

January 29, 2019

**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Tuesday, January 29, 2019**

The Communities of Faith Commission of Shining Waters Regional Council met on Tuesday, January 29, 2019 by video conference. The meeting began at 10:06 a.m.

**Members Present**

Calin Lau, Christine Smaller, Emma Pipes, Harry Ramsaran, Kevin Logie, Cindy Randall, Jody Maltby (Staff Lead)

**Regrets**

Ross Leckie

**Welcome, constituting the meeting and prayer**

As there was not yet a chair of the commission, Jody Maltby, Staff Lead, welcomed everyone and constituted the meeting in the name of Jesus Christ.

The Staff Lead lit a Christ candle and acknowledged that each person was sitting on land that is part of the traditional territories of First Nations Peoples, holy ground that they cared for and continue to care for, land that was taken from them by settlers. The commission paused for a moment to acknowledge the damage that has been done to Indigenous Peoples.

The Staff Lead then invited everyone into a time of reflection and prayer around what it has taken, as a church and individually, to get to this place in our communal life.

The members of the commission introduced themselves and shared one thing that will help us work well together.

**Agenda**

MOTION by Cindy Randall/Harry Ramsaran that the agenda consist of items that had been circulated to the committee in advance of this meeting be approved.

MOTION

CARRIED

How do we fit in the Region?

The Staff Lead provided an overview of the governance structure of Shining Waters Regional Council. She explained the ongoing work of the Indigenous church to

determine their relationship with the wider United Church and the current administrative agreement with Indigenous ministries within our geographic region.

The Regional Executive is still working on policies and procedures that will inform the work of this commission. We will be invited to give input once a draft is ready for consideration. This will include policies for the Interim Ministry Committee which will report to this commission.

### What is Our Work?

The commission reviewed their mandate and discussed significant pieces of work including how we will covenant with communities of faith, encouraging visioning work, supporting property matters and amalgamations, closures and Shared Ministries.

There was discussion about the need to prioritize the work and develop timelines for how we will approach the varied aspects. It was noted that we might choose to have subcommittees or task groups with different members of the commission taking the lead on specific areas of work.

The Staff Lead will seek clarity on the role of the commission if a review of a community of faith is needed under section J8 of *The Manual*.

The commission asked the questions “what does it mean to be a community of faith?” and “what does it mean to be viable?”. We will need to have discussions about this. The commission was encouraged to rely on work that has already been done, including the work of the task group that developed the policies for the New Ministry Development and Leadership Fund.

### Budget and Expenses

The commission discussed the importance of shifting the way we do business as a way to be environmentally responsible and to make the best use of human and financial resources. Volunteers working with communities of faith will be encouraged to make use of technology as much as possible.

The commission looked at a first draft of a proposed budget and made recommendations. An updated version will be presented at the February meeting for approval.

### Volunteer Recruitment

When a community of faith needs support with visioning work – which could include discussions of shared ministry, property matters, or a decision to amalgamate or close, the Staff Lead may make use of trained, skilled volunteers to support this work.

Christine Smaller will have a conversation with Jody and Susie Henderson about developing a strategy to identify potential volunteers who are not currently involved at

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the regional level. This could include folks in local communities of faith who have specific skills and a desire to serve the church.

The commission will also provide by email to the Staff Lead suggestions of potential volunteers – both those who have served at the presbytery level and others who might be willing to serve.

The commission will continue to identify the skills and gifts that are needed for specific areas of work. Selection of volunteers will include discernment with them to be sure that this work is the best fit for their gifts and that they understand fully the scope of the work, including the expectation that much communication will use technology.

Once we have a pool of volunteers, they will need to be trained and supported.

It was also noted that we need people to resource the decision-making process of the commission, offering insight and perspectives that we need to consider to help us make the best decisions to support communities of faith.

#### Commission Business

##### 1. Election of Chairperson and Secretary

MOVED by Cindy Randall/Kevin Logie that Christine Smaller serve as chairperson of the commission until the end of June 2019.

MOTION

CARRIED

The commission agreed not to have a secretary at this time. This can be revisited as the work of the commission becomes clearer. The Staff Lead will work with the Chairperson to develop the agenda and will take minutes until June 2019.

##### 2. Schedule of Meetings to June 2019

The Staff Lead will send out a doodle poll to find the best date and time for the February video conference meeting, focusing on Wednesdays and Thursdays.

There is presently an in-person meeting scheduled for June 18, 2019 at New Hope United Church. The Pastoral Relations Commission will meet at the same time in the same location to allow for cross-pollination.

##### 3. Signatories for CFC Paperwork

MOVED byt Kevin Logie/Calin Lau that the Chairperson and the Staff Lead be named as signatories for any paperwork of the commission.

MOTION

CARRIED

It is the expectation that only one signature is required for most paperwork that the commission will approve, particularly with respect to property matters. If it turns out that two signatures are needed on a regular basis and that the paperwork can't be scanned and emailed, the commission will revisit this issue.

4. Omnibus Motion

MOTION by Christine Smaller/Cindy Randall that the Communities of Faith Commission of Shining Waters Regional Council take the following action:

... in accordance with *The Manual* section G.1.5.2 approves the request of Wexford Heights United Church to disband the pastoral charge as a recognized community of faith effective June 30<sup>th</sup>, 2019 with thanks to God for the ministry of this congregation and commits to having an ongoing conversation about how the property might continue to be used for ministry in the community.

*As per the motion at a Congregational Meeting duly called on January 13, 2019.*

MOTION

CARRIED

The commission noted the challenges in approving this motion when the work was done in the previous structure. Going forward the commission will have walked with communities of faith through this process.

The commission expressed sadness at the closing of Wexford Heights. We hope to involve members of the congregation in ongoing discussions about property and new ministry possibilities.

5. The commission named as a future agenda item norms for how we will work together.

Closing

Christine Smaller closed in prayer and the meeting was adjourned at 1:54 p.m.

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**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Thursday, February 28, 2019**

The Communities of Faith Commission of Shining Waters Regional Council met on Thursday, February 28, 2019 by video conference. The meeting began at 9:00 a.m.

**Members Present**

Christine Smaller (Chairperson) Ross Leckie, Emma Pipes, Harry Ramsaran, Kevin Logie, Cindy Randall, Calin Lau, Jody Maltby (Staff Lead)

**Welcome, check in and prayer**

The chairperson welcomed everyone and offered a time of check in.

The chairperson opened the meeting with prayer. She constituted the meeting in the name of Jesus Christ.

**Agenda**

The agenda was approved by consensus.

**Minutes**

**MOTION** by Kevin Logie/Emma Pipes that the minutes of the meeting of January 29, 2019 be approved.

**MOTION**

**CARRIED**

**Norms**

The commission identified the following norms:

- We will begin each meeting with a territorial acknowledgement and by speaking our pronouns.
- All things discussed within these meetings will be kept to the highest confidence. In all confidential matters, minutes will capture decisions but not conversation. Information may be shared with the Pastoral Relations ministers by the Staff Lead at the direction of the commission.
- We will consider all norms, policies and procedures as interim, to be tested as we learn about the work of the commission.
- We create a culture where we feel comfortable asking questions in order to ensure that we all have the same information.

- We will rely on the Staff Lead to give us guidance in particular with respect to how our work relates to the Office of Vocation and to communicate with the Pastoral Relations Commission.
- We acknowledge that each member of the commission brings important gifts and we encourage one another to share those gifts in support of communities of faith.
- We seek to be aware of the cultural context of communities of faith, in particular communities of a particular ethnic background. We seek to be aware of, and hear from, voices that are not reflected at this table.

## **Strategic Vision**

The chairperson offered a theological reflection on how we will do our work. She offered a reflection from Robert Greenleaf's book "The Institution as Servant". Greenleaf offers a strategy of hope focusing on the possibility of positive change and renewal within the church so that it can be an effective support for communities of faith who can then be an effective support for the individuals within them.

Members of the commission shared their vision and hopes for our work together:

- We should have always before us the health of communities of faith and the health of the region. All of our resources should be constantly supporting the end goal of creating and renewing communities of faith.
- The Bible is an important foundational document for our work along with the report of the Caretakers of the Indigenous church and the guidelines from Affirm United/S'affirmer Ensemble.
- We want to help communities before they are in crises. This is a concern given the large number of communities we support. Having a healthy pastoral relationship is important for the health of the community of faith.
- Sunday morning worship is important as an opportunity to re-charge our batteries. Part of our mandate is to support communities of faith in providing meaningful, relevant worship.
- We want to be connected to the needs of communities of faith across the region particularly those we are not in relationship with. Clusters will be important to keep us connected. We want to be proactive and connected.
- What can we realistically do and what do we need to let go of?
- We do have a budget and we can use that money to connect with communities of faith in a meaningful way so that we can hear from them and be proactive. Letting go of what we don't need to do is a big piece, as is prioritizing what needs to be done.

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- Good communication with the Pastoral Relations Commission will be important. Also hearing from other regional leaders around taking the pulse of communities of faith.
- It would be great to move away from a focus on buildings and focus more on Christian communities. How can we as a church embody Christ's life in our communities? We can look at many different models for what it means to be a community of faith.
- We need clear policies with criteria for decision-making around standard decisions, such as sale of property, renovations, etc, so that the Staff Lead can approve requests within those criteria and report back to the commission. This will free up this commission's time to focus on big picture visionary work and proactive support of healthy communities of faith.
- It is unfortunate when churches close in places where they are very much needed.
- What is the test criteria for our work? Everything we do, every decision we make, should be to promote healthy communities of faith.

### **Criteria for the work of the Commission**

- Everything we do, every decision we make should be to support healthy communities of faith.
- Having a broad geographic United Church presence is important. We will consider the need for ministry in any geographic location, particularly when a congregation is considering closing.
- We need a strategy for recruitment, training and ongoing nurturing of volunteers to support communities of faith.
- We are committed to new ministries and missions within the region and new possibilities for what a community of faith might look like.
- Congregations are all considered communities of faith but not all communities of faith will be congregations. It is okay to use the term congregation when we are referring to a congregation. We can help to develop a broader understanding of what a community of faith might be; to dream outside the traditional congregational model.
- Sometimes the commission will need to give direction to staff as to when a community of faith may be – or not be – a priority in the use of resources, both human and financial.
- All of our policies will be living, breathing documents. As such, all will be interim and subject to frequent review, particularly in the early stages of our work. Applying interim policies will not create precedent.

## **Policies**

The Staff Lead reviewed the work that has been done to date by the Governance Task Group of the Regional Executive. The commission has responsibility to develop policies that support our mandate. Some of these policies need to be in place quickly and could be interim policies while we continue to live into our work.

It was agreed that we will need policies covering the following:

- Living in a covenantal relationship with each community of faith, including support to new and emerging ministries
- Development of a Living Faith Story, including articulation of mission and ministry
- Property Matters
- Ensuring compliance with policies and polity of the United Church, including reviews of communities of faith under section J4 of the Manual
- Hearing appeals from communities of faith and their governing bodies
- Clusters and networks, including ministry with children, youth and young adults
- The Interim Ministry Committee

The Staff Lead will clarify the role of the commission with respect to formal reviews of communities of faith and in particular the budget to support this work.

**MOTION** by Ross Leckie/Cindy Randall that the policy on manse funds, as revised, be approved as an interim policy subject to review as deemed necessary by the commission.

**MOTION**

**CARRIED**

The commission revised the policy to allow the Staff Lead to approve a one-time use of income from manse funds to a maximum of \$25,000 provided all other criteria within the policy are met. Requests over \$25,000 will come to the commission for consideration. If a community of faith returns with a second request for use of income, this will come to the commission for consideration.

**MOTION** by Cindy Randall/Calin Lau that the policy on the Interim Ministry Committee, as revised, be approved as an interim policy subject to review as deemed necessary by the commission.

**MOTION**

**CARRIED**

The commission revised the policy to include that two members of the committee will be order of ministry (active or retired) with training as Intentional Interim Ministers. The commission may make suggestions through the Staff Lead to the Nominations Committee who will populate the Interim Ministry Committee. The commission is concerned about the authority of the committee with respect to credentialing of interim



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ministers and about the role of the committee in making decisions. Further conversation is needed.

These policies will be sent to the Regional Executive for inclusion in the Shining Waters Regional Council governance handbook.

The policy on property was deferred to the next meeting to allow for further work. Cindy Randall and Harry Ramsaran will work on the policy and will bring the Staff Lead into the conversation if needed. Other policies were deferred to a future date.

### **Communities of Faith**

#### **West Hill United Church**

The commission considered the letter from Rev. Mark Fearnall.

**MOTION** by Harry Ramsaran/Calin Lau that no action is necessary by the regional council with respect to West Hill United Church.

**MOTION**

**CARRIED**

The Staff Lead will take the next steps as directed by the commission and will forward the response on regional letterhead signed by the chairperson. The commission will take no further action on this matter.

#### **Saint Luke's United Church**

The commission considered the request from Rev. Andrew MacPherson.

Christine Smaller and Emma Pipes will attend as a listening team and report back to the commission. The commission will use this opportunity as a test study to help us think through how to respond to communities of faith and criteria for decision-making. It was noted that normally commission members will not be the ones to visit communities of faith, but we do not yet have trained volunteers for this work.

### **Future Meetings and Tasks**

It was noted that there are a number of resources that have been prepared by the former presbyteries that could be used to support communities of faith. The Staff Lead has gathered these and will review them in the next few weeks. It would be helpful to create check-lists related to specific areas of work that could be sent to communities of faith.

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The commission evaluated the meeting and expressed appreciation to the chair for her leadership. There was discussion about future meetings. The next meeting will be a video conference on March 28<sup>th</sup> from 9 a.m. – noon. At this meeting, we will consider setting a consistent date for meetings. We will also discuss whether we want to continue to meet by video conference or schedule an in-person meeting before June, 2019.

### **Closing**

Kevin Logie closed in prayer and the meeting was adjourned at 12:02 p.m.

### **Next Meeting**

Thursday, March 28, 2019 from 9 a.m. – noon by Zoom video conference.

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**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Thursday, March 28, 2019**

The Communities of Faith Commission of Shining Waters Regional Council met on Thursday, March 28, 2019 by video conference. The meeting began at 9:03 a.m.

**Members Present**

Christine Smaller (Chairperson) Ross Leckie, Emma Pipes, Harry Ramsaran, Kevin Logie, Cindy Randall, Calin Lau, Jody Maltby (Staff Lead)

**Welcome, check in and prayer**

The chairperson welcomed everyone. She shared the story of Jairus' daughter from Mark 5 and led in a time of prayer. Members checked in. The commission agreed to ask the Staff Lead to find a chaplain for a critical situation in the region, offering an honorarium of \$500.

The chairperson constituted the meeting in the name of Jesus Christ.

**Agenda**

MOTION by Kevin Logie/Cindy Randall that the agenda, as circulated, be approved.

MOTION

CARRIED

**Minutes**

MOTION by Cindy Randall/Ross Leckie that the minutes of the meeting of February 28, 2019 be approved.

MOTION

CARRIED

**Business Arising from the Minutes**

- Letter from M. Fearnall

The Staff Lead provided an update on this matter.

- Visit to St. Lukes

The chairperson offered thanks to Emma and Ross for their work and excellent report. She invited questions for clarification.

MOTION by Ross Leckie/Calin Lau that the Communities of Faith Commission direct that the appointment of Andrew Macpherson not be renewed, with thanks for his ministry with this congregation and that the Pastoral Relations Commission seek an Intentional Interim Minister for a two-year appointment to work with the congregation.

MOTION

CARRIED

The commission asked the Staff Lead to consult with the Pastoral Relations Minister about communicating this decision with Minister and Congregation.

The commission reflected on learnings from the experience with St. Lukes. How can we set up reasonable expectations within congregations around what an appointment is to ensure that appointments are good experiences for both parties? This question will be referred to the Pastoral Relations Commission.

In the course of their work with a congregation, Listening Teams may hear important information that may not be within our mandate but may be important. How do we deal with this?

The commission needs to develop a clear process for Listening Teams including how they will be set up, and what communication will occur between the Team and the congregation and/or ministry personnel. One suggestion is that a standard letter be sent ahead of time, outlining the role of the Team and the process. It also needs to be determined if the report created by the Listening Team should be shared with the congregation and/or the ministry personnel.

- Governance Conversation

Christine and Ross reported on the conversation with the co-chairs of the Regional Executive, which they thought was positive and helpful.

Initially when the commission was set up the expectation was that the commission would be completely autonomous in decision-making. Since then the Executive has recognized that there needs to be a relationship around writing policy and particularly with respect to sale of property and distribution of proceeds. Our desire is to avoid duplication and delay in making decisions. We can feel comfortable that we will be in partnership in making decisions around property sales, recognizing that both the disposition of property and retention of property will be key in supporting our vision for ministry in the region.

The Executive trusts the commission to work closely with congregations, to make appropriate recommendations to the region and to help congregations make decisions regarding the 10% of proceeds that can be their legacy. We hope that congregations can eventually be encouraged to consider different ways to approach a limited future that might allow for an even greater legacy to the wider church. It will be important to tell the

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positive stories of how congregations have made different decisions that allow their assets to be used in life-giving ways for the wider church.

### **Omnibus Motion**

MOTION by Cindy Randall /Kevin Logie that the Communities of Faith Commission of Shining Waters Regional Council take the following actions:

- a) Approve the appointment of Maria Christina Conlon to the position of Davenport-Perth Community Minister from January 1, 2019 to December 31, 2019, full-time, with the terms for General Council category 8 step 12, Order of Ministry; Basic telephone - \$960 per annum; Continuing Education and Learning amount - \$1500 per annum; and all other terms according to the Manual.
- b) Approve the appointment of Barry Rieder at Jane Finch Community Ministry, Recognized Designated Lay Minister from January 1, 2019 to December 31, 2019, full-time, with the following terms for Order of Ministry category F of pastoral pay scale; Basic telephone - \$960 per annum; Continuing Education and Learning amount - \$1500 per annum; and all other terms according to the Manual.

*This is on the recommendation of the former Community Ministries Commission of South West Presbytery, which was responsible for these appointments under the previous structure. As per email from Paul Rose, February 17, 2019.*

- c) Approve the Collaboration Agreement of King City, New Hope and York Pines United Churches, dated January 2019.

*These three congregations worked with Karen Hilfman Millson, Minister for Clusters and Network Support Animation. This shared ministry agreement will allow the three congregations to search for a minister as one community of faith.*

- d) Approve the request of Midhurst United Church to use \$32,322 from their manse fund to support the capital project of repairing and upgrading their parking lot.

*This request meets the requirements of the Interim Manse Fund Policy that allows some or all of manse capital funds to be used for capital renovation projects. The policy notes requires a minimum value of the manse fund in reserve to be \$150,000 but where the manse fund capital values are currently less than \$150,000, this change in policy will have no effect. The congregation has demonstrated in attached Annual Report and email that they consistently have sufficient funds to cover ministerial compensation.*

- e) Approve the request from The Donway Covenant to sign an Agreement of Purchase and Sale with the purchaser listed as "Donway Cooperative".

*This is based on an email from Maureen Hall, dated March 19, 2019 that confirms that “Donway Cooperative” has been created by Options for Homes as a development entity to manage the project.*

**MOTION**

**CARRIED**

The commission celebrated the exciting work happening in all these communities of faith. It is important to find a way to share the good news stories perhaps at the regional meeting. The commission asked the Staff Lead to pursue a separate Communities of Faith page on the website where we can share resources, with a focus on lay leadership, but also where we can share some of these stories.

**April Meeting – In Person**

The chairperson acknowledged that we have a lot of work to do and the commission has yet to meet in person. She recommended that the April meeting be a retreat. The commission will gather for dinner on the first day, followed by a time of building community and then have a full day to engage in strategic visioning and policy writing. Christine invited us to her property, located near Flesherton (approximately 90 minutes from Toronto and 2 hours from Parry Sound). The commission will cover mileage food supplies.

**Presentation by Affirm United/S’affirmer Ensemble**

The commission welcomed Cindy Bourgeois from Affirm United/S’affirmer Ensemble to the meeting. Cindy is the recent recipient of Craig Chaplin Award for outstanding contributions made by a person from the LGBTQ2 community. She will be honoured at the Convocation of United Theological College in May. Cindy is currently serving a congregation in Regina.

Cindy encouraged us to focus on action plans, both as a region and in our support to congregations. These plans are often aspirational, but Affirm would like to see actual substantive actions. We need to be mindful of Jesus’ message that the last shall be first and the first shall be last. We must ensure that our structures support our action plan and are of particular help to people who are facing oppression and barriers.

Cindy offered two specific examples. There is a real problem that in allowing alternate voices to be heard we give a platform to homophobic, transphobic, racist and ablest arguments. If an alternative voice is encouraging exclusion and oppression, we do not need to give space to that voice. If two new ministries are competing for funding and one is going to do substantive things to help queer or trans folks or others who are marginalized, choose that one to fund.

Cindy reviewed the process by which regions becoming affirming ministries. This document should guide us in how we develop our action plan as a region and how we support and encourage communities of faith. She drew specific attention to the sections

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on support to communities of faith and the development of action plans. Affirm hopes that action plans will be living documents that lead to ongoing conversation between Affirm and communities about our intended actions, where we find success and where more work is needed.

Cindy encouraged us to consider how our commission can participate in the action plan of the region and how we can support communities of faith to do the same. She invited us to start the work and then come with questions. She is happy to join us again.

The commission offered thanks to Cindy for her time and her wisdom. Cindy left the meeting.

### **Proposal for Community of Faith Staff**

In the conversation with the co-chairs and the Executive Minister, Christine and Ross emphasized the need for additional staff support to communities of faith. The Staff Lead confirmed that steps are being taken to address this. The goal is to have another staff person who will be available to work directly with congregations identified by the commission as needing support in areas including governance, conflict, finances and decisions around viability. The commission noted that governance is a significant issue for congregations and more support is needed.

### **Additional Commission Members**

At the request of the Nominations Committee, the commission considered criteria for additional members. This included:

- gifts around intercultural ministries
- geographic representation, particularly from inner city Toronto
- gifts in governance, finance and property issues
- additional lay people

The commission asked the question “Whose voice is not being heard?” There is a desire to seek people with diverse genders, sexual orientations, cultural and ethnic backgrounds, and physical abilities but this can sometimes make people feel that they are chosen for these reasons rather than for their gifts and skills.

Commission members will confirm by email to the Staff Lead, if they are willing to continue on the commission and their preferred term (one, two or three years). Each person was also encouraged to offer three names of potential candidates for the commission.

### **Community of Faith Commission Liaisons**

The commission considered a list of possible liaisons. The role of liaisons might be to participate in Listening Teams and report to the commission. They might also support a

particular congregation in areas of governance, property or finance. Commission members will send additional names to the Staff Lead with a word or two about their gifts and skills. They will also consider calling people that you think might be interested and share with them our vision.

Policy needs to be developed for recruitment, training and ongoing support for liaisons and for their role. The commission is committed to recruiting additional liaisons who have not necessarily been part of the previous structure and who bring particular skills.

### **Clusters and Networks**

The Staff Lead recommended the formation of a short-term Task Group to develop policy and process regarding Clusters and Networks. Their work would then come to the commission for decision. Specific questions for consideration include:

- Will any clusters and/or networks have a formal role/relationship with the region?
- Will any be able to speak on behalf of the region?
- Will any clusters and/or networks have access to resources (finances and staff time) and if so, how will this be decided?
- How will communication happen?

Emma Pipes agreed to chair the Task Group on behalf of the region. The Staff Lead will approach other potential candidates for the group. A number of staff people will be available as resources to the group including Karen Hilfman Millson, Jean Ward, Ren Ito and Susie Henderson.

### **Creating a Strategic Plan for Communities of Faith**

The chairperson shared her vision for creating tools to help with strategic planning and ongoing measurement. These could include a map of all congregations, so we see where they are, with overlays so we can see what resources are around them. Staff have created an excel spreadsheet based on those used in the former presbyteries that help to track what is happening in every congregation. We may also want to develop a set of categories to help identify where, and what, support is needed. We will begin this work at the retreat.

### **Next Meeting**

The Staff Lead will send a doodle poll with dates for a retreat after Easter. Kevin Logie and Ross Leckie agreed to prepared simple worship, possibly one in the morning and one at closing.

### **Closing**

Cindy Randall closed in prayer and the meeting adjourned at 11:40 a.m.



May 1, 2019

**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Wednesday, May 1st 2019**

The Communities of Faith Commission of Shining Waters Regional Council met on Wednesday, May 1, 2019 by video conference. The meeting began at 9:30 a.m.

**Members Present**

Christine Smaller (Chairperson) Ross Leckie, Emma Pipes, Kevin Logie, Cindy Randall, Calin Lau, Jody Maltby (Staff Lead)

Absent: Harry Ramsaran

**Welcome, check in and prayer**

The chairperson welcomed everyone and opened with prayer. Members checked in.

The chairperson constituted the meeting in the name of Jesus Christ.

**Agenda**

**MOTION** by Cindy Randall/Ross Leckie that the agenda, as circulated, be approved.

**MOTION**

**CARRIED**

**Minutes**

**MOTION** by Kevin Logie/Calin Lau that the minutes of the meeting of March 28, 2019 be approved.

**MOTION**

**CARRIED**

**Omnibus Motion**

**MOTION** by Kevin Logie/Cindy Randall that the Communities of Faith Commission of Shining Waters Regional Council take the following actions:

- a) Recognize Jane Finch Community Ministry, Toronto and Davenport Perth Community Ministry, Toronto as two communities of faith with a shared governance structure. The terms of the covenant between the regional council and Jane Finch Community Ministry and Davenport Perth Community Ministry are

- a. The governance requirements for the community of faith in sections B.1, B.2, and B.8 of The Manual 2019;
  - b. Any applicable policies set by the General Council; and
  - c. The Policies and Procedures of Jane Finch and Davenport Perth Community Ministries.
- b) That Shining Waters Regional Council recognizes Regent Park Community Ministry, Toronto as a community of faith. The terms of the covenant between the regional council and Regent Park Community Ministry are
  - a. The governance requirements for the community of faith in sections B.1, B.2, and B.8 of The Manual 2019;
  - b. Any applicable policies set by the General Council; and
  - c. Any governance requirements already approved by the former Toronto Southeast Presbytery for the community ministry.
- c) That Shining Waters Regional Council recognizes Living Presence Community Ministry, East Gwillimbury as a community of faith. The terms of the covenant between the regional council and Living Presence Community Ministry are
  - a. The governance requirements for the community of faith in sections B.1, B.2, and B.8 of The Manual 2019;
  - b. Any applicable policies set by the General Council; and
  - c. Any governance requirements already approved by the former Living Waters Presbytery for the community ministry.
- d) That Shining Waters Regional Council recognizes Camp Big Canoe as a community of faith. The terms of the covenant between the regional council and Camp Big Canoe are
  - a. The governance requirements for the community of faith in sections B.1, B.2, and B.8 of The Manual 2019;
  - b. Any applicable policies set by the General Council; and
  - c. Any governance requirements already approved by the former Toronto Conference for the camp.
- e) That Shining Waters Regional Council recognizes Sparrow Lake Camp as a community of faith. The terms of the covenant between the regional council and Sparrow Lake Camp are
  - a. The governance requirements for the community of faith in sections B.1, B.2, and B.8 of The Manual 2019;
  - b. Any applicable policies set by the General Council; and
  - c. Any governance requirements already approved by the former Toronto Conference for the camp.

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- f) That Shining Waters Regional Council recognizes Camp Simpresca as a community of faith. The terms of the covenant between the regional council and Camp Simpresca are
  - a. The governance requirements for the community of faith in sections B.1, B.2, and B.8 of The Manual 2019;
  - b. Any applicable policies set by the General Council; and
  - c. Any governance requirements already approved by the former Toronto Conference for the camp.
- g) That Shining Waters Regional Council recognizes Lake Scugog Camp as a community of faith. The terms of the covenant between the regional council and Lake Scugog Camp are
  - a. The governance requirements for the community of faith in sections B.1, B.2, and B.8 of The Manual 2019;
  - b. Any applicable policies set by the General Council; and
  - c. Any governance requirements already approved by the former Toronto Conference for the camp.

*The above motions comply with sections B.1.3.3 of The Manual 2019 regarding the transition for Congregations, Pastoral Charges and other Local Ministry Units existing before January 1, 2019. These motions ensure that community ministries and camps within Shining Waters Regional Council are recognized as communities of faith for the purpose of the Regional Meeting.*

**East End United Regional Ministry, Toronto – sale of Cosburn United Church**

- h) Approve and consent to the sale of the congregational lands at 1108 Greenwood Avenue, with the legal description of PT. LT. 12 PL. 310, Twp. Of York, PT. 1 , PL. 64R9167, Toronto (E. York), City of Toronto, pursuant to the Agreement of Purchase and Sale dated March 4 ,2019, as amended, the terms of which include:
  - a. A sale price of \$3,200,000, and
  - b. A Shining Waters Regional Council approval no later than May 6, 2019, and
  - c. A closing/completion date August 19, 2019. 2.

Approve and consent to the Preliminary Plan A of Disposition of the proceeds arising from the sale of 1108 Greenwood Avenue, Toronto, attached (Exhibit A).

Approve and consent to the use of up to \$600,000 of the restricted manse funds of East End United Regional Ministry to fund its operating deficit(s), if required; such amount to be repaid from the proceeds of sale of the congregational lands at 1108 Greenwood Avenue, with the legal description of PT. LT. 12 PL. 310, Twp. Of York, PT. 1, PL. 64R9167, Toronto (E. York), City of Toronto, pursuant to a Preliminary Plan of Disposition attached as Exhibit A.

*Toronto Southeast Presbytery gave approval to list this property in December 2018. The paperwork provided demonstrates the due diligence of the community of faith in selling this property.*

**Lansing United Church, Toronto: Mortgage with Toronto United Church Council**

- i) Consents to the mortgage between Lansing United Church, Toronto and Toronto United Church Council (TUCC) with the terms as stated in application dated March 18, 2019:

Amount: \$1,200,000 (combination of outstanding loan of \$748,000 and \$452,000)

Repayment period: 25 years

Interest rate: 4.44%

*This mortgage will combine a previous mortgage approved by South West Presbytery with an additional request for \$452,000. The Staff Lead has participated in conversations with Lansing United Church and Toronto United Church Council to ensure that the congregation will have the capacity to repay the mortgage.*

**Grace United Church, Brampton: Mortgage with Toronto United Church Council**

- j) Consents to the mortgage application between Grace United Church, Brampton and Toronto United Church Council (TUCC) with the terms as stated in the application dated April 23, 2019:

Amount: \$100,000

Repayment period: 15 years

Consents to the energy savings loan between Grace United Church, Brampton and Toronto United Church Council (TUCC) with the terms as stated in the application dated April 23, 2019:

Amount: \$50,000

Repayment period: 10 years

**Humbercrest United Church, Toronto: Governance Structure**

- k) Approves in principle the governance structure of Humbercrest United Church, Toronto, found on page 8 of the attached power point presentation, and requests the congregation to provide additional information as to the role and responsibility of the Council, the Executive Committee, and each of the four standing committees for final approval.

**Fairlawn Avenue UC, Toronto**

The commission considered the request from Fairlawn Avenue UC, Toronto for funding support for the work of Abigail Johnson with their transition team. The request generated

May 1, 2019

good conversation.

The commission recognizes the value of coaching for both ministry personnel and lay leaders in the church. If we are going to make this type of grant available, we need to develop a policy that includes criteria and expectations and ensures equitable access for all communities of faith. It will be important to separate the role of coaching from being a regional representative on a transition team, which is not a paid position. Consideration will include the financial situation of the community of faith making the request.

The Staff Lead will send a response advising that we are not able to commit to funding at this time but will advise when a process is in place.

### **St. Paul's UC, Orillia**

The commission considered the request from St. Paul's UC, Orillia regarding their resource centre. Again, if we are going to make this type of grant available, we need to develop a policy that includes criteria and expectations and ensures equitable access for all communities of faith. Consideration will include the financial situation of the community of faith making the request.

The Staff Lead will send a response advising that we are not able to commit to funding at this time but will advise when a process is in place.

### **St. Luke's UC, Toronto**

The commission received a letter of concern regarding St. Luke's UC, Toronto from five members of the region. The Chair will revise the proposed response and circulate for feedback.

### **Staffing Update**

The Staff Lead reviewed the hiring process for the position of Minister for Congregational Support. The hiring team considered two excellent candidates. The position has been offered and accepted. Formal notice should be coming soon.

### **Proposal for Listening Teams**

Ross Leckie and Christine Smaller will do some work on the proposal and circulate to commission.

### **Draft Policies**

#### **Support, Service and Oversight**

Cindy Randall and Christine Smaller will review the draft policy. The Staff Lead will follow up on questions regarding Archives and funding for Educational Centres.

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### **Finance and Property**

The Staff Lead will consult with Harry Ramsaran about this policy prior to the next meeting.

### **Next Meeting**

May 16 -17, 2019, commission retreat in village of Eugenia

June 18, 2019, joint meeting with Pastoral Relations Commission, New Hope UC, Vaughan

### **Closing**

Ross closed in prayer and the meeting adjourned at 10.56 a.m.

May 16, 17, 2019

**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Thursday, May 16 and Friday, May 17, 2019**

The Communities of Faith Commission of Shining Waters Regional Council gathered for a retreat in Eugenia, ON beginning at 5 p.m. on Thursday, May 16 and concluding at 3 p.m. on Friday, May 17, 2019.

**Members Present**

Christine Smaller (Chairperson) Ross Leckie, Emma Pipes, Cindy Randall, Calin Lau, Jody Maltby (Staff Lead), Karen Hilfman Millson (Minister Communities of Faith Support and Cluster and Network Animation)

Absent: Harry Ramsaran, Kevin Logie

The Commission gathered for dinner on Thursday and then spent the evening getting to know each other.

On Friday, Ross and Emma led worship beginning at 8:45. Christine then led the group in a visioning process to help us move toward a deeper understanding of our mission as a commission and the communities of faith we serve.

Following lunch, the commission held a brief business meeting.

**Budget**

There is still a lack of clarity about the funds available to the commission and in particular, whether our budget includes litigation expenses and the cost of reviews. It was agreed that there needs to be further conversation with the Executive Minister following the Regional Meeting.

**Correspondence**

The commission considered a letter from Jack Walsworth (of Keswick Ridge United Church, Fundy-St. Lawrence Dawning Waters Regional Council) regarding West Hill United Church.

As per section J4 of The Manual (2019), the region must take seriously any concerns regarding a community of faith. These concerns may be raised by

- a) the regional council itself, including any member or committee of the regional council;
- b) the ministry personnel called or appointed to the community of faith;
- c) the pastoral charge supervisor;

May 16, 17, 2019

- d) the governing body of the community of faith; or
- e) a proposal signed by 10 full members of the community of faith that the community of faith's governing body has passed on to the regional council.

The commission affirmed the previous decision made on February 28, 2019, that no action is necessary by the regional council with respect to West Hill United Church.

MOTION by Emma Pipes/Calin Lau that no action is necessary by the regional council with respect to West Hill United Church.

MOTION

CARRIED

The Staff Lead will forward a response on regional letterhead signed by the chairperson. The commission will take no further action on this matter.

### **Next Meeting**

June 18, 2019, joint meeting with Pastoral Relations Commission, New Hope UC, Vaughan.

### **Closing**

The chair offered a blessing and the meeting adjourned at 3:30 p.m.



June 18, 2019

**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Tuesday, June 18, 2019**

The Communities of Faith Commission of Shining Waters Regional Council met on Tuesday, June 18, 2019 at New Hope United Church. The meeting began at 10:00 a.m.

**Members Present**

Christine Smaller (Chairperson) Ross Leckie, Emma Pipes, Kevin Logie, Cindy Randall, Calin Lau, Gloria Tozek, Sandra Nottegar, Harry Ramsaran, Amy Lee, Carolyn Harding, Jody Maltby (Staff Lead), Karen Hilfman Millson (Staff), Susie Henderson (Staff)

**Welcome, check in and prayer**

The commission joined with the Pastoral Relations Commission for worship, led by Christine Smaller.

The chairperson welcomed the members of the commission and shared some of the history of the commission over the past six months. The mandate of this commission is wide and deep and impacts every single aspects of the life of communities of faith.

The members of the commission introduced themselves and shared why they are here.

**Agenda**

MOTION by Ross Leckie/Cindy Randall that the agenda as circulated be approved.

MOTION

CARRIED

**Minutes**

MOTION by Cindy Randall/Calin Lau that the minutes of the meeting of May 1, 2019 be approved.

MOTION

CARRIED

**Governance Structure**

The Staff Lead presented a brief outline of the governance structure of Shining Waters Regional Council.

## **Omnibus Motion**

MOTION by Carolyn Harding/Kevin Logie that the Communities of Faith Commission of Shining Waters Regional Council take the following actions:

a) **St. Matthew's United Church, Richmond Hill – Constitution**

Approves the constitution of St. Matthew's United Church, Richmond Hill;

b) **Northlea United Church, Toronto – Governance Model**

Approves the governance model of Northlea United Church, Toronto;

c) **Dewi Sant Welsh Pastoral Charge – Intentional Interim Ministry**

Approves the request of Dewi Sant Welsh Pastoral Charge, Toronto for an Intentional Interim Ministry beginning on March 1, 2019 and ending not earlier than June 30, 2022 and refers this matter for follow up to the Intentional Interim Ministry Committee and the Minister for Support to Communities of Faith;

*Rev. Elizabeth Mackenzie has been in an appointment with the congregation since March 1, 2019. She is an approved Intentional Interim Minister. The congregation is requesting that the appointment be recognized formally as an Intentional Interim Ministry.*

d) **Wexford Heights United Church and Cemetery, Scarborough – Trustees**

Appoints Diane Bennet-Jones, Christine Smaller and Jody Maltby as Trustees for Wexford Heights United Church, 2102 Lawrence Ave East, Scarborough and appoints Kelly Cook, Christine Smaller and Jody Maltby as Trustees for the Wexford Heights United Church Cemetery, both effective July 1, 2019.

e) **East End United Regional Ministry, Toronto – sale of Cosburn United Church**

Approve and consent to the sale of the congregational lands at 1108 Greenwood Avenue, with the legal description of PT. LT. 12 PL. 310, Twp. Of York, PT. 1 , PL. 64R9167, Toronto (E. York), City of Toronto, pursuant to the Agreement of Purchase and Sale dated May 31 ,2019, the terms of which include:

- a. A sale price of \$3,000,000, and
- b. A Shining Waters Regional Council approval no later than July 6, 2019, and
- c. A closing/completion date of July 20, 2019; and

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Approve and consent to the Preliminary Plan of Disposition of the proceeds arising from the sale of 1108 Greenwood Avenue, Toronto, attached.

*Toronto Southeast Presbytery gave approval to list this property in December 2018. A previous Agreement of Purchase and Sale, dated March 4, 2019 and approved by the Communities of Faith Commission on May 1, 2019 was withdrawn on May 21, 2019. East End has received a new offer. The paperwork provided demonstrates the due diligence of the community of faith in selling this property*

**f) King City United Church, King City – sale of a strip of land next to the parking lot**

Approve and consent to the sale of the congregational lands identified as Parts 1, 2 and 3 of 50 Elizabeth Grove, King City with the legal description of Lot 2, Registered Plan 85, Township of King, pursuant to the Agreement of Purchase and Sale, the terms of which include:

- a. A sale price of \$162,000, and
- b. A Shining Waters Regional Council approval no later than 10:00 p.m. on the 14<sup>th</sup> business day following acceptance of this agreement, and
- c. A closing date of September 1, 2019; and

Approve and consent to the Preliminary Plan of Disposition of the proceeds arising from the sale of Parts 1, 2 and 3 of 50 Elizabeth Grove, attached.

*The Agreement of Purchase and Sale will be signed following a meeting on Sunday, June 16, 2019. This item is dependent on receiving confirmation that the offer has been accepted. The motion will be updated to reflect that acceptance prior to the meeting of the commission.*

*King City has been engaged in both an internal visioning process that has resulted in a consensus document and Living Faith story (attached) and a cluster conversation with York Pines United Church, Kettleby and New Hope United Church, Vaughan that has resulted in a collaboration agreement that was approved by the Communities of Faith Commission on March 28, 2019. The paperwork provided demonstrates the due diligence of the community of faith in selling this property.*

**g) Don Mills United Church, Toronto – request to use funds from Manse Fund**

Approve the request from Don Mills United Church, Toronto for the use of up to \$35,000 from their manse fund for a repair to the roof of their building.

*As per the CFC Manse Funds Policy, requests over \$25,000 come to the commission for approval. This is a capital expense that meets the requirement of*

*section 2.iv of the policy: Capital renovation projects within the community of faith's property. The current balance in the fund is \$189,100.00, which means there will be sufficient funds remaining to meet the minimum manse fund reserve.*

MOTION

CARRIED

### **Humber Valley United Church, Toronto – Intentional Interim Ministry**

At the request of the commission, this item was removed from the Omnibus Motion. The commission considered the request to allow Humber Valley United Church, Toronto to seek a call or appointment.

MOTION by Kevin Logie/Amy Lee that Shining Waters Regional Council approves the request of Humber Valley United Church, Toronto to be eligible for a call or appointment as of August 11, 2019, having demonstrated to the satisfaction of Shining Waters Regional Council that the congregation and staff have worked on the requirements that emerged from the review decisions of the sub-Executive of Toronto Conference dated November 22, 2017;

MOTION

CARRIED

*The sub-Executive of Toronto Conference directed that the Intentional Interim Ministry continue for a minimum of 2 years. Rev. Ian Manson has been with the congregation since May 1, 2018, and has given notice effective August 11, 2019. The report provided by Rev. Manson outlines the work that has been completed. The decisions of the sub-Executive of Toronto Conference are included in the report as Appendix 1.*

The commission recommends that we ask a couple of people to review governance documents and make recommendations rather than expecting the commission as a whole to review all documents.

### **Vision and Mapping**

Susie Henderson spoke about the process of mapping communities of faith for the work of the region. She noted that there are a number of sources of data already available that can help us to orient ourselves to the communities in the region including four tools – Church Hub, Living Faith Story, Self-assessments, and Edge research.

The chair shared the working vision of this commission, which is to create a healthy network of thriving communities of faith across this region. We need a concrete strategic plan of what we want the region to look like in 1, 3, 5 and 10 years and how we will get there.

If there is no intervention, we will have large areas with no UCC presence. The reality is that some churches do need to close and their resources may support the work of other communities and the region. Also a UCC presence does not necessarily mean the building that is currently there, or even a building at all. There is great ministry

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happening around the region, we want to find that ministry and see how we can share it with others.

As a commission, we support all theological expressions in the church. We are inclusive of all theological perspectives. We are intercultural. We support congregations to be intentional in connecting to, and partnering with, the community around them.

We want to provide resources to help congregations learn how to partner with the community – important to train liaisons to support this work.

We want to inspire inclusive design – buildings and communities – space that attends to inclusion is better space. We have a partner in the Equity Committee that can help us resource communities.

How do we offer pastoral support to communities of faith in this time of transition – both at a regional level and at a local level?

How do we encourage the health, joy and excellence of lay leaders in congregations?

Where does reconciliation fit with our work? How do we support communities of faith to take steps related to reconciliation?

Everything we do needs to support the vision of a healthy network of thriving communities of faith across the region.

## **Draft Policies**

### **Finance and Property**

Moved by Harry Ramsaran/Emma Pipes that the Finance and Property Policy be adopted as an interim policy with understanding it is a living document that will be reviewed in the fall.

MOTION

CARRIED

Harry Ramsaran and Jody Maltby will work on refining the policy with particular attention to need for clarification around the difference between leases and rentals.

### **Listening Teams Guidelines**

Ross Leckie presented the proposed guidelines for Listening Teams. There were a couple of suggested changes.

Moved by Carolyn Harding/Amy Lee that the Listening Team Guidelines be adopted as amended with the understanding that it will be reviewed in the fall.

MOTION

CARRIED

**Service, Support and Oversight**

Cindy Randall and Christine Smaller will review the Policy on Service, Support and Oversight for Communities of Faith.

**Next Meeting**

The Chair will send out a doodle poll for a fall retreat from a Wednesday to Friday.

Meetings of the commission will occur by zoom on third Wednesday of each month from 9:30 a.m. – 12:30 p.m. beginning on September 18<sup>th</sup>.

**Lunch**

The Pastoral Relations Commission broke for lunch at 12:30 p.m. and then reconvened for a joint session with the Communities of Faith Commission at 1:15 p.m.

**Understanding Each Other's Work**

Christine Smaller spoke about the Communities of Faith Commission (CFC) mandate – support and oversight of everything that is not ministry personnel.

Andy Comar spoke about the Pastoral Relations Commission mandate which covers appointments, calls, liaisons, retirees, and LLWLs.

**Areas of Overlap**

Intentional Interim Ministry (IIM) areas. How is it flagged that a community of faith (CoF) needs IIM? It could be requested by the pastoral charge. CFC could also direct it.

PRC liaisons help CoFs create their profile.

The breakdown of a pastoral relationship could be a situation where both commissions might need to be involved. CFC might establish a listening team—preference is go that route rather jumping to a review of congregation.

Staff would need to support the minister when a relationship breaks down or is ended by the Regional Council.

In terms of reviews, CFC has authority over CoFs, but the PRC does not have authority to order reviews of ministry personnel—that is the responsibility of Office of Vocation (OV).

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Issue of reappointments: CFC will discuss at their next meeting. We are talking about situations where a CoF is at the end of their life, or in financial trouble, and reappointment is a way to keep going for the time being.

It was noted that at the form checker level, the reviewer of the appointment/call form might raise some flags that could result in some queries for the liaison and the staff about the viability of the congregation, or about what is going on in the pastoral charge.

The form doesn't have a place to indicate when the appointment first took place. Perhaps that could be added.

The CFC wants to hear about concerns in a CoF, but are not looking to add to their agenda. They want to be proactive in terms of health, joy and excellence of CoFs.

Liaisons who see the financial viability form can raise issues of viability.

What about the practice of oversight visits? Will this be continuing? CFC is working on a policy of self-assessments by CoFs. CFC is going to have to triage CoFs: a) those that are in need b) those that have a lot of potential to be innovative thriving ministry but need some support from the region.

In terms of self-assessments of congregation and assessment of minister, if those two are not in sync, it is difficult to evaluate the ministry. Could we give CoFs and ministers some tools to make these two processes the best they can be?

### **When a Pastoral Relationship Ends**

Jody Maltby has compiled a checklist for when a congregation closes.

How do we know when a congregation is closing so that support could be given to that congregation? It hasn't been our practice to issue a public invitation to closing services. We would want to liaise with the CoF if we were to do that.

How does a pastoral relationship end?

The minister can end it. OV could end a pastoral relationship rising from a review. Congregation could end it.

What about exit interviews? They were done in the past by presbytery Pastoral Relation Committees, but they are not in the mandate of either the PRC or CFC. Do we want to continue them?

What support can we offer a CoF at the time of an ending of a pastoral relationship? Is there something that the minister leaving can do? It would depend on what the nature of the pastoral relationship is at the end. We could do some education with the CoF, but might also guide them.

A video resource would be great for CoFs. What about doing exit interviews by Zoom? The exit interview should be done for both the minister and the CoF—that can feed into the next steps for the CoF in terms of profile, etc.

### **Migrant/ethno-cultural Communities of Faith**

Cindy Randall referred to some of the experience of South West Presbytery, where many of these CoFs were located. There are issues around governance, interaction, pastoral relations processes, that have taken considerable time of staff and volunteers.

Issues:

- Difficulty in finding ministers to lead these congregations – language and cultural issues
- Different approaches in how conflict was handled. Minister often assumed a very authoritative role. Standing from another country was recognized but not in the UCC.
- Different roles for lay people – they often don't have the opportunity to speak, and this allowed issues to fester.

What about indigenous CoFs? They are still meeting to discern their relationship with the region. A meeting is taking place in August of indigenous CoFs from across the country.

There is a lack of connection with the wider church in general with ethno-cultural churches. How do we provide opportunities to connect?

The staff team has also been talking about support to these CoFs. A meeting is taking place in the summer to talk about this.

In the former South West Presbytery, there was an intercultural committee, and it is continuing to meet. It is a cluster.

The Equity Committee has some responsibility for our “inter-cultural commitments.”

### **Health, Joy, and Excellence of Ministers and CoFs**

The PRC has done some work on this. An advisory group has been set up to help develop some programming in this area.

CFC has talked about support for lay leadership in times of transition, but we really don't put much time in the UCC to resources for lay leadership development. How can we do that? There has been some discussion around retreats, workshops, events for congregations that are fun, etc. CFC will continue to work on this.

It was noted how many people came to the regional Annual Meeting, but not a greater involvement by ministry personnel.



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A question about United Fresh Start was raised: this is a program with many modules for training in CoFs. Four of them are related to starting up a new pastoral relationship. Fresh Start hasn't been promoted widely, and we want to work on that. The first module is free, then same rate as pulpit supply for subsequent modules. There are trained facilitators in place. Liaisons are aware of it to promote with CoFs. This is a national program.

### **Closing, Blessing and Farewell**

Andy Comar thanked everyone for coming and for the opportunity to meet as two commissions. We are still working on new beginnings and this is evolving work. Appreciation was expressed for the food and hospitality offered at the meeting by New Hope United.

There being no further business, the meeting was adjourned at 3 p.m. Andy Comar closed the meeting with a reflection from Joyce Rupp.

August 22, 2019

**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Thursday, August 22, 2019**

The Communities of Faith Commission of Shining Waters Regional Council met by video conference on Thursday, August 22, 2019. The meeting began at 10:00 a.m.

**Members Present**

Christine Smaller (Chairperson) Ross Leckie, Emma Pipes, Cindy Randall, Calin Lau, Gloria Tozek, Sandra Nottegar, Harry Ramsaran, Jody Maltby (Staff Lead),

Regrets

Kevin Logie, Amy Lee, Carolyn Harding

**Welcome, check in and prayer**

The chairperson welcomed the members of the commission and opened with prayer.

**Agenda**

The commission agreed by consensus that there is one agenda item: the request from West Hill United Church, Scarborough to sell their property.

**West Hill United Church, Scarborough**

The chairperson offered a framework for the conversation. We have a congregation with an urgent request to sell their building. Sometimes we have time-sensitive requests without having policy yet to follow. The expected outcome of this meeting is to have a plan for how to move forward that is faithful to our responsibility to the region and also to the congregation that needs our support. She also reminded the commission that one of our core tasks is to encourage innovative and creative ministry not necessarily tied to building. At the same time, we have a real commitment to maintain buildings that we discern are strategically important. Resources embedded in buildings are critical to our future as a region and as a church and we have a fiduciary responsibility to manage this.

After a full discussion, the following steps were identified:

- Authority: The **chairperson** will make contact with the President: David Leyton-Brown to determine if the commission has the authority to make this decision or if it rests with the Executive.
- Policy development: **Harry Ramsaran and Gloria Tozek** will work on a formula for distribution of proceeds for consideration by the commission at the

next meeting. This will form the basis for a policy when a congregation that is not closing or amalgamating wishes to sell property. Considerations include whether the proceeds be invested with interest available to the congregation, or should a congregation be able to access a portion of the capital as well? Should a percentage of the proceeds come to the region for use by the wider church? Should there be a threshold for this so that if the proceeds from the sale are below the threshold, the congregation might be able to keep all of the proceeds.

The **chairperson** will work on a flow chart that shows the various factors to be considered including strategic location, threshold proceeds, etc.

- Determining if this is a strategic location for the region: **The Staff Lead** will follow up on the report from Toronto United Church Council. She will also gather information from the minutes of the former Toronto Southeast Presbytery. She will follow up on the mapping project.
- Listening to the congregation: **The Staff Lead and Emma Pipes** will attend the September 10<sup>th</sup> congregational meeting of West Hill United. The commission is particularly interested in hearing updated numbers and plans for relocation. Is the congregation as a whole supportive of this plan? Is there a level of sophistication around real estate in Toronto?
- Immediate communication: **The chairperson and the Staff Lead** will speak with the minister and council chair from West Hill and advise them that we want to work with them and that we are interested in hearing their ideas of innovation. This is a priority for the commission and we are taking a number of steps in order to be able to make a decision at our next meeting.
- **The chairperson and Ross Leckie** will form a working group to look at real estate best practices. Suggestions were inviting someone from East End Ministry, Toronto and Lansing United, Toronto. The working group might propose a real estate policy or guidelines.

Ross Leckie closed in prayer. The meeting adjourned at 11.22 a.m.

September 18, 2019

**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Wednesday, September 18, 2019**

The Communities of Faith Commission of Shining Waters Regional Council met on Wednesday, September 18, 2019 by video conference. The meeting began at 9:30 a.m.

**Members Present**

Christine Smaller (Chairperson), Ross Leckie, Cindy Randall, Calin Lau, Gloria Tozek, Carolyn Harding, Sandra Nottegar, Kevin Logie, Harry Ramsaran, Amy Lee, Emma Pipes

Jody Maltby (Staff Lead), Karen Hilfman Millson (staff), Susie Henderson (staff)

**Welcome, check in and prayer**

The chairperson welcomed everyone, and shared a reading from 1 Timothy chapter 2. We can rest in the knowledge that people are holding us in prayer and with prayer all things are possible. She opened with prayer, gave an acknowledgement of the land, and acknowledged our commitment to being a safe place for all people to gather and participate in our Region. Members checked in.

The chairperson constituted the meeting in the name of Jesus Christ.

**Agenda**

**MOTION** by Cindy Randall/Calin Lau that the agenda, as amended and circulated, be approved.

**MOTION**

**CARRIED**

**Minutes**

**MOTION** by Ross Leckie/Amy Lee that the minutes of the meetings of the Communities of Faith Commission of Shining Waters Regional Council dated May 16, 2019, June 18, 2019 and August 22, 2019 be approved as circulated.

**MOTION**

**CARRIED**

**Omnibus Motion**

**MOTION** by Ross/Leckie/Cindy Randall that the Communities of Faith Commission of Shining Waters Regional Council take the following actions:

- a) Approve the Constitution of Bond Head United Church dated March 2019;
- b) Receive for information the Report of the Intentional Interim Ministry Committee dated September 2019 (Appendix A);
- c) Approve the policy on Transition Team Liaison for Intentional Interim Ministry;
- d) Approve the request by Fairlawn United Church for an extension of their original 18-month intentional interim ministry to the end of June 2020 and recommend to the Pastoral Relations Commission that the contract with their Intentional Interim Minister be extended to this date as well.

**MOTION**

**CARRIED**

There was a point of clarification regarding the relationship between this commission and the Intentional Interim Ministry Committee. When a Listening Team makes a recommendation for intentional interim ministry, the commission will make this decision and then refer it to the Intentional Interim Ministry Committee to begin the process. When a congregation wants to request an intentional interim ministry, they would go through the Intentional Interim Ministry Committee and the committee would make a recommendation to the commission.

**West Hill United Church – Next Steps**

- Congregational meeting

Emma Pipes and Jody Maltby reported on the congregational meeting that was held on September 10<sup>th</sup>. There was not unanimity regarding a way forward. Some people wanted to make a decision to sell the building. Others wanted more information, including how much of the proceeds from the sale of the building would remain with the congregation. Others want to keep the building and seek financial support from the wider church. Would the congregation be able to use any equity in the building to do repairs and renovations? Another question was whether this Commission would endorse a request to the Toronto United Church Council to forgive their mortgage. There are concerns about staff burnout and a decline in volunteer leadership.

The congregation did not come to a decision at the meeting. They will gather more information about a possible sale and are also waiting to hear from us about the policy and how much of the proceeds they might be able to use.

- Flow Chart  
Christine Smaller presented an example of what a flow chart might look like. She noted that a flow chart is a visual representation of the policy and process for

approving a sale of property where a congregation is neither closing or amalgamating. The first step is to create the policy. The chart will be populated by the information in the policy. We are trying to create useable resources to help congregations navigate through our policies.

We need to consider every situation individually. At the same time we are committed to consistency, transparency and fairness in how we apply policies

- Authority to make decision  
The chairperson is still working on this and will report at the next meeting.
- Formula  
Gloria Tozek presented her initial work on this. She identified which included considerations for the development of a policy and for the development of a formula. She noted that the report from Toronto United Church Council on strategic sites has some good suggestions that could also inform this work, particularly the use of quadrants as opposed to a straight financial formula.

We need to have a core understanding of the purpose of the policy and what it is for. Is our purpose to put funds back in play for both the community of faith and the region – to support identified goals? If so, what are these goals for the region? Is it to support new communities of faith or new vision?

As well, our statement of purpose needs to reflect our faith – who we are and why we are doing this as an expression of our faith. Every policy needs to support and embody our vision for our work as a commission and the mission of the region to support and connect communities of faith.

- Strategic location – It was noted that the report from Toronto United Church Council is useful and will inform our policy development.
- Updating the mapping process  
The chairperson provide background for new members on the intent of having a map of communities of faith within the region to help us understand their context and potential for ministry.  
Susie Henderson joined the meeting. Susie met with Sharon BATTERY from EDGE and shared the notes from the commission retreat in May. They are recommending two projects.  
The first is a basic regional annotated map that can show data we already have – for example Affirming congregations and accessibility information. We could embed this map on our website and it will be available to anyone. Sharon is willing to create a customized map for us and then we would maintain it, which would mean updating it a few times each year. Central Ontario East Region has a similar map already on their website.

Susie will work with Donna Rutz to ensure our excel spreadsheet is current and will then provide this information to Sharon.

For a more detailed map based on the criteria from the retreat, Sharon has a program that can pull data from other sources, including the United Church year book, census and Environics. This could provide information to help us look at the potential for viability. The region might look very different depending on what criteria is used.

There was some work done by EDGE in the former presbyteries. Jody and Karen will gather what they can find and send it to Susie.

Christine Smaller will work with Susie to develop a proposal for EDGE. We will spend time looking at the data and what we can learn from it as part of retreat.

Susie left the meeting.

### **Next Steps**

All of these pieces of work together can inform a policy for the sale of property when a congregation is neither closing nor amalgamating. Christine Smaller, Gloria Tozek and the Staff Lead will weave these threads together.

Break from 10:50 – 11:05

### **Policies**

- Communities of Faith: Service, Support and Oversight to Communities of Faith

**MOTION** by Carolyn Harding/Kevin Logie that the Communities of Faith Commission of Shining Waters Regional Council, approve the Commission policy, *Service, Support and Oversight to Communities of Faith*.

**MOTION**

**CARRIED**

The commission offered thanks to Cindy Randall for her work on this policy.

- Communities of Faith: Liaisons

**MOTION** by Kevin Logie/Calin Lau that the Communities of Faith Commission of Shining Waters Regional Council approve the Commission policy, *Liaisons*.

**MOTION**

**CARRIED**

The Staff Lead spoke about the plan for recruitment and training. Christine Smaller will help with some pieces of training. Ross Leckie and Emma Pipes will help with

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the training on Listening Teams. The Staff Lead is putting together a manual to support the Liaisons in their work. The commission expressed thanks for this

### **Cosburn United Church**

The commission considered a letter from Brenda Percy, a member of the former Cosburn United Church requesting a review of the governance of Cosburn United Church since the merger with East End United Regional Ministry.

As per section J4 of The Manual (2019), the region must take seriously any concerns regarding a community of faith. These concerns may be raised by

- a) the regional council itself, including any member or committee of the regional council;
- b) the ministry personnel called or appointed to the community of faith;
- c) the pastoral charge supervisor;
- d) the governing body of the community of faith; or
- e) a proposal signed by 10 full members of the community of faith that the community of faith's governing body has passed on to the regional council.

**MOTION** by Ross Leckie/Carolyn Harding that no action is necessary by the regional council with respect to Cosburn United Church.

**MOTION**

**CARRIED**

The Staff Lead will forward a response on regional letterhead signed by the chairperson. The commission will take no further action on this matter.

### **Celebration of Ministry Service, May 23, 2020**

Health, Joy and Excellence of lay leaders

The Staff Lead reported that the regional Celebration of Ministries Service will be held on May 23, 2020 and the regional meeting will be held later in the fall. The Pastoral Relations Commission is planning an event for ministry personnel about health, joy and excellence to be held earlier on the day of the service. This is an opportunity to provide similar program for lay leaders in our congregations. Participants will then have the opportunity to stay for the service if they wish.

**MOTION** by Ross Leckie/Gloria Tozek that the Communities of Faith Commission organize an event for lay leaders to provide fellowship, support, and skill development, to occur in conjunction the Celebration of Ministries Service.

**MOTION**

**CARRIED**

The Staff Lead will consult with the chair of Nominations to seek someone to take leadership in planning the event.



**King City UC – Offer to Purchase**

**MOTION** by Cindy Randall/Calin Lau that the Communities of Faith Commission of Shining Waters Regional Council approve the Agreement of Purchase and Sale between White Owl Properties and Trustees of the King City United Church Congregation, in the amount of Five Hundred and Ninety Thousand, Seven Hundred Eighty-eight Dollars, Sixty Cents (\$590,788.60) for those parts of PIN 03373-0032 (legally described as Lot 2, Registered Plan 85, Township of King) that are identified as Parts 1, 2, and 3 on the Plan of Survey attached as Schedule “A” to the Agreement of Purchase and Sale.

**MOTION**

**CARRIED**

A concern was raised that the plan for the disposition of the proceeds from the sale that was presented with the proposed sale in June 2019 was based on a much lower sale price. An updated plan was not provided with this offer.

The commission had a full discussion about how this sale is connected to the work being done to develop a policy for the sale of property by a congregation that is not closing or amalgamating. It was agreed that the policy will include the requirement that a plan for the disposition of funds must be approved by the commission prior to or with the agreement of purchase and sale. If the agreement of purchase and sale changes, the plan must be updated and approved with the new agreement. If there is no approved plan, funds are to be held in trust by the congregation’s lawyer until a plan for disposition of funds is approved by the commission.

In this case, the closing date for the sale will be 15 days after approval to sever is received from the Municipality Planning Division. King City United Church will be encouraged to provide an updated plan for the use of the funds for the next meeting of the commission so that the disposition is not delayed. However, if there is not an approved plan by the closing date, the funds are to be held in trust by the congregation’s lawyer until a plan is approved.

**MOTION** by Carolyn Harding/Ross Leckie that unless there is an updated plan for the disposition of funds from the sale by the closing date, the proceeds are to remain in trust with the congregation’s lawyer until plan for their use is approved by the commission.

**MOTION**

**CARRIED**

The Staff Lead will communicate immediately with the congregation and advise them of this requirement.

**New Business**

Amy Lee reported that the Intercultural and Diversity Network will be presenting a

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proposal to the Shining Waters Regional Executive for a fourth commission that will be the Intercultural and Diversity Commission.

Christine Smaller and Karen Hilfman Millson received a request from Angus MacLennan for funds for a cluster. The Staff Lead provided an update on the Task Group that was formed in the spring to consider this work. The group met once and then it was learned that there was a proposal to the regional meeting for a Social and Ecological Justice Commission. Many networks will relate to this commission. The Task Group felt they needed to suspend their work pending this decision. The commission is now appointed and Susan Eagle, who was also on the Task Group, is the chair. The Staff Lead and Emma Pipes will connect with Susan Eagle to regroup. Karen will respond to Angus explaining this.

Ross Leckie raised possibility of involving retired clergy as mentors for clusters and networks. How do we tap into this resource?

### **Next Meeting**

Wednesday, October 16, 2019, 9:30 a.m. via Zoom video conference

Christine Smaller and Emma Pipes are planning another retreat and will provide more information at the next meeting. Look for a doodle poll shortly.

### **Closing**

Christine Smaller closed in prayer and the meeting adjourned at 12:00 p.m.

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**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Wednesday, October 21, 2020**

The Communities of Faith Commission of Shining Waters Regional Council met on Wednesday, October 21, 2020 by video conference call. The meeting began at 9:30 a.m.

**Present:**

Christine Smaller (Chairperson), Bronwyn Corlett, Carolyn Harding, Calin Lau, Amy Lee, Kevin Logie, Sandra Nottegar, Cindy Randall, Harry Ramsaran

Jody Maltby (Staff Lead)

**Regrets:** Chris Bennett, Gloria Tozek

**Welcome, check in and prayer**

The chairperson welcomed everyone. Jody gave an acknowledgement of the land and our commitment to being a safe place for all people to gather and participate in our region. Christine offered a reflection based on a psalm and celebrated the creation of the new Intercultural Diversity Commission. Christine offered thanks to Amy for her commitment and persistence in pursuing this vision.

The chairperson constituted the meeting in the name of Jesus Christ.

**Innovation Cluster – Diane Matheson-Jimenez**

The commission welcomed Diane Matheson-Jimenez who will be doing contract work while Karen Hilfman Millson is on leave. Diane shared her experience of the Innovation Cluster gathering held in partnership with Edge, and hosted by Carla Leon. Eleven congregations and four social enterprises participated in valuable conversation including how we can partner across the region and share resources. Folks agreed to gather again for further conversation. The stories were recorded and Diane is able to share them with anyone interested.

**Agenda**

**MOTION** by Kevin Logie/Amy Lee that the agenda approved be as revised.

**MOTION**

**CARRIED**

## **Minutes**

**MOTION** by Cindy Randall/Sandra Nottegar that the Minutes of the meeting of the Communities of Faith Commission of Shining Waters Regional Council dated September 16, 2020 be approved as circulated.

**MOTION**

**CARRIED**

## **Business Arising**

- Collaboration Handbook – Cindy Randall

Cindy had a good meeting via Zoom with Islay Scott on Sept 30th which resulted in several revisions to the handbook. Cindy will review edited version after which Diane will continue the work with Islay. The commission offered thanks to Cindy and Islay for their work, care and diligence. This handbook will be useful for years to come. It will come back to the commission for consideration in November or when ready.

- Mapping Process – Jody Maltby

Jody reported that staff are following up with Edge to try and get the mapping process moving forward. We heard at the last meeting that this work and the information it will provide is critical to our equity work.

## **Wise Speaker: Jordanna Wright**

The commission welcomed Jordanna Wright who coaches ministries and other organizations about equity. Jordanna offered a number of reflections some of which include:

- We can't build a vibrant community unless everyone locally feels included and welcome.
- Equity is an important stepping stone for the UCC in becoming the community it wants to be.
- In particular there are opportunities to do this work well with congregations in vibrant downtown diverse communities.
- Often, well-meaning people who want to do this work aren't able to make the necessary connections so that leadership and participation in the life of congregation reflects the diversity in the community.
- It is important to have diversity within any group creating equity policy.
- Make sure those affected by policy have input into the policy.
- Use equitable process to create equitable policy.
- Don't rely only on fellow ministers to reflect the lived experience of specific groups. Being expected to educate their peers can put unfair pressure on ministers.
- If someone is brought in to help with education it is important that they are fairly compensated for their time and expertise.

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Following her comments, the commission asked themselves how we might help congregations to be sustainable and connected to their community. Is there a process that could bring all congregations to a place where they can start developing equitable relationships, policies and practices? Many congregations use a significant amount of time and budget just to get them to the baseline. Is there a role for the region to provide basic resources, thus allowing congregations to use their resources for big bold projects within the community?

The commission thanked Jordanna for her reflections, following which members checked in around the topic of equity. Some thoughts included:

- Equity as financial net worth v. equity in the church
- Equity is theological – God’s love for all people and all creation – a way to get there. Policies will help, process will help but that is not all we need to achieve vision of wholeness of who we are as church. It’s who, why, how and ultimate goal.
- Access, equipping, removing barriers; that is our challenge and it is diverse.
- One of the encouraging things about the new Intercultural Diversity Commission is that there are many different ways to get to equity and many different barriers and the commission will help us look at this.
- Some ministers struggle with where to put equity in terms of priorities in pandemic – right now everything is pastoral care and keeping people safe. Folks are afraid and isolated and it won’t get better as we head into winter.

## **Policy Review**

The commission discussed how to engage in policy review in light of our commitment to equity. It was agreed that we would begin by hearing from different voices to inform our lens. Some issues we want to reflect on include ableism, colonialism, and ageism. We want to hear from Affirm and from the United Property Resource Corporation. When ready, the commission will take one meeting to look at all policies. This will also help us to see how the different policies impact each other and where are the gaps and overlaps.

Members were asked to think and pray if there are other voices from whom we need to hear.

**Next Meeting:** Wednesday, November 18<sup>th</sup>, 9:30 a.m. – 12:30 p.m. via Zoom.  
Opening worship: Kevin Logie, closing prayer: Bronwyn Corlett

**Closing:** Cindy Randall offered a closing prayer and the meeting adjourned at 11:30 a.m.

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**THE UNITED CHURCH OF CANADA  
SHINING WATERS REGIONAL COUNCIL**

**Minutes of a meeting of the  
Communities of Faith Commission  
Thursday, November 21, 2019**

The Communities of Faith Commission of Shining Waters Regional Council met on Thursday, November 21, 2019 at Eugenia, ON. The meeting began at 2:00 p.m.

**Members Present**

Christine Smaller (Chairperson), Carolyn Harding, Ross Leckie, Amy Lee, Kevin Logie, Sandra Nottegar, Emma Pipes, Gloria Tozek,

Jody Maltby (Staff Lead), Karen Hilfman Millson (Staff)

Regrets: Calin Lau, Cindy Randall, Harry Ramsaran

**Welcome, check in and prayer**

The chairperson welcomed everyone, opened with prayer, gave an acknowledgement of the land, and acknowledged our commitment to being a safe place for all people to gather and participate in our Region. Members checked in.

The chairperson constituted the meeting in the name of Jesus Christ.

**Agenda**

**MOTION** by Kevin Logie/Sandra Nottegar that the agenda as amended, be approved.

**MOTION**

**CARRIED**

**Minutes**

**MOTION** by Carolyn Harding/Emma Pipes that the minutes of the meeting of the Communities of Faith Commission of Shining Waters Regional Council dated October 16, 2019 be approved as circulated.

**MOTION**

**CARRIED**

**Omnibus Motion**

**MOTION** by Ross Leckie/Kevin Logie that the Communities of Faith Commission of Shining Waters Regional Council take the following actions:

a) **Royal York Road, Toronto Lease Agreement**

... Approves the Lease Agreement between Royal York Road United Church and Avenue Community Church for the first floor of 851 Royal York Road, Toronto, for a term of three years commencing December 1, 2019 and terminating November 30, 2022, at a rental of \$45,500 per year for the first two years and \$47,000 for the third year.

**b) Bond Head – Name Change**

... Approves the request by Bond Head United Church to change the name of their pastoral charge from Bond Head Newton Robinson Pastoral Charge to Bond Head Pastoral Charge.

**c) Humbercrest, Toronto - New Constitution**

... Approves the new Constitution of Humbercrest United Church dated October 2019.

**d) Bloordale, Toronto – Loan Application**

... Approves the application by Bloordale United Church for a Capital Loan in the amount of \$60,000 for roof repair.

**MOTION**

**CARRIED**

The Commission is approving the Royal York Road lease agreement but recommends that Royal York Road United Church consider adding a dispute resolution process.

**Email Votes - confirmation**

The Commission voted by email in favour of the following:

- Islington United Church lease agreement with German International School Toronto
- Royal York Road United Church lease agreement with Nu Wave Jiu Jitsu Academy Ltd.

**Stouffville United Church – Petition**

The commission considered a petition received from the past chair of Stouffville United Church Council. The petition was signed by individuals from four communities of faith: Stouffville United Church, Lansing United Church, Toronto, Scarborough Bluffs United Church and Bloor Street United Church, Toronto.

**MOTION** by Carolyn Harding/Sandra Nottegar that the Communities of Faith Commission of Shining Waters Regional Council take no action on the petition signed by individuals from Stouffville United Church, Lansing United Church, Toronto, Scarborough Bluffs United Church and Bloor Street United Church, Toronto.

**MOTION**

**CARRIED**

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## **Staff Report**

Jody Maltby and Karen Hilfman Millson provided updates on work with the following communities of faith:

- Bathurst United Church and College Street United Church, Toronto
- Taiwanese United Church, Toronto
- Malvern Emmanuel United Church, Scarborough
- Ghana Calvary Methodist United Church, Toronto

Karen reported on the gathering of community ministries and communities of faith engaged in community ministry. This was a successful event and those in attendance are interested in continuing the conversation. She also spoke about the work she is initiating to build/rebuild relationships with Indigenous communities located geographically within the region.

Jody reported on the Trustees Workshops that were held both in person and by videoconference. This model worked well and we will offer other similar workshops in 2020. Jody also reported that there has been good response for the upcoming conversation with Toronto congregations about property development/redevelopment.

Susie Henderson is working with Lawrence Nyarko to host an Intercultural Dinner on December 12<sup>th</sup>. This could become the first of similar events to build relationship and provide learning opportunities focused for ethno-linguistic and migrant church communities.

## **Closing**

Christine Smaller closed in prayer and the meeting adjourned at 2:45 p.m.