

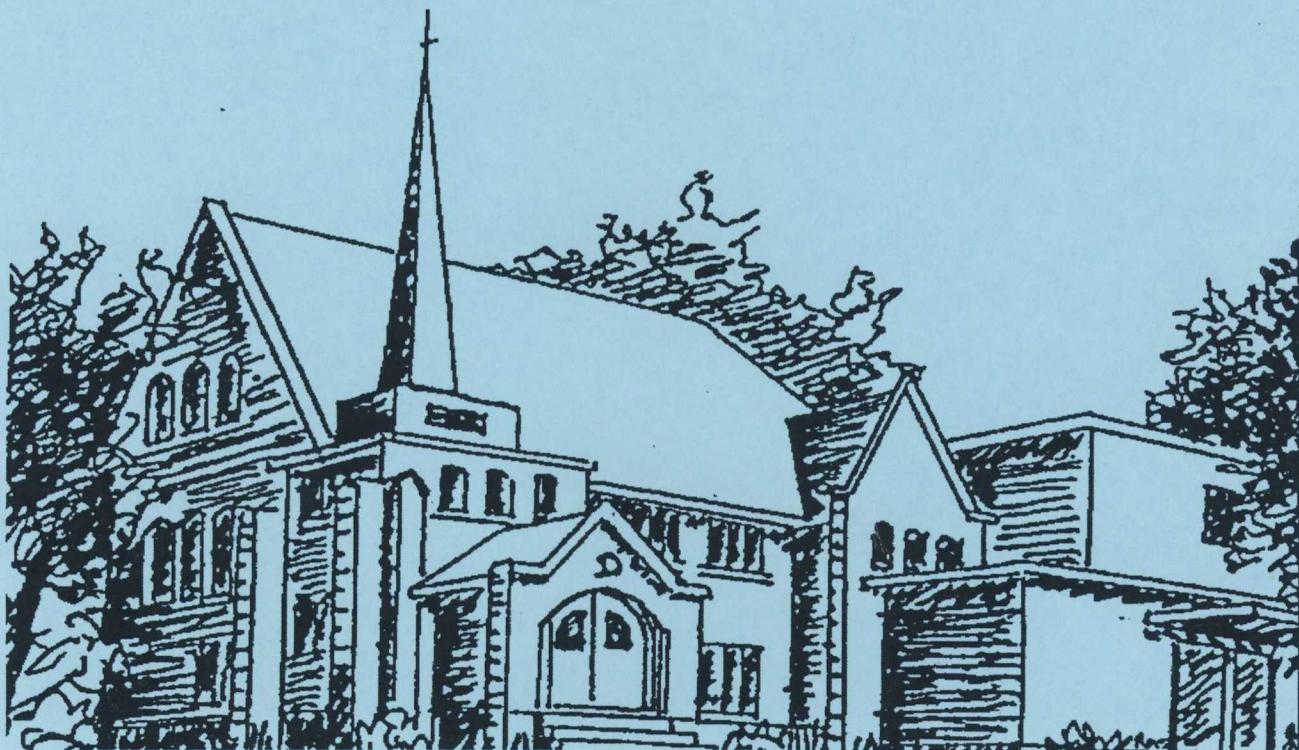
**LE SYNODE DU QUÉBEC ET DE L'EST DE L'ONTARIO
L'ÉGLISE PRESBYtérienne AU CANADA**

MINUTES AND REPORTS

**The 135th Synod Meeting
October 16th and 17th, 2009**

**Westminster Presbyterian Church
Ottawa, Ontario**

THE PRESBYTERY OF OTTAWA



**THE SYNOD OF QUEBEC AND EASTERN ONTARIO
THE PRESBYTERIAN CHURCH IN CANADA**

ONE HUNDRED AND THIRTY-FIFTH MEETING
OF THE SYNOD OF QUÉBEC AND EASTERN ONTARIO
WESTMINSTER PRESBYTERIAN CHURCH,
OTTAWA, ONTARIO
OCTOBER 16th – 17th, 2009

TABLE OF CONTENTS

MINUTES

<u>Sederunts:</u>	<u>Pages</u>
First	1-13
Second	14-15
Third	15-21
Fourth	21-24

Docket Items:

Memorial Service.....	1-2
Committee on Business	2-4, 7-10, 22
Roll of Synod	3
Notice of Motion: Synod Standing Orders.....	7, 22
Regrets	3
Visitors	4
Election of Moderator	4
Installation of Moderator	4-5
Adoption of Docket	5
Adoption of Minutes of the 134 th Synod Meeting	5-6
Business Arising	6
Correspondence	6-7
Finance Committee.....	11, 20
Treasurer's Report.....	11
Regional Staffing Committee Report.....	11-12
Reports from Regional Staff.....	12
Resource Team on Sexual Abuse and/or Harassment.....	12-13
Synod Webservant.....	13

TABLE OF CONTENTS (cont'd)

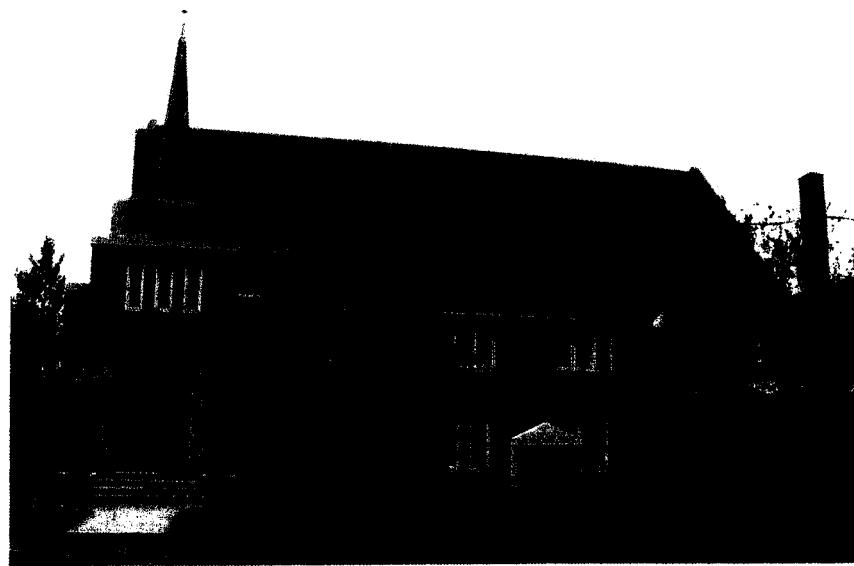
<u>Docket Items:</u> (continued)	<u>Pages</u>
Committee on Roll and Leave to Withdraw.....	13, 15, 21
Youth Committee Report.....	14
Guest Speaker, the Hon. David Kilgour.....	15
Guest Speaker, Ms. Mary Gorombey.....	16
WMS Synodical.....	16-17
Missions Committee and Robert Fund Committee.....	17-18, 21, 22-23
Report from the Presbytery of Ottawa re Gracefield Camp.....	18-19
Camp d'action biblique Report.....	19
Board of Directors – Gracefield Christian Camp and Retreat Centre.....	19-20
Committee to Examine the Minutes of the Presbyteries and the Synod Council...22	
Committee on Courtesies.....	23-24

REPORTS

<u>Appendices:</u>	<u>Pages</u>
A.....Docket.....	1-2
B.....2010 Proposed Budget.....	3
C.....2010 Budget – Adopted.....	4
D.....5-Year Forecast.....	5
E.....Review Engagement Report & Financial Statements as at Dec. 31/08....	6
F..... Treasurer's Report – January 1 to December 31, 2008.....	7-8
G..... Treasurer's Report – January 1 to September 5, 2009.....	9-10
H.....Treasurer's Report – September 5 to October 15, 2009.....	11-12
I..... Regional Staffing Committee Report.....	13
J..... Regional Staff Report	14-15
K..... Resource Team on Sexual Abuse and/or Harassment Report.....	16
L..... Synod Webservant Report.....	17
M... Youth Committee Report	18-21
N.... WMS Synodical Report.....	22

TABLE OF CONTENTS (Cont'd):

O.... Missions Committee & Robert Fund Committee Reports.....	23-25
P.... The Presbytery of Ottawa re Oversight of Gracefield Camp.....	26-29
Q.... The Gracefield Camp and Conference Centre Review Engagement.....	30-41
Report and Financial Statements as at December 31, 2008	
R.... The Report of the Gracefield Transition Team.....	42-74
to The Presbytery of Ottawa	
S.... Camp d'action biblique Report.....	75-79
T.... Board of Directors – Gracefield Christian Camp and Retreat Centre.....	80-84
U.... Synod Standing Orders.....	85-92
V.... Memorial Record.....	93
W....Moderators of the Synod of Québec & Eastern Ontario 1945-2009.....	94-95



WESTMINSTER PRESBYTERIAN CHURCH

WESTMINSTER PRESBYTERIAN CHURCH

In the beginning . . .

Property is purchased on River Road (now Roosevelt Avenue). Cornerstone is laid in November, 1931.

By the spring of 1932 a basement church was in use (now known as the lower hall). The name Westminster now appears in the records.

From 1929 to 1932 Dr. Hugh Cameron was the Minister. Records show that there were 86 Sunday School pupils and the collection taken was \$3.33.

In February 1954 the completed church building was dedicated with the Rev. Donald Campbell presiding. In March 1954 the Rt. Hon. John Diefenbaker spoke at the first congregational dinner.

In March 1963 the Christian Education Building was dedicated. This provided much-needed Sunday School Space, a new kitchen and recreational facilities. Rev. R. Currie Creelman was the presiding minister.

In 1970 all congregational debt was retired.

Those who went before, built for the future in the Presbyterian tradition.

The basement church . . .

Mrs. Jessie Bailey recalls that at one point the power bill was in arrears and her mother used her housekeeping money to pay the bill.

Of those years in the basement church Mildred Stinson said: *"Sometimes the roof leaked. It was flat and we had to set pails to catch the drips. Once the coal bill wasn't paid".*

Isobel Gow played the piano in the Sunday School in those days. She delighted in telling of the time she rose to sing *"Dare to be Daniel – Dare to stand alone". The kid behind me lifted the seat from under me and I sat down on nothing".*

Mrs. Jessie Bailey recalls that the pulpit used in the basement church came from Bethany Church. *"My father made enquiries as to what was going to happen to the pulpit and oak front and was able to buy them for \$15.00. He borrowed a horse and wagon, loaded it on and stored it until it could be used".*

In January 1953 steps were taken to establish a building fund for the completion of the Church. Erskine Presbyterian Church was pleased to financially assist with a donation of \$3,468.00.

Our 80th year . . .

Our pastor put it so well in an annual report. "God's love and grace are the foundation of our lives. It is this gift, in Jesus Christ, that we offer to others".

It is God's love and grace that we offer as we have reached out to the congregation of Erskine Presbyterian Church in their proposal to amalgamate our two congregations. At a meeting in June it was immediately evident that the principles established by representatives of the two congregations were not only complimentary but an excellent basis for a strong working relationship. The openness and goodwill of both groups to reach an amiable amalgamation was very apparent.

Through the summer and autumn of 2007 the two congregations enjoyed fellowship together over dinners and in Sunday worship, both here and at Erskine.

Westminster was closed on Sunday, October 21st, when the two congregations gathered for the closing service at Erskine. On that same evening a special service of thanksgiving took place at Erskine. The commencement of our life as a joint congregation began on Sunday, October 28, 2007.

May we continue in this ministry of love and grace.

**THE MINUTES AND REPORTS
OF
THE ONE HUNDRED AND THIRTY-FIFTH MEETING OF
THE SYNOD OF QUÉBEC AND EASTERN ONTARIO
OF
THE PRESBYTERIAN CHURCH IN CANADA
HELD AT
OTTAWA, ONTARIO
OCTOBER 16TH – 17TH, 2009**

FIRST SEDERUNT

In the City of Ottawa, Ontario, and within Westminster Presbyterian Church, on Friday the sixteenth day of October in the year of our Lord two thousand and nine, at two o'clock in the afternoon.

At which place and time, the ministers and ruling elders being commissioners from the several presbyteries of The Synod of Québec and Eastern Ontario of The Presbyterian Church in Canada, convened as appointed by The Synod of Québec and Eastern Ontario held in the Town of Ingleside, Ontario, in its final sederunt on the twenty-second day of November 2008.

The public worship of God was held in the sanctuary of Westminster Presbyterian Church, Ottawa. The Moderator, the Rev. Mark Bourgon, conducted worship and preached the sermon, entitled "Where's My Reward". The Rev. William Ball, assisted by the Rev. Mark Bourgon, celebrated the Sacrament of Holy Communion. Elders serving were Bruce Thompson, Ginny Thompson and Lezlie Wood. The Choir of Westminster Church sang the anthem 'Praise the Lord'. The Organist and Music Director Alan Thomas provided music for the worship service.

SYNOD CONSTITUTED

Following the worship service, commissioners were invited to go to the Vogan Memorial Hall, where a brief recess was held. At fifteen past three o'clock in the afternoon, the Moderator, the Reverend Mark Bourgon constituted the Synod with prayer in the Name of the Lord Jesus Christ, the only King and Head of the Church, to transact all the business which might properly come before it.

MEMORIAL SERVICE

The clerk read the memorial records for the ministers and the names of elders within the synod who had died during the previous year.

From the Presbytery of Quebec (no names received)

From the Presbytery of Montreal

Minister: The Rev. R. L. Inglis

From the Presbytery of Ottawa

Elders: Kenneth Duncan Hudspith Carmichael, St. Giles Church, Ottawa; Murray Fraser, St. Andrew's Church, Ottawa; Alastair P. Stewart, Westminster Church, Ottawa; Florence Ashichoo Osabu-kle, formerly Erskine Church, Ottawa; Wentworth Norwood (Stocky) Stockford,

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
 Meeting at Westminster Presbyterian Church, Ottawa, Ontario
 On Friday and Saturday, October 16th and October 17th, 2009

MEMORIAL SERVICE (Cont'd):

From the Presbytery of Ottawa

Parkwood Church, Ottawa; Florence H. (Bee) Griffiths, St. Andrew's Church, Stittsville; Shirley Sandziuk, Westminster Church, Ottawa; Helena Gertrude Shedden, formerly Erskine Church, Ottawa; Thomas Joy, formerly Erskine Church, Ottawa.

From the Presbytery of Seaway-Glengarry

Elders: Reginald Donnelly, St. Matthew's Church, Ingleside; Elburn Crites, St. Matthew's Church, Ingleside; George McIlwain, Kenyon Church, Dunvegan; Gerald Robinson, First Church, Brockville; Howard Ferguson, St. Andrew's-Knox Church, Spencerville; Robert 'Jay' Bender, St. Matthew's Church, Ingleside; Kenneth Booth, St. Andrew's & St. James Church, Cardinal; Andrew Britnell, formerly St. Andrew's Church, Prescott.

From the Presbytery of Lanark & Renfrew

Minister: Major The Rev. Lyle Sams, May 12, 2008

Elders: Margaret Woods, Knox Church, Westport; Emmet Denison, Knox Church, Westport; Andrew Penny, St. Andrew's Church, Kilmars.

Following the reading of the names, the Moderator offered a prayer and a moment of silence was observed.

MOTION: It was moved by Donna McIlveen and seconded by Sandy McCuan that the memorial records presented to the synod be included in the minutes from the 135th synod meeting. **ADOPTED.**

The Memorial Record for Major The Rev. Peter Lyle Sams (CD, BA) is found at Appendix V – page 92.

WELCOME

On behalf of the session and congregation, the Rev. William Ball, host minister of Westminster Presbyterian Church, welcomed the commissioners and guests to the 135th annual meeting of the Synod of Québec and Eastern Ontario and to Westminster Church.

In keeping with the Leading With Care Policy directions were offered on how to navigate through the church building, and where the various exits were located.

COMMITTEE ON BUSINESS

Donna McIlveen, on behalf of the Synod Council, presented the report.

MOTION: It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Report of the Committee on Business be received and considered. **ADOPTED.**

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
 Meeting at Westminster Presbyterian Church, Ottawa, Ontario
 On Friday and Saturday, October 16th and October 17th, 2009

Recommendation No. 1

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Roll of the Synod of Québec and Eastern Ontario be those commissioners appointed by its several presbyteries.
ADOPTED.

ROLL OF SYNOD

Presbytery of Quebec

The Rev. Giancarlo Fantechi *
 The Rev. John Barry Forsyth *

Mr. Alex Cook *
 Ms. Sarah MacDonald

Presbytery of Montreal

The Rev. Bruce Gourlay
 The Rev. Timothy Hwang *
 The Rev. Dr. Barry Mack
 The Rev. Dr. John Simms
 The Rev. Dr. John Vissers
The Rev. Luke Vanderkamp

Ms. Anita Mack

Presbytery of Ottawa

The Rev. John L. Archibald
 The Rev. Laszlo Peter
 The Rev. W.L. Shaun Seaman
 Mrs. Dorothy Herbert
The Rev. James T. Hurd

Ms. Marlene du Charme
 Ms. Lois Hope
 Mr. Phil Campbell
 Mr. Ian Stevenson
 Mr. Don Lloyd (Friday)
 Mr. David Wright (Saturday)

Presbytery of Lanark and Renfrew

The Rev. Milton Fraser
 The Rev. Tony Boonstra
 The Rev. Benoit Cousineau

Mr. Ken Black
Mr. Sandy McCuan
 Mr. Brian Woods

Presbytery of Seaway-Glengarry

The Rev. Mark Bourgon
 The Rev. James Douglas
 The Rev. Floyd McPhee

Ms. Donna McIlveen
 Ms. Ann Langabeer

- name of commissioner underlined is a member of Synod Council
- * commissioners who sent regrets are marked with an asterisk

Regrets:

In addition to the regrets received from commissioners (noted above) the following members of Synod Council submitted regrets: the Rev. Patricia Van Gelder, convener of the Synod Resource Team on Sexual Abuse and/or Harassment; Mrs. Lois Klempa, WMS Synodical President.

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
Meeting at Westminster Presbyterian Church, Ottawa, Ontario
On Friday and Saturday, October 16th and October 17th, 2009

Visitors:

Synod Council: the Rev. Ross Davidson (Treasurer and Clerk to the Presbytery of Québec), Dr. Michael Pettem (Clerk to the Presbytery of Montréal), Mr. Don MacMillan (Missions Committee Convener), Mr. Gordon Walford (Synod Webservant).

Others: Mrs. Christine Ball (Synod Regional Staff, Eastern Ontario), Mr. Craig Dewar, (Camp d'action biblique), Mrs. Corinne Bourgon (Presbytery of Seaway-Glengarry) and the Rev. Ernest Zugor (Presbytery of Ottawa).

MOTION: It was moved by Dorothy Herbert and seconded by John Vissers that the visitors be invited to sit and correspond. **ADOPTED.**

The Moderator welcomed all visitors to the synod meeting.

It was agreed that further recommendations from the Committee on Business would be considered later.

ELECTION OF MODERATOR

The time having come to elect a Moderator to preside over the 135th Meeting of the Synod of Québec and Eastern Ontario, the clerk reported that three nominations for Moderator had been received by four of the five presbyteries within the bounds of the Synod of Québec and Eastern Ontario. By rotation the nominees were to come from the Presbytery of Ottawa. The nominees were: from the Presbytery of Seaway-Glengarry: the Rev. William Ball; from the Presbytery of Québec and the Presbytery of Ottawa: the Rev. James T. Hurd; and from the Presbytery of Lanark and Renfrew: Mrs. Christine Ball. The clerk contacted all nominees prior to the synod meeting. The Rev. William Ball and Mrs. Christine Ball withdrew their names. The Rev. James T. Hurd agreed to let his nomination stand.

MOTION: It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the name of the Rev. James T. Hurd be placed before the Synod of Québec and Eastern Ontario as a nominee for moderator of the 135th synod meeting. **ADOPTED.**

The Moderator called for nominations from the floor. There were no further nominations.

MOTION: It was moved by Ann Langabeer and seconded by Anita Mack that nominations cease. **ADOPTED.**

MOTION: It was moved by Floyd McPhee and seconded by Donna McIlveen that the Rev. James T. Hurd be declared elected as Moderator. **ADOPTED.**

The Rev. Mark Bourgon declared the Rev. James T. Hurd elected Moderator of the 135th Synod of Québec and Eastern Ontario.

INSTALLATION OF THE MODERATOR

The Rev. James T. Hurd was invited to step forward. The Rev. Mark Bourgon welcomed the

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
Meeting at Westminster Presbyterian Church, Ottawa, Ontario
On Friday and Saturday, October 16th and October 17th, 2009

INSTALLATION OF THE MODERATOR (Cont'd):

Rev. James T. Hurd. The Moderator asked the court the appointed questions, followed by the appointed questions to the moderator elect. The Rev. Mark Bourgon then offered prayer and installed the Rev. James T. Hurd as Moderator of the 135th Synod of Québec and Eastern Ontario. The right hand of fellowship was given.

The Rev. James T. Hurd expressed his appreciation to the Court for the confidence and trust placed in him by his election as Moderator, and he thanked the presbyteries that nominated him. He indicated that he will look to the Lord for wisdom, strength and peace.

The Rev. James T. Hurd also expressed thanks to the past moderator for his service to the Court this past year. The Court then expressed their thanks to the Rev. Mark Bourgon with a round of applause.

MINUTES OF PRESBYTERIES AND SYNOD COUNCIL

The Synod called for the minutes of the several presbyteries within the bounds, and the minutes of the synod council, that they might be placed in the hands of the Committee to Examine Minutes. The clerk announced that the minutes from the Presbytery of Québec, the Presbytery of Montréal, the Presbytery of Seaway-Glengarry, the Presbytery of Ottawa, the presbytery of Lanark and Renfrew, and the synod council were available for examination.

ADOPTION OF THE DOCKET (Appendix A – pages 1-2)

MOTION: It was moved by Donna McIlveen and seconded by Tony Boonstra that the proposed docket be received. ADOPTED.

The following changes were noted:

First Sederunt: 18a. – the Synod Webservant

Third Sederunt: a coffee break will be offered following the guest speaker

Third Sederunt: the Missions / Robert Fund Committee will report at 10:30 a.m. not 10:50 a.m.

MOTION: It was moved by Donna McIlveen and seconded by Tony Boonstra that the proposed docket be adopted. ADOPTED.

The docket is as followed by these minutes.

MINUTES OF THE 134th SYNOD MEETING

The minutes of the 134th meeting of the Synod of Québec and Eastern Ontario were circulated to the presbyteries within the bounds for distribution as follows: (a) commissioners named (b) one copy to each congregation within the synod bounds (c) members of Synod Council.

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
 Meeting at Westminster Presbyterian Church, Ottawa, Ontario
 On Friday and Saturday, October 16th and October 17th, 2009

MINUTES OF THE 134th SYNOD MEETING (Cont'd):

It was noted that on page 2, under Memorial Service, Presbytery of Ottawa, the correct spelling for elder Ms. Olga McCadam DeLong is: Ms. Olga McAdam DeLong.

MOTION: It was moved by Donna McIlveen and seconded by Mark Bourgon that the minutes of the 134th meeting of the Synod of Québec and Eastern Ontario be adopted, as corrected. **ADOPTED.**

BUSINESS ARISING – no report

CORRESPONDENCE

MOTION: It was moved by Donna McIlveen and seconded by Dorothy Herbert that the following items of correspondence be received. **ADOPTED.**

1. La Vie Chretienne: Christmas 2008 issue, rec'd December 22, 2008 and spring 2009 issue, rec'd May 19, 2009.
 - Received for information.
2. Nominations for synod moderator from the various presbyteries within the synod:
 - a. From the Presbytery of Québec (the Rev. James Hurd) rec'd October 9, 2009.
 - b. From the Presbytery of Montréal (no nomination received)
 - c. From the Presbytery of Seaway-Glengarry (the Rev. William Ball) rec'd June 17, 2009
 - d. From the Presbytery of Ottawa (the Rev. James Hurd) rec'd June 17, 2009
 - e. From the Presbytery of Lanark and Renfrew (Mrs. Christine Ball) rec'd June 26, 2009.
 - Received for information.
3. Terrie-Lee Hamilton, Assembly Office. Letter re synod appointment of members to the 2010 General Assembly Committee to Nominate to Standing Committees. Rec'd Sept. 14 / 09.
 - Considered under the Committee on Business, recommendation no. 13.
4. Assembly Office. 133rd Synod Minutes, October 2007 and Special Meeting, May 2008, returned after examination by the 135th General Assembly – with note. Rec'd June 18, 2009.
 - Received for information.
5. James Hurd, clerk to the Presbytery of Ottawa. Copy of the Report of the Gracefield Transition Team to the Presbytery of Ottawa. September 17, 2009.
 - Received for information.
6. Sarah Kim, WMS and Richard Fee, Life and Mission Agency. Letter re changes to grants for Regional Staff effective January 1, 2011. Rec'd September 30, 2009.
 - Referred to the Regional Staffing Committee.

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
Meeting at Westminster Presbyterian Church, Ottawa, Ontario
On Friday and Saturday, October 16th and October 17th, 2009

CORRESPONDENCE (Cont'd):

7. Ross Davidson, Presbytery of Québec clerk. Letter with two recommendations from presbytery: (1) a request for a proportional deduction of all compressible budget items and (2) request to reconsider the annual budgeted amount for the water/septic repairs at Gracefield, which amount was established at least two years ago on the basis of a proposed bank loan which has not yet been obtained. Rec'd October 9, 2009.

MOTION: It was moved by Donna McIlveen and seconded by Benoit Cousineau that the correspondence from the Presbytery of Québec be referred to the Synod Finance Committee. **ADOPTED.**

RECESS

The time for a refreshment break having arrived, the moderator declared a fifteen minute recess.

COMMITTEE ON BUSINESS

Recommendation No. 2

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that attendance be recorded in the Synod's Register, and travel expenses be paid upon authorization of the Finance Committee in consultation with the Committee on the Roll and Leave to Withdraw. **ADOPTED.**

Notice of Motion

Recommendation No. 3

I, Donna McIlveen, give notice that at a future sederunt, I will move or cause to be moved that they Synod Standing Orders be reconsidered.

The Notice of Motion will be considered at a later sederunt.

Recommendation No. 4

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that members of synod council, regional staff appointed to serve within the bounds, and the synod's webservant be invited and expected to attend the meeting of Synod, and that, if necessary, their expenses be paid on the same basis as those of commissioners. **ADOPTED.**

Recommendation No. 5

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the following be invited to address the synod: Christine Ball and Anita Mack (regional staff), Doug Kendall (chair, Board of Directors, Gracefield Christian Camp and Retreat Centre) and Craig Dewar (chair, Camp d'action biblique Committee). **ADOPTED.**

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
Meeting at Westminster Presbyterian Church, Ottawa, Ontario
On Friday and Saturday, October 16th and October 17th, 2009

COMMITTEE ON BUSINESS (Cont'd):

Recommendation No. 6

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that Mr. David Kilgour, Member of Parliament (retired), be invited to address the synod on Friday evening. **ADOPTED.**

Recommendation No. 7

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that Ms. Mary Gorombey, mission personnel with International Ministries serving with the Reformed Church in Hungary, be invited to address the synod on Saturday morning. **ADOPTED.**

Recommendation No. 8

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that commissioners desiring to leave the Synod early, receive permission from the court through the Committee on the Roll and Leave to Withdraw. **ADOPTED.**

Recommendation No. 9

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Committee on the Roll and Leave to Withdraw be Sarah MacDonald, commissioner from the Presbytery of Québec. **ADOPTED.**

Recommendation No. 10

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Committee to Examine Presbytery Minutes and Minutes of the Synod Council be convened by James Douglas, commissioner from the Presbytery of Seaway-Glengarry, with Benoit Cousineau and Ken Black, commissioners from the Presbytery of Lanark & Renfrew. **ADOPTED.**

Recommendation No. 11

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Committee on Courtesies be Floyd McPhee and Ann Langabeer, commissioners from the Presbytery of Seaway-Glengarry. **ADOPTED.**

Recommendation No. 12

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Committee to review the Minutes of the meeting of the 135th Synod of Quebec and Eastern Ontario be the Moderator of Synod and the Clerk of the Presbytery of Montréal. **ADOPTED.**

Recommendation No. 13

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Presbytery of Québec be named to appoint members (a minister/diaconal minister commissioner and an elder commissioner) to the 2010 General Assembly Committee to Nominate to Standing Committees. **ADOPTED.**

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario**Meeting at Westminster Presbyterian Church, Ottawa, Ontario****On Friday and Saturday, October 16th and October 17th, 2009**

COMMITTEE ON BUSINESS (Cont'd):**Recommendation No. 14**

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that Synod Council be authorized to fill any vacancies which may occur with (in the membership of) Synod Standing Committees prior to the next Synod meeting. **ADOPTED.**

Recommendation No. 15

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Synod Youth Committee lie fallow for one year, during which time the Regional Staff be asked to confer with the presbyteries as to the future role for the synod in co-ordinating activities for children, youth and young adults, to consult with the synod council and to make a report to the synod meeting in 2010. **ADOPTED.**

Synod Standing Committees**Synod Council – Committee to Nominate**

Moderator, Past Moderator, Clerk, Clerks of the Presbyteries, Conveners of the Standing Committees and a representatives of the WMS Synodical.

Finance Committee

(Convener), Synod Treasurer, 5 Presbytery Treasurers or Presbytery Finance Conveners: Giancarlo Fantechi (Quebec), Sandra Steadman (Montreal), Ian MacMillan (Seaway-Glengarry), Mark Ranson (Ottawa), Sandy McCuan (Lanark and Renfrew).

Youth Committee

(Convener), Christine Ball (Regional Staff and Ottawa rep.), Anita Mack (Regional Staff), Gina Farnell (Quebec rep.), Warren Wong (Montreal rep.), Julia Apps-Douglas (Seaway-Glengarry rep.), Mary Campbell (Lanark and Renfrew rep.), _____ (Gracefield rep.), and Craig Dewar (CAB rep.).

Missions Committee / Robert Fund

Donald MacMillan (Convener), representatives from the 5 Presbytery Missions Committees (Sarah MacDonald, Quebec; Barry Mack, Montreal; Floyd McPhee, Seaway-Glengarry; Stewart Elder, Ottawa; and _____, Lanark and Renfrew); Joe Reed (representing Francophone ministries within the Presbyteries of Quebec and Montreal) and the Synodical President, Lois Klempa.

The Regional Staffing Committee

Luke Vanderkamp (Convener), with three members from the Synodical (Catherine Blatch, Sheila Paterson and Lois Klempa) and three members from the Synod (Joan Forsythe, Wayne Menard and James Ferrier).

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
Meeting at Westminster Presbyterian Church, Ottawa, Ontario
On Friday and Saturday, October 16th and October 17th, 2009

COMMITTEE ON BUSINESS (Cont'd):

Synod Historian – _____.

Pension Board – Synod Corresponding Representative - Synod Treasurer

Committee re Sexual Abuse and Sexual Harassment

_____ (Convener), with representation from the various presbyteries: Québec: presbytery clerk as contact; Montréal: Jocelyn MacKay; Seaway-Glengarry: Mark Bourgon & Ian MacLean; Ottawa: _____ and Lanark & Renfrew: Joan Hilliard.

Synod Web-Site – Webservant, Gordon Walford

Synod Web-Site Oversight Committee – Gordon Walford, Stan Currie, and Donna McIlveen.

Synod Representative to Assembly Council – Ross Davidson (2009-2011)

Recommendation No. 16

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the above be the Standing Committees of Synod. **ADOPTED**.

Recommendation No. 17

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Synod Council be given power to issue to advance any nominations to the General Assembly Committee to Nominate on behalf of the Synod, and to encourage members to consider the various committee and agencies for possible nominations to them. **ADOPTED**.

Recommendation No. 18

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Moderator and the immediate Past Moderator, in consultation with the synod clerk and synod council, be appointed the Commission on Unfinished Business. **ADOPTED**.

Recommendation No. 19

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Synod accept the invitation of the Presbytery of Québec to host the 136th meeting of the Synod of Québec and Eastern Ontario and to meet at St. Andrew's Presbyterian Church, Melbourne, Québec, October 15th and 16th, 2010. **ADOPTED**.

Recommendation No. 20

It was moved by Donna McIlveen and seconded by Luke Vanderkamp that the Synod Council recommend to the Synod that a survey be sent out to each elder within the bounds to ascertain their opinion as to the continuation of Synod meeting as a commissioned court. **ADOPTED**.

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
Meeting at Westminster Presbyterian Church, Ottawa, Ontario
On Friday and Saturday, October 16th and October 17th, 2009

FINANCE COMMITTEE

In the absence of a Finance Committee convener, Sandy McCuan presented a report including the 2010 proposed budget and a 5-year forecast.

2010 Proposed Budget (Appendix B – page 3)

5-Year Forecast (Appendix D – page 5)

It was agreed to defer discussion on the 2010 Proposed Budget and the 5-Year Forecast until a later sederunt.

TREASURER'S REPORT

Ross Davidson, treasurer, was invited to present the Treasurer's Report, which consisted of 4 items for the consideration of the court.

1. Review Engagement Report 2007 (Appendix E – page 6)

Treasurer's Report on Synod Finances from January 1, 2008 to December 31, 2008
(Appendix F – pages 7-8)

MOTION: It was moved by Sandy McCuan and seconded by Sarah MacDonald that the Review Engagement Report be received and the Treasurer's Report on Synod Finances from January 1, 2008 to December 31, 2008 be adopted. ADOPTED.

2. Treasurer's Report on Synod Finances from January 1, 2009 to September 5, 2009
(Appendix G – pages 9-10)

3. Treasurer's Report on Synod Finances from September 5, 2009 to October 15, 2009
(Appendix H – pages 11-12)

MOTION: It was moved by Sandy McCuan and seconded by Sarah MacDonald that the Treasurer's Report on Synod Finances from January 1, 2009 to September 5, 2009 and the Treasurer's Report on Synod Finances from September 5, 2009 to October 15, 2009, be received for information. ADOPTED.

The Moderator thanked Ross Davidson for his service to the synod as its treasurer.

REGIONAL STAFFING COMMITTEE

(Appendix I – page 13)

Luke Vanderkamp, convener, was invited to present the Regional Staffing Committee report.

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
Meeting at Westminster Presbyterian Church, Ottawa, Ontario
On Friday and Saturday, October 16th and October 17th, 2009

The Moderator, the Rev. James T. Hurd, led in a time of worship. The scripture readings were from Genesis 18 and Acts 16. The theme of the message was we are blessed by the offering of the gift of hospitality. James T. Hurd encouraged us to exercise our gift. The singing of hymns was accompanied with music provided by Alan Thomas on the organ and Gordon Walford on the guitar. Prayer time was held which included prayer for our persecuted sisters and brothers in Christ.

Following worship the Moderator constituted the Synod with prayer at 9:45 a.m.

GUEST SPEAKER

The Moderator introduced Mary Gorombey, mission personnel serving with the Reformed Church in Hungary.

Mary Gorombey spoke on her ministry in Hungary. Mary presented a power-point slide show that was very informative. She succinctly provided an overview of the history of the area, political concerns, culture, geography, religion, as well as her specific ministry work. Mary ministers to refugee students in Budapest with the Reformed Church in Hungary. Mary is helping to integrate refugee youth into the Hungarian school system. She teaches Hungarian as a second language and tutors many students outside of class time in various subjects. An important part of her work is helping change stereotypes and attitudes in a climate that is not favourable to refugees. Considerable time is spent working with the young people, building trust, in a spirit of love.

The Moderator offered the thanks of the Synod to Mary for her informative and powerful presentation. The court showed their appreciation with a round of applause. The Moderator offered prayer for Mary, her ministry, and for our brothers and sisters in Hungary.

RECESS

The time for a refreshment break having arrived, the moderator declared a fifteen minute recess.

WOMEN'S MISSIONARY SOCIETY SYNODEICAL

(Appendix N – page 22)

MOTION: It was moved by Sarah MacDonald and seconded by Milton Fraser that the report of the Women's Missionary Society Synodical be received for information. **ADOPTED.**

Joan Hilliard presented the report on behalf of the WMS Synodical.

Joan brought to the attention of the court that the new study program, prepared by Education for Mission, is on refugees. The adult study is "Making Connections: Staying Rooted in an Uprooted World" and the children's study is "Partners: Welcoming Refugee Friends to Canada". The studies are for all people, not just members of the WMS.

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
 Meeting at Westminster Presbyterian Church, Ottawa, Ontario
 On Friday and Saturday, October 16th and October 17th, 2009

WOMEN'S MISSIONARY SOCIETY SYNODICAL (Cont'd):

Joan advised the court of the National Presbyterian Women's Conference to be held in Richmond Hill, Ontario from May 20-23, 2011.

The WMS are supporting 2 offering projects: (1) Together We Can – Buy A Brick for Jobat Hostel and (2) School Supplies for Eastern Europe. Donations to these worthwhile projects can be sent directly to the WMS at 50 Wynford Drive in Toronto.

The Moderator thanked Joan Hilliard for the report and thanked the WMS for their valued contribution to the Church.

MOTION: It was moved by Sarah MacDonald and seconded by Milton Fraser that the report of the Women's Missionary Society, as a whole, be adopted. **ADOPTED.**

MISSIONS COMMITTEE & ROBERT FUND COMMITTEE

(Appendix O – pages 23-25)

MOTION: It was moved by Floyd McPhee and seconded by Sarah MacDonald that the report of the Missions Committee, including the Robert Fund Committee, be received and its recommendations considered. **ADOPTED.**

Donald MacMillan, convener, was invited to present the Missions Committee Report, including the Robert Fund Report.

1. Synod Grant Requests to Canada Ministries

Recommendation No. 1

It was moved by Floyd McPhee and seconded by Sarah MacDonald that the synod grant requests for 2010 as presented be approved and forwarded to Canada Ministries.

There was some explanation offered, and discussion held, with respect to the nature of the ministry work within the synod supported by the Canada Ministries grant money.

Upon being put to the vote, the recommendation was **ADOPTED.**

2. Robert Fund Requests

Recommendation No. 2

It was moved by Floyd McPhee and seconded by Sarah MacDonald that the Robert Fund money be distributed as indicated below.

Clerk:

The 135th meeting of the Synod of Québec and Eastern Ontario
 Meeting at Westminster Presbyterian Church, Ottawa, Ontario
 On Friday and Saturday, October 16th and October 17th, 2009

COMMITTEE ON COURTESIES (Cont'd):

To our Synod treasurer, Ross Davidson:

For his continuing and diligent care of the Synod Finances.

To all the Commissioners:

For their thoughtful participation in the 135th synod meeting.

To the Billets:

To those who opened their homes to our out of town Commissioners, we thank you.

To the Ladies of Westminster Church:

For the wonderful meals that were prepared for us and the delicious snacks during the breaks.

And for the Hungarian lunch provided for us on Saturday in honour of our special guest.

To Gordon Walford:

For providing the Synod with his excellent computer skills at synod, the synod website, and for making our meeting run so efficiently.

To ALL who attended the 135th meeting of the Synod of Québec and Eastern Ontario and participated in the informative discussions and the spiritual attitude in which you have worked together to make this meeting such a good and worthwhile experience. Thank You.

MOTION: It was moved by Ann Langabeer and seconded by Floyd McPhee that the report of the Committee on Courtesies be adopted. ADOPTED.

ADJOURNMENT

At one twenty-five o'clock in the afternoon, the business being finished, the Moderator entertained a motion to adjourn.

MOTION: It was moved by John Vissers and seconded by Tony Boonstra that the Synod adjourn. ADOPTED.

The Moderator thanked the commissioners and participants for their diligence throughout the several sederunts.

The Moderator noted that commissioner, Phil Campbell, has served as an elder for 54 years.

The Moderator led the synod in prayer. He then said:

"In the name of the Lord Jesus Christ, the only King and Head of the Church, and by the authority of this Synod, I declare the Synod adjourned to meet again within the bounds of the Presbytery of Québec at Richmond, Québec and within St. Andrew's Presbyterian Church, Canton de Melbourne, on Friday the fifteenth day of October in the year of our Lord, two thousand and ten, at two o'clock in the afternoon."

Moderator

Clerk



Moderator: Rev. Mark Bourgon

Clerk: Mrs. Donna McIlveen

135th MEETING PROVISIONAL DOCKET
FRIDAY, OCTOBER 16th to SATURDAY, OCTOBER 17th, 2009

WESTMINSTER PRESBYTERIAN CHURCH
OTTAWA, ONTARIO

FIRST SEDERUNT

Friday, October 16th at 2 p.m.

1. 2:00 p.m. Opening Worship / Communion
2. 3:15 p.m. Constitution of the Synod
3. Memorials
4. Welcome to Westminster Presbyterian Church
5. Roll of Synod / Regrets / Visitors
6. Election of Moderator / Installation of the Moderator
7. Records of Presbyteries and Synod Council
8. Adoption of the Docket
9. Minutes of the 134th meeting
10. Business Arising
11. Correspondence
12. Committee on Business
13. 3:50 p.m. Refreshment Break
14. 4:00 p.m. Finance Committee
15. Treasurer's Report
16. 5:00 p.m. Regional Staffing Committee
- Regional Staff: Christine Ball and Anita Mack
17. 5:15 p.m. Resource Team on Sexual Abuse and/or Harassment
18. 5:45 p.m. Synod Webservant
19. Committee on Roll and Leave to Withdraw
20. 5:55 p.m. Announcements
21. Adjournment / Prayer
22. Supper
23. 6:00 p.m.

SECOND SEDERUNT

Friday, October 16th at 7:00 p.m.

1. 7:00 p.m. Prayer/Constitute the Court
2. 7:05 p.m. Youth Committee
3. 7:30 p.m. Guest Speaker, Mr. David Kilgour
4. 8:55 p.m. Committee on the Roll and Leave to Withdraw
5. Announcements
6. 9:00 p.m. Adjournment and Prayer

THIRD SEDERUNT

	8:00 a.m.	Committee Meetings (as needed)
1.	9:00 a.m.	Worship
2.		Prayer to Constitute the Court
3.	9:30 a.m.	Guest Speaker Ms. Mary Gorombey, Reformed Church in Hungary
4.		Refreshment Break
5.	10:25 a.m.	Women's Missionary Society Synodical
6.	10:30 a.m.	Mission Committee and Robert Fund Committee
7.	10:45 a.m.	Report from the Presbytery of Ottawa Re: Gracefield Christian Camp and Retreat Centre
8.	11:00 a.m.	Report from the Presbytery of Québec Re: Camp d'action biblique
9.	11:10 a.m.	Board of Directors – Gracefield Christian Camp and Retreat Centre
10.	11:20 a.m.	Finance Committee (cont'd)
11.	11:55 a.m.	Committee on Roll and Leave to Withdraw
12.		Adjournment and Prayer
13.	12:00 p.m.	Lunch

FOURTH SEDERUNT

	1:00 p.m.	Prayer to Constitute the Court
2.	1:05 p.m.	Committee to Examine the minutes of the Presbyteries and the Synod Council
3.		Unfinished Business
4.		Committee on Courtesies
5.		Time and Place of the next Synod meeting
6.		Adjournment and Prayer

Proposed Synod Budget For 2010

<u>Synod Admin. & Prog.</u>	<u>2009</u>	<u>2010</u>	
Administration			
Synod meeting	4,000	8,000	(Host Que. Pres.; last time Que. was host, cost was \$7,700 since Que. is at one end of the Synod and larger pres. are all travelling)
Minutes	800	800	
Honoraria			
Clerk's	2,000	2,200	
Treasurer	1,000	1,100	
Audit/Review	1,200	500	
Notary	500	500	
Clerk's Office			
Office expenses	800	800	
Liability insurance	1,700	1,800	
Clerk's consultation		500	
Microfilming		300	
Committees			
Synod council	2,200	2,200	
Other Committees	3,500	3,500	
Finance			
Banking Costs	250	250	
Reserve Fund		500	
Regional staff			
Expenses	5,000	7,000	(Each staff person needs a new computer at \$1,000 each)
Programs			
Youth			
Youth programs	3,000	1,000	
Canada youth	1,000	1,500	(Canada youth costs have increased)
Vie chretienne			
Operating grant	1,700	1,700	
Total Admin. & Prog.	<u>28,650</u>	<u>34,150</u>	
Camping & Outreach			
Gracefield			
Operating grant	50,000	45,000	
Capital	15,360	15,360	
Camp d'action biblique			
Operating grant	16,000	21,000	
Total Camping/Outreach	<u>81,360</u>	<u>81,360</u>	
GRAND TOTAL EXPENSES	<u>110,010</u>	<u>115,510</u>	

Base Amounts

Quebec	Montreal	Seaway	Glengarry	Ottawa	Lanark & Renfrew	Total Synod
424,310	3,451,485	1,561,267		3,229,495	1,634,279	10,300,836

Assessments

Quebec	Montreal	Seaway	Glengarry	Ottawa	Lanark & Renfrew
4,798	39,033	17,676		36,540	17,463

NOTE: The base amount shown in the 2008 Acts & Proceedings was incorrectly shown for Lanark and Renfrew and as a result that presbytery paid \$863 more to Synod in 2009 than they should have. This overpayment is being corrected in the 2010 assessments above.

<u>Synod Admin. & Prog.</u>	<u>2009</u>	<u>2010</u>	
Administration			
Synod meeting	4,000	8,000	(Host Que. Pres.; last time Que. was host, cost was \$7,700 since Que. is at one end of the Synod and larger pres. are all travelling)
Minutes	800	800	
Honoraria			
Clerk's	2,000	2,200	
Treasurer	1,000	1,100	
Audit/Review	1,200	500	
Notary	500	500	
Clerk's Office			
Office expenses	800	800	
Liability insurance	1,700	1,800	
Clerk's consultation		500	
Microfilming		300	
Committees			
Synod council	2,200	2,200	
Other Committees	3,500	3,500	
Finance			
Banking Costs	250	250	
Reserve Fund		500	
Regional staff			
Expenses	5,000	7,000	(Each staff person needs a new computer at \$1,000 each)
Programs			
Youth			
Youth programs	3,000	1,000	
Canada youth	1,000	1,500	(Canada youth costs have increased)
Vie chretienne			
Operating grant	1,700	1,700	
Total Admin. & Prog.	28,650	34,150	
Camping & Outreach			
Gracefield			
Operating grant	50,000	45,000	
Capital	15,360	15,360	
Camp d'action biblique			
Operating grant	16,000	21,000	
Total Camping/Outreach	81,360	81,360	
GRAND TOTAL EXPENSES	110,010	115,510	
TAKEN FROM RESERVE	10,000	10,000	
BALANCE	100,010	105,510	

Base Amounts

Quebec	Montreal	Seaway	Glengarry	Ottawa	Lanark & Renfrew	Total Synod
424,310	3,451,485	1,561,267		3,229,495	1,634,279	10,300,836

Assessments for 2010

Quebec	Montreal	Seaway	Glengarry	Ottawa	Lanark & Renfrew
4,389	35,696	16,147		33,401	15,877

NOTE: The base amount shown in the 2008 Acts & Proceedings was incorrectly shown for Lanark and Renfrew and as a result that presbytery paid \$863 more to Synod in 2009 than they should have. This overpayment is being corrected in the 2010 assessments above.

PROPOSED 5 YEAR FORECAST

<u>Description</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Administration					
Synod meeting	8,000	4,500	4,500	4,500	4,500
Minutes	800	800	800	800	900
Honoraria					
Clerk	2,200	2,200	2,200	2,200	2,200
Treasurer	1,100	1,100	1,100	1,100	1,100
Audit/Review	500	500	500	500	500
Notary	500	300	300	300	300
Clerk's Office					
Office expenses	1,100	800	800	850	850
Liability insurance	1,800	1,800	1,800	1,900	1,900
Clerk's consultation	500	0	500	0	500
Committees					
Synod council	2,200	2,200	2,200	2,200	2,200
Other Committees	3,500	3,500	3,500	3,500	3,500
Finance					
Banking Costs	250	250	250	250	250
Reserve Fund	500	2,000	2,000	2,000	2,000
Escalation (cost of living)	0	400	700	900	1,200
Regional staff					
Expenses	7,000	5,000	5,000	5,000	5,000
Programs					
Youth					
Youth program	1,000	3,000	3,000	3,000	3,000
Canada youth	1,500	2,000	2,000	2,000	2,000
Vie chretienne					
Operating grant	1,700	1,800	1,850	1,900	1,950
Gracefield					
Operating grant	45,000	43,216	43,480	43,744	43,862
Capital (Septic/Water Project)	15,360	15,360	15,360	15,360	15,360
Camp d'action biblique					
Operating grant	21,000	23,692	23,606	23,520	23,493
TOTAL EXPENSES	115,510	114,418	115,446	115,524	116,565

Note: Cost of living has not been applied to the Gracefield & Camp d'action biblique grants.

<u>Description</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Base Amounts					
Quebec	424,310	395,758	392,758	389,758	387,758
Montreal	3,451,485	3,193,927	3,183,927	3,173,927	3,171,927
Tot. Quebec Province	3,589,685	3,576,685	3,563,685	3,559,685	
Seaway Glengarry	1,561,267	1,618,615	1,613,615	1,608,615	1,599,615
Ottawa	3,229,495	3,343,532	3,373,532	3,403,532	3,425,532
Lanark & Renfrew	1,634,279	1,585,703	1,600,703	1,615,703	1,620,703
Tot. Eastern Ontario	6,547,850	6,587,850	6,627,850	6,645,850	
Total Synod	10,300,836	10,137,535	10,164,535	10,191,535	10,205,535
Assessments					
Quebec	4,798	4,467	4,461	4,418	4,429
Montreal	39,033	36,048	36,162	35,977	36,229
Seaway Glengarry	17,676	18,269	18,326	18,234	18,270
Ottawa	36,540	37,737	38,317	38,581	39,126
Lanark & Renfrew	17,463	17,897	18,180	18,314	18,511
Total	115,510	114,418	115,446	115,524	116,565

April 12, 2009

**RE : Financial statements
January 1st to December 31st 2008**

To the Directors of
The Synod of Quebec and Eastern Ontario

At the request of Mr. Ross Davidson, I have verified the financial statements of the Synod of Quebec and Eastern Ontario for the fiscal year 2008, as prepared by Mr. Davidson. I have done so as a private individual.

As a result of my examination based on the documents provided to me by Mr. Davidson (cheques, cheque stubs, invoices, payroll records, ledgers and the 2007 financial statements), I find that nothing has come to my attention that causes me to believe that these statements are not accurate.

This does not constitute an audit and therefore does not express an audit opinion on these financial statements.

Yours truly,



Suzanne Aubre
175 Côte de l'Église
St-Ferdinand (Qc)
G0N 1N0

Note : At the time of this examination, I was the Executive Director of the Megantic English-Speaking Community Development Corporation (MCDC). The MCDC is a non-profit community organization based in Thetford Mines. This organization is funded by grants through various federal and provincial government programs and donations by Quebec-based private foundations. The annual budget of the MCDC for which I am responsible is approximately \$300,000. Previous to my employment at MCDC, I was Director - Compensation and Benefits at Télémédia Inc. in Montreal, and was responsible for the payroll, compensation and benefits of 1500 employees across Canada, and the administration of a departmental budget of approximately \$500,000.

TREASURER'S REPORT ON SYNOD FINANCES - JANUARY 01ST TO DECEMBER 31ST, 2008**2008 AT A GLANCE:**

Total receipts and balances forwarded:	Total expenditures:		
Synod 123,980.05	Synod 109,072.83	=	14,907.22
Gracefield 67,143.28	Gracefield 67,143.28	=	0000000
Regional Staff 95,240.68	Regional Staff 95,018.92	=	221.76
286,364.01	271,235.03	=	15,128.28

1. SYNOD FUNDS

Brought forward from December 31 st , '07	34 366.92	
RECEIPTS DURING THE PERIOD:	2008 ACTUAL	2008 BUDGET
Assessments:		
Québec	3 551.59	3 551.59
Montréal	30 353.00	30 353.47
Seaway\Glengarry	14 219.00	14 219.23
Ottawa	27 475.00	27 475.24
Lanark\Renfrew	12 250.47	12 250.47
Refunds: PCC for youth work	1 000.00	
Overpayments	53.52	
GST rebate (302.25 & 217.77)	520.02	
Cancelled cheque	145.53	
Meals at synod	45.00	
TOTAL:	89 613.13	89 613.13
BALANCE:		87 850.00
		123 980.05

EXPENDITURES DURING THE PERIOD:

Synod - May '08	3 767.71	3 200
Synod - November '08	3 614.35	
Synod Council meetings	2 887.10	2 200
Synod minutes	1 623.05	500
Bank charges	207.38	250
Office expenses (clerk and/or treasurer)	1 573.42	500
Committee meetings:	1 642.67	4 100
mission: - 797.02 youth -----		
regional staff - 535.15 finance - 310.50		
abuse ----- history -----		
Camp d'action biblique grant	2 500.00	2 500
CAB facilities upgrade programme	7 500.00	7 500
La vie chrétienne	1 700.00	1 700
Gracefield grant	50 000.00	50 000
Project Gracefield (transfer to #2)	15 360.00 (from the 2007 budget)	
Auditor's report	2 596.13	1 200
Clerk's honorarium	2 000.00	2 000
Treasurer's honorarium	1 000.00	1 000
Group insurance premium	1,508.25	1 700
Regional staffing costs to Synod	3 000.00	5 000
Youth programming	550.00	1 500
Youth leadership development	2 750.00	1 500
Canada Youth '09 (G.I.C.)	2 000.00	1 000
Special committee for the spring Synod	1 030.27	

Continued on page 2. over.....

Clerks' conference	262.50		
Notary (personne morale)		500	
TOTAL:	<u>109 072.83</u>	<u>109 072.83</u>	<u>87 850</u>
BALANCE:		14 907.22	

2. PROJECT GRACEFIELD

Brought forward from December 31 st , '07	4 703.87
G. I. C. with the Bank of Commerce	40 000.00

RECEIPTS DURING THE PERIOD:

St. Andrew's, Ottawa	1 727.00
Parkwood, Ottawa	1 400.00
St. Paul's, Ottawa	1 500.00
Interest on invested amounts	2 452.41
Synod from the 2007 budget (G.I.C.)	<u>15.360.00</u>
TOTAL	22 639.41

BALANCE:

Transferred to the Presbytery of Ottawa	<u>67 143.28</u>
	0

3. REGIONAL STAFF

Brought forward from December 31 st , 2007	766.72
RECEIPTS DURING THE PERIOD:	

National Church grants (7 622.83 X 12)	91 473.96
Transfer from Synod funds	<u>3 000.00</u>
TOTAL	94 473.96

BALANCE:

95 240.68

EXPENDITURES DURING THE PERIOD:

Québec stipend	27 513.89	Ontario stipend	28 157.16
Revenu Québec	6 443.37	Revenue Canada	10 816.32
Québec work expenses	1 656.38	Ontario work expenses	2 109.70
Québec continuing education	<u>326.23</u>	Ontario continuing education	<u>395.00</u>

Totals of above columns	77 418.05
PCC - pension & insurance	11 587.44
PCC - health & dental	5 813.43
Staff conference	<u>200.00</u>
TOTAL	95 018.92

BALANCE:

221.76

CONSOLIDATION STATEMENT:

On hand:	1 - Synod	=	14 907.22
	3 - Regional staff	=	<u>221.76</u>
TOTAL		=	15 128.98

RUNNING LEDGER TOTAL: = 15 128.98

BANK BALANCE - DECEMBER 31ST (plus deposits, less cheques) = 15 128.98

Respectfully submitted,
J. Ross H. Davidson - treasurer

TREASURER'S REPORT ON SYNOD FINANCES

JANUARY 1ST TO SEPTEMBER 5TH, 2009

A. SYNOD

Balance forwarded on January 1 st , 2009	14,907.22
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RECEIPTS DURING THE PERIOD:

Assessments: Ottawa	15,967.00
Montreal	16,087.50
Québec	4,022.00
Seaway/Glengarry	8,152.00
Lanark & Renfrew	10,000.00
CY '09 for transportation	3,464.36
Revenu Québec (TVQ since '05)	2,805.07
Uncashed cheque	50.00
Bank error	<u>9.00</u>
	60,556.93
	<u>60,556.93</u>
TOTAL	75,464.15
	75,464.15

EXPENDITURES DURING THE PERIOD:

Synod meeting	
Council meeting	1,046.15
Synod minutes	947.97
Audit of 2008 books	320.00
Grants: La Vie Chrétienne	1,700.00
Gracefield grant (3/12)	32,000.00
Gracefield capital (W&S)	
Camp d'action biblique	16,000.00
Notary	
Regional staff contribution	
Committees: Youth	77.00
Mission	229.77
Regional staff	166.45
Youth programme	376.14
Directors' insurance	1,768.23
Office supplies	336.03
Honoraria	1,500.00
CY '09	8,797.03
Bank charges (3/12)	<u>76.32</u>
TOTAL	65,341.09
	<u>65,341.09</u>

BALANCE	10,123.06
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NOTES:

1. GIC for CY '09 due September 30th, 2009 at \$2,000.00 plus interest;
2. To compare this report with the 2009 approved budget, see Appendix D, page 45 of Synod minutes.

B. REGIONAL STAFF

Appendix G – page 10

Balance forwarded on January 1 st , 2009	221.76
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RECEIPTS DURING THE PERIOD:

The Presbyterian Church (7,782.91 X 9)	70,046.19
Revenu Québec refunds	<u>352.18</u>
	70,398.37
TOTAL	<u>70,398.37</u>

TOTAL	70,620.13	70,620.13
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EXPENDITURES DURING THE PERIOD:

	QUÉBEC	ONTARIO
Stipends:	20,320.50	21,535.92
Expenses	634.05	1,025.35
Continuing education		1,279.33
Revenue Canada	5,928.79	
Revenu Québec	4,495.81	
Health and Dental plan	5,819.94	
PCC deductions	<u>7,935.52</u>	

TOTAL	68,975.21	<u>68,975.21</u>
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BALANCE		1,644.92
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CONSOLIDATION STATEMENT:

Total received in 2009	=	146,084.28
Total expended in 2009	=	134,316.30
Thus, on hand:		
A.- Synod	=	10,122.76
B - Staff	=	<u>1,644.92</u>
TOTAL ON HAND	=	11,767.98
RUNNING LEDGER TOTAL	=	11,767.98

Respectfully submitted,
J. Ross H. Davidson

TREASURER'S UPDATE ON SYNOD FINANCES - SEPTEMBER 5TH TO OCTOBER 15TH, 2009**A. SYNOD**

Receipts to September 5 th , 2009	75,464.15	
RECEIPTS DURING THE PERIOD:		
Assessments: Ottawa	7,983.50	
Montreal	<u>8,043.75</u>	
TOTAL	16,027.25	<u>16,027.25</u>
 TOTAL RECEIPTS:	91,491.40	91,491.40
 Expenditures to September 5 th , 2009	65,341.09	
EXPENDITURES DURING THE PERIOD:		
Council meeting	533.00	
Auditor for tax forms	282.19	
Grants: Gracefield grant	4,000.00	
Ottawa - Gracefield W&S	6,400.00	
Committees: Regional staff	88.55	
Bank charges (new cheques etc.)	<u>143.60</u>	
TOTAL	11,447.34	<u>11,447.34</u>
 TOTAL EXPENDITURES:	76,788.43	<u>76,788.43</u>
 BALANCE		14,702.97

TREASURER'S ANTICIPATED YEAR END REPORT FOR SYNOD FINANCES

Balance to date:	14,702.97	
ANTICIPATED RECEIPTS:		
Assessments: Montréal	8,043.75	
S / G	8,152.00	
Ottawa	7,983.50	
L / R	5,575.00	
G.I.C. to term	<u>2,129.00</u>	
TOTAL	31,883.25	<u>31,883.25</u>
 TOTAL ANTICIPATED RECEIPTS	46,586.22	46,586.22
 ANTICIPATED EXPENDITURES:		
Synod meeting	4,000.00	
Grants: Gracefield	12,000.00	
Ottawa (W & S)	8,960.00	
Honoraria	1,500.00	
Committees	<u>300.00</u>	
TOTAL	26,760.00	<u>26,760.00</u>
 BALANCE		19,826.22

TREASURER'S UPDATE ON SYNOD FINANCES - SEPTEMBER 5TH TO OCTOBER 15TH, 2009**B. REGIONAL STAFF**

Receipts to September 5 th , 2009	70,620.13
RECEIPTS DURING THE PERIOD:	
The Presbyterian Church	<u>7,782.91</u>
TOTAL	78,403.04
78,403.04	
Expenditures to September 5 th , 2009	68,975.21
EXPENDITURES DURING THE PERIOD:	
Stipends:	4,653.63
Expenses	405.61
Revenue Canada	2,875.65
Revenu Québec	1,927.68
PCC deductions	<u>991.94</u>
TOTAL	10,854.51
	<u>10,854.51</u>
	79,829.72
79,829.72	
- 1,426.68	

TREASURER'S ANTICIPATED YEAR END REPORT FOR REGIONAL STAFF FINANCES

Balance to date	-1,426.98
ANTICIPATED RECEIPTS:	
PCC grants	<u>15,565.82</u>
TOTAL	14,138.84
	<u>14,138.84</u>
ANTICIPATED EXPENDITURES:	
Stipends	9,267.26
Office expenses	800.00
Revenue Canada	2,875.65
Revenu Québec	1,927.68
Health & Dental	1,939.98
PCC deductions	<u>2,975.82</u>
TOTAL	19,786.39
	<u>19,786.39</u>
19,786.39	
-5,647.55	

ANTICIPATED CONSOLIDATION STATEMENT:

Synod anticipated balance	19,826.22
Regional Staff anticipated balance	<u>-5,647.55</u>
Anticipated closing balance	14,178.67

Respectfully submitted,
J. Ross H. Davidson

Regional Staff Committee Report

Sept. 18th 2009

This past year the committee has met twice to encourage and communicate with the regional staff consisting of Christine Ball and Anita Mack. The committee is pleased with what they have reported and recognize the hard work they have contributed to the health and well-being of congregations. Their efforts appear to be appreciated and the committee has communicated our thanks on behalf of Synod.

This year we are faced with a challenge that is not new to the Presbyterian Church in Canada as well as many congregations. The WMS has regretfully announced that they will no longer be able to fund the work of the Regional staff like they have in the past. The total annual budget of the regional staff will be reduced by nearly 25% starting in 2011. To address this issue the conveners of the various Regional staff committees across Canada met at Crieff Hills on September 16th 2009. The formal written results of this meeting will be forwarded to Synod when they are received but I can say that we prayerfully considered many options available to us and were unanimous in our decision. The implications for our Synod is that funding will drop from approximately \$93,000 to \$79,000 per year which is about 15%.

Obviously, at the time of writing this report the committee has not had time to discuss possible courses of action regarding the future of Regional Staff but would appreciate any insight Synod might have.

Respectfully submitted by: Rev. Luke Vanderkamp (convener)

REPORT TO THE SYNODIC OF QUEBEC & EASTERN ONTARIO – October 2009
Anita Mack – Regional Staff for the Presbyteries of Québec and Montréal

Again this past year, it has been a pleasure and privilege to serve the Synod and Synodical of Québec and Eastern Ontario through the Presbyteries of Québec and Montréal. Whereas my work for the Presbytery of Québec centered mainly around Camp d'action biblique (CAB), in the Presbytery of Montréal the bulk of my work revolved around congregational care.

Finding a competent replacement for Nadine Fafard – who for sixteen years was CAB's volunteer Managing Director and who retired in the fall of 2008 – proved much harder than anticipated. Although we now have funds to pay a Managing Director, finding a person with the right skill-set ended up being a challenge. I believe CAB needs someone who is at home in the Reformed/Presbyterian tradition, is comfortable speaking both English and French, lives (or is willing to relocate) near the camp, has a passion for camping-ministry and has good administrative and people skills. When by the end of April 2009 we still had not found a candidate to make the summer of '09 happen, the job fell to me. In May and June this meant hiring Staff, getting the camp physically ready, preparing to meet the many government regulations etc. In July and August it meant being there. Sixteen hour days fly by! Since we were blessed with excellent Main Staff and counsellors to whom I could entrust the program, my jobs were of a background nature and included filling in wherever needed (mainly the kitchen), daily trips into town to supply the camp, picking up mail, welcoming visitors and inspectors as well as a variety of other tasks. We had an excellent summer, despite of rain, mice and lice. The highlights: the new bathrooms, a good number of wonderful volunteers (many of them new to CAB), a new Yamaha CP300 keyboard, the gift of a gently-used 33 foot trailer and, above all, a strong sense that the camp was Spirit and Prayer-led. Preparations for the summer of 2010 are now underway.

This year, congregational care has been my main focus in the Presbytery of Montréal. I feel that as convener of the Presbytery of Montréal's Church Life committee I am well-positioned to respond to particular needs in an efficient and orderly manner.

Other tasks included working with the WMS, providing resources to individuals and congregations, participating in the Christian Jewish Dialogue & the Canadian Center for Ecumenism, helping out with the Taiwan/Canada Youth Exchange (YIM trip), co-organizing CY transportation and serving as a liaison figure.

My thanks go to my family (husband Barry and kids) who frequently pitch in when I need extra help, to the CAB committee members (in particular Craig Dewar who works as CAB committee convener, treasurer, administrator - all long distance), to the Montréal Presbyterial, the Regional Staffing committee and many other. Above all, Deo Gratias.

Respectfully submitted,
Anita Mack
anitamack@symatico.ca or 450-923-0794

Regional Staff Report to Synod 2009
Christine Ball

After nine Synods annual reports I find it challenging to think of new ways of reporting on my ministry serving the congregations of our Synod. I continue to enjoy the variety the position offers and the wonderful opportunity to meet and work with so many different people. Although most of my role is in the field of education, I can divide the work into several broad categories: Youth Ministry, Teacher and Leader Training, Elder training and Congregational Development and Mission Education.

Activities related to Youth account for about 30% of my time. Some of my effort is directly related to offering program such as the Palestinian Round Table and Dinner for youth, a Junior High Winter Retreat, Easter Youth Vigil, support of C.G.I.T. and Camp Kalalla interest session and the Pastoral Care in the Secondary School program. Another aspect of my role is leadership development such as working ecumenically to offer three Youth Leader Training Events (Re-New, Re-Fresh and Re-Vision). I acted as chaplain for Gracefield Camp during their leadership training week and was able to participate in the training of counsellors in the areas of Leading with Care, discipline, disclosure, learning styles and so on. Some work is related to committee initiatives such as the Synod Youth Committee and the Open Table: University student outreach in Ottawa. I enjoy the role of supporting and encouraging youth leaders and have been involved in the support of the Presbytery of Ottawa Youth Animator. One major activity unique to this past year was CY2009. I helped with the promotion, pre-events, orientation, transportation and attended the event in July.

Related to Youth leadership development are Teacher Training, Elder Training and Congregational Development. This past year I enjoyed a few new challenges such as being one of the leaders for the Children's program for the Aboriginal Healing Circle that took place at Gracefield last fall, a six part series on Spiritual Disciplines, Raising Children in Faith Workshop, and a two-part Bullying Workshop. I have continued to lead congregational teacher training events such as "Leading with Care" and curriculum options workshops. In the area of Congregation Development I coach Natural Church Development, Elder Training, Congregational Mission and Vision Statement Development and Visitations.

This past year I have supported Mission and the W.M.S. by hosting Linda Shaw and Margaret Evans while they were in the Ottawa region. I have attended Synodical and Presbyterials to lead Bible study, worship and devotions. With C.G.I.T. I have helped the girls work on their mission badge and supported Presbytery and congregational mission events.

As you might have guessed attending meetings is also part of my job. I am a member of the Presbytery of Ottawa's Worship and Witness Committee, and the Support Group for Presbytery of Ottawa Youth Animator. I attend when possible the Presbyteries of Seaway-Glengarry and Lanark and Renfrew. I was an ex officio member and consultant for the Gracefield Operating Committee and Synod Youth Committee.

I am especially grateful for those who serve on the Regional Staffing Committee and their on-going service, support and encouragement of Anita and my-self. I want to thank the congregations that so graciously invite me into their community and all the wonderful fellow servants of God I have the privilege to meet as I endeavour to faithfully serve.

Christine Ball

**REPORT OF
THE RESOURCE TEAM ON SEXUAL ABUSE & SEXUAL HARASSMENT**

I have been a member of CAA for over ten years, during which time I have had to call upon them for help only three times. It doesn't seem like a lot but I would not let my membership slide. I know that, if I needed them, they would be there to help.

I feel much the same about our Resource Team on Sexual Abuse & Sexual Harassment. Over the last years, we haven't done very much but, if we were needed, the resource team would respond and would help to the best of our ability.

Once again we had a quiet year. We were not called upon at all. Thanks be to God!

I am leaving the "team" as of this Synod meeting and I want to take this opportunity to thank Mark Bourgon, Joycelyn MacKay, and Ian MacLean for being ready and willing to be on call this past year.

Respectfully Submitted,

Patricia Van Gelder, Convener

Synod Webservant Report, 2009

The Synod site continues to reside on the national church's server, at www.presbyterian.ca/qeosynod/. Currently, the presbyteries' stats re: e-mail and church websites are as follows:

Quebec:	4 e-mail addresses, 1 church website, up from zero last year (8 charges, 5 vacant);
Montreal:	28 e-mail addresses, 6 church websites, up from 4 last year (34 charges, 10 vacant, 2 supply, 2 summer supply, 1 stated supply)
Seaway-Glengarry:	17 e-mail addresses, 9 church websites, up from 3 last year (16 charges, 3 vacant, 2 under interim ministry)
Ottawa:	35 e-mail addresses, 17 church websites, up from 14 last year (19 charges plus one extension work, 5 vacant)
Lanark-Renfrew:	11 e-mail addresses, 5 church websites, up from 3 last year (15 charges, 7 vacant, 1 under interim ministry)

(note: in some cases churches may have two or more e-mail addresses, including one for the church office and one or more for the clergy; for these statistics, a church with an interim minister or various forms of supply have not been labeled vacant)

The synod site consists of two main pages, one listing the churches by presbytery, including e-mail and web address links, and one listing the appendices and retired missionaries by presbytery, including e-mail addresses (where known). The listings are similar to those found in the back of the Acts and Proceedings. The main synod page also includes links to camp sites, a list of the Synod executive, reports for the Synod annual meeting(s) and links to various national church youth pages. Camp d'action biblique now has its own website, to which a link is provided; previously its content was on the presbyterian.ca server.

Listings are updated periodically based on input from contacts within the presbyteries and the list of changes sent out from church offices, as well as occasional detective work using other sources such as ads and vacancy listings in the Presbyterian Record.

Gord Walford
Synod Webservant
gord.walford@sympatico.ca

Synod Youth Committee Report 2009

Membership: Gina Farnell (Québec), Warren Wong (Montréal), Anita Mack (Synod Staff), Craig Dewar (CAB), Julia Apps-Douglas (Seaway-Glenngary), Christine Ball (Synod Staff and Ottawa), Mary Campbell (Lanark-Renfrew), Dorothy or Alan Herbert (Gracefield)

Canada Youth 2009: Our big activity this year was supporting CY by promoting it, finding & selecting adult advisers, organizing the transportation and events before and at the conference. (When I say our I really mean Anita and Christine, as they did the vast majority of the work. Christine even did this part of the report.)

We had good attendance at the event with 15 Synod Congregations having representation.

The Synod of Quebec and Eastern Ontario had 48 participants (M 12, LR 14, O 18, SW 4) attend the conference. Overall attendance was down for CY 2009 but our participation is only down by five from CY2006

Youth Conference:	23 youth, 4 Adult Advisors	(SW 2, LR 8 + 3AA, O 9, M 4 + 1 AA)
Mission:	10 young adults	(SW 1, O 2, M 4)
Leaders Branch	11	(SW 1, LR 3, O 5, M 2)
Conference Leadership	3	(2 O, 1 M)
Total Participants	48	

The major responsibilities of the Synod/ Synod Youth Committee are to organize pre-events, undertake local publicity, orientation of participants, recruitment and screening of adult advisors, transportation for participants and the organization of a synod recreational event during the conference.

Two Pre Events/ Orientation gatherings were planned:

- 1) A CY pre-event and information night took place in Ottawa Feb. 21st 2009 along with a Volleyball Tournament.
- 2) CY Orientation BBQ and Wave Swim on June 13th for the Presbyteries of Seaway Glengarry, Lanark Renfrew and Ottawa.
- 3) CY and Youth in Mission BBQ in Montréal in July

CY Adult Advisors:

The adult advisors for the conference branch have an important job and are crucial for helping the youth participants feel at home at CY. They provide the support, encouragement and set the boundaries for the youth during this exciting and emotional week. The Synod's role in the CY planning is to recruit, screen and orient our Adult Advisors. We needed one adult advisor for every 9 young people. The advisors must be matched with the appropriate gender advisor. This balancing is not always easy as we also hope to have AA's representing each of our 5 Presbyteries. This helps us manage transportation and means that youth build positive relationships with adults from their regions. This year we needed two male and two female AAs. The Synod's role in the CY planning is to recruit, screen and orient our Adult Advisors. We were very pleased to have the following serve at CY 2009.

Paul Wu	Montréal	Presbytery of Montréal	Bus – Montreal
Patty Boettger	Braeside	Presbytery of Lanark Renfrew	Bus Ottawa
Doug Austin	Perth	Presbytery of Lanark Renfrew	Bus Perth
Erin King	Perth	Presbytery of Lanark Renfrew	Bus Perth

Paul, Patty, Doug and Erin all served enthusiastically in this vital role. Thanks!

In the past the Synod Youth Committee recognized the importance and hard work of the AAs by paying their registration. Unfortunately this past year that was not possible on our budget. We paid \$250/ AA and asked the Presbyteries to consider helping.

We would especially like to thank the Presbytery of Lanark Renfrew for their overwhelming support of the conference by providing 3 of the 4 adult advisors needed this year.

CY Transportation:

Transportation to CY is the SYC's major challenge each year. It is complicated procedure to have a bus cross provincial boundaries and to pick up participants along the way. Timing is also difficult as we attempt to balance the needs of families and the starting time of a conference 700 kms away.... Either Bus company has been able to help us for the past two years. The bus starts in Montreal at 6:30 am with the first pick up. This year the bus also picked up in Ottawa and Perth. It is a long run for the Quebec youth and especially for the youth who must drive a distance to the starting point. The route was chosen to accommodate the majority of participants and so we must say thanks to the families from Cornwall, Cardinal, Huntingdon and Athelstan who had a long drive to meet up with the bus.

The cost of bussing has increased over the past 3 years. By more than \$ 2,000 (2009: 6,772.50 + 239.26 = 7011.76 as compared to 4940.34 in 2006.) The cost to the participants would have increased more significantly had we not made cuts to other areas of our budget. Our Synod was fortunate to be in a position to fill our empty bus seats with 11 YIM participants who needed transportation to CY from Montreal. The extra funds from YIM were of great help in balancing our budget (\$1375)

Included in the transportation costs was a \$5.00 meal subsidy for each participant for the two lunch meals on route to the conference. The lunch money subsidy is a great equalizer...No one is left without food. It is usually less of an issue on the first part of the trip to a conference when it is possible for participants to pack a bag lunch but having lunch money on the return trip can be an issue if all the spending money is spent. The \$5.00 bill went a little further in previous years, but we continued to offer lunch money to the youth. Some add their own funds to it and some can make the \$5.00 stretch a long way. We want no one to be left without a meal. I expect in three years the \$5.00 will have even less value!

CY shirt Bandana

The participants have had Synod T-shirts at previous CY conferences in order to build identity and community with our Synod group. This is also very helpful for leaders to identify our youth. This year our budget did not allow for this expense (\$843 in 2006); we cut corners by having bandanas made with our Synod name and a conference theme. The cost was 42.38 for material and we gave \$100 gift certificate and thanks to the woman who sewed and applied the Synod embroidery on 55 bandanas for a total cost of (\$142.43). The bandanas were very popular with our youth and coveted by the Taiwanese exchange students who joined us on the bus.

CY Synod night at CY

One night of the conference recreation is reserved for Synod gatherings. Our Synod gathered for games, a scavenger hunt that required the participants to work together to solve a code based on the churches they came from in the Synod and then made Zip-Lock Bag...Ice-Cream. Messy but good!

CY Budget/Income:

Bus Participants 46 x 75 (Ont. cheques included, Q from Anita)	3,450
YIM 11x 125 (Rueben St. Louis)	1,375
Synod.....	3,000
WMS (held by Synod).....	150
PYPA (Anita if required).....	1,021
Total.....	8,966

CY Expenses:

SYC Program Budget: CY Pre-event and Publicity (including bandanas).....318.47

SYC CY Budget:

Transportation	Bus Charter.....	6,772.50
	Driver Tip.....	100.00
	Driver accommodation.....	239.26
	Lunch subsidy 560-75.00.....	485.00
CY Synod Events		125.27
		60.64

Motions

1. Propose increase to budget request for CY 2012 (from \$1,000 to \$1,500-\$2,000/year)
2. Recognitions of thanks to our Synod Staff for their work on the conference.

Western Sub-Committee

1. **Refresh, Renew, Revision:** is a series of leadership training days we supported. We supported them by helping with the seed money (with help from National Office Conference Funds) and leadership. Christine has been organizing these with her United Church, Lutheran and Anglican counterparts. We have also provided some of the workshop leaders.
 - a) These started in the autumn of 2008 and continued into this year. Last years themes were Intentional Discipleship (Sept), Mission and Youth (Nov) and Arts and Youth Ministry (Jan)
 - b) Due to their success (at least with our denominational partners), there will be more events this year. This year's themes are...
 - Mental Health and Crisis Intervention with Youth (Nov)
 - Planning Mission Experiences (Jan)
 - c) If we would like to continue to be a part of these after January we will need to help feed the funds.
2. Junior High Winter Day Retreat in Arnprior on Feb 28th. We were invited by St. Andrew's to run the event. We had a combination of sports, Bible study, craft and even a drum circle. They did the local promotion and provided the food. A good time was had by all who came.
3. Easter Youth Vigil held at Westminster from April 9-10. This also had a combination of devotions, crafts, sports and quite times.

Eastern Sub-Committee

- 1.

Future Plans

1. participate in the leadership, organization and promotion of the leadership workshops in the

Ottawa Presbytery (but open to all).

2. lead or support youth/children/leadership events in congregations or presbyteries as invited
 - a) to take advantage of this, please talk to your synod representative (see membership at top)

Budget

Youth Programs.....	\$1500
Youth Leadership Development.....	\$1500
CY investment.....	\$1500 (and \$2000 in the following years)

Referring back to our standing orders & other issues

1. we don't have "ten members plus regional staff", but we do have most of the categories covered. The exception being youth representatives.
2. There is no convenor as Peter has gone off to VST to work on his M.Div. (and no volunteers)
3. we report to Synod, but not to Synodical (except through Synod Council and Synod)
4. we repeatedly tried to create a directory of youth workers. Although there is no comprehensive list (when attempted it was always out of date), each local representative has an idea of what is going on in their presbytery and disseminates information. The Presbytery of Ottawa has a list of youth leaders. Christine has sent out a questionnaire, but has had only 6 responses.
5. Similar to this - we have found it difficult to support the congregations in their ministries. We are finding congregations increasingly isolated, or at least ignoring our attempts to help them. We have fun youth events and leadership events partnered with congregations. We have attempted various methods of communicating with congregations - both to inquire and suggest support for their ministries - with very little response. This does bring to mind the idea that the Congregational Life Committee may be needed again, with youth or CY as a sub-committee.
6. we currently depend heavily on our regional staff. A reduction in their hours will result in more opportunities for others to participate (or a reduction in the ministry support in our congregations)
7. the east and west sub-committees haven't been meeting or keeping in touch.

as always, your feedback and suggestions will be most welcome.

REPORT OF THE SYNODELICAL OF QUEBEC & EASTERN ONTARIO
to
THE SYNODELICAL OF QUEBEC & EASTERN ONTARIO
October 16th-17th, 2009

As president of the Synodical of Quebec & Eastern Ontario, I am happy to give this report on behalf of the Women's Missionary Society.

On April 17th - 18th, 2009 the Synodical of Quebec & Eastern Ontario held its Annual Meeting at Westminster Presbyterian Church, Smiths Falls, Ontario. The theme of the meeting was MISSION TODAY - "As the Father sent me, so I send you." Our guest speakers were Rick Fee, General Secretary of the Life & Mission Agency and Druse Bryan, National President of the Women's Missionary Society. The minister of Westminster Church, Jim Patterson, prepared the Friday night service with Rick Fee giving the sermon. On Saturday morning, Rick Fee and Druse Bryan led a discussion on Mission Today. Druse Bryan gave a power presentation on Saturday afternoon of her trip to Eastern Europe.

Plans are now in place for our Fall Retreat which is to take place on Thursday, October 22nd, 2009 at Knox Presbyterian Church in Manotick, Ontario. Our guest speaker at this meeting is to be Mary Gorombey, Mission Partner in Hungary. Also, at this meeting, Christine Ball, along with some of the young people who attended Canada Youth 2009, will tell us about their experiences.

It is early for making plans for our Annual Meeting which is scheduled for April 23rd & 24th, 2010 but we have booked Arlene Onuoha, Mission Partner in Nigeria as one of our guest speakers.

In May 2009 I attended the Annual Meeting of the WMS held in Crieff, Ontario, May 3rd - 6th, 2009. The theme of the conference was OPPORTUNITY KNOCKS and a highlight of the meeting was the Bible Study held each day and led by Rev. Dr. Emily Bisset. Dr. Bisset focused on the theme "Listen! I am standing at the door, knocking". (Revelation 3:20) Anita Mack, one of our regional staff co-ordinators, prepared the Morning Watch devotional material on the theme. Other guest speakers included Tori Smit, Diaconal Minister at Knox Church, Guelph, Ontario who did a presentation on Preparing for Change; Rick Fee, reporting on the Life & Mission Agency and sharing in a panel with Druse Bryan on Mission Today; Gloria Wasacase, a former staff member at Cecilia Jeffrey Residential School and Karen Plater, associate secretary of Stewardship & Education. The past Moderator of General Assembly, the Rev. Cheol Soon Park, spoke to Council and then led the closing communion service.

The 2008-2009 ON THE MOVE...IN MISSION booklet and the summer 2009 WMS Ways (issue 4) are now available free from the WMS at 50 Wynford Drive. Also, material is available on the two WMS Mission Projects, school supplies for Eastern Europe and buy a brick for Jobat Hostel in India. WMS groups are encouraging congregations to help them raise funds for these projects.

Material is now available for the NATIONAL PRESBYTERIAN WOMEN'S CONFERENCE to be held at the Sheraton Parkway Hotel & Conference Centre on May 20th - 23rd, 2011 in Richmond Hill, Ontario.

Respectfully submitted,
Lois Klempa

Synod Missions Committee – 2009

Members: Don MacMillan (Convener), Barry Mack (Montreal), Floyd McPhee (Seaway-Glengarry), Sarah MacDonald (Quebec), Stewart Elder (Ottawa), Joan Hilliard (Lanark and Renfrew), Lois Klempa (WMS), Joe Reed (Francophone ministries).

Committee met twice during 2009: 28 May at Presbyterian College, 10 Sept. at Tyndale St-Georges

Summary of the May meeting

The theme was our responsibility to be alert for false gospels and false teachers who preach “another Jesus”.

A Common Word

All members received a copy of the document entitled: “A response to a Common Word”. This response was crafted jointly by the Church Doctrine Committee and by the Ecumenical Interfaith Relations Committee of General Assembly. It was discussed at the 2009 General Assembly. The original document “A Common Word” was an Internet document available at www.acommonword.com. This was written by a group of 125 Muslim international leaders. Their intent was to solicit responses from the Christian Church.

Challenge to the Church

Those wishing further reading from an author who has lived both sides of this issue, a recent book on this topic was written by Dr. Patrick Sookhdeo. He is a Christian now, having been brought up into a Muslim family. The book is entitled: “The Challenge of Islam to the Church and Its Mission”, 2008, ISBN 978-0-9787141-5-4

Summary of September meeting

Almost the entire meeting was devoted to Tyndale St-Georges. The new Executive Director, Patricia Murphy, participated in much of our discussion. Patricia also hosted a lunch for us and then led the committee on an extensive tour of the facilities.

As a committee, we agreed to write a letter to the Presbytery of Montreal, inviting them to meet as ad-hoc group to have an open and frank discussion about the Tyndale St-Georges Community Centre. The text follows:

On Thursday, Sept. 10, the Synod Missions Committee met at Tyndale St-Georges Community Centre. We agreed to support your 2010 grant request to Canada Ministries.

As you are well aware, Tyndale is very successful in delivering secular social services to a wide range of families in the Little Burgundy area of Montreal and beyond. The enthusiasm shown by their staff was

Synod Missions Committee – 2009 (cont'd):

quite evident. However, it is our observation that there are areas where the Presbytery could provide a greater depth of involvement by the Presbyterian churches in Montreal.

We solicit your support in exploring areas of Christian ministry that could complement the existing secular services; we seek a serious and open discussion. Accordingly, we request that Montreal Presbytery work with the Synod Missions Committee on the future ministry partnership with Tyndale, either by forming an ad-hoc committee or via Beyond Ourselves.

Robert Fund Trust

At the 2008 Synod, a motion was adopted whereby Missions Convener was asked to take 2 actions:

- a) examine the "Trust Document" of the Robert Fund
- b) Clarify the procedure to be followed regarding the distribution of funds.

Here is my response to the 2009 Synod.

Robert Fund Trust and Will Summary

The final will of Mr. Robert was written in 1937. (We have obtained a copy of this will from Canada Ministries.) Initially, Montreal Trust administered his assets. Later this responsibility was passed to the PCC Trustee Board, where it now resides. The 1937 will states that interest from the trust shall be for the:

“benefit of the religious and charitable schemes of the Presbyterian Church
in the Province of Quebec and the Foreign Field (two-thirds)
as well as for assistance for needy ministers who have retired (one-third)”

Note that no mention is made of the language of the schemes. For at least the last 10 years, Synod has restricted the grants to Francophone missions.

Note that this policy was never mandated by the Will. In future, any worthy mission, meeting the above conditions, should be considered.

Procedure to be Followed

On or about September 1st, the Convener of Synod Missions communicates with Canada Ministries to obtain the maximum amount that can be distributed in the subsequent year. The Synod Missions Committee recommends the distribution; final adoption is done by Synod.

Don MacMillan, Convener

Synod Missions Committee – 2009 (cont'd):

2010 Grant Requests to be forwarded to Canada Ministries

MONTREAL Presbytery Grant request:

Eglise St-Luc	\$37,873
Action Refugies	\$33,400
Tyndale Executive Director	\$25,850
Tyndale Program Director	\$27,059
McGill Chaplaincy	\$ 5,000

QUEBEC Presbytery Grant request:

St. Andrew's Inverness	\$ 1,500
Leggatt's Point	\$ 1,500
Mission St-Paul	\$57,631

OTTAWA Presbytery Grant Request:

Carleton Chaplaincy	\$ 3,300
Rockland Mission	\$20,600 in 2009 and \$10,300 in 2010, payable \$2,575 monthly

Requests to the Robert Fund:

Camp d'action biblique	\$ 3,000
Mission St-Paul	\$ 1,500
La Vie Chretienne	\$ 7,500
Mission Montreal	\$ 1,500

Don MacMillan, Convener

Douglas Kendall	Chair	2009-2012
Gary Pluim	Treasurer	2009-2012
Ruth Draffin	Personnel	2009-2012
Trefor Munn-Venn	Secretary	2009-2012
Greg Davidson	Spiritual Growth	2009-2011
Terry Flett	Health and Safety / Facilities	2009-2011
Karen Hill	Programming	2009-2011
Helen Beck-McNeil	Without Portfolio	2009-2011
William Ball	Fundraising and Planned Giving	2009-2010
John Davidson	Vice Chair	2009-2010
Sandy Higgs-Nesbitt	Outreach and Communications	2009-2010
Julie Madden	Without Portfolio	2009-2010

(c) That the Camping Advisory Team be established and include the following individuals: Geralyn Klassen, Scott Sinclair, Doug Johns, Pierre Lagalisse, Dave Goldsmith, Marlene duCharme, Katie Munnik, Jenn Heckman, and Elly Haine.

(d) That the Terms of Reference for the Gracefield Christian Camp and Retreat Centre Camping Advisory Team be approved.

The terms of reference are as follows:

The Camping Advisory Team will be a subcommittee of the Board of Directors once it is established effective September 1, 2009. The Terms of Reference for the Camping Advisory Team are as follows:

The Camping Advisory Team will be chaired by Chair of the Board of Directors of Gracefield Christian Camp and Retreat Centre and shall be comprised of a slate of individuals that have been approved by the Presbytery of Ottawa. Every three years, the Board of Directors will submit a new Strategic Plan to the Presbytery of Ottawa. The Camping Advisory Team will have provided input and guidance in the process of developing the Strategic Plan. Once the Presbytery of Ottawa has approved the new Strategic Plan, a new slate of candidates will be put forward by the Board of Directors. The new slate of candidates, may include existing members of the Camping Advisory Team.

The Camping Advisory Team will participate in the development of the Strategic Plan and any changes to the Vision in the following ways:

- By providing their perspectives on opportunities for the growth of Gracefield as it relates to spiritual ministry, community development, and stewardship of the environment; and
- Participating, when appropriate, in visioning and brainstorming exercises related to the Strategic Plan that have been initiated by the Board of Directors.

It is recognized that the Camping Advisory Team acts in an important advisory capacity but that the Board of Directors will ultimately have ownership of the Strategic Plan and Vision submitted to Presbytery of Ottawa.

(e) That the Strategic Plan as outlined in the Report of the Transition Team be approved.

The proposed terms of reference for the Board of Directors of the Gracefield Christian Camp and Retreat Centre were reviewed, amended, and adopted. Subsequently, at its September 15, 2009 stated meeting, the presbytery reconsidered these terms, made one further amendment, and ratified the whole. A copy of the report as finally adopted has been lodged with the clerk of the synod for reference.

On August 29th, a special event was held at the Gracefield site to recognise and honour the contributions of volunteers and particularly those who have served as members of the Gracefield Operating Committee over the years. The Presbytery contributed \$1,500. to assist

Presbytery of Ottawa

Report on oversight of Gracefield Operating Committee and Board of Directors

October 2009

Page 4

in the organisation of the celebration, which was attended by approximately 125 people. The moderator and the clerk of the Synod of Quebec and Eastern Ontario were present, along with the incoming moderator and the clerk of the Presbytery of Ottawa, and the keys to the camp were symbolically handed over by the moderator of the Synod of Quebec and Eastern Ontario to the chair of the new Board of Directors of the Gracefield Christian Camp and Retreat Centre. D. R. Kendall assisted by Ruth Draffin conducted worship, preached a suitable sermon and celebrated the Sacrament of the Lord's Supper, following which J. L. Archibald, Minister of St. Paul's Church, Ottawa, conducted a service of dedication for the new gazebo, in memory of the late William J. Nesbitt and the late John Paul, both of whose widows and representatives of whose families were present. Members of the new Board of Directors were introduced, and acted as hosts for the luncheon which followed.

Owing to the fact that the October, 2009 stated meeting of the Presbytery of Ottawa follows rather than precedes the annual meeting of the synod this year, the presbytery has not yet formally received the first bi-annual report from the Board of Directors of the Gracefield Christian Camp and Retreat Centre. The report, however, was prepared by the Board of Directors on September 28, 2009, has been filed with the clerk of the Presbytery of Ottawa, and is appended herewith for the information of the synod.

The Presbytery of Ottawa continues to work toward the transfer of the title to the camp from the Trustee Board of The Presbyterian Church in Canada to the Presbytery of Ottawa, as approved by the synod at its last meeting. This has proven more complicated than envisioned, but all relevant papers were placed in the hands of the local notary in late August, and it is anticipated that the transfer will be effected shortly.

We give thanks to God for the work of the Gracefield Transiiton Team, and for those who committed to serve on the new Board of Directors of the Gracefeld Christian Camp and Retreat Centre. We seek to continue to be faithful stewards of that which has been entrusted to us for ministry in the name of Jesus Christ.

Recommendation #1 - That the audited financial statements of the Gracefield Camp and Conference Centre for the year ended December 31, 2008 be adopted.

Recommendation #2 - That the appended report from the Board of Directors of the Gracefield Christian Camp and Retreat Centre be received for information.

All of which is respectfully submitted,

J. T. Hurd,
Clerk, Presbytery of Ottawa.

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE**

December 31, 2008

Jean V. Dubuc
COMPTABLE AGREE

REVIEW ENGAGEMENT REPORT

To the member of

THE SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE PRESBYTERIAN CHURCH IN CANADA - GRACEFIELD CAMP AND CONFERENCE CENTRE

I have reviewed the balance sheet of THE SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE PRESBYTERIAN CHURCH IN CANADA - GRACEFIELD CAMP AND CONFERENCE CENTRE as at December 31, 2008 and the statements of income, comprehensive income, retained earnings and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the organism.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Jean Dubuc, CA, auditeur
Jean V. Dubuc, CA auditeur

Gatineau, June 16, 2009

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE**

TABLE OF CONTENTS

December 31, 2008

REVIEW ENGAGEMENT REPORT

1

FINANCIAL STATEMENTS

Operations Revenue	2
Net Asset Deficiency	3
Financial Position	4
Cash Flows	5
Accompanying Notes	6
Supplementary Financial Information	
Disbursements and Administration Costs	10
Financial Costs	10

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
OPERATIONS
YEAR ENDED December 31, 2008**

	2008	2007
REVENUE (note 6)	348 235 \$	335 488 \$
DISBURSEMENTS AND ADMINISTRATION FEES (page 10)	285 099	319 238
FINANCIAL FEES (page 10)	5 283	8 021
	290 382	327 259
EXCESS (INSUFFICIENT) OF REVENUE OVER DISBURSEMENTS	57 853 \$	8 229 \$

JEAN V. DUBUC, c.a.

The accompanying notes are an integral part of the financial statements.

UNAUDITED

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
NET ASSET DEFICIENCY
YEAR ENDED December 31, 2008**

	2008	2007
BEGINNING OF YEAR	(61 154) \$	(69 383) \$
EXCESS (INSUFFICIENT) OF REVENUE OVER DISBURSEMENTS	57 853	8 229
END OF YEAR	(3 301) \$	(61 154) \$

JEAN V. DUBUC, c.a.

The accompanying notes are an integral part of the financial statements.

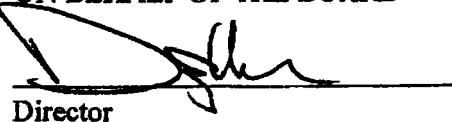
UNAUDITED

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
FINANCIAL POSITION**

December 31, 2008

	2008	2007
ASSETS		
CURRENT ASSETS		
Cash	32 862	\$ 89
Accounts receivable	13 601	25 870
Prepaid expenses	21 697	953
	68 160	\$ 26 912
LIABILITIES		
CURRENT LIABILITIES		
Line of credit (note 3)	\$ 30 000	\$
Accounts payable and accrued liabilities	16 249	8 461
	16 249	38 461
DEFERRED CONTRIBUTIONS (note 4)	55 212	49 605
	71 461	88 066
NET ASSET DEFICIENCY		
Net asset deficiency	(3 301)	(61 154)
	68 160	\$ 26 912
CONTRACTUAL ENGAGEMENT (note 5)		

ON BEHALF OF THE BOARD



Director



Director

JEAN V. DUBUC, c.a.

The accompanying notes are an integral part of the financial statements.

UNAUDITED

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
CASH FLOWS**
YEAR ENDED December 31, 2008

	2008	2007
OPERATING ACTIVITIES		
Excess (insufficient) of revenue over disbursements	57 853 \$	8 229 \$
Non-cash items		
Change in working capital items (note 7)	4 920	(7 864)
	62 773	365
FINANCEMENT		
Net variation on line of credit	(30 000)	(6 000)
	(30 000)	(6 000)
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	32 773	(5 635)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	89	5 724
CASH AND CASH EQUIVALENTS, END OF YEAR (note 8)	32 862 \$	89 \$

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
ACCOMPANYING NOTES**

December 31, 2008

1-GOVERNING STATUTES AND NATURE OF OPERATIONS

The Centre is a camp facility owned by the Synod of Quebec and Eastern Ontario of the Presbyterian Church in Canada. It is managed by the Gracefield Operating Committee, a Sub-committee of the board of directors of the Synod. It is a non-profit organization, registered as a charitable organization under the Income Tax Act.

2-ACCOUNTING POLICIES

Financial instruments

The Centre's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, and deferred contributions. Unless otherwise noted, it is management's opinion that the Centre is not exposed to significant interest, currency or credit risks arising from the financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Basis of accounting

The financial statements have been prepared using the accrual basis of accounting.

Capital expenditures

Capital expenditures are written off in the year incurred. The capital expenditures expensed in 2008 were 4 500 \$ in equipment (2007 - 2 935 \$) and 7 676 \$ of building project costs (2007 - 3 192 \$ - of which 3 063 \$ was for structural improvement and 129 \$ for Director's manse). Vehicules purchased in 2008 only 3 333 \$ has been written off to expenses. The net asset deficiency of 3 301 \$ (2007 - 61 154 \$) can be attributed to the policy of expensing net assets. A total amount for capital expenditures of 52 357 \$ for equipment, 3 333 \$ for vehicules and 271 938 \$ for building projects, have been spent since 2002.

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
ACCOMPANYING NOTES**

December 31, 2008

Revenue recognition

Revenue is recognized in the period in which it is earned. As a result, deferred contributions are recorded to reflect customer deposits received in the current fiscal year for services to be rendered in the next fiscal year. Donation revenue are recorded in the year received.

Any designated donations that are not disbursed in the fiscal year of the donation are deferred and are only recognized as revenue once the disbursements is made.

Donated materials and services

As a charitable organization, the Centre receives donated materials and services. Due to the difficulty in determining the value of these materials and services, it is the Centre's policy that donated materials and services not be recorded in the financial statements.

3-OPERATING LINE OF CREDIT

The operating line of credit bears interest at prime plus 2,25 % payable monthly, and is secured by a general security agreement. The operating line limit is 60 000 \$ and 30 000 \$ was used in 2007

4-DEFERRED CONTRIBUTIONS	2008	2007
Jemima Rae Restricted Fund (camp equipment)	5 020	\$ 7 736
Campership Fund and other deferred contributions	11 916	6 174
Capital understructural grants	14 313	14 053
Program grants	3 182	1 702
Vision Capital Fund (water/septic system)	20 019	18 914
Turtle Rock Land Fund	762	762
Others		264
	55 212	\$ 49 605

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
ACCOMPANYING NOTES**

December 31, 2008

5-CONTRACTUAL ENGAGEMENT

By virtue of a lease - exploitation expiring April 17,2010, the organization is required to make minimum futur payments totalising 3 026 \$ and they are as follows:

	2009		2010		2011		2012		2013	
	2 421	\$	605	\$	0	\$	0	\$	0	\$

6-REVENUE	2008	2007
Camp and off season revenue	190 882	197 946
Donations	65 982	66 969
Gouvernment grants- summer program	9 522	
Synod grants and other grants	62 041	60 387
Fund raising	6 114	5 733
Interests	8 985	182
Store revenues	4 709	4 271
	348 235	\$ 335 488
		\$

7-NET CHANGES IN NON-CASH WORKING CAPITAL ITEMS

	2008	2007
Accounts receivable	12 269	\$ (15 876) \$
Prepaid expenses	(20 744)	(573)
Accounts payable and accrued liabilities	7 788	3 847
Deferred contributions	5 607	4 738
	4 920	\$ (7 864) \$

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
ACCOMPANYING NOTES**

December 31, 2008

8-CASH AND CASH EQUIVALENTS COMPONENTS	2008	2007
Cash	32 862 \$	89 \$
	32 862 \$	89 \$

**SYNOD OF QUEBEC AND EASTERN ONTARIO OF THE
PRESBYTERIAN CHURCH IN CANADA:
GRACEFIELD CAMP AND CONFERENCE CENTRE
SUPPLEMENTARY FINANCIAL INFORMATION
YEAR ENDED December 31, 2008**

	2008	2007
DISBURSEMENTS AND ADMINISTRATION COSTS		
Associations	1 962	\$ 1 870
Insurance	12 919	\$ 19 785
Building projects	7 676	3 192
Utilities	14 363	14 129
Maintenance	11 461	11 532
Equipment	4 500	2 935
Automobile operations	10 722	15 746
Office	7 901	7 203
Staff travel	175	181
Food services	53 946	60 708
Fundraising costs	932	3 234
Bus transportation	6 471	9 529
Professional fees	4 106	3 265
Program supplies	4 894	7 625
Merchandise for resale	4 546	4 410
Publicity	4 296	3 058
Salaries and benefits	74 933	92 815
Salaires administrative	50 059	50 726
Training	1 461	2 843
Telecommunications	4 443	4 452
Vehicles purchased	3 333	
	285 099	\$ 319 238

FINANCIAL COSTS

Interest and bank charges	5 283	\$ 8 021	\$
	5 283	\$ 8 021	\$



Report of the Gracefield Transition Team to the Presbytery of Ottawa

**Respectfully submitted by the Gracefield Transition Team
July 18, 2009**

**As amended and adopted by the Presbytery of Ottawa
July 29, 2009**

**As amended and adopted by the Presbytery of Ottawa
September 15, 2009**

Contents

Preamble	1
Boldly and Humbly	2
A New Vision for Gracefield	3
Celebration of Recognition	5
Initiate Outreach	6
Guidance and Governance—The Proposed Board of Directors	8
Accountability and Awareness: the Proposed Camping Advisory Team	10
Terms of Reference for the Camping Advisory Team.....	10
A 100 Year Plan—Gracefield’s Sustainability Committee is Being Established	12
A Strategic Plan for Gracefield	14
1. Renew and Focus the Children’s Camping Program.....	14
2. Develop a Directed Spiritual Retreat Program	14
3. Engage and Support the Onsite Tent and Trailer Community.....	15
Critical Enablers	16
Outreach & Engagement.....	16
People.....	16
Processes	17
Infrastructure.....	17
Terms of Reference for the Board of Directors	19
Summary of Recommendations	31

Preamble

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, a number of Recommendations were made providing direction to the Gracefield Transition Team. The relevant Recommendations are as follows:

Recommendation #7

That a Camping Advisory Team be established by the Presbytery of Ottawa on recommendation of the Transition Team, representing a broad range of congregations and stakeholders, to provide input to the development of the Vision and Strategic Plan.

Recommendation #14

That a Transition Team be established effective January 1, 2009 with the accountability to:

- (a) *Develop new by-laws or terms of reference for approval by the Presbytery of Ottawa for the new Board of Directors and Committees, including the Camping Advisory Team;*
- (b) *Identify potential board members and submit the slate of candidates for approval to the Presbytery of Ottawa by the June 2009 stated meeting;*
- (c) *Undertake the activities outlined in Recommendation 18;*
- (d) *Participate in the 2008 financial review; and*
- (e) *Organize a celebration in recognition of all individuals who have been committed to the ministry of Gracefield.*

Recommendation #18

That the following four priorities be pursued immediately by the Transition Team:

1. *Develop a clear, concise and compelling vision for the Gracefield Christian Camp and Retreat Centre that will set the direction for and engage children, families, churches, communities and others in the ministry of Gracefield;*
2. *Establish a grounded, realistic Strategic Plan that will outline the direction for Gracefield and enable the Board of Directors and Presbytery of Ottawa to measure and assess progress;*
3. *Establish a Sustainability Committee to take an integrated, holistic assessment of Gracefield –financial, facilities, spiritual growth, etc. – that will help to strengthen the foundation of this ministry and to improve the future opportunities for growth; and*
4. *Initiate a set of outreach activities to ensure that as this ministry undergoes a transformation those who have supported Gracefield in the past experience a sense of renewal and excitement, and ensure that those who have not been engaged with Gracefield identify opportunities to participate in this unique community and ministry.*

In this report to the Presbytery of Ottawa, the Gracefield Transition Team provides its response to these recommendations for your approval.

Boldly and Humbly

Gracefield Camp and Conference Centre has been an active ministry in Quebec and Eastern Ontario for many years. So many of us have rich memories of discovery, renewal, and connection with God in a place of extraordinary beauty and worship. As campers, as members of the Tent and Trailer community, as participants in retreats, as volunteers and staff, we have poured ourselves into Gracefield, and we have drawn deeply from a community of Christian love.

In recent years, there has been much discussion, prayer, and focus on what the future will hold for this important ministry. After several studies, candid and vigorous debates, and prayerful deliberation, we have arrived at a point of renewal with a clear sense of direction, and a new vision and strategic plan.



“Do not worry about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God.”

Philippians 4:6

One change that you will notice immediately is that we have changed the name to **Gracefield Christian Camp and Retreat Centre** to reflect more accurately the mandate and purpose of this ministry. This change, and others, may take some time to adjust to, but we ask for your openness during the time ahead. As changes occur at Gracefield, we ask that you bring along your memories, your passion, your stories, your relationships, and your belief in this ministry to help bring energy and vitality to a special Christian ministry.

This is a time to dream and act boldly. It is time for us to build on a foundation of commitment in order to leave a lasting legacy and ministry for the generations that are here today, and will follow us.

It is also a time to humbly reflect on the leadership that has brought us here, and to bring our prayers of discernment before Christ and seek His guidance as we put into action the vision and plans that have been created.

There is a great deal of work ahead. We will ask you to contribute your prayers, your gifts, your time, and your financial resources to build a renewed Gracefield.

A New Vision for Gracefield

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That the following four priorities be pursued immediately by the Transition Team:*

1. *Develop a clear, concise and compelling vision for the Gracefield Christian Camp and Retreat Centre that will set the direction for and engage children, families, churches, communities and others in the ministry of Gracefield.*

Visions are both a reflection of who we are and what we seek to accomplish. They are linked to our past through the years of commitment that have been poured into Gracefield. They are connected to our present realities—our strengths and our challenges—and keep us grounded in our day-to-day efforts. Our vision also guides us on the path that God has set before us.

In developing this vision, the Gracefield Transition Team sought input from a wide range of stakeholders—current and past staff members, alumni, past directors, ministers, congregations, representatives of the Presbyteries in the region, and others. A number of themes emerged from their responses and comments.

- **Gracefield has many strengths on which to build.** While there is much discussion about what can and should change at Gracefield, there is much about this ministry that is strong. Many commented that the summer ministry to children is robust and makes a tremendous difference in the lives of our youth.
- **Strengthen the community and the ministry.** It was noted that Gracefield is not simply a children's camp, but a community of faith. Part of that community exists on site, and part of that community is spread throughout the cities and towns in the region. We must build this community—support, empower, and enable it—to let this ministry grow in depth and reach.
- **Nurture a context of renewal and reflection.** A powerful theme that emerged over and over was the deliberate creation of directed retreat program. This program should serve those in need of spiritual guidance, those who require healing, and those who seek to deepen their relationship with Christ.



“Vision looks inward and becomes duty. Vision looks outward and becomes aspiration. Vision looks upward and becomes faith.”

~Stephen S. Wise

A New Vision for Gracefield

Gracefield Christian Camp and Retreat Centre is dedicated to helping all people experience spiritual discovery, growth, and renewal. It is a community that nurtures a deeper love of Christ, provides comfort and support, builds leadership, develops meaningful relationships, and practices stewardship of the environment.

In offering a new vision for Gracefield, we thank those who took the time to share their thoughts, and we ask for your prayers as we begin to put this new direction into action.

Recommendation 1: The Transition Team recommends to the Presbytery of Ottawa, the following:

That the Vision for Gracefield Christian Camp and Retreat Centre be as follows:

Gracefield Christian Camp and Retreat Centre is dedicated to helping all people experience spiritual discovery, growth, and renewal. It is a community that nurtures a deeper love of Christ, provides comfort and support, builds leadership, develops meaningful relationships, and practices stewardship of the environment.

Celebration of Recognition

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That a Transition Team be established effective January 1, 2009 with the accountability to:*

(e) Organize a celebration in recognition of all individuals who have been committed to the ministry of Gracefield.

Many individuals have poured themselves into Gracefield over the years. They have helped to transform lives, build community, and share the love of Christ. In recognition of their commitment, and to mark the transformation of Gracefield, a Celebration of Recognition will be held on Saturday, August 29th.

The celebration will be held at Gracefield and will include Communion, a gathering of the community, a presentation of some of the key features of the transformation, and a celebratory luncheon. This will provide an opportunity to honour our ministry together, reflect on the past, and anticipate the exciting future ahead.

We encourage your participation, and ask that you share this invitation with others who have been involved in the ministry of Gracefield.



Recommendation 2:

In order to support this important activity of renewal, The Transition Team recommends:

That the Presbytery of Ottawa provide \$1,500. from the operating fund to support the Celebration of Recognition at the Gracefield Camp and Conference Centre.

Initiate Outreach

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That the following four priorities be pursued immediately by the Transition Team:*

4. *Initiate a set of outreach activities to ensure that as this ministry undergoes a transformation those who have supported Gracefield in the past experience a sense of renewal and excitement, and ensure that those who have not been engaged with Gracefield identify opportunities to participate in this unique community and ministry.*

A challenge in any organizational transformation is to communicate clearly. It is important to create authentic opportunities for the community to be involved in the transformation—to share their thoughts, their concerns, and their passions.

As part of the Transition Team's activities, we established a Gracefield Transition website to describe our activities, to share our working documents, and to ask for input. We also reached out to churches, camp staff, the tent and trailer community, and many others as part of the development process for the vision. Their insights proved to be valuable and central to the finalization of the vision.

We have also spent time on site at Gracefield, in discussion with the Managing Directors, staff, and the tent and trailer community. We have consulted with others involved in retreat centres, camps, and other spiritual renewal programs.

We have taken the time to listen carefully and to ensure we've understood what we've heard. We have shared elements of the vision and the strategic plan, the change of

GRACEFIELD TRANSITION

THIS WEBSITE WILL PROVIDE RESOURCES AND UPDATES RELATED TO THE TRANSITION IN GOVERNANCE STRUCTURE THAT IS UNDERWAY AT GRACEFIELD CAMP AND CONFERENCE CENTRE FROM JANUARY 1, 2009 TO AUGUST 31, 2009.

GRACEFIELD CHRISTIAN CAMP AND RETREAT CENTRE IS SEEKING AN EXECUTIVE DIRECTOR

Gracefield is undergoing a time of transformation, renewal, and revitalization. We are committed to helping all people experience spiritual discovery, growth, and renewal. We nurture a deeper love of Christ, provide comfort and support, build leadership, and develop meaningful relationships. Stewardship of the environment is a priority.



We are seeking a dynamic leader to build on the strong foundation that has been established, and work with the wide range of stakeholders that are committed to Gracefield. The successful candidate will demonstrate their ability to launch new initiatives, transform exciting visions into tangible programs, manage organizational change, and communicate clearly and with energy.

The new Executive Director will report to a single Board of Directors and will be required to work closely with this new governance Board. Specifically, this person will:

- Be accountable for all aspects of operating the camp;
- Generate an annual work plan aligned to the Strategic Plan and Vision;
- Be responsible for developing and managing the budget;
- Ensure that Gracefield meets all relevant accreditations;
- Lead the development of new programs and initiatives;
- Be a vocal and compelling advocate of Gracefield; and
- Meet or exceed clearly established metrics.

The successful candidate will have demonstrated the following:

- 7+ years experience leading Christian retreat centres or camping ministries;
- Experience working with governance Boards;

YOUR TRANSITION TEAM

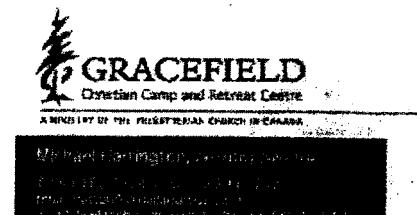
Doug Kendall, Minister Knox
Ottawa
Gary Puim, Member, Knox
Church, Manotick
Ruth Draffin, Minister, St. John's
Church, Cornwall
Trefor Munn-Venn, Elder, Knox
Ottawa

SLIDE SHOW



the name, and other aspects of the transformation. And we have experienced positive reactions over and over. The sense of excitement and energy and renewal has continued to grow.

A new logo and brand has already been developed for Gracefield and has been the foundation for the design of this report. Plans are in development for signage and a new website.



24 July, 2006

John Doe
1234 Placeholder Street
Guelph, ON, N2A 1H2

Dear John,

Quam sit vis et alia libepea sit in ex exercit et nugal iuri. Eist illo faciam et delere fui lucum my, num dir si suerid in fui nus ne desolat, nundine tot. Stannim jamecon er ing exinde delecto come multiboreu delecta (uerell) iquam, sit la fengue conrecte facipusita. statue fengue nunc rasi mosestu delectare medip eridat ius ac.

Quam, illo sit forem, sent iuspe lantipus alism vel dihorperei et illu faci tot, vero coquospit
hilar ad minell, quisit at rit, la fengue minnichumus fui, nundine tot. Stannim jamecon er ing exinde
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Sincerely,

A handwritten signature in black ink, appearing to read "Michael Harrington".

Michael Harrington,
Executive Director



Guidance and Governance—The Proposed Board of Directors

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That a Transition Team be established effective January 1, 2009 with the accountability to:*

(b) Identify potential board members and submit the slate of candidates for approval to the Presbytery of Ottawa by the June 2009 stated meeting.

Central to the changes at Gracefield Christian Camp and Retreat Centre is a new governance model. In the past, the Managing Directors were accountable to the Gracefield Operating Committee, the Presbytery of Ottawa, and the Synod of Quebec and Eastern Ontario simultaneously. The new approach introduces greater clarity and accountability.

The new Executive Director(s) of Gracefield are accountable to a single Board of Directors. This Board of Directors is comprised of the individuals that were involved in the development of the new model as well as a number of other talented and qualified individuals that have been approved by the Presbytery of Ottawa.

Members of the Gracefield Transition Team

- **Doug Kendall (2009-2012)**—Doug has a long history in Christian Camping through his involvement in a number of camps and serving on various camp boards. Doug is also currently serving as the chair of the Gracefield Operating Committee and will become the *Chair* of the new Board of Directors..
- **Trefor Munn-Venn (2009-2012)**—Trefor was the past Board Chair at Glen Mhor camp during a time of five-fold growth and during the amalgamation of five Christian ministries into one. Trefor helped to author the governance document that has established the new model for Gracefield and has been proposed as the *Secretary* of the Board.
- **Gary Pluim (2009-2012)**—Gary is the Executive Director of WaterCan, a not-for-profit organization focused on humanitarian development by provide access to fresh water. Gary has also been a senior executive in the financial services industry and has been proposed as the *Treasurer* of the Board.
- **Ruth Draffin (2009-2012)**—With a long history in Christian camping and as a Presbyterian minister, the Ruth brings a strong sense of mission and focus to the Gracefield Board. Ruth has been proposed as the director accountable for *Personnel*.

New Members of the Board

- **Greg Davidson (2009-2011)**— Greg grew up at Gracefield and has a keen interest in Children and Youth ministry. Greg has recently moved to be minister at Briarwood Presbyterian Church in the Montreal area and is very excited about working with the new Board of Directors for Gracefield. Greg has been proposed as the director accountable for *Spiritual Growth*.

- **Terry Flett (2009-2011)**—Terry brings a wealth of knowledge from his background in construction and especially in the area of safety. He has been serving on the Gracefield Operating Committee for the past several years. Terry has been proposed as the director accountable for *Health and Safety*.
- **Karen Hill (2009-2011)**—Karen is gifted and trained in the areas of visioning and strategic planning, and brings with her a passion for the different programs Gracefield can offer. Karen has been proposed as the director accountable for *Programming*.
- **William Ball (2009-2010)**—William is the minister at Westminster Presbyterian Church and a former convener of the Gracefield Operating Committee. William comes with a passion for camping and faith formation and an interest in learning more about Planned Giving. William has been proposed as the director accountable for *Fundraising and Planned Giving*.
- **John Davidson (2009-2010)**—John is a retired school principal, a former moderator of the Presbytery of Ottawa and has served in the past as a convener of the Gracefield Operating Committee and in other capacities with the Gracefield ministry. John has been proposed as the *Vice Chair*.
- **Sandy Higgs-Nesbitt (2009-2010)**— Sandy brings with her many skills and gifts in the area of communications and organizational management. In addition to this Sandy is keenly aware of the history and traditions of Gracefield, the Gracefield Operating Committee and the tent and trailer ministry of Gracefield. Sandy has been proposed as the director accountable for *Outreach and Communications*.

Timeline of Key Board Activities

It is expected that the Board of Directors will meet a minimum of four times annually. The meetings will include a range of issues, but a preliminary set of core objectives have already been established over the year:

- **Late September**—assessment of the summer programming.
- **Mid November**—approval of the annual operating plan and the budget for the next fiscal year.
- **Mid February**—discussion of the strategic direction, long-term objectives, and a review of the audit report.
- **Mid June**—walk through of the site and staff Q&A with the Board.

Recommendation 3: The Transition Team recommends to the Presbytery of Ottawa, the following:

That the following slate of candidates be approved for the Board of Directors for Gracefield Christian Camp and Retreat Centre:

Candidate	Role	Term
Douglas Kendall	Chair	2009-2012
Gary Pluim	Treasurer	2009-2012
Ruth Draffin	Personnel	2009-2012
Trefor Munn-Venn	Secretary	2009-2012
Greg Davidson	Spiritual Growth	2009-2011
Terry Flett	Health & Safety	2009-2011
Karen Hill	Programming	2009-2011
William Ball	Fundraising & Planned Giving	2009-2010
John Davidson	Vice Chair	2009-2010
Sandy Higgs-Nesbitt	Outreach & Communications	2009-2010

Accountability and Awareness: the Proposed Camping Advisory Team

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That a Camping Advisory Team be established by the Presbytery of Ottawa on recommendation of the Transition Team, representing a broad range of congregations and stakeholders, to provide input to the development of the Vision and Strategic Plan.*

A novel addition to the Gracefield Christian Camp and Retreat Centre is what we have called the Camping Advisory Team. The role of the Camping Advisory Team is to provide guidance, insight, perspectives, and creative suggestions in the development of the Vision and the Strategic Plan, which will be an ongoing process.

Central behind the idea of establishing a Camping Advisory Team is to bring a range of diverse perspectives to the direction of Gracefield. It is to bring innovative, grounded, and inspiring leadership to Gracefield at times when we seek to set or refine our direction.

We have identified a number of individuals—some who are deeply connected to Gracefield, some who are not—that bring powerful and inspired thinking to augment the strong team that will lead Gracefield into the future.

Candidate
Geralyn Klassen
Scott Sinclair
Doug Johns
Pierre Lagalisse
Dave Goldsmith
Marlene Du Charme
Katie Munnik
Jenn Heckman

Recommendation 4: The Transition Team recommends to the Presbytery of Ottawa, the following:

That the Camping Advisory Team be established and include the following individuals: Geralyn Klassen, Scott Sinclair, Doug Johns, Pierre Lagalisse, Dave Goldsmith, Marlene du Charme, Katie Munnik, Jenn Heckman, and Elly Haine.

Terms of Reference for the Camping Advisory Team

The Camping Advisory Team will be a subcommittee of the Board of Directors once it is established effective September 1, 2009. The Terms of Reference for the Camping Advisory Team are as follows:

- The Camping Advisory Team will be chaired by Chair of the Board of Directors

of Gracefield Christian Camp and Retreat Centre and shall be comprised of a slate of individuals that have been approved by the Presbytery of Ottawa. Every three years, the Board of Directors will submit a new Strategic Plan to the Presbytery of Ottawa. The Camping Advisory Team will have provided input and guidance in the process of developing the Strategic Plan. Once the Presbytery of Ottawa has approved the new Strategic Plan, a new slate of candidates will be put forward by the Board of Directors. The new slate of candidates, may include existing members of the Camping Advisory Team.

- The Camping Advisory Team will participate in the development of the Strategic Plan and any changes to the Vision in the following ways:
 - By providing their perspectives on opportunities for the growth of Gracefield as it relates to spiritual ministry, community development, and stewardship of the environment; and
 - Participating, when appropriate, in visioning and brainstorming exercises related to the Strategic Plan that have been initiated by the Board of Directors.
- It is recognized that the Camping Advisory Team acts in an important advisory capacity but that the Board of Directors will ultimately have ownership of the Strategic Plan and Vision submitted to Presbytery of Ottawa.

Recommendation 5: The Transition Team recommends to the Presbytery of Ottawa, the following:

That the Terms of Reference for the Gracefield Christian Camp and Retreat Centre Camping Advisory Team be approved.

A 100 Year Plan—Gracefield's Sustainability Committee is Being Established

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That the following four priorities be pursued immediately by the Transition Team:*

3. *Establish a Sustainability Committee to take an integrated, holistic assessment of Gracefield—financial, facilities, spiritual growth, etc. – that will help to strengthen the foundation of this ministry and to improve the future opportunities for growth;*

That's right, 100 years.

While we're preparing a three year Strategic Plan, and working on short term activities that have to happen in the months ahead, we're also looking into the future—far into the future.

The function of the Sustainability Committee is to assess the current management practices and capabilities, identify what facilities are required to achieve the objectives of the Strategic Plan and the Vision, and to identify key external factors that could have a major impact on Gracefield. In each of these facets, the Sustainability Committee will work to eliminate, reduce, or mitigate risk. One key tool has been developed to forecast the replacement costs and timelines for all facilities onsite—either on an as-is basis or fully winterized. Based on these findings, we will be able to establish the timeline and costs for key capital renewal. A central objective of the Committee will be to enable Gracefield to stand on its own two feet financially.

As part of this effort, we will be looking at the future of Gracefield one century from now. This is not a frivolous exercise. This reflects deep commitment to the stewardship we have for this place and this loving community. The Sustainability Committee will provide direction on how we care for our property—how we care for the water, the land, the forest, and the environment.

We will integrate the guidance from this committee to ensure that in 100 years, Gracefield will continue to anchor a loving Christian community.

The Sustainability Committee will be a subcommittee of the Board of Directors once it is established effective September 1, 2009. The Terms of Reference for the Sustainability Committee are as follows:

- The Sustainability Committee will be Chaired by a member of the Executive Committee of the Board of Directors and include, no less than two other members of the Board, the Executive Director of Gracefield, and any other individuals as is appropriate;
- The committee will:

- Assess current management practices and capabilities;
- Identify what facilities are required to achieve the objectives of the Strategic Plan and Vision;
- Identify external factors that could have a major impact on Gracefield;
- Eliminate, reduce, or mitigate risk;
- Provide direction on how Gracefield cares for the property, the land, the forest, and the environment with which we have been entrusted;
- Report its findings at each meeting of the Board of Directors.

A Strategic Plan for Gracefield

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That the following four priorities be pursued immediately by the Transition Team:*

2. *Establish a grounded, realistic Strategic Plan that will outline the direction for Gracefield and enable the Board of Directors and Presbytery of Ottawa to measure and assess progress;*

With a Vision established based on input from Gracefield stakeholders, the next major priority is the development of a Strategic Plan.

In order to accomplish the fundamental objectives of the Vision, we have identified three strategic priorities that need to be addressed.

1. Renew and Focus the Children's Camping Program

The children's camping program of Gracefield is very important. It has shaped the lives and faith of many children. This priority programming area has the potential to reach more children and have a greater impact on their lives.

One important area of impact that Christian camps have had is the development of leaders and we believe that by focusing more in this area, Gracefield has the opportunity to affect greater change and make a greater contribution.



"Then little children were being brought to him in order that he might lay his hands on them and pray. The disciples spoke sternly to those who brought them; but Jesus said, 'Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs.'"

Matthew 19:13-14

Accomplishing this objective can be achieved through renewal of a series of activities including Staff Training, the Leaders-In-Training (LIT) program, and augmentation of the outdoor education activities.

Changes in these areas will improve the delivery of the camping program, the value and relevance of the programming to campers, and the growth of youth in the Christian church.

2. Develop a Directed Spiritual Retreat Program

Gracefield has provided many opportunities for churches, congregations, and others to gather as part of the Christian community. In small groups, they have gathered and joined in fellowship—some for renewal, some for growth, and some just for fun. In many cases, Gracefield has provided the context and the support, but the programming has been left

up to each individual group.

This kind of activity should continue in the future, but it should also be augmented by directed spiritual retreats. These could be silent retreats that encourage stillness, prayer, and reflection. Retreats could also be developed to support families and couples, to enrich marriages, to develop spiritual leaders, and to provide specifically designed programming for seniors. Priority areas of attention should go to:

- A retreat in the fall of 2009 for seniors. This retreat would provide an opportunity to savour the splendour of God’s creation demonstrated through the stunning autumn colours.
- A series of retreats focused on stillness, silence, and prayer. These retreats will nurture the ability to calm our minds, open our hearts, and listen carefully for God’s voice.

This is a new area of focus and we expect that we will draw on the expertise of other spiritual leaders in the development and delivery of this program.

3. Engage and Support the Onsite Tent and Trailer Community

After meeting with representatives of the Tent and Trailer community it is clear that there is a deep desire to not only maintain this important ministry, but to see it grow.

Crucial to this growth is suitable infrastructure. No less important is the need and the desire to build up the experience of connectedness within this community and with the whole ministry of Gracefield. The Board to Directors of Gracefield Christian Camp and Retreat Centre will engage the Onsite Tent and Trailer community as we work together towards our shared vision of Gracefield. The first priorities are to:

- Develop suitable, easily maintained, and accessible washrooms and showers facilities for the current Onsite Tent and Trailer community, and for the Tent and Trailer community we foresee a generation from now.
- Provide a place for members of the Onsite Tent and Trailer Community to gather together for community events and on rainy days.
- Move the workshop that is currently in the middle of the Tent and Trailer Community



“I appeal to you therefore, brothers and sisters, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewing of your minds, so that you may discern what is the will of God—what is good and acceptable and perfect.”

Romans 12:1-2



“Therefore encourage one another and build up each other, as indeed you are doing.”

1 Thessalonians 5:11

- to an area that is less disruptive to the program.
- Identify the best area for new Tent and Trailer camping sites with the least environmental impact, and begin to develop those sites.
- Encourage activities that will help the onsite Tent and Trailer Community to experience spiritual discovery, growth, and renewal.

Critical Enablers

To successfully deliver both the Vision and the priorities outlined in the Strategic Plan, a number of key success factors must be established.

Outreach & Engagement

Reaching out to and engaging those who have been and are currently committed to Gracefield is a priority during this time of transition. Successfully renewing Gracefield will require bridging the past experiences of alumni, campers, former GOC members, churches, the Tent and Trailer community, and others with the emerging Vision and priorities.

A key activity for the Executive Director(s) will be to work closely with these stakeholders and to help them to understand and embrace the Vision and Strategic Plan. Doing so will require increased consultation and careful listening.

A priority must be given to focusing the communications and marketing messages to avoid confusion during this time of change. Greater consistency and clarity is essential to reaching those who will choose Gracefield for their children and themselves.

A major element to focus on immediately is improving the signage for Gracefield using the new branding—including physical signage, the website, and printed materials.

The Board of Directors will have a role to play in this outreach, particularly in reaching out to the Presbyteries and Churches in the region. The same is true as it relates to fundraising and planned giving.

People

The successful transformation of any organization is dependent on people. People who believe in the changes; people who provide extraordinary care and service; and people who will provide spiritual leadership.

The people central to Gracefield—the Executive Director(s), the staff, volunteers—need to be empowered. Each individual involved in the leadership of Gracefield needs to have the ability to perform their role with authority, confidence, and excellence. With this change needs to come greater training, coaching, mentoring, and leadership development. Any training that is provided must be directly aligned to the priorities of the Strategic Plan. Accomplishing this will require that each job has a clear description, well-defined roles and responsibilities, and specific metrics that are unique to each position.

Another key aspect to improving the strength of the people of Gracefield is to establish clear and deliberate succession planning. Staff need to be able to see opportunities to progress and must know what actions need to be taken to move forward.

Processes

A number of process changes have the opportunity to support the priorities of the Strategic Plan.

An important change that needs to be undertaken is a simplification of the pricing for programs offered at Gracefield. By making the pricing of service more obvious, and presenting it more effectively, and linking this to the Outreach and Engagement activities, it will make it easier and more compelling for individuals to commit to Gracefield programs.

Another change to be undertaken is establishing a simple online registration process for Gracefield programs—and to enable other online purchases where appropriate.

A corollary to this is a simplified and directed Fundraising program that is linked to the priorities of the Strategic Plan.

Finally, a sustained effort needs to be placed on finding the appropriate level of integration between the different programs and ministries at Gracefield. The first step is clearly defining and communicating the programs. The second is finding points of alignment between the programs, where they can mutually support one another.

Infrastructure

Some infrastructure changes need to be undertaken as soon as possible.

An initiative that needs to be undertaken as soon as possible is the improvement to the water and sceptic system. This has been in the works for some time, and it is time for this project to be completed.

Another immediate action that will result in a major onsite difference is improving the overall site orderliness and restoration. Removing old trailers and other materials will increase the overall attractiveness of Gracefield.

One facility that requires attention is the improvement if not replacement of the East Block washrooms used by the Tent and Trailer community. The current state of this infrastructure is not appropriate to serve this program area and needs to be improved.

One change referred to earlier is worth reinforcing—the development of new signage for Gracefield. Signage is one of the first things that individuals encounter and it must be clear, clean, and well-maintained. Coupled with this is a new online presence for Gracefield. Most people will visit the website as their first step in learning more about Gracefield and the programs that are offered. The website needs to easily and simply

share essential information, communicate the Vision, and help individuals and groups identify whether the programs offered are appropriate for their specific needs.

Finally, the onsite facilities require renewal and undertaking a coordinated program of repainting the buildings—inside and outside where appropriate—will do much to demonstrate the care and respect that is central to Gracefield. Instead of using a single colour for the buildings, we will select a colour palette that will be used so the buildings will be different but complementary, to add variety to the facilities while maintaining unity in the direction.

For all elements of the Strategic Plan, metrics will be established in order to track progress and measure performance. All annual work plans, approved each year by the Board of Directors, will be oriented towards achieving the strategy's key priorities. The Board of Directors and the senior Gracefield staff will review the strategy and evaluate progress on an annual basis.

Recommendation 6: The Transition Team recommends to the Presbytery of Ottawa, the following:

That the Strategic Plan as outlined in the Report of the Transition Team be approved.

Terms of Reference for the Board of Directors

At the November 2008 meeting of the Synod of Quebec and Eastern Ontario, approval was given to undertake the following: *That a Transition Team be established effective January 1, 2009 with the accountability to:*

(a) Develop new by-laws or terms of reference for approval by the Presbytery of Ottawa for the new Board of Directors and Committees, including the Camping Advisory Team;

The new model that has been adopted for Gracefield establishes a governance, as opposed to an operating, Board of Directors. This Board of Directors will be established effective September 1, 2009. The following Terms of Reference have been developed to establish the foundation on which the Board of Directors will conduct its role.

Terms of Reference for the Board of Directors

PURPOSE AND ACCOUNTABILITY

Gracefield Christian Camp and Retreat Centre's Statement of Purpose is as follows:

Gracefield Christian Camp and Retreat Centre is dedicated to helping all people experience spiritual discovery, growth, and renewal. It is a community that nurtures a deeper love of Christ, provides comfort and support, builds leadership, develops meaningful relationships, and practices stewardship of the environment.

Gracefield Christian Camp and Retreat Centre is accountable to The Presbytery of Ottawa of Presbyterian Church in Canada.

ARTICLE 1 - Responsibilities

- 1.1 To administer the property at Gracefield by:
 - a) Maintaining and developing the property and keeping the buildings, roads, fencing, and recreation facilities in good repair, insured and applicable taxes paid.
 - b) Ensuring that the land is utilized in a way that is productive, as well as aesthetically pleasing, useful for recreation connected to our programs, and as a wildlife habitat.
 - c) Ensuring, as far as possible, that the uses of the surrounding properties are not incompatible with programs and atmosphere of Gracefield Christian Camp and Retreat Centre.
- 1.2 To provide competent staff, relevant programs, adequate facilities and equipment to ensure that Gracefield is enabled to offer programs in the following areas:
 - a) Experience of Christian community in a "setting apart".

- b) Encouragement of one's personal spiritual growth and renewal.
- c) Equipping for service within committees, congregations and global outreach.
- d) Development of leadership skills.
- e) Fostering of an appreciation for creation in praise of the Creator.
- f) Practices of good stewardship of the environment.

1.3. To support as much as possible the programs and policies of The Presbyterian Church in Canada by reflecting them in the programs and policies of Gracefield Christian Camp and Retreat Centre.

1.4. To study and develop ways and means by which Gracefield Christian Camp and Retreat Centre may be of service to The Presbyterian Church in Canada on a nation-wide basis as a camp and retreat centre.

1.5. To publicize the programs and facilities of Gracefield Christian Camp and Retreat Centre throughout The Presbyterian Church in Canada, other churches and organizations/groups.

1.6. To subsidize when possible, programming costs for deserving individuals or church groups where other funds are not available.

1.7. To subsidize travelling costs of participants in Gracefield Christian Camp and Retreat Centre programs when possible and when funds become available.

1.8. To provide facilities and hospitality for other church groups.

1.9. To provide facilities and hospitality for non-church groups in non-peak periods or when available.

1.10 To report twice annually to the Presbytery of Ottawa on the operation and programs of Gracefield Christian Camp and Retreat Centre and other related matters.

ARTICLE 2 - Board of Directors

2.1 Numbers and Qualification

The property and affairs of Gracefield shall be managed by the Board of Directors which shall be composed of a minimum of seven (7) and a maximum of twelve (12) Directors. The Directors then in office shall fix the number of Directors from time to time. Directors shall be individuals, at least eighteen (18) years of age and have the power under law to contract. A minimum of three-quarters of the voting members of the Board of Directors shall be members or adherents of The Presbyterian Church in Canada.

2.2 Term of Directors

Appointment of individuals to the Board of Directors of the Gracefield Christian Camp and Retreat Centre will be initiated by a Nominating Committee of the Board that is comprised by two representatives of the Board of Directors and one representative from the Presbytery of Ottawa. The Nominating Committee will seek nominations from the three presbyteries in Eastern Ontario, at a minimum, but not be bound to accept those nominations. A comprehensive slate of nominations will be provided by the Nominating Committee to the Board of Directors for discussion and approval. Once the Board of Directors has approved the slate of candidates, the slate shall be presented to the Presbytery of Ottawa for

their approval at the June meeting of the Presbytery each year. As per Recommendation #9 included in *A Governance Framework for Gracefield Camp and Conference Centre* and approved by both the Presbytery of Ottawa and the Synod of Quebec and Eastern Ontario, it is recognized “That a slate of candidates for the Board of Directors, including rationale for their appointment, be put forward annually to the Presbytery of Ottawa in advance of its June stated meeting for appointment with the understanding that the Presbytery will either appoint the entire slate or refer it back to the Board of Directors for reconsideration.”.

Each director shall be eligible for re-election for one (1) further term of three (3) years. No Director may serve for more than six (6) consecutive years. A Director who has served on the Board of Directors for six (6) consecutive years shall be eligible for re-election after a minimum of one (1) year off the Board of Directors.

2.3 Vacation of Office of Director

The office of a Director shall be automatically vacated:

- a) if the Director resigns his or her office by delivering a written resignation to the head office of Gracefield and depositing same with the Secretary of Gracefield;
- b) if the Director is found by a court to be of unsound mind;
- c) if at a meeting of the Board of Directors, a resolution is passed by at least sixty-six and two-thirds percent (66 2/3%) of the members of the Board present at such meeting and entitled to vote there that the Director be removed from office; or
- d) on death of the Director.

If any vacancy shall occur for any reason contained in this paragraph, the Board of Directors by majority vote may fill the vacancy. Replacement members are eligible for reappointment for up to a six-year term. The Board of Directors shall have the authority to appoint individuals to fill any vacancies which may occur during the year. These actions are to be reported in writing to Clerk of the Presbytery of Ottawa immediately for report at the next regular meeting of the Presbytery. Should a vacancy in the office of Chair occur, the board shall propose a nominee to the Presbytery for the Presbytery to appoint. These appointments are to be conducted on an interim basis until the next slate of nominations is put forward to Presbytery for approval.

If a meeting of the Board of Directors fails to elect the number or minimum number of the Directors required by the Terms of Reference of Gracefield board and any other applicable laws or if a vacancy occurs as a result of any of the foregoing reasons which is not filled by the Board of Directors, the Directors remaining in office may exercise all the powers of the Board of Directors provided that a quorum of Directors is elected or remains in office as the case may be.

2.4 Resignation

A retiring Director whose resignation stipulates that it is not to be effective until a certain meeting of the Board of Directors or the Members, shall remain in office until the dissolution or adjournment of the meeting at which his or her resignation is to be effective.

2.5 **Remuneration**

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from his or her position as such, provided that a Director may be paid reasonable expenses incurred by him or her in the performance of his or her duties. Nothing contained herein shall be construed to preclude any Director from serving Gracefield as an officer or in any other capacity and receiving compensation therefore.

ARTICLE 3 - Powers of the Board of Directors

3.1 **Affairs of Gracefield**

The Board of Directors of Gracefield shall administer the affairs of Gracefield in all things and make or cause to be made for Gracefield, in its name, any kind of contract which Gracefield may lawfully enter into and, except as otherwise specifically provided herein, shall exercise all such other powers and do all such other acts and things as Gracefield is permitted or otherwise authorized to exercise and do. Without restricting the generality of the foregoing, the Board of Directors shall have power to authorize expenditures on behalf of Gracefield from time to time.

3.2 **Finances**

The Board of Directors shall take such steps as they may deem requisite to enable Gracefield to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, payments and donations of any kind whatsoever for the purpose of furthering the objects of Gracefield. The Board of Directors shall have the power to enter into a trust arrangement with an incorporated financial institution for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of Gracefield in accordance with such terms as the Board of Directors may determine.

3.3 **Employees**

The Board of Directors may appoint such agents and hire such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as determined by the Board of Directors. The Board of Directors may delegate by resolution to an Officer or Officers the right to hire and pay salaries to employees.

3.4 **Borrowing**

Subject to the laws of The Presbyterian Church in Canada, the Board of Directors may from time to time:

- a) borrow money upon the credit of Gracefield;
- b) limit or increase the amount to be borrowed;
- c) issue debentures or other securities of Gracefield;
- d) pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient; and
- e) secure any such debentures, or other securities, or any other present or future borrowing or liability of Gracefield, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of Gracefield, and the undertaking and rights of Gracefield.

The Board of Directors may delegate such powers to the Officers or the Directors to such extent and in such manner as the Board of Directors may, by resolution, determine. Nothing herein limits or restricts the borrowing of money by Gracefield on bills of exchange or promissory notes made, drawn, accepted, or endorsed by or on behalf of Gracefield. It is recognized that any activities that would require borrowing against the property would require the involvement and permission of the Presbytery of Ottawa as the holder of the Title.

ARTICLE 4 - Officers

4.1 Officers

The officers of Gracefield shall be a chair (the “Chair”), a vice-chair (the “Vice-Chair”), a secretary (the “Secretary”), a treasurer (the “Treasurer”) and any such other officers as the Board of Directors may by resolution determine (herein referred to, individually, as an “Officer” and, collectively, as the “Officers”). Any Officer except the Chair may hold more than one office.

4.2 Appointment

The Chair shall be elected by the Board of Directors and submitted to the Presbytery of Ottawa together with all the other board members. The remaining positions shall be appointed by resolution of the Board of Directors at the first meeting of Board.

4.3 Term

The Officers shall hold office for a term of three (3) years from the date of appointment or until their successors are appointed. All Officers other than the Chair may be removed by resolution of the Board of Directors at any time. The Chair may be removed by resolution of the Members passed at a meeting of Members called for that purpose, by a vote of not less than sixty-six and two-thirds percent (66 2/3%) of the Members of the Board.

ARTICLE 5 - Duties of Officers

5.1 Chair

The Chair shall preside at all meetings of the Board of Directors. The Chair shall have the general and active management of the affairs of Gracefield. He or she

shall see that all orders and resolutions of the Board of Directors are carried into effect and shall perform such other duties as may be determined by the Board of Directors from time to time.

5.2 Vice-Chair

The Vice-Chair shall, in the absence or disability of the Chair, perform the duties and exercise the powers of the Chair and shall perform such other duties as may be determined by the Board of Directors from time to time..

5.3 Treasurer

The Treasurer shall have the custody of the funds and securities of Gracefield and shall keep or cause to be kept full and accurate accounts of all assets, liabilities, receipts and disbursements of Gracefield in the books belonging to Gracefield and shall deposit or cause to be deposited all monies, securities and other valuable effects in the name and to the credit of the Gracefield in such chartered bank or financial institutions covered by C.D.I.C. or in the case of securities, in such registered dealer in securities, as may be determined by the Board of Directors from time to time. He or she shall disburse or cause to be disbursed the funds of Gracefield as may be directed by proper authority taking or causing to be taken proper vouchers for such disbursements, and shall render or cause to be rendered to the Chair and Board of Directors at regular meetings of the Board of Directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of Gracefield.

5.4 Secretary

The Secretary shall carry on the affairs of Gracefield generally under the supervision of the Officers and shall attend all meetings of the Board of Directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The Secretary, or such other officer or director as designated by the Board of Directors, shall have custody of the corporate seal of Gracefield. The Secretary, or his or her designate, shall deliver the corporate seal only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in such resolution. He or she shall give or cause to be given notice of all meetings of the Members and of the Board of Directors, and shall perform such other duties as may be specified by the Board of Directors or Chair, under whose joint supervision he or she shall be. He or she shall perform such other duties as maybe determined by the Board of Directors from time to time.

5.5 Other Officers

The duties of all other Officers shall be such as the terms of their appointment require or as may be determined by the Board of Directors.

ARTICLE 6 - Executive Committee

6.1 Executive Committee

There shall be an executive committee (the “Executive Committee”) comprised of the Chair and four (4) additional members of the Board of Directors. Subject to any applicable laws and subject to the power of the Board of Directors to restrict the powers of the Executive Committee from time to time as the Board of Directors may determine, the Executive Committee shall possess and may exercise, during intervals between meetings of the Board of Directors, all of the powers of the Board of Directors in the administration of the affairs of the Gracefield other than the power to repeal, vary, add to or amend the Terms of Reference of Gracefield. Executive Committee members shall receive no remuneration for serving as such, but shall be entitled to reasonable expenses incurred in the exercise of their duties. The members of the Executive Committee shall be subject to removal by resolution of the Board of Directors at any time.

6.2 Meetings

Meetings of the Executive Committee may be held at any time and place to be determined by the members of the Executive Committee, provided that, forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each member thereof. Provided further that, if notice of any such meeting is given by mail, such notice by mail shall be sent at least fourteen (14) days prior to the meeting. Three (3) members of the Executive Committee shall constitute a quorum. No error or omission in giving notice of any meeting of the Executive Committee or any adjourned meeting of the Executive Committee shall invalidate such meeting or make void any proceedings taken there at and any member thereof may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. Articles 8.3 and 8.4 apply, mutatis mutandis, to meetings of the Executive Committee.

ARTICLE 7 - Committees

7.1 Committees

The Board of Directors may establish, by resolution, committees on such terms and conditions as the Board of Directors deems appropriate, whose members will hold their offices at the discretion of the Board of Directors or as otherwise determined by the Board of Directors.

ARTICLE 8 - Meetings of the Board of Directors

8.1 Meetings - Number and Notice

The meetings of the Board of Directors shall be held at Gracefield or at any place and on such date as the Board of Directors may determine provided that, forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each Director. Provided further that, if notice is given by mail such notice shall be mailed at least fourteen (14) days prior to the meeting. No notice of a meeting of the Board of Directors shall be required if all Directors are present and waive notice, or if those absent have signified their consent to the meeting being held in their absence. No error or omission in giving notice of any meeting of the Board of Directors or any adjourned meeting of the Board of Directors shall

invalidate such meeting or make void any proceedings taken there at and any Director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. The statutory declaration of the Chair or the Secretary that notice has been given shall be sufficient and conclusive evidence of the giving of such notice. The Chair may, and the Secretary shall upon written requisition of not less than a majority of the Directors, call a meeting of the Board of Directors. There shall be at least four (4) meetings per year of the Board of Directors. A minimum of one meeting per year will be at Gracefield Christian Camp and Retreat Centre.

8.2 **Quorum**

Six (6) members of the Board of Directors constitute a quorum at any meeting of the Board of Directors.

8.3 **Consensus Procedures Governing Voting**

Each Director shall be entitled to exercise one (1) vote at each meeting of the Board of Directors. Except as expressly provided herein and unless otherwise expressly provided by the Act, at all meetings of the Board of Directors, every question shall be determined by a majority of votes cast at the meeting. In the event of a tie, the Chair of the meeting shall have a second or casting vote. A declaration by the Chair of the meeting that a resolution has been carried and an entry to that effect in the minutes shall be *prima facie* proof of the fact without proof of the number of proportion of the votes recorded in favour of or against such resolution.

8.4 **Participation by Telephone or other Electronic Means**

If all members of the Board of Directors consent thereto in advance, generally or in respect of a particular meeting, and all Directors have equal access, a Director may participate in a meeting of the Board of Directors by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to communicate with one another, and a Director participating in such a meeting by such means is deemed to be present at the meeting. The Secretary shall ensure each particular meeting is handled in a secure fashion. Quorum shall be established by the Secretary at the beginning of each particular meeting by verbal roll call, where appropriate, or by such other reasonable measures as determined by the Secretary to accurately confirm attendance of the Directors at the meeting. The Secretary shall record each vote cast by a Director participating by telephone or other electronic means in the minutes.

8.5 **Voting by Ballot**

Where a Director is unable to participate in a meeting of the Board of Directors of Gracefield either in person, by conference telephone or other electronic means, then, subject to this By-Law, the Director may have his or her vote recorded for the purposes of the meeting by means of a detailed voting ballot. The Secretary of Gracefield shall provide the detailed voting ballot to any Director who indicates his or her inability to attend a meeting of Directors in person, by conference

telephone or by other electronic means. The completed and signed voting ballot must be returned by the absent Director to the Secretary of Gracefield prior to the commencement of the meeting at which the absent Director's vote is to be counted. The voting ballot must contain sufficient detail concerning matters to be raised at the meeting to allow a Director who is unable to attend the meeting the opportunity to make a reasoned judgment on the matters contained therein. A Director's vote by ballot will only be counted if the motion on the floor of the meeting is identical to that contained in the ballot. The deposit of a ballot with the Secretary of Gracefield will not constitute that Director present for the purposes of establishing quorum at any meeting of Directors.

ARTICLE 9 - Minutes of Board of Directors and Executive Committees

9.1 Minutes of Board of Directors and Executive Committee

The minutes of the Board of Directors or the minutes of the Executive Committee shall be available only to the Board of Directors, each of who shall receive a copy of such minutes, and to the Presbytery of Ottawa when called for review.

ARTICLE 10 - Notice

10.1 Address for Notice

For the purpose of sending notice to a member of the Board of Directors, a Director or an Officer for any meeting or otherwise, the address of the Member, Director or Officer shall be his or her last address recorded on the books of Gracefield.

ARTICLE 11 - Indemnity and Insurance

11.1 Indemnity

Gracefield shall indemnify and save harmless the Directors and Officers of Gracefield and their heirs, executors and administrators from and against all costs, charges and expenses including any amount paid to settle an action or to satisfy a judgment, reasonably incurred by Directors or Officers in respect of:

- a) any civil, criminal or administrative action or proceeding to which the Director or Officer is made a party by reason of being or having been a Director or Officer of Gracefield;
- b) any action by or on behalf of Gracefield to procure a judgment in its favour to which the Director or Officer is made a party by reason of being or having been a Director or Officer of Gracefield, if Gracefield obtains any approval required under the Act in respect of such indemnification; and
- c) the defense of any civil, criminal or administrative action or proceeding to which the Director or Officer is made a party by reason of being or having been a Director or Officer of Gracefield if the Director or Officer was substantially

successful on the merits in his or her defense of the action or proceeding, if the Director or Officer has acted honestly and in good faith with a view to the best interests of Gracefield and in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the Director or Officer had reasonable grounds for believing that his or her conduct was lawful.

11.2 Directors and Officers Liability Insurance

Gracefield shall, at all times, maintain in force such directors and officers liability insurance as may be approved by the Board of Directors.

ARTICLE 12 - Execution of Documents

12.1 Execution of Documents

Contracts, documents or any other instrument in writing requiring the signature of Gracefield shall be signed by any two Officers and all contracts, documents and instruments in writing so signed shall be binding upon Gracefield without any further authorization or formality. The Board of Directors shall have power from time to time by resolution to appoint any individual who shall be empowered on behalf of Gracefield to sign specific contracts, documents and instruments in writing. The Board of Directors may give Gracefield's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any securities owned by Gracefield. The seal of Gracefield when required maybe affixed to contracts, documents and instruments in writing signed as aforesaid or by any Officer or Officers appointed by resolution of the Board of Directors.

ARTICLE 13 - Corporate Seal

13.1 Corporate Seal

The seal, an impression whereof is made in the margin hereof, shall be the seal of Gracefield.

ARTICLE 14 - Financial Year

14.1 Financial Year

Unless otherwise ordered by the Board of Directors, the fiscal Year-end of Gracefield shall be the 31st day of December in each year.

ARTICLE 15 - Amendment of Terms of Reference

15.1 Amendment to Terms of Reference

The Terms of Reference for the Board of Directors may be repealed or amended by the Presbytery of Ottawa, upon its own initiative or upon recommendation of

the Board of Directors.

ARTICLE 16 - Auditors

16.1 Auditors

The members of the Board of Directors shall annually appoint an auditor to audit or review the accounts of Gracefield and provide a report to the Treasurer who will present the findings at the next meeting of the Board. The auditor shall hold office until the Board of Directors reaffirms that position on an annual basis or appoints a new auditor. The Board of Directors shall fix the remuneration of the auditor.

ARTICLE 17 - Books and Records

17.1 Books and Records

The Board of Directors shall ensure that all necessary books and records of Gracefield required by the Terms of Reference of Gracefield or by applicable law are regularly and properly kept and microfilmed.

ARTICLE 18 - Rules and Regulations

18.1 Rules and Regulations

The Board of Directors may prescribe such rules and regulations not inconsistent with these Terms of Reference relating to the management and operation of Gracefield as they deem appropriate.

ARTICLE 19 - Repeal of Terms of Reference

19.1 Repeal of Terms of Reference

Upon these Terms of Reference coming into force, all previous by-laws or Terms of Reference of Gracefield are repealed, provided that such repeal shall not affect the previous operation of such by-law or Terms of Reference so repealed or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under the validity of any contract or agreement made pursuant to any such by-law or Terms of Reference prior to its repeal.

APPROVED by the Presbytery of Ottawa

this _____ day of _____, 2009.

Moderator _____,

Clerk _____,

ENACTED by the Board of Directors of Gracefield Christian Camp and Retreat Centre

this _____ day of _____, 2009.

Chair _____,

Secretary _____,

Recommendation 7: The Transition Team recommends to the Presbytery of Ottawa, the following:

That the Terms of Reference for the Board of Directors of Gracefield Christian Camp and Retreat Centre as outlined in the Report of the Transition Team be approved.

Summary of Recommendations [As approved]

Recommendation #1 - That the Vision for Gracefield Christian Camp and Retreat Centre be as follows:

Gracefield Christian Camp and Retreat Centre is dedicated to helping all people experience spiritual discovery, growth, and renewal. It is a community that nurtures a deeper love of Christ, provides comfort and support, builds leadership, develops meaningful relationships, and practices stewardship of the environment.

Recommendation #2 - That the Presbytery of Ottawa provide \$1,500 from the operating fund to support the Celebration of Recognition at the Gracefield Camp and Conference Centre.

Recommendation #3 - That the following slate of candidates be approved for the Board of Directors for Gracefield Christian Camp and Retreat Centre:

Candidate	Role	Term
Douglas Kendall	Chair	2009-2012
Gary Pluim	Treasurer	2009-2012
Ruth Draffin	Personnel	2009-2012
Trefor Munn-Venn	Secretary	2009-2012
Greg Davidson	Spiritual Growth	2009-2011
Terry Flett	Health & Safety	2009-2011
Karen Hill	Programming	2009-2011
William Ball	Fundraising & Planned Giving	2009-2010
John Davidson	Vice Chair	2009-2010
Sandy Higgs-Nesbitt	Outreach & Communications	2009-2010

Recommendation #4 - That the Camping Advisory Team be established and include the following individuals: Geralyn Klassen, Scott Sinclair, Doug Johns, Pierre Lagalisse, Dave Goldsmith, Marlene du Charme, Katie Munnik, Jenn Heckman, and Elly Haine.

Recommendation #5 - That the Terms of Reference for the Gracefield Christian Camp and Retreat Centre Camping Advisory Team be approved.

Recommendation #6 - That the Strategic Plan as outlined in the Report of the Transition Team be approved.

Recommendation #7 - That the Terms of Reference for the Board of Directors of Gracefield Christian Camp and Retreat Centre as outlined in the Report of the Transition Team be approved.

CAMP D'ACTION BIBLIQUE – September 2009

The camp continues to move forward with your help and prayers. The following updates are submitted to the Presbytery of Quebec for your information and consideration.

1. Camp Committee staff. Two people involved with this summer are considering joining the camp committee: Brian Perron and Antony Ramarokoto. Brian and Antony were able to attend the last meeting as visitors and their inputs very welcomed. All would be good additions to the committee. The Presbytery of Quebec is requested to endorse them as members of the Camp committee.
2. Staff and campers for 2009. There were 85 campers weeks and 75 staff weeks by 31 different people involved as staff with CAB this past summer.
3. Full or Part-time position. The camp was unsuccessful in finding a part-time person to act in the executive director position. Katie Cook helped out in this area during the month of June before taking on the role of summer camp director. Anita carried the lion's share of these duties with assistance from Craig. Even though we did not find a maintenance person, Michel Randlett came forward during the summer and has assumed that role.
4. Open House July 4th, 2009. The open house was wet but good. Most of the activities happened inside, 44 attended and 29 stayed for the church service. The dining hall was full for supper and everyone fit inside. The Chapel had a few extra seats but was near capacity. Silent auction was in the staff lounge. The Silent auction of 22 items raised \$105. We received 9 donations totalling \$410. The ladies of St Andrews Melbourne provided 9 salads and St Andrews Sherbrooke 6 desserts. There was lots of excellent food. It was an excellent opportunity for fellowship.
5. The following is the status of property projects:

Completed:

- a. Dredging was done in early September;
- b. A new trailer donated by Genevieve Holding was installed beside the parking lot;
- c. General Upkeep tasks as follows:
 - (1) Cabin 5 roof (replaced with tin),
 - (2) Clearing trees,
 - (3) Empty septic tank,
 - (4) Beavers were removed from pond,
 - (5) Repairs to the dam,

- (6) Two spring work weekends,
- (7) Interior spray painting of cabin 7 done as a test and worked well,
- (8) Chapel exterior wall painted,
- (9) Clear trees for location on new trailer,
- (10) Old washroom gutted, and old boys room transformed into a sports gear storage area,
- (11) Sand for the beach, and
- (12) Closed for the winter;

d. New Washroom:

- (1) Overhang, and
- (2) Siding (75%);

Planned:

e. New washroom:

- (1) Male staff bathroom (Oct 09), and
- (2) Vapour barrier in foundation; and

f. General Upkeep tasks as follows:

- (1) Old washroom roof to be replaced,
- (2) Cleaning and spray painting interior of cabins, and
- (3) Trailer overall, place on blocks and install the deck.

6. Water. There were no problems with the drinking or pond water this summer. The drinking water was excellent and the pond water at the end of the summer received an "A" grade which is the best possible. The lifeguard this summer was from the pool in Richmond and worked only a few hours a day at an hourly rate.

7. CAB websites. The camp website is available at <http://www.cabqc.ca/>.

8. Synod of Quebec and Eastern Ontario, October 16th – 17th, 2009. Craig and Anita are planning to make a short presentation at the upcoming Synod meeting and to circulate a handout of pictures like the one you received this morning in your package.

9. Highlights:

- a. The Presbyterian Church in Canada provided the camp with a grant of \$3,000 to purchase a Piano keyboard for the camp. It was purchased in early August and available for the final two camps. It was great to have piano music in the chapel;

- b. The PCC also provide a grant of \$25,100 to assist with required training and accreditation. The committee hopes launch the long process this fall; and
- c. A twenty-five year old, 32-foot trailer in excellent condition was donated to the camp. The only cost was the relocation costs from near Sherbrooke to the camp.

If you have any questions, please do not hesitate to call,



C.A. Dewar 28 Sep 09
Director General (Convenor) / Secretary
Camp d'action biblique
(613) 822-9881 (Home) (new)
(613) 945-5219 (Work)

My new mailing address is:

Craig Dewar
222 Bulrush Cres
Gloucester, ON
K1T 0E6

Enclosures: 3

The following documents are enclosed:

- Planned Camping Schedule 2010
- Select Photos from all 2009 camps
- Financial Statement to August 31st, 2009

EXPENSES 2009

Hydro Quebec	\$1,185.48
Propane	\$385.38
Bell	\$703.11
Postage / Stationary / Photocopying	\$738.12
Property (incl septic tank cleaning)	\$1,934.38
Keyboard	\$3,029.56
Pharmacy	\$15.62
Food - Maxi / Distal / Tuck	\$4,472.60
Office Supplies	\$41.91
Water Testing	\$161.64
Bouffe pour tous + transport	\$280.00
Honourariums	\$16,372.50
Honourariums - Executive Director	\$900.00
Honourariums - Maintenance	\$4,525.50
Travel - Maintenance	\$901.60
Insurance	\$8,178.27
Chapel Repair Materials	\$0.00
New Washroom - Material	\$5,124.05
New Washroom - Balcony Material	\$952.66
New Washroom - Siding (Jul bills)	\$8,775.29
New Washroom - Honourariums	\$6,000.00
Cleaning	\$370.00
CITQ	\$224.12
CCI Membership	\$0.00
Fire Extinguishers	\$102.72
Food Handling Course	\$451.50
Return of Damage Deposit	\$0.00
Municipalite du Canton de Cleveland	\$175.00
Program (including craft supplies)	\$517.87
Staff Travel	\$80.00
Misc Travel	\$476.20
Committee (meals + travel)	\$207.71
Internet	\$0.00
Domain Name + website hosting + webdesign	\$1,375.34
returned cheque	\$240.00
bank charge	\$7.00
refund	\$0.00
Total Expenses	\$68,905.13

Sent to Presbytery of Quebec for Tax Receipts	\$3,445.00
	\$3,445.00

Expenses 2009

\$72,350.13

Camp Operating Income / Donations / Misc - 2009

Camp Operating Income		\$16,997.00
Camper dues week 1 (Youth I)		\$3,495.00
Camper dues week 2 (Eng Jr I)		\$4,860.00
Camper dues week 3 (Eng Jr II)		\$3,167.00
Camper dues week 4 (Fr Jr)		\$2,405.00
Camper dues week 5 (Youth II)		\$2,555.00
Open House		\$515.00
Donations		\$57,776.00
Presbytery of Montreal (New Washroom & others)		\$4,518.00
Synod Grant		\$16,000.00
Various Churches / Organizations (14)		\$3,783.00
Various Individuals (13)		\$3,800.00
PCC for accreditation		\$25,100.00
PCC for piano (keyboard)		\$3,000.00
Presbytery of Quebec (Chapel & Donations)		\$0.00
Barrington Memorial Donations		\$975.00
Robert Fund		\$600.00
Miscellaneous - 2009		\$3,171.90
Joe Kelly Bottles (May - Jun)		\$755.00
Rentals Fees		\$2,380.00
T-shirt sale		\$15.00
Bottle Return		\$21.90
misc - phone		\$5.00
Bank correction		\$0.90
Camp Operating/Donations/Misc - 2009 (Total)		\$77,944.90
Presbytery of Quebec Donations	+	\$5,315.00
Donations for receipts	+	\$5,315.00
Opening Balance (01 Jan 09)		\$ 33,958.95
+ Camp Operating/Donations/Misc 2009		\$ 83,259.90
- Expenses 2009		\$ 72,350.13
Book Balance 31 Aug 09		\$ 44,868.72



Bi-Annual Report of the Gracefield Board of Directors to the Presbytery of Ottawa

28 September 2009

In Recommendation #4 of *A Governance Framework for Gracefield Camp & Conference Centre*, that was approved at the November 2008 meeting of the Synod of Quebec and Eastern Ontario, it states:

That the Board of Directors submit a report to the Presbytery of Ottawa twice a year, in advance of the presbytery's stated meetings in March/April and October, including (a) a summary of the previous year's ministry and a synopsis of future plans; (b) a report of progress versus the strategic plan; (c) financial statements including a balance sheet and a statement of revenue and expenditure, with comparison to the year's budget; and (d) any major difficulties or issues which the board believes should be drawn to the attention of the presbytery.

This is the first such report of the Board of Directors.

Summary of the Previous Year's Ministry and a Synopsis of Future Plans

As this is the first year under the new name, governance, and operating structure, a great deal will be happening in the year ahead. The Board of Directors held its inaugural meeting at Gracefield on Saturday, September 26. It was an exciting and productive session. The Board is highly focused on achieving the objectives outlined in the Strategic Plan in a manner that will bring the new Vision of Gracefield to life quickly.

Previous Year's Ministry

The Board of Directors received the report from Executive Directors outlining the activities and progress of Gracefield so far this year. A number of factors are worth noting:

- The total number of campers this summer increased to approximately 215, up by approximately 30 campers over last year.
- Programming has been delivered through all parts of the year including retreats, March Break Camp, Outdoor Education, and the Summer Camp Program.
- A number of retreats were held at Gracefield this year including Congregational Retreats, Non-Profit Groups, Aboriginal Healing, and two weddings. As outlined in the Strategic Plan, we expect greater emphasis to be placed on these programs going forward.
- The Tent and Trailer community were very active this year and their commitment



and energy is a source of both inspiration and leadership. They were engaged in helping with some major repairs, filling volunteer roles, and contributing to our fund-raising activities.

- A number of unexpected challenges faced Gracefield this year with the downed hydro lines, repair of the White Pine fire panel, the boathouse electrical panel, and a septic pump. These increased our costs but we expect to offset the vast majority of these unexpected expenses.
- The new Gazebo has been constructed and dedicated to the glory of God and in loving memory of Bill Nesbitt and John Paul. We thank all those who provided their support in the creation of this beautiful place of reflection and prayer.
- Gracefield has been recertified by the Association des Camps du Quebec (ACQ) in the categories of residential camps, day camps and nature classes. Gracefield is home to the only certified Christian leader-in-training program in the Province of Quebec.

Progress Versus the Strategic Plan

The Strategic Plan was approved by the Presbytery of Ottawa in July and has three main priority areas. Because the plan was just approved and the Board of Directors officially constituted on September 1, 2009, we are in the early implementation stage of the Strategic Plan. As such, we are working to align the activities for the coming fiscal year to begin delivering against the established priorities.

The core elements of the Strategic Plan are as follows:

1. Renew and Focus the Children's Camping Program

The children's camping program of Gracefield is very important. It has shaped the lives and faith of many children. This priority programming area has the potential to reach more children and have a greater impact on their lives.

One important area of impact that Christian camps have had is the development of leaders and we believe that by focusing more in this area, Gracefield has the opportunity to affect greater change and make a greater contribution. Accomplishing this objective can be achieved through renewal of a series of activities including Staff Training, the Leaders-In-Training (LIT) program, and augmentation of the outdoor education activities.

Changes in these areas will improve the delivery of the camping program, the value and relevance of the programming to campers, and the growth of youth in the Christian church.

2. Develop a Directed Spiritual Retreat Program



Gracefield has provided many opportunities for churches, congregations, and others to gather as part of the Christian community. In small groups, they have gathered and joined in fellowship—some for renewal, some for growth, and some just for fun. In many cases, Gracefield has provided the context and the support, but the programming has been left up to each individual group.

This kind of activity should continue in the future, but it should also be augmented by directed spiritual retreats. These could be silent retreats that encourage stillness, prayer, and reflection. Retreats could also be developed to support families and couples, to enrich marriages, to develop spiritual leaders, and to provide specifically designed programming for seniors.

This is a new area of focus and we expect that we will draw on the expertise of other spiritual leaders in the development and delivery of this program.

3. Engage and Support the Onsite Tent and Trailer Community

Crucial to the growth of this community is ensuring that suitable infrastructure is provided. No less important is the need and the desire to build up the experience of connectedness within this community and with the whole ministry of Gracefield. The Board to Directors of Gracefield Christian Camp and Retreat Centre will engage the Onsite Tent and Trailer community as we work together towards our shared vision of Gracefield. The first priorities are to:

- Develop suitable, easily maintained, and accessible washrooms and showers facilities for the current Onsite Tent and Trailer community, and for the Tent and Trailer community we foresee a generation from now.
- Provide a place for members of the Onsite Tent and Trailer Community to gather together for community events and on rainy days.
- Move the workshop that is currently in the middle of the Tent and Trailer Community to an area that is less disruptive to the program.
- Identify the best area for new Tent and Trailer camping sites with the least environmental impact, and begin to develop those sites.
- Encourage activities that will help the onsite Tent and Trailer Community to experience spiritual discovery, growth, and renewal.

The Strategic Plan has been shared with many stakeholders of Gracefield and has been met with wide-spread support and commitment. A *Celebration of Recognition* was held at the end of August with approximately 120 individuals in attendance. During this service, the new Vision, branding, and Strategic Plan were shared. We were deeply encouraged by the level of enthusiasm and support demonstrated.

Financial Update



The revenue for this fiscal year is on track against the budget but expenses are higher than the budget because of the unexpected maintenance expenses related to the power lines, fire and electrical panels, and septic pump. These essential repairs cost \$7,000. Overall, we will be able pull back on expenses to help offset the higher than expected expenses.

The current financial statements have been attached to this report. In reviewing the financial reports that are included with this report, it is important to recognize a few important factors:

- At this time of year, the vast majority of expenses have been incurred, but significant additional revenue is still to come in. As such, the August results are always the highest negative equity situation for the camp.
- Expenses incurred in the last quarter are always very small.
- Approximately \$100,000 of revenue is expected to come in during the last quarter (these are based on confirmed bookings and fundraising consistent with previous years).
- In addition to the revenue from group bookings, the final bottom line will be dependent on two major elements—the Gracefield Gala and year end donations. These often account for as much as 10 per cent of annual revenue.

At this time of transformation and renewal, we are encouraging everyone who is committed to this ministry to:

- Attend the Gracefield Gala at Westminster Church on Saturday, November 28th;
- Make your annual contribution to Gracefield; and
- Participate in the Pre-Authorized Remittance (PAR) program to bring stable funding to Gracefield.

Major Issues

All organizations face a number of major issues that they must remain focused on in order to successfully achieve their mission—Gracefield is no exception.

- With the new Board of Directors in place, we ask for your prayers of guidance and wisdom;
- A Sustainability Committee has been struck whose mandate is to put Gracefield on a trajectory that will improve short-term results while planning 100 years into the future. Among the priority issues is the implementation of the new water and septic system for Gracefield. Pray for discernment, courage, and insight as we make these important decisions.
- We are in the process of hiring a new Executive Director(s) and we ask for your prayers both for the selection committee and for the candidates that we can make the choice that God wants for Gracefield.



- As changes occur at Gracefield, it is important to help explain the changes to those who have been committed to this ministry for many years and to help them continue to find their role and place at Gracefield. We ask that you share your enthusiasm with others, that you encourage your congregations to embrace Gracefield, that you show leadership in your support of Gracefield, and that you pray diligently with us for strength, and guidance, and wisdom.

Yours in Christ's service,

The Board of Directors of Gracefield Christian Camp and Retreat Centre

A handwritten signature in black ink, appearing to read "The Rev. Doug Kendall". The signature is somewhat stylized and cursive.

The Rev. Doug Kendall - Chair

Synod of Quebec and Eastern Ontario
Standing Orders (Revised 2009)

1. SYNOD MEETING

The Synod of Quebec and Eastern Ontario shall meet on the third Friday in October and continue to the end of business on the following day, or on such date as the synod meeting in a previously called and duly constituted sederunt may appoint. The place of meeting shall be decided by Synod, usually in response to an invitation from some congregation in the Synod.

2.0 THE SYNOD COUNCIL:**2.1 Membership:**

The Synod Council of the Synod of Quebec and Eastern Ontario shall consist of the moderator (chairperson), the clerk of Synod (secretary), the Synod Treasurer, the immediate past-moderator, the clerks of the presbyteries within the bounds or their representatives named by their presbyteries, the conveners of the following Standing Committees of Synod (Finance, Missions/Robert Fund, Regional Staffing, Youth) and a representative from the Women's Missionary Society Synodical. Conveners of other committees, established by Synod, may be added to the Synod Council if so specified by the Synod.

2.2 Meetings:

The Synod Council shall normally meet at least three times annually, usually on or about the fourth Thursdays of January, May and September and in the morning of the opening day of Synod.

2.3 Duties of The Synod Council:

- 2.3.1 The Council shall serve as the Synod Committee on Business.
- 2.3.2 The Council shall plan for and implement the decisions of the Synod.
- 2.3.3 The Council shall draw up a provisional docket for each meeting of Synod, including the planning of any conference portion of the Synod meeting.
- 2.3.4 The Council shall seek to ensure that reports of Synod Committees are presented to the last Synod Council preceding the Synod (ie. the third of the four meetings per 2.2), and shortly thereafter sent to the commissioners.
- 2.3.5 The Council shall recommend methods of dealing with these reports at the Synod meeting.
- 2.3.6 The Council shall act as the Nominating Committee for Synod and also as the Committee on Bills and Overtures, and the Clerk shall solicit no later than April 30th, nominations for Moderator of Synod from the Presbyteries.
- 2.3.7 The Council shall make arrangements for the meetings of Synod, including:
 - the election of the moderator
 - the celebration of the Lord's Supper
 - the Memorial Service for Ruling and Teaching Elders and Diaconal Ministers who have died since the last meeting of Synod.
 - other worship services at the meeting of Synod
 - the conference theme (format and speakers) when such is to be held

**Synod of Quebec and Eastern Ontario
Standing Orders (Revised – 2009)**

- inclusion of special guest(s), representatives, and speakers where desired or needed
- naming the Presbytery whose duty it will be to name representatives to the Nominating Committee of the General Assembly, consisting of one minister and one elder who will be commissioners to that Assembly.
- naming the Synod Representative to the Assembly Council according to the rotation set by General Assembly for 3 year terms.
- naming a Committee on the Roll and Leave to Withdraw.
- naming a Committee on Courtesies
- naming a Committee to Examine Presbytery Minutes and Synod Council Minutes
- naming a Committee to Examine the Synod Minutes (prior to printing and distribution)

NOTE 1 All requests for resource people from outside the bounds of the Synod shall be made to the Council who shall arrange for their hospitality, if needed, and their privileges in the court.

NOTE 2 New Business" or "Other Business" must be referred to the Council in the first place, otherwise such matter will be received and referred by the Synod.

2.3.8 The Council shall review the Standing Orders regularly.

- Changes in the Standing Orders require a notice of motion on the floor of Synod for consideration at a later sederunt.

2.3.9 The Council shall deal with emergencies that may arise between regular meetings of of Synod.

2.4 The Synod Council is authorized:

- 2.4.1 To expend funds not included in the budget for programs and expenses not anticipated at the time the budget was approved.
- 2.4.2 To provide loans or grants to organizations that currently fall under the existing committee structure. Loans or grants by Synod Council to organizations will not exceed \$10,000 in any year.
- 2.4.3 In the event of a sexual abuse and/or harassment investigation, to designate funds to provide for the work involved.
- 2.4.4 To adjust travel rates to reflect cost increases.
- 2.4.5 To extend Regional Staff contracts.
- 2.4.6 To fill committee vacancies occurring through the year.
- 2.4.7 All of the actions taken as outlined will be reported to the next Synod.

**Synod of Quebec and Eastern Ontario
Standing Orders (Revised – 2009)**

3.0 OFFICERS OF SYNOD:

3.1 SYNOD CLERK

- 3.1.1 Appointed by synod for a three-year term which is renewable.
- 3.1.2 The Synod Clerk shall circulate reports intended for presentation to Synod Council in advance of the meeting.
- 3.1.3 The Synod Clerk shall circulate Synod Council minutes to members within 2 weeks of the meeting.

3.2 SYNOD TREASURER

Terms of Reference and Job Description:

(in addition to the following, there is a document entitled Treasurer's Responsibilities, which has been prepared as a guideline, and is held by the Treasurer, Convener of Finance Committee and Clerk)

- 3.2.1 The Synod shall appoint a treasurer.
- 3.2.2 The appointment of a treasurer is without term and is at the will of the synod.
- 3.2.3 The treasurer is expected to attend the annual meeting of the synod and any emergent meetings of the synod, should such be called.
- 3.2.4 The treasurer is ex officio a member of the Synod Council and is expected to attend meetings of the Synod Council.
- 3.2.5 The treasurer is ex officio a member of the Finance Committee of the synod, and is expected to attend meetings of the Finance Committee, as called by the convener.
- 3.2.6 The treasurer is expected to possess a suitable level of education and/or experience related to accounting and/or financial administration; experience in accounting within a church setting is advantageous and desirable.
- 3.2.7 An honorarium for the treasurer is set and paid by the synod.
- 3.2.8 In addition to attendance at the meetings indicated above, the treasurer is responsible to fulfill the following duties:
 - (a) To maintain in the name of the synod, accounts as authorized by the synod with chartered banks to hold the synod's funds;
 - (b) To hold along with others appointed by the synod the signing authority on such account or accounts;
 - (c) To deposit in the synod's accounts all money properly remitted to the synod;
 - (d) To pay obligations of the synod by cheque as authorized within the synod's annual budget as adopted or by special resolution of the synod or its council;

Synod of Quebec and Eastern Ontario
Standing Orders (Revised – 2009)

- (e) To maintain in either electronic or hand-written form a ledger including all relevant particulars of financial transactions and adequate vouchers or documentation accounting for all transactions;
- (f) To handle payroll for those employed by the synod;
- (g) To remit source deductions for payroll to the federal and provincial governmental authorities as required;
- (h) To prepare and distribute charitable income tax receipts for donations received;
- (i) To prepare and file the annual registered charitable financial return as required by the federal and/or provincial governmental authorities;
- (j) To report in written form in advance of each meeting of the synod council current financial statements including a balance sheet and a year-to-date statement of revenue and expenditure;
- (k) To prepare financial statements including a balance sheet and a year-to-date statement of revenue and expenditure in advance for submission to the annual meeting of the synod;
- (l) To assist the Finance Committee in the preparation of a proposed annual budget for the synod;
- (m) To provide in a timely fashion financial statements and supporting documentation to those appointed by the synod to conduct the annual financial review and/or audit.

4.0 SYNOD STANDING COMMITTEES:

4.1 FINANCE COMMITTEE:

- 4.1.1 The Convener will be appointed by the Synod.
- 4.1.2 In addition to the Convener and Treasurer the committee will include the Convener of Finance and/or Treasurer of each presbytery.
- 4.1.3 The Committee will normally meet at least twice a year.
- 4.1.4 The committee shall prepare the Synod budget on the basis of requests from Synod Committees, information from the Treasurer and others. The draft budget will be presented to the last Synod Council meeting (ie. the third of the four meetings see 2.2) preceding the Synod for its input.
- 4.1.5 The Finance Committee shall develop a 5 year forecast for expenses and update the forecast annually for the Synod meeting.
- 4.1.6 Presbytery assessments will be based on a percentage of the year's proposed expenditures according to the total revenue raised for congregational purposes as per the most recent issue of Acts and Proceedings of the General Assembly.
- 4.1.7 An auditor shall be appointed annually by Synod.

**Synod of Quebec and Eastern Ontario
Standing Orders (Revised - 2009)**

- 4.1.8 Signing officers for the Synod accounts shall be the Clerk, the Treasurer, the Convener of Finance and others as appointed by the Synod Council.
- 4.1.9 The committee will recommend appropriate travel and meal rates to the Synod Council (2.4.4).
- 4.1.10 The Finance Committee will authorize payment of travel, meal and other related expenses to special or emergent meetings of the Synod, Synod Council and Synod Committees.
- 4.1.11 The committee shall develop and maintain a reserve fund of at least \$10,000.00 and monitor the investment of this fund.
- 4.1.12 The Finance Committee will authorize payment of the expenses of Council members and commissioners who attend Synod meetings and who have been present on Friday and Saturday, unless permission to depart early has been granted by the Committee on Roll and Leave to Withdraw. Accommodations will also be paid for the Clerk and Treasurer and the hospitality for special guests to the Synod meetings.

4.2 MISSION COMMITTEE / ROBERT FUND COMMITTEE:

- 4.2.1 The Committee shall consist of the convener named by the Synod, one representative from each of the Presbyteries (5), plus representatives from the French ministry within Québec and Montréal Presbyteries and a representative of the Synodical of the Women's Missionary Society.
- 4.2.2 The Mission Committee shall make recommendations to Synod regarding any matters under the general area covered by the mission work of the General Assembly.
- 4.2.3 The Mission Committee shall review all presbytery requests for mission grants and mission personnel appointments to the Life and Mission Agency of the General Assembly. The Mission Committee shall then make recommendations to Synod.

The Robert Fund:

The Robert Fund was established in 1951 from the estate of Mr. William Robert and his sister, Sarah, both deceased. They were members of St. Edward's Presbyterian Church, Beauharnois, Québec. In their last will and testament they provided that one half of the residue of their estate be given to the Presbyterian Church in Canada. The Montreal Trust Company was appointed trustee and to invest this bequest. From this investment one third of the income is to be used annually for "religious and charitable schemes in the Province of Quebec."

- 4.2.4 Requests for funds are received by the above committee and reviewed and recommended as above.
- 4.2.5 Funds may be made available either as grants or loans
- 4.2.6 Requests must be made every year.

Synod of Quebec and Eastern Ontario
Standing Orders (Revised - 2009)

4.3 REGIONAL STAFFING COMMITTEE:

The purpose of the Committee is to oversee the work of the Regional Staff and to ensure that the needs of the Synod/Synodical and the staff are being met.

4.3.1 Membership: Three members from the Synodical

Three members from the Synod

The Convener will alternate between Synod and Synodical every two years and, depending on the rotation, a fourth member will be appointed by the Synod or Synodical.

Members will serve a maximum of two terms of three years each, one third to retire each year.

4.3.2 The committee will normally meet at least twice a year or at the call of the convener.

4.3.3 The committee shall:

- a) be accountable to Synod/Synodical
- b) be the channel of accountability of the staff to the Synod/Synodical
- c) be responsible for reviewing the job description(s) as necessary and, if changes are needed, shall bring the proposed changes to the Synod/Synodical for approval
- d) have authority to adjust the job description, if necessary between Synod/Synodical meetings
- e) ensure that the needs of the Synod/Synodical are being met
- f) in consultation with the staff set the priorities for the work to be carried out
- g) in consultation with the staff approve the best use of resources
- h) in consultation with the staff set measurable goals and objectives
- i) have a standardized method of reporting
- j) deal with any reported concerns on the performance of the staff
- k) ensure that support is available for the staff
- l) be responsible for search/interview/selection/appointment of the staff
- m) be responsible to administer the termination of staff if it becomes necessary
- n) recommend a yearly budget to the Synod incorporating any changes in stipend, allowances, etc.
- o) submit an annual report to the WMS Council and to the Life and Mission Agency and Synod.

4.3.4 The committee is:

- responsible to both Synod and Synodical
- is a Standing Committee of Synod
- has voting members on both Synod Council and Synodical Executive.

4.3.5 When programmes for youth are arranged by the staff or the Regional Staffing Committee and the cost of the programme charged to the Youth Committee Budget, it must be approved by the Youth Committee convener beforehand.

**Synod of Quebec and Eastern Ontario
Standing Orders (Revised - 2009)**

4.4 YOUTH COMMITTEE

Purpose: To co-ordinate ministry among children, youth and young adults within the bounds of the Synod and to ensure communication with other Christian young people in Canada and elsewhere.

- 4.4.1 Membership: the committee will have ten members plus regional staff. Membership is drawn from representatives from within each of the presbyteries in the Synod, the Gracefield Christian Camp and Retreat Centre, Camp d'action biblique, and either the Presbyterian Young People's Society or at least two youth/young adult representatives. The criterion being that the members are committee to ensuring the spiritual growth of our young people, both within the congregations and in our communities. The make-up of the committee should also reflect the geography of the region, taking in both urban areas, rural areas and, where possible, different cultural groups.
- 4.4.2 The Committee will recommend a Convener from within their membership for appointment by the Synod (or Synod Council).
- 4.4.3 The Convener or a representative will report to Synod and if possible, to Synodical meetings.
- 4.4.4 **Meetings and communications:** The committee will meet at least twice a year or at the call of the Convener.
- 4.4.5 **Tasks:** Initiate a directory of names of youth workers, contact persons in the Congregations, and Synod and Presbytery Clerks with a view to exchanging news of activities, programmes, suitable resources etc. Set up a communication network between youth in the congregations. Initiate and support joint activities for all groups within the above purpose at Synod, interprovincial/Canadian/internationl levels.
- 4.4.6 **Accountability:** The committee will be accountable to Synod and will submit reports and budget requirements at the appropriate times.

4.5 SEXUAL ABUSE AND SEXUAL HARASSMENT COMMITTEE

- 4.5.1 The Convener and the membership of the committee will be appointed by Synod.
- 4.5.2 The membership of the Committee will consist of a minimum of 5 people, balanced if possible, with men and women, clergy and lay, including representatives from each Presbytery. Committee members will be members of The Presbyterian Church in Canada.
- 4.5.3 The Committee is responsible to the synod for this function and bound by appropriate rules of conduct.
- 4.5.4 The Committee will report regularly to the synod.
- 4.5.5 The Committee will meet at least once a year and keep up-to-date with resources through various means such as reading, discussions, and courses. The committee will be familiar with how to contact the local child protection agency (Children's Aid Society or equivalent).
- 4.5.6 The Committee will serve as a resource to the synod providing expert advice, information and support, as requested.

**Synod of Quebec and Eastern Ontario
Standing Orders (Revised – 2009)**

4.6 OTHER:**4.6.1 PENSION BOARD CORRESPONDING REPRESENTATIVE**

- shall be appointed by Synod for a 3 year term.

4.6.2 SYNOD HISTORIAN

- shall be appointed by Synod for a 3 year term.

5.0 GENERAL:**5.1 REPORTS**

5.1.1 Annual Reports of all committees are to be submitted to the Clerk not less than 3 weeks prior to the meeting of Synod.

5.1.2 Names and addresses of Commissioners will be sent by Clerks of the Presbyteries to the Clerk of Synod seven weeks prior to the meeting of Synod.

5.1.3 The Clerk will distribute to all Commissioners and Council members the package of reports to be presented at Synod at least two weeks before Synod.

5.1.4 Copies of reports for official visitors and guests will be available at the registration desk.

5.1.5 Any committee(s) appointed after Synod is constituted and required to report before the Synod adjourns, shall provide copies of their report for the moderator and clerk.

5.1.6 Initial reports by Committees to the Synod, other than the Synod Council, shall be for 30 minutes, with further times at later sederunts.

5.2 YEARLY MEMORIAL SERVICE

A Memorial Service shall be held at the Annual Meeting of Synod for Ruling and Teaching Elders and Diaconal Ministers, who have died since synod last met.

5.3 PRESBYTERY MINUTES & STANDING COMMITTEES OF PRESBYTERY

Presbytery Clerks should forward to the Synod Clerk copies of the Presbytery minutes and a list of the Standing Committees of Presbytery.

5.4 TERMS OF APPOINTMENTS FOR COMMITTEE MEMBERS

Committee members are normally appointed for a three year term with a possible renewal for a second three year term. The rule shall not apply to conveners who may extend their terms in order to serve three years as convener. Conveners, on retiring, who may have served for six or more years are eligible for appointment for one more year.

5.5 ROTATION

Where activities or responsibilities rotate among Presbyteries, the rotation order is in the numerical order in which they appear in the General Assembly minutes.

SYNOD OF QUEBEC AND EASTERN ONTARIO
The Presbytery of Lanark and Renfrew

MAJOR THE REVEREND PETER LYLE SAMS

Lyle Sams was born in Winnipeg, Manitoba on October 24, 1925 and lived there until he was 10, when his family moved to Cape Breton. Lyle attended a one room school. At age 15, he was sent to live with his mother's brother and his wife in Alberta. At age 16, he returned to Cape Breton where he worked in the Sydney Steel Mills until he was old enough to join the Air Force in 1943. He trained as an aero-technician and arrived in England in 1945 as the war ended.

On his return to Canada, he completed high school at Ryerson in Toronto and then a B.A. at Victoria College, University of Toronto. Lyle graduated from Knox College in 1953. At that time, he was appointed to MacKay Presbyterian Church, Timmins. In 1955, Lyle became Assistant to the Minister, Dr. A. I. Burnett at St Andrew's Church, Ottawa.

In June of 1954, Lyle and Margaret were married. Five children were born to Lyle and Margaret: Findlay (Robin Glover), Andrew, Mary (Geoff Nobes), Katherine and Matthew (Jean Hee Kim) and four grandchildren: Allison and Gillian (Findlay and Robin), Mia and Ian (Matthew and Jean).

During the years of his chaplaincy, from 1957-1979, Lyle served in Shilo, Manitoba; Gaza (from 1961-1962 Lyle served with the UN peacekeeping mission in Suez); Kingston and Petawawa, Ontario; Valcartier, Quebec; Chatham, New Brunswick; and London, Ontario. Lyle had a fulfilling chaplaincy, helping hundreds of soldiers and their families to survive the rigours of military life.

In 1979 Lyle retired from the Armed Forces and was called to St. Andrew's, Quebec City where he served as minister from 1979-1990. In 1990, he and Margaret retired to Almonte, where he truly enjoyed his hobbies of art, curling, gardening and golf.

Lyle Sams died on May 12, 2008. Respected and loved as the minister of St. Andrew's and through his other ministries in chaplaincy and elsewhere, his death is a great loss.

I have loved you, saith the Lord. — Malachi 1:2

A memorial service was held in the Almonte Presbyterian Church on May 19, 2008.

MODERATORS OF THE SYNOD OF QUÉBEC AND EASTERN ONTARIO 1945- 2009

<u>YEAR</u>	<u>LOCATION</u>	<u>MODERATOR</u>	<u>HOME PRESBYTERY</u>
1945	Montréal	James Foote, B.A.	Lanark and Renfrew
1946	Ottawa	Robert Good, B.Litt, D.D.	Ottawa
1947	Montréal	C. Ritchie Bell, B.A., D.D.	Montréal
1948	Smiths Falls	Donald B. MacKay, B.A., D.D.	Québec
1949	Montréal	D.N. MacMillan, M.A., Ph.D.	Glengarry
1950	Montréal	Joseph K. Lattimore, B.A., D.D.	Lanark and Renfrew
1951	Brockville	Quincey A. McDowell, B.A.	Montréal
1952	Montréal	J. Logan-Vencta, OBE, M.A., D.D.	Ottawa
1953	Montréal	Allan S. Reid, B.A., D.D.	Montréal
1954	Montréal	A.C. Young, B.A.	Brockville
1955	Ottawa	Robertson Miller	Glengarry
1956	Montréal	W.F. Butcher, B.A., D.D.	Québec
1957	Québec	J.D. Wilkie, B.A.	Montréal
1958	Brockville	James M. Ritchie, M.A.	Lanark and Renfrew
1959	Montréal	R.C. Creelman, M.B.E., M.A., B.D.	Ottawa
1960	Ottawa	Alex J. Morrison, B.A.	Brockville
1961	St. Lambert	J.S. McBride, B.A., B.D., D.D.	Montréal
1962	Smiths Falls	W.L. MacLellan, B.A., B.D., D.D.	Glengarry
1963	Montréal	P.C. MacInnes, B.A.	Lanark and Renfrew
1964	Ottawa	A.B. Casselman, B.A.	Ottawa
1965	Almonte	Clifton J. MacKay, B.A., B.D., D.D.	Montréal
1966	Pierrefonds	Alex. M. McCombie, B.A., B.D.	Québec
1967	Québec	Leslie R. Renault	Brockville
1968	Montréal	Charles C. Cochrane, B.A., D.D.	Montréal
1969	Cornwall	Iver D. MacIver, D.D.	Glengarry
1970	Brockville	William F. Duffy, B.A., B.Sc., B.D.	Ottawa
1971	Ottawa	Robert A. Sinclair	Lanark and Renfrew
1972	Arnprior	Arthur van Seters, Th.D.	Montréal
1973	Chateauguay	Hamish M. Kennedy	Ottawa
1974	Ottawa	Leo E. Hughes, B.A.	Lanark and Renfrew
1975	Montréal	Wallace MacKinnon, B.A., D.D.	Glengarry
1976	Smiths Falls	Lawrence J. Cowper, B.Th.	Brockville
1977	Prescott	George E. Dobie, B.A., B.D., M.Th., D.D.	Ottawa
1978	Cornwall	James C.M. Jack, M.A.	Québec
1979	Ottawa	Bill McElwain, M.A., Th.M.	Ottawa
1980	Sherbrooke	Donovan G. Neil, B.A., B.D., Th.M.	Montréal
1981	Arnprior	Wilfrid M. Moncrieff, B.A., M.Div.	Lanark and Renfrew
1982	St. Lambert	Robert Martin, M.A.	Glengarry
1983	Brockville	Allan M. Duncan, B.A., B.D.	Brockville
1984	Ottawa	P. Lyle Sams, C.C., B.A.	Québec
1985	Vankleek Hill	Graham Kennedy, B.A., B.Th., M.Th.	Ottawa
1986	Perth	J. Bruce Robertson, S.T.M.	Montréal

MODERATORS OF THE SYNOD OF QUÉBEC AND EASTERN ONTARIO 1945- 2009

<u>YEAR</u>	<u>LOCATION</u>	<u>MODERATOR</u>	<u>HOME PRESBYTERY</u>
1987	Montréal	Linda Bell, B.A., M.Div.	Lanark and Renfrew
1988	Iroquois	Fred Rennie, M.Th., D.D.	Glengarry
1989	Cornwall	Nicholas Vandermay, M.Th.	Brockville
1990	Gloucester	Daniel H. Forget, M.Th.	Québec
1991	Richmond	Floyd McPhee, M.A., D.Min.	Ottawa
1992	Gracefield	Wally Hong, B.Sc., S.T.M.	Montréal
1993	Smiths Falls	Larry Paul, B.A., B.D., S.T.M., M.A.	Lanark and Renfrew
1994	Montréal	Garry van Bruchem, S.T.M., M.A., D.Min.	Seaway-Glengarry
1995	Ingleside	Garry Morton, B.A.	Ottawa
1996	Ottawa	J.S.S. Armour, B.A., B.D., S.T.M., D.D., M.A.	Montréal
1997	Renfrew	Ruth Syme, B.A., B.Ed., M.A., Dip.Min., Ph.D.	Lanark and Renfrew
1998	Montréal	Ian MacLean, B.A., B.Th., M.Div.	Seaway-Glengarry
1999	Prescott	Anthony Boonstra, B.Ed., B.Th., M.Div.	Ottawa
2000	Ottawa	Daniel Shute, B.A., M.Div., L.M.S., Ph.D.	Montréal
2001	Arnprior	Joan Hilliard	Lanark and Renfrew
2002	Lachute	J. Ross. H. Davidson, B.A., B.D.	Québec
2003	Kemptville	Geoffrey P. Howard, B.A., B.Th., M.Div.	Seaway-Glengarry
2004	Ottawa	Charlene E. Wilson, B.A., B.Th., M.Div.	Ottawa
2005	Lennoxville	John P. Vaudry, B.A., S.T.M.	Montréal
2006	Smiths Falls	James M. Patterson, B.A., B.Th., M.Div.	Lanark and Renfrew
2007	Montréal	Giancarlo Fantechi, B.A., B.Th., M.Div.	Québec
2008	Ingleside	Mark Bourgon, B.A., M.Div.	Seaway-Glengarry
2009	Ottawa	James T. Hurd, B.A., M.Div.	Ottawa

