

GENERAL MEETING
November 23rd 2019

The *Conseil régional* Nakonha:ka Regional Council of The United Church of Canada held a General Meeting at Summerlea United Church, Lachine, QC on November 23rd 2019 beginning at 9:15 a.m.

THE FOLLOWING REGISTERED THEIR ATTENDANCE AT THE BUSINESS MEETING**Ministry (44)**

Mead Baldwin, Wayne Beamer, Janet Bisset, Arlen Bonner, Barbara Bryce, Linda Buchanan, Kent Chown, David Clinker, Gonzalo Cruz, Rosa Elena Donoso, Ryan Fea, David Fines, Denis Fortin, Frank Giffen, Pierre Goldberger, Attila Gyorgy, Cathy Hamilton, Mark Hammond, Helen Hliaras, Lee Ann Hogle, Alyson Huntly, Bill Jay, Bonnie Jennings, Maureen Scott Kabwe, Mher Khatchikian, Paula Kline, Dave Lambie, Steve Lawson, Joëlle Leduc, Patricia Lisson, Darryl Macdonald, Marie-Claude Manga, John Matheson, Heather McClure, Birgit Neuschild, Scott Patton, Angelika Piché, Read Sherman, Ohannes Siwajian, Dr. Phyllis Smyth, Tami Spires, Robert Thompson, Douglas Throop, Neil Whitehouse.

Lay Delegates (49)

Denis Ashby, Lisa Byer-de Wever, Beryl Barraclough, Judy Bachelder, Guy-Lin Beaudoin, Carol Bircher, Peter Bisset, Fred Braman, Melvyn Bryant, Diane Campbell, Beverly Clark, Alan Coffey, Elva Crawford, David Drew, Johanna Fehlmann, Jennifer Forest, Satewas Gabriel, Louise Gage, Vivienne Galanis, Gerard Gouw, Marc Grenon, Tessa Griffin, Charlotte Griffith, Norm Haslam, Linda Hoyt, Patricia, Hurley Thomas Kent, Janice Knowles, Rachel Lambie, Jean-Claude Lalancette, Jan Langelier, Lorane Mckenzie, L. E. Moir, Johanna Morrow, Monique Moser, Valerie Nickson, Andrea Nugent, Robert Patton, Raphaël Pérusse, Kristi Roht, Claudia Rourke-Frew, Rick Sheffer, Paul Stanfield, Shirley Stark, Nancy Stewart, Gary Tompkins, James Vanstone, Fiona Wardrop, Vera Young, Matthew Wardrop.

Youth Delegates (2)

Nelly Étoukè, Diane Best.

Regional Council Staff (9)

Beverly Anderson Levine, Shanna Bernier, Judy Coffin, Rev. Trisha Elliott, David-Roger Gagnon, Rev. Rosemary Lambie (*voting rights*), Joel Miller, Brian Ruse, Karen Valley.

Guests of the Regional Council (14)

Cheryl Jourdain (General Council Staff), Deb Kigar, D. M. (General Council Staff), Shirley Cartmill, Robert Hargrave, Eric Hébert-Daly, Brian Homer, Jimmy Lynch, Aaron Miechkota, Renate Sutherland, Ingrid Thompson, Peter Feldstein, Alicia Aloria, Meredith Lambie, Kaitlyn Leduc-Owers.

Quorum

This meeting had quorum.

Registration (8:30)

The opening of the business meeting was preceded by the registration of delegates, beginning at 8:30 a.m.

Gathering Music (9:15)

Connie Osborne, Music Coordinator and the *Mélange Band* welcomed people to the opening session and encouraged all to accompany them in singing “I’m Gonna Live So” (VU 575), “Gather Us In (Rassemble nous)” (MV 7) and “The Church is Wherever God’s People are praising” (VU 579).

Creed in Mohawk (9:30)

Elder Satewas Harvey Gabriel from Kanesatake presented the Regional Council with the gift of a four directions table cloth with Indigenous symbols embroidered on it; a creation of his partner Susan. Satewas recited the Creed in Mohawk and welcomed delegates to Mohawk Territory. Elder Robert Patton recited the Creed in English.

Longhouse Thanksgiving Prayer & Welcome to the Land

The Mohawk Thanksgiving Address was led by Elder Robert Patton (from the Kahnawake Community of Faith).

Morning Worship and Covenanting with Staff (9:55)

Opening worship began with the singing of verse 1 and 2 of hymn: “Tu sais, je t’ai appelé(e) par ton nom” (MV 16). This was followed by Scripture reading: Jeremiah 31:31-34, and an opening prayer. This was followed by the Covenanting with the Staff of Regional Council (small details below) and the singing of verse 3 and 4 of hymn “Tu sais, je t’ai appelé(e) par ton nom” (MV 16).

Covenanting with Regional Council Staff

The Regional Council ceremoniously covenanted with the staff, recognizing their work and celebrating them with applause and singing of hymn Halle, Halle, Halle (VU 958).

- Rev. Rosemary Lambie, Executive Minister
- Joel Miller, Program Assistant to the Executive Minister
- Me Sabrina DiStefano, Pastoral Relations Minister
- David-Roger Gagnon, Network and Clusters Development Coordinator
- Shanna Bernier, Youth and Young Adult
- Brian Ruse, Finance and Office Administrator
- Judy Coffin, Communications and Administration Assistant
- Beverly Anderson-Levine, Archives
- Karen Valley, Minister for the Office of Vocation.
- Rev. Trisha Elliott, Stewardship and Gifts Officer, Philanthropy Unit

Call to Order (10:15)

In the name of the Lord Jesus Christ, the only Sovereign head of the Church, and by the authority of the Inaugural Meeting of the Conseil régional Nakonha:ka Regional Council of the United Church of Canada, I hereby declare this general meeting duly constituted and to be in session for conducting the business which will properly come before it.

Au nom de Notre Seigneur, Jésus-Christ, chef souverain de l'Église, et par l'autorité qui m'a été conférée par l'Assemblée Inaugurale du Conseil régional Nakonha:ka Regional Council de l'Église unie du Canada, je déclare que cette réunion général est dûment constituée et qu'elle siègera pour le déroulement de toute affaire dont elle sera adéquatement saisie.

Welcome, Information and Introductions

- **Welcome to Summerlea United Church**
Rev. Scott Patton, Minister at Summerlea United Church welcomed delegates and provided some house-keeping information (i.e., locations of bathrooms, exits and lunch information).
- **Remote sites**
It was made known that St-Paul's in Magog was hosting as a remote-site for this general meeting and that some individuals had joined the meeting remotely. All were encouraged to speak clearly into the microphones and to be patient when waiting for votes to be tallied from those connecting remotely.

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- Other Announcements
 - I. Delegates were invited to provide their feedback after the meeting using SurveyMonkey.
 - II. Archives can receive materials for review, and all were directed to see Beverly Anderson-Levine, Regional Council Archivist.
 - III. Headsets were available for simultaneous translation.
 - IV. St-James recently celebrated the unveiling of a homeless Jesus statue located in the front of the church.
 - Duty of Care and the Committee for The Prevention of Sexual Misconduct
Rev. Tami Spires, Chair of the Planning Committee reminded the court of its duty to respect and care for one-another, explaining that all church meetings must be places of safety for everyone present. Living in right relations means there is zero tolerance for words and actions that are not appropriate. If there were any concerns during this meeting, people were asked to contact Rev. Spires.

Agenda / Ordre du jour

2019-11-23_207 MOTION (M. Katchikian/G. Gouw) that the agenda as circulated be adopted. **Carried**

2019-11-23_207 MOTION (M. Katchikian/G. Gouw) que l'ordre du jour soit adopté tel que diffusé. Adoptée

Scrutineers / Scrutateurs

2019-11-23_208 MOTION (D. Ashby/R. Lambie) that the following people serve as Scrutineers: Rev. Tami Spires, Rev. Kent Chown, Rev. Lee Ann Hogle and Judy Coffin. **Carried**

2019-11-23_208 MOTION (D. Ashby/R. Lambie) que les personnes suivantes agissent à titre de scrutateurs et de scrutatrices : Rev. Tami Spires, Rev. Kent Chown, Rev. Lee Ann Hogle and Judy Coffin. Adoptée

Presentations

- Visual representation of new governance structure - Rev. Linda Buchanan presented a diagram outlining the interaction between the Regional Council, La Table des ministères en français, Indigenous Communities of Faith, the Executive, Leadership Teams, and Networks.
- La Table – Éric Hébert-Daly gave a Power Point Presentation that outlined results of a survey conducted yielding results of the spiritual and religious perspective of French-speaking Quebecers. Rev. Ohannes Svadjian led in a prayer after this presentation.

Connie Osborne, Music Coordinator and the Mélange Band led the court in singing hymn “Jésus, je voudrais te chanter” (VU 641) and “Halle, Halle, Halle” (VU 958).

- Church Hub – Deb Kigar, D.M., explained that Church Hub is the primary mechanism for which the United Church of Canada connects with Communities of Faith, with ministry personnel and with other members who participate in the regional work of the denomination. It was noted that Debra was taking 30 minute appointments throughout the day to help people get acquainted with Church Hub. Tessa Griffin led in a prayer after this presentation.
- Office of Vocation – Karen Valley, Office of Vocation Minister, gave a PowerPoint presentation explaining the role of the Candidacy Board and its work and ongoing projects in 2019, explained the role of the Office of Vocation Minister, and indicated who were the current staff members representing the Office of Vocation in this Regional Council. Rev. Angelika Piché explained the Office of Vocations role in conjunction with La Table des ministères en français, and highlighted that potential future French

speaking candidates could approach their candidacy process entirely in French. Rev. Cathy Hamilton led in a prayer after this presentation.

- **Philanthropy** – Rev. Trisha Elliott highlighted the work of Mission and Service, announced various resources (i.e. *Gifts with Vision* catalogue and the *I Intend Program Handbook*) that Communities of Faith could use to bring focus to Mission and Service, and outlined different ways Communities of Faiths can go about to inspire generosity (i.e., highlighting ways of giving that include ‘time’, ‘talent’ and ‘other gifts’). Angelika Piché led in a prayer after this presentation.
- **National Indigenous Organization** Cheryl Jourdain, interim Executive Minister for the Indigenous Ministries and Justice Unit of the General Council, highlighted the changes (i.e., closing of All Native Circle Conference) and new relationship (i.e., organization structure) between Indigenous Ministries, Regional Councils and the entire United Church of Canada. The mottos of this unit have been “closer, slower & without panic” and “Nothing about us, without us”. Rev. Pierre Goldberger led in a prayer after this presentation.

Grace before lunch

Joel Leduc, Kaitlyn Leduc-Owers, Shanna Bernier and Meredith Lambie led the Grace before lunch, adapted from the ‘Messy Church Grace Cube’.

Lunch (11:50)

Lunch was prepared and served by volunteers and members of the UCW of Summerlea United Church.

Gathering Music (12:50)

Connie Osborne, Music Coordinator and the *Mélange Band* welcomed people to the afternoon session and encouraged all to accompany them in singing “One More Step Along the Road I Go” (VU 639) “Jésus, Jésus, rempli-nous d’amour” (NVU 239a) and “Take My Life and Let it Be” (VU 506).

Getting Body Ready for Prayer

Shana Bernier led the court using the ‘Body Prayer’.

Leadership Teams (Presentations made by the Chair)

- **Granting and Enabling** – Barbara Bryce explained that to date, the Committee has met to: Develop a common application and evaluation form (not including Mission Support as this is a national form) and Grant \$995,035 (or more) through our various funds (see **appendix A** to see funds and giving).
- **Finance and Extension Board** – Rick Sheffer highlighted that the F&E Board has had a proud history in development of the United Church of Canada; was incorporated under United Church of Canada Act of 1926; manages & administers funds and trusts. The principal role is management oversight of the Regional Council’s investment portfolio, (\$18 Million); is a major source of financing: 40% of Regional Council’s granting budget and 64% of Mission and Ministry Budget (\$530,000 in 2019/2020); and has a loan program and provision of professional advice for development projects, building repair, renovations, redevelopment. (\$1.5 million outstanding and approved). The F&E Board also has a Sabbatical Leave Program for Ministry Personnel; and has a Bursary Programs for Students to extend their Education – 40 students in 2019 in CEGEP and University. The F&E Board has a board of directors with 15 members + Secretary to the Board, and works with the following Leadership Teams: Executive, Investment, Property and Finance, Sabbatical Leave, Bursary, and F&E Nominations. See the Finance & Extension Board 2020 budget attached hereto as **appendix B**.
- **Property and Finance** – Paul Stanfield provided highlights to the 2019 budget, and introduced the 2020

budget. See the Conseil régional Nakonha:ka Regional Council 2020 budget attached hereto as **appendix C**.

- Ministry and Worship Development – Rev. Linda Buchanan explained that this Leadership Team currently without a Chair or members, and it is the hope of the Regional Council to have this team up and running by May 2020.
- Community and Justice Development – Patricia Lisson, D.M., highlighted the Church's mission in the world and how it ties into this team's mandate – still being finalized: 1. Finding ways of planting ourselves firmly in our neighbourhoods and communities; 2. Listening to the people there and engaging in constructive, open dialogue (inter-cultural, inter-generational, inter-faith); and 3. Offering encouragement and hope. The team's action to date include: A small group of former JGER members met to begin the discussions; responded to Bill 21 last spring with a statement and participated in news conferences; the Beaconsfield Initiative continues to be involved in human rights issues in the Philippines here in Canada and in the Philippines; the Right Relation Leadership Team continues to meet; Haiti school project remains under the Leadership Team's care; Interfaith work of Montreal City Mission is ongoing, as well as community ministry of Saint Columba House. The team will continue to focus on its traditional support-accountability role with United Church of Canada community ministries, its community networks, the environment and the Literacy Centre in Haiti. Additional themes may include the 'Soul of Community' gatherings with possible venue in 2020 on the West Island and Eastern Townships and the hearings on systemic racism to be held in the city. The team sees as essential to remaining open to new direction and interests of new members.
- Youth and Family Ministries – Shanna Bernier, Regional Council Staff representation to this team, highlighted that the team held its first meeting a couple days prior to this meeting. Two co-chairs were elected: Jillian Lalonde and Rev. Joelle Leduc. Some of the focuses of this team in 2019 has been inclusion of LGTBQ youth and youth with mental and physical disabilities, and working more toward providing bilingual programming. The team has already held a youth retreat. The membership is lacking in racial diversity and Indigenous representation, and this is something the team would like to work on. Shanna announced upcoming events (Worshipplude in Ottawa, and Rendezvous 2020 in Calgary).
- Planning Team – Rev. Tami Spires listed the current members, outlined the various tasks; explained the mission; provided a summary of how and when planning meetings are held; provided some background information on who the team is looking for in its members, and invited anyone with interest to join. Tami also invited delegates to consider if their home Communities of Faith were interested in hosting a meeting and if so, to contact the planning team.
- Pastoral Relations – Rev. Darryl Macdonald explained that the team works with Communities of Faith in a variety of ways, by providing trained liaisons support when a Community of Faith is wanting to call a Minister, ensuring calls and appointments are done correctly, etc. This process has been greatly enhanced through the use of Church Hub, with all documentation being electronic (all changes in pastoral relations must be done electronically, no more paper forms.) Darryl invited anyone interested in becoming a trained liaisons to contact the Regional Council office to learn more about how and when training is being offered.
- Nominations – Rev. Dave Lambie informed that the Nominations Team is currently short of members, and invited interested parties to join in the work of trying to increase membership on the various Leadership Teams when there is a demand, to help fill vacancies when they happen, on the Executive, to help in the election and nomination process for President-Elect and General Council Commissioners.

Business**Minutes**

2019-11-23_209 MOTION (R. Fea/C. Hamilton) that the Conseil régional Nakonha:ka Regional Council accept the minutes of the Inaugural Meeting (May 25th 2019) as presented. **Carried**

2019-11-23_209 MOTION (R. Fea/C. Hamilton) que le Conseil régional Nakonha:ka Regional Council accepte le procès verbale de la réunion Inaugurale (le 25 mai, 2019) tel que présenté. Adoptée

Nakonha:ka Financial Report, 2020 Budget (see **appendix C**)

2019-11-23_210 MOTION (F. Braman/P. Stanfield) that the Conseil régional Nakonha:ka Regional Council accept the 2020 budget as presented. **Carried**

2019-11-23_210 MOTION (F. Braman/P. Stanfield) que le Conseil régional Nakonha:ka Regional Council accepte le budget 2020 tel que présenté. Adoptée

Finance & Extension Board 2020 Budget (see **appendix B**)

2019-11-23_211 MOTION (R. Sheffer/P. Bisset) that the Conseil régional Nakonha:ka Regional Council accept the Finance & Extension Board 2020 budget as presented. **Carried**

2019-11-23_211 MOTION (R. Sheffer/P. Bisset) que le Conseil régional Nakonha:ka Regional Council accepte le budget 2020 du Conseil des finances et de l'expansion tel que présenté. Adoptée

Policy Regarding Proceeds from the Sale of Property (September 2019 revision) (see **appendix C**)

2019-11-23_212 MOTION (F. Braman/D. Ashby) that this General Meeting of the Conseil régional Nakonha:ka regional council accept the Policy Regarding Proceeds from the Sale of Property (September 2019 revision) as circulated. **Carried**

2019-11-23_212 MOTION (F. Braman/D. Ashby) que la présente assemblée générale du Conseil régional Nakonha:ka régional council accepte le Politique relative au produit de la vente de propriétés (révision de septembre 2019) tel qu'il est distribué. Adoptée

A Policy on Licensing Sacraments Elders (see **appendix D**)

2019-11-23_213 MOTION (D. Best/G. Tompkins) that this General Meeting of the Conseil régional Nakonha:ka regional council accept the Policy A Policy on Licensing Sacraments Elders as circulated. **Carried**

2019-11-23_213 MOTION (D. Best/G. Tompkins) que la présente assemblée générale du Conseil régional Nakonha:ka régional council accepte le Politique sur l'autorisation d'exercer la fonction de célébrant ou de célébrante laïque des sacrements tel qu'il est distribué. Adoptée

Policy regarding Decision-making by E-mail (see **appendix E**)

2019-11-23_214 MOTION (F. Braman/G. Gouw) that this General Meeting of the Conseil régional Nakonha:ka regional council accept the Policy regarding Decision-making by E-mail as circulated. **Carried**

2019-11-23_214 MOTION (F. Braman/G. Gouw) que la présente assemblée générale du Conseil régional Nakonha:ka régional council accepte le Politique concernant les décisions prises par courriel tel qu'il est distribué. Adoptée

Travel Policy

2019-11-23_215 MOTION (D. Ashby/F. Braman) that this General Meeting of the Conseil régional Nakonha:ka regional council accept the Travel Policy as circulated. **Carried**

2019-07-16_143 MOTION (F. Braman/G. Barratt-Lemay) that the Conseil régional Nakonha:ka Regional Council Executive approves the amended Travel Policy which includes participation in wider regional gatherings:

The Conseil régional Nakonha:ka Regional Council adopts a travel policy of reimbursing travel at 100% the General Council Rate for individuals traveling to networks, staff led trainings, leadership team meetings and meetings of the Regional Council by themselves and further compensates 2 cents per kilometer per passenger for those travelling with more than one person in the vehicle. **Carried**

2019-11-23_215 MOTION (D. Ashby/F. Braman) que la présente assemblée générale du Conseil régional Nakonha:ka régional council accepte le politique sur les déplacements tel qu'il est distribué. **Adoptée**

MOTION_143 du 16 juillet 2019 : (F. Braman/G. Barratt-Lemay) que l'exécutif du Conseil régional Nakonha:ka approuve la politique modifiée sur les déplacements, qui inclut la participation à de grands rassemblements régionaux :

Le Conseil régional Nakonha:ka adopte une politique sur les déplacements qui prévoit le remboursement complet au taux fixé par le Conseil général des frais engagés par une personne voyageant seule pour se rendre à un rassemblement d'un réseau, à une formation pour le personnel-cadre, à une réunion d'une équipe de direction et à une assemblée du conseil régional, et un remboursement supplémentaire de deux cents du kilomètre par passager si elle voyage avec d'autres personnes dans son véhicule. Adoptée

Closing Worship and Covenanting with Leadership Team Members

Worship began with the singing of hymn: "Praise God From Who All Blessing Flow" (VU 541) This was followed by Scripture reading: Genesis 12:1-4, and a prayer. This was followed by the Covenanting with the Leadership Teams and the singing of hymn "I, the Lord of Sea and Sky (Here I am Lord)" (VU 509).

Closing Motions

2019-11-23_216 MOTION (D. Lambie/M. Baldwin) that following the rise of the General Meeting of the conseil régional Nakonha:ka Regional Council, all powers of the Regional Council be granted to the Executive until the next General Meeting. **Carried**

2019-11-23_216 MOTION (T. Spires/R. Fea) that the meeting be adjourned at 4 p.m., and that the President declares this General Meeting of the Conseil régional Nakonha:ka Regional Council duly concluded. **Carried**

Motions de clôture

2019-11-23_217 MOTION (D. Lambie/M. Baldwin) qu'à la levée de l'assemblée générale du conseil régional Nakonha:ka Regional Council, tous les pouvoirs du conseil régional soient accordés à l'exécutif jusqu'à la prochaine assemblée générale. **Adoptée**

2019-11-23_217 MOTION (T. Spires/R. Fea) que l'assemblée soit ajournée à 16 h 00, et que la présidente déclare cette assemblée générale du conseil régional Nakonha:ka Regional Council conclue. **Adoptée**

Appendices:

Appendix A	Granting and Enabling Leadership Team Funding Report 2019	Pages 9-12
Appendix B	Finance & Extension Board 2020 Budget	Page 13
Appendix C	Nakonha:ka Regional Council Financial Report, 2020 Budget	Pages 14-17
Appendix D	Policy Regarding Proceeds from the Sale of Property (September 2019 revision)	Pages 18-19
Appendix E	A Policy on Licensing Sacraments Elders	Pages 20-21
Appendix F	Policy regarding Decision-making by E-mail	Page 22

Appendix A

Conseil régional Nakonha:ka Regional Council

Prepared 2019-11-18	Available for 2020	Disbursed in 2019	Available for 2019
Grants to Communities of Faith			
Mission Support (Schedule A) For missions and ministries core funding needs	489,214	550,000	550,000
Good Samaritan Fund (Schedule B) For programs to support seniors at risk	300,000	287,975	300,000
Erskine & American - Mountainside Fund (Schedule C) For programs to support outreach or transformation	170,000	157,060	142,000
F.W. Kelley Trust Fund (Schedule D) To support new or innovative ministry programs	30,000	14,500	20,000
Bhal Jun Fund (Schedule E) To support ministries special needs	26,250	13,000	12,500
Ste-Thérèse Fund (Schedule F) To support Laurentian Area Ministry In French	50,000	50,000	50,000
Trois Rivières Funds & Grand Mère Fund (Schedule G) To support ministries in French, Québec-Sherbrooke Area needs,	21,000	5,050	17,300
United Church of Canada Foundation (Schedule H) To support communities of faith in various programs		93,500	
TOTAL GRANTS	1,086,464	1,171,085	1,091,800
	plus UCC Grants		plus UCC Grants

Note: There were also funds granted for "Light A Spark" consultations in the "Transformation" part of the Budget.

Conseil régional Nakonha:ka Regional Council

Prepared 2019-11-18

Available for 2020

Disbursed in 2019

Available for 2019

Schedules of Grants Disbursed in 2019

Schedule A - Mission Support

	Disbursed in 2019
Beaconsfield UC - West Island LGBTQ2 Centre	21,625
Campus Ministry (Bishops University)	3,000
Camino de Emaus de l'Église Unie	64,625
COCLA	29,625
Comité d'Aide aux Réfugiés	24,000
Concordia Multi-Faith and Spirituality Centre	4,000
Eglise Unie Saint-Pierre et Pinguet	26,000
Harrington Harbour	1,875
Kanesatake United Church	15,000
Montreal City Mission	124,625
Saint Columba House	155,625
Union United Church (Montreal)	15,000
United Theological College	4,000
Auberge Madeleine	1,000
McGill Ecumenical Chaplaincy	12,500
Rennie's UC	18,000
Sainte Genevieve UC ORA Loss and Living	12,000
Southwest Mission	17,500
Mission Support	550,000

Schedule B - Good Samaritan Fund

Beaconsfield UC - Seniors ministry	11,530
Beaconsfield UC - West Island LGBTQ Centre - "West Island Seniors Rainbow"	20,000
Cedar Park UC - Congregational Care Co-ordinator- Seniors	10,680
Hemmingford PC - Seniors Outreach	16,600
Laurentian Area Ministry - Open Circle - Seniors	19,815
Montreal City Mission - Legal clinic for seniors	10,000
Montreal City Mission - "Saisons/Seasons" seniors program	15,000
Montreal West UC - "Extra Miles" program	6,000
NDG Seniors Citizens Council - Tax Preparation & Outreach	12,000
Richmond Melbourne PC - Seniors Spiritual Wellness Program	25,000
Riverside UC - "Riverside Cares Mobile Pastoral Care"	20,000
Riverside UC - "Out to Lunch" program	14,000
St. Columba House - "The Connection Seniors Program"	25,000
St. Paul's Ayers Cliff- Magog PC - Healthy Seniors program	7,350
Union United Church (Montreal) - Seniors Engagement Project	15,000
COCLA - Seniors programs	30,000
Westmount Park UC- Contactivity Centre Seniors program	30,000
Good Samaritan Fund	287,975

Conseil régional Nakonha:ka Regional Council

Prepared 2019-11-18	Available for 2020	Disbursed in 2019	Available for 2019
Schedule C - Erskine & American - Mountainside Fund			
Auberge Madeleine - Post-residency support service	2,000		
Beaconsfield UC - Haiti School	7,400		
Beaconsfield UC - West Island LGBTQ2+ - 4 Projects: Youth, Young Adults, Transgender, Parent Support	25,000		
Beaconsfield UC - West Island LGBTQ2 - Off Island Expansion Project	10,000		
Camp Cosmos - Youth Leadership Program	1,000		
Cedar Park UC - Soul Food Ministry	5,000		
Eglise unie St-Jean - Groupe Spiritualité et Partage	750		
Eglise unie St-Jean - Groupe Foi et Fierité	2,000		
Montreal City Mission - Song Craft - Refugee Youth	13,800		
Montreal City Mission - A Good Neighbour	6,000		
Mount Royal UC - French Intercultural Worship Service	8,000		
Saint Columba House - Leadership Youth Project	12,810		
Saint Columba House Hand In Hand Day Camp	5,000		
Sainte-Genevieve UC - ORA Loss and Living Program	10,000		
St. Paul's UC-Waterloo - Feed The Hungry	5,000		
Union United (Montreal) - Bridging the Mental Health Gap	20,000		
United Theological College Café La Présence	11,000		
Westmount Park UC - Faith in Nature Project	6,400		
Westmount Park UC - Climate Café - House Plant Project	5,900		
Erskine & American - Mountainside Fund	157,060		
Schedule D - F.W. Kelley Trust Fund			
Montreal City Mission - The Maa'n Ensemble Campaign	1,500		
United Therological College - Douglas Hall Colloquim	3,500		
St.James UC - Human Rights in the Phillipines	2,000		
St.Columba House - Day Camp	3,500		
Living in Right Relations - Education on Indigineous Culture	4,000		
F.W. Kelley Trust Fund	14,500		
Schedule E - Bhal Jun Fund			
Eglise Unie Drummondville-Mauricie - French Ministry	8,000		
Mount Royal United Church - Intercultural French Ministry	5,000		
Bhal Jun Fund	13,000		
Schedule F - Ste-Thérèse Fund			
Laurentian Area Ministry (Arundel, Harrington, Ste. Adèle, St. Andrew's Avoca, Morin Heights, Shawbridge, Argenteuil - Lachute, Knox Wesley Grenville, St. Mungo's	50,000		
Ste-Thérèse Fund	50,000		
Schedule G - Trois Rivières, Grand Mère Funds			
Camino de Emaus de l'Eglise Unie - Stove (Trois Rivières Fund)	3,700		
Camino de Emaus de l'Eglise Unie - Camp (Grand Mère Fund)	1,350		
Trois Rivières, Grand Mère Funds	5,050		
Schedule H - United Church of Canada Foundation			
Camp Cosmos - Wesley C. Smith Fund - Youth Leadership	7,000		
St. Columba House - Watkins Fund - Children at Risk	9,500		
Cedar Park UC- Watkins Fund - Seniors at Risk	2,000		
Camino de Emaus de l'Eglise Unie - New Ministries	25,000		
Westmount Park UC - New Ministries	25,000		
Ste. Geneviève UC - ORA Program for Grief	25,000		
United Church of Canada Foundation	93,500		

Conseil régional Nakonha:ka Regional Council

**Communities of Faith
Multiple Grants Received 2019**

		Mission Support	Good Samaritan Fund	E & A - Mountainside	UCC Foundation	Other Sources
Total Grants \$ 1,171,085		\$550,000	\$287,975	\$157,060	\$93,500	\$82,550
Beaconsfield United Church	\$ 75,555					
Mission Support - West Island LGBTQ2 Centre		21,625				
Good Samaritan Fund - Seniors programs			11,530			
E&A-M Fund - Haiti School Project				7,400		
E&A-M Fund - West Island LGBTQ2+ - 4 Projects: Youth, Young Adults, Transgender, Parent Support				25,000		
E&A-M Fund - West Island LGBTQ2+ -				10,000		
Camino de Emaus de l'Église Unie	\$ 94,675					
Mission Support		64,625				
UCC Foundation - New Ministries					25,000	
St. Andrew's - Trois Rivières Fund - new stove						3,700
St. Andrew's - Grand Mère Fund - Camp						1,350
Cedar Park	\$ 17,680					
Good Samaritan Fund - Seniors Coordinator			10,680			
Erskine & American - Mountainside Fund				5,000		
UCC Foundation - Watkins Fund - Seniors at Risk					2,000	
COCLA	\$ 59,625					
Mission Support		29,625				
Good Samaritan Fund - Seniors programs			30,000			
Laurentian Area Ministry	\$ 69,815					
Good Samaritan Fund - Open Circle - Seniors			19,815			
Ste. Thérèse Fund						50,000
Montreal City Mission	\$ 170,925					
Mission Support		124,625				
Good Samaritan Fund - Legal clinic for seniors			10,000			
Good Samaritan Fund - "Saisons/Seasons" seniors program			15,000			
E&A-M Fund - Song Craft - A Good Neighbour				6,000		
E&A-M Fund - Song Craft - Refugee Youth				13,800		
F.W. Kelley Trust Fund						1,500
Saint Columba House	\$ 206,435					
Mission Support		155,625				
Good Samaritan Fund - "The Connection Seniors Program"			25,000			
E&A-M Fund - Leadership Youth Project				12,810		
UCC Foundation - Watkins Fund - Children at Risk					9,500	
F.W. Kelley Trust Fund						3,500
Union United (Montreal)	\$ 50,000					
Mission Support		15,000				
Good Samaritan Fund - Seniors Engagement Project			15,000			
E&A-M Fund - Bridging the Mental Health Gap				20,000		
Westmount Park	\$ 67,300					
Good Samaritan Fund - Contactivity Centre Seniors program			30,000			
E&A-M Fund - Faith in Nature Project				6,400		
E&A-M Fund - Climate Café - House Plant Project				5,900		
UCC Foundation - New Ministries					25,000	
Other Communities of Faith	\$ 359,075					
Mission Support		138,875				
Good Samaritan Fund			120,950			
Erskine & American - Mountainside Fund				44,750		
UCC Foundation - Various Funds					32,000	
F.W. Kelley Trust Fund						9,500
Bhal Jun Fund						13,000

Appendix B

Finance & Extension Board of Conseil régional Nakonha:ka Regional Council

Prepared 2019-11-04

	Budget 2020	Budget 2019
REVENUE		
Total Assets for Funding Formula	13,300,000	13,500,000
5% of Total Assets	665,000	675,000
less Investment Counsel fees	<u>-50,000</u>	<u>-50,000</u>
Funds Available for F&E and Region #13	615,000	625,000
GRANTS & EXPENSES		
Grant to Region 13 for Mission & Ministry Expenses	510,000	510,000
Grant to Region 13 for Governance Expenses	20,000	20,000
F&E Grant for Sabbatical Leave	12,000	12,000
F&E Bursaries (not including IFE and St. John's Hall Funds)	20,000	20,000
F&E Sabbatical Leave and Bursary Grants	<u>32,000</u>	<u>32,000</u>
Subtotal F&E Grants	562,000	562,000
F&E Expenses		
F&E Secretary (on contract)	25,000	25,000
Transition Support (staff on contract)		4,000
Accounting & Review	20,000	20,000
Administration and Office Expenses (New)	2,000	
Transition Expenses		10,000
Contingency	<u>6,000</u>	<u>4,000</u>
Subtotal F&E Expenses	<u>53,000</u>	<u>63,000</u>
Total F&E Grants and Expenses	615,000	625,000

Appendix C

		2020 - Budget			Estimated 2019 - Actual			2019 - Budget		
		Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Conseil régional Nakonha:ka Regional Council										
Statement of Income and Budgets										
Prepared 2019-11-18										
Revenue										
General Council Office (GCO) Grant from Assessments	322,600	1	0	322,600	322,602	0	322,602	325,000	0	325,000
GCO Grant for Executive Minister/Assistant	33,500	1	0	33,500	33,500	0	33,500	37,500	0	37,500
GCO Grant for Mission & Ministry	0	289,000	0	289,000	0	289,000	289,000	289,000	0	289,000
Finance & Extension Board funding	20,000	1	510,000	530,000	20,000	510,000	530,000	20,000	510,000	530,000
Regions 11 & 12 for share of services	33,500	0	0	33,500	33,500	0	33,500	12,000	0	12,000
Montreal and Ottawa Conference (closing transfer 2019)	0	0	0	0	83,968	0	83,968	0	0	0
Transfer from Good Samaritan Fund to LAM	0	0	0	0	19,815	0	19,815	0	0	0
Miscellaneous	0	0	0	0	5,152	0	5,152	0	0	0
Total Revenue	409,600	799,000	1,208,600	518,536	799,000	1,317,536	394,500	799,000	1,193,500	
¹ assumed to be the same as for 2019 estimated actual										
Expenses										
Staff Expenses (Schedule 1)	295,000	207,000	502,000	277,200	102,000	379,200	234,500	80,000	314,500	
Office Expenses (Schedule 2)	34,800	0	34,800	35,100	0	35,100	41,000	0	41,000	
Finance and Archives (Schedule 3)	15,500	0	15,500	28,000	0	28,000	29,000	0	29,000	
Committee & Meetings, Travel (Schedule 4)	18,000	3,000	21,000	18,500	0	18,500	16,000	3,000	19,000	
Clusters, Networks Support (Schedule 5)	5,000	0	5,000	1,000	16,000	17,000	9,000	48,500	57,500	
Youth & YAYA, LLWL Training Support (Schedule 6)	0	8,000	8,000	0	5,000	5,000	0	4,500	4,500	
Communications & Information Technology (Schedule 7)	10,200	2,000	12,200	11,000	0	11,000	20,000	0	20,000	
Transformation & Facilitation (Schedule 8)	0	10,000	10,000	0	8,000	8,000	0	50,000	50,000	
Union United Church (Montreal) (Schedule 9)	20,000	0	20,000	40,000	0	40,000	40,000	0	40,000	
Contingency (Schedule 10)	10,000	20,000	30,000	350	0	350	5,000	25,000	30,000	
Mission Support (Schedule 11)	0	506,214	506,214	0	550,000	550,000	0	550,000	550,000	
Miscellaneous & Unallocated	1,100	42,786	43,886	0	19,815	19,815	0	38,000	38,000	
Total Expenses	409,600	799,000	1,208,600	411,150	700,815	1,111,965	394,500	799,000	1,193,500	
Difference	0	0	0	107,386	98,185	205,571	0	0	0	
Difference (not including extraordinary revenue)				18,266	98,185	116,461				

Notes:
Not including the \$ closing of M&O Conf. and Misc \$

² Transfer from Good Samaritan Fund directed to Laurentian Area Ministry

Conseil régional Nakonha:ka Regional Council									
Statement of Income and Budgets									
Prepared 2019-11-18									
	2020 - Budget			Estimated 2019 - Actual			2019 - Budget		
	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total	Governance	Mission/Ministry	Total
Schedules for Financial Statements									
Schedule 1 - Staff Expenses									
Executive Minister/Assistant (Including Benefits)	70,400	0	70,400	69,100	0	69,100	37,500	0	37,500
Salaries (Pastoral Relations, Communicators, Finance & Office Administrator, Archivist for 2020)	174,200	0	174,200	158,100	1	158,100	150,200	0	150,200
Salaries (Youth Worker, Custlers & Networks)	41,300	161,200	202,500	40,700	79,700	120,400	38,000	61,500	99,500
Benefits (United Church & Government) (26.3%)	2,400	40,600	43,000	2,400	20,300	22,700	3,000	14,500	17,500
Other Staff Costs	500	1,200	1,700	0	1,200	1,200	500	0	500
Meetings/Hospitality	1,400	0	1,400	1,400	0	1,400	500	500	1,000
Continuing Education	4,000	500	4,500	4,000	800	4,800	4,000	3,000	7,000
Travel	800	3,000	3,800	1,100	0	1,100	800	500	1,300
Cell Phone	0	500	500	0	0	0	0	0	0
Other	0	0	0	400	0	400	0	0	0
Total Staff Expenses	295,000	207,000	502,000	277,200	102,000	379,200	234,500	80,000	314,500
1 Based on 8 months Year-to-date actual									
Schedule 2 - Office Expenses									
Rent (Including Utilities)	19,000	0	19,000	19,000	0	19,000	26,000	0	26,000
Photocopier	8,800	0	8,800	8,800	0	8,800	3,000	0	3,000
Telephone	3,000	0	3,000	3,000	0	3,000	3,000	0	3,000
Supplies	3,000	0	3,000	3,000	0	3,000	6,000	0	6,000
Postage/Courier	1,000	0	1,000	1,000	0	1,000	2,000	0	2,000
Archives Maintenance	0	0	0	0	0	0	1,000	0	1,000
Other	0	0	0	300	0	300	0	0	0
Total Office Expenses	34,800	0	34,800	35,100	0	35,100	41,000	0	41,000
Schedule 3 - Finance & Archives Expense									
Accounting & Review	15,000	0	15,000	15,000	0	15,000	15,000	0	15,000
Bank Charges	500	0	500	500	0	500	2,000	0	2,000
Archives (Honorarium)	0	1	0	12,500	1	12,500	12,000	1	12,000
Other	0	0	0	0	0	0	0	0	0
Total Finance & Archives Expense	15,500	0	15,500	28,000	0	28,000	29,000	0	29,000
1 now included in Staff Expenses									
1 includes 5 months on GCO salary with benefits									
1 \$1,000 per month									

Conseil régional Nakonha:ka Regional Council

Statement of Income and Budgets

Prepared 2019-11-18

	2020 - Budget			Estimated 2019 - Actual			2019 - Budget		
	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total
Schedule 4 - Committee & Meetings Expenses									
Region AGM	9,000	0	9,000	9,500	0	9,500	8,000	0	8,000
Other regional meetings	7,500	0	7,500	7,500	0	7,500	4,000	0	4,000
Other meetings	1,500	3,000	4,500	1,500	0	1,500	4,000	3,000	7,000
Total Committee & Meetings Expense	18,000	3,000	21,000	18,500	0	18,500	16,000	3,000	19,000
Schedule 5 - Clusters & Networks Support									
Clusters & Networks Salaries/Consultant Fees	0	0	0	0	16,000	16,000	0	48,500	48,500
Education & Students Support	0	0	0	500	0	500	4,000	0	4,000
Pastoral Relations Support	5,000	0	5,000	500	0	500	5,000	0	5,000
Other Support	0	0	0	0	0	0	0	0	0
Total Clusters & Networks Support	5,000	0	5,000	1,000	16,000	17,000	9,000	48,500	57,500
Schedule 6 - Youth & YAYA, LLWL Training Support									
Youth & YAYA Activities Additional Support	0	3,000	3,000	0	4,000	4,000	0	3,000	3,000
Licensed Lay Worship Leaders support	0	2,000	2,000	0	1,000	1,000	0	1,500	1,500
Other	0	0	0	0	0	0	0	0	0
Total - Youth & YAYA, LLWL Support	0	8,000	8,000	0	5,000	5,000	0	4,500	4,500
Schedule 7 - Communications & Information Technology									
Internet	1,200	0	1,200	0	0	0	4,000	0	4,000
Web Site Development	0	0	0	4,000	0	4,000	4,000	0	4,000
GCO IT Support	4,000	0	4,000	4,000	0	4,000	4,000	0	4,000
IT Equipment	3,000	0	3,000	3,000	0	3,000	4,000	0	4,000
French/English Translation (written)	2,000	2,000	4,000	0	0	0	4,000	0	4,000
Other expenses	0	0	0	0	0	0	0	0	0
Total - Communications & Information Technology	10,200	2,000	12,200	11,000	0	11,000	20,000	0	20,000
Schedule 8 - Transformation & Facilitation									
Consultants Fees	0	0	0	0	0	0	0	30,000	30,000
"Light A Spark" support	0	10,000	10,000	0	8,000	8,000	0	20,000	20,000
Total - Transformation & Facilitation	0	10,000	10,000	0	8,000	8,000	0	50,000	50,000

Conseil régional Nakonha:ka Regional Council

Statement of Income and Budgets

Prepared 2019-11-18

	2020 - Budget			Estimated 2019 - Actual			2019 - Budget		
	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total	Governance	Mission/ Ministry	Total
Schedule 9 - Union United Church (Montreal)									
50% share of Minister's salary & benefits (12 months for 2019 and 6 months for 2020)									
Other	20,000	0	20,000	40,000	0	40,000	40,000	0	40,000
	0	0	0	0	0	0	0	0	0
Total - Union United Church (Montreal)	20,000	0	20,000	40,000	0	40,000	40,000	0	40,000
Schedule 10 - Contingency									
General Contingency	5,000	15,000	20,000	350	0	350	5,000	20,000	25,000
Personnel Emergency Fund	5,000	5,000	10,000	0	0	0	0	5,000	5,000
Total - Contingency	10,000	20,000	30,000	350	0	350	5,000	25,000	30,000
Schedule 11 - Mission Support									
Beaconsfield UC - West/Island LGBTQ2 Centre	Mission Support from UCC	Mission Support from F&E	Total	Mission Support from UCC	Mission Support from F&E	Total	Mission Support from UCC	Mission Support from F&E	Total
10,000	17,000	3,000	17,000	0	21,625	21,625	0	17,000	17,000
Campus Ministry (Bishops University)		57,214	67,214	47,310	17,315	64,625	44,250	15,750	60,000
10,000	14,000	24,000	24,000	12,000	2,000	14,000	12,000	2,000	14,000
Concordia Multi-Faith and Spirituality Centre	2,000	2,000	4,000	2,000	2,000	4,000	2,000	2,000	4,000
10,000	16,000	26,000	26,000	19,700	6,300	26,000	19,700	6,300	26,000
Église Unie Saint-Pierre et Pinguet		5,000	5,000	0	1,875	1,875	0	7,500	7,500
Hamilton Harbour	20,000	100,000	120,000	37,430	87,195	124,625	35,000	85,000	120,000
Montreal City Mission	10,000	15,000	25,000	13,370	16,255	29,625	12,500	12,500	25,000
COCLA	20,000	140,000	160,000	36,890	118,735	155,625	34,500	116,500	151,000
Saint Columba House		30,000	30,000	0	15,000	15,000	0	15,000	15,000
United Theological College (Montreal)		10,000	10,000	0	4,000	4,000	0	4,000	4,000
United Theological College		15,000	15,000	0	1,000	1,000	0	1,000	1,000
Kanesatake United Church		0	0	0	12,500	12,500	0	12,500	12,500
Auberge Madeleine		0	0	0	18,000	18,000	0	18,000	18,000
McGill Ecumenical Chaplaincy		0	0	0	12,000	12,000	0	12,000	12,000
Rennie's UC		8,750	8,750	8,750	8,750	17,500	17,500	17,500	35,000
Sainte Genevieve UC CRA Loss and Living		0	0	0	0	0	0	0	0
Southwest Mission		0	0	0	0	0	0	0	0
Total Mission Support	82,000	424,214	506,214	177,450	372,550	550,000	177,450	372,550	550,000

Appendix D

Policy Regarding Proceeds from the Sale of Property (September 2019 revision)

POLICY NAME: Policy regarding Proceeds from the Sale of Property	Date Approved: November 23, 2019
	Review date:
Purpose: The purpose of this policy is to clarify expectations of Communities of Faith regarding the sale of Church Property. <i>The Manual C.2.6.</i>	

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 with a view to encouraging the sharing of resources within the United Church of Canada, while being respectful of the rights and ongoing contributions of communities of faith.

This policy applies only when Regional Council consent is required and does not affect assets of less than \$50,000.

Policy Community of Faith that is not disbanding

When Church Property is being sold by a Community of Faith that is not disbanding, the following guidelines for the use of net proceeds* from the sale are meant to encourage a forthright discussion with the Community of Faith as to the opportunities for sharing of resources within the broader Church, and the Regional Council commits to being prayerfully respectful of the continuing needs of the Community of Faith to continue ministry in new and dynamic ways and may waive any or all of the following after such discussion.

- a) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- b) 10% be remitted to the Nakonha:ka Regional Council to support the Mission Strategy Fund of the Regional Council held by the Finance and Extension Board with disbursement at the direction of the Regional Council..
- c) The remainder to be retained by the Community of Faith with an approved ministry plan for the use of the proceeds by the Regional Council that is financially sustainable. The Regional Council will normally require that the remaining capital from the sale be protected and invested and that the Community of Faith be limited to drawing up to 5% 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 a ministry plan, the Regional Council may allow the Community of Faith to use some or all of the remaining capital from the sale to implement the ministry plan. This may include capital expenses.
- d) Before the distributions above, the Regional Council also asks that consideration be given to donating up to 2% of the net proceeds (but no more than \$5000) from the sale of church property (except when it is the sale of a manse), be remitted to help fund the work of the Regional Council Archives.

Community of Faith that is disbanding

When Church Property is being sold by a Community of Faith that is disbanding, the following guidelines shall apply for the disposition of net proceeds* from the sale, unless the Regional Council concludes that this would be contrary to the basis on which the assets were acquired or built up or otherwise contrary to the interests of the United Church in this instance:

- e) 10% be remitted to the United Church of Canada for the on-going support of Indigenous Ministry.
- f) 10% be remitted to the Nakonha:ka Regional Council to support the Mission Strategy Fund of the Regional Council administered by the Finance and Extension Board.
- g) 10% be remitted to the United Church of Canada Mission and Service for on-going support of the ministry of the wider church.
- h) The remainder (subject to I below) be directed for purposes within The United Church of Canada and which

is approved by the Regional Council before the disbanding of the Community of Faith. If a Community of Faith disbands without such a plan, it becomes the responsibility of the Regional Council to determine the disposition of the remaining funds.

- i) 2% of the net proceeds, limited to \$5000 from the sale of church property be remitted to help fund the work of the Regional Council Archives. .

*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 so on.

This policy shall be administered in a manner to encourage all folk involved to have input into the outcome which is to balance the contributions and continuity of communities of faith with the sharing required with the broader United Church of Canada

NOTE: In the sharing provisions, the Property and Finance Leadership Team recommends that consideration for the United Theological College be included as the only theological college in our Region and the only one in Canada offering education in French.

Appendix E

A Policy on Licensing Sacraments Elders

POLICY NAME: Regional Council Sacraments Elders Policy	Date Approved: November 23, 2019
	Review date:
Purpose: This policy outlines the procedures for Sacraments Elders <i>The Manual 2019 I.2.4.</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council's Policy on Licensing Sacraments Elders within the Regional Council.

Policy

Individuals may be considered for a license as a Sacraments Elder if:

- a) there are no ministry personnel settled, called or appointed to the community of faith;
- b) there are no other ministry personnel available within a reasonable distance of the community of faith who are able and willing to administer the Sacraments;
- c) the person identified to function as a Sacraments Elder is suitable; and
- d) this person identified has successfully completed a course on the administration of the Sacraments.

Process

1. The community of faith identifies that:
 - a. there are no ministry personnel within a reasonable distance of the community of faith who are able and willing to administer the sacraments; and
 - b. there is a community of faith member whom it believes is suitable to perform this function.
2. The Pastoral Relations Leadership Team reviews the recommendations of the community of faith and, if it concurs, recommends to the Regional Council Executive.
3. The Regional Council Executive decides on the need for a Sacraments Elder and the suitability of the proposed person to be licensed.
4. The Pastoral Relations Leadership Team oversees a training program for the proposed Sacraments Elder.
5. The Regional Council, upon the receipt of confirmation that the training program has been successfully completed, licenses the person as a Sacraments Elder for a period that is the earlier of twelve months or the settlement, call or appointment of a member of the Order of Ministry or the appointment of a Designated Lay Minister to the community of faith.
6. The Regional Council appoints an ongoing mentor for the Sacraments Elder.

Background

Proposal GCE4, approved at the 39th General Council, stated that the lay presidency at the sacraments arises when two expectations are not met. They were that:

1. there are insufficient ministry personnel available and positioned to administer the sacraments to all congregations; and
2. That congregations shall according to need, i.e., regularly and frequently have access to the administration of the sacraments.

UCC Manual 2019 I.2.4 Licences to Administer Sacraments

The regional council may grant a licence to administer the sacraments to

(c) members of communities of faith without a called or appointed member of the order of ministry or designated lay minister. A member holding a licence to administer the sacraments is called a "sacraments elder."

There are policies for the qualifications, assessment, and education of lay people to be sacraments elders. *See the*

Sacraments Elders resource available from the General Council Office.

The Regional Council:

1. Recognizes that the office of Sacraments Elder was intended for exceptional circumstances. The absence of a settled, called or appointed minister on a community of faith does not, in itself, trigger the licensing of a Sacraments Elder.
2. The Pastoral Relations Leadership Team confirm the need for a Sacraments Elder and the suitability of the proposed person before the training takes place. The Regional Council Executive may not concur with the recommendations.
3. The *Sacraments Elders Workbook* will be the principal guide for instruction on the administration of the sacraments. The Pastoral Relations Minister shall be responsible to provide the training. The training is approximately 16 to 20 hours, timing to be divided between two to four modules with sufficient time between them for reflection.
4. The Pastoral Relations Leadership Team will recommend appointing an ongoing mentor, potentially the pastoral charge supervisor.
5. Upon completion of this process, the Pastoral Relations Leadership Team will bring a motion to the Regional Council Executive for action.

Appendix F

Policy regarding Decision-making by E-mail

POLICY NAME: Regional Council Policy regarding Decision-making by E-mail	Date Approved: November 23, 2015
	Review date:
Purpose: This policy outlines the parameters for making decisions using email. <i>The Manual 2019 - Appendix 3.4.2</i>	

Preamble

This document outlines the Conseil régional Nakonha:ka Regional Council's Policy regarding Decision-making by E-mail and best practices regarding requests for urgent decisions between meetings of the Regional Council Executive.

UCC Manual 2019 Appendix 3.4.2 Decisions by E-mail (extracts pertaining to the Regional Council)

At the discretion of the chair, decisions may be made between meetings by e-mail voting in circumstances the chair considers to be exceptional. E-mail voting may be conducted only if every member of the voting body has already provided the voting body with an e-mail address that ensures confidentiality. At the direction of the chair, the secretary circulates a proposed decision and initiates a vote by e-mail on it.

The email must contain a) the proposed decision and sufficient background to inform the other members of the voting body; and b) a specified time for replying to the e-mail, allowing for at least 48 hours from the time that the e-mail is circulated. The e-mail must be circulated to all members of the voting body, with all members' e-mail addresses visible. Members may ask questions of clarification and offer comments by e-mail, ensuring they are visible to all members. Members must vote by e-mail, ensuring their vote is visible to all members. Members must vote in the affirmative or negative without any conditions. A member may object to making this decision by e-mail, and if any two members so object, a meeting must be held in one of the other ways set out in the bylaws. Members may vote before the deadline, and may change their votes up until that time. If the number of votes cast is less than the minimum number of members required to be present for a meeting, the decision is not approved. Following the deadline, the secretary must inform all members of the voting body of the voting results by e-mail. The secretary must include the proposed decision and the outcome of the vote in the minutes of the next regular meeting of the voting body.

Email Voting Policy

The Policy of Conseil régional Nakonha:ka Regional Council regarding decision making by e-mails is following the specific guidelines from the General Council as outlined in UCC Manual 2019 Appendix 3.4.2 when the President considers the one-item situation exceptional, able to be answered with a YES/NO response and the time-line such that the situation should not wait until the next regularly scheduled meeting of the Executive.