

THE UNITED CHURCH OF CANADA
FIRST DAWN EASTERN EDGE REGIONAL COUNCIL
REGIONAL COUNCIL EXECUTIVE
April 9, 2024 at 9:00am via video conference

Attendance**ATTENDANCE**

Amanda Barnes, Bob Bennett, Jocelyn Cook, Elizabeth Dawson, Oliver Dingwell, Paula Gale, Faith March-MacCuish, Nancy Mojica-Fisher, James Ravenscroft, Debra Sparkes Mercer, Roy West.

Regrets**REGRETS**

Gneid Lackey, Paul Vardy.

Welcome**WELCOME AND OPENING PRAYER**Opening Prayer

Amanda Barnes, President, welcomed members to the meeting. Nancy Mojica-Fisher, Past President, offered opening devotions. The Past President shared a reading from John 20:19-21 and reflected on the resurrection story. The Past President offered a message of peace from the Right Rev. Peter Short, former Moderator, and opened the meeting with prayer.

Quorum**QUORUM AND CONSTITUTION OF THE COUNCIL**Constitution of the Council

The President, Amanda Barnes, noted that a quorum was present and constituted the council in the name of Jesus Christ, the head of the church, for all the business that shall properly come before it.

Acknowledging the Land**ACKNOWLEDGING THE LAND**

The President began the meeting by acknowledging the land on which we gather. The island of Newfoundland is the ancestral homeland of the Mi'kmaq and Beothuk. We also recognize the Inuit and the Innu as the original people of Labrador. We strive for respectful partnerships with all the peoples of this province as we search for collective healing and true reconciliation.

Agenda**AGENDA**

MOTION: (Jocelyn Cook/Elizabeth Dawson)

That the agenda be adopted as circulated.

CARRIED

Minutes**MINUTES**

MOTION: (Nancy Mojica-Fisher/James Ravenscroft)

That the minutes of the January 25, 2024 meeting of the Executive be adopted.

CARRIED

MOTION: (Bob Bennett/Elizabeth Dawson)

That the minutes of the March 6, 2024 meeting of the Executive be adopted.

CARRIED

Correspondence**CORRESPONDENCE**Thank you and Appreciation

1. Thank You and Appreciation – Notes of thanks and appreciation were received from Lorraine Jarvis, Clayton & Lorraine Parsons, Rosalind Chaulk, Royden & Jeannette Reynolds and Betty Robbins for the Christmas gift received from the region.

Business Arising**BUSINESS ARISING**Green Bay South PC**Green Bay South Pastoral Charge Review**

The Executive Minister noted that the minutes from the April 8, 2024 meeting are being prepared. The motions will be held in confidential review file #2023-1012-01.

Letters containing the motions to those named in the review report will be prepared. The Executive Minister and Regional Minister will plan to visit the Pastoral Charge to deliver this information and be available for questions and clarification on next steps.

Vacant Land – 320 Elizabeth Avenue

Vacant Land

Kindred Works have requested a one-hour meeting with the Executive to present the report of the requested feasibility study. The Executive agreed to call this meeting prior to the annual meeting, if possible, with the time to be determined using a doodle poll.

(Paula Gale and Oliver Dingwell joined the meeting)

George Street UC Property Task Group

George St UC Property Task Group

The Executive Minister updated the Executive on the most recent meeting of the task group. The region is currently acting as landlord for the current tenants at the property, and are working on a rental agreement for this arrangement. The group has heard from several groups interested in being involved in the property development and use. Proposals are being requested from these interest groups.

CCOPC Meeting

CCOPC

No update was available for this meeting. The Executive Minister reported that two meetings of the membership of CCOPC have taken place. The Executive Minister will contact the Board Chair for an update.

Annual Meeting Planning

Annual Meeting Planning

Nancy Mojica-Fisher, Planning Chair, provided an update to the Executive. Preparations are underway. Requests for time on the agenda are being received. Two webinars for preparation will be offered in advance of the meeting. The next meeting of the planning team will take place on April 18. The Moderator will be present at the meeting as theme speaker.

Pastoral Units Proposal

Pastoral Units Proposal

Bob Bennett, Division of Communities of Faith Support and Planning chair presented the proposed PowerPoint presentation on Pastoral Units, for the review and feedback of the Executive. This proposal will be brought to the Annual Meeting for presentation to the region.

Whitbourne Pastoral Charge

Whitbourne PC

Correspondence and decisions from the March 6, 2024 meeting has been communicated to the pastoral charge. The work with this pastoral charge is ongoing.

Goal Setting and Priorities

Goal Setting and Priorities

The Executive Minister and President led a discussion, using the draft document coming from the Executive sessions, on priorities and goal setting. Elizabeth Dawson and Paula Gale have offered to present this information to the regional council at the annual meeting. Time will be requested on the agenda to help animate the discussion and allow for table group time for feedback. The Executive reviewed the document as a starting point for this discussion and for preparation of a PowerPoint.

BREAK

Break

(Roy West joined the meeting)

REPORTS

Reports

PRESIDENT – Appendix A

President

(Nancy Mojica-Fisher assumed the chair)

The President, Amanda Barnes, presented her report, included in the appendix. The President offered her thanks to the staff and Executive for their continued support.

(Amanda Barnes reassumed the chair)

EXECUTIVE MINISTER

Executive Minister

Faith March-MacCuish, Executive Minister, presented her report. Recently, work has been

taking place on the annual audits of the three regions. In addition, the Executive Minister continues to work with the three Regional Ministers on several tri-regional policies, one of which will come to Executive today. The Executive Minister noted how much property and legal work has been taking place, and offers thanks to the committee and division for their work on these pieces. The Executive Minister also thanked the Executive members and the staff for their support.

Communities
of Faith
Support and
Planning

COMMUNITIES OF FAITH SUPPORT AND PLANNING – Appendix B

Bob Bennett, chair, presented the report of the division, included in the appendix. The chair noted the work of the Future Directions Committee, with thanks and appreciation, for the presentation on pastoral units.

Finance and
Administrative
Resources

FINANCE AND ADMINISTRATIVE RESOURCES – Appendix C

Roy West, chair, presented the report of the division, included in the appendix. The chair noted the financial stresses that are being felt by many of our pastoral charges. The chair highlighted the assessment arrears notice received from the national office, and also updated the Executive on several issues that are ongoing.

Audited
Financial
Statements

Audited Financial Statements

The audited financial statements for 2023 were presented. It was noted that the statements “present fairly the financial position of the regional council”. The Financial Accountability, Investments and Board of Trusts Team have reviewed the documents and note that the overall financial position of the region is strong.

MOTION: (Roy West/Debra Sparkes Mercer)

That the 2023 audited financial statements be approved as presented and brought to the Annual General Meeting in June 2024.

CARRIED

MOTION: (Roy West/Paula Gale)

That the 2023 financial statements be received for information.

CARRIED

Budget 2025

Budget 2025

MOTION: (Roy West/Paula Gale)

That the 2025 draft budget be accepted as presented and brought to the Regional Council Annual Meeting.

CARRIED

Human
Resources

HUMAN RESOURCES – Appendix D

The report of the division is included in the appendix.

Regional
Council
Services and
Support

REGIONAL COUNCIL SERVICES AND SUPPORT

It was noted that this division is still without a chair. It was agreed that the Nominations Committee be asked to highlight this vacancy at the annual meeting.

General
Council
Representative

GENERAL COUNCIL REPRESENTATIVE – Appendix E

Oliver Dingwell, General Council Representative, presented the report, included in the appendix. The representative highlighted the pilot project for admissions, centennial celebrations and the remit vote as some of the pieces of work coming from the General Council.

Staff Support
Committee

STAFFING COMMITTEE – Appendix F

Paula Gale, regional representative to the Tri-Regional Staff Support Committee, presented the report, included in the appendix.

UNITED CHURCH WOMEN – Appendix G

Debra Sparkes Mercer presented the report of the United Church Women, included in the appendix.

United
Church
Women

AFFIRM

The chair, James Ravenscroft, noted that work of the committee is ongoing. The committee plans to have a resource table at the annual meeting and offer a workshop to the regional members.

Affirm

BREAK

Break

NEW BUSINESS

New
Business

CONGREGATIONAL GOVERNANCE STRUCTURE

(James Ravenscroft left the meeting)

St. James United Church have prepared a new governance structure that is being brought to the Executive for approval. The pastoral charge is requesting that the proposed structure be piloted for the next 2 (two) years before being brought back to the congregation for final approval. The Executive Minister has reviewed the proposal and recommends its adoption.

Governance
Structure

St. James
UC

MOTION: (Paula Gale/Bob Bennett)

That the proposed pilot governance and by-laws for St. James United Church Pastoral Charge be approved.

CARRIED

(James Ravenscroft rejoined the meeting)

EVALUATION OF REGIONAL COUNCIL STRUCTURE

The Executive Minister presented a proposal for the planned evaluation of the regional council structure as we approach the 5 (five) year mark of living into the new structure.

Evaluation of
Regional
Council

After discussion, the following decisions were made regarding the process, consultant and evaluation question.

MOTION: (Elizabeth Dawson/Jocelyn Cook)

That First Dawn Eastern Edge Regional Council move into the process for evaluation of regional council structure as presented.

CARRIED

MOTION: (Paula Gale/Debra Sparkes Mercer)

That First Dawn Eastern Edge Regional Council Executive approves that the consultant, Jenny Stephens, be named to the regional council evaluation process.

CARRIED

MOTION: (Jocelyn Cook/Oliver Dingwell)

That First Dawn Eastern Edge Regional Council Executive approves the question:
How does the Regional Council structure enhance the vitality and engagement of faith communities and leaders in the purposes laid out in The Manual C.2.4 and live into the covenants described in C.2.1? In other words: Is the Regional Council living into its potential for enhancing call and ministry in building relationship with communities of faith and faith leaders?
as the focus for the regional council evaluation process.

CARRIED

Congregational Designated Ministry Policy

CONGREGATIONAL DESIGNATED MINISTRY POLICY

The Executive Minister, Faith March-MacCuish, presented the Congregational Designated Ministry (CDM) Policy, as developed by the Executive Minister and three Regional Ministers. The purpose of the policy is to ensure adequate and appropriate support and oversight in situations when there is no called or appointed ministry personnel.

MOTION: (Paula Gale/James Ravenscroft)

That the Congregational Designated Ministry (CDM) Policy be adopted as presented.

CARRIED

MOTION: (Nancy Mojica-Fisher/Paula Gale)

That the reports of the region be accepted as presented.

CARRIED

Closing Prayer

CLOSING PRAYER

The Past President, Nancy Mojica-Fisher closed the meeting with benediction and prayer.

Next Meeting

NEXT MEETING

The next meeting of the Executive is scheduled on June 26, 2024 at 9:30am via Zoom Video Conferencing. Debra Sparkes-Mercer offered to lead opening devotions.

Adjournment

ADJOURNMENT

Having no further business, the President declared that the meeting adjourn.

Rev. Amanda Barnes
President

Rev. Faith March-MacCuish
Executive Minister

Appendix A

PRESIDENT

**President's Report
Executive Meeting
April 9, 2024**

"When we say YES!"

Since our last meeting, I have had the privilege to represent the Region on several occasions:

February 19 – Ocean Ranger Memorial Service, Gonzaga High School
March 4 – Presided at the closing service of Grace United Church, Grate's Cove
March 17 – Preached at St. Matthew's United Church's 60th Anniversary, Lewisporte
March 19 – Participated in the Program and Planning Meeting.
March - Prepared a Pastoral Letter for the Easter Season for First Dawn Eastern Edge Region
March 25, 26 & April 8 – Executive Meetings to receive the Review for the Green Bay South Pastoral Charge.

There is still some work to do but this will be my final report to the Executive. I am filled with gratitude for the Staff and Executive of First Dawn Eastern Edge for your wisdom and guidance during the past year. Serving the Church in this role has been both humbling and challenging but I am constantly reminded that there is still so much joy when God's people gather, even to do the hard work.

Respectfully submitted,

Rev. Amanda Barnes

Appendix B

COMMUNITIES OF FAITH SUPPORT AND PLANNING

Communities of Faith Support and Planning
Report to the Executive, April 9, 2024

We did meet on April 2.

The MAP team continues to work with pastoral charges to help them with their MAP's. Since the Last Meeting of the Executive the following MAP was approved:

Britannia

In Progress:

St. George's

Pouch Cove

Humber (Updating)

FUTURE DIRECTIONS

Since the last meeting of the Division, the Future Direction Committee has continued to work with a number of area that are attempting to understand how they might move forward in ministry. Of course, in most instances there are no easy answers. However, we continue to provide options that we believe are worth considering as they wrestle with changing conditions. We continue to talk with the Gander-Carmanville and the St. James-Cochrane Street pilots as they progress. Recently, we have been preparing for a presentation to FDEE Region at the annual meeting. We are hoping for a 30-minute slot in the webinars, before the Annual meeting and two slots at the Annual Meeting (one 30 minute and one 45-minute slot would be ideal).

Future Directions Presentation by Rev. Heather Sandford on Pastoral Units

Question for The Executive: Does the concept of Pastoral Units need to come to the members as a motion at the end of the presentation?

Bob Bennett

Community of Faith Support and Planning

Appendix C

FINANCE AND ADMINISTRATIVE RESOURCES

Division of Finance and Administrative Resources

**Report to the First Dawn Eastern Edge Executive Meeting
April 9th, 2024.**

Introduction.

Financial Stress is exhibiting itself in many ways for many Pastoral Charges and Congregations in our Region as can be seen from the issues in this report. We all know that in responding to these issues we have to be very mindful of all our church members who are living every day with these pressures. Some of our Communities of Faith have reached the Financial breaking point and many others are close to that point. It is important that we work with them to bring about understanding of the changes in structure that is required going into the future.

1) Assessment Arrears

The Region has received the latest notice of Assessment Arrears from National Office. (please see attached table). Eight Pastoral Charges owe a total of \$31,848 for assessments prior to 2023. Seventeen Pastoral Charges owe a total of \$39,948 for 2023. This is a total of \$71,796 owing on assessments prior to 2024.

Division members will be calling the Ministers of each of the Pastoral Charges that still have arrears owing for years earlier than 2023,

2) Fogo United Church

The Region continues to work with Fogo on their financial issues.. The shortage of financial resources in the Pastoral Charge has serious implications for the Minister who was settled there. In addition, it should be noted that Fogo is one of the eight Pastoral Charges who have Assessment Arrears from before 2023.

3) Hillview United Church.

The Region has been actively working with the Pastoral Charge, the Minister, the National Church, the Ministerial Pension Fund and ADP to pay the Minister the salary increases owed to her over the last seven years. At its last meeting the Executive supported a loan to the Pastoral Charge to help in this regard. The process has been complicated and the Regional Minister continues to work on finalizing this issue.

4) Insurance Issues

The Region and the Division of Finance and Administrative Resources continues to receive considerable correspondence from Communities of Faith seeking ways to reduce the impact of the ever-increasing insurance premiums. The National self-insurance plan is progressing more slowly than hoped.

5) Church Closures.

Our number of church closures and sale of property is increasing. The Division believes that It is important that we review our policies to ensure that these resources are used in ways to help promote the future of our church across the Region.

6) Financial Accountability, Investments and Trusts Team

The new combined Team of the old Financial Accountability and Board of Trusts Teams met for their second meeting on March 27th, 2024. We were given an update on the Region's investments by Jonathan Schrader of RBC Wealth Management who manages our investment portfolio. The portfolio continues to show growth and we are in both good hands and a good financial position.

The Team approved a number of grant requests from our specific support funds.

Respectfully submitted,

Roy West
Chair of the Division of Finance and Administrative Resources

Appendix D**HUMAN RESOURCES****Division of Human Resources
Accountability Report
April 9, 2024****Northern Arm Pastoral Charge**

Property and Congregational Teams are working to fulfill the requirements for the future of this Pastoral Charge.

Swift Current Pastoral Charge

Regional Council Executive will be dealing with the requests of this Pastoral Charge at its next meeting.

Retiree Support Team

Valerie Kingsbury and Stephanie McClellan are working to make contact with all Retirees.

Chaplaincy Team

Work is continuing. Ecumenical weekday coverage is required as well as chaplains to fill in when the regular chaplains are on leave. Paid accountable chaplaincy will be ending on June 30, 2025.

**Ministerial / Human and Pastoral Relations Team
Coley's Point (Grace United)**

- Rev. John Maich has been appointed to the Coley's Point Pastoral Charge, 20 hours per week, effective January 1, 2024 - June 30, 2024. They are looking at a MOU re working together in collaboration with the Bay Roberts Pastoral Charge.

Cowan Heights Pastoral Charge

- The Pastoral Charge is searching for part-time Ministry Personnel to cover a parental leave for ten weeks. (Congratulations Oliver and Sam!)

Old Perlican Pastoral Charge

- Grace United Church in Grate's Cove held its official service of closure on March 4, 2024.

Epworth-Burin Pastoral Charges

- Future Planning Report was accepted.

Green Bay South Pastoral Charge

- A review of the Pastoral Charge has been completed. The Region will follow up with the recommendations.

Future Planning/Pilot Project - Gander/Carmanville Pastoral Charges

- The report was received by the Human Resources Division and approval was given for the project with Gander and Carmanville Pastoral Charges to continue until June 2025.

Appendix E

GENERAL COUNCIL REPRESENTATIVE

General Council Representative Report – April 2024 Pastoral Relations Equity Report

The Pastoral Relations Equity Project was jointly supported by Adele Halliday, the United Church's Anti-Racism Equity Lead, and Rev. Marlene Britton, the Director of Policies & Programs for Ministry Personnel, in the United Church's Office of Vocation. The research was led by Marcie Gibson and Kimiko Karpoff.

The overall research project is one of three different but interrelated research projects that address equity for ministry personnel in The United Church of Canada. The two other inter-related projects are:

- *Leadership Counts*, which is a voluntary identity survey of United Church ministry personnel (as well as staff of General Council and Regional Council Offices, and General Council committee members) to gather identity-based demographics, and,
- *Equity in Compensation*, a task group that is engaging experts in statistical analysis of compensation policies and practices paid to ministry personnel in communities of faith and in the General Council and Regional Council offices, in order to examine the impact on ministers who are Indigenous, racialized, women, Two-Spirit and LGBTQIA+, and persons with disabilities.

There was an expressed wish by Executive members that action happen quickly, while still ensuring that the conversation around barriers and solutions be ongoing and widespread.

Board of Vocation

Rev. Marlene Britton, Director of Policies and Programs for Ministry Personnel, Theology and Ministry Leadership, and Rev. Norm Seli, Chair of the Board of Vocation, presented the Board and Office of Vocation accountability report.

Most of the report centred on the admissions process. In 2022, 200 ministers were on a wait list to enter the process, leading to the development of an admission matching pilot program. This program has had some success, including one minister who unsuccessfully tried to find a church for eight years now planted a new Community of Faith, but further progress is needed.

Rev. Britton also noted the importance of volunteers for the various roles related to the Board of Vocation. Currently, 169 volunteers are needed to work with the Board.

Centennial Celebrations

The denomination's Centennial commemoration will be launched on June 9, 2024, at Metropolitan United Church in downtown Toronto, and livestreamed across the country. Sarah Charters, Executive Officer, Philanthropy, outlined the findings of the preliminary feasibility study for a fundraising campaign built around the Centennial. The study included donor interviews, focus groups and senior staff interviews and suggested a campaign focused around celebrating the Centennial through legacy and planned gifts. The campaign, led by the United Church of Canada Foundation, would be donor-centric and support local congregations, in addition to the possibility of broader church contributions. The General Council Executive passed a motion enabling this approach to the fundraising campaign passed.

300 Bloor Street West

The lease for 300 Bloor St. that was signed in November. This Bloor Street United Church location will include office and archive space for The United Church of Canada, Anglican Church of Canada and The Presbyterian Church in Canada, as well as a condominium development.

The Foundation

Jim Simpson, United Church of Canada Foundation chair; Craig Bater, vice chair, and Sarah Charters, president reported on some of recent successes of the Foundation, in the first intentional conversation between the GCE and the Foundation. "I've been on a lot of boards over the years, and this is one of the healthiest boards I've been on," said Simpson, noting the nature of the Foundation – without the polity constraints of the church – allows a significant ability to adapt or pivot, depending on the situation it's facing.

Appendix E - continued

GENERAL COUNCIL REPRESENTATIVE - continued

Simpson explained that in 2006, the Foundation’s total grants were a total of \$654,000 for all gifts, and that the amount has multiplied 21 times since then. He noted that impact investing is making a difference, and has become an important focus of investment for the Foundation, along with the assurance of financial return.

GC45

Rev. Taylor Croissant, chair of the GC45 planning committee, presented a general outline of timelines and format for the 45th General Council at the Telus Centre in Calgary, AB, in August of 2025.

The theme will be *Visions and Dreams*, based on Acts 2:17: “I will pour out my Spirit upon all flesh, and your sons and your daughters shall prophesy, your young shall see visions, and your elders shall dream dreams.” The installation of the new Moderator will be at Knox United Church in Calgary on the last day of the General Council.

Prior to August in-person gathering, there will be two June listening and discussion sessions held online (currently proposed for June 14 and June 22, 2025). Listening and discussion for the most challenging of proposals will happen in person during GC45. A new proposals template and guide is being developed. Rev. Croissant noted that the new template encourages proposals that are not too prescriptive, enabling the General Council a greater breadth of possibilities in addressing the presenting issue.

Strategic Plan

Rev. Jennifer Henry, Executive Minister for Organizational Development and Strategy, reported on the Strategic Plan. The GCO has just completed the first year of its operational plan, flowing from the strategic plan. A detailed fourth-quarter 2023 operational report is available on the Commons. This graphic highlights the current status of the plan:

Strategic Objectives



About 30% of the activities fully met their planned key results for this quarter with 100% completion. Overall, the average completion of key results in activated areas is 67%, which is the same as Q3. A 2023 full-year report on outcomes is in development.

Rev. Henry noted that the denomination is still in a development process in using a strategic planning framework with this year’s focus on improving meaningful use of data, increased alignment of identity and messaging, and developing the “strategic” in planning, including bringing the six strategic objectives into one overall strategy. She offered a possible way of seeing each of the strategic objectives (related to Leadership, Common Good, Justice, Climate Integrity) as contributing to the leading priority on Growth, with its focus on renewing existing communities of faith, creating new communities of faith, and inviting new participation in The United Church of Canada.

Appendix E - continued

GENERAL COUNCIL REPRESENTATIVE - continued

Mission and Service

Sarah Charters gave a quick overview of 2023 Mission and Service giving, which, while declining by 1.5% year-over-year, is a strong result in comparison to other charitable organizations. The 2024 focus for donations to M&S will be on PAR – encouraging people to join PAR or, for those who already donate through PAR, to consider increasing their amounts.

Remit 1 – Establishing an Autonomous Indigenous Organization

As of the November 2023 GCE meeting, there was concern that only 45% of pastoral charges have sent in remit responses. The deadline for votes to be submitted was March 31, 2024.

Unofficial reports dated April 3, 2024 noted approximately 80% of pastoral charges have registered their votes. *This is not the final total*, as mail-in responses dated March 31 or before will be counted as they are received.

A communication from the GCO will announce the results of the Remit.

Appendix F**TRI-REGIONAL STAFF SUPPORT COMMITTEE**

March 27, 2024

Tri-Region (Fundy St. Lawrence Dawning Waters (FSLDW), Bermuda-Nova Scotia, First Dawn Eastern Edge

Staff Support Committee Meeting, Eastern Region United Church of Canada (UCC)

Regional Executive FSLDW April 17, 2024

Members: Rev. Faith March-MacCuish, Executive Minister
Jim Evans (First Dawn Eastern Edge)
Rev. Paula Gale (First Dawn Eastern Edge)
Rev. Derek Elsworth (Bermuda-Nova Scotia)
Rev. Donna Tourneur (Bermuda-Nova Scotia)
Rev. Debbie Aitken (FSLDW)
Martha Vickers (FSLDW)

The Tri-Regional Staff Support Committee for the Eastern Region of The United Church of Canada met virtually as follows via Zoom platform during the past 3 months.

-March 13, 2024 - Staff Support Committee Zoom meeting with Administrative Support Staff. The purpose of this meeting was to provide an opportunity to check-in with administrative staff in the regions and for this committee to hear areas of both joys and challenges.

-March 27, 2024 - Staff Support Committee Zoom meeting with 1 Administrative Support Staff from the Sackville office who was unable to attend the previous meeting.

-TBD - Staff Support Committee Zoom meeting to debrief regarding the information gathered at the above 2 meetings, and provide support/recommendations to Rev. Faith and the Regions as we move forward.

- The committee was briefed by Rev. Faith on the departure of Shari Kaster, Communications and Administrative Support, for Fundy St. Lawrence Dawning Waters and Bermuda-Nova Scotia. An exit interview will be arranged.

At this time, the Tri-regional Staff Support Committee members raise concern for increased administrative staff hours in the recently vacated communications and administrative support position (21hrs./wk.) in the Sackville office. Further discussion/debriefing on this matter is pending.

Respectfully prepared and submitted,

*Martha Vickers
Region FSLDW Reporting Member
Tri-Region Staff Support Committee
United Church of Canada*

Appendix G

UNITED CHURCH WOMEN

**First Dawn Eastern Edge Region
United Church Women
April, 2024**

I bring you greetings in the name of our Lord Jesus Christ and on behalf of the First Dawn Eastern Edge Regional United Church Women. Both East and West Districts are in the process of completing statistic forms for National UCW. This will give us the following information: locals that are operating, number of UCW women, and whether any Lifetime Membership Pins had been presented. Unfortunately, these forms will also inform us of the locals that have had to close.

We, East District, will be having our AGM on May 25 at Shoal Harbour. We are looking forward to having Barbara Davidson, National UCW President attend the meeting. In coming to our province, she felt that it is expensive to come for only one day. She expressed a desire to meet women in and around our province. So, she will fly in the previous Wednesday. On Thursday, we are hoping to have a luncheon with Barbara at Wesley United Church for women who are not able to travel to the AGM. On Friday we will travel to Shoal Harbour and also, do some sight seeing along the way. Saturday is our AGM. Sunday, I will drive her to Gander and West District will have something in Grand Falls-Windsor and Deer Lake for her. Barbara will fly home from Deer Lake.

Respectfully submitted,

Debra Sparkes-Mercer
President
East District United Church Women

Appendix H

CONGREGATIONAL DESIGNATED MINISTRY POLICY

*Policy for Adequate Support and Oversight Congregational Designated Ministry
(When there is no called or appointed Ministry Personnel)*

Regional Council policy related to ensuring adequate and appropriate support and oversight in situations employing Congregational Designated Ministers without a presently appointed or called Ministry Personnel

Introduction: A recent change in polity related to Manual section I.1.11.4 (d) underlined below has necessitated the requirement of a policy to clarify our duties, requirements and responsibilities in situations where Congregational Designated Ministry (CDM) positions continue in the absence of an appointed or called ministry personnel or member of the Order of Ministry.

This policy is for clarification in order that no ambiguity remain in such situations. This policy does not in anyway supersede the Congregational Designated Ministry Policy of the General Council. The General Council Policy is awaiting updating but will leave the Regions to set policy as it relates to our mandate of adequate support and oversight in these specific and rare occasions as outlined in I.1.11.4 [Congregational Designated Ministers \(March 2020\) \(united-church.ca\)](https://www.united-church.ca)

"I.1.11.4 Employment of Congregational Designated Minister

A community of faith may appoint a person as a congregational designated minister if the regional council has designated the ministry position as one that is accountable to the governing body of the community of faith.

The following requirements apply:

- a) the person must be a baptized Christian, and if that person is the primary individual leading worship, the person must be a full member of the United Church;*
- b) the person must agree to comply with the polity of the United Church;*
- c) the appointment must be for a specified term, which may be renewed; and*
- d) either there must also be a member of the order of ministry or a designated lay minister called or appointed to the community of faith, or the regional council must ensure there is adequate and appropriate support and oversight of the ministry. (2022)*

A congregational designated minister is accountable to the governing body except in matters of discipline. In matters of discipline, they are accountable to the regional council. There are additional policies and procedures for congregational designated ministers and their employment and accountability."

We recognize in this process that all position descriptions and requests for permission to enter into a relationship with a congregational designated minister are assessed in scope of practice and approved by the Region. Positions that carry significant vocational ministry practice will, as they always have, fall outside the rubric of CDM practice.

While it is not necessarily the choice of a community of faith to be in a time of absence from a called or appointed ministry personnel relationship it happens from time to time. When this is the reality, the Region has an important and significant role of support and oversight of the ministry while the Community of Faith undertake with Pastoral Relations and/or Future Directions to determine the future of their pastoral charge.

Identified Steps & Expectations

1. The Region will assign a Pastoral Charge supervisor to the community of faith for assistance and guidance with governance and administration. This oversight appointment will also be the required step to meet quorum requirements in polity.
2. Congregational Designated Ministers will continue to work within their approved scope of practice as outlined in their already approved position description. This both supports and protects the CDM from undue issues of liability.
3. It is inappropriate to expect a functioning CDM to take on extra duties outside their approved position, scope of practice and/or training.
4. The Pastoral Charge Supervisor will interface with the Governance leaders as well as lay staff as a support.

Appendix H – continued

CONGREGATIONAL DESIGNATED MINISTRY POLICY - continued

5. The congregation with the assistance of the Pastoral Charge Supervisor will provide to the Regional Council a plan for sacraments (baptism and communion), weddings, funerals, and for pastoral care when the expertise of ministry personnel is required. This could be contracted time of neighbouring or retired United Church of Canada ministry personnel, for example.
6. In rare cases where an appropriately trained CDM who is in full membership of the UCC had been part of a worship leadership rotation with appointed or called ministry personnel, this person can continue to offer worship leadership with the support of the Pastoral Charge Supervisor in the interim and until the future direction of the ministry can be determined.
7. We see these situations as transitional in nature and a time of discernment to most often complete a renewed faith profile/mission articulation plan leading to a new vocational call or appointment and or collaborative ministry agreement.
8. If this process were to take more than 6 months, we would expect the normal oversight report from the Pastoral Charge Supervisor.

*Tri-Regional Policy
April 2024*

Appendix I**REGIONAL COUNCIL EVALUATION PROCESS****Proposed Process for Regional Evaluation
Presented to the Regional Council Executives - April 2024**

As the commissions for the Regional Councils were developing the Vision, Mission and Core Values and its governance structure, it was agreed that we would follow the General Council pattern and evaluate the regional council structure after five years.

What Does That Mean:

We are at the five-year mark and we need to consider the evaluation question and how the evaluation will be conducted. The hoped-for outcome is an understanding of what the regional councils are doing well and what areas need to change as we assess whether we are living into our full potential for our call and ministry.

Examples of Possible Evaluation Questions:

1. How does the Regional Council structure enhance the vitality and engagement of faith communities and leaders in the purposes laid out in The Manual C.2.4 and live into the covenants described in C.2.1?
In other words: Is the Regional Council living into its potential for enhancing call and ministry?
2. Are the intentions of the Regional Council aligned with the impact on communities of faith and ministry leaders?
3. How does the Regional Council build relationships with communities of faith and faith leaders to live out its purpose and call in the world?

The Process:

1. Recruit a consultant who is outside of the Regional Council, who would not be perceived as bringing bias. I have been in conversation with a person who has already led an evaluation of a cluster of three regional councils. I have reached out to this person because she is trusted, respected and understands the church.
2. Each regional council will put aside \$10,000.00 (ten thousand) for the review.
3. There would be three evaluations produced; one for each regional council. The evaluations would be sequenced for the management of the workload.
4. There would be questionnaires to the staff, regional council members and elected leaders in communities of faith.
5. The stages of data gathering and attending meetings would overlap in the three regions and the three reports would be released together.
6. The focused consultations (if necessary) and report writing would be one regional council at a time.
7. We need to determine the scope of the assessment/evaluation and whether it is necessary that the consultant attend every group within the regional council structure. Core groups would be attending a meeting with staff, the executives and divisions/committees of the regional councils; with follow up as needed.
8. Administrative support for mailings, administering the questionnaires and collating the responses, and setting up any focus groups, will be provided within the current staff complement. Most of this work would be in the summer and fall and not interfere with the busy schedule of annual meeting planning and year end.
9. Preparation would be done over the summer. Preliminary communication will happen as soon as the executives approve the process. This will accommodate a September start and give the regional council enough notice.
10. The Regional Council Executive Minister will oversee the process and be the primary contact for the consultant.

Timeline:

2024

April - The Executives give approval for the review process

May - The Regional Councils are given a breakdown of the process (through the Executive Minister's reporting time on the agenda)

June - Communication will be sent to all communities of faith, committees, members of regional council, divisions and committees

September - Start of the questionnaires and interviews

2025

January - Interim report to the Executives

April - Final report released to the Executives

May - Final Report with recommended changes, if needed, presented to the Regional Councils