

## DIVISION OF FINANCE AND ADMINISTRATION

**Division Chair:** April Hart

**Division Secretary:** Fay Smith

### Division Committees

#### Archives, Records and History Committee:

**Chair:** Ross Cameron

**Secretary:** Shane Doucette

**Members:** Wendy Kean  
Heather Ferrier  
Roberta Phillips

**Ex-Officio Members:** Regional Archivist (Staff Support)  
Division Chair

The Archives, Records and History Committee uses the Weekly Announcements to remind and encourage the Governing Body of the Community of Faith to send their records to Archives when they are no longer needed.

We met by zoom with Faith March-MacCuish, April Hart and Sarah Wallace, reviewed our mandate from the Regional Governance Handbook and discussed other ways that information that is available from the United Church can be forwarded to the governing bodies, like links and webinars.

Respectfully submitted,  
Ross Cameron

#### Financial Accountability & Investments Committee:

**Co-Chair:** Allan Davis

**Co-Chair:** Malcolm (Mac) MacLeod

**Secretary:** Vacant *\*See note below.*

**Members:** Michael Ball  
Cindy Penney

**Ex-Officio Members:** Executive Minister (Staff Support)  
Division Chair

The committee meets regularly, about once a month via ZOOM, where we review the investments, financials, and funding submissions and any other business that may arise.

Our mandate is: "To provide leadership and guidance to the Division of Finance and Administration regarding issues pertaining to the finances of Communities of Faith, including requests for grants and

loans, and to provide oversight, leadership, and guidance on all Investment and Trust issues within the bounds of the Region.”

We continue to monitor general council assessments and reach out to pastoral charges in the region that have fallen into arrears. More recently we have been following up with pastoral charges that are late in filing their annual statistics.

We encourage our Communities of Faith to be aware of the various funding opportunities available to them. Guidelines and application forms are available at: <https://ucceast.ca/regional-council-15/funding-resources>.

*\*The committee would like to offer special thank to Debbie Davis who has graciously volunteered to act as recording secretary over the past year whilst we've been without a Secretary.*

Respectfully submitted,  
Allan Davis and Malcolm Macleod

#### **Incorporated Ministries**

**Chair:** Krista Anderson  
**Secretary:** Dale Skinner  
**Members:** Kevin C. Little  
Katie Aven  
Kathy McKay  
**Ex-Officio Members:** Executive Minister (Staff Support)  
Division Chair

Our mandate as the Incorporated Ministries (IM) committee is to provide oversight, leadership, and guidance to the Incorporated Ministries (IM) within the bounds of Bermuda-Nova Scotia Region. The IM committee met online in September, October, November, February and March. The IM Connectors are keeping linked with each IM by attending meetings when available and especially connecting during annual meeting times and calling the chairpersons and visiting the IMs as able.

The IM connectors are: Krista Anderson (Berwick Camp), Katie Aven (Shebrooke Lake Camp & Arthur Kidston Memorial Camp), Kathy McKay (Brunswick Street Mission & North Dartmouth Outreach Resource Centre), Kevin Little (Pine Hill Divinity Hall & St. Paul's Family Resources Institute), and Dale Skinner (Tatamagouche Centre & Church Extension Board).

With Krista as Chair and Dale as Secretary, the team updated their committee terms of reference this year to reflect its work. Time to update on our incorporated ministries is a regular standing agenda item. We

supported accreditation for Camp Kidston in 2024 and planned support for accreditation for Sherbrooke Lake this summer.

The team discussed and sent feedback in for the BNS Strategic Plan. We reviewed our budget and sent in our information for 2024/25.

Our yearly responsibilities include:

- Committee reports to the Division
- Consult with chairs on an annual basis
- Visit Incorporated Ministries at least once a year.
- Report to the Region annually.
- Review IM proof of insurance; charitable status; incorporated status.
- Respond to requests for assistance from the IM.
- Hold copies of current bylaws
- Respond to requests for incorporation.
- Create working groups when needed.
- Sit on GCO Camping Committee on a rotational basis (to be added to terms of reference by Region).

We are lucky to have such a terrific committee filled with people who are passionate about alternate forms of ministry for the United church. We are grateful to have recruited Katie Aven this year and are thankful for the support Faith Marsh-MacCuish and April Hart give our committees through the year.

### **Property Committee**

**Chair:** Wally Chivers

**Secretary:** Fay Smith

**Members:** Rev. David A. LeBlanc  
Jack Logan  
Bob McArel  
Wayne Cochrane  
Joyce Custance

**Ex-Officio Members:** Executive Minister (Staff Support)  
Division Chair

The Property Committee has continued to deal with many matters at each of its monthly meetings via zoom and email polls when requested to meet timed restraints.

B-NS Region support Rev Faith March-MacCuish attends meetings when possible. Faith shares National & Regional news/highlights and provides valuable information, updates and offers guidance to difficult issues.

There have been many inquiries on a variety of Property matters. 2024 had over 60 files and another dozen or so from previous years, 15 new files since Jan 1, 2025. Numerous motions have been put forth: requests for grants/loans, renovations, leases, selling property/transfer of title, disposition of assets, manses and cemeteries. Many requests come at last minute and email poll handle files with deadlines. Presently there are 6 churches for sale and transfers of cemeteries. Cemeteries attaching to an existing charity is the ideal situation, but the process can take CRA up to a year.

For a broader picture, assistance and input comes mainly from Archives, Future Directions, Pastoral Relations and David Hewitt and others. While Amalgamations keep the funds within the new CoF/pastoral charge, it can create paperwork to cover the movement of assets.

Applications from various sources of funding have come from: within B-NS Region, Faithful Footprints / Kindred Works, General Council and any of the government levels. There are 3-4 properties under Kindred Works for redevelopment. UPRC/Kindred Works, indicate any interest for repurposing the property before being offered for sale. A 'Region Trust' is currently being set up within the region, so the region can hold properties with partners such as UPRC/Kindred Works.

Property listing in NS is on going with new properties (mostly cemeteries) coming to light more often. There are now over 270+ parcels including churches, halls, manses, vacant property, cemeteries, camps/retreat centres. B-NS Region owned Property includes two (2) vacant parcels with a cemetery on each: Lower Ship Harbour and Oyster Pond, formerly part of the Musquodoboit Harbour Pastoral Charge.

There are currently 4 church properties up for sale or going up for sale and the possibility of 3 more to come up for sale by end of June 2025.

Committee member: 7 with terms staggering to allow for continuity. Most of members have been asked to continue. Many thanks to these volunteers for their dedicated commitment to the property Committee.

*\*Property Handbook for Congregations: various areas to be updated, aiming for Dec. 2025 for completion.*

Respectfully submitted,  
Wally Chivers

I want to offer a sincere thanks to all members of the Division who work so hard on behalf of the Region and on behalf of the church. Our committees generously give of their time and expertise month after month and our ministries are enabled and made richer by their work.

Respectfully submitted,  
April E Hart