

Region #14 Transition Team
September 7, 2018 – 10:00 a.m.- 1:00 p.m.

1. **Present were:** Rev. Faith March-MacCuish, Provisional Executive Minister; Wayne Trail, Steve Berube, Chignecto Presbytery; Rick Bowley; youth representative Jason O’Hearn, Kevin Dingwell, Sheila Gallant, P.E.I. Presbytery, Audrey Lounder, Pam Reidpath, Saint John Presbytery; Jane Doull, Sharon Hannan, St. Croix Presbytery; Rose-Hannah Gaskin, Heather Donnelly, Woolastook Presbytery; Blair Lewis, Miramichi Presbytery.
2. **Absent:** Jason O’Hearn, youth representative.
3. **Co-Chair:** Heather Donnelly volunteered to be co-chair with Jason O’Hearn.
4. **Worship:** Heather circulated a prayer entitled “*Archbishop Oscar Romero Payer: A step Along the Way*” and each person read a line and altogether joined in “Amen.”
5. **Governance:** Rev. Faith distributed material used by Newfoundland and Labrador Conference entitled “*Governance Manual.*” The reference to conference and committees would change in the new structure but it might assist in devising a manual for governance under the new structure.

Newfoundland and Labrador Conference decided at its annual spring meeting to disband the Conference and begin with the Regional Council structure. The “*Establishing Regional Concil Structures*” came from the Remit Implementation Committee. In Newfoundland “*Mission Outreach*” is akin to “*Church in Action.*” Youth is included under Faith Formation and Leadership Development. Adobe Connect is used by all committees to meet electronically as needed with one face-to-face meeting. Newfoundland has had no treasurer since 2008. A Financial Team advises the administrative staff on financial issues.

A concern was raised regarding the diversity of membership on committees. If the Nominating Committee selected people with the same view, then no change would happen. Each person who wished to share their gifts/skills with the Region are required to complete and submit a form which the Nominating Committee will use to select members for various committees.

Another concern raised was regional representation on committees under the new structure. With Presbytery chairs of various committees were on the Conference Executive. Under the new structure we will need to pay attention to the pros and cons of the selection process and to who we are.

The summary table on page eight of the Manual states “*Designated volunteers would be task oriented.*” Concern was expressed that if they are task driven, there would be no time for visionaries. A balance will be needed but we need to be retrained given the new vision. There will be an education event for people on the pastoral relations process with a template

available by November and training beginning in January.

The Office of Vocation will take on this work. The Office of Vocation person appointed will work with the Regional Minister who will deal with low level conflict issues within the Region; the rest will be handled by the Office of Vocation.

The United Church of Christ in Australia uses teams instead of Committees which we were asked to review. We were reminded by our Ecumenical Visitors at General Council to not be internally consumed but to look into the world to where it is that Christ is calling us to be, to work and how can we support each other.

A small group was asked to take on the task of compiling a draft governance manual for discussion at our next meeting. Jane Doull, Blair Lewis, Heather Donnell, and Sheila Gallant volunteered to meet and compile a draft.

6. **Conference Building**: On May 8th, a meeting with Erik Mathieson, David Allan, David Hewitt, and Rev. Faith March-MacCuish discussed the Conference building. The options presented were: sell the building (appraised at \$1.8 m); retain as an archives building; retain as Region office and archives building with rent payable by the Region(s); or Regional Council out of it altogether.

There was another meeting in London with David Allen, Nora Sanders, Erik Mathieson, and Rev. Faith March-MacCuish where it was expressed we retain the building as both archives and the Regional offices, General Council would own it and we would rent office space. The mortgage payment of \$12,000. would be paid by General Council and the Regions (14 and 15) would pay rent of \$3,000. There is a good potential the building will be named the archives centre for General Council material.

Following a meeting of Maritime Conference Executive a letter went to General Council from David Hewitt. Nora Sanders responded stating it was up to us, the Region(s), what happened with the building. Regions 14 and 15 want to use the building for office space with Region 15 stating it will review its decision in one year's time and would give six months notice if it decides to opt out.

Discussion followed on our decision to use the building as per option three; request the amount of rent; our budget amount for rent is \$1,500. (half of the \$3,000. total); and if Region 15 opts out but shared staff remain using office space, the cost payable by Region 15 to Region 14. The funds collected for 10% payment on the mortgage annually will be continued and administered by the Region with the mortgage forecast to be paid in five years

A letter will be drafted to Erik Mathieson and sent to Region 15 for its meeting Monday outlining we are going with option three, General Council to pay the mortgage and we pay rent of \$3,000. total by both Region with utilities not included.

7. **Break:** A short ten minute was taken.
8. **Mission Support Grant Process:** Rev. Faith read a letter that was sent out on April 30th regarding the grant application process changes. Presbyteries/Conferences were to contact current recipients; a new form would be used for all grant applications; applications would be forwarded to Regional Minister for consideration by the Regional Council; applications were to be returned by October 31st. The Financial Support Committee which handled the applications in the past is scheduled to meet on September 18th to consider applications received to date and remitted to Marlene in Conference Office. It was suggested the meeting proceed to vet the applications received and to make recommendations to the Region 14 Commission for its decision.

During discussion it was recommended the forms be interactive in future and the information entered on the form able to be saved so in the following year if a similar application was to be made, the amount, date, circumstances could be revised without having to re-enter all the information again; and that an application process be designed that is more user friendly.

Camps and Hospital Chaplaincies who currently receive funding through Presbyteries may not have received the information on the requirement to submit an application this year and that will be a requirement from now on annually within each Region. Wayne would see that the Moncton Hospital Chaplaincy application was completed for this year as Chignecto, Miramichi and P.E.I. Presbyteries all contribute to it. Wayne will contact whoever oversees the chaplaincy and inform them of the funding process going forward.

9. **Draft Letter of Region 15 re Presbytery Plan for Winding-up:** A draft of Region 15's proposed letter was circulated for discussion. Some of the wording was incorrect in the penultimate paragraph and the Presbyteries can direct the use of its surplus funding but it needs to let the respective Region know the direction it wishes its surplus to be used for, and that we should encourage Presbyteries to remit funds to the Region for the continuing work within the region. One option is that Presbyteries could make a motion at its last meeting to designate the funds to assist charges who cannot meet their allocation on a monthly basis as General Council is requiring payment on a monthly basis and some Charges will not be able to comply.

To fill positions required on Region 14 committees, Presbyteries are asked to provide a “*gift inventory*” to their members prior to dissolution for people to submit offering their gifts, skills and interests. The Nominating Committee will use the gift inventories received to fill committee positions.

Other changes within the draft letter may be made following Region 15's meeting on September 10th, and we could use a similarly worded letter to send out from Region 14 so the message was consistent.

10. **Gathering in October/November:** A chance for the three Regions to meet together was

suggested so the members could meet each other; meet the new staff within the Regions; work on a Memorandum of Understanding; and work on an agreement re shared staff time for Regional Minister, Youth and Justice Ministers. In November we would need to meet to deal with Mission support applications; Governance structure group report; gift forms; and to plan for the annual gathering. The Region 14 Commission is the Executive until the annual meeting in May.

Dates suggested for October were the 15, 16, 17 from 10 to 4; and for November the 12 or 15. Rev. Faith will set up a doodle poll to find the best date for the meetings.

10. **Presbytery requests for visit:** Woolastook was already dealt with for September with a number of people attending; Miramichi Presbytery is scheduled for September 8 and 9, with Rev. Faith attending; and an invitation from Saint John Presbytery, in Portland United Church, Saint John, November 13, at 6:30 p.m. was recently received. Other Presbytery meeting dates are:

September 27th - Rick and Rose-Hannah - Woolastook Presbytery

September 27th - Kevin and Sheila - P.E.I. Presbytery

September 19th - Steve and Wayne - Chignecto Presbytery (possibly use PP presentation)

September 11th - Jane and Sharon - St. Croix Presbytery

Saint John (November 13) may be able to use PowerPoint presentation that Rev. Faith has compiled, and it could be tailored by the members doing the presentations to fit time constraints as others report to their respective Presbyteries. Rev. Faith will send the PowerPoint to everyone.

12. **Office of Vocation Staff Position; Part-time admin. position:** Rev. Faith reported the position has been offered to a candidate for the Office of Vocation position, but the offer has not been signed off yet so no announcement can yet be made.

The part-time administration position has not been advertised yet and the final job description was circulated for consideration. An Interview Team was needed with one person from each Region suggested. Kevin Dingwell volunteered for Region 14 to be on the interview team with Rev. Faith.

13. **Budget:** The latest budget (#5) is on Trello and is still a work in progress as we need to shave \$9,836. deficit from the budget to balance it. Items looked at were: workers compensation of \$2,000. - no clear direction on whether we are responsible for paying this; annual meeting costs for technical items of \$30,000. - where can this be trimmed: three screens versus five perhaps. This will need to be discussed further in November: what item(s) might be overestimated; diligent at cost of annual meeting which will be the last joint meeting.

14. **Web Proposal:** Audrey briefly gave synopsis of the information she had received: the

company would develop a page for each Region; cost was between two and three thousand but there was no money to build the site.

15. **Newsletter distribution update:** Audrey had mailed each Charge on the list she had received from Jennifer in July. Jane and Sharon mentioned they knew of at least one Charge that had not received it. The list would be reviewed to see if other Charges were missed.
16. **Adjournment:** Having reached the end of the allotted time, the meeting ended with a conference call to be arranged to deal with the remaining items: Naming of the Region Contest; Shared Services.

