

**Elgin-Portland Pastoral Charge**  
**Tuesday, October 18, 2022, Elgin U.C., 7:00 p.m.**  
**MINUTES**

**Approved April 19, 2023**

Present	Regrets
Jim Earl	Connie Cochran
JoAnne Fletcher	Liz Church
Ted Brett	
Jan Haskin	
Clint Halladay	
Duncan Pickard	
Norma Cummings	
Will French	
Maureen Bee	

- 1.0 Call to Order: 7:02 p.m. .... Jim Earl
- 2.0 Territorial Acknowledgement ..... Jim Earl We acknowledge that we are gathered here on the unceded land of the First Peoples of Turtle Island. We acknowledge the harm that was done, is being done, to our Indigenous Brothers and Sisters by the Settler Community. And so, we now pledge to do better, and we humbly commit ourselves to the just pursuit of Truth and Reconciliation. For Christ's help with this promise to the First Peoples, we pray. Amen (Excerpt from writing by Frayne McCarthy)
- 3.0 Welcome ..... Jim Earl
- 4.0 Opening Prayer ..... Jim Earl
- 5.0 Agenda: one addendum, 8.11 Report from Norma re Community Clothing Co-op and Portland Food Bank relocation to Country Roads Community Health Centre and the accompanying MOU.  
**Moved by Clint Halladay, seconded by Duncan Pickard, that the Agenda be accepted as amended. CARRIED.**
- 6.0 Minutes of the June 1, 2022 meeting: seeing no corrections,  
**Moved by Ted Brett, seconded by Norma Cummings, that the minutes of June 1, 2022 be approved as circulated. CARRIED.**

7.0 Business Arising from the Minutes of June 1, 2022: Nil

8.0 Reports:

- 8.1 M & P: ..... Maureen Bee  
Report reviewed as circulated (see Attachment #1) with one amendment:  
**Moved by Ted Brett, seconded by Maureen Bee, that the 2023 wage increase for Annette Clarke be rounded up to an hourly rate of \$18.50. CARRIED**
- 8.2 Treasurer’s Report ..... Ted Brett  
Report reviewed as circulated (see Attachment #2).
- 8.3 Portland Council Chair ..... Duncan Picard  
Report reviewed as circulated (see Attachment #3) with the following comments:  
--budget on target  
--PUC is seeing an increase of use of facilities due to the demolition of the Portland Community Hall  
--seeking music leaders but fortunate to have John Wanless, Liz Theobald and Janet McKeague helping out.
- 8.4 Elgin Council Chair ..... Clint Halladay  
Report reviewed as circulated (see Attachment #4) with the following comments:  
--Oct 27 – septic main line will be replaced  
--generally good things happening
- 8.5 Joint Trustees ..... Will French  
Will was not immediately available to report; Ted offered the following  
--all Manse rent is paid up to date  
--waiting for the roof to be done (same contractor as the Elgin church)
- 8.6 U.C.W. ....Connie Cochran  
Connie sent her regrets, however the submission (see Attachment #5 from Sept. 13 was read with Norma offering the following comments:  
--update on apple pie sales (198!)  
--plans being explored or made for: tortiere pie sale, bake sale, organizing a horse & sleigh for visiting/carolling throughout the village following by refreshments at the church, organizing gift bags for people in the village as well as support one or two families with a complete package at Christmas.
- 8.7 Fill the Pulpit/Worship ..... Norma Cummings/Ted Brett  
Updates given on filling the pulpit: Andrea Thompson has volunteered to lead a service; Norma to contact Rev. Kathy Walton for the 2023 Easter services (Lent and Easter Sunday) and Rev. Shaun Seaman to confirm whether he is interested in filling any other Sundays. January 1, 2023 is still vacant.  
--Sincere appreciation was expressed to Norma and Ted for their on-going work.
- 8.8 Pastoral Care ..... Liz Church  
Liz sent her regrets. Her submitted report (see Attachment #6) was read for the benefit of all. Clint offered clarification and corrections to Elgin’s Pastoral Care Ministry: 8 people are registered; Clint and Pat Greenhorn are taking the lead and Andrea Thompson is preparing supplementary workshops for the future.
- 8.9 EPPC Webpage ..... Clint Halladay

--Clint offered the following comments: the EPPC web page is up to date; Will is taking the lead on Portland submissions/corrections while Clint takes care of Elgin; PLEASE SUBMIT the **WHOLE** document if corrections are needed (much easier for those who are trying to make the corrections); Clothing Co-Op and Food Bank pages are now complete.

--at a question regarding Gary Petro's involvement: Gary has the web hosting and tech support; he does not have any involvement with office support. Will and Clint take care of the content.

--How do notices go out if services must be cancelled? Suggestions included the web page and Facebook, while acknowledging it is difficult to reach all.

--Norma will supply Clint with a list of Pulpit Supply to post on the web page.

8.10 Pastoral Charge Supervisor ..... Joanne Fletcher

JoAnne had no formal report, but offered the following comments and observations:

--it is time to clearly define our intentions and make some decisions as to where we go from here. Cannot continue to coast.

--Need to develop Living Life Stories for each church as well as the Pastoral Charge (who we are, what we are, strengths/weaknesses). Each church needs to have such a description posted on the UCC Hub. This is NOT a Profile – a profile is used if actively searching for a minister.

--Region still has our Profile (still unapproved) – we must inform whether we are continuing with it or putting it aside until other decisions are made.

--the observation was made that we are not ready to go into a Search; options have to be Explored

--JoAnne will look at our Profile (there is plenty of GOOD information in it) and pull out some information to be included in Living Faith Stories.

--Discussion re availability for Annual Meetings: it was felt that dates should be set for annual meetings as easier to cancel than to search later. Therefore, MARCH 26, 2023 was set for both PUC and EUC, with Joanne attending both meetings on the same date. Specific details will be worked out closer to the dates.

8.11 Relocation of Clothing Co-Op and Portland Food Bank to C.R.C.H.C.Norma Cummings

Norma brought an update on the move of the Clothing Co-Op and Food Bank to Country Roads

Community Health Centre and the resulting need for a Memorandum of Understanding. This has proved a positive move with the proximity to the Health Centre from which many clients are referred, and accessibility. A Memorandum of Understanding (with Jim's help) between the Township of Rideau Lakes (which supplied steel shelving) has resulted in a \$2.00 per month "rent" for the Food Bank. Both the Food Bank and Clothing Co-Op are having success recruiting needed volunteers.

--Side Note: Build a Mountain of Food will take place on the 1<sup>st</sup> Saturday in December. Details still to be worked out.

**Moved by Ted Brett, seconded by Clint Halladay, that all reports be accepted as presented/amended. CARRIED.**

9.0 New Business: ..... Ted Brett

Sunday Supply and Other Casual Employees, as circulated (see Attachment #7) was reviewed by Ted with discussion following specifically regarding the remuneration of Sunday Supply (mileage will be paid as outlined in the report.)

**Moved by Duncan Pickard, seconded by Clint Halladay, that effective January 1, 2023, the Remuneration for Sunday Supply will be as follows, with Pulpit Supply having the option:**

Single Service	\$235 plus mileage	<b>OR</b>	\$255 flat rate (mileage included)
Double Service	\$265 plus mileage		\$285 flat rate (mileage included)

**CARRIED.**

10.0 Motion to Adjourn ..... Will French

11.0 Next Meeting: as needed at the Call of the Chair

12.0 Closing Prayer ..... JoAnne Fletcher

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Jim Earl, Chair

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Jan Haskin, Secretary

**Attachment #1:**

**M&P Report - October 18, 2022**

- Met with Annette a couple times since our last meeting and I keep in touch regularly by email - all seems to be going well.
- She has been printing a few copies of the E-news each week for both churches, for the congregants that do not have access to it online. Most of them seem to get picked up so she will continue with that.
- Google Calendar is set up for her to use - she was using a large paper desk calendar so this is a replacement for that. Once she familiarizes herself with it, we can figure out who would benefit from having access to it.
- Time for Annette’s wage review. UCC cost of living increase is 3.2%. I recommend that her wage be increased by that percentage. This would bump her hourly wage from \$17.56/hr to \$18.12/hr - an increase of \$0.56/hour.
- UCC has bumped the mileage to \$0.55/km so her mileage will be bumped from \$0.42/km to \$0.55/km. Her only mileage is to Elgin each week to deliver the Orders of Service.

**Attachment #2:**

## **EPPC treasurers report. 17 October 2022**

We are pretty well withing budget except for a couple of things.

1. Nothing much has changed since the last O.B. meeting.
2. It was moved that we pay up to 10 hours a week pastoral care and that has added \$300 a month to the assessments for each church.
3. Until the roof is done I plan on leaving the assessments where they are until then.
4. We were in the process of hiring TS Computers of Lombardy to repair the office computer. The repairs were made very efficiently and correctly and the important thing to me is that he made Annette feel comfortable and listened to her and corrected what she needed. At the moment the computer is running fine.
5. There is a separate report on Sunday supply raises in pay for 2023 for your review. The UCC has increased minimum salaries by 3.2% which does come into what we pay our casual employees.

Ted

## **ATTACHMENT #3**

### **EPPPC OB Meeting, PUC Report, Oct 18 2022**

Community activities back in full swing after COVID and Summer Community Lunches

- Support for **CFF both from Lunches and** direct donations
- **Benevolent Fund**
- Bell Choir outreaching to Seely's Bay United shortly
- Pillow Cases
- Quilters
- Community Centre Redevelopment
  - Girl Guides
  - Chit Chat Group
  - Food Bank moved to CCHC

New Initiatives

- Movie equipment and licenses
- PUC Facebook page
- Launching of live streaming Physical Premises
- Caught up on electrical work which had been let go during COVID
- Finished 21/22 project of repainting the trims of the church windows doors etc
- Looking at 2023 projects

Educational Initiatives (not sure if PUC or EPPC)

- Congratulations to Liz Church on successfully completing the course to become a Sacramental Elder
- Rev Doug Powell's Study group on the FOUR pillars of meaning and happiness.
- Pauline French and the confirmation series concluded with the confirmation of Allison Gibson and Ella Price
- Liz Church Alpha series to come Major Challenges

- We wish Morgan and Michelle well in their new roles of Music and Choir directors at EUC. As music has been identified as a key factor of success to our churches filling their position at PUC is not only critical but is proving to be challenging
- Many opportunities for too little time and too few hands
- Deciding where PUC wants to be in 5 years

## **ATTACHMENT #4**

### **Elgin United Church Council Report to The Official Board October 18, 2022**

Highlights of Elgin United Church and EUC Council follow:

- Lease agreement with the Rideau Lakes Early Learning Centre has been signed, and the centre is operating 5 days a week
- Contract for replacement of church roof signed, work planned for October
- Inspection of septic mainline has been completed, replacement to be done October 27th,
- The Building Our Future United campaign has launched, letters, newspaper, community letters and banner in progress
- Choir practice began September 15<sup>th</sup>, seven members plus musician
- We have eight individuals taking the Pastoral Care Ministry training, three sessions completed, six to go
- The take-out beef BBQ with partners the Swans of Rideau Lakes was a huge success
- Festival of Small Halls, October 14<sup>th</sup>, featuring: Willie Stratton & Irish Mythen sold out
- Crafters & Vendors Market October 15<sup>th</sup> successful despite the weather. 22 tables plus EUC bake table. Smoked meat sandwiches sold out in no time.
- "Raisin' the Roof" Concert tickets for October 22<sup>nd</sup> featuring Brink Productions' Wright & Lowe and Shawn McCullough & Band selling quickly. Tickets at Eventbrite.ca, 613-359-5168 and available at the door
- On-line auction planned for November 23 – 30, 2022
- Festival of Small Halls tentatively booked for November 26<sup>th</sup>.

## **ATTACHMENT #5**

### **UCW Report to the Official Board, September 13, 2022**

We continue to provide our regular donations to the Mission and Service fund to meet our commitment of \$2,500 annually.

Monthly meetings will resume September 20<sup>th</sup> to prepare for the apple pie sale and to discuss where donations will be made in the community. We presently support Navigators Canada, a program to provide a place for university students a place to learn more about what it means to live a life rooted in God's word. We are exploring options to assist local schools with programs for students.

We are concerned about our aging members and are actively seeking new recruits. We enjoy our fellowship with each other and feel we have a lot to contribute to our church and to the community at large. Connie Cochran, President

## **ATTACHMENT #6**

### **Pastoral Care Report – October 18, 2022 – Official Board**

I want to let each of you know that Pastoral Care work has got to be one of the most fulfilling undertakings I do. And one that I am honoured to carry out and take great pleasure in. Using my gift of pastoral ministry has opened many doors for me and I believe is helping to grow the church, even in little ways.

Many people within our congregations have suffered losses. With the assistance of different members within the church, I know we have reached out and supported these other church members and their families.

Covid still is in our midst which has hampered hospital visits. Home visits are taking place in both congregations. I have had many phone visits over the past few months.

I have to say that God continues to speak through the weekly devotionals I am doing. Many homes I visit have a copy handy and this leads to spiritual conversations that are God-honoring and our people are strengthened. My prayer is that this part of my ministry will flourish and people will continue to be blessed.

Excitement is in the air at Elgin. They have 7-8 people who have shown interest in becoming active in the pastoral care ministry. They are taking a course that gives good guidelines for this ministry and within a short time we will give you further updates with this. Clint and Andrea, I believe, are taking the lead with this and Clint will be able to give you an update.

Thank you all for your support.

Liz Church, Pastoral Care Director, Elgin/Portland Pastoral Charge