

Joint Amalgamation Committee (JAC) Timeline *(#12, March 4, 2019)*

Ongoing Activities	Comments
Communicate progress to congregations with enthusiasm/excitement	<ul style="list-style-type: none"> • Minimum monthly in a variety of ways (newsletters, order of service, parlour talks)
Ensure that informal and formal social events take place regularly	<ul style="list-style-type: none"> • Consider forming a joint social committee. • Pancake supper Trinity, Valentines dinner Emmanuel. • Offer to provide support to each other e.g. offer volunteers to help serve etc.
Maximize opportunities to work together on priority projects	<ul style="list-style-type: none"> • Programs like Nourish and Homewood Bound
Encourage regular joint worship services	<ul style="list-style-type: none"> • March 4 (Em), April 15 (Trinity) and May (Em, perhaps to celebrate Affirm). • Can include social components.
Consult with Bill Smith as required	<ul style="list-style-type: none"> • Bill attends meetings when he is able.
Incorporate team-building activities throughout	<ul style="list-style-type: none"> • Within JAC and congregation
January to June 2018	
Develop vision and mission for new entity with input from congregations and support from a facilitator	<ul style="list-style-type: none"> • Throughout process identify opportunities and challenges
Identify and evaluate similarities and differences between approaches of two churches	<ul style="list-style-type: none"> • Assess compatibility and sustainability
Be aware of Emmanuel's plans for renovations for accessibility re the worship space	<ul style="list-style-type: none"> • Reconfigure choir loft
Share financial statements	<ul style="list-style-type: none"> • Do this after the AGMs

<i>Recommend to Councils and Congregations and vote on whether to proceed</i>	<ul style="list-style-type: none"> • Vision and Mission approved
Begin to develop constitution/governance structure (Brian)	
July to December 2018	
Set priorities for church programs through discussions in working groups on 5 areas that support our new mission: 1. Expand pastoral care (Elizabeth) 2. Attract youth (Martin) 3. Outreach/Advocacy (Lyn) 4. Provide opportunities for a variety of ways to experience God (Ted/Carol), which includes worship, Christian education and other faiths 5) Constitution and Governance (Brian)	<ul style="list-style-type: none"> • Identify a lead for each area • Develop Terms of Reference Jackie/Peter) • Leads pull together focus groups and facilitate 2 meetings
Communicate JAC plans and dates to both congregations	<ul style="list-style-type: none"> • September/October
Hold joint congregational service followed by lunch workshop re the above topics	<ul style="list-style-type: none"> • November 18 • Tentative format decided
Hold Parlour Talk to share information about process and the timeline	<ul style="list-style-type: none"> • November 25 Trinity • Date TBD Emmanuel
Report back on input from meetings of working groups to JAC	<ul style="list-style-type: none"> • End of November 2018
Begin to identify staff leadership requirements	<ul style="list-style-type: none"> • Ministry and Personnel (M&P) Committee (December)
Begin to identify other staff requirements	<ul style="list-style-type: none"> • M&P (December)
Finalize Trinity building assessment	<ul style="list-style-type: none"> • December • Develop accessibility plans
Begin to define building assessment re space needs for all activities	<ul style="list-style-type: none"> • October/November (includes all programs, administrative needs etc.)

January to May 2019

Activity	Timeframe	Role/Comments	Status
Hire Communications Specialist	January	JAC/Contract signed	√
Begin to develop a communication plan	January	JAC/An Kosurko	√
Review/update timeframe to post	Mid-January	Carol Mutton	√
Prepare a statement re the allocation of trust funds	For March 18 JAC meeting	JAC/Trustees	To be done
JAC members each do 3 test calls	By March 10	JAC	In progress
Make main telephone calls with telephone lists of congregation members.	Within 2 weeks of test calls.	Ted Harvey/Elizabeth Powell Lyn Miller/Martin Deeley An to manage spreadsheet	√
Create Bulletin Board Team to improve web presence and develop a poster	End of January/Early February	Carol Mutton Lyn Miller	√
Create brochure for congregations	End of January/Mid February	An Kurosko/JAC	Issue #1 complete with minor revisions
Prepare a statement of financial sustainability re the two churches.	For March 18 JAC meeting.	JAC/Treasurer	In progress
Confirm guidelines for voter eligibility	End of February	JAC liaise with Councils	√
Develop options for a “no” vote	ASAP	JAC liaise with Councils	In progress
Summarize and prioritize tasks/programs from working groups for year one of amalgamation (realistic)	End of February	JAC	√
Finalize building assessment reports re space and structure	End of March	Engineers Report Space Assessment (Elizabeth and Lyn)	In progress
Hold a Parlour Talk – set date	Early April	JAC	Peter/Brian to arrange with Ministers
Arrange tours of both buildings Tour of Emmanuel offered after	End of March	JAC	√

Activity	Timeframe	Role/Comments	Status
joint service March 24.			
Finalize Constitutional Governance structure	End of March	JAC	√
JAC recommend to Councils date and wording of vote.	ASAP	Jackie and Carol to send a draft to the JAC	In progress
Congregations vote “yes” or “no” to amalgamate (75% vote to pass)	April 28, 2019	JAC/Councils	

Post Vote April 28

If “Yes” Vote	Timeframe/Yes and or No	If “No” Vote
Communicate results of vote	April 29	Communicate results of vote
JAC create recommended amalgamation timeframe/workplan	Early May	N/A
JAC members plan future role re implementation	Early May	JAC disband
Council create transition/amalgamation steering committee and working groups	May	N/A
N/A	May to September	Council implement options for next steps e.g. closure, status quo etc.
JAC create staffing plan	Early May	N/A
JAC create “quick win” project to mobilize amalgamation working groups	Early May	N/A