

Fundy St. Lawrence Dawning Waters Regional Commission
November 23, 2018 – 10:00 a.m.- 12:00 p.m.
Adobe Connect Meeting

1. **Present were:** Rev. Faith March-MacCuish, Provisional Executive Minister; Wayne Trail, Chignecto Presbytery; Rick Bowley; Kevin Dingwell, Sheila Gallant, P.E.I. Presbytery, Pam Reidpath, Saint John Presbytery; Sharon Hannan, St. Croix Presbytery; Rose-Hannah Gaskin, Woolastook Presbytery.
2. **Absent:** Jason O’Hearn, youth representative; Steve Berube, Chignecto Presbytery; Audrey Louder, Saint John Presbytery; Jane Doull, St. Croix Presbytery; Heather Donnell, Woolastook Presbytery; Blair Lewis, Miramichi Presbytery.
3. **Agenda:** Rev. Faith welcomed everyone to the webinar arranged to continue with the Agenda items not completed at the November 16th meeting.
4. **Prayer:** Rev. Faith opened the meeting with a prayer.
5. **Governance Structure:** We began with looking at the Nominating Committee structure. There was no need to name the Executive Minister an *ex officio* member of the committee. All **agreed** to the responsibilities and composition as proposed.
 - (a) The **Nominating Committee** would be required to meet throughout the year to fill vacancies as they occurred. The meetings could be by telephone or Adobe Connect. A data bank of names with skills and gifts should be compiled by the Committee to select individuals from as the need arose. Some interest forms have already been submitted to Jennifer. Names of people suggested to start the nominating process were: Rose-Hannah, Pam, Blair from the Executive. Other names brought forward were: Jane Johnston and Rev. Joy Noble. A list of the Committee’s current Conference membership could be a starting point: Rev. Allison Etter, Chair; Pauline Walker, Rev. Rachel Campbell, John Peach, Ruth Gamble, Rev. Stephen Brown, Sarah Goodfellow, UCW representative; Catherine MacLean, and Rev. Richard Bowley. The names would be brought to the Transition Commission by mid-January for approval so the work could begin. A starting point would be to select a chair and secretary, plus two from the Executive, and let the chair and secretary choose nominees for the remaining membership according to the composition policy (a) to (g) of the governance structure. Rev. Faith thanked everyone for the work on this.
 - (b) The **Property Committee** may require more than four members from time to time. The four named and the Executive Minister would discuss what is required and set out a guide (or check list) for congregations to follow. The Trustees handbook available on the United Church of Canada’s web site was not well read. A check list for congregations to tick off the list what they are to do if, for example, selling a

property might be easier. In the draft under composition, there is a power to add members as required from time to time and this could include people in different regions to avoid travel expenses for regular inspection of manses, and/or persons with particular with particular expertise in building codes. All **agreed** to the proposal for the property committee as written.

- (c) **Financial and Mission Support Services:** Rev. Faith reviewed the responsibilities and amendments were **agreed** to as follows: Develop an investment plan for all monies received (i.e. from Presbyteries and Maritime Conference) and develop a plan for long term investments. Kevin Dingwell asked if Jennifer Whitmore should be an *ex officio* member of the Committee. Discussion then ensued on whether or not the Council would have a Treasurer. Region 16 doesn't have one and Region 15 is currently working on terms of reference for a treasurer. In response to a question on how Jennifer felt about taking on the role, Rev. Faith stated she is fine with it as long as Alan trains her before he leaves the position. The auditor Grant Thornton will remain in place. All **agreed** to proceed without a Treasurer.
- (d) **Pastoral Relations Committee:** The Regions are responsible to encourage and support ministry personnel toward health, joy, and excellence in ministry practice; assist with informal conflict processes and to celebrate retirements of ministry personnel. This should be added in as #9 under Responsibilities. The Regions could provide education opportunities, yearly retreats for ministry personnel; set up an Association of Ministry Personnel. The Office of Vocation works with students in preparation for ministry and once notified by the Office of Vocation/Candidacy Board, arranges for ordination, recognition or commissioning services. The Office of Vocation has oversight over Ministry Personnel to ensure compliance with all required training programs and remain a member in good standing within the United Church of Canada.

In regard to the trained liaisons, the Regional Ministers are working on terms of reference for these people and how they fit into the Pastoral Relations Committee.

It was suggested that perhaps a subcommittee under Pastoral Relations for the liaison team who would work with the Regional Minister for support might be created. Another item was Sacramental Elders and their training/licensing. Wording suggestion was from the Manual in section c.2.9. Responsibility for specialized ministries such as chaplains in the Forces or working on Universities should be added.

- (e) **Faith and Education Formation:** Rev. Faith suggested that the Youth and Young Adult Minister could be *ex officio* a member of this Committee. Avel are currently reviewing the educational material in the office and will cull some of it, and look at adding new. Christian Life and Growth Committee has recommended to continue

the Avel program and that Camping Ministry funding be held by one region - Region 14 - and funding be available for the three regions. The new Faith and Education Formation committee would receive applications from all three regions through Jennifer, make recommendations on camp funding, and use the Outdoor Ministries Guide. The Christian Life and Growth Committee made the following recommendations:

“AVEL: Christian Life and Growth’s recommendation is to continue AVEL, but to gradually cull the materials and reclaim the space of any items that aren’t presently being used with potential to add recent curriculum to the loaning library. The motion was moved by Matt Whynott, seconded by Barbara Cairns.

ORM: Christian Life and Growth recommends that Camping Ministries Fund be held by one Region for administrative purposes. Distribution will be determined using criteria established by Outdoor Recreation Ministries Committee. It is recommended that funding be available for applications from regions 14, 15, and 16. The motion was moved by Barbara Cairns and seconded by Linda Yates.

Youth Opportunities Fund: Christian Life and Growth recommends the Youth Opportunities fund remains with one Region for administrative purposes. It is recommended that criteria be changed to include opportunities within the regions, and also that the fund be available for youth through applications from Region 14, 15, and 16. The motion was moved by Barbara Cairns and seconded by Linda Atkinson.”

Discussion centered on how we support the youth, children and intermediates and liaise with the Youth and Young Adult Minister as an *ex officio* member of the committee.

Nothing more could be added at this time. We are learning as we go. The Regional Ministers are interested in providing education programs for support and care of ministers.

- (f) **Region Staff Support Team or Joint Staff Support Team:** These Teams will need further discussion to see if each region would have its own or if there should be a

joint team with two members from each region appointed. As this requires further input, the Nominating Committee would not be asked to find people for this Team at this time. Rose-Hannah and Wayne volunteered to be the Executive representatives on this Team. Rev. Faith asked that nothing be done until discussion with Region 15 was complete on whether it would be a joint team or one for each Region.

- (g) **Archives:** Staff will be discussing this; a joint committee with shared expenses has been suggested.
- (h) **Church in Action:** A joint committee has been suggested with shared expenses but how is not clear at this time.

6. **Shared Services:** As per the email, all **agreed** that the responses to the Shared Services were as follows:

Shared Services:

The following are the Shared Services with GC as agreed to by Region 14 Commission

Accounting Option 1 (All Services Provided) Turn Key Service

(Not at this time. Needing more time to study it and will make a decision when there is less time pressures)

Accounting Option 2 (Limited Service Provided) Free service

Any Payments requiring tax reporting process against our payroll account to piggyback on national system(T4A, T4-NR etc) Yes

Common Email platform

Including licensing Yes

Incorporated Ministries Compliance

Ongoing Monitoring of incorporated ministries No

Common Telecom Platform

Shortel VOIP System Yes

IT Support - Infrastructure

Help desk and Central Purchasing Yes

Website Option 1, Option 2, Option 1A

Website design and maintenance through GC Etc No

7. **Indigenous Representation:** Rev. Faith had received a suggestion that an Indigenous person

be added to the Commission but she wanted to have further discussion with Laura Hunter in how this might be accomplished in a respectful manner.

Rose-Hannah and Wayne had to leave the meeting at this point.

8. **Sharpe Scholarship:** The Herbert S. Sharpe Scholarship is administered by Mount Allison University under the terms of the Late Herbert S. Sharpe's will. The P.E.I. Presbytery representatives under the will were the Chair and Secretary. Consultation with Mount Allison and legal counsel resulted in an opinion that as long as two representatives from P.E.I. were appointed by the Regional Council that would fulfill the terms of the will for P.E.I. Presbytery representatives.
9. **Other Appointees to various Boards:** A number of appointments to Boards, Institutions, Financial Services of Maritime Conference (perhaps representatives from the two regions?), etc. would have to be made by the Regional Council that were formally made by Maritime Conference. These should be added to the Nominating Committee's terms of reference. As these types of appointments are known, an email with the information should be forwarded to Sheila. Those listed in the 2018 Maritime Conference Nominating Committee report are: Atlantic Christian Training Centre (1); Atlantic School of Theology Senate (2); Camp Wegesegum Board (2); Mount Allison Board of Regents (four year term [2 people]).
10. **Next meeting:** Before adjourning, Sheila would send out the updated Governance document for review; Faith would discuss with Laura about an Indigenous representative.

Rev. Faith will work with Marlene on sending an email to all communities of faith on the selection of a name for Region 14. Region 16 had chosen "**First Dawn Eastern Edge**" as its name.

A doodle poll would be scheduled so a date and time could be selected for one more meeting before Christmas.

Rick then closed with meeting with a prayer.