



**WESTERN ONTARIO WATERWAYS REGIONAL COUNCIL
OF THE UNITED CHURCH OF CANADA
*CONNECTING, SUPPORTING, TRANSFORMING***

November 16, 2019

Western Ontario Waterways Regional Council Gathering

WORKBOOK

Sisters and Brothers in Christ,

Welcome to the second gathering of the Western Ontario Waterways Regional Council. Our hope is that the regional council will gather biannually. Those gatherings will be times to meet new friends, reacquaint yourself with old friends and share in steering the work of the regional council. It will also be a time to share where the structure is not working or has not communicated well about where to find the correct forms or resources. Indeed without taking the opportunity to connect with each other the body's sight is dimmed and its capacity to support decreased.

I know that everyone is busy and time is both irreplaceable and priceless. So I ask you to come wholeheartedly to this event so that everyone leaves feeling that this time was worthwhile. Your presence will make a difference and we pray that together we will feel the gentle nudging of the Spirit.

Peace

- Gary -

Gary Clark, President of WOW

**Western Ontario Waterways Regional Council – November 16, 2019
Centre Wellington Sportsplex, Fergus**

“Connecting, Supporting, Transforming”

For Action

Schedule for day	Time
Arrival	9:30 a.m.
Opening worship	10 a.m.
Introduction & Call to Order: President Gary Clark Greetings from GCO: Tim Reaburn	10:20 a.m.
Community building – Who are you? A highlight of your community of faith in one sentence <ul style="list-style-type: none"> • WOW Jeopardy 	11 a.m. – 11:30 a.m.
Affirming Network	11:30 – 11:40 a.m.
Covenant with Communities of Faith update	11:40 - noon
GC Commissioners – process for elections	Noon
Lunch	12:15 – 1 p.m.
Regional Council Commissions overview	1 - 1:15 p.m.
1. Finances 2. Budget 2020	1:15 – 2:15 p.m.
Closing worship with communion	2:15 - 3 p.m.

WOW Priorities

Assessment: Congregational Support/Pastoral Relations, Communication, Connections

Mission & Support: Right Relations, Camps/Youth/Faith Formation, Chaplaincy

Proposals are formatted in accord with the General Council practice to familiarize the regional council with this style.

For Information Format and Process for Proposals

The format for General Council proposals is being used for the regional meeting to help familiarize Western Ontario Waterways with it. The General Council approach involves three distinct stages in the decision-making process:

- 1) Listening/learning;
- 2) Discussion;
- 3) Decision.

In our regional council meeting we do not have the space or time to mirror these stages in the same way the General Council practices them.

In our proceedings, the steps will be:

- 1) The Presenter will outline:
 - a. What is the issue? and
 - b. the suggested way in which the regional council might respond to the issue.
- 2) The President will inquire if there are questions for clarification. Please note this is for clarification only.
- 3) The President will then ask if there are changes or additions being suggested for the proposal. Using warm and cool cards, the regional council will seek to come closer to agreement on how to respond to the issue.
- 4) Once there is significant agreement, the President will invite the Presenter to move the motion at which point the regional council enters the formal debate process.

For Action Proposal #1 Consent Docket

What is the issue?

The regional council must establish the procedures by which it will conduct business.

Why is this issue important?

This clarifies and confirms the way in which decision-making will happen.

How might the regional council respond to the issue?

The regional council might adopt the following as a consent docket:

- 1) Adopt the agenda as circulated and authorize the Business and Agenda Committee to make any changes as necessary;
- 2) Appoint Tim Reaburn as Parliamentarian;
- 3) Name President Gary Clark, Parliamentarian Tim Reaburn, and Executive Minister Cheryl-Ann Stadelbauer-Sampa as the Business and Agenda Committee;
- 4) Set the bounds of the meeting as the Sportsplex Hall in the Centre Wellington Sportsplex in Fergus;
- 5) Make all guests corresponding members;
- 6) Accept the registration as the roll of this meeting;
- 7) Confirm the following appointments made by the Executive to provide the Executive and Commissions with sufficient members to manage their work:
 - Executive: Joyce Johnston as Indigenous member
 - Human Resources Commission: Emily Perry, Katy Underwood, Kathi Urbasik-Hindley
 - Mission and Discipleship Commission: Keith Reynolds
- 8) Adopt the following method for dealing with proposals:
 - Step One:*

The Presenter will outline:

 - A) What is the issue? and
 - B) The suggested way in which the regional council might respond to the issue.
 - Step Two:*

The President will inquire if there are questions for clarification. Please note this is for clarification only.
 - Step Three:*

The President will then ask if there are changes or additions being suggested for the proposal. Using warm and cool cards, the regional council will seek to come closer to agreement on how to respond to the issue.
 - Step Four:*

Once there is significant agreement, the President will invite the Presenter to move the motion at which point the regional council enters the formal debate process.

For Action Proposal #2 Election of General Council Commissioners

What is the issue?

The regional council will elect 13 Commissioners to attend the 44th General Council July 21-25, 2021 in Calgary, Alberta. The regional council President who is elected in 2020 and installed in 2021 will also attend, for a total of 14. The regional council needs to determine the process by which it will do this.

The process for calculating the number of Commissioners for each regional council is set out in *The Manual, Section D 1.1*. The base used to calculate the number of Commissioners for each regional council included:

- 1) Number of pastoral charges including Indigenous ministries
- 2) Number of camps.

Section D. 1.1. e) iii) is titled Diversity and reads "Attention is given to diversity of gender and age, racial and cultural identities and sexual orientations as provided in policies set by the General Council".

Section D. 1.1. e) iv) notes that "the election takes place, where possible, at least one year before the next in-person meeting of the General Council". The General Council follows a three-step process: Listening/Learning / Discussion / Decision-Making.

It is anticipated that the listening/learning sessions will happen online prior to the General Council. Commissioners will need to come prepared to discuss and make decisions.

Why is this issue important?

The work of the General Council helps shape the denomination and has an impact on many elements of life as the church, ecumenical and inter-faith relationships, and the United Church's presence in the world.

If the process to do this is determined at the November meeting of the regional council, the May 29-31, 2020 meeting in Port Elgin can move quickly into the election process.

How might the regional council respond to the issue?

The regional council might adopt the following process being recommended by its Executive:

A) Have an initial round of voting to elect:

- 1) Two (2) Indigenous Commissioners
The process to secure nominations for these positions to be determined in consultation with Indigenous ministries.
- 2) Four (4) Commissioners who self-identify as meeting the areas of diversity outlined in the *Manual 2019*.

B) Have a second round of voting to elect the balance of Commissioners. Any positions not filled in the first round will be filled by the second. Any nominees not elected in the first round will be on the ballot for the second round.

For Action Proposal #3 Financial Matters: Management of Restricted Gifts

What is the issue?

The regional council is the beneficiary of funds from certain of the Presbyteries and the Conferences that preceded it. The designated use of these funds is a matter for the regional council to determine.

Why is this issue important?

Western Ontario Waterways has received the following designated funds which are to be administered by the regional council for the purpose identified by the donor. The regional council also anticipates receiving further funds from Bruce Presbytery (2020) and Waterloo Presbytery. Direction from the regional council would provide guidance for the Executive

Bruce Presbytery:	
Student Fund	<i>approximately</i> \$ 27,000. (to come in 2020)
Huron-Perth Presbytery:	
Education Fund	\$ 18,552.
Youth Events Funds	\$ 23,186.
Waterloo Presbytery:	\$154,233. (internally restricted)
	\$1,191,999. (externally restricted)
Hamilton Conference:	
Westcott Rural Bursary Fund	\$ 52,842.
London Conference ;	
Mission & Service Generation	<i>approximately</i> \$ 2,750.
Learning Grants	<i>approximately</i> \$ 1,900.

How might the regional council respond to the issue?

In order to establish a consistent practice across the regional council, the regional council might direct the Executive to:

- 1) Consolidate funds from separate donors intended to fulfill the same purpose (if this arises);
- 2) Determine how to administer the funds entrusted if a plan for administration was not included to honour the stated purpose of the fund and to benefit the entire regional council;
- 3) When in place, publish the terms for each fund and the application process on the regional council website.

For Action Proposal #4 Financial Matters: Unrestricted Funds

What is the issue?

The regional council is the beneficiary of funds from certain of the Presbyteries and Hamilton and Toronto Conferences who preceded it. These funds are unrestricted and can be used as the regional council determines.

Please note some figures are approximate to cover outstanding costs or potential interest income.

Bruce Presbytery:	\$ 87,222.
Huron-Perth Presbytery:	\$ 63,938.
Waterloo Presbytery:	\$ 88,145.
Hamilton Conference:	\$155,770.
Investment in Mission	\$102,925.
London Conference: <i>approx.</i>	\$ 45,000.
Toronto Conference:	\$160,000.

Why is this issue important?

The regional council has the following sources of income:

- 1) Assessment Grant: \$325,000 for use of regional council plus \$67,000 subsidy for salaries of Executive Minister and Executive Assistant.
To be used exclusively for governance and shared services.
- 2) Mission and Service \$289,000
To be used exclusively for mission and ministry.

The financial statements record these grants separately so that they can be tracked according to their purpose. With the exception of the \$67,000 for the support of the salaries of the Executive Minister and Executive Assistant, the balance of unspent funds in one year remains with the regional council for the regional council to use for its stated purpose in the future.

The current grant levels were guaranteed for 2019 and 2020. It is reasonable to assume they will decline thereafter.

Additional sources of income:

- 3) Investment Income;
- 4) Regional council share of the property of disbanding congregation (25%).

Neither of these amounts is predictable and the latter is income resulting from the loss of a community of faith which is also a loss for the regional council.

It is still early days of being a regional council with less than one year of financial data. Consequently the Executive is recommending taking only preliminary financial steps to respond to gaps already identified that cannot be met through the operating budget of the regional council or other financial resources such as extension councils or new ministry funding through The United Church of Canada Foundation.

For Action Proposal #4 Financial Matters: Unrestricted Funds (continued)

How might the regional council respond to the issue?

The regional council might adopt the following recommendations of the Executive:

- 1) To establish an operational reserve of \$250,000.
- 2) To draw \$35,000 from the unrestricted reserve in 2020 to:
 - a) Provide each Commission with a budget of up to \$10,000 per year to offer events or to engage in programs of its choosing;
 - b) Provide \$5,000 to cover any honoraria offered to Officers of the regional council
- 3) To cover the costs associated with any emerging situation such as an investigation or review from the reserve;
- 4) To set aside up to \$30,000 for 2020 as an investment in leaders fund with the terms to be established by the Executive so that the funds can be available to support lay members and ministry personnel to participate in learning opportunities and to provide for leadership development and for skill development.

For Action Proposal #5 Financial Matters: Operating Year to Date and Proposal #6: Budget 2020

What is the issue?

The format of financial reporting and the proper assigning of items is now being finalized.

Why is this issue important?

The Transition Commission was responsible for the initial budget of the regional council. In order to maximize the availability of specialized staff, it committed to work in partnership with Antler River Watershed Regional Council and Horseshoe Falls Regional Council to share staff for a period of three years at which point the arrangement will be evaluated.

Staff Position	Funded by	Budget Line
Executive Minister	Assessment	Regional Operations
Executive Assistant	Assessment	Regional Operations
Minister, Congregational Support and Mission	Assessment 66% Mission and Service (M&S) 33%	Congregational Support
Minister, Pastoral Relations	Assessment	Congregational Support
Administrative Assistant: Communications and Records	Assessment	Congregational Support 50% Communication 50%
Minister, Pastoral Support	Assessment	Connecting
Minister, Social Justice	M&S	Connecting
Minister, Right Relations and Indigenous Justice	M&S	Right Relations
Administrative Assistant: Mission and Hospitality	M&S	Right Relations 50% Youth and Camps 50%
Minister, Faith Formation	M&S	Youth and Camps

The Transition Commission also decided to accept the General Council’s offer to work in partnership with the regional council for financial administration. This gives the regional council the benefit of highly skilled accounting expertise from people experienced in church and charity reporting.

This expertise has also been utilized for the preparation of a narrative budget according to the priorities of the regional council (see earlier). The Mission Support Grants were also considered according to priorities. The priorities became the budget headings:

Priority	Ministry Undertaken
Regional Operations	The work of being a regional council including meetings, Archives, oversight of corporations.
Congregational Support	Supporting communities of faith in the articulation of mission and ministry and through changes in their pastoral relationships and life cycle, (decisions involving both the community of faith and regional council).
Communication	Sharing the life and work of the regional council.
Connecting	Supporting the building of relationships within the regional council and among ministry personnel.
Right Relations	Connecting with Indigenous communities and ministries; helping deepen the understanding of treaty and the Calls to Action to the church.

**For Action Proposal #5: Financial Matters: Operating Year to Date and
 Proposal #6: Budget 2020 (continued)**

Priority	Ministry Undertaken
Youth and Camps	Supporting leaders in this area and camps, as well as providing opportunities for children and youth to gather. Being committed to life-long faith development.
Chaplaincy	Continuing to support ecumenical chaplaincies within the regional council.
Office Operations	Costs for shared services, office supplies and technical needs.
Building Expenses	Operation of the office space.

The 2019 budget was based on costs available from 2017-2018 and estimates of expenses. The 2020 budget is based on actual salary figures as anticipated and reflects the costs incurred this year with an increase of 3%.

The reporting is over four columns to track funds that have specific purpose such as assessment and Mission and Service as well as any approved draws on the reserve.

- 1) Assessment;
- 2) Mission and Service
- 3) Other (Draw on reserves)
- 4) Total

How might the regional council respond to the issue?

Proposal #5

The regional council might receive the 2019 Operating Statement as at October 31, 2019 for information.

Proposal #6

The regional council might adopt the 2020 Operating Budget.

For Action Proposal #7: Auditors

What is the issue?

The regional council needs to name auditors for 2019.

Why is this issue important?

An audit provides reassurance to the regional council and to the Charities Directorate as to the proper administration of charitable funds.

The authorization for expenses happens at the regional council but the management of the funds is handled by the General Council accounting team. The financial records are generated by the General Council as part of the accounting service secured by the regional council.

The initial audit, as the figures from different charities are amalgamated, is likely to be extensive and more costly than what might be the case in future. To try to simplify matters, it might be helpful to work with the auditors who are accessing the General Council records.

How might the regional council respond to this issue?

The regional council might appoint the General Council auditors, PWC, to perform the 2019 audit of Western Ontario Waterways Regional Council.

WESTERN ONTARIO WATERWAYS REGIONAL COUNCIL							
Connecting, Supporting, Transforming							
for the 10 months ended October 31, 2019							
(including 2019 and 2020 Budget Comparisons)							
	2019 OCT YTD	2019 Budget	2020 Budget		2019 OCT YTD	2019 Budget	2020 Budget
	Assessment	Assessment	Assessment		M & S	M & S	M & S
INCOME							
Gen Council Assessment	\$ 325,000	\$ 325,000	\$ 325,000				
Gen Council M & S Assessment					\$ 183,450	\$ 289,000	\$ 289,000
Executive Min. & Exec. Adm.	55,833	67,000	67,000				
Other-Ontario Archives Transfer		20,000	20,000				
Transfers out of Reserve		30,000	65,000				
TOTAL	\$ 380,833	\$ 442,000	\$ 477,000		\$ 183,450	\$ 289,000	\$ 289,000
MINISTRIES							
Regional Operations							
Staff	55,957	67,000	66,613				
Con Ed		725	725				
Travel	1,510	6,666	6,666				
Staff Support	712	1,000	1,000				
Commiss./Exec. Expenses+Honoraria	6,175	5,000	12,500	5,000			
Archives	0	40,000	40,000				
Corps. Expense	2,500	3,000	3,090				
Legal		10,000	10,000				
Professional Fees		10,000					
Learning Opportunities			30,000				
TOTAL	66,854	143,391	170,594		0	0	0
Congregational Support							
Staff	92,566	112,500	110,264		27,424	33,333	32,659
Con Ed	0	2,015	2,055		180	472	482
Travel	2,375	10,000	8,333		452	3,333	1,667
Covenant Comm. Exp	2,569	5,000	5,000		0		
Human Resource Comm. Exp		5,000	5,000		0		
Commission Events			10,000		0		
Other							
TOTAL	97,510	134,515	140,652		28,056	37,138	34,808
Communication							
Staff	10,317	12,500	12,290				
Con Ed	0	127	130				
Travel							
M & S Grants					29,000	29,000	15,000
Other							
TOTAL	10,317	12,627	12,420		29,000	29,000	15,000

WESTERN ONTARIO WATERWAYS REGIONAL COUNCIL							
Connecting, Supporting, Transforming							
for the 10 months ended October 31, 2019							
(including 2019 and 2020 Budget Comparisons)							
	2019 OCT YTD	2019 Budget	2020 Budget		2019 OCT YTD	2019 Budget	2020 Budget
	Assessment	Assessment	Assessment		M & S	M & S	M & S
Connecting							
Staff	23,080	33,333	28,112			33,333	31,213
Con Ed	1,081	472	481			472	481
Travel		3,333	3,333			3,333	3,333
Mission & Disc		5,000			392		
Regional Comm. Meetings	-7,507	40,000	40,000				
Commission Events			10,000				
TOTAL	16,654	82,138	81,926		392	37,138	35,027
Right Relations							
Staff					39,426	45,833	47,965
Con Ed						599	611
Travel					783	3,333	5,000
Commission Events			5,000				
TOTAL	0	0	5,000		40,209	49,765	53,576
Youth & Camps							
Staff					35,024	45,833	42,895
Con Ed					107	599	611
Travel					1,797	3,333	3,333
M & S Grants					30,000	30,000	15,000
Commission Events			5,000				
TOTAL	0	0	5,000		66,928	79,765	61,839
Chaplaincy							
M & S Grants					50,000	50,000	45,000
Other							
TOTAL	0	0	0		50,000	50,000	45,000
Emerging Ministries							
Youth Forum					127		
Kids Across the Regions					2,183		
Other							
TOTAL	0	0	0		2,310	0	0
Office Operations	38,245	58,000	59,740				
Building Costs	6,042	11,000	11,330				
Start-up Costs	2,670	20,000					
Other							
TOTAL MINISTRY EXPENSES	\$ 238,292	\$ 461,671	\$ 486,662		\$ 216,895	\$ 282,806	\$ 245,250
SURPLUS (DEFICIT)	\$142,541	-\$19,671	-\$9,662		-\$33,445	\$6,194	\$43,750
Balance Sheet Items							
Capitalized building Costs	\$ 5,032	\$ -	\$ -		\$ -	\$ -	\$ -

For Information

To Communities of Faith within Western Ontario Waterways Regional Council

Greetings Brothers and Sisters in Christ,

It has been nearly a year now since the formation of the new Regional Councils within the United Church of Canada. The Executive and Commission members of Western Ontario Waterways Regional Council have been hard at work developing policies and practices to connect with, support and transform the Communities of Faith within our boundaries.

The Regional Council Executive has tasked the Covenant Commission with the responsibility of connecting with each Community of Faith to recognize our shared relationship of mutual commitment, accountability and support, and to formally acknowledge it, as we commit to working together in trust and gratitude.

The work of being the church within our region is work that is shared by our Communities of Faith, and the Regional Council. As such it is important that we covenant together to do this work in ways that are positive, uplifting, and supportive of one another.

Covenant is a term with deep roots in the Christian tradition. In scripture it is frequently used to describe a relationship. For example the covenant at Sinai joined God and the people together in an expression of gratitude and mutual commitment with the Ten Commandments serving as the foundation for their relationship with God and one another. In Jesus, we are given a “new covenant” to love one another as we are loved by Christ. And in our personal relationships, marriage is a covenant that draws two people together into a partnership based on love, mutual respect and promises to care for one another.

The Covenant Commission would like to invite you to celebrate with us, the relationship that we share within our region. A representative from the Commission will attend your congregation, either during Sunday morning worship, or at another time you feel would be suitable, to formally undertake this joint covenant. We have a short liturgy that will be shared, along with an exchange of symbols to mark the covenant.

The region will share three symbols: a chain symbolizing how we are linked together, a walking stick to show that we walk with each other, and a flame (candle) representing the ability to imagine possibilities through the spirit. Each community of faith will be asked to choose three symbols (or whatever number they feel are needed) to represent the spirit with which they enter this relationship.

Please look at your calendar, and advise a date when we may recognize and celebrate our covenant of Mutual Commitment, Accountability and Support. Send your preferred date to John Neff (jneff@united-church.ca) and we will respond with more details.

Sincerely,



Ann Harbridge

Chair, Covenant Commission

For Information

A Covenant of Mutual Commitment, Accountability and Support

between

_____ (name of the community of faith)

and

Western Ontario Waterways Regional Council

Preamble

The communities of faith and Western Ontario Waterways Regional Council share ministry in mutual respect as part of The United Church of Canada. Together we celebrate God's presence, seek justice, and love and serve others. A covenantal relationship, intentionally and willingly entered into between a community of faith and the Regional Council, is an important symbol of our commitment to one another.

"Covenant" is a term with deep roots in the Christian tradition. In scripture it is frequently used to describe a relationship. For example the covenant at Sinai joined God and the people together in an expression of gratitude and mutual commitment with the Ten Commandments serving as the foundation for their relationship with God and one another. In Jesus, we are given a "new covenant" to love one another as we are loved by Christ. And in our personal relationships, marriage is a covenant that draws two people together into a partnership based on love, mutual respect and promises to care for one another.

This covenant between _____ (*name of community of faith*) and Western Ontario Waterways Regional Council, is an expression of our gratitude and commitment to one another, promises to share the ministry entrusted to us as members of the United Church of Canada, and our gratitude for the gifts we have been given by God for this work.

Regional Council

Western Ontario Waterways Regional Council covenants to fulfill the responsibilities of a regional council as outlined in *The Manual* of The United Church of Canada and its accompanying handbooks with a vision toward connecting, supporting, and transforming. In so doing the regional council will:

- *make decisions concerning communities of faith with, not for, the community of faith*
- *offer staff resources to assist communities of faith in strengthening their understanding of themselves and to equip them to be partners in God's mission;*
- *support the community of faith through prayer and encouragement.*

Community of Faith

_____ (*name of community of faith*) covenants to fulfill the responsibilities of a community of faith as outlined in *The Manual* of The United Church of Canada and its accompanying handbooks.

_____ (*name of community of faith*) will

- *respect and follow the policies set out by the regional council;*
- *participate in the work of Western Ontario Waterways Regional Council by electing representatives to the Regional Council;*
- *share information about the regional council with their community;*
- *support the regional council through prayer and engagement in regional council ministries.*

A Covenant of Mutual Commitment, Accountability and Support (continued)

Symbols

Just as the bread and cup, or a wedding ring, are familiar symbols of covenant, our relationship is also represented with tangible symbols of our promises to one another.

The following symbols represent the spirit with which the regional council enters this covenantal relationship and represent our desire to connect, support and transform:

- Connecting: chain symbolizing how we are linked together
- Supporting: walking stick to show that we walk with each other
- Transforming: flame (candle) representing the ability to imagine possibilities through the Spirit

_____ (*name of community of faith*) names these symbols that represent the spirit with which they enter this relationship:

- *Name symbol and what it represents*
-

Care for the Covenantal Relationship

Both _____ (*name of community of faith*) and Western Ontario Waterways Regional Council are committed to working together in positive ways.

We commit to a code of conduct that is uplifting and supportive and all take responsibility to stand against bullying and harassment.

We all recognize that there may be times when through misunderstanding, inattention, or poor judgement we may cause harm to the covenant between us. In such moments, we commit to drawing closer even when tempted to create distance and to seeking ways to restore our relationship using whatever resources might help with that until we reach agreement on the way forward.

Dated at {insert place and date}

_____ On behalf of (*name of community of faith*)

Dated at {insert place and date}

_____ On behalf of Western Ontario Waterways Regional Council