

# Annual General Meeting Report

## Table of Contents

| Agenda Item | Description   | Page (s) |
|-------------|---|----------|
|             | Meeting Agenda  | 3 - 4    |
| 6.1.1       | Annual General Meeting Agenda and Minutes, 20250302         | 5 - 7    |
| 6.1.2       | Special Congregational Meeting Agenda and Minutes, 20250112 | 8 - 9    |
| 6.1.3       | Special Congregational Meeting Agenda and Minutes, 20250615 | 10       |
| 6.1.4       | Special Congregational Meeting Agenda and Minutes, 20251012 | 11       |
| 6.2         | Teams and Committees of Council Reports                     |          |
| 6.2.1       | Reverend Larry Schneider                                    | 12-13    |
| 6.2.2       | Chair of Council  | 14-15    |
| 6.2.3       | Chair of Congregation                                       | 16       |
| 6.2.4       | Worship Team  | 17-18    |
| 6.2.5       | Visioning and Stewardship Team                              | 19       |
| 6.2.6       | Fundraising Team  | 20-21    |
| 6.2.7       | Ministry and Personnel Team                                 | 22       |
| 6.2.8       | United Church Women   | 23       |
| 6.2.9       | Décor Team  | 24       |
| 6.2.10      | Sunday School Coordinator                                   | 24       |
| 6.2.11      | Antler River Watershed Council                              | 24       |
| 6.2.12      | Ministry of Music   | 25       |
| 6.2.13      | Pastoral Care Team  | 25       |
| 6.2.14      | Trustees  | 25       |
| 6.3         | Ad Hoc Committee Reports                                    |          |
| 6.3.1       | Grant Team  | 26       |
| 6.3.2       | Copyright Team  | 26       |
| 6.3.3       | Photo Directory Committee                                   | 26       |
| 6.3.4       | Sign Committee  | 27       |
| 6.3.5       | Search Team   | 28       |

|       |  |       |
|-------|--|-------|
| 6.4   | Building Groups Reports                                |       |
| 6.4.1 | Guides and Pathfinders                                 | 29    |
| 6.4.2 | D-D Horticultural Society                              | 30    |
| 7.0   | Nomination Committee Cover Page                        | 31    |
|       | Nomination Report                                      | 32-35 |
| 8.0   | 2024 Financial Report Cover Page                       | 36    |
| 8.1   | Financial Report                                       | 37    |
| 8.1   | 2024 Financial Comparative Balance Sheet               | 38    |
| 8.2   | 2024 Comparative Statements & 2024 Proposed Budget     | 39-40 |
| 8.3   | 2025 Fundraisers' Financial Records                    | 41    |
| 8.4   | 2025 United Church Women's Financial Report            | 42    |
|       | Appendix Cover Page                                    | 43    |
|       | Appendix 1: Cover Sheet and Consent Agenda Information | 44-45 |

**Dunwich Pastoral Charge Annual General Meeting for 2025**  
**AGENDA March 01, 2026**

**1. Call to Order**

**2. Acknowledgement of the Land**

For thousands of years, Indigenous peoples have walked on this land. We are gathered on the traditional territory of the Anishinaabeg, Haudenosaunee, Huron-Wendat, and Lenape Peoples. We also recognize the historic presence of other First Nations here and across Turtle Island. We acknowledge their stewardship of this land and water throughout the ages. As Christ's people, let us be people of Love, of Truth, and of Reconciliation.

**3. Opening Prayer**

**4. Motion for adherents to vote (The Manual 2024 B 3.7.2)**

***That all in attendance at this duly called annual meeting of Dunwich Pastoral Charge be entitled to vote on all matters as brought before the congregation at this meeting.***

**5. Approval of Agenda – as distributed / as amended**

**6. Consent Docket**

*A consent docket may be presented by the Chair at the beginning of a meeting. Items may be removed from the consent docket on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent docket or placed later on the agenda at the discretion of the assembly.*

6.1 Minutes: 2025 March 03 AGM and Special Congregational Meetings (2025 January 12th, June 15th, and October 20<sup>th</sup>)

1. Approved as distributed / amended
2. Business arising:

6.2 Church Committee / Team Reports – as distributed / amended

- 1) Reverend Larry Schneider
- 2) Chair of Council
- 3) Chair of Congregation
- 4) Worship Team
- 5) Visioning and Stewardship Team
- 6) Fundraising Team
- 7) Ministry and Personnel Team
- 8) United Church Women Report and Financial Summary
- 9) Décor Team
- 10) Sunday School Coordinator
- 11) Antler River Watershed Council
- 12) Ministry of Music
- 13) Pastoral Care Team
- 14) Trustees

6.3 Ad Hoc Committee and Team Reports

- 1) Grant Team
- 2) Copyright Team
- 3) Photo Directory Committee
- 4) Sign Team
- 5) Search Team

**Dunwich Pastoral Charge Annual General Meeting for 2025  
AGENDA March 01, 2026**

- 6.4 Building Use by Groups Reports
  - 1) Guides and Pathfinders
  - 2) Dutton-Dunwich Horticultural Society
- 6.5 **Motion:** Insurance Coverage (less than replacement value)

That the congregation of Dunwich United, in the Antler River Watershed Region, hereby:

**6.5.1 Acknowledges that the limits in such insurance policy or policies may be less than the full replacement costs of the building insured, and**

**6.5.2 releases the trustees of the said congregation from any obligation to maintain insurance coverage with higher limits than that provided in the current policy or policies, and**

**6.5.3 Agrees to indemnify and save harmless the trustees of the said congregation of all claims with respect to such obligations.**

*If there are no objections, the Consent Docket items will be adopted.*

**7.0 Nomination Committee Report** (Note: elections to be held at the end of today's meeting)

**8.0 Finance Team Report**

8.1 2025 Financial Statements

8.2 2026 Proposed Budget

8.3 **Motion:**

***That the Finance Team Report be accepted, including the 2025 Financial Statements and 2026 Proposed Budget (including Mission and Service Budget) as presented / amended.***

**9.0 New Business and Elections**

9.1 Elections – see Nomination Team Report

- (▶) indicates those positions up for election this year and names put forward to date; additional names can be nominated from the floor
- Celebrate those ending their terms / positions this year

**10.0 Date of Next Annual General Meeting: March 07, 2027**

**11.0 Closing Prayer**

**12.0 Adjournment**

**Dunwich Pastoral Charge Annual General Meeting  
Sunday, March 2, 2025**

1. Call to Order -meeting called to order at 10:53 a.m. by Darlene Towers, Chair of Congregation  
-quorum achieved: 31 members and adherents signed in -sign-in sheets filed with the minutes  
-notice of this Annual Meeting was given in the printed weekly bulletin and spoken  
announcements for the last three weeks
2. Acknowledgement of the Land - offered by Don Miller
3. Opening Prayer -offered by Rev. Larry Schneider
4. Adherents to vote (The Manual 2024 B 3.7.2)  
**Motion made and seconded**  
*That all in attendance at this duly called annual meeting of Dunwich Pastoral Charge be  
entitled to vote on all matters as brought before the congregation at this meeting..... Carried*
5. Approval of Agenda no additions  
**Motion made and seconded**  
To approve the agenda as distributed ..... **Carried**
6. Consent Docket *A consent docket may be presented by the Chair at the beginning of a meeting.  
Items may be removed from the consent docket on the request of any one member. Items not  
removed may be adopted by general consent without debate. Removed items may be taken up  
either immediately after the consent docket or placed later on the agenda at the discretion of the  
assembly.*  
Minutes: 2024 AGM and Special Congregational Meeting - date corrected to March 3, 2024  
Reverend Larry Schneider  
Church Committee / Team Reports  
    Chair of Council  
    Chair of Congregation  
    Worship Team  
    Visioning and Stewardship Team  
    Fundraising Team  
    Ministry and Personnel Team  
    United Church Women -correction to “meetings held on first Monday of each month”  
    Décor Team  
    Sunday School Coordinator  
    Antler River Watershed Council  
    Ministry of Music  
    Pastoral Care Team  
    Trustees  
Ad Hoc Committee and Team Reports  
    Grant Team  
    Photo Directory Committee  
    Flooring Committee  
    Historical Roll Team  
Building Use by Groups Reports  
    Guides and Pathfinders  
    Ukulele  
    Senior’s Cards  
    Dutton-Dunwich Horticultural Society  
    Order of Eastern Star

Insurance Coverage (less than replacement value)

**Motion:** That the congregation of Dunwich United, in the Antler River Watershed Region, hereby:

*Acknowledges that the limits in such insurance policy or policies may be less than the full replacement costs of the building insured, and*

*Releases the trustees of the said congregation from any obligation to maintain insurance coverage with higher limits than that provided in the current policy or policies, and*

*Agrees to indemnify and save harmless the trustees of the said congregation of all claims with respect to such obligations.*

*There were no objections, all Consent Docket items were adopted.*

7. Nomination Committee Report-report printed on pages 37-40 of Annual Report -elections to be held at the end of today's meeting

8. Finance Team Report

8.1 2024 Financial Report insurance is covered in consent docket -aware we do not insure for full value -also getting quotes from Cooperators, and UCC

8.2 2025 Proposed Budget

**Motion made and seconded**

*That the Finance Team Report be accepted, including the 2024 Financial Statements and 2025 Proposed Budget (including Mission and Service Budget) as presented..... Carried*

9. New Business and Elections

9.1 Extension of New Contract for Minister Rose Leitch (M&P Chair), Sharon Mannering (Council & Congregational Secretary), Jackie Littlejohn (Council Chair) and Gord Griffin (resource from previous contract negotiations) met with Rev. Larry Schneider and Gwen to discuss contract negotiation for the next year. We were pleased to hear that Rev. Larry is willing to renew his contract which ends April 3, 2025, but at a reduced percentage of hours. The current contract is 65% of a fulltime position which has resulted in 34 Sunday services throughout the year. Rev. Larry has expressed that he would like this to be reduced to 20 services per year which would decrease his contract to 38.4% of a fulltime position. Rev. Larry will move up one category in years of eligible service. Dunwich United remains in Cost-of-Living Group #4. Taking both of these items into account and add-ons noted in the previous contract (education allowance, communication etc.) remuneration for the 1-year contract beginning April 4, 2025, would be \$31,652.46 (EI, WSIB, etc. in addition). The proposed contract has been reviewed by Micol Cottrell, Minister of Pastoral Relations at Antler River Watershed, which included instructions in next steps if accepted by the congregation at the AGM. The M&P Committee proposed the following motion to Council -Council recommends acceptance

**Motion made and seconded**

*That Dunwich Pastoral Charge Council recommends to accept a one-year (1-year) contract renewal at 38.4% of a full-time position with Rev. Larry Schneider, beginning April 4, 2025, ending April 3, 2026 ..... Carried*

-noted: this will be last contract for Rev. Larry, Search Team needs to be formed

9.2 Elections -see Nomination Team Report (►) indicates those positions up for election this year and names put forward to date; additional names can be nominated from the floor -no further nominations from the floor

**Motion made and seconded**

To accept the Nomination Team report and all volunteers for Committees and Teams who have put their names forward ..... **Carried**  
-special thanks to those who have served and are stepping down -all volunteers - valuable, couldn't be successful without

10. Date of Next Annual General Meeting: Sunday, March 01, 2026

11. Closing Prayer -offered by Rev. Larry

12. Adjournment -meeting ended at 11:13 a.m.

**Dunwich Pastoral Charge Special Congregational Meeting  
Sunday, January 12, 2025**



-meeting convened at Dunwich United Church at 11:10 a.m., with Darlene Towers, Chair of Congregation chairing the meeting  
-quorum met -37 members and adherents signed in -sign-in sheets filed with minutes

1. Call to Order -Opening prayer offered by Rev. Larry Schneider

2. Agenda -as distributed

**Motion made and seconded**

To adopt the agenda as distributed ..... **Carried**

3. Motion for Adherents to vote (The Manual 2022 B.3.7.2)

*Adherents may vote at meetings of the congregation if the full members decide to allow adherents to vote. The decision may allow voting rights on all matters or only specified matters.*

**Motion made and seconded**

That all in attendance at this duly called Special Congregational Meeting of Dunwich Pastoral Charge be entitled to vote on all matters as brought before the congregation at this meeting (The Manual 2023 B 3.2) ..... **Carried**

3. How often will Dunwich United Church include a Land Acknowledgement in our Worship Service?  
-Truth & Reconciliation Commission led by Rev. Murray Sinclair advised follow a peaceful agenda, seek to make amends -review of what steps have been taken by UCC and Canada -Land Acknowledgement speaks to the harm that was done, offers acknowledgement, respect, and gratitude -DUC included a Land Acknowledgement every week using same language -a few months ago agreed to use one first & third Sundays of each month -some disagree with that, want more, some less -UCC is doing a good job of speaking a Land Acknowledgement  
-taught in native school -asked by community to come visit families and heard story at those visits  
-respect -need to continue with Land Acknowledgement every week -need to keep apologizing  
-Grandmother was at Mt. Elgin, never spoke about her time there except to call it a "hellhole" -a lot of people don't understand their treatment at the residential schools -Indigenous people not allowed to vote, but served in WW2 -if say it too often, loses it's meaning and nobody pays attention  
-no matter what we do, will not be enough -not every week, people zone out -use a specific Sunday or two to focus on the atrocities and acknowledge then -include a Land Acknowledgement every couple of weeks  
-led social justice club at local public school -when Truth & Reconciliation came out, we studied, students learned a lot, guest speakers, elders, held assembly for Gr. 3+ -shared stories of those who lived at residential schools -Land Acknowledgement meant to teach as well as acknowledge -would agree with first & third, agree with Rev. Larry  
-Grandfather was Methodist lay preacher, conducted services at Oneida, learned stories -CITY TV does Land Acknowledgement before their 11 p.m. news where they name the Indigenous peoples whose area to which they broadcast  
-as nurse, had opportunity to be on three local reserves, seen the way that things have not been carried on the way we would like to see -Land Acknowledgement when offered at service makes me remember that -proud to think country is moving forward, cannot undo all the wrong that was done -read UCC statement -suggest continue twice monthly, then who ever in charge of service include if they wish -post a Land Acknowledgement at both entrances -can't please everybody

**Dunwich Pastoral Charge Special Congregational Meeting  
Sunday, January 12, 2025 (continued)**



- member of UCC whole life -grew up in culture where Indigenous were called "Indians"
- when learned of all the terrible things that happened to the Indigenous, ashamed -never forgotten when heard stories -need to offer LA regularly
- former teacher, mother, breaks heart to hear the stories -tragedy, hurt continues generation after generation -need to acknowledge but need people to listen to the words of the Land Acknowledgement -if too often, people don't listen
- UCC position says every week, every meeting, but when we were doing that, minds wander -not just about residential schools but also treaties signed -federal government found at fault

**Motion made and seconded**

That Dunwich United Church offers a Land Acknowledgement twice monthly during Worship and that our Minister chooses two (2) Sundays annually to focus on Truth & Reconciliation; and further, that a Land Acknowledgement be posted at each entrance to our building

**Amendment made**

- . . . offer once a month . . .
- no seconder, amendment fails
- Rev. Larry will provide the Land Acknowledgement to be posted in our building
- voting by secret ballot

**On the motion** ..... **Carried**

36 ballots cast, 32 yes, 3 no, 1 abstention

**Motion made and seconded**

To destroy the ballots from today ..... **Carried**

5. Next Meeting -at the call of the chair  
Annual Meeting: Sunday, March 2, 2025
6. Adjournment & Closing -Rev. Larry offered closing prayer

-meeting ended at 11.56 a.m.

For information:

**Nominating Team** meeting soon, will be calling all who now serve asking to continue; also looking to fill all teams and committees

**Annual Report** -reports due February 8 to Church Office Secretary

# Dunwich Pastoral Charge Special Congregational Meeting Sunday, June 15, 2025



-meeting convened at Dunwich United Church at 11:20 a.m., with Gord Griffin, Chair of Congregation chairing the meeting  
 -quorum met -39 members and adherents signed in -sign-in sheets filed with minutes

- 1 Call to Order -Opening prayer offered by Rev. Larry Schneider
- 2 Agenda -as distributed

**Motion made and seconded**

To adopt the agenda as distributed ..... **Carried**

3. Motion for Adherents to vote (The Manual 2022 B.3.7.2)  
*Adherents may vote at meetings of the congregation if the full members decide to allow adherents to vote. The decision may allow voting rights on all matters or only specified matters.*

**Motion made and seconded**

That all in attendance at this duly called Special Congregational Meeting of Dunwich Pastoral Charge be entitled to vote on all matters as brought before the congregation at this meeting (The Manual 2023 B 3.2)..... **Carried**

|   |                    |
|---|--------------------|
| 4. New flooring in sanctuary                |                    |
| Disposal of old carpet.....                 | \$ 50.00           |
| Material cost (including glue) .....        | \$ 4,975.32        |
| HST.....                                    | \$ 646.80          |
| Labour cost (estimate) .....                | \$ 2,687.50        |
| HST.....                                    | \$ 349.38          |
| Replacement "feet" for chairs.....          | \$ 75.53           |
| HST.....                                    | \$ 9.82            |
| <b>Total Estimate for new flooring.....</b> | <b>\$ 8,794.35</b> |

**Motion made and seconded**

That Dunwich United Church proceed, per the estimated cost, to replace the flooring in our sanctuary..... **Carried**

5. Next Meeting -at the call of the chair

6. Adjournment

-meeting adjourned at 11:32 a.m.

# Dunwich Pastoral Charge Congregational Meeting Sunday, October 12, 2025



-meeting convened at Dunwich United Church at 11:05 a.m., with Gord Griffin, Chair of Congregation chairing the meeting

-quorum met -29 members and adherents signed in -sign-in sheets filed with minutes

1 Call to Order -Opening prayer offered by Rev. Larry Schneider

2 Agenda -as distributed

**Motion made and seconded**

To adopt the agenda as distributed ..... **Carried**

3 Motion for Adherents to vote (The Manual 2022 B.3.7.2)

*Adherents may vote at meetings of the congregation if the full members decide to allow adherents to vote. The decision may allow voting rights on all matters or only specified matters.*

**Motion made and seconded**

That all in attendance at this duly called Special Congregational Meeting of Dunwich Pastoral Charge be entitled to vote on all matters as brought before the congregation at this meeting (The Manual 2023 B 3.2)..... **Carried**

4. Remembrance Service -withdraw DUC service in favour of attending Shedden or hold or own service -still not clear if the Shedden service will be livestreamed

**Motion made and seconded**

That Dunwich United Church have their own Remembrance Day Service at the church on Sunday, November 9, 2025..... **Carried**

-noted that Rev. Larry is not scheduled to be with us on that Sunday -Worship Team to plan, with assistance

5. PWCC Water Heater support -for the dining hall, have already raised \$5000 of \$15,000 needed

**Motion made/seconded**

That Dunwich United Church donate five hundred dollars (\$500.00) towards the new hot water heater at Pearce Williams Christian Centre..... **Carried**

6. Next Meeting -at the call of the chair

6. Adjournment & Closing

-meeting ended at 11:10 a.m. with prayer offered by Rev. Larry

## Minister's Report for AGM, 2025

*My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding—indeed, if you call out for insight and cry aloud for understanding, and if you look for it as for silver and search for it as for hidden treasure, then you will understand the fear of the Lord and find the knowledge of God. -Proverbs 2:1-5*

It has been my deep and constant pleasure to minister with you over the last few years! We are now in the middle of the church season of Epiphany, a time of increasing awareness and understanding of God's and Jesus' desires and messages for us. An EPIPHANY is literally a sudden, unexpected realization which causes one to rethink everything that one thought that they knew and believed. In the Bible Epiphany is the manifestation of Christ to the Gentiles as represented by the Magi (Matthew 2:1–12). In Epiphany here at Dunwich United we have been exploring Jesus' entry into our world and its significance for the world, our church, and for each of us individually.

Throughout the season of Advent, our time of awaiting the arrival and birth of the baby in Bethlehem, we explored different versions of the darkness around us, the increasing loss of hope and faith, with the powers of darkness, violence, and greed swallowing so much of the light and life of the world. How timely then, for us to experience the coming of the unconditional love of God and His Son, which we commemorated with the gradual lighting of the Advent candles, signaling the re-emergence of LOVE incarnate, in the flesh, in our midst, to emphasize that there is yet hope, joy, peace and love to be found. A bright light has been rekindled, a light that truly never dims or goes out – only our willingness and ability to perceive it varies over time, especially when we struggle on our pathway through life. Epiphany is that miraculous moment when Jesus' our lighthouse shines as a beacon, for all to see, and for all to approach, in awe and in reverence.

Did you know that when electric lights became widely available, it was debated among some church folk whether churches should have them? There was a sense that moving away from natural light, candlelight, lanterns, and coal-oil lamps would change the nature of worship. Full-on bright light changes the nature of the worship space even as it makes it easier to read. Imagine what worship was like when there were no electric lights. Church services would have been dimmer with only candle- and lantern-light, perhaps allowing the Christ candle to seem so much brighter. In our modern world, with its loud cacophony of sounds, and brightly flashing lights, it might seem harder to see and appreciate the wonder of the light which God sent to us, but those with firm faith can see goodness and love at work, forceful and brilliant in its contrast to the secular busy-ness and evil.

*Be still and listen. It's too easy to stay busy. Distraction is one of the devil's tactics to keep you from knowing and following Jesus. Distraction often stops you when God tells you to move forward. Lori Shumaker*

## **Minister's Report, 2025 (continued)**

We have explored Jesus' baptism into the millions of human beings, with all their conflict and sense of loss. He immersed himself as one of us. As Eugene Peterson puts it in *The Message*, "the Word became flesh and blood, and moved into the neighborhood." But the magi weren't from the neighbourhood. They were foreigners, and they used astronomy to find Jesus. Matthew relates that the Wise Men (and perhaps women) were searching for a king and brought appropriate gifts, only to find themselves at the home of poor people with no hint of royalty. The magi raise a lot of questions for us and as we continue our faith and worship journey together as one church, we are seekers studying truth, meaning, and purpose in God's realm, our realm, our neighbourhood.

As we study the life of Christ, soon studying the Transformation, let us welcome God's love anew into our hearts and minds, and be transformed into more confident, purposeful and joy-filled Christians. Soon, another time of waiting, expectation, and repentance will be upon us – the season of Lent. But for now, please stay focused, attentive, and open to what good news God has for us.

Thanks to all who assist with and participate in our church life, its worship, music, food, giving, and mutual support. You are a treasure, indeed!

Rev. Larry

## Chair of Council Report, 2025

*Jeremiah 29:11 “For I know the plans I have for you” declares the Lord. “Plans to prosper you and not to harm you; plans to give you hope and a future”.*

So, here we are in 2026 – what’s ahead for us? One must wonder. One thing we do know – Rev. Larry’s contract expires and the search begins again.

Larry, at this time, I would like to thank you for your guidance, service, and support to me and the congregation of DUC. To Gwen – thank you for being you. You added support and joy and humour – your willingness to help and serve on committees has not gone unnoticed. You both added much to the life of our church and will be missed.

Our congregation – the faithful Sunday parishioners – numbers are decreasing. Some have gone to other living establishments, making travel to church unattainable or, unfortunately, we’ve lost you as you have passed on. We miss you all!

The United Church of Canada’s numbers are steadily decreasing. The number of Pastoral Charges in 1992: 2,423. The number projected for 2035: 1,633. I pray we are not part of that decreasing projection.

The church has a few new features – namely ...

- The church sign – a cross with the street address number “274” on the North exterior wall and the “274” street address numbers are on the exterior front corner of the church.
- The biggest accomplishment this year – new flooring from the Sanctuary into the gathering space.

Thank you:

- Gord Griffin, Rose Leitch, and Sharon Mannering for your guidance as I learn my way.
- Chairs of the Teams and Team members as we all work together to keep our church viable.
- Darlene Ford for her decorating skills and flower arrangements that bring smiles to all faces.
- John Mannering, the guy that did repairs, hung things, constructed whatever was needed, and no matter the request, he willingly gave a hand anywhere ... anytime.
- To those who go about the church quietly, doing what needs to be done, making life here at DUC more comfortable.

## **Chair of Council Report, 2025 (continued)**

We side-stepped a copyright infringement. Under an abundance of caution, videos are no longer posted on the DUC website. If someone wishes a service to be taped, Gord is approachable.

Ontario has new recycling guidelines – recycling will no longer be picked up at our church. There are those of us that take it home.

We welcomed two new members in 2025 – Phillip Schuyler and Donna Udell. We baptized Scott Jensen and twin sons Casey and Blayne, along with Jenneke Luce and son Jackson, and our own Faith Noddin.

Please remember Mary and Bob Manchester, Anne McPhail, Barb Rodgers, and Doug Schell and family in your prayers.

So, here's to great things for DUC in 2026.

Blessings to you all.

Jackie Littlejohn

## **Congregational Chair Report (2025)**

Larry has announced his intent to retire(again). Larry and Gwen, please know that we are very thankful for your service to DUC. You have been very accommodating to our needs and wants in our first part-time ministry. We wish you well in your future endeavours.

I also wish to thank the volunteers who provide Sunday services when Larry is away. Your presentations are the result of a lot of hard work and dedication to DUC and the United Church of Canada.

There are many others who also need to know how much their contributions to Church life at DUC through serving on council or any of its sub committees, choir, fundraisers, etc. are needed and appreciated.

On a more sober note, weekly Church attendance is trending down from a year ago and costs to operate continue to exceed income, as they have for many years. There is good reason to be concerned for our future as a Church. We are not alone, however. Many other Churches are in the same predicament and there is no clear path to our future. There are opportunities for change in our future which may see us conducting worship in ways we wouldn't have considered in the past. Let's keep our minds and hearts open to new possibilities.

Gord Griffin

## Worship Team Annual Report 2025

The Worship Team enjoyed a very good year. The current members are Mary Gillett, Anne Griffin (Music Director), Marilyn Mitchell, Anne Morrissey (Chair), Ellen Palmer, and Darlene Towers.

I am grateful to all members of the Worship Team for their generous support as I took the position of Chair last year. They were patient and kind, and always just a phone call or email away.

Communion was celebrated on March 23<sup>rd</sup>, June 29<sup>th</sup>, October 05<sup>th</sup>, and December 10<sup>th</sup>. At the June 29<sup>th</sup> Communion celebration, Rev. Larry led the congregation in a method of distributing the blessed elements that was new to many. Called "Intinction", the Sacramental Bread is presented to the congregation member as the server says, "the Body of Christ, broken for you". The members then dip their Sacramental Bread in the Wine (grape juice) that is in a goblet held by the Minister. The Minister says, "the Blood of Christ, shed for you. May God bless you (name)". The new way of celebrating the Sacrament was well received. The congregation found it deeply personal and moving.

Visioning and Stewardship took the Pulpit again in 2025. Of note in November, they invited Mike Toth to deliver the Reflection. He spoke about the Grace Café in St. Thomas and how it engages and helps people who have little or no income.

We had three guest speakers this year. Rev. Paul Estabrooks spoke about his "Night of a Million Miracles" which outlined his project to bring one million Bibles to Christians in China. We were joined by Joe Richards, from Pearce Williams Christian Camp. He chose and sung all the music and delivered an entertaining and thoughtful Children's Time. In September, the Worship Team invited Susan McCullough to deliver a Reflection. She participated in the Ecumenical Accompaniment Program in Palestine and Israel (EAPPI), an initiative of the World Council of Churches and a Mission & Service partner. She spoke about her months as a witness to life in the Occupied Territory.

Rev. Phil Schuyler delivered the Message to us twice this year. We had four Pulpit Supply Ministers in to lead us in worship. They were Alana Martin, Tracy Crick-Butler, Diane Macpherson, and Don Macpherson.

Due to flooding, the February 16<sup>th</sup> Service was cancelled. (It was going to be great though!)

On Good Friday, Rev. Larry joined the Ministers of the Baptist and Presbyterian churches for a beautiful Ecumenical Service.

The Music Sunday Service was a tremendous success. The Worship Team received many favourable comments. Many people expressed they enjoyed the videos and two people said that we should do it again.

On October 05<sup>th</sup>, in addition to the Sacrament of Communion being celebrated, a new Bible Bookmark, a "new to us" Communion Set, and the beautiful Antependium that was donated by Anne McPhail in memory of her mother were blessed. It was a busy Sunday.

Some members of the congregation voted to attend Remembrance Day Service at the Shedden Complex this year, while the majority chose to honour Remembrance Day with a Service at DUC, led by the Worship Team.

## Worship Team Report, 2025 (Continued)

Our Anniversary was celebrated in 2025 complete with a slide show of the previous year shown at Coffee and Conversation. A celebratory cake was cut by Rev. Larry. Rev. Dann was a guest for the Service and Rev. Larry invited him to deliver the blessing over the pot-luck meal.

Rev. Larry led Worship during Advent, and we had a beautiful Service on Christmas Eve with Rev. Larry at the Pulpit.

While the Monthly Meetings with the Minister didn't happen every month, the Worship Team appreciated the time the Minister gave to us. He was able to clear up any questions we had and educate us on matters we needed to know.

Anne Griffin continues to introduce us to new hymn selections and the choir she directs engages us with a well-chosen Anthem each week. In the summer, the choir took a break, and we enjoyed a Prelude each week offered by Bill Graham.

We have made a concerted effort to include the children in some of the prayers and songs. Faith enjoyed playing her new "Singing Bowl" and a rain stick. Faith and Cameron were involved in the Children's Time story of "What is Peace" on Peace Sunday.

All Team members are enthusiastic in their approach to the duties of the Worship Team. There is an eagerness to ensure a prayerful experience happens for the congregation ... whether we are:

- supporting the Minister in Communion,
- guiding a Pulpit Supply Minister or guest speaker in what is expected of them,
- or creating a Service from scratch if it is our week to do so.

We are not Ministers, so when we create the Service:

- Countless hours are spent researching the United Church website and back issues of The Gathering (a resource published by the United Church of Canada) for ready-to-go Services.
- We also look at those two resources to be inspired by ideas for future Services.
- A great deal of thought goes into the selection of prayers by looking at The Gathering
- On a few occasions, when an appropriate prayer is not in the Gathering, we put a lot of thought and prayer into the writing of prayers.
- When the music is selected, we make sure the hymns bolster the theme of the Service that week.

We always have lively conversations at our weekly meetings, sometimes disagreeing, but always respectful and aware of the personal boundaries of others on the Team. To a person, we look forward to our meetings as it also allows for a deeper understanding of God's word.

Thank you, *Anne Morrissey*, on behalf of the Worship Team

## **Visioning & Stewardship Team Annual Report, 2025**

The committee was assembled in the spring and got right to work. We started collecting women's hygiene items for the Daffodil Society in April, to be distributed with hampers in May to coincide with Mother's Day. In May, we collected men's hygiene items to be distributed with the Daffodil Society hampers in June to coincide with Father's Day. With food insecurity being such an ongoing issue, it was decided that a collection box would remain by the main door for an ongoing food collection. The items are regularly taken to the Daffodil Society for distribution.

In June, we took advantage of our wonderful local strawberries and had a Strawberry Social after church. Everyone enjoyed delicious berries with cake and ice cream or whipped cream. Donations went into the regular coffee time recipient, the Daffodil Auxiliary.

Early July we decided to have an indoor picnic. We served a variety of sandwiches, cookies, and squares. The donations went to the Daffodil Society.

We had a summer BBQ in August with a feast of BBQ'd hot dogs, corn on the cob, potato salad, and watermelon.

In September we had a chili lunch and in October we had a soup luncheon. All funds raised from these specific August, September, and October lunches went to The Grace Cafe in St. Thomas. \$728.55 was raised. We also collected used coats and other assorted clothing items for the Grace Cafe. We even had friends from the church in London knitting some hats and earmuffs for this donation.

In November, our focus shifted to The Daffodil Auxiliary, Share the Warmth collection of warm winter items like hats, mitts, and scarves.

During the year, the committee also stepped up to lead two worship services so that the worship team could have a break. We are still willing to do this, if called upon.

Our committee took a much-needed break over the month of December. We're already back in motion with projects in 2026. We're very appreciative of the support and generosity of our wonderful congregation.

Denise

## Fundraising Team Annual Report, 2025

The fundraisers had a successful year, raising \$17,745, surpassing the 2025 budget of \$15,000. With unanimous agreement we are limiting our endeavours to beef pies, funeral luncheons, and Lions' monthly meals.

We surpassed orders of 2,300 beef pies and 300 turkey pies in 2025. Unfortunately, we can no longer make turkey pies as there is no longer gravy to be had ... anywhere! At the end of 2025 we still had 518 beef pie orders to fill.

Thank you to those that help make the pies:

- Linda and Jack Giles – for all those hundreds of pastry lids – hand making the pastry, rolling and then cutting the lids, and counting then delivering to the church.
- Ted McCready – traveling to St. Thomas to pick up the beef roasts – returning to the church with them and then cooking them all.
- The men who cut up that beef or turkey: Craig Armstrong, Robert Keith, Gord Griffin, Wayne Horst, Bob Leitch, Larry Schneider, Ike Enns, John Mannering, and Ray Beattie.
- The women who assemble the pies: Karen Keith, Chris Horst, Velvette Sandford, Janice Ellis, Dianne Beattie, Anne Griffin, Rosanne Murray, and Stacia Lett.
- To Alice and Rinus Grant for affixing the labels to the Ziplock bags – hundreds of labels.
- To Pam Close for hand making 17 batches of pastry at one time for 1,267 pie lids to be made.
- To Gord Griffin who handled the sheeter so that the ladies could cut out the lids.
- On a separate occasion Pam made a further four batches equalling 373 lids, which 5 ladies rolled out the pastry and cut out the lids. Thank you to Gwen Schneider, Karen Keith, Alice Verrart, and Chris Horst in that endeavour, helping Sharon and Jackie.
- To our church family and community – you buy the pies and assist us in our endeavours – thank you for your patronage to DUC and the Fundraisers.

As you can see, without you, we cannot do this. Your help is greatly appreciated. Everyone's contribution matters.

Thank you to: Rose Leitch and Linda Giles and all who assist you, monthly, feeding the Lions Club members.

Thank you to Gord Griffin for working the pastry sheeter, listening to all the women chatter away, and then staying after cleanup for one hour or more to clean the sheeter. The sheeter makes the ladies' job easier for sure.

## Fundraiser Report for AGM, 2025 (continued)

It is with heartfelt sorrow that we served six funeral luncheons: Shelby Sandford Moran, Gerald Atkinson, Jim McFarlane, Jack Page, Iris Page, Margie Carrol.

Thank you to the ladies that baked for us: Alice Grant, D.J. Enns, Velvette Sandford, Karen Keith, Chris Horst, Marilyn Mitchell, Dianne Beattie, Janice Ellis, Beth Breen, Rosanne Murray, Anne Griffin, Darlene Towers, Jane Johnson, Barb Wooley, Leta West, Debbie Armstrong, and Andi McKillop.

Thank you to Darlene Ford who gathers and arranges flowers for all the funeral receptions.

To the Fundraising Team of Dunwich United Church: a HUGE thank you to each of you. You go over and above and beyond, all the time. This team works together and accomplishes all we take on; problem solve and totally rely on each other – everything gets done working together – volunteering, baking, picking up supplies ... you name it.

Members: Darlene Ford, Susan Loveland, Rosemary Leitch, Linda Giles, Sharon Mannering, Barb Rodgers, and Jackie Littlejohn.

*Ecclesiastes 4:9-10: "Two are better than one, because they have good return for their labour. If either of them falls down, one can help the other up".*

Jackie Littlejohn, Chair, Fundraisers

For Financial Record, see Financial Section.

## Ministry and Personnel Team Annual Report, 2025

The Ministry and Personnel Team, consisting of Beth Breen, Jane Johnston, Sharon Mannering, Rose Leitch, Barb Rodgers and Doug Schell have met numerous times over the past year.

Section B.7.8.5 from the United Church Manual- Ministry and Personnel Committee: All congregations or pastoral charges must have a committee with the following responsibilities:

- a. being available for consultation and support for matters involving pastoral charge staff
- b. overseeing relationships of the pastoral charge staff to each other and to people in the congregation
- c. regularly reviewing the working conditions, responsibilities, and compensation of all pastoral charge staff
- d. making any recommendations needed as a result of these reviews to the governing body
- e. revising position descriptions of pastoral charge staff as needed
- f. conducting annual performance reviews of the pastoral charge staff
- g. ensuring pastoral charge staff make use of opportunities for continuing education that they have been given
- h. maintains close contact with the regional council Pastoral Relations Committee or equivalent

We have almost completed the Duty of Care Manual. This has involved taking a closer look into the various aspects of Dunwich United and compiling information to be kept in one central place. The manual will be placed in the wall file located by the door to the kitchenette. Many thanks to the team for the time and energy required to bring this task to its near completion. Take the time to check it out!

Annual contract reviews have been completed for both our Church Office Secretary Anne Morrissey and Music Director Anne Griffin. Many thanks for their dedication and excellent work over the past year as they continue to excel in those roles. Thanks also to Lori Bryson who will continue to provide custodial services. One cannot thank her enough for the “above and beyond” service she provides.

Reverend Larry will soon conclude his contract April 4th as he moves into retirement. We appreciate the dedication, inspiring services and guidance he has provided over the past year- he will be missed but we hope to see him in the future, filling in when needed as pulpit supply.

## **Dunwich United Church Women Annual Report 2025**

UCW continued to meet on the first Monday of the month at the church.

The January 2025 meeting was relocated to Royal Oak Senior Living, Fingal Line where several of our members now reside. This move was due to new flooring being installed at the church.

A gift basket was provided to Bobier Auxiliary for their Silent Auction in March 2025.

The March 7th World Day of Prayer program was hosted at DUC. Sharon Mannering managed the video program, St. Helen's CWL provided snacks, and our UCW served beverages. The 2025 WDP program was created by the women of Cook Islands.

UCW members share responsibility for the worship programs at the monthly meetings. Topics have included Women's roles, Aging, and Friendship. Guest speaker Pauline Jones provided two interesting presentations on Native Perennial Gardening. We are grateful to Velvette Sandford who, in addition to providing transportation to our meetings for our Royal Oak members, supplies delicious home baking for our lunches.

Our monthly Offerings made it possible for us to make charitable donations totalling \$1,300.00 as follows,

Elgin-St. Thomas Christmas Shoppe  
Pearce Williams Christian Centre  
Violence Against Women Services Elgin County  
Hospice Elgin  
St. Thomas Second Stage Housing  
Fresh Start Support Services  
Daffodil Society Welfare

Our UCW numbers are dwindling, but hopefully it will be possible for us to continue to meet, worship, and support our local charities.

## **Dunwich United Church Women 2025 Year End Report**

See Financial Section for signed report.

## **Decor Committee Report, 2025**

Decor Team enjoys decorating our church in all areas to create a warm Welcome to everyone attending church and all the numerous ways Dunwich is utilized in our community.

## **Sunday School Annual Report, 2025**

Sunday School continues to be offered each Sunday led by Rosanne Murray and Rose Leitch with the addition of helpers as needed. Attendance remains the same as the previous year, most often 3 children ranging in age from 6 to 10. The Sermons4Kids website is used with the addition of videos and music from Children's Ministry and others as obtained from YouTube. Thanks to all those involved over the past year.

## **Antler River Watershed Council – Lay Council, 2025**

The spring meeting in Sarnia was attended in person by Reverend Larry. It was attended by Zoom by Rose Leitch, and Don Miller. The meeting provided an excellent opportunity for networking and putting a face to those names we see in newsletters.

One of the main topics discussed centered on the fact that many congregations struggle financially to have full time ministry. There are many ministers out of country who are qualified but to be able to accept a position, it must be fulltime. There were possible solutions put forth such as two congregations sharing a fulltime position. Housing concerns were raised as well as acceptance.

The fall meeting was on Zoom with Don Miller and Reverend Larry Schneider attending. Along with the regular business the breakout sessions led to a good exchange of information on what is happening in other congregations and provided the opportunity to get to know other participants.

## **DUC Organist/Choir Director Report 2025**

This is an opportunity for me, as Dunwich United Church organist and choir leader, to thank all the Dunwich United Musicians (singers and instrumentalists), for sharing your musical talent and joy of Christian Music with the Dunwich congregation, the Bobier residents, and the joint Christmas Service which was held last December at Dutton Presbyterian Church.

Thank you for sharing some of your favourite Christian music with the choir so we could share it with the congregation. Let's continue to share these valuable resources in 2026.

I have heard your musicianship grow this year. You are listening to each other, blending your voice with the rest of the choir, and trying new parts which are not always the melody. Kudos to you for moving out of your "comfort zone", as you continue to bring Christian messages in song to our congregation.

I look forward to our continued musical journey in 2026. Thanks for your beautiful music.

Anne Griffin

## **Pastoral Care Annual Report, 2025**

The Pastoral Care Team consisting of Mary Bol, Jane Johnson, Rose Leitch, and Rev. Larry Schneider, continued to support the church family throughout the year with cards, phone calls, and visits as required. Denise Noddin is assisting the team by sending cards which has been previously done by Mary Bol. A huge thank you to Mary for doing this throughout the past year. The team would like to thank the congregation for informing us of support needs and ask that this continue for the coming year.

## **Trustee Report, 2025**

Trustees reviewed insurance coverage with Paul McWilliam our agent with Salus Insurance---only change was that coverage while driving on church business is now explicitly spelled out and forms had to be signed for that coverage no additional cost.

We had been contacted by a new agency for Co-operators insurance who now have a commercial division and are actively recruiting church business. However, as the coverage was the same as Salus at same price it was an easy decision to stay with Salus.

Don Miller

Page 25

## **Ad hoc Grant Writing Team Report 2025**

Members: Gord Griffin, Jackie Littlejohn, Sharon Mannering, Andi McKillop, and Anne Morrisey

The Grant Writing Team was formed in late 2024 and disbanded in February 2025 without a grant being applied for.

Anne Morrisey

## **Ad hoc Copyright Team 2025**

The Team was set up to determine what we can and cannot use in PowerPoint presentations, the bulletin and newsletter, and upload to our website. The Team advised that the church should end the practice of taking videos of the Services and then posting it on our website.

An article about copyright was found in The Gathering. The portion of the article that deals with Bible copyrights was shared.

CCLI (for use of music) is updated for six months of every second year. We are in one of those periods now. This reporting period ends at the end of March.

Anne Morrisey

## **Ad Hoc Photo Directory Committee Report, 2025**

It was an experience for sure ... in a good way! On behalf of Gwen Schneider and Rosanne Murray, we mailed out invitations to members of DUC using the telephone and mailing lists provided.

Folks that were contacted were asked to please return updated information in the stamped envelope provided. They were also asked whether they wished to take part in the Photo Directory.

DUC paid \$60.57 for three submitted photos. All books were free to all people who took part – 40 in total.

The Team was disbanded May 01<sup>st</sup>, 2025.  
Jackie Littlejohn, Chair

## **Ad hoc Sign Committee Report, 2025**

The sign team met a few times in the first half of 2025 to discuss ways in which to make our Church more obvious and easier to find. In discussions with Church Council, it was agreed to place a banner on the North wall of the building featuring a gold cross on a black background and containing the street address. It was also decided to install the numbers 274 on the front of the building in large numbers. Thanks to John Mannering for doing the installations. Feedback from the congregation and visitors to DUC has been positive. We may install a similar banner on the South wall. Old silos on the AGRIS property, that obstructed the view of the Church South side, have been removed.

We have also been investigating a roadside sign with discussions starting and stopping for a couple of years now. When the uptown Foodland closed, Rose asked about the sign used for store advertising that had been on the sidewalk in front of the store. It was given to us. We will get it installed after spring thaw as it needs to be repainted and then well anchored to resist wind in a location that provides good visibility without encroaching on the road allowance.

Gord Griffin

## **Ad hoc Search Team Report, 2025**

The search team has met only twice since its creation last fall. That first session was to complete mandatory training online with Antler River. At about the same time, we learned that Melbourne UC was looking for a part-time minister and might be willing to discuss shared ministry. With the blessing of council, a meeting took place in early January where the participants agreed to investigate the possibility of sharing a full-time minister. This will necessitate a change in the wording of our official position description within the Community of Faith Profile.

At our second meeting, we did update the position description, but it will require approval of the congregation at such time as we are able to update the rest of the documents in our community of faith profile which is a collection of documents containing detailed information about our pastoral charge. For the information to be up to date, we need the financial reports for 2025 to be finalised. Afterward, the revised position description and financials can be officially posted on Church Hub.

When on our last search team, we found that most ministers come available in June. Many of those who remained available after that time seemed to have requirements that can be difficult to accommodate. Thankfully, we knew about Larry very early in the search process. We don't have anyone in mind this time around.

In the last week, we have received an inquiry about possible shared ministry from another Church that no longer sees solo full-time ministry as supportable.

Antler River has appointed a person who specializes in shared ministry arrangements to assist us as we investigate how these relationships should work and why they can fail.

Gord Griffin

For the search team

## **Girl Guides of Canada -1st Dutton Pathfinder/Rangers Group**

Dear Dunwich United Church

We the 1st Dutton Pathfinder/Rangers would like to take this time to say a big Thank You.

On behalf of the girls and leaders the warm clean space is great for our meetings on two Mondays a month.

The kindness you have shown is greatly appreciated.

We are a small group this year of 5 girls and 2 leaders.

We use the big hall when available for projects and games.

The smaller room we use for crafts, letter writing for Pen Pals, planning our service projects and camps.

Through your generosity we can continue in Girl Guides.

Once again Thank You.

Girl Guide Leader

Sandy Marr

Donna Morgan

Good morning,

Our Girl Guides of Canada, Pathfinder Ranger group meet at the church 2 to 3 times a month between September and May.

A typical attendance is 5 youth and 2 adults.

Last year we had a sleepover there, a few parent meetings and our biggest topic was planning our trip to Switzerland (July 2025).

We love the indoor and outdoor space and most of all the friendly contacts.

Thank you,

Donna Morgan

## **Dutton Dunwich Horticultural Society, 2025**



Leslie Whittington-Carter, President On behalf of the Board of Directors Dutton Dunwich Horticultural Society

The Dutton Dunwich Horticultural Society (DDHS) held 7 of our monthly meetings at Dunwich United Church in 2025.

As in previous years, we appreciate the use of an accessible space to host guest speakers and hands-on activities. The ability to use the smart TV is very helpful for presentations.

The facilities are very clean and maintained; this is much appreciated. We are also fortunate to have a small, dedicated space to store some of our items in the building.

We hope to continue to use this central and accessible space for DDHS meetings.

Leslie Whittington-Carter, President  
On behalf of the Board of Directors  
Dutton Dunwich Horticultural Society

# Nominations

## **Dunwich Pastoral Charge Nominations 2026**

The following is a list of Council and Team positions available for volunteer or nominations. Names that have been submitted for nomination follow and nominations from the floor can be made provided the individual is present or has given written/verbal confirmation to the Nomination Committee.

Given the need for continuity and succession planning, we are using a three (3) year term for new nominees. The years listed indicate year of stepping down from the Team. It is understood that anyone may resign from a team or committee for personal reasons. Please note there are some officers that are not elected to their position, and therefore no term of office is indicated. This includes the Trustees, who are appointed to their position on the Board of Trustees, and the Fundraisers who volunteer as a sub-committee of Finance.

Treasurer/Accountant, Fundraisers, Signing Officers, Envelope Secretary, and the financial duties of the Church Office Secretary are the responsibility of Finance Team. Sunday School Teachers are the responsibility of Worship Team.

Council consists of Chair, Vice-Chair, Council Secretary, Chairs of Ministry & Personnel, Worship, Finance, and Visioning & Stewardship Teams, Lay Representatives to Antler River Watershed Regional Council, Trustee Representative, and UCW Representative.

### **Council**

**Council Chair** will preside at Council meetings, preserve order, take the vote, and announce decisions of the Council. **Council Vice Chair** will assist or act in the absence of the Council Chair as required. **Council Secretary** will keep records of proceedings, receive and send correspondence on behalf of Council, ensure minutes and registration documents are up-to-date and kept safe, ensure minutes, membership roll, and other records are sent to Regional Council annually for review.

### **Teams**

**Worship:** At least four (4) elected members plus Music Director to cover worship and spiritual matters: The Minister creates an outline of the Communion services, baptisms, and so on, for the year, and presents them to the Worship Committee for their coordination. The Worship committee prepares and sets up the communion elements, and assists the minister in serving them, following the Minister's directions about which format is being used. Christian Education is a part of all worship services, and is the responsibility of the Minister, with collaboration with other speakers, supply ministers, and so on. Our Scripture Schedule is an important part of this planning. The Worship Committee ensures that the spiritual and worship focus of the church remains constant. Pulpit supply: When the minister is not scheduled or is unavailable on short notice (illness) the Worship committee searches for and hires the supply ministers or arranges fill-ins from the Congregation. This is done with the M&P and Finance Committees being kept up to date. All Worship Team members must be full members of UCC.

**Finance:** At least four (4) members, one of whom is the Fundraising Coordinator. Responsibilities include preparing annual budget, authorizing fundraising projects, reviewing and investigating investments in conjunction with Trustees. Finance Team is responsible for routinely informing congregation of financial status, directing any major fundraising campaigns in consultation with Council, appointing signing officers developing rules for distribution of Benevolent Fund, as well as organizing weekly offering counters.

**Treasurer/Accountant** will be appointed/hired to be responsible for recording receipts and disbursements for all of Dunwich United Church bank accounts and providing reports to the Finance Team regularly throughout the year. Annual reports will be prepared in a timely manner for the CRA (Annual Charity Return, the semi-annual HST returns, and the T4As), charity receipts for donors, and the annual financial return for the Dunwich United Pastoral Charge. The term of office is one year and will be reviewed annually.

### **Signing Officers:**

There are four (4) signing officers for cheques. All cheques must bear two signatures.

**Fundraising:** The Dunwich United Church Fundraisers exist to mobilize the power of volunteers along with the generosity of donors. We provide financial benefit to our church while bringing our community together. Additional volunteers are welcome and appreciated.

**Visioning & Stewardship:**

At least four (4) members who oversee and ensure communications to pastoral charge (newsletters, digital, web site), annually reviews Ministry and Mission Profile and Mission and Vision Statements, investigates and encourages mission opportunities as well as educates and encourages the congregation to participate in mission. Regularly reviews funds given for Mission & Service and works in collaboration with the Finance Team.

**Ministry and Personnel:**

Three to seven (3-7) members; structure and functions are detailed in The Manual B 7.8.5. Chair of this Committee must be a member of UCC.

**Pastoral Care:**

Three to five (3-5) including Minister. Provide emotional, social, and spiritual support for our church family and serve as a communication line between the church and family to create a sense of belonging.

**Lay Representatives to Antler River Watershed Regional Council:**

Two (2)\*\* individuals elected to attend all Regional Council meetings to act as a liaison among Regional Council, DUC Council, and the congregation. *\*\*Noted: The number of representatives is dependent upon the number of resident members.*

**Trustees:**

Individuals are appointed to the Board of Trustees which shall obey all lawful orders and direction of the DUC Council, congregation, or Regional Council, according to the Model Trust Deed of The Manual G 3. The minister is included on the Board of Trustees by virtue of office. The congregation is responsible for determining number of trustees with minimum of three (3) and maximum of fifteen (15) The Manual G 3. A majority of the Trustees must be members of UCC.

**Congregation**

**Congregational Chair**, a full member of UCC, will preside over congregational meetings, preserve order, take the vote, and announce the decisions of the congregation. **Congregational Vice Chair**, a full member of UCC, will assist or act in the absence of the Congregational Chair as required. **Congregational Secretary**, a full member of UCC, will keep records of proceedings, receive and send correspondence as directed and ensure minutes and records are up-to-date and kept safe.

**Decorating Team:**

Volunteers to decorate the sanctuary and gathering areas each Sunday and for special occasions. Additional volunteers are welcome and appreciated.

**Nominating Team:**

Ad Hoc Team, consisting of Chair of Council, Chair of Congregation, plus any other members deemed necessary for input, the Nominating Team will be struck and meet prior to Annual Meeting to recommend people who are eligible, suitable, and willing to serve in positions in the congregation or pastoral charge. A list of all candidates for all Teams and Committees will be submitted to Annual Meeting for approval.

## Dunwich Pastoral Charge Council 2026 Nominations

*Nominations from the floor will be accepted provided the individual is present or has given written/verbal confirmation to the Nomination Committee.*

| <b>► Indicates to be elected at AGM</b>                    |  | <b>Name</b>                   | <b>End Date</b> |
|--|--|-------------------------------|-----------------|
| <b>Council</b>   | Chair                                  | <b>Jackie Littlejohn</b>      | <b>► 2029</b>   |
|  | Vice-Chair                             | Marilyn Mitchell              | 2027            |
|  | Secretary                              | <b>Sharon Mannering</b>       | <b>► 2029</b>   |
| <b>Teams</b>   | <b>Worship</b><br>(at least 4 Members) | Mary Gillett                  | 2028            |
|  |  | Anne Griffin (Music Director) |                 |
|  |  | Lois Martin                   | 2028            |
|  |  | Marilyn Mitchell              | 2027            |
|  |  | <b>Ellen Palmer</b>           | <b>► 2029</b>   |
|  |  | Anne Morrissey                | 2027            |
|  |  | Darlene Towers                | 2028            |
| <b>Finance</b><br>(at least 4 Members)                     | Darlene Ford                           | 2028                          |                 |
|  | Gord Griffin                           | 2028                          |                 |
|  | <b>Sharon Mannering</b>                | <b>► 2029</b>                 |                 |
|  | Don Miller                             | 2027                          |                 |
|  | Marilyn Mitchell                       | 2028                          |                 |
| <b>Fundraisers</b><br>-additional volunteers welcome       | Darlene Ford                           |                               |                 |
|  | Linda Giles                            |                               |                 |
|  | Rose Leitch                            |                               |                 |
|  | Jackie Littlejohn                      |                               |                 |
|  | Susan Loveland                         |                               |                 |
|  | Sharon Mannering                       |                               |                 |
|  | Barb Rodgers                           |                               |                 |
| <b>Visioning &amp; Stewardship</b><br>(at least 4 Members) | Stacia Lett                            | 2028                          |                 |
|  | Jackie Littlejohn                      | 2028                          |                 |
|  | Sharon Mannering (Communications)      | 2028                          |                 |
|  | Denise Mitchell Noddin                 | 2028                          |                 |
|  | Darlene Towers                         | 2028                          |                 |
|  |  |                               |                 |
| <b>Ministry &amp; Personnel</b><br>(3-7 Members)           | Beth Breen                             | 2027                          |                 |
|  | Rosemary Leitch                        | 2028                          |                 |
|  | Jane Johnson                           | 2027                          |                 |
|  | Sharon Mannering                       | 2028                          |                 |
|  | Barb Rodgers                           | 2027                          |                 |
|  | Doug Schell                            | 2027                          |                 |
| <b>Pastoral Care</b>                                       | <b>Bill Graham</b>                     |                               |                 |
|  | Jane Johnson                           |                               |                 |
|  | Rose Leitch                            |                               |                 |
|  | <b>Denise Mitchell Noddin</b>          |                               |                 |

|   |                                 |   |      |
|---|---------------------------------|---|------|
| <b>Lay Reps to Antler River Watershed Region</b><br>(2 Members) |                                 | Don Miller  | 2028 |
|   |                                 | Rose Leitch   | 2028 |
| <b>Congregation</b>   | Chair                           | Gord Griffin  | 2027 |
|   | Vice-Chair                      | Don Miller  | 2027 |
|   | Secretary                       | Sharon Mannering  | 2027 |
| <b>UCW</b>  | President                       | Marilyn Mitchell  |      |
|   | Secretary                       | Jane Johnson  |      |
|   | Rep to Council                  | Jane Johnson  |      |
|   | Treasurer                       | Dianne Purcell  |      |
| <b>Appointments &amp; Volunteers</b>                            |                                 |   |      |
| <b>Accountant/Treasurer</b>                                     | -responsibility of Finance Team | Elizabeth Timmermans<br>West Elgin Accounting Inc.<br>Office: 519-762-2853<br>Email: et@weai.ca<br>Mailing address: 178 Currie Road, Dutton |      |
| <b>Signing Officers</b>   | -responsibility of Finance Team | Darlene Ford  |      |
|   |                                 | Jane Johnson  |      |
|   |                                 | Ian McKillop  |      |
|   |                                 | Donna Mylrea  |      |
| <b>Trustees</b>   | (3-15 Members)                  | Matt Breen  |      |
|   |                                 | Jim Ford  |      |
|   |                                 | Gord Griffin  |      |
|   |                                 | <b>Bruce Johnson</b>  |      |
|   |                                 | Don Miller  |      |
|   |                                 | Doug Schell   |      |
|   |                                 |   |      |
| <b>Decorating Team</b>  | -additional volunteers welcome  | Darlene Ford  |      |
|   |                                 | Linda Giles   |      |
|   |                                 | Gwen Schneider  |      |
| <b>Sunday School</b>  |                                 | Rose Leitch   |      |
|   |                                 | Rosanne Murray  |      |

# Appendix

**Q: What is a "Consent Agenda" and how will it make our meetings go faster?**

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion..

**What belongs on the consent agenda?**

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

**How are items on a consent agenda handled?**

A consent agenda can only work if the reports and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

1. When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
2. The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
3. The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
4. At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
5. If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
6. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
7. When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
8. When preparing the minutes, the Secretary includes the full text of the resolutions, reports or recommendations that were adopted as part of the consent agenda.

**How to start using a consent agenda**

In order to start using a consent agenda, the board should first adopt a rule of order allowing for the consent agenda process. A sample rule is:

"A consent agenda may be presented by the president at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

It is important to make sure that all directors know what items belong on the agenda and how to move items to and from the consent agenda. For this reason, instruction on using the consent agenda should be part of the board orientation program.

