
Conseil régional Nakonha:ka Regional Council
Meeting of the Executive
Thursday, November 21, 2024 – 9 AM

Vision of the Commission by which we evaluate progress based on:

- Supporting and enhancing the life of Communities of Faith where ministry takes place
- Nurturing Social Justice and Outreach programs
- Building Communications

IN ATTENDANCE

Norman Robert Boie	Chair, President
Adedeji Sunday Akintayo	Member
Denis Ashby	Member at large, Rep. First Third Ministries
Peter Bisset	Member, Finance and Extension Board
Rev. Barbara Bryce	Member, Granting and Enabling Leadership Team
Rev. Florence Bukam	Member at Large
Rev. Read Sherman	Member, Living into Right Relations Leadership Circle
Bailey Eastwood	Member, Community and Justice
Rev. Marie-Claude Manga	Member at Large
Valerie Epps-Nickson	Member, General Meeting Planning
Marc Grenon	Member at large, Past-President
Rev. Éric Hébert-Daly	Member, Executive Minister
Rev. Rosemary Lambie	Member at large
Erika (Qian) Liang	Member
Paul Stanfield	Member, Treasurer
Shanna Bernier	Corresponding Member, Youth, Young Adult and Families Ministries
Judy Coffin	Corresponding Member, Administration and Communication
Rev. Dan Hayward	Corresponding Member, Pastoral Relations Minister
Brian Ruse	Corresponding Member, Finance and Office Administrator

REGRETS/ABSENT

Rev. Pierre Goldberger	Member, La Table
Rev. Christine Marie Gladu	Member, Pastoral Relations
Joel Miller	Corresponding Member, Program Assistant to Executive Minister, Recording Secretary

This meeting of the Nakonha:ka Regional Council Executive will deal with regular business, but will focus on the following key areas:

- Discern next steps coming out of the Interim Strategic Plan Report
- Discern communication objectives

Land Acknowledgement – Denis Ashby led the land acknowledgment, naming many of the First Peoples who traditionally call home the lands within the Quebec borders (Denis shared that he is personally joining the meeting from the traditional territory of the Abenaki). Denis called upon us to continue to work towards right relations and toward truth and reconciliation.

Opening Devotions – Denis Ashby led the opening devotion by reflecting on people joining together to form the body of Christ when it is needed the most; usually in the face of adversity, and at times when it feels as though

things are coming undone. Denis invited all to share when they encountered the experience of overcoming by uniting as one. Denis closed this time of devotion by reading Scripture 1 Corinthians 12:12-27 and with prayer.

Calling Meeting to Order – Norman Robert Boie, President, called the meeting to order at 9:15 AM. Norman Robert thanked all for their time to attend this meeting and serve the Regional Council.

In the name of the Lord Jesus Christ, the only Sovereign head of the Church, and by the authority of the Conseil Régional Nakonha:ka Regional Council of the United Church of Canada, I hereby declare this executive 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 le Conseil régional Nakonha:ka Regional Council de l'Église unie du Canada, je déclare que cette réunion exécutive est dûment constituée et qu'elle siègera pour le déroulement de toute affaire dont elle sera adéquatement saisie.

Circle Time of Sharing/Introductions – All were invited to share what the experience of coming-together had meant for them.

*Powercourt United Church was highlighted as a church existing about 10 miles south of Huntingdon, QC.

Equity Support Person

2024-11-21_001 MOTION (V. Nickson/R. Lambie) that the Conseil régional Nakonha:ka Regional Council Executive names Shanna Bernier as Equity Support person for this meeting. **CARRIED**

Minutes of October 17, 2024

2024-11-21_002 MOTION (P. Bisset/A. Akintayo) that the Conseil régional Nakonha:ka Regional Council Executive approve the Minutes of October 17, 2024 as circulated. **CARRIED**

Email Poll of October 31, 2024

2024-11-21_003 MOTION (P. Stanfied/P. Bisset.) that the Conseil régional Nakonha:ka Regional Council Executive receive into its Minutes the email poll of October 31, 2024:.

2024-10-31_001 MOTION (CM Gladu/J. Jorgensen) RESOLVED that the Nakonha:ka Regional Council Executive, concur with the recommendation of its Finance and Extension Board, to authorize the Trustees and Congregation of Trinity United Church (Cookshire, QC) to market its Church land and building at 190 rue Principale ouest, Cookshire-Eaton, QC JOB 1M0 (lot 4 487 170 of the Cadastre du Québec) on an as-is, where-is basis, and within or above the price range submitted to the said Finance and Extension Board, the whole subject to final approval of any sale agreement by the Regional Council acting by its said Finance and Extension Board, and on the firm condition that the Net Proceeds be split first to repay the \$98,261.54 owing to the said Finance and Extension Board and the balance to be shared in accordance with the Regional Council Policy on Net Proceeds of Sale. CARRIED

CARRIED

Agenda

2024-11-21_004 MOTION (R. Sherman/B. Bryce) that the Conseil régional Nakonha:ka Regional Council Executive accept the agenda as amended:

1. Addition under section 8, Granting & Enabling: Report on the Application from The Longueuil Community
2. Addition of correspondence h
3. Addition under New Business d - Inventory of Cemeteries - Funding from Archives
4. Update on sale of the manse in Harrington Harbour.

CARRIED

Correspondence In

- a) October 21, 2024, Susan Jackson, Information & Statistics Coordinator, Organizational Development and Strategy, The United Church of Canada, re 2023 regional council statistics (*for information*); - *see spreadsheet for 2024 Nakonha:ka RC Statistics*;
- b) October 23, 2024, copied on letter from Cathy Hamilton and Gary Tompkins, co-chairs, Candidacy Pathways East Ontario and Quebec, to Biloto Binkasanda, re demonstrating suitability and potential for ministerial leadership (*for information*);
- c) October 24, 2024, Adedeji Akintayo, re A call to action for migrant's rights and permanent residency (*for information*) – *see letter A Call to Action For Migrant's Rights And Permanent Residency*;
- d) November 5, 2024, Bev Oag, Program Coordinator, Duty of Care and Incorporated Ministries, The United Church of Canada, re Incorporated Ministries Policy Revisions - Category 2 Revision (*for information*);
- e) November 6, 2024, Étienne Eason, Eastern Synod Council, Eastern Synod Climate Justice Committee, re Fossil Fuel Free Pilgrimage (*for information*) – *see proposal Faith in a Fossil Fuel-Free Future: A Pilgrimage to Ottawa*;
- f) November 7, 2024, Rev. Jan Jorgensen, re invitation to endorse Protecting Our Common Climate System an interfaith appeal to COP 29 (*for information*);
- g) November 7, 2024, Ruth Sandeu, Adjointe à la programmation des ministères en français, re meeting of young francophones at Jouvence, Orford (*for information*);
- h) November 18, 2024, copied on a letter from Rev. Adam Hanley, Program Coordinator, Ministry Personnel Vitality, Theology and Ministry Leadership Unit, to Maureen Scott Kabwe, DLM, re having been granted testamur for Commisisoning (*for information*).

Correspondence Out

- i) October 23, 2024, Rev. Eric Hebert-Daly, Executive Minister, to members of the Executive, re notice of Judy Coffin retiring (*for information*);
- j) November 4, 2024, Rev. Eric Hebert-Daly, Executive Minister, to members of the Executive to Brian Arthur Brown, re Anniversary celebrations (*for information*).

Business arising - none

Supporting and enhancing the life of Communities of Faith where ministry takes place
--

1. Pastoral Relations Leadership Team

- a) **Licensed Lay Worship Leaders** – Rev. Dan Hayward highlighted the two reports and thanked the LLWL for their hard work throughout the years.
 - See *LLWL Interview Report* as **Appendix A¹**
 - See *LLWL Leadership Team report to the RC Executive* as **Appendix A²**

Rev. Read Sherman highlighted his enjoyment participating during the recent 'Retreat For All Who Minister held at Manoir D'Youville in late October 2024; really enjoyed the programming. It was shared that planning was underway for 2025 retreat.

2. **Finance and Extension Board (F&E)** – Peter Bisset directed members to the appendices.
 - See 2024-10-30_*Email Poll of F&E Board* as **Appendix B¹**
 - See 2024-11-14_*Extract of Minutes of F&E Board Resolutions* as **Appendix B²**

Peter shared that the Laurentian Area Ministry request was referred to Pastoral Relations for decisions; F&E is willing to provide support, but felt it was out of its jurisdiction to render a decision. Rev. Dan Hayward shared some of the backstory for LAM request.

a) **Sabbatical**

2024-11-21_005 MOTION (P. Bisset/P. Stanfield) RESOLVED that, on recommendation of the Finance and Extension Board, the Conseil régional Nakonha:ka Regional Council approve Rev. Helen Hliaras's request to reschedule the final month of her sabbatical leave so that it falls in 2025 instead of December 2024, as originally approved. **CARRIED**

b) **Manse in Harrington Harbour**

The manse in Harrington Harbour is real property of The United Church of Canada (UCC); the Executive Minister is in contact with Harry Li, Finance Officer of the UCC, to prepare appropriate paperwork. The F&E will proceed with appropriate measures once the approval for listing provided.

Nurturing Social Justice and Outreach programs
--

3. **Living Into Right Relations Leadership Circle** – Rev. Read Sherman shared that the Circle met earlier in the week; there was extensive sharing and support offered to all, in particular to those who were experience difficult times. The Indigenous Health Centre of Tiohtià:ke has made an appeal for donation of children's toys and gifts, hygiene supplies, and food. The centre is located at 2100 Av. de Marlowe suite 236, Montreal. Avi Abrams, Coordinator, Respect & Kanoronhkwátshera internship is coming to an end at the end of the year. Thanks was extended to the RC for supporting her salary. Avi will provide a detailed report and hopes that the information she provides will help Respect & Kanoronhkwátshera in the future. There may be a proposal for the creation of a Respect & Kanoronhkwátshera website.

Building Communications

4. **Communications** – Judy Coffin highlighted items in her report. Judy is retiring at the end of December and is currently compiling an extensive report on the current status of Communication before she exits her position. Gratitude and appreciation were extended to Judy for her work.
 - see *Communications Report* as **Appendix C^{EN}**

a) **Objectives for the Communications Leadership Team** – Norman Robert Boie highlighted that back in 2019 a survey conducted by Leger Marketing on behalf of Ministries in French, and the results indicated that many Francophones in Quebec did not know about The United Church of Canada, and the values held by Francophone Quebecers is compatible with the UCC's values. In 2024 the result of a focus group indicated that there remains a large gap between Francophone Quebecers and the UCC. It was suggested then that the new person being hired to replace Judy would take initiative in filling this gap (the focus of communication was largely focused interiorly, the results of living into a new governance structure of the UCC in 2019. It was expressed that now, is the time to being looking outwards.

5. **General Meeting Planning** – Valerie Nickson

a) **General Meetings**

- i. Fall General Meeting - A wrap up was held, and the results from the evaluation were considered. There was a recommendation relating to equity having to do with presentations. Rev. Kent Chown is updating the current guidelines for presentations (in particular, special needs for visually impaired) and they will be posted online.
- ii. Winter Annual General Meeting, March 28-29, 2025 – planning is underway, congregations are currently be sought after to see if they would be willing to lead worship.
- iii. Celebration of Ministry - The question was asked about Celebration of Ministries, in particular when and where? On the 7th of June there is going to be a celebration service closing out the AGM and the Resonance Conference and commemorating the centennial anniversary of the UCC. The question remains for the planning group if it is appropriate to have ordinations services are part of this June 7th worship, potentially outside tent, downtown Montreal in front of St. James United Church. Members of the Executive were invited to offer ideas for this service, while considering that the service is designed for non-churched people, and as an opportunity to ‘brand’ The United Church of Canada in a secular environment. It was highlighted that Celebration of Ministry service does not have to take place at general meetings, they can take place when candidates are ready.
- iv. Closing services on June 7th – The point was raised about if June 7th priorities for a closing be catered to non-church people; concern was raised about taking away from the momentous occasion of the UCC and all of its ministries that are worth celebrating.

6. **Save the Dates! Nakonha:ka Upcoming Regional Council Events**

- November 29 - December 1, 2024, National Francophone Youth Event,
- Then, Let Us Sing!/ Ensemble, chantons! Resource released in January 2025
- March 28th, 29th 2025, Annual Meeting, Winter, Online
- June 6th 2025, June 7th 2025, Spring Meeting, Location: Palais des congrès, Montreal
- November 14th, 15th 2025, Fall Meeting, Online

7. **Strategic Plan**

- a) **Nakonha:ka Strategic Plan** – Rev. Eric Hebert-Daly explained how the report functions; provides grades in terms of progress for the activity streams and offers recommendations for future works based on resources, energy. Eric then walked through each sector of activity streams, highlighting their grade and the recommendations going forward. Eric sought feedback from members about recommendations being proposed.

- See *Interim Strategic Plan Report* as **Appendix D**

Activity Stream 5 – There was some disappointment in regard to Activity Stream 5, in particular, that it did not get the buy-in that was initially hoped for. However, there is still the possibility for creating more momentum for justice issues and creating enthusiasts/disciples within each community of faith, under activity stream 7. It was suggested to create stronger connections with Montreal City Mission (and other justice networks, like LIRRLC, Beaconsfield, youth ministries like St-Marthas)) which could foster more momentum within Activity Stream 5 and use the RC as a communication platform got MCM and other networks to help spread current justice focuses. Bailey was asked if she could help to coordinate a time when various justice ministries could meet and expand on the ideas being suggested above.

Activity Stream 6 – COCLA was named as a possible example for receiving multi-year core funding. Worry was expressed that new ministries could experience negative consequences as more and more funds are being earmarked for ministries standing to receive multi-year core funding. Emphasis was put on thinking with the purposes of the strategic plan in mind and not deviating to other good ideas.

Activity Stream 10 – It was suggested to add ‘as a next step’: bring this activity stream directly to youth and young adults who have already expressed interest (Denis Ashby as a resource of coordination).

8. **Granting & Enabling Leadership Team**

a) **Report on the Application from The Longueuil Francophone Community**

Rev. Barbara Bryce, Chair of the Granting & Enabling Leadership Team shared that, in response to receiving an application from The Longueuil Francophone Community to help pay rent for space at St-Lambert United Church, the Granting & Enabling Leadership Team as a commission granted \$9000. These funds are taken from the Strategic Fund. The RC Treasurer will update the list of 2024 grants disbursements.

New Business –

a) **Community of Faith Support Minister Hiring Team**

- See *Community of Faith Support Minister Job Description* as **Appendix E**

2024-11-21_006 MOTION (B. Bryce/V. Nickson) that the Conseil régional Nakonha:ka Regional Council Executive name the following people to sit on the hiring team for Community of Faith Support Minister staff position: Peter Bisset, Rev. Florence Bukam and Denis Ashby. **CARRIED**

Eric clarified the process that will be undertaken by the interview teams.

b) **Communications Staff Person Hiring Team**

- See *Communications Staff Person Job Description* as **Appendix F**

2024-11-21_007 MOTION (R. Sherman/M-C Manga) that the Conseil régional Nakonha:ka Regional Council Executive name the following people to sit on the hiring team for the Communication staff positions: Valerie Nicskon, Angelika Piché and Bailey Eastwood. **CARRIED**

Rev. Kent Chown was named as a resource person (having prior experience).

c) **Meeting in December?**

2024-11-21_008 MOTION (M-C Manga/N R Boie) that the Conseil régional Nakonha:ka Regional Council Executive not hold a meeting in the month of December, and agree to conduct email polls as necessary, should any business need to come before it. **CARRIED**

d) **Inventory of Cemeteries - Funding from Archives**

\$50,000 has accumulated for archives, it was suggested to use some of these funds to engage someone to create an inventory.

2024-11-21_009 MOTION (P. Stanfield/R. Sherman) that the Conseil régional Nakonha:ka Regional Council Executive allocate up to \$10,000 from the archive fund to be used to pay a fee for services with the purpose of creating a cemetery inventory of the Regional Council. **CARRIED**

It was suggested to consult with Denis Marcoux, who has provided cemetery information for Montreal & Ottawa Conference in the past.

It was reiterated that the archive fund also has its own purpose.

Equity Monitor Reporting – Shanna Bernier reminded all to mute themselves when not speaking into the meeting (to avoid background noise distractions). Remember to respect personal pronouns of others.

Conclusion

The Chair declares that all business having come before this meeting of the Executive is duly completed, and that the meeting is concluded at 11:42 AM.

Closing Prayer – Rev. Florence Bukam closed the meeting in prayer.

Next meeting dates

- Thursday, January 16, 2024 (9:00 to noon) on zoom
- Thursday, February 20, 2024 (9:00 to noon) on zoom
- Thursday, March 20, 2024 (9:00 to noon) on zoom

Norman Robert Boie
Chair, President

Rev. Eric Hebert-Daly
Executive Minister

Nakonha:ka Executive Duty Roster			
Responsabilités des membres de l'exécutif pour Nakonha:ka			
	Opening Devotions / Moment de réflexion	Equity Monitor / Équipe d'équité	Closing Prayer / Prière de clôture
<i>Été/summer</i>			
<i>16 jan/janv 2025</i>	Adedeji Sunday Akintayo	Marie-Claude Manga	Norman Robert Boie
<i>20 feb/fév 2025</i>	Barbara Bryce	Rev. Rosemary Lambie	Bailey Eastwood
<i>20 march/mars 2025</i>	Erika Liang	Peter Bisset	Rev. Rosemary Lambie
<i>17 apr/avr 2025</i>	Florence Bukam	Denis Ashby	Christine-Marie Gladu
<i>15 may/mai 2025</i>	Jan/Read/Lisa	Erika Liang	Valerie Nickson
<i>19 june/juin 2025</i>	Peter Bisset	Adedeji Sunday-Akintayo	Denis Ashby

Appendices

Appendix A ¹	LLWL Interview Report	Page 9
Appendix A ²	LLWL Leadership Team report to the RC Executive	Page 10
Appendix B ¹	2024-10-30_Email Poll of F&E Board	Page 11
Appendix B ²	2024-11-14_Extract of Minutes of F&E Board Resolutions	Pages 12-13
Appendix C	Communication Report	Pages 14-15
Appendix D	Interim Strategic Plan Report	Pages 16-20
Appendix E	Community of Faith Support Minister Job Description	Page 21-24
Appendix F	Communications Staff Person Job Description	Pages 25-27

Appendix A¹**Conseil Régional Nakonha:ka Regional Council
Licensed Lay Worship Leader (LLWL) Evaluation Report****Interviews**

Stéphane Godbout 2024/10/15 10:30am (Interview Complete, recommend re-licencing)

Alwin Spence 2022/10/22 10:30am (Interview Complete, recommend re-licencing)

Gail Hocquard 2022/10/22 1pm (Interview Complete, recommend re-licencing)

Valerie Epps Nickson 2024/10/22 6:45pm (Interview complete, recommend re-licencing)

Hepta Deslandes 2022/10/23 2pm (Interview Complete, recommend re-licencing)

Norman Haslam 2024/10/24 5pm (Interview Complete, recommend re-licencing)

Lorane McKenzie 2024/10/30 7pm (Interview Complete, recommend re-licencing)

General Comments

- Check-in with LLWL's helps and is greatly appreciated
- Directory of available worship leaders with specifications:, i.e. baptisms, pastoral care etc. List of who and where (creation of a common list, including LLWL and retired)
- Lay Training Events remain important, many mentioned the importance of these days for their spiritual care.
- There is still a sense of feeling alone in the Laurentians
- Please clarify the police check process (do they go to the Regional Council or to the police station)
- Every person interviewed demonstrated deep intentionality in their faith practice and reflection.
- We enjoyed our time with the LLWL's and the open, honest and enriching conversations.

Comments on on-going issues with LLWLs at Union United

- We highly recommend that the Minister, the Chair of the Board, the Chair of the Worship and Music Committee, and all the LLWLs at Union, including Tessa Griffin, sit down and talk. It could be beneficial to also include someone from the Regional Council's LLWL Leadership Team. It is our impression that a lack of healthy communication is getting in the way of the LLWLs serving within their community in a whole hearted way. (We did not find these problems with any other Communities of Faith that have active LLWLs.)

Appendix A²

LLWL Leadership Team report to the RC Executive for November 21st

1. Retreat at the Manoir d'Youville: attended by 7 LLWLs (down from 2023)

*very much appreciated by those who attended

*Dan Hayward gave a presentation to the LLWLs on Atonement Theology

*this was taped so that those LLWLs not present can listen to it, and those that were present can listen to it again

*it was an excellent presentation and very much appreciated and needed

2. LLWLs in the learning stream

*there are 3 students at this time

*the Leadership Team has formed a committee which also includes Rev. Janet Bissett to follow the students and support them in their journey

*the team is struggling with the students (responses to emails do not come, there does not seem to be any follow through with requests for assignments)

*are the students not aware of the importance of a support committee? We are not sure of why the students do not follow through

*the team is finding that the on-line training is not sufficient and some additional learning may be necessary before licensing can happen

3. Boundaries Refresher Course

*some of the LLWLs have recently taken the Boundaries Refresher course on gifts - it was not identified as clergy centric, and really did not apply in most cases to LLWLs (although it was a very interesting, well done course)

*there does not seem to be much available for the LLWLs, and yet we are required to take the refresher courses to keep our license

4. Francophone LLWLs (Célébrant(e)s Laique)

*we have come to the conclusion as a Leadership Team that we cannot be responsible for the Francophone LLWLs trained through DIO

*we have a difficult time even finding out who they are (Emmanuel says he thinks that there are 2 or 3, and so is not even aware of how many there are, or their names)

*the célébrant(e)s laique do not have the Boundaries or Racial Justice Training, and yet the LLWLs cannot be licensed without them - that is a bit of a double standard

*it seems that it has not been the practice of DIO or La Table to do anything with their students after the initial training, and we can be corrected if wrong on this

*LLWLs have to be interviewed and relicensed every 2 years

*we are expected to attend the twice yearly enrichment days, which we are not really equipped to offer bilingually for the célébrant(e)s laique

*it is a real quandary

*presently Albertine Tchoulack is waiting to be relicensed but has neither the Boundaries or Racial Justice training

Appendix B¹

LE CONSEIL DE FINANCES ET DE L'EXPANSION du
THE FINANCE AND EXTENSION BOARD of

CONSEIL RÉGIONAL
NAKONHA:KA
REGIONAL COUNCIL

L'ÉGLISE UNIE DU CANADA – THE UNITED CHURCH OF CANADA

514-634-7015

225 50^e avenue, Lachine, QC, H8T 2T7

feendowment@gmail.com

Executive Committee Resolution

Report on the results of an email polling of the Executive Committee conducted in lieu of a meeting of the Finance & Extension Board of Conseil régional Nakonha:ka Regional Council of the United Church of Canada on October 30, 2024:

RESOLVED that Conseil régional Nakonha:ka Regional Council, acting by its Finance and Extension Board as a Commission, concur in the request of the Trustees of Granby United Church to amend its previous motions to extend the deadline to close through December 31, 2024 and to correct the name of the Buyer to Groupe Famille Mercier Inc., under the pending sale offer for the Granby United Church Building and land.

The above resolution was circulated via email to the members of the Executive Committee of the Finance & Extension Board on October 28, 2024, the deadline for responding was 5:00 p.m. EST on October 30, 2024. A majority of Executive Committee members voted in favour of the resolution via email by the stated deadline and the resolution was duly adopted on October 30, 2024.

Caroline Leamon

Caroline Leamon
Secretary

Appendix B²LE CONSEIL DE FINANCES ET DE L'EXPANSION du
THE FINANCE AND EXTENSION BOARD ofCONSEIL RÉGIONAL
NAKONHA:KA
REGIONAL COUNCIL

L'ÉGLISE UNIE DU CANADA – THE UNITED CHURCH OF CANADA

514-634-7015

225 50^e avenue, Lachine, QC, H8T 2T7feendowment@gmail.com**Board Resolutions****Extract of minutes of the meeting of the Finance & Extension Board of Conseil régional Nakonha:ka Regional Council of the United Church of Canada held on November 14, 2024 at 4:00 p.m. via Zoom videoconferencing****Property & Finance Resolutions – Exercise of Commission Powers:****Finance Committee – Funding for Laurentian Area Ministry:**

MOTION (D. McCormack/J. Vanstone) RESOLVED that the Finance and Extension Board refer the Laurentian Area Ministry's request for additional funding back to the Conseil régional Nakonha:ka Regional Council's Pastoral Relations Officer and Executive Minister for further consultation before bringing the request to authorize additional funding back to the Finance and Extension Board. CARRIED.

Property Committee – Golden Valley UC (Val d'Or, QC):

MOTION (F. Braman/P. Stanfield) Whereas the Trustees and Congregation of Golden Valley United Church in Val d'Or, QC have requested first instance approval to market their Church Building and land from their local Regional Council, Canadian Shield Regional Council, and

Whereas the Canadian Shield Regional Council has by motion dated November 6, 2024 delegated all property decisions involving Golden Valley United Church to the Finance and Extension Board of Conseil régional Nakonha:ka Regional Council;

RESOLVED that the Finance and Extension Board of Conseil régional Nakonha:ka Regional Council, acting as a commission of Canadian Shield Regional Council, concurs in the request of the Trustees and Congregation of Golden Valley United Church in Val d'Or, QC for first instance permission to sell their Church land and building located at 170, rue Champlain, Val d'Or, QC, J9P 2B5 being Lot 2 300 081 of the Cadastre du Québec within or above the price range indicated to its Property Committee, on the basis

that the Net Proceeds of Sale be distributed in accordance with the Policy of the this Regional Council, with the portion remaining for the local community of faith to be invested and held by the Board for disbursement to the local community of faith as recommended by the Property Committee,

RESOLVED that the Property Committee is authorized as a Commission to approve the Brokerage Contract, the final sale and the arrangements for the waiver of the mining company's restrictions on resale and use, and the obtaining of an updated Certificate of Location and generally any other adjustment or matter necessary or useful to conclude the sale, including the advancement of any expenses necessary or useful for such purposes. CARRIED.

Certified true minutes of Board meeting of November 14, 2024.



Caroline Leamon
Secretary

Appendix C

2024-11-21 Communications Report to Executive *(submitted by Judy Coffin)*

STRATEGIC OBJECTIVES

Growth – Invite: There has not yet been another meeting of the Targeted Communications team to work on creating press releases, but I hope to send out a press release in December about any Blue Christmas services in our regional council and the needs they address in local communities. A Google Alert has been set up to highlight local and national news stories involving racism, homophobia and good news stories about United Church communities of faith in Quebec so we can amplify and respond as needed.

Leadership: Reminders were sent out via newsletter or special email regarding nominations for GC45 commissioners and moderator, and calling for proposals; invitation and evaluation of learning session about 2025 Budget; evaluations for the ministry retreat; invitation, resources and followup (equity scorecard and general feedback) for the November regional council meeting; and news about the death of Rev. Doug Stewart.

COMMUNICATIONS ANALYSIS

Email Analytics

The chart below shows the detailed list of communications that were emailed out between mid-October and mid-November 2024.

Email activity details (%) Export Show table Oct 13, 2024 - Nov 12, 2024

Date	Subject	Sends	Open %	Click %	Bounce %	Spam %
Nov 12, 2024	2024-11-12-Invitation to attend evening prayer from Rev. Jean Borne (St. James United Church, Montreal)	22	65.9	1.90	1.90	0.00
Nov 12, 2024	2024-11-12-Invitation-CHRC	88	79.42	35.96	1.16	0.00
Nov 1, 2024	2024-11-12-Daily-Report	452	47.29	8.75	0.42	0.00
Nov 1, 2024	2024-11-12-Daily-Report	452	47.29	8.75	0.42	0.00
Oct 31, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 31, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 30, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 29, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 28, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 27, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 26, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 25, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 24, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 23, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 22, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 21, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 20, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 19, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 18, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 17, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 16, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 15, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00
Oct 14, 2024	2024-11-12-CHRC-Declarations-2024	33	65.33	3.39	5.39	0.00

Email activity by month Last 12 months

Date	Sends	Open rate	Click rate
Oct 2024	4,630	48.37	13.49
Sep 2024	1,308	63.24	19.06
Aug 2024	1,178	64.32	10.00
Jul 2024	2,013	62.49	19.80
Jun 2024	593	65.90	24.19
Total	24,004		

Open and Click Rates
2024 industry average rates for faith-based organizations:

Open Rate = 42.74%
Click Rate = 2.64%
Bounce Rate = 8.38%

Source: https://knowledgebase.constantcontact.com/email-digital-marketing/articles/KnowledgeBase/5409-average-industry-rates?lang=en_US

Social Media Overview

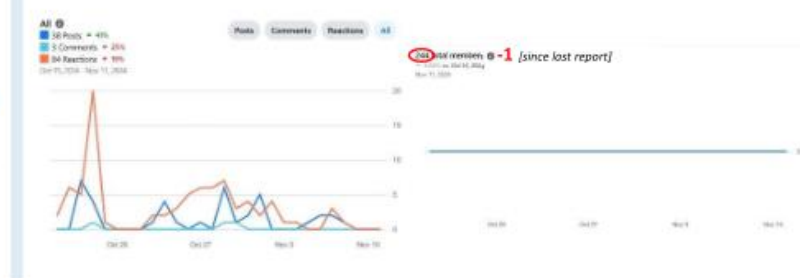
Top posts in social media this past month included information about the funeral of Rev. Doug Stewart, congratulations to Harvey Satewas Gabriel on the Global News interview about the Mohawk Bible, reflections from our regional executive minister, Rev. Éric Hébert-Daly, about his Camino experience (Mud), reminders of office closures for Remembrance Day and a congratulations to Wesley United Church for beginning the Affirming Process (and the job posting for my replacement on LinkedIn). Top web page visits this month included the event page for the regional council meeting in November and the tribute to Rev. Doug Stewart, amongst others.

Social Media and Web Site Analytics (mid-September to mid-October)

TOP POSTS



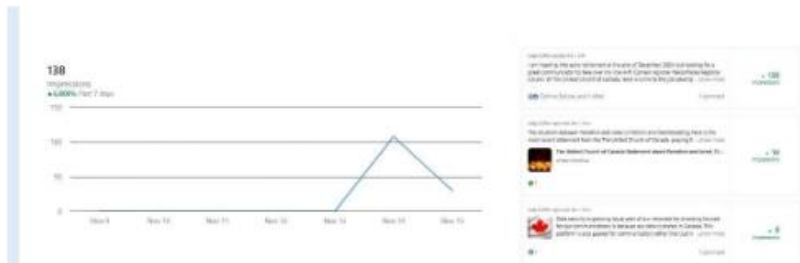
Facebook post from the Council regional Nakonha Regional Council-United Church of Canada. The post is a memorial service for Rev. Doug Stewart, mentioning a service on October 28, 2024, at St. James United Church in Asagorah, Nova Scotia.



Facebook post from the Council regional Nakonha Regional Council-United Church of Canada. The post is a memorial service for Rev. Doug Stewart, mentioning a service on October 28, 2024, at St. James United Church in Asagorah, Nova Scotia.



Instagram post for Remembrance Day. The post features a red background with white text: "On November 11 every year, we remember our brave men and women who served during the wars."



LinkedIn post from the Council regional Nakonha Regional Council-United Church of Canada. The post is a memorial service for Rev. Doug Stewart, mentioning a service on October 28, 2024, at St. James United Church in Asagorah, Nova Scotia.



Month-after-Month Growth of Users
Nov 1-12, 2024 vs Oct 1-12, 2024

Users 382 (-2.8%)

Rank	Region	Users
1	Regional Council-United Church of Canada	2,855
2	Regional Council-United Church of Canada	1,072
3	Home - Nakonha Region 13	515
4	Home - Nakonha Region 17	515
5	Home - Nakonha Region 15	515
6	Home - Nakonha Region 12	515
7	Home - Nakonha Region 11	515
8	Home - Nakonha Region 10	515
9	Home - Nakonha Region 9	515
10	Home - Nakonha Region 8	515
11	Home - Nakonha Region 7	515
12	Home - Nakonha Region 6	515
13	Home - Nakonha Region 5	515
14	Home - Nakonha Region 4	515
15	Home - Nakonha Region 3	515
16	Home - Nakonha Region 2	515
17	Home - Nakonha Region 1	515

Appendix D

Conseil régional Nakonha:ka Regional Council
Strategic Plan – Interim Report
November 2024

Grading:

A = Completely on track, met all measurables

B = Mostly on track, met most measurables

C = Partly on track, some measurables met

D = Little progress

E = No progress

Activity Stream 1: Build and Strengthen Relationships Between Regional Council and Communities of Faith

Activity: Establish teams to build relationships and provide support to each community of faith. Based on Jesus sending out disciples two by two (Luke 9: 1-6), teams will visit to share food, worship, listen and learn about the ministries and challenges of the community. The teams will be equipped to accompany the communities, enabling honest discussion and sharing news of best practices. The regional council may also provide support for a graceful decline if that is the situation.

Measurable Outcome Projected: Meeting with 32 of 98 preaching places by end of October 2024, review of toolkit and process in November.

Result: Meals completed, scheduled or requested with 10 preaching places. Reception was positive to this initiative. Debrief is planned for November. Written reports were prepared for each visit.

Analysis: B-, met measurables in the visits made, but requests for meetings have not been forthcoming as anticipated. Imagined that there would be a high number pre-Summer, but most have come in this fall so far.

Recommendation Going Forward: Act on the debrief results in November. Share learnings with relevant leadership teams and staff. We may need to solicit visits going forward.

Activity Stream 2: Create a Rural Forum

Activity: Connect rural communities of faith in a network for mutual support and support of rural issues.

Measurable Outcome Projected: Rural communities are connected with one another.

Result: Rural communities were highlighted at the March Regional Council meeting with presentations about the joys and challenges of rural communities. We joined the UC Rural Ministry Network as a Regional Council in Spring 2024. The link to the UCRMN is shared in our newsletters too.

Analysis: C-, there have not been sufficient meetings with congregations for this project to meet its projected goal by January 2025, and many of the requested meetings are not in the rural parts of our region.

Recommendation Going Forward: Rural Network nationally has moved to ChurchX, has ability to do sub-groups, this may be a useful resource for this. Tap rural communities to participate in the first Activity Stream.

Activity Stream 3: Create at least 7 new communities of faith

Activity: Communities of faith may be co-located with existing ministries or independently situated, and at least two will be specifically justice-based ministries around themes such as ecological care or LGBTQ refugees. There are also opportunities with diasporic communities searching for belonging, student communities and “young retirees” around the province. There will be a particular focus on French-language ministry. The Regional Council will provide support with start-up and help to build bridges to the broader church.

Measurable Outcome Projected: 7 new communities of faith by December 2025

Result: One community of faith has been established (Longueuil), two others are in early stages of discussion (Sherbrooke, Drummondville). We completed a round of focus group research amongst potential audiences who are not currently church goers.

Analysis: B, Growth potential is particularly strong in newcomer communities and that is reflected in the first group of new communities that are currently in the process of creation. At our current pace, 5 communities of faith created by the end of December 2025 may be more reasonable as a goal.

Recommendation Going Forward: New staff position should include support to this work. It might be best to find some ‘accompaniers’ for new ministries rather than create a team or group for this purpose.

Activity Stream 4: Implement a Targeted Communications Plan

Activity: Tell people the Good News of Christ, as interpreted by the United Church in language that connects with their expressed needs, using both “earned media” (media coverage: reporting on UCC ministry in the Nakonha:ka region) and paid advertising.

Measurable Outcomes Projected: Research completed, media training offered, public witness event coupled with our Spring RC meeting, 15 media hits secured by end of year, advertising campaign prepared in early 2025.

Result: Research completed, media training completed. We are struggling to achieve a public witness event. 17 media hits so far this year. Established a RC working group on external communications. There is now a monthly touch-base with RC staff and GCO staff on communications.

Analysis: B+, Some story hooks (Blue Christmas, current events, etc.) still to come, work ongoing.

Recommendation Going Forward: Still work to be done to coordinate across the Regional Council and communities of faith, awareness of what is happening across the region.

Activity Stream 5: Expand the Regional Justice Network

Activity: Identify and equip “justice disciples” across the region who will be point people for advocacy resources and who witness to local efforts and effects.

Measurable Outcome Projected: Network structured and recruited by fall, first network action by end of 2025.

Result: Volunteers for this have not come forward.

Analysis: D-, The call for this work has not been answered, which makes it clear that it is not a priority at this time.

Recommendation Going Forward: It is proposed that this activity stream be shelved. Focus on other aspects of this plan might be better at this time.

Activity Stream 6: Develop options for stabilizing multi-year core funding of UCC community-based ministries

Activity: A formal proposal will be created based on discussion between Regional Council and its Executive, and Finance & Extension, to explore options.

Measurable Outcome Projected: Proposal completed in time for fall funding decisions.

Result: We have passed a motion to offer stabilized funding for five years to Saint Columba House and Montreal City Mission.

Analysis: A, These two UCC ministries were quickly identified and our objective was accomplished, but we may want to consider other UCC ministries that should be considered in the future.

Recommendation Going Forward: In 2025, consider other UCC ministries that may benefit from stabilized funding.

Activity Stream 7: Equip lay and ordered leaders to create spaces of intersection encouraging hope between communities of faith and local communities

Activity: Identify discipleship resources by summer 2024, fall ministry retreat, learning event at fall Regional Council meeting.

Measurable Outcome Projected: Resources assembled, people trained.

Result: These resources are still in the gathering process (nationally), the Fall ministry retreat is taking place, and there will be learning events in the Fall meeting (and done some in the Spring meeting as well, it was the main theme).

Analysis: B, we hosted the events we planned to do. Materials are being gathered.

Recommendation Going Forward: We may want to consider changing the title of this activity stream so that it is clearer... possibly Discipleship and Evangelism.

Activity Stream 8: Invigorate Worship

Activity: Refresh worship by creating showcases in which participants share creative worship elements taking into consideration different learning styles.

Measurable Outcome Projected: Hold a worship showcase in the Spring with 75 participants from at least 20 communities of faith, and host a Then Let Us Sing workshop in the Fall.

Result: Worship Showcase was held, with over 25 congregations participating, including a few congregations that have not participated in events recently. 40 people attended. It was a very well received event and highly rated. The Then Let Us Sing event was postponed by the national organizers to 2025.

Analysis: A, understanding that the Then Let Us Sing event was not in our control.

Recommendation Going Forward: The worship showcase may be considered a regular annual event given the enthusiasm around it. We are hoping to see the LSQ videos for the Then Let Us Sing event in 2025.

Activity Stream 9: Strengthening First-Third Ministries

Activity: Support the further development of the Leadership Team of First-Third Ministries within the Regional Council.

Measurable Outcome Projected: Comprehensive Plan for First-Third Ministries adopted at Spring General Meeting.

Result: Plan was adopted by Executive.

Analysis: A, plan was adopted as promised and now needs to be integrated into our broader plan.

Recommendation Going Forward: The plan adopted should be the basis for goals going forward.

Activity Stream 10: Strengthen Environment Network

Activity: In light of the number of people available for Environmental activism within our own population, we would seek to expand the current Environment Network with representation from numerous communities of faith and ministries with an intentional effort to include communities of faith in rural and smaller contexts who are feeling the direct effects of climate change in their farming and fishing communities.

Measurable Outcome Projected: Environment Network recruited and functioning by summer.

Result: Recruitment was attempted at multiple times in the early part of the year, with little success. We are providing resources on these issues in our newsletter regularly.

Analysis: D, Volunteerism for this is preventing it from moving forward and the Green Faith Montreal group has a lot of our people in it.

Recommendation Going Forward: That this activity stream be discontinued and focus be placed on a new Activity Stream 11.

Activity Stream 11: Facilitate Involvement of UCC churches in climate emergency response such as floods or ice storms

Activity: Communities of faith have buildings and expertise that can be of help in sheltering those affected by climate emergencies.

Measurable Outcome Projected: Research completed in Spring, plan developed by October 2024.

Result: After researching this process, the Executive deemed it too onerous for communities of faith and withdrew this activity stream from the plan.

Analysis: C-, There are possibly more effective ways for us to be directly contributing to the fight against climate change without trying to replace municipal and provincial emergency services.

Recommendation Going Forward: Consider a replacement activity stream that is focused on getting rid of all oil tanks and furnaces in all of our church buildings. This would not only reduce our carbon footprint as a

denomination, but would also avoid liabilities from future oil spills. This could be done in conjunction with Faithful Footprints funding.

Activity Stream 12: Revise the structure of the Regional Council Executive

Activity: Executive will be asked to explore alternate models to respond to the need for diverse voices, a succession plan, and the hope for a lighter, more nimble and responsive structure while ensuring the necessary skill set.

Measurable Outcome Projected: A new Executive structure

Result: A report was presented at the Executive in the winter, was sent for revision, discussion at the Spring meeting and further work is ongoing.

Analysis: B, process was delayed a little as we adjust for feedback.

Recommendation Going Forward: That this be completed by the March AGM.

Activity Stream 13: Align financial decisions with Activity Streams of the Strategic Plan

Activity: In order to appropriately resource these activity streams, the budget and granting processes will be reviewed to align financial decisions with strategic initiatives and distribute the abundance more vigorously.

Measurable Outcome Projected: Amended budget, review completed of GELT funding.

Result: Created a working group to look at budget and has met a few times to finalize things for the 2025 budget. The decisions around the budget were largely around staffing, and money from the Strategic Fund may help compensate for a budget deficit and focus on the priorities we set out. GELT funding review remains to be done.

Analysis: A-, since we are still working on the GELT funding alignment. Learning session is planned prior to the next RC meeting.

Recommendation Going Forward: Adopt the budget, complete GELT review.

Appendix E



The United Church of Canada Position Description

Position Title: Community of Faith Support Minister	Evaluation Category: 7
Reports To Position: Regional Council Executive Minister	Direct Reports: none
Unit/Regional Council: Conseil régional Nakonha:ka Regional Council	Date Last Reviewed: November 2024

Context

The United Church of Canada is a Christian community of faith and hope, called to celebrate God's presence and to love and serve others. We act in cooperation with others for peace, justice, care for creation, and the healing of the world.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support communities of faith within its bounds, and provide necessary oversight.

The Conseil régional Nakonha:ka Regional Council is composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council. This Regional Council serves communities of faith in both official languages.

Position Purpose

The Community of Faith Support Minister assists in building the capacity of communities of faith to engage in ministry, visioning, strategic planning, and key regional administrative and policy support focusing on ministry and governance. They nurture the relationship between the Region, the General Council and communities of faith by providing support and resources.

Primary Areas of Responsibility

1. Communities of Faith Support (50%)

- Nurture the relationship between the regional council and communities of faith, leading the work of volunteers in activity areas that are related to this objective;
- Support new and emerging communities of faith as they navigate the culture and polity of the United Church of Canada; and,
- Support communities of faith in their discernment of ministry options including but not limited to innovative ministries, local ministry partnerships, amalgamation and promoting shared ministry through video conferencing, ministry sharing, ecumenical shared ministry, etc. While leading this

work, will maintain strong communications and cooperation with the Pastoral Relations Minister and the Pastoral Relations Leadership Team as appropriate;

- Provide leadership in imagining the future of the United Church of Canada's ongoing presence throughout the region;
- Support communities of faith dealing with an emergency (flood, fire, natural disaster), financial crisis, or conflict;
- Provide support to volunteer leadership in existing ministry clusters and accompany communities of faith that wish to develop new clusters;
- Support communities of faith around governance and policy in partnership with the Pastoral Relations Minister;
- Refer ministry personnel to the Pastoral Relations Minister or the Office of Vocations Minister as appropriate.

2. Resource (30%)

- Resource communities of faith, not in search, in the articulation of their vision and ministry and the completion of their profiles describing the same;
- Resource communities of faith in the faithful reporting and use of their assets within regional policies;
- Resource communities of faith on local governance requirements and best practices, policy and administrative support for improved congregational health and vitality, including early intervention where governance practices are leading to conflict;
- Resource communities of faith during changes in the life cycle in partnership with the Pastoral Relations Minister and the Pastoral Relations Leadership Team, particularly on moments of pastoral charge realignment, amalgamation, disbanding;
- Provide support and advice to communities of faith dealing with congregational property in partnership with the Finance and Extension Board;
- Assist the region with oversight of communities of faith;
- Assist the region to support communities of faith without regularly called or appointed ministers;
- Work collaboratively with the other regional staff along with the Stewardship and Gifts Officer to integrate the work of these portfolios whenever possible; and,
- Serve as staff resource to regional structures focused on this portfolio.

3. Regional Priorities: (20%)

- In Partnership with the Region, Regional Executive and Executive Minister, lead the implementation of activity streams 3, 5, 7 and 10 of the Regional Council's strategic plan and collaborates with the Pastoral Relations Minister on activity stream 1.
- Provide key leadership within the Region;
- Provide resource support to Networks and Clusters; and
- Other duties as required to support the functioning of the Regional Council.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

Position Qualifications

Education

- Post-secondary education (4 years) preferably with a theological degree from an accredited university and/or significant training and experience at the Regional or Denominational level with a focus on administrative support and policy.

Experience

- 3-5 years of related experience in congregational ministry, outreach or overseas mission or education and community development with demonstrated skills in group planning and facilitation;

Skills and Abilities

- Knowledge of life and work of The United Church of Canada or experience working in a similar faith community is an asset;
- Ability to develop strong working relationships working collaboratively within a diverse intercultural community with cultural sensitivity and awareness;
- Excellent communication skills in both English and French;
- Excellent interpersonal, verbal and written communication skills with the ability to communicate with others in a respectful and sensitive manner and articulate concisely and clearly;
- Good judgement, discernment and analysis skills as responsibilities can be difficult and complex and recommendations can have long-lasting effects; openness to consulting with other supervisors when no clear advice available;
- Ability to articulate the link between faith and ministry practice and to reflect theologically and interculturally;
- Strong administration, time management, planning, organizational and implementation skills;
- Ability to work independently, collaboratively and collegially with other members of the staff team and with volunteers;
- Solid computer skills in the use of various software applications including: Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms; and,
- Willingness and ability to travel throughout the region.

Personal Characteristics

- Alignment with the vision and values of The United Church of Canada – respect, integrity, passion and diversity;
- Motivated self-starter capable of identifying needs;
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving; and,
- Recognition of personal and professional boundaries.

Working Conditions

The United Church of Canada has adopted a hybrid workplace model and thus providing flexibility for this position. This position is a full-time deployed position that will require the employee to work from home and to travel to meetings from time to time. They are responsible for their own timetable/work schedule and regular full accountability within the staff team is required. Collaboration and partnership with regional council staff will be key. Sitting and viewing a computer screen for long periods, keyboarding/using voice recognition software, intermittent physical activity including sitting, standing and

being on the phone for long periods of time will be required. Travel within the region and occasional evening and weekend work will be required.

As part of our ongoing commitment to Accessibility, The United Church of Canada will provide assistance to employees who request accommodation throughout their employment with United Church of Canada, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.

Appendix F



The United Church of Canada Position Description

Position Title: Communications Assistant (.75)	Evaluation Category: 3
Reports To Position: Regional Council Executive Minister	Direct Reports: none
Unit/Regional Council: Nakonha:ka	Date Last Reviewed: November2024

Context

Called by God, as disciples of Jesus, The United Church of Canada seeks to be a bold, connected, evolving church of diverse, courageous, hope-filled communities united in deep spirituality, inspiring worship, and daring justice.

Within the United Church, the Regional Council, as part of the wider United Church of Canada, is a decision-making body responsible to serve and support communities of faith within its bounds, and provide necessary oversight.

Eastern Ontario Outaouais, Nakonha:ka and East Central Ontario Regional Councils are composed of all ministry personnel within its geographic bounds, ministers of denominations within mutual recognition agreements while under appointment or call, and lay members elected by the communities of faith, respecting the balance of lay and ministry personnel where possible. They support congregations and communities of faith, and numerous other ministries including camps, youth and young adult work, leadership development and new ministry initiatives. They focus on providing services that assist church personnel and maintain good relationships between congregations and personnel. They also provide staff, finances, advice, advocacy, and program resources to ministries to enhance their work, and support the work of General Council.

Position Purpose

The Communications Assistant is responsible for internal and external communications, expanding community engagement and connections, through various social media platforms and publications, email and other platforms. They will provide administrative support, as required.

Primary Areas of Responsibility

1. Communications (75%)

- Work with the Regional Executive Minister and Regional Council to develop and maintain a cohesive social media plan. This includes analysis of the effectiveness of social media platforms;
- Work closely with networks, task groups and communities of faith within the Regional Council to communicate and promote events, and shares news through social media;

- Maintain and update the website and social media platforms;
- Facilitate online conversations through actively monitoring social media comments and engagement, and developing other online communication tools;
- Handles media relations, organizes interviews, prepares press releases and responds to requests from journalists;
- As the main contact person, receives information (via the website or other means) to include in regional communication; and
- Communicate effectively with volunteers and Ministry Personnel as required.

Administration (25%)

- Develop, update and maintain the database of contacts;
- Assistance with registration and logistics for Regional Council events;
- Participate in joint staff activities; and
- Liaise with Communications Assistants in Eastern Ontario Outaouais Regional Council and East Central Ontario Regional Council.

Position Qualifications**Education**

- Post-secondary education;
- Study in the field of communications an asset

Experience

- 3-5 years of work experience in a communication or administrative role;

Skills and Abilities

- Proficiency with current social media platforms (Facebook, Instagram, Twitter, etc) together with working knowledge of web production and social analytics;
- Strong computer skills in the use of various software applications - Office 365, Dynamics, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms;
- Solid administrative, planning and organizational skills, priority setting together with effective time management and follow through skills;
- Excellent communication skills, verbal and written, including proof-reading in English; similar skills in French considered as asset;
- Attention to detail and accuracy is essential together with problem-solving and analytical skills;
- The ability to work independently as well collaboratively as part of the team;
- Flexibility to effectively deal with changing situations or priorities together with the ability to handle multiple projects simultaneously;
- Experience in dealing with journalists and media outlets would be an asset; and
- Experience in a church or not-for-profit setting is desirable; knowledge of the United Church of Canada and its ministries would be an asset.

Personal Characteristics

- Alignment with the vision and values of The United Church of Canada;
- Motivated self-starter capable of identifying needs;
- Initiative, good judgment, tact, discretion, resourcefulness, and creativity in problem solving; and
- Recognition of personal and professional boundaries.

Working Conditions

The United Church of Canada has adopted a hybrid workplace model, providing flexibility for this position, working both off-site and in the Regional Council Office, in Lachine Montreal. The incumbent will be provided, for work purposes, use of secure devices and must be available by email, phone, teams or zoom during regular office hours Monday to Friday. Sitting and viewing a computer screen for long periods, keyboarding/using assistive devices or technologies, intermittent physical activity including sitting, standing, lifting, some use of carts and dollies, and being on a call for long periods of time will be required. Occasional additional hours and attendance at evening/weekend meetings may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act and the Human Rights Code, The United Church of Canada will provide reasonable accommodations to employees with human-rights related needs.