



The United Church of Canada

L'Eglise Unie du Canada

Bermuda-Nova Scotia Regional Council
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M E M O

TO: Pastoral Charge Ministers, Board/Council Secretaries and Chairs

FROM: Faith March-MacCuish, Executive Minister

RE: Elected Members to Bermuda-Nova Scotia Regional Council

DATE: January 27, 2026

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A Community of Faith is responsible for electing members to Regional Council. Members must already be a part of the membership of your Community of Faith and the number of elected members depends on the size of the Community of Faith. Please note the guidelines for appointing/electing members (*The Manual 2025, Section B.2.1.6*):

The community of faith is responsible for electing representatives of the community of faith to the regional council. Representatives must be members of the community of faith. The number of representatives depends on the size of the community of faith:

- a) one representative if the community of faith has 100 or fewer members;
- b) two representatives if the community of faith has 101 to 200 members;
- c) three representatives if the community of faith has 201 to 300 members; and
- d) four representatives if the community of faith has more than 300 members.

The number of elected members we have assigned for your Community of Faith is based on the resident members report on your 2024 statistics forms. The membership roll of Bermuda-Nova Scotia Regional Council depends on each Community of Faith's election.

We are currently in the process of collecting the names for your elected Regional Council members. As you begin to prepare for your Annual General Meetings for your Pastoral Charge and Communities of Faith and prayerfully consider who your elected members will be to the Regional Council, it is important to remember that the Region is made up of all of us, communities of faith, clergy, and laity. We are called to fulfill this ministry together. We ask that all Pastoral Charges elect all of their assigned numbers and send in the names of those elected members on the *Pastoral Charge Information Form*. We ask that all of our elected members register for the meeting even if you are unable to attend and indicate regrets. This will help us to have a full list of members in our directory. Please forward the names of your elected members as soon as possible but no later than **April 1, 2026**.

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Please note that if you have not sent the names of the elected members, they will not be able to register as a voting member for the annual Spring Regional Council meeting until we have received the completed form. Please note the following:

- Fill out the online *Pastoral Charge Information Form* found at <https://ucceast.ca/87599-pastoral-charge-information-form-2026-2>.
- Questions please email BNS@united-church.ca or call (506) 306-0496.
- This update will ensure that your members will receive information mailings, registration forms, and minutes.
- Include email addresses wherever possible as we make every effort to reduce the costs of postage and expenses related to large mailouts.
- Multi-point pastoral charges must keep in mind that should one point not be able to send a member, no other point may send an extra person to compensate. It must be the elected alternate from that congregation.

As you consider your elected members and your members consider election, please see the below information.

Roles and Responsibilities for the Regional Council Members

Thank you for your discernment to be a Regional Council Member. Being a member of the Regional Council is an important ministry. It is a way for you to offer your leadership as you continue to live out your discipleship in the wider church. If you are considering being a member here are some things to consider.

- You will need to be committed to attending the Annual Meeting of the Region and other full meetings of the Regional Council, if required.
- You are a connection in the covenant between the Region and the community of faith, bringing the experience of each to the other. (Access to a computer, and reliable internet is needed.)
- You are one of our communications agents in the system. We rely on you to be the person who receives correspondence from the region and brings that to your governing body (board/council).
- It is recommended that one of the elected members from your community of faith to the Region be a member of your governing body (board/council)
- Encourage your communities of faith to visit the Regions website, sign up for weekly announcements and be part of the Facebook page as a way to find resources and information.
- Provide a copy of the Regional executive minutes to the board or council quarterly.
- Bring a report from the annual meeting to your communities of faith.
- We encourage you to consider serving on one of the Committees or Divisions of the Region and help members of your communities of faith discern where they might serve on the various committees and divisions of the Region and encourage them to get involved.
- Please Note: You must be a full member of The United Church of Canada and of the community of faith from which you are elected; a community of faith within the Region.
- As an Elected Member of the Region you will be automatically registered to receive the weekly announcements. If at anytime you wish to unsubscribe you may do so. We do however, encourage you to continue to receive the weekly announcements, as well as your office admin and board chairs to do the same.

The Region is made up of all of us, communities of faith, clergy, and laity. We are called to fulfill this ministry together. You are an important part of the Regional structure. Thank you for your ministry.