

## MANITOU CONFERENCE EXECUTIVE MEETING

held at Villa Loyola Retreat Centre, Sudbury, ON  
November 27-28, 2014

### THURSDAY, November 27, 2014 – 1:00 p.m.

<b>Attendance</b>	Maxine McVey, Will Kunder, Mary-Jo Eckert Tracy, Stewart Walker, Erin Todd, Ted Harrison, Cindy Desilets
Ministry Personnel	
Laity	Marguerite Hayes, Janice Brownlee, Judy Biondi, Joy Galloway, Bill Rowe, Kathie Smith
Regrets	None
Staff support	Susan Whitehead, minute-taker
Constitution of the Court	President Maxine McVey welcomed the Executive members, lit the Christ candle and constituted the court with these words:  <i>We have been called to this Court to bring our gifts of passion as we seek to make fair judgments, our gifts of conviction as we seek to make a difference, our gifts of vision as we look for new shapes, our gifts of hope as we see possibilities and promises. We are thankful for the faith within us that allows us to be part of this gathering. In the name of Jesus, the Christ, Sovereign Head of the church, this court of Manitou Conference is open for any or all business that shall come before it.</i>
Recognition of Traditional Territory	The President recognized the traditional territory of the Atikameksheng Anishnawbek (Whitefish Lake First Nation).
Welcome and Opening Worship	Cindy Desilets led Executive in Worship. She asked members to think of a time when God was with them, share it, and then describe what hymn their story inspires.  Executive sang MV # 62, <i>There Is Room For All</i> .
Minutes of the Meeting of:	Executive reviewed the minutes of the April 10-11, 2014 meeting.
• September 10-11, 2014	
• October 22, 2014 (Conf. Call)	There is one correction on Page 74 – Elsie Christian’s name should be replaced with Judy Biondi’s name.
	<b>MOTION 13/15 #41: Will Kunder/Kathie Smith</b> <b>That the minutes of September 10-11, 2014 meeting of Executive be approved as printed and corrected.</b> <b>CARRIED</b>
	Reviewed the minutes of the October 22, 2014 conference call meeting, giving approval for a 2015 Camp Lorrain program.

**MOTION 13/15 #42: Will Kunder/Cindy Desilets**  
**That the minutes of October 22, 2014 conference call meeting of**  
**Executive be approved as printed. CARRIED**

Business Arising

Issues Arising for Review of Conference Committee Minutes      There were no matters other than ones already noted on the agenda.

Correspondence Log      Correspondence Log (*attached as Appendix A*). Executive reviewed the Correspondence Log.

Approval of Agenda      **MOTION 13/15 #43: Janice Brownlee/Joy Galloway**  
**That the agenda be accepted as printed.**  
**CARRIED**

Holy Manners      The President reviewed the “Holy Manners”, discussed at the last meeting at Five Oaks:

- Assume best intentions
- Gentle suggestions on how to word it in a better way
- Touchstone of “Turn To Wonder”
- LISTEN to others!
- Respect, trust, equality
- Be self-aware – control how you react (respectful of others’ opinions and their journey)
- Be open to new ideas and new ways of doing things (don’t “shoot down” ideas)
- Be aware that there may be people in the group that don’t know past history, meanings of things (language barriers, etc.)
- Use respectful language
- Keep your sense of humour
- Opportunity for ALL to be heard
- Speak your own story
- Listen intentionally
- Create a safe place to take risks
- Keep God at the centre of all we do (open your heart and mind)
- WWJD? (What would Jesus do?)

Cindy Desilets requested that “Speak your own truth” be added to the list.

As per the decision at the September 2014 meeting, Executive chose 3 items to discuss at this meeting:

- Assume best intentions
- Gentle suggestions on how to word it in a better way
- Speak your own story

“Open Space” Check In      The President talked about “Christmas presents” vs. “Christmas presence” and asked Executive to share their “Christmas presents/presence” for this year.

### **Monitoring**

#### Accountability Reports

Executive Secretary      The CES (Conference Executive Secretary) shared his Accountability Report (*Appendix B*).

**MOTION 13/15 #44: Marguerite Hayes/Kathie Smith**  
**That the Accountability Report of the Executive Secretary be received, for information.**  
**CARRIED**

President      The President shared her Accountability Report (*Appendix C*).

**MOTION 13/15 #45: Erin Todd/Ted Harrison**  
**That the Accountability Report of the President be received, for information.**  
**CARRIED**

#### Items for Reporting or Decision

Right Relations Home Group (RRHG)      The President shared that the Memory Project documentary is well on its way with several key interviews completed. Professor Hoi Cheu is seeking to record persons central to the 1986 Apology and the subsequent construction of the Apology Cairn.

There is an increased interest and awareness in the Cairn on the Laurentian campus. GCO staff are in discussions with the Federal Government, seeking designation of the Cairn as a national Historical site.

Tina Hansen has a comprehensive scrapbook with pictures, stories and newspaper articles. It was suggested that this resource should be archived, either at Huntington University or at The United Church of Canada’s Archives. This matter will be referred back to the RRHG.

The Minute for Right Relations (M4RR) is still being prepared and the committee is hoping to encourage further use of these resources congregationally.

Members of the RRHG will be involved in future discussions about how the congregations in Spirit Dancing and North Bay Presbytery might

support Patrick Etherington in his walk to the final TRC event, this June, in Ottawa.

St. Paul's – Sudbury  
Update

The sale of St. Paul's-Sudbury was finalized last month and revisions to the original disbursement proposal are necessary due to the significantly reduced selling price (*Appendix D*). Executive reviewed the disbursement plan.

The Keegan Beauchamp Educational Trust Fund in the original disbursement proposal (Page 20, October 3-4, 2013 Executive Meeting) has already been paid out.

**MOTION 13-15 #46: Stewart Walker/Bill Rowe**

**That the revised proposal for disbursement of the \$274,146 (approximate) proceeds from the sale of St. Paul's-Regent Street, Sudbury be adopted:**

- **\$136,500 allocation to Sudbury Presbytery to provide one-time grants of \$6,500 to each of 21 pastoral charges for mission development projects, as previously described;**
- **\$35,000 allocated to Sudbury Presbytery to establish a Youth Ministry within the bounds of Presbytery;**
- **\$35,146 allocated to Manitou Conference – will reimburse Sudbury Presbytery for the 2014 and 2015 presbytery assessments for St. Paul's;**
- **\$15,000 allocated to local charitable organizations – this is a reduction from \$4,000 to \$2,500 to each of the 6 named charities:**
  - 1) **Cedar House**
  - 2) **Elgin Street Mission**
  - 3) **Genevra House**
  - 4) **Inner City Home**
  - 5) **Out of the Cold**
  - 6) **Sudbury Food Bank**
- **\$2,500 allocated to Manitou Conference specifically to support Right Relations initiatives,**
- **\$50,000 allocated to St. Peter's United Church,**
- **\$274,146 is the total proposed disbursement.**

**CARRIED**

Break

Break 3:20 – 3:35 p.m.

Mission Support Grant  
(MSG) Allocation for 2015

The CES shared the minutes and decisions from the Mission Support Grant Committee (*Appendix E*).

He reported that many of the Pastoral Charges that were eligible for Mission Support Grants in the past are no longer able to receive funding due to a Ministry Personnel vacancy at their charge.

Executive discussed developing a proposal to the 42<sup>nd</sup> General Council, suggesting changes to the criteria for Mission Support Grants (MSG). There was question about whether pastoral charges without Ministry Personnel should be eligible for MSGs. The CES will do some work on this and report at the March meeting of Executive.

Finance Proposal – 2015  
Budget

Chairperson, Bill Rowe, shared the proposed 2015 Budget (*Appendix F*).

Bill reported that the Conference Operating Grant to Manitou is likely to remain unchanged for 2015 and 2016.

20% of Melody Duncanson Hales' job description has been reorganized to include duties as Manitou's Financial Development Officer (FDO). This portion of her salary and benefits are now being paid by the General Council Office. This will help reduce a projected deficit for 2015.

As a result of the 4 month vacancy in the Conference Personnel Minister position, there will be a smaller projected deficit for 2014.

**MOTION 13-15 #47: Bill Rowe/Joy Galloway**  
**That the proposed budget for 2015 be accepted, as presented.**  
**CARRIED**

Mary-Jo Tracy requested that figures for the actual budget vs. year-to-date be presented at any meeting where a budget is being considered.

Effective Leadership Pilot  
Project (ELPP) update

Erin Todd reported that within the new model of Effective Leadership and Healthy Pastoral Relations pilot (ELHPR) in Sudbury Presbytery, the Pastoral Oversight and Pastoral Relations Committees have been replaced with a new Congregational and Collegial Life Team (CCLT).

Since pastoral relations is now wholly under the auspices of Conference, the CCLT's mandate is to encourage and resource "vibrant communities of faith" in discerning and living out their God-given mission, and to support collegiality amongst ministry personnel, both active and retired.

Pastoral oversight visits are still being carried out on a triennial basis, but in smaller teams and with a changed approach and focus. Previously visits were intensive, day-long affairs, involving three separate interviews with clergy, Ministry and Personnel Committees, and the congregation/council. Now the entire oversight visit often takes place in the span of a regularly scheduled council/official board meeting.

During the visit, there are 8 questions being asked that focus on mission. Responses are expected to encourage congregations as they seek to live

into a new way of being church.

After the visit-- in place of the long, detailed, sometimes contentious report and recommendations of the former model-- the council now receives a one-page summary of "what the oversight team heard." It is hoped the comments will be helpful as the community of faith makes plans for the coming year.

The 8 questions or "conversation starters" for visits are as follows:

1. What are you and God up to here at \_\_\_\_\_? (What is your mission?)
2. What is going well?
3. What are the challenges?
4. How do you see the way of Christ reflected in the life and work of this congregation?
5. How is \_\_\_\_\_ reaching out into the wider community?
6. How does your ministry jive with your mission? Is it supportive? Is it resistant?
7. Do your (financial) means match your mission? Why or why not?
8. What do you need to be the best that you can be? (help from Presbytery)

General Council  
Executive  
(November 15-17)

The CES shared the General Council Executive (GCE) Summary of the meeting from November 15-17, 2014 (*Appendix G*).

Janice and Erin gave a report on the Comprehensive Review update (*Appendix H*). Executive discussed the 7 broad directions the Comprehensive Review Task Group are planning to recommend to the 42<sup>nd</sup> General Council.

Dinner

Dinner 5:25-6:35 p.m.

GC42 Youth Forum  
delegates

The President reported that there were 7 applicants from Manitou Conference, 5 of whom have been chosen to represent Manitou at the National Youth Forum Winter Gathering in February 2015 at Five Oaks Retreat Centre.

The selection committee criteria included consideration of gender, Presbytery representation, leadership experience, as well as experience attending Conference and National events.

**MOTION 13-15 #48: Cindy Desilets/Janice Brownlee  
That Executive receive the report from the GC42 Youth Forum  
Selection Sub-Committee and approve the 5 Youth Forum  
Delegates:**

- **Isabella Barbiera (Spirit Dancing)**
- **Clair Binette (Spirit Dancing)**
- **Carrie Graham (North Bay)**

- **Aiden Legault (Sudbury)**
  - **Ethan Evans (Sudbury)**
- CARRIED**

Manitou Conference alternates will be:

1. Jacqueline Warner-Smith
2. Jasmine Boucher

Orientation Tour

Mary-Jo Tracy reported that MEPSI decided to wait until the Fall of 2015 to host the Manitou Conference Orientation Tour for new Ministry Personnel.

Workplace Safety

The Chair of MPESI reported that as of July 1, 2014, provincial law requires that all employees in a workplace environment complete Workplace Safety training (including the Conference office and all church staff).

The CES will ensure that links to the Provincial Government Standards are made available via the email network across the conference. This will also be included in Conference reporting time at Presbytery.

An online program has been created and can be used to meet the requirements within all congregations with paid employees.

In November 2013, The Ministry of Labour (MOL) announced that they will begin enforcing mandatory training for ALL supervisors and workers effective July 1, 2014. This mandatory training falls under the Occupational Health and Safety Act, Regulation 297/13. As an employer, The United Church of Canada is required to adhere to such legislation. More information is available on the MOL website - [www.labour.gov.on.ca/english/hs/training/index.php](http://www.labour.gov.on.ca/english/hs/training/index.php).

At the Conference office, we have opted to use an e-learning module provided by the Ministry of Labour. There is also a workbook that can alternatively be used. Both are available on the Ministry of Labour website. All employees will be required to complete either the supervisor or worker training.

Employers may be required to demonstrate that all employees have completed the training. In the conference office we are doing this by having staff save a copy of the certificate that is issued when they complete the training.

In most situations, the minister would be understood to be the "supervisor" and all other staff are "workers." There is a different program for the two categories.

The CES will ensure that this requirement is promoted on the conference

email network and at future Presbytery meetings.

#### Mission Unit proposal

Presbyteries in Manitou Conference are challenged by the task of ensuring supervision when so many pastoral charges are without ministry personnel.

The Manual provides for designation of faith communities as “mission units”. At this time, no conference has worked to define what a “mission Unit” might mean.

While this is rightly the work of Presbyteries, the CES inquired if Executive wanted to be about this work. He suggested that the “Mission unit” criteria might have four parts:

- Have an annual meeting (with minutes)
- Complete an annual statistics report
- Contribute to the Mission and Service Fund
- Ensure a Presbytery representative

**There was consensus that an Ad-hoc committee be formed to define what “mission units” are, consider ways of supporting them, and report back to Executive with a proposal for the 2015 GM. The members of the Ad-hoc “mission units” Committee are:**

- **Stewart Walker (Sudbury Presbytery)**
- **Maxine McVey (Sudbury Presbytery)**
- **Cindy Desilets (Spirit Dancing Presbytery)**
- **Kathie Smith (North Bay Presbytery)**

#### Affirming Ministries

The CES shared that when he approached Bruce Hutchinson about coming to Spirit Dancing to give a presentation, Bruce wondered if Manitou’s new Conference Personnel Minister, may be able to help. Lillian was instrumental in the Ottawa Presbytery Affirming process. Will said he would approach Lillian and discuss it.

It was agreed that more work needs to be done on the Affirming process if Executive proposes becoming an Affirming Conference.

**There was consensus that Executive will continue to educate itself about Affirming issues and that consideration be given to an education component at the 2015 GM.**

#### Presbytery Roundup

*Spirit Dancing:*

- Isolation continues to be an issue in Spirit Dancing
- There are many places without ministry personnel, requiring supervision

*North Bay:*

- The Presbytery meeting in November was well-attended, with

great energy

- There were some new reps from the southern clusters
- Still interested in the Ministry of Supervision course and eager for one to be scheduled
- “Music Matters” is being hosted by Emmanuel UC in North Bay; it happens April 17-19, 2015

*Sudbury:*

- Mindemoya UC offered a Pastoral Care workshop, lead by Melody Duncanson Hales and Maxine McVey
- The Moderator was in Sudbury for the recent Manitou Intentional Learning Community AGM. Sessions included a luncheon for ministry personnel, an afternoon Q & A session, supper for the Moderator with Presbytery youth, and an evening Town Hall meeting. All were well attended.
- There are 4 supervision sites and 1 appointment pending

Adjourn

Executive adjourned for the evening at 8:35 p.m.

## FRIDAY, November 28, 2014 – 9:00 a.m.

Prayer & Song

Janice led worship and reading from “Advent Readings from Iona.” Sang MV #62, *There is Room for All*.

CPM Revised Job Description

The CES shared the revised CPM position description, used in the recent hire (Appendix I).

**MOTION: 13-15 #49: Kathie Smith/Ted Harrison  
That Executive approve the revised Conference Personnel Minister position description. CARRIED**

Executive discussed the changes in the new position description. It will be added to the Manitou Conference Handbook.

**Visioning**

Camp Lorrain

The CES reminded Executive that according to the Camp Lorrain Board’s proposal, they plan to close the camp as it is in 2015. Will asked Executive for their views on where to go next.

The CES suggested that Executive needs to ask the donors of Camp Lorrain if they would still support camping ministry if it was not attached specifically to the Camp Lorrain location.

Will reviewed the Terms of Reference for the Camping Ministry Task Group (Page 34, Dec. 2013 Executive Meeting, Appendix H).

One of the first tasks for this group is an assessment of the property value.

**MOTION 13-15 #50: Ted Harrison/Erin Todd  
That Executive re-affirm the Terms of Reference and Mandate for  
the Camping Ministry Task Group (approved December 2013) with  
the intent to consult and report to the 2015 GM. CARRIED**

Conference Priorities:  
2013-2015

The CES reminded Executive that a report needs to be made by the President on behalf of Executive for the 2015 General Meeting Report Packet.

Executive then brainstormed the ways that Manitou Conference has been living out the Conference Priorities.

1. Journeying into new ways of being church:
  - Pilot projects (Effective Leadership and Candidacy Pathways)
  - Comprehensive Review, One Order of Ministry
  - Mission Unit discussion
  - Camp futuring work
  - Right Relations work; M4RR's; The Memory Project; Manitou's work has continued when other Conferences have ended
  - Educating about Affirming Ministries and discussion of possibly becoming an Affirming Conference
  - Gathering the pastoral charges without ministry personnel together in August 2013 to do planned futuring work
  - Amalgamations, clustering, etc.
  - Introduction of Sacraments Elders when other Conferences don't have them
  
2. Understand and engage with the struggle for dignity and economic justice for our neighbours and God's Creation:
  - M4RR's and RRHG work
  - Elder Patrick Etherington's TRC walk
  - Affirming Ministries and potentially becoming an Affirming Conference
  - Energy East Pipeline education in North Bay Presbytery
  - Peace Box/Unsettling Goods

It was suggested that table group time at the GM be given for delegates to talk about what people are doing in their churches and see how this might shape the next set of Conference Mission Priorities.

Maxine will start a rough draft of the Executive Accountability Report for the report packet and will report back at the next Executive meeting in April 2015.

There was consensus that Conference might address the 2<sup>nd</sup> priority by doing some work to educate ourselves about political activism. A

workshop on “Letter Writing 101” was suggested. This might include the preparation of sample correspondence that could be forwarded to our elected officials – local, provincial, and federal – focusing on issues such as environment (Energy East pipeline) or Canada’s woeful inactivity on eradicating child poverty. Links on the conference website to elected officials was suggested. There was a question about whether this sort of initiative might take the form of a General Meeting “pre-event.” MPP Rev. Cheri DiNovo was put forward as a possible resource person.

Break

Break 11:00-11:15 a.m.

General Meeting 2015  
Planning

Incoming President Stewart will preside at the Celebration of Ministry Service, with Past-President Ted helping Stewart prepare the Liturgy.

President Maxine will craft the opening worship for Friday afternoon. She will also prepare the worship service that is forwarded to the Conference for when the ministry personnel are absent at the GM.

Will reminded the three Presbytery Chairs that they each have a report to complete for the report packet.

To date, there is one proposal coming to the GM from Katrine/Burk’s Falls Pastoral Charge, requesting adherents be able to participate fully in all congregational decision-making.

Five Oaks update

Since we met at Five Oaks in September, Conferences have gone back and considered how they might financially support Five Oaks.

Toronto Conference paid off Five Oaks’ \$200,000 line of credit.

Executive discussed taking a proposal to the 2015 GM re: possible financial support from proceeds from church sales. The CES will ask the Five Oaks Board for some more information by the next Executive meeting in April 2015.

Looking ahead:

Ted Harrison indicated, with regret, that he would be unable to attend the next meeting of Executive.

April 16-17, 2015 – Executive Meeting – Villa Loyola, Sudbury  
May 22-24, 2015 – GM – NB Presbytery, St. Andrew’s & Trinity UC  
August 8-15, 2015 – GC 42 – Corner Brook, NFLD

Theological Reflection

Erin offered a theological reflection and a summary of the meeting.

Adjournment

Having completed the business before the Executive Committee, the President adjourned the meeting at 12:30 p.m.

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President, Maxine McVey

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Recording Secretary, Susan Whitehead

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Executive Secretary, Rev. Will Kunder

## Appendix A

### Correspondence Log – Manitou Conference Executive – Sept. 10-11, 2014

	<i>To/From</i>	<i>Dated</i>	<i>Regarding</i>	<i>Recom'd Action</i>
1	Will Kunder/Marilyn Parr, Financial Administrator, Five Oaks	April 23, 2014	2013 Unaudited Financial Statements for Five Oaks	For Information
2	Will Kunder/Beverlea Oag, Program Coordinator for Duty of Care, UCC	April 25, 2014	Summary of Accessibility for Ontarians with Disabilities Act Requirements	For Information
3	Huntington University Honourary Council/Dr. Kevin McCormick, President & Vice-Chancellor, Huntington University	May 1, 2014	Memorial Service for Rev. Dr. Murray Arnill	For Information
4	Conference Executive Secretaries/Erik Mathiesen, Mission through Finance, UCC	May 8, 2014	CRA Letter re: Political Activity	For Information
5	Will Kunder/Executive of the General Council	May 3, 2014	Minutes from the GCE	For Information
6	Will Kunder/Mark Toulouse, Principal, Emmanuel College	May 26, 2014	Consultation with Church Leaders in 2015	For Information
7	Conference Executive Secretaries/Melissa Connor, Executive Director, Five Oaks	June 2, 2014	Five Oaks Re-development Update	For Information
8	Manitou Conference/CASL	June 2, 2014	Compliance to CASL Anti-Spam Email Law	For Information
9	Manitou Conference/Jim Runnalls	June 2, 2014	Camp Lorrain Financial Update	Agenda
10	Manitou Conference/Catherine Somerville	June 2, 2014	Thank You Card	For Information
11	Melody Duncanson Hales and Will Kunder/Keith Stam	July 28, 2014	Financial Development Officer Duties	For Information
12	Will Kunder/Abiel Knalema, Ministry and Employment Unit, UCC	July 30, 2014	Lyons Memorial UC – Moving Expenses Waived	For Information
13	Will Kunder/Cheryl-Ann Stadelbauer-Sampa, Executive Secretary, London Conference	August 1, 2014	Government Environmental Assessments Reply	For Information
14	Will Kunder/Bill Brownlee, Treasurer, North Bay Presbytery	August 28, 2014	AOTS Roundup Financial Report	For Information
15	Will Kunder and Melody Duncanson Hales/David Armour, Executive Minister of Philanthropy, UCC	September 4, 2014	New Financial Development Officer for Manitou Conference	For Information
16	Will Kunder/Bob Jackson, President, Camp Lorrain Board	September 6, 2014	Camp Lorrain Rental	Agenda
17	Will Kunder/Dave Robinson	September 8, 2014	5 <sup>th</sup> Annual United Church Golf Challenge	For Information

## Appendix B

### Conference Executive Secretary Accountability Report to Conference Executive November 27-28, 2014

Conference activities have been in full swing since our special meeting in September at 5 Oaks. Following is an overview of committee and other work that staff have resourced in the past few months:

#### Conference Committees

- General Meeting Planning (GM2015)
- Finance
- Ministry Personnel, Education, Students & Internship (MPESI)
- Right Relations Home Group (RRHG)
- Mission Support Grant (MSG)
- Corporations:
  - o St. Andrew's Place Board
  - o Emmanuel Village
  - o Camp Lorrain

#### Presbytery

- Candidacy interview – Spirit Dancing
- Covenanting services – South River, St. Mark's-Sudbury, St. Andrew's-Larch St.
- North Bay, Spirit Dancing, and Sudbury Executives
- Presbytery Court meetings
  - o North Bay: Sundridge; Omond
  - o Sudbury: St. Luke's
  - o Spirit Dancing: New Liskeard
- Presbytery committees
- Ministry Personnel gatherings – North Bay, Sudbury
- Pastoral Care training
- Stewardship Education training
- Technology training

#### General Council Office

- Staff Leaders
- General Council Executive
- GC41 Commissioners – conference call
- Conference Personnel Ministers' gathering
- Financial Development Officers' meeting

#### Other Manitou "Connections"

- Manitou Intentional Learning Community (MILC)
- Grand River Bookstore – Board meeting and Annual General Meeting

- Social Justice Network of Ontario Conferences (SJNOC)
- Algoma Presbytery – Truth & Reconciliation Committee presentation
- Planning meeting with Elders Francis and Patrick Etherington

Staff have welcomed Lillian Roberts as our new colleague! We looked forward to her arrival and have been working to get off to a good start in the new staff configuration. At our first formal staff planning session, we completed an abbreviated Myers-Briggs Personality Indicator. This gave us a chance to learn a bit about one another – including the fact that we now have **3** extroverts and **1** marginalized introvert who will do their best to work together! Lillian brings fresh enthusiasm to the office – along with some, already, very practical ideas for how we might do work differently. It's great to have her with us.

Melody will (next week) be on leave, while completing her sabbatical. She will return to work early in the New Year.

The recent meeting of the General Council Executive provided some idea of the direction that the Comprehensive Review Task Group will be proposing to this summer's meeting of the 42<sup>nd</sup> General Council. The likelihood that there will be some form of "Regional Council" – at least for an interim period – was encouraging news for your staff – as we try to maintain as "unanxious a presence" as possible in these uncertain times.

You may have noted above, that we invited GC41 Commissioners into a conference call with Janice and Erin, in advance of the GCE meeting. We reviewed the workbook and offered both questions and feedback about items that will be on the agenda. This seemed to be productive and I imagine we will do it again before the Spring GCE meeting.

Respectfully,

Will Kunder

## Appendix C

### Conference President Accountability Report to Conference Executive November 27-28, 2014

-As your Conference President:

**RIGHT RELATIONS HOME GROUP:** On October 24 I attended the Right Relations Home Group Committee Meeting at St. Peter's United Church. One of the highlights was an update on "the Memory Project with Hoi Cheu . a talented film maker and editor. He is meeting with a number of people both First Nations and others who had roles in the Apology that took place at the 1986 General Council Meeting in Sudbury. He then will take all these interviews and put them into a documentary to capture the significance of this historic event. .

Carol presented her Minute For Right Relations on "Sacred Medicines". We discussed how the group might raise the profile of these resources for our pastoral charges. that enjoyed being part of Neighbor's Praising God the first weekend in June.

We also discussed the fact that Patrick and his group from the First Nations Spirit Dancing Presbytery were going to be walking to be present when the final report of the Residential School Report was released. Spirit Dancing were invited to help out by providing hospitality as the group walked through the communities of the north. They might be in North Bay as the AGM is taking place. There was some question about whether our Conference might participate in some way..

#### **MINISTRY PERSONNEL EDUCATION STUDENTS INTERNSHIP'S:**

On October 16-17 I was part of the MPESI Committee at Villa Loyola. One of the things that stood out for me was Rev. Bruce Gregorson presentation about "The One Order of Ministry Paper". Bruce presented the historical perspective of how ministry had changed over the years. He asked us a number of questions. One was "Is a simpler more transparent and easily understood model of ministry helpful and should there be an equivalent educational expectation for all members of the Order of Ministry in the UCC> and how would you balance the needs of the church and ministry personnel an equivalent educational preparation in the church. He provided three options:

1. The church recognizes one order of ministry, and no longer use the terms designated, lay, diaconal, ordained.
- 2 While all members be ordered all would be commissioned to various functions.
3. All would be ordained and those who chose would be commissioned to specialized ministry of the diakonia. We had an interesting discussion. Bruce thanked us all for our opinions. He was meeting with his national group shortly and appreciated our opinions.

#### **SPIRIT DANCING PRESBYTERY:**

I had the privilege of attending Spirit Dancing Presbytery on Saturday October 25 . I was invited to sit in on the Mission Committee. I was greatly impressed when the Check In revealed the wide variety of mission projects accomplished by the faith communities in the north given the fact they have nine pastoral charges under supervision and only two order of ministry in their Presbytery. There was such a sense of pride and optimism in the Presbytery meeting.

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## Appendix C Cont'd

**VISITATIONS TO PASTORAL CHARGES:** I was invited to provide a sermon presentation at Omond Memorial UC and Knox Callendar on September 28.

I prepared and led worship at Hillview Pioneer Memorial United Church in Kirland Lake on October 26.

**COVENANTING SERVICE:** October 26 we dropped in to share the celebration of the beginning of of Linda Saffrey's ministry at St Marks UC in Sudbury.

### **CONFERENCE CALLS:**

I participated in a Conference Call with the Planning team from North Bay to begin plans for the Annual General Meeting. I will be attending another meeting early in December .

October 22 I was part of a Conference Call to ratify Camp Lorrain's request for another summer of the camping program. The Executive agreed. given the financial success of last year's program..

On Nov 12 I also took part in the Conference Call to provide some feedback on issues that caught our attention in the Work Packets for GCE Executive Meeting. for our General Council Executive representatives Janice Brownlee and Erin Todd as they headed off to GCE Executive meeting in Toronto. The consensus was that it was a helpful conversation to have and our Conference Executive would be doing this again.

### **FUTURE PLANNING GROUP MINDEMOYA PASTORAL CHARGE:**

Two Priorities were identified for the Charge: in addition to worship leadership.

1. Begin Planning for the Future by using Learning circles
2. Pastoral Care;

1. To that end the group and Rev Janice Frame met twice to plan a Workshop call "Holy Conversations" to be held October 18 at the Mindemoya UC. The Future Planning Group members were the facilitators. About fifteen members of the pastoral charge attended. The two questions were "How has the church been a burden or the rock under your feet" and what are your dreams for the church.. The information from this was collated along with input from the regular weekly worship service. The findings will be used to help the congregations move forward.

### **2. PASTORAL CARE:**

The Future Planning Group suggested we do an Island Wide Workshop. Representatives from various pastoral charges met twice to plan the workshops with the help of Melody Duncanson Hales and Catherine Somerville. It was decided that there would be three workshops: one called The Art of Pastoral Care; the second on Spirituality and the third on practical and legal implications for volunteers. The first workshop takes place November 21 at the Council Chambers in Mindemoya. Melody and Maxine will facilitate the workshop.

**RESPECTFULLY SUBMITTED:**

Maxine McVey

## Appendix D

### ***Revised Proposal for disbursement of the proceeds from the sale of St. Paul's United Church – 131 Regent St. S., Sudbury***

This proposal would amend the Manitou Conference Executive decision of October 3-4, 2013 and is necessitated by the reduced sale price realized for the property and approximate additional year of maintenance costs.

\$136,500	-allocation to Sudbury Presbytery to provide one-time grants of \$6,500 to each of 21 pastoral charges for mission development projects, as previously described
\$35,000	-allocated to Sudbury Presbytery to establish a Youth Ministry within the bounds of Presbytery
[\$35,146]	-allocated to Manitou Conference – this represents an approximate amount and will be used to reimburse Sudbury Presbytery for the 2014 and 2015 presbytery assessments for St. Paul's
\$15,000	-allocated to local charitable organizations – this is a reduction from \$4,000 to \$2,500 to each of the 6 named charities
\$2,500	-allocated to Manitou Conference specifically to support Right Relations initiatives
<u>\$50,000</u>	-allocated to St. Peter's United Church
<b>\$274,146</b>	-total proposed disbursement

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\$ 169,045	-net sale of church
\$ 28,041	-January 1 bank balance
<u>\$ 90,005</u>	-2014 income
\$ 287,091	
- <u>12,945</u>	-2014 expenses
<b>\$ 274,146</b>	-to be disbursed

## Appendix E

### Manitou Conference Mission Support Grant Committee Minutes of Meeting November 17, 2014 Conference Call, North Bay 10 am.

Present: Bea Webb (chair), Carole Dobbs (MSG convener, North Bay Presbytery), Kathy Mutch (MSG convener, Sudbury Presbytery), Marcel Duke (MSG convener, Spirit Dancing Presbytery), Melody Duncanson Hales (Manitou Conference Staff Support)

**Minutes** of the last meeting May 21 2014 were reviewed. Carole moved, Kathy seconded the approval of the minutes. **Carried.**

**Mission Support Grant applications** were reviewed. Kathy noticed that neither St. Paul's nor Val D'Or has a record of receiving the GST or HST rebates; Melody will address this in communicating with those churches. Marcel suggested that all letters to congregations also include resource material for treasurers. As well, in reviewing the application arising from Hearst, the group also requested that the ecumenical funding agreement be reviewed in the next year in advance of the 2016 application cycle.

#### Mission Support Grant Requests, 2015

<i>Pastoral Charge Mission Support Grant</i>	<i>Outreach Ministry and Social Issues Projects</i>
St. Paul's UC New Liskeard:\$15000	Daisy Chain: \$3000
Hearst 3000	Camp Lorrain: 10000
Val D'Or: 2000	<u>CHAG: 10000</u>
<u>Kapuskasing: 10000</u>	
Total congregational: \$30000	Total outreach: \$23000

#### 2014 Manitou Mission Support Grant Allocation: \$55,748

**Total Applicant Requests: \$53000**      *Surplus of funds from budget: \$2,748*

#### Presbytery Recommended Mission Support Grant Requests, 2015

<i>Pastoral Charge Mission Support Grant</i>	<i>Outreach Ministry and Social Issues Projects</i>
St. Paul's UC New Liskeard:\$ 7500	Daisy Chain: \$3000
Hearst 3000	
Val D'Or: 2000	<u>CHAG: 10000</u>
<u>Kapuskasing: 10000</u>	
Total congregational: \$22500	Total outreach: \$13000

#### Total Presbytery Recommended Mission Support Grant Requests, 2015: \$35500

*Surplus of funds from budget: \$ 20,248*

#### Received and reviewed Conference Mission Support Application, Camp Lorrain: \$10,000

#### Committee Approved Mission Support Grant Requests, 2015

<i>Pastoral Charge Mission Support Grant</i>	<i>Outreach Ministry and Social Issues Projects</i>
St. Paul's UC New Liskeard:\$ 7500	Daisy Chain: \$3000
Hearst 3000	Camp Lorrain: 10000
Val D'Or: 2000	<u>CHAG: 10000</u>
<u>Kapuskasing: 10000</u>	
Total congregational: \$22500	Total outreach: \$23000

**Budget for Manitou MSG: \$55,748**

**total approved requests: - 45,500**

## Appendix E Cont'd

**Remainder held for emergent needs: \$10, 248**

**Moved** by Kathy, seconded by Carole, that the above duly reviewed applications be awarded Mission Support Grants in amounts as stated. **Carried.**

Melody will inform applicants in writing of these decisions as soon as possible.

Motion to adjourn by Marcel 10:55 am

Respectfully Submitted,  
Melody Duncanson Hales,  
Mission and Stewardship Animation  
Manitou Conference

## Appendix F

### **MANITOU CONFERENCE - PROPOSED BUDGET**

<b>SUMMARY</b>	<b>BUDGET 2014</b>	<b>ESTIMATED 2014</b>	<b>PROPOSED 2015</b>
Operating Revenue	391,382.00		406,024.00
minus Expenses	418,840.00		418,750.00
Surplus / Deficit	-27,458.00		-12,726

	<b>BUDGET 2014</b>	<b>ESTIMATED 2014</b>	<b>PROPOSED 2015</b>
<b>OPERATING REVENUE</b>			
Presbytery Assessments	76,500.00	84,898.00	81,509.00
General Council Operating Grants			
- Salaries / Benefits	313,072.00	323,005.00	323,005.00
Other Revenue			
- Interest (Investments)	1,000.00	1,000.00	1,000.00
- Internet charges recovery (Omond)	360.00	360.00	360.00
- Interview Board Contribution Recovery	150.00	150.00	150.00
- Orientation Tour Contribution Recovery	300.00		
<b>TOTAL</b>	<b>391,382.00</b>	<b>409,413.00</b>	<b>406,024.00</b>

**Appendix F Cont'd**

<b>EXPENSES</b>	<b>BUDGET 2014</b>	<b>ESTIMATED 2014</b>	<b>PROPOSED 2015</b>
<b>Executive Committee</b>			
- Executive Committee Meetings (3)	6,000.00		6,000.00
- Archives Storage Fee (Manitou Contribution)	7,440.00		8,000.00
- AVEL Fee ( Manitou Contribution)	850.00		850.00
- General Council Commissioners (Orientation)			1,000.00
- General Meeting Expenses	7,500.00		7,500.00
- Neighbours Praising God (Net)			N/A
- President's Expenses	1,000.00		1,000.00
- Youth Forum	1,000.00		1,000.00
<b>Partnerships</b>			
- Camp Lorrain	2,500.00		2,500.00
- Five Oaks Accountability Meeting			
- Huntington University	500.00		500.00
- Social Justice Network of Ontario Conferences (SJNOC)	1,000.00		1,200.00
- Apology Cairn Maintenance			
<b>Honorariums</b>			
- Treasurer	1,000.00		1,000.00
<b>TOTAL</b>	<b>28,790.00</b>		<b>30,550.00</b>

**Appendix F Cont'd**

	<b>BUDGET 2014</b>	<b>ESTIMATED 2014</b>	<b>PROPOSED 2015</b>
<b>Expenses - Other Committees:</b>			
<b>Finance Committee</b>	1,000.00		1,000.00
<b>Ministry Personnel &amp; Education/Settlement/Internship</b>	10,000.00		10,000.00
- Meeting Expenses			
- Interview Board			
- Intern/Supervisor Event			
- Committee on Sexual Abuse Policy			
- Sexual Abuse Consultants			
- Ministry Personnel Orientation Tour			
- Ministry of Supervision Course			
- Ministry retreat registration			
- Ministry retreat expenses			
- College visits			
- Retirement seminar			
- Supervisor refresher			
- Licensed Lay Worship Leadership			
- Recognitions			
- Interim Ministry Course			
- Courage to Lead			
<b>Faithful Public Witness</b>	5,000.00		5,000.00
- Meeting Expenses			
- Leadership Development (Local Initiatives)			
- Right Relations			
<b>Communications</b>	3,500.00		3,000.00
- Web Site			
<b>Mission Support Grant Committee</b>	700.00		1,000.00
Archives	800.00		800.00
<b>Nominating Committee</b>			
Business & Agenda	1,000.00		1,000.00
<b>Staff Committee</b>	2,000.00		2,000.00
<b>TOTAL</b>	<b>24,000.00</b>		<b>23,800.00</b>

**Appendix F Cont'd**

<b>Expenses - Administration</b>	<b>BUDGET 2014</b>	<b>ESTIMATED 2014</b>	<b>PROPOSED 2015</b>
<b>Presbytery Equalization</b>			
- Spirit Dancing Equalization	2,500.00		2,500.00
<b>Office Operating</b>			
- Accounting/Bookkeeping	2,100.00		2,100.00
- Audit / Review Engagement	2,000.00		2,000.00
- Bank Service Charges	350.00		1,000.00
- Equipment Leases (Xerox, Pitney Bowes)	7,000.00		6,000.00
- Office Supplies	2,500.00		3,000.00
- Postage/Courier	2,000.00		3,000.00
- Telephone/Fax/Internet	7,500.00		7,500.00
- Appreciations/Memberships	400.00		500.00
- Resources	500.00		600.00
- Capital Improvements	1,000.00		1,000.00
- Computer hardware/programs/service	1,000.00		1,500.00
<b>Manitou Conference Office - Lease</b>			
- Rent (including gas & hydro)	19,200.00		19,200.00
- Custodial	1,500.00		2,000.00
<b>Personnel</b>			
- Salaries	295,000.00		290,000.00
- Book Allowance & Continuing Education (\$1000/person)	4,000.00		4,000.00
- Event Registrations	500.00		500.00
- Travel:			
- Mileage (km)	14,000.00		19,000.00
- Meals	1,500.00		2,000.00
- Accommodation	1,500.00		2,000.00
<b>TOTAL</b>	<b>366,050.00</b>		<b>23,800.00</b>

## Appendix G

### Meeting of the Executive of the General Council

*November 15-17, 2014*

#### **Comprehensive Review Task Group**

The Executive of the General Council devoted significant time on each day of the meeting to hearing from the Comprehensive Review Task Group about its draft recommendations, and providing feedback to be used as the task group develops its final report, which is expected later this winter. The Executive thanked task group members for their commitment and faithful work on behalf of the whole church. The task group was scheduled to meet in the days immediately following the Executive meeting, and will be providing its own update.

#### **2015 Budget**

The Executive approved the 2015 Expense Budget of \$37.3 million, which represents a \$6.4 million operating loss before investment income. This will allow some stability in operations as the church considers major restructuring proposals that will go to the 42nd General Council in August 2015.

#### **Minimizing Meeting Costs and Carbon Footprint**

The Executive of the General Council endorsed the principle that face-to-face national committee meetings should be minimized to save money and reduce the carbon footprint associated with our governance activity.

#### **Prioritizing Work for the 42nd General Council**

The Executive recommended that the 42nd General Council prioritize its work using five categories to identify where proposals should be referred for decision:

- all work related to the Comprehensive Review will be referred to a sessional committee that will bring its recommendations back to the full court for decision.
- the full court
- a commission
- to the Business Committee for a decision about where to refer
- the Executive of the General Council for decision or the General Secretary for action.

#### **Reports to the 42nd General Council**

The Executive approved guidelines regarding the length and format of reports, as well as how background material to reports might be accessed. With the exception of the report of the Comprehensive Review Task Group, the preferred length for reports will be between two and five pages, with the maximum number of pages being 10.

#### **Withdrawing a proposal from the consent agenda at the 42nd General Council**

The Executive approved a procedure that it will recommend to the 42nd General Council in the event that a commissioner desires that a proposal be withdrawn from an omnibus motion and/or that a proposal be assigned to a body other than that recommended by the Business Committee. The process would be that a commissioner:

- would normally have one minute to make their request and provide a rationale for it
- must have the support of 20 other commissioners who agree with this request

Summary of Meeting of the Executive of the General Council – November 15-17, 2014

## Appendix G Cont'd

### **Comprehensive Review Task Group report to the 42nd General Council**

The Executive approved a process for how the Comprehensive Review Task Group report will be handled at the 42nd General Council. Unlike other matters coming before this General Council, this work will be referred to a sessional committee. That sessional committee, which will begin to meet a few days prior to GC42, will review all the materials related to this matter, with a view to bringing recommendations to the full court for consideration and decision.

### **Proposal to Maximize Time for Discernment of the Comprehensive Review Report**

Seeing that the alternate proposals that had been approved set a plan in place for dealing with business coming to the 42nd General Council while ensuring that the work of the Comprehensive Review Task Group is the primary piece of business before the 42nd General Council, the Executive took no action on this proposal, which had been forwarded from the Bay of Quinte Conference Executive with non-concurrence.

### **Partner Council**

The Executive received with thanks the message from the United Church of Canada Partner Council and agreed to:

1. Consider the Partner Council's calls to:
  - Press Canadian governments to live up to the United Nations Declaration on the Rights of Indigenous peoples and honour agreements and treaties made with Aboriginal peoples
  - Press Canadian governments to expedite the resolution of outstanding land claims
  - Work for the just and equitable treatment of Aboriginal peoples in Canada, particularly around issues of health care, housing, and education
  - Engage with newcomers to Canada so that they may learn about Aboriginal history and concerns and join the building of right relationships
  - Actively engage with civil society on Aboriginal issues and concerns
  - Seek ways to engage and empower Aboriginal youth, supporting innovative ways of learning and recovering language, tradition, and heritage
  - Find new ways of supporting communities as they work with youth at risk and others suffering from psychological trauma and addictions
  - Join with others who aspire to justice and reconciliation for all, reaching out to all faith communities to be part of the journey towards healing
  - Ensure that when developing strategies that respond to the church's financial concerns, the vision and work of building right relationships remains a high priority for the allocation of resources
2. Disseminate this message and the calls to action from the Partner Council to those in the church already working on these issues
3. Integrate and strengthen education and awareness building of the issues named in the calls to action within the United Church of Canada, particularly in the time leading to the formal closure of the Truth and Reconciliation Commission

## Appendix G Cont'd

4. strengthen the integration of right relationships with aboriginal peoples into the ethos of the United Church, including leadership education

### **World Council of Churches' Representative Proposal**

The Executive received and accepted the invitation of the World Council of Churches to join in the ecumenical Pilgrimage of Justice and Peace, and will also:

1. develop a process for the integration of the Pilgrimage of Justice and Peace into the on-going work and life of the wider church, with reflection on the United Church's vision, mission, and mutual sharing of insight
2. seek avenues to continue to collaborate with other denominations and faith groups in Canada, with a focus on the Pilgrimage of Justice and Peace

### **Comprehensive Compensation for Ministry Personnel**

The Executive of the General Council approved that:

- the new minimum comprehensive compensation model for ministry personnel not residing in a manse be implemented July 1, 2015 for new calls and appointments
- existing calls and appointment renewals transition to the new model at the discretion of the pastoral charge and ministry personnel by July 1, 2018
- minimum salaries where a manse is provided as "free accommodation" continue to utilize the current minimum base salary schedule

### **Emergency Expense Funding**

The Executive directed the General Secretary to explore a plan to address compensation and emergency expense funding for ministry personnel serving in remote, high-cost areas and report to the March 2015 meeting of the Executive.

### **Future Directions for Diaconal Ministry**

The Executive approved a number of recommendations intended to support and encourage diaconal ministry within the life and work of the United Church.

### **Program of Debt Loan Repayment for Ordered Ministry Personnel**

The Executive approved a number of recommendations that, rather than developing a program to repay debt that has already been accrued, focuses on supporting candidates in prudent financial planning and management within full awareness of earnings potential.

### **Apology to Members of the LGBTTTQ Communities**

The Executive approved in principle an intention to apologize to members of the lesbian, gay, bisexual, two-spirit, trans, and queer (LGBTTTQ) communities for past experiences of institutional and individual homophobia, heterosexism, biphobia, transphobia, and other forms of oppression within the United Church. A report back to the Executive is expected in March 2015.

### **National Strategy for Ministries in French**

The Executive approved a strategy that seeks to equip Ministries in French in ways that will enable the United Church to live out a vision of mission based on partnership principles of sharing the church's resources in ways that support and develop ministries in French.

## Appendix G Cont'd

### Ministerial Education and Formation

The Executive approved a motion to recommend to the 42nd General Council that it:

- approve the adoption a competency-based approach to equipping and evaluating people for leadership in ministry and mission
- affirm that assessing the academic readiness and competence for leadership in ministry and mission is a core responsibility of the church
- affirm The United Church of Canada's relationship with its theological schools, and education and retreat centres, and recognize their on-going contribution to the formation and education of church leadership by continuing to provide funding for representative institutions
- direct the General Secretary to establish a process to implement the competency-based approach

The Executive also:

- Received the draft report of the Working Group on Leadership Formation for Ministry and referred it back to the working group with a request that the final report be submitted to the March 2015 meeting of the Executive for referral to the 42nd General Council
- affirm the contribution of the Designated Lay Ministries Program, currently hosted at St. Andrew's College, and continue to provide funding as long as this program is required

### Candidacy Pathway

The Executive approved a motion to propose to the 42nd General Council the implementation of a seven-phase Candidacy Pathway and its purpose to call forth, identify, accompany, equip, assess, authorize, and celebrate those persons whom God calls to and endows for the Order of Ministry, offering leadership in Christ's diverse ministries contributing to God's mission in creation. The Executive will also recommend to the 42nd General Council that it approve the development and implementation of a seven-phase Pathway toward Recognition as a Designated Lay Minister.

In addition, the Executive:

- approved the proposal that the transitional Prior Learning Assessment process, available to former Staff Associates seeking recognition as a Designated Lay Minister without the requirement of completing the full DLM training program, end on March 31, 2015
- affirmed the decision of the Permanent Committee on Programs for Mission and Ministry to receive and accept the invitation from the China Christian Council for a Joint Consultation in 2015, and to ask the General Secretary to form a United Church of Canada delegation, to be led by the Moderator and/or General Secretary
- adopted "Prophets in the House" as the mission theme for The United Church of Canada, from 2015 – 2017, with a particular focus on economy and ecology
- affirmed the decision to develop a Week of Prayer for the Democratic Republic of the Congo beginning the week of March 8, 2016
- agreed that in order to ensure a practical and theological coherence, it will use an integrative approach when considering:

1. One Order of Ministry
2. Report of the Candidacy Pathways Pilot Project Steering Group
3. Effective Leadership and Healthy Pastoral Relations

Summary of Meeting of the Executive of the General Council – November 15-17, 2014

## Appendix G Cont'd

### 4. The Working Group on Leadership Formation for Ministry

- approved the Memorandum of Understanding between The United Church of Canada and the Methodist Church of the Caribbean and Americas (MCCA), and The United Church of Canada and the Methodist Church of Zimbabwe and authorize the General Secretary, General Council and the Moderator to sign the agreements
- directed that the following changes to the General Council and Conference Offices Human Resources Policy Manual be made:
  - The addition of a policy entitled “Whistle-Blowing Policy”
  - The harmonization of vacation leave provisions across all employment categories, providing all new employees with fifteen days in years 1 to 5, 20 days in years 6 to 20, and 25 days after 20 years
- directed that the following group health plan design changes, be implemented January 1, 2015. These changes will be funded from the Group Insurance Reserves.
  - Add eye exam coverage for Core Plan members (\$100/24 months)
  - Increase vision care for Optional Plan members (to \$200/24 months)
  - Reduce the out of pocket maximum for Core and Optional Plan members (to \$1,000/year)
  - Add Best Doctors coverage under the Active plan
  - Reduce the annual health deductible under the Core plan to \$250
  - Reduce the annual health deductible under the Optional plan to \$50
  - Increase pensioner physiotherapy maximum (to \$25/visit)
- agreed to recommend to the 42nd General Council that the policies that have been developed to address the role and purpose of licensed lay worship leaders and of congregational designated ministers, be included in the Manual

### Global Partner

Ramzi Zananiri, Executive Director of the Department of Services to Palestinian Refugees of the Middle East Council of Churches, was not able to attend the meeting, but did address the Executive via a pre-recorded Skype video.

### Nominations Committee

The Executive received the Nominations Committee’s report recommending 24 appointments and reappointments to nine committees or other groups.

For further information about the business the Executive considered, please seek the workbook at <http://www.united-church.ca/general-council/gce/2014>.

## Appendix H

### Comprehensive Review Update GCE, November 2014

# General News and Announcements

## Comprehensive Review Update: November 2014

25 November 2014

The Comprehensive Review Task Group first gathered two years ago “to examine the comprehensive vision and circumstances of The United Church of Canada and develop a report and recommendations for the 42nd General Council 2015 that will best enable the church to live faithfully in God’s world at this time in the church’s life.” We were told everything was on the table, but little did we know just how large the table would turn out to be. We are pleased today to share the broad directions we plan to put forward in our final report, which we expect will be available in the first part of 2015.

While the impetus for the Comprehensive Review was both financial and structural, the main purpose is to enable the church to participate more energetically and faithfully in God’s new creation. The United Church has been living beyond its means, and as givings continue to decline we need to reduce spending above the congregational level by \$10 million. As our membership shrinks, the church also no longer has the volunteers it needs to run its existing structures and effectively engage in ministry and mission in our current context. But in our broad consultations across the church, research, and analysis, it also became clear that structural change, while a necessary step toward sustainability, is just part of what is needed to revitalize the church. Revitalization will also depend on spiritual renewal and investing energy and resources in innovative and reinvigorated ministries that authentically engage people in their faith journeys. The task group believes a sustainable structure is a key step toward the spiritual renewal the church has been yearning for.

Throughout the past two years, the task group has been committed to listening to the wisdom of the church and communicating regularly about its work. That’s why last year we asked communities of faith—more than 600 in all—to share their hopes, dreams, and frustrations with us. It’s also why we shared two discussion papers, [Fishing on the Other Side](#) and [Trust God; Trust the Body](#), which contained preliminary structural concepts we were working with, as well as the wisdom we gathered from [presbyteries](#) and [Conference meetings](#) about these concepts. While this and other feedback confirmed some of our preliminary concepts, it also prompted us over the past few months to shift our thinking significantly on others. We shared our new working model with the [Executive of the General Council](#) at its meeting on Nov. 15–17, 2014, and are grateful for the faithful and honest engagement of that body, which has helped us further clarify and improve our thinking.

What haven’t changed are the principles we believe must guide any structural change. We believe local communities of faith need to be at the core of the United Church, with resources and energy focused on supporting their vitality. We believe that being united strengthens our faithful response. We believe governance and administrative structures should be simplified so people and resources can be focused on

## Appendix H Cont'd

ministry and mission. We believe we should live within our means, and our funding mechanisms should be transparent. We believe oversight and discipline functions should be separated from collegial support. We also believe we must continue to live into our commitment to right relations between Aboriginal and non-Aboriginal peoples.

As we begin to write our final report, we feel it is important to share with the church the broad directions we are planning to recommend. They include:

- A faith project with significant resources to renew current ministry, enable new forms of ministry, enliven and equip our leadership, and lift up and celebrate our successful ministries.
- A continuing process for Aboriginal and non-Aboriginal people in the church to co-create structures and processes that work for justice and right relations between us at a pace that is appropriate and respectful.
- A structure made up of three councils instead of the current four courts:
  - Vibrant and diverse communities of faith that would take a variety of forms.
  - Regional councils that would support the work of communities of faith.
  - A denominational council with representatives from each community of faith that would elect a Moderator and vote on denomination-shaping issues.
    - A significantly smaller denominational executive to reflect the principle that all voices of our diverse church must be heard but not necessarily always be present.
- A College of Ministers that would uphold denominational standards for ministers and deal with cases of discipline.
- Strong encouragement for ministers to explore whether to set up an association or networks for collegiality and peer support.
- Clusters of neighbouring communities of faith that would come together to explore ministry, and networks that would continue to connect those with like interests.
- Changes that would mean ministry and mission would be funded from donations to the Mission and Service Fund, and support structures from an assessment of communities of faith.

We know you will have questions, but we ask for your patience. We expect to share our final report, along with accompanying material to help you explore the recommendations, by March 2015. More information on how to direct your responses to the final report will be available later from the planning committee for the 42nd General Council. The Council will meet in August 2015 in Corner Brook, Newfoundland, to consider our recommendations.

The members of the task group thank you. We have worked hard to be transparent and build trust. And you have joined in the process with enthusiasm, patience, and hope. We hope that sharing our work in progress will contribute to this faithful and hopeful conversation.

## Appendix I

### Revised Position Description Conference Personnel Minister



### The United Church of Canada Position Description

for submission to the JEC

Signature: \_\_\_\_\_

(GCM/CES/EM/EO)

<b>Position Title:</b> Conference Personnel Minister	<b>Job Code:</b> MTU-04
<b>Reports To Position:</b> Executive Secretary	<b>Job Code:</b> MTU-01
<b>Unit/Conference:</b> Manitou	<b>Date:</b> June 2014

#### Purpose:

To make known the personnel and pastoral relations policies and practices of The United Church of Canada, within the limits of the authority of the Conference;

To maintain and develop effective pastoral relations structures and networks which can fulfill its obligations outlined in The Manual.

#### Context:

Manitou Conference was established in 1975 and is currently comprised of three Presbyteries, supporting The United Church of Canada and several shared ecumenical congregations of northeastern Ontario. At present, we also have two congregations in Quebec. An increasing number of pastoral charges are served by part-time ministers or function solely with local lay ministry leaders.

The following priorities inform the work of all Conference staff:

- Support to ministry personnel;
- Serving as resource persons to presbyteries, congregations, and the General Council;
- Helping to ensure a mission focus for the conference, presbyteries, and congregations.

At this time, the Conference is engaged in both the Effective Leadership and Candidacy Pathways pilot projects.

#### Relationships:

It is the expectation that all staff function as a team, each member responsible for his/her own duties but willing to work in collaboration with the other members of staff where possible and/or necessary.

The Conference Personnel Minister is accountable to, and is supervised by, the Conference Executive Secretary, and through that office to the Conference Staff Committee and to the Executive of Conference.

The CPM is expected to meet regularly with the Executive Secretary for the purposes of work review, planning, and support.

Together, with the people of God gathered in Manitou Conference, we seek to follow the mission of Jesus Christ.

The Conference Personnel Minister position is required to be in contact with and work directly and indirectly with a number of committees in which the Personnel Minister will be staff support and resource within the Conference. S/he will work with other Conference Staff and with appropriate units of the General Council.

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## Appendix I Cont'd

### **Responsibilities:**

Typically, the Conference Personnel Minister will be involved in the following activities. These should not be seen as either binding or exclusive.

### **Support for Ministry Personnel:**

- To function as a pastoral minister to the Ministry Personnel of the Conference, and to their families;
- To assist Ministry Personnel and their families in developing appropriate support systems and to journey with them in times of transition and/or crisis. Where it is not possible to do this directly because of church policy (e.g. Sexual Abuse Policy) or because of the multiple roles of the Personnel Minister, s/he will be responsible for arranging such care and support by another party or parties;
- To help foster healthy pastoral relationships throughout the Conference;
- To exercise his or her responsibility of communicating with Ministry Personnel and Pastoral Charges for the purposes of advice, support, and referral (i.e. Employee Assistance Program, Restorative Care Program, Dispute Resolution facilitators, etc.);
- To help foster a network of care to the retired ministry personnel in the Conference.

### **Administration:**

- To assist and advise meetings of Conference as may be required by the work;
- To support and/or resource committees assigned to the Conference Personnel Minister;
- To be the person who liaises between the Conference with the Ministry and Employment Unit and Human Resources Unit of General Council;
- To facilitate mandatory training (i.e. Racial Justice, Boundaries, etc);
- To be the person who is responsible for the proper maintenance and processing of Personnel Records for the Conference;
- To be a part of the national Conference Personnel Ministers' network and to work in collegiality and confidentiality with them;
- To relate to the theological schools and other institutions who help prepare candidates for Ordered Ministry and Designated Lay Ministry;
- To be available as a resource, an interpreter of policy and as a mentor to those who offer themselves for training as ministry personnel.
- Other responsibilities as may be assigned by the Executive Secretary.

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## Appendix I Cont'd

### Qualifications:

- A clear sense of call to this ministry.
- The applicant will have a university degree in theological education, and experience and training in areas appropriate to the position, for example, conflict management, human resources, communication, and pastoral relations work.
- At least five years experience in The United Church of Canada and knowledge of the structure, policies and ethos.
- An ability to reflect theologically on the work committed to your care.
- To travel extensively throughout a Conference where geography remains a contributing factor to the challenges of our life and work.
- An appreciation of the complexity and stress of the position's work and demands, and the need to take responsibility for one's own self-care.
- In times of such significant change in the life of The United Church of Canada, flexibility and ability to work within a degree of ambiguity is essential.
- Knowledge of both church and secular resources and services which will aid in this work.
- Knowledge of and the ability to employ the principles and methods of adult education.
- Commitment to confidentiality.
- A willingness to consult.
- A willingness to share in the gospel of Jesus Christ.
- Proficiency in and/or willingness to employ various communication technologies.

### Working Conditions:

The Manitou Conference Office is located in North Bay, Ontario. Normal office working conditions apply. Provision is made for working from a home office some of the time. This position requires regular travel within the bounds of the Conference. Attendance at evening and weekend meetings is required.

### Approved:

\_\_\_\_\_  
Executive Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date