseil régional Nakonha:ka Regional Council Executive adopt the policy entitled “Policy Regarding Proceeds From The Sale Of Property”.

A decision was postponed definitely allowing more discussion at the meeting of February 28th.

6. **Trusts and Grants 2019** – no updates
7. **Health of Communities of Faith** – See correspondence from Rick Sheffer,(appendix F)

Members are invited to bring comments for discussion on Appendix F to meeting of March 21st

7. *New Business*

2019-02-14_35 MOTION (P. Lisson/R. Sheffer) that Conseil régional Nakonha:ka Regional Council Executive will receive the approved Minutes of the Property and Finance at each meeting to address responsibilities. **Carried**

2019-02-14_36 MOTION (P. Stanfield/P. Lisson) that Conseil régional Nakonha:ka Regional Council Executive will receive the items for actions of the draft Minutes of the Property and Finance at each meeting in order to address on-going responsibilities. **Carried**

Items to address from approved Minutes of January 8, 2019:

- a) Chair of Property and Finance Leadership Team as an additional signing officer for the banking

2019-02-14_37 MOTION (M. Moser/J. Leduc) that the Chair of Property and Finance Leadership Team as an additional signing officer for the banking. **Carried**

- b) Reconsider necessity for Executive Minister to sign cheques for \$5,000 or greater. This decision remains unchanged, based upon the wisdom of the Chief Financial Officer. Correspondence b) January 11, 2019 Erik Matheson, Chief Financial Officer, General Council.
- c) Discussion of document "Lease and Renovations Consent" (passed by Montréal Presbytery September 9, 2003), pending wording being reformulated in both English and French, the revised document will be submitted to the Regional Council for approval, and then distributed to all communities of faith.

2019-02-14_38 MOTION (P. Lisson/R. Sheffer) that Conseil régional Nakonha:ka Regional Council Executive will receive the document put forward by the Property and Finance committee entitled "Conseil Régional Nakonha:ka Regional Council – United Church of Canada Policies on Leases, Major Renovations and Other Major Assets with delegation" for information. **Carried**

Discussion: It was suggested that a document be created with information of what should be contained in leases, in response to more communities of Faith relying on rental income.

2019-02-14_39 MOTION (P. Stanfield/P. Lisson) that Conseil régional Nakonha:ka Regional Council Executive adopt the amended policy (Appendix **B**) entitled "Conseil Régional Nakonha:ka Regional Council – United Church of Canada Policies on Leases, Major Renovations and Other Major Assets with delegation", and to distribute in both English and French. **Carried**

In the section "Leases" of the document, change to category (A) "The duration of the lease is for one year or more"; (B) and (C) would remain unchanged.

Addition to sentence, Significant changes to the terms and conditions of all renewals of such leases require Regional Council consent.

In the section "Renovations", conditions (A) and (B) remain unchanged, but condition (C) would change from "the project cost is greater than \$25,000" to "the project cost is greater than \$100,000".

The document clarifies that standard maintenance and renovations to restore buildings to the same or improved conditions do not require consent. A new section has added dealing with other major assets, such as investments (publicly traded securities or other investment-grade securities). Such investments do not require consent, as they are within the jurisdiction of trustees.

d) Pending Property matters:

(Jan) 4.4 "Union United Church (Montréal) Re: Minister's Salary and Loan

The matter was referred to the Regional Council. Since then Union United has paid what they needed to pay in 2018. Going forward the Regional Council will have to tackle this very difficult issue. Union United made a request that interest and principal be waived on their loan."

(Feb)" Concerning the loan, which is through the Finance & Extension Board, one possible option would be to recommend a grant of a portion of the capital and/or interest, which would then be considered an expense for that year for the Regional Council."

No decision was made in anticipation of a letter to be received from Union United Church following a meeting of the Support Commission previously established by the Quebec Presbytery.

(Feb)10.d. 10.12 Sale of Stanstead manse for Lennoxville

"MOTION (Dave McCormack/James Vanstone) Whereas on August 25, 2018, Québec Presbytery – Consistoire du Québec adopted the following motion for first instance approval for the Lennoxville UC Trustees to sell the Stanstead UC manse:

RESOLVED that the Administration and Finance Committee, as a commission of Québec Presbytery – Consistoire du Québec concur in the request of the Trustees of Lennoxville United Church to market the manse at Stanstead, Québec within the price range they have communicated to Presbytery on an as-is, where-is basis, and subject to approval of the final offer by Presbytery and further concur with their proposed use of the funds for minister's housing allowance, mileage allowance and the maintenance and improvements to the manse and Church buildings of Lennoxville United Church.

Whereas the said Trustees have received a "clean" offer for \$140,000 and have asked the Regional Council for final consent to sell, despite the offer being below the \$148,000 minimum in the original August 2018 first instance consent;

2019-02-14_40 MOTION (R. Sheffer/ P. Stanfield) that Conseil Régional Nakonha:ka Regional Council, on the recommendation of its Property and Finance Leadership Group, concur in the request of the Trustees of Lennoxville United Church to sell their manse property in Stanstead, QC (37 boul. Notre-Dame est, Stanstead J0B 3E2 – Lot 5,076,198) to Brian Gibson and Shirley Gallup for the price of \$140,000 on the terms of their offer of February 1, 2019. **Carried**

February 2019 New Business:

Paul Stanfield reviewed the spreadsheet that he had prepared on Trust and Grants. There is a possibility of combining committees to simplify the process. The Kelley Trust would not be combined, as its funds arose from a bequest. Me. Fred Braman has had discussions with David Armour, who has agreed that we should make an amendment whereby the Regional Council gives instructions to the United Church Foundation. David Armour is also willing to adjust upwards the current payout percentage of 3.5%.

2019-02-14_41 MOTION (R. Sheffer/P. Lisson) that the Regional Council communicate with the United Church of Canada Foundation to amend the terms of the trust for the Good Samaritan Fund (The Agreement to Establish an Organizational Long-Term Fund with the United Church of Canada Foundation) to change references from the Québec Presbytery to the Conseil régional Nakhonha:ka Regional Council, and to increase the disbursement percentage from 3.5% to 5%, and, where the Regional Council considers it to be an exceptional circumstance, to 6% or 7%, and to delegate the implementation of these terms to the Property and Finance Committee. **Carried**

Next meeting dates –

- Thursday, February 28th 2019 9:00-12:00 using technology (Zoom) – Dave Lambie worship
- Thursday, March 21st 2019 9:00-12:00 using technology (Zoom)
- Thursday, April 4th 2019 9:00-12:00 using technology (Zoom)

OD: Staffing: Transformation including Communities of Faith, Networks and Cluster support

Closing Prayer – Joelle provide a closing prayer.

8. Adjournment

2019-02-14_42 MOTION (J. Leduc) that the meeting be adjourned at 2 p.m. **Carried**

Rev. David Lambie
Chair

Rev. Rosemary Lambie,
Executive Minister

Appendices

Appendix A	Covenant : General Secretary, La Table des ministères en français and the Conseil régional Nakhonha:ka Regional Council	Pages 31-33
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 Appendix A

Covenant
General Secretary, La Table des ministères en français and the
Conseil régional Nakonha:ka Regional Council

This tri-partite covenant is intended to assist the parties in working together to strengthen ministries in French, bilingual ministries and to seize the opportunity to grow our presence amongst Francophones across the territory of the Conseil régional Nakonha:ka Regional Council.

We collectively understand the importance of Francophone identity in cultural and linguistic terms, particularly within this region where this reality is the dominant one. We agree that if we are to grow as a church and develop strong communities of faith in this region, we will need to actively grow our ministries in French. While dominant in the broader culture, it is still a fragile minority within the church as it exists today.

The current restructuring of the United Church of Canada is a key moment for us to avoid doing things the way we've always done, but it is also important to ensure that we do not undervalue the importance of the Francophone voice within the church along with its cultural understanding of its context. It is also key that none of this work happens in isolation and that we seek new venues for collaboration.

This covenant intends to help the church honour these approaches for existing ministries and those that are being developed in the future.

The involvement of the General Secretary, through staff in the Ministries in French cluster and the Office of Vocation will provide support to ensure that we meet our common goals in this work. La Table and its nationwide network of Francophone and bilingual ministry personnel and laity will engage as the voice and actions of this work. The Regional Council will provide structure and local context in a manner consistent with the rest of its ministry in the region.

Existing Ministries

When it comes to recognizing existing ministries in French, the recognition will be done by both the Regional Council and La Table.

The following communities of faith within the Nakonha:ka region have been formally recognized by La Table as of January 1st, 2019:

Église Unie de Belle-Rivière (Mirabel)
Église Unie Camino d'Émmaus (Montréal métropolitain)
Église Unie Drummondville-Mauricie
Église Unie de Sainte-Adèle (Ministère régional des Laurentiens)
Église Unie de Saint-Jean (Montréal)
Église Unie de Saint-Pierre (Québec) et Pinguet (St-Damase-de-l'Islet)

When Pastoral Relations issues are raised in a recognized ministry in French (section I of the Manual), La Table will work with the appropriate entity of the Regional Council to ensure that these matters are handled jointly. La Table's membership may be called upon and used in conjunction with the Regional Council's process in support of this work for ministries in French as appropriate.

If a community of faith who identifies as francophone is undergoing a review according to the Regional Council's established process under section 6.3.3.1 of the Manual, the Regional Council will populate the committee with membership from La Table in the region where the process is taking place. This is intended to ensure both the

ability to communicate with the community and a cultural sensitivity to handle issues that arise within that context. La Table may waive this requirement should circumstances make this composition impossible.

The decision to end an established ministry in French or the decision to assume control of the community of faith under section 6.3.3.7 of the Manual will require approval of both La Table and the Regional Council. In the interests of those who have contributed to ministries in French over the years, when issues of property or finances related to a ministry in French arise (section 6.3.5.2), La Table will make final decisions about the disposition of such property, in consultation with the Regional Council.

New Ministries

The General Council, Regional Council and La Table will work actively and collaboratively to create new ministries, develop communities of faith, and build innovative ministries together. All will contribute financial and human resources towards this objective. A Working Group on new ministries in French in the region will be struck between the Regional Council and La Table, developing an annual plan and budget to achieve this goal. Neither party will establish such a plan without the participation of the other unless there is an agreement between all three parties on an alternative way to proceed.

When a new community of faith that is predominantly Francophone is ready for recognition as a going concern, recognition of this ministry will be done by approval of both La Table and the Regional Council in a dual recognition process. Should either body refuse to recognize the new ministry, it will remain an unrecognized community of faith until such time as both parties are prepared to proceed to recognition. Reasons for any refusal of such a request for recognition by a community of faith must be made clear to that community and to all the parties of this covenant so that suitable measures may be taken to address the outstanding issues.

Candidacy

When a self-declared Francophone has felt a call to ordered ministry and wishes to engage in the candidacy process in French, the Office of Vocation will encourage inquirers and candidates to call on La Table for the candidate's accompaniment needs. Should the candidacy originate from a region outside of Eastern Ontario and Québec, the Candidate who wishes to carry out their process in French must work through the Candidacy Board responsible for Eastern Ontario and Québec where the resources will be available in French.

Proposals to General Council

The Regional Council or the General Secretary will ensure the transmission of proposals from La Table to General Council. It is understood that such proposals will not require transmission with concurrence by the Regional Council. Providing La Table with an opportunity to raise issues that relate to Francophone ministries and their broader cultural lens is understood as valuable.

Nominations

La Table has been granted formal nominating capacity for the General Council, General Council Executive and other committees and working groups of the United Church of Canada as of the 43rd General Council. At any time, should the Regional Council seek Francophones or suitably bilingual participants for committee or governance positions, La Table will make every effort to call upon members of its network with appropriate expertise to be nominated for such positions when requested by the Regional Council.

Other issues

As other issues arise that may not be covered by this covenant, the parties will be sensitive to the interests of other parties in their daily operations with the goal of ensuring a 'no surprises' relationship, mutual respect and understanding.

This Covenant may be modified with the agreement of all three parties at any time.

The United Church of Canada
L'Église Unie du Canada

Nakonha:ka Regional Council
Meeting of the Executive

February 14, 2019
Lachine, Qc

Agreed to, this ___ day of _____, 2018.

_____, Nora Sanders, General Secretary

_____, Representative of Regional Council

_____, Representative of La Table des ministères en français

Appendix B

Conseil Régional Nakonha:ka Regional Council – United Church of Canada
Policies on Leases, Major Renovations and Other Major Assets with delegation

WHEREAS under the United Church of Canada Manual 2019, section G.2 , Trustees may lease Congregational Property or undertake Major Renovations of Congregational Property or deal with Other Major Assets only with the consent of the applicable Regional Council, the Conseil Régional Nakonha:ka Regional Council adopts this policy applicable to all communities of faith within its bounds, in order to remove any ambiguity.

Leases:

With regard to consent for the leasing of any Congregational Property, any lease which falls under **at least two** of the following categories, must apply for Regional Council approval prior to its coming into effect:

- A) The duration of the lease is one year or more
- B) The lease if for \$12,000 or more annually
- C) The lease involves the use of the sanctuary

Leases include all agreements or arrangements regarding the use of Congregational Property even though the word lease is not used.

Significant changes to the terms and conditions of all renewals of such leases require Regional Council consent.

In the case of Communities of Faith failing to conform to the above, the Regional Council reserves its prerogative to declare render any such lease null and void and the Trustees may be liable for the consequences.

The Regional Council may, in exceptional circumstances, limit the use of proceeds for the foregoing leases to particular activities of the Community of Faith.

Major Renovations:

With regard to consent for Major Renovations of Congregational Property, any renovation project which meets **any one** of the following conditions, must receive Regional Council consent:

- A) The footprint of the structure is to be changed
- B) The physical envelope (basic physical appearance) is to be changed
- C) The project cost is greater than \$100,000. In this case the request for consent must include a statement regarding the source of funding for the project.

Consent is not required for:

- A) standard maintenance
- B) renovations to existing roofs or other features etc to restore same in substantially the same or improved state
- C) Items A and B are subject to available funds being at the discretion of the Trustees

Other Major Assets:

For greater certainty, no Regional Council consent is required for Trustee transactions in publicly traded securities or other investment grade securities.

Delegation:

The Regional Council delegates to its Property and Finance Leadership Group as a Commission of the Regional Council, all decisions in regard to its consent for Leases, Major Renovations and transactions involving Other Major Assets, provided this delegation shall not apply to any sale or long term lease of more than ten years, of a Church building, as such will require explicit Regional Council consent.

Appendix C

Correspondence- February 13, 2019 David Lambie, Chair of the Executive
re additional members on Executive

I would appreciate it if you would include this as a part of the correspondence for tomorrow [February 14, 2019], from me to the members of the Council. Thank you.

I have looked up "Regional Councils" in The Manual 2019.
Under Basis of Union: Polity it is IV (on pages 37-39).
I have been thinking about this for several days.

6.3 defines the Authority and Responsibility of the Council and there are ten subsections.

6.3.5 specifically deals with Policy and Finance.
3 of the 6 sub sections of 6.3.5 deal with finance and property.
All the other none sections of 6.3 deal with other responsibilities.

We as the Executive have established a Property and Finance Committee to deal with those matters.
Two of the eight regularly attending members of the Executive are attached to that committee amongst other responsibilities.

I realise that in undertaking to chair the Regional Council for now I have forsaken my ability to vote except in the case of a tie.

Nevertheless, I wish to express to all members that I see no need to add further members in this one area of our responsibility at this time. I propose that we exist with the membership that has already been elected (I.e. as we are) for the next three months at which point the entire attending Council will have the opportunity to make whatever decisions they think wise.

For these three months we have many responsibilities to which to attend and I think we need to trust the Property and Finance Committee to do their part of that, without spending the limited time of the executive on matters that we have already delegated to them.

Dave

Appendix D

Ministry Personnel Involvement In A Former Community Of Faith Policy
Conseil régional Nakonha:ka Regional Council

POLICY NAME and PRACTICE: Ministry Personnel involvement in a former Community of Faith Policy	<i>Date Approved: February 14, 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this policy and practice outlines the relationship and responsibilities of ministry personnel who have left a Community of Faith. The Manual I.2.5.3, I.2.5.4	

Preamble

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

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

1. Conseil régional Nakonha:ka Regional Council - Contact with Former Community of Faith

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

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

- a) That the minister ensures that a proper “goodbye” is made to the community of faith. A “returning of the symbols” or an “end-of-covenant ceremony” can be helpful.
- b) That the minister not return to their former community of faith in any non-professional capacity (to visit, attend worship or other services) for a period of three years with the exception of the following situations:
 - i) The minister is invited to a wedding as a guest.
 - ii) The minister attends a funeral.
 - ii) The minister is invited by the governing body (session, council, board) to attend a special event.
 - iv) In situations where a minister has served in an isolated rural community of faith, remains living in the area, and where there are no other United Church communities of faith easily accessible, the minister shall contact the Regional Council Pastoral Relations Minister to facilitate a dialogue with the incumbent minister to determine if the past minister may worship there, and establish terms of the relationship.
 - v) If the need arises, there may be a case-by-case decision - in consultation with the Regional Council Pastoral Relations Minister, incumbent minister and local Church Council/Board – as to how the needs of the community of faith are best met.

c) After at least three years has passed, the former minister may return to their former community of faith *after consulting* with the incumbent minister and the Church Council/Board concerning expectations and the level of involvement with which both parties would be comfortable. A covenant between former minister, the incumbent minister and the community of faith is one strategy that could be used. It is recommended that the ministers and the community of faith review arrangements and understandings periodically as circumstances often change.

d) Below is a check list of things to remember for departing ministers:

- Minimize your influence and presence with members of the congregation and other staff during the period after you leave. Don't say "*I'm not allowed*" but rather indicate that you are declining in the interests of the community of faith and in support of the establishment of a new healthy pastoral relationship.
- After three years, no ministerial contact with community of faith members or other staff until a covenant is made between you, the incumbent minister and the community of faith. Remember to define the nature and limits of your participation.
- Prepare the community of faith while you are still with them to understand the need for disengagement and how that might affect them. Often, the minister leaving a pastoral relationship is asked back by community of faith members. If you think your leaving may be particularly difficult for your community of faith, request the assistance of the Regional Council to explain the importance of disengagement before you leave.
- Ending a pastoral relationship might also mean an end to ties that your family members have with the community of faith.

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

2. Conseil régional Nakonha:ka Regional Council – Current VAM Policy (January 2019)

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

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

3. Minister Emeritus/Emerita

In the United Church of Canada, there is no formal practice of naming a minister emeritas/emerita. Some communities of faith will chose to honour retired clergy in this way. There are some mixed messages being sent to both parishioners and minister when a community of faith names someone as “emeritas/emerita” but the Regional Council restricts a retired

minister from pastoral functions in that specific congregation. Therefore a community of faith is expected to let the requisite three year period pass before naming a retired minister to this role. It is expected that the retired minister will actively discourage former parishioners if they request his or her services. The church in which the retired minister has worked long and hard to nurture and sustain now needs the retired minister's help in establishing a healthy relationship with its new leader.

4. Ethical Standards and Standards of Practice for Ministry Personnel

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

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

5. Police Records Check

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

http://www.united-church.ca/sites/default/files/handbook_police-records-checks.pdf

6. The Family of Ministry Personnel

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

Appendix A

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

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

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

I.2.5.3 FUNCTIONS OF MINISTRY—OUTSIDE PASTORAL RELATIONSHIP

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

(a) they have a formal association with a community of faith, are acting on behalf of that community of faith, and have the approval of the community of faith's governing body; or

An example of a “formal association” with a pastoral charge would be where the minister has been designated as a “voluntary associate minister” or “honorary associate minister” by the pastoral charge or its governing body.

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

2.5.4 REQUEST—PREVIOUS PASTORAL CHARGE

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

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

(b) may preside only with the approval of the community of faith’s governing body.

Appendix E

Policy Regarding Proceeds From The Sale Of Property
Conseil Régional Nakonha:Ka Regional Council

POLICY NAME: Policy regarding Proceeds from the Sale of Property	<i>Date Approved: February 2019</i>
	<i>Review date:</i>
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Church Property. The Manual C.2.6.	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council's policy and best practices regarding use of proceeds from the sale of church property.

Policy

It is the policy of Conseil régional Nakonha:ka Regional Council that 15% of the net proceeds* from the sale of church property be remitted to the United Church of Canada Mission and Service for on-going support of the ministry of the wider church.

It is the policy of Conseil régional Nakonha:ka Regional Council that 10% of the net proceeds* from the sale of church property be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.

It is the policy of Conseil régional Nakonha:ka Regional Council that 2% of the net proceeds* from the sale of church property, up to a maximum of \$5,000, be remitted to help fund the work of the Regional Council Archives.

It is the policy of Conseil régional Nakonha:ka Regional Council that, at the time of sale, the Community of Faith must put before the Regional Council Property and Finance Leadership Team a ministry plan that is financially sustainable. In most cases, the Regional Council will require that the remaining capital from the sale be protected and invested and that the Community of Faith will be limited to drawing up to 4% of the value of the invested capital in any given year to support its operating budget.

If the Community of Faith puts before the Regional Council Property and Finance Leadership Team a plan for new and innovative ministry, the Regional Council may allow the Community of Faith to use some or all of the remaining capital from the sale to implement the new ministry model. This may include capital expenses.

If the Community of Faith is disbanding, the Regional Council Property and Finance Leadership Team will ask for a plan for the disposition of the assets of the Community of Faith before the sale of any property is approved.

*Net proceeds means the amount left over after all expenses directly related to the sale of the property have been paid, e.g.: real estate fees, legal fees, cost of surveys and

Appendix F

Wed, Feb 13, 2019, Correspondence from Frederick Sheffer

Hello All

As i see it it is not "business as usual" as we lay the groundwork for the new Region. Where I am coming from, in short, is a real concern about the presence and strength of ministry of the United Church in much of Quebec looking ahead 5 years or more. We risk having an even more limited presence. There are three main trends:

- closing/sharing/amalgamating of many congregations. This is particularly marked in the Quebec Sherbrooke region. There will continue to be some adjustment on the Island of Montreal though, other than the West island where movement is underway, much adjustment has already taken place. Hudson is undergoing major transition. There will likely be some adjustments in the Lower Laurentians but with LAMS there is a framework in place to help manage this transition. The South Shore and Chateaugay Valley areas will see some smaller adjustments, particularly likely Bedford;
- evolution/development of new ministries. It is likely that new forms of Communities of Faith some of which may be spin offs of existing ministries could well be the shape of the future in a number of areas. This will be a growing area of focus and. I suggest. a likely major focus of developing ministry in French;
- providing for a sound long term funding base for key community ministries including St Columba House and Montreal City Mission among others.

1. Closing/Sharing/Amalgamating

The financial health of most congregations in the Quebec Sherbrooke area is limited. The membership base, as elsewhere particularly in rural areas, is aged. One question is should we be taking steps to encourage new ministry development and clustering around several main centres such as Magog, Lennoxville/Sherbrooke (it is happening there), perhaps Granby, Knowlton/Cowansville, Quebec City, Richmond, Drummondville, Other? New ministry development could well be and likely will be community based ministry vs Sunday worship ministry. One key, to me at least, is to identify and support local leaders with "spark" and to support pilot projects that hold promise. Although there is discussion around creating the position of "Minister Supporting Clusters and Networks" I am not convinced that this is the way to go and certainly not in the way in which the present position description is set out. What I think we are looking for here is more development of new ministry and perhaps a way to go is to seed fund identified leaders/movers on the ground in the regions. One step could be to identify some of these persons, bring them together and ask them what they see as potential and what they need to realize it. We could consider some financial support to them such as contracts for new ministry development and/or per diem payments for activities such as organizing local clusters and work carried out. Financial support for services such as EDGE and other consultancies is available through our present programs. Initiative cannot be imposed it needs to come from the local grass roots.

2. Evolution/Development of New Ministries

What we have seen is that congregations who "look outside the walls of the church" and actively engage in outreach ministry beyond those walls tend to be more vibrant and healthier. This has been a key focus of the Light A Spark/ Allumer Une Etincelle initiative to encourage and support such action including to enter as appropriate into partnerships or collaborations with other organizations. The resulting ministry may well take on a life to its own as is the case with Southwest Mission in Verdun as an example. In this case the congregation has been the support base to seed a new ministry which has grown into a ministry in its own right giving life to UCC ministry and presence as the congregation itself recedes. This direction should be pursued and encouraged as one way of "seeding" new ministry from where we are now, building on our present base. We need to identify those "core"

congregations in all areas which have the human and financial capacity to be poles of ministry development. As well we would support promising new initiatives as they evolve independent of the present base

3. Sound Financial Footing for Key Community Ministries

We know that certain key community ministries will continue to be a strong presence of the UCC going forward including St Columba House and Montreal City Mission. We need to explore options other than dependence on Mission Support to ensure a more solid financial base for these organizations going forward to allow them to fully realize their ministry potential. As well, we need to draw on the experience and the skills of these organizations by encouraging partnerships with existing or fledgling Communities of Faith which should be encouraged.

4. Other

Financing; We have decided to take steps to better communicate our present financial programs and approaches, to make them more accessible by streamlining application and approval processes, and to review how best these can be tailored to address the needs ahead. In my mind we need to tailor these to the needs going forward including financing needs for the formation and start up of new ministries through the various stages. Present programming is geared primarily to support initiatives, including new initiatives, for/from existing ministries which continues to be important. My personal feeling is that we need as well to tighten up assessments of results from the funding as part of this.

Leadership Groups: We are in the early stages of "staffing" Leadership Groups which I feel will pick up steam as the work and progress of the new Region becomes better known.

Communications: With Judy Coffin in place there has been a marked improvement in much needed communication to build recognition of Regional Council and the dissemination of information. This will be further enhanced with the introduction of the new website. Needed updating of the mailing lists presently underway will assist further.

Rick