

Elgin-Portland Pastoral Charge
Official Board
Minutes of Meeting June 13, 2017
Portland United Church

In attendance: Gary Petro, Katy Gibson, Lynne Dimma, Jim Earl, Connie Cochran, Will French, Duncan Pickard, Adrian Overdulse, Ted Brett, Sandra Smith, Larry Cochran, Rev. Takouhi, Clint Halladay.

Regrets: Margaret Martin

Interim Chair Clint Halladay called the meeting to order at 7:05 pm, there being a quorum present.

1. Interim Chair Clint Halladay welcomed all in attendance and offered the opening prayer.
2. The agenda was reviewed at which time Interim Chair Clint Halladay declared a conflict of interest being both Interim Chair of the OB and Chair of Elgin Council (EUCC). Sandra Smith, Past Chair of EUCC, represented the EUCC. Moved: Connie Cochran; Seconded: Ted Brett; carried.
3. The minutes of the meeting of March 1, 2017 were reviewed and approved. Moved: Connie Cochran; Seconded: Ted Brett; carried.
4. Business arising from March 1, 2017 minutes:
 - a. Single point of contact: this is a work in progress;
 - b. Posting of council and board minutes: being done when received from secretaries;
 - c. M&P-Staff Job Descriptions: Minister's completed. Secretary's delayed, to be completed by next week June 23rd;
 - d. Minute binders filed at Church office: Well underway;
 - e. Common financial Reporting: OB Treasurer working with council treasurers. Planning for September meeting;
 - f. Strategic Plan: No specific 2017 priorities. Review 2016 accomplishments and move forward for 2018;
 - g. Joint Services Future: Table to later meeting.
5. Committee Reports:
 - a. Treasurer: bills paid, Charities report accepted by CRA. Short Sabbatical funding due to manse rental arrears; **Attachment 1**
 - b. M&P: Working on an interactive common secure e-documentation file, now complete. Secretary's contract not completed. Minister's contract was previously given to Treasurer. As secretary has been working without a contract since Dec 31st, Interim Chair requested a motion to extend 2016 contract pending the 2017 contract. Moved: Larry Cochran; Seconded: Will French; carried.
Both contracts and the proposed job description will be presented to the Official Board for approval.

Rev. Takouhi's Sabbatical is planned for the Fall of 2018. Rev. Takouhi will file her official letter with M&P for presentation at the September OB. Planning for the Sabbatical will begin soon.

- c. Minister's Musings: **See Attachment 2;**
 - d. Worship Committee: **See Attachment. 3;**
 - e. Presbytery: **See Attachment 4.** A discussion ensued pertaining to the potential availability of approximately \$240,000 in funding for Youth & Seniors Outreach;
 - f. Councils:
 - i. Portland: Planning a facebook auction; Converting furnace to propane; eaves trough repair; UCW pie sale; Youth Donations – SCPS, Nursery School, both libraries & Sarunas' Italy trip;
 - ii. Elgin: attendance is holding; ecumenical concert on Elgin Days July 9th; Old Hay Bay Church trip June 17th; August beef BBQ; RDHS bursary June 28th; Nursery School outside helping with flower bed; Nursery School planning day camp July & August;
6. Information only: One of the M&P Representatives for Elgin United has resigned.
7. New Business: The Official Board positions of chair and secretary are vacant. A proposal **Attachment 5** was presented. Moved: Katy Gibson; Seconded: Sandra Smith; carried to accept this proposal. Katy Gibson, Portland, volunteered to sit on a nominating/search committee. Elgin will determine a member.
8. Presbytery requires letters confirming that Licensed Lay Worship Leaders are in good standing and supported by their church/pastoral charge. Letters were approved for LLWLs Margaret Martin and Lynne Dimma and mailed to Cathy Ryan, Ministry and Vocation, Four Rivers Presbytery. Police checks are also required. Portland Council has a cover letter for the OPP which Larry Cochran will send to Interim Chair Clint to be edited for EPPC and sent to Margaret and Lynne along with the Police Check forms. The OB will reimburse both for the cost of the Police Checks.
9. Stewardship Package: Interim Chair Clint stated that the 2017 Stewardship package had been received. Each Council has a copy.
10. Joint Trustees: Moved: Ted Brett; Seconded: Larry Cochran that the OB move into an in-camera session. Carried. An in-depth discussion took place concerning the Manse rent in arrears. Agreed that two trustees would meet with the tenant and receive a written plan to rectify the matter. Moved: Ted Brett; Seconded: Larry Cochran to move out of the in-camera session. Carried.
11. Next meeting; at the call of the Acting Chair
12. Meeting adjourned.
13. Closing Prayer: Rev. Takouhi offered the closing prayer.

Finance

All bills are paid. What I am short is the money I should be saving towards the sabbatical in 2018. Our tenant is currently behind in his rent which is money I count on in my budget. The money I am short is what I need to put in savings for the sabbatical.

Our Charity report was accepted as presented.

I have started on a common financial reporting method for the churches for the Annual reports requested by this group. I have done a draft and have sent it out to the treasurers. What I haven't done is met with the two of them to find a balance between what I need to do the Charity Report and the UCC stats and what they want to give me.

Attachment 4

Presbytery

If you attended a presbytery meeting you wouldn't have a clue that it is near the end as things are carrying on as if we will be around for ever.

We have approved funding for Storrington Pastoral Charge to hire a student minister. Because presbytery is providing part of the funding this student will be working in Four Rivers Presbytery to enhance, encourage, work with youth. How exactly that is going to work I don't know but we should by early fall. My job is to get the funding approved which I did.

We still have about \$240,000 that we can spend on church related activities but not on buildings unless it's new buildings. Any ideas let myself, Margaret or Rev. Takouhi know and Resources and Communication will review and recommend to plenary for approval if it meets the criteria.

At Conference four student ministers were Ordained at the Sunday service, two from our neighbouring pastoral Charges. Rideau, Catherine Oxenford-Grant and Delta Toledo, Lynne Gardiner.

The annual conference this year was in Brockville so the 3 of us commuted saving hotel rooms for 2 or 3 nights. Next year it's all the way to Kingston.



OB Meeting

Attachment 2

June 13, 2017

Minister's Musings

- ✚ I completed the Ministry of Supervision Course which Four Rivers Presbytery covered all the expenses for. (Completion Date – May 4, 2017). I am grateful to Lynne Dimma for being my “supervisee” for this course and helping me grow. The Four Rivers Presbytery is expecting a student intern to arrive in September at Storrington Pastoral Charge (Battersea-Inverary).
- ✚ May 14, I left for the Festival of Homiletics that took place in San Antonio, Texas. The theme of this year was “Preaching at the Margins”. 1800 ministers attended from all over the world. I plan to have a presentation after church on July 9th in Elgin (It is a Joint Service) and share with everyone what I have learned.
- ✚ I arrived back home just in time to go to the Conference Annual Meeting that took place in Brockville. I drove back and forth, to save on accommodation – however it was very draining to drive more than 2-hours each day.
- ✚ May 28th was the 6th Anniversary of my ordination and I truly celebrate God’s Grace through it all.
- ✚ June 20th is the Presbytery Plenary Meeting where I will become the “Past Chair” of Four Rivers Presbytery. I am
- ✚ grateful for this year-long adventure where I learned so much more than I ever bargained for.
- ✚ I am looking forward to a fun-filled, faith-driven Summer where we will continue on the journey of faith and adhere to the voice of the Spirit.

Thank you for all that you for God, within and beyond the walls of our Pastoral Charge.

I remain Humbly because of Grace,

Rev. Takouhi

Worship Planning Committee Meeting Attachment 3
2017.05.07

Present:

1) Pauline French - CYAYA PUC; **2)** John Duperron - Music PUC; **3)** Larry Cochran - Member at Large PUC; **4)** Lynn Dimma - PUC (Alternate for Margaret Martin).

1) Charalee S - CYAYA EUC; **2)** Marg R - Music EUC; **3)** Ann Overdulse - Member at Large EUC; **4)** Roberta M - Membership and Sacraments EUC; **5)** Marion Cooper - Minute for Mission, ushers, scripture readers; **6)** Carl L - Ambassador EUC

Rev T – Chair – EPPC

Regrets: **1)** Margaret Martin – decorating (PUC); **2)** Sheila Campbell - Membership and Sacraments (PUC) – She cannot make any of the meetings.

Opening prayer – Carl

Checking in -

Larry - likes his VIBE time for his own. New people from the community are showing up in church.

Charalee - enjoyed the joint service and looks forward to more.

Anne - such a pleasure to come back to us after being in Florida for 6 months. Thinks this is special.

Rev T officiated at Doug Good's service in March/ 17.

Larry - working on a project for the park in Portland in honour of Doug. Will do something for Mike Carty as well, he was a "behind the scenes kind of guy". Looking for ideas to honour him as well.

Confirmations/Baptisms - there are Bibles ready for those being confirmed. Ella P will be baptized in Elgin and RT has one for her.

New Business

1. **PUC** – Scripture readers need to be arranged by someone other than Charge Secretary, as per M & P's Request to Rev. T. on April 9' 2017. Larry will be speaking with Norma this week and facilitate how to get this done by someone other than her. **After this meeting, Lynne Dimma Volunteered to be the person to organize the readers for Scripture and M & S. (Confirmed June 8, 2017)**
2. **New Bulletin format** - suggestion to replace colour picture bulletins to save money and time in ordering and organizing. We have them for the rest of 2017 but beyond that we could adopt a new format with regular paper.

Gathering schedule (see attached)

Next meeting Sept 24 EUC

Closing Prayer - Larry C.

Attachment 5

Proposal for the Interim Filling of EPPC Official Board Vacancies

Whereas the EPPC Official Board positions of chair and secretary are vacant; and

Whereas the call for nominations has not been productive,

the following proposal is hereby presented to the EPPC Official Board for consideration and acceptance at the meeting of June 13, 2017:

- 1. That an interim position be created combining the duties of chair and treasurer, and*
- 2. That Ted Brett assume the combined duties of acting chair/treasurer, pending a nomination for treasurer,
and*
- 3. That Clinton Halladay assume the duties of acting secretary pending a nomination for secretary,
and*
- 4. That these interim measures expire no later than the annual general meeting for 2017,
and*
- 5. That the Official Board form a nominating committee to actively seek nominations for the treasurer and secretary positions.*

Submitted by email to members of the Elgin-Portland Official Board on May 26, 2017 and presented at the meeting of the EPPC Official Board Meeting on June 13, 2017.