

THE UNITED CHURCH OF CANADA
MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL
MINUTES
April 25 - 28, 2003
(Teleconference Call)

The Sub-Executive of the General Council of The United Church of Canada met in three sessions; from 6:00 p.m. until 8:00 p.m. on Friday, April 25, from 2:00 p.m. until 5:00 p.m. on Sunday, April 27, and from 11:00 a.m. until 2:30 p.m. on Monday, April 28 by teleconference call. The Moderator, The Right Reverend Marion Pardy, presided.

ATTENDANCE

Voting Members

Hazel Bigby, Sheila Duffin, Ron Holotuk, Jon Jessiman, Joanna MacQuarrie, Bill Phipps, Marion Pardy (Chair), Karen Ptolemy-Stam, Jim Sinclair, Sheila Snelling, Jack Spencer.

Corresponding Members

Omega Bula, David Estey, Ian Fraser, Carol Hancock, Bob Johnstone.

Regrets

Claire Borel-Christen.

FRIDAY, APRIL 25, 2003

The Moderator introduced and welcomed everyone to the meeting.

CONSTITUTING THE MEETING

The Moderator constituted the meeting with the following words:

"In the Name of Jesus Christ the head of the Church, and by the authority vested in me by the 37th General Council, I hereby declare this meeting of the Sub-Executive of the General Council to be in session for the work that may properly be brought before it to the glory of God."

The Moderator reviewed the agenda.

PROCEDURAL MOTIONS

Corresponding Members

Motion: Jim Sinclair/Bill Phipps

2003-04-25-0569.PRO

That Carol Hancock, Omega Bula, David Estey, Ian Fraser, Bob Johnstone, Brian Thorpe, David Iverson, Michelle Slater, Chris Ferguson, the chairs of the Business Review and Recommendation Groups, Scott Thompson, Kathy McDonald and other persons attending the meeting as a resource to the Sub-Executive be made corresponding members for this meeting and that Joan MacGillivray be the recording secretary for this meeting of the Sub-Executive.

Carried

Minutes of the Sub-Executive of the General Council – December 19, 2002

Motion: Jim Sinclair/Hazel Bigby

2003-04-25-0570.PRO

That the minutes of the Sub-Executive of the General Council for December 19, 2002 be adopted as circulated.

Carried

The Moderator talked about the sorrowful death of Peter Wesley. She also remembered the death of Ron Holotuk's son-in-law; the death of Irene Parker, and the death of Margaret Moore, wife of former Moderator, Dr. A.B.B. Moore.

The Moderator gave an update on the Celtic worship at Church House this morning and the sermon by our global partner, Dr. Molefe Tsele, General Secretary of the South African Council of Churches. The Moderator and Acting General Secretary shared their remembrance from this morning's worship in celebration of the life and ministry of Peter Wesley followed by prayer.

The Acting General Secretary talked about the severe acute respiratory syndrome (SARS) concern and the steps that led to the decision to cancel the Executive of the General Council meeting for this "extra-ordinary" mode of meeting. He reviewed the format for this weekend with three meetings of the Sub-Executive by conference call for decision-making and the four Business Review and Recommendation Groups that will meet, also by conference call, to consider and give input into many of the business items.

The Sub Executive checked in and affirmed the decision to cancel the in-person meeting of the Executive of the General Council.

The Moderator reminded the Sub-Executive to be attuned to the Spirit. The format for this meeting is discernment in contrast to debate with the focus to "discern where the Spirit might be guiding us, moving us in relation to our life together and in relation to particular items". We were reminded of Revelation 3:22 "Let anyone who has an ear listen to what the Spirit is saying to the churches."

KAIROS

The Moderator welcomed Scott Thompson, our chief negotiator with CUPE on Kairos and Kathy McDonald, our legal counsel. Scott reported that the Kairos employees are very pleased with the agreement which has been ratified by both the employees and the Board of Kairos. Scott reviewed the Kairos Collective Agreement and the articles of the agreement. He noted the letters of settlement which include outstanding compensating issues to be negotiated in the next round.

The Sub-Executive had questions and comments for Scott and Kathy concerning the Collective Agreement.

Motion: Jim Sinclair/Jon Jessiman

2003-04-25-0571

That the Sub-Executive of the General Council ratify the collective agreement between The United Church of Canada on behalf of Kairos and the Canadian Union of Public Employees and its Local 4557.

Carried

Discussion continued on the recommendation from the Human Resources Committee "that in light of its on-going concerns for The United Church of Canada in its role as "employer" of Kairos staff, the Human Resources Committee of the General Council recommends that the discussion regarding the incorporation of Kairos as a legal entity be re-opened."

Motion: Jon Jessiman/Hazel Bigby

2003-04-25-0572

That the Sub-Executive of the General Council refer the recommendation from the Human Resources Committee and the discussion under Section 3.4 of the Briefing Notes to the General Council Minister, Resources for Mission and Ministry to bring back a recommendation concerning The United Church of Canada's status as employer, incorporation of Kairos, and other suggestions as contained in the briefing notes to the next meeting of the Executive of the General Council.

Carried

Scott and Kathy were thanked for their work.

PROPOSALS FOR ITEMS OF BUSINESS DIRECTED TO THE SUB-EXECUTIVE

The Moderator asked the Sub-Executive to review the proposals of items to be dealt with by the Sub-Executive. The Sub-Executive agreed that it was appropriate for them to have the items listed as agenda on Sunday. One addition to the agenda includes the recommendation from the Senior Leadership Team re the General Council Minister, Planning Processes position.

The Moderator adjourned the meeting for the evening and asked for all to go in peace.

SATURDAY, APRIL 26, 2003

The four Business Review and Recommendation Groups met by conference call on Saturday with the following pieces of business.

Business Review and Recommendation Group 1

1. Correspondence from North Lonsdale United Church (*CORR 1-2*)
2. Correspondence from Northland Presbytery (*CORR 6-7*)
3. Correspondence from Parkdale United Church (*CORR 8-9*)
4. Report of the Permanent Committee on GPBP (*GPBP 1-3*)
5. Governance Project Team Report (*GPBP 5-28*)
6. Nunavut Proposal (*SLT 6*)
7. List of Resolutions (*SLT 28*)
8. Report of the GC37 Task Group on the Remit Process (*SLT 29-37*)

Business Review and Recommendation Group 2

1. Correspondence from Florence and Kenneth Robinson (*CORR 18*)
2. Correspondence from Stewart Webb (*CORR 19-20*)
3. Funding the Mission of The United Church of Canada in the 21st Century (*FIN 7-9*)
4. Budget Design Process (*GPBP 4*)
5. Observer Report (*OBS 1-2*)
6. Site Proposal for GC39 (*SLT 60-61*)

Business Review and Recommendation Group 3

1. Correspondence from Dianne Baker (*CORR 15-17*)
2. Compensation Models Project (*MEPS 5-7*)
3. GS, GC Supervision Committee Mandate (*MEPS 8-10*)
4. Personnel Performance - Confidentiality (*MEPS 11*)
5. Suggested Changes to the Sexual Abuse Policy (*MEPS 12-17*)
6. Executive Recruiting Policy (*MEPS 18-21*)
7. GS,GC Search Committee Report (*DR 8*)
8. Simplifying Policies and Procedures (*MEPS 22-85*)
9. Task Group on One Rite of Admission to the Order of Ministry Report (*MEPS 86-92*)
10. Parish Nursing Ministry (*MEPS 93-97*)
11. Elimination of the Congregational Accountable Ministry Category (*MEPS 98-103*)

Business Review and Recommendation Group 4

1. Correspondence from Wilmot United Church (*CORR 26-27*)
2. Correspondence on Beothuk Commemoration (*CORR 35-38*)
3. Building toward Right Relations, RSSC Report (*SLT 11-23*)
4. Matching Funds from the Morrison Bequest to the Foundation (*SLT 53*)
5. Education for Church Leadership (*PMM 2-3*)
6. Eligibility for License to Administer the Sacraments (*PMM 4*)
7. Revisions to the Process of Admission to Ordered Ministry (*PMM 5-6*)
8. Christian Education (*PMM 7-9*)
9. Act of Covenanting with Theological Faculty (*PMM 10-11*)
10. Manual Revisions regarding Internship (*PMM 12*)
11. Summaries of Reports to GC38 – JGER (*PMM 14-24*)
12. Exercise of Discipline of Ministry Personnel (*SLT 47-50*)
13. Recommended Name Change: Women of The United Church of Canada (*SLT 54-55*)

SUNDAY, APRIL 27, 2003

The Moderator welcomed the Sub-Executive members and Mike Milne from the Observer and expressed appreciation for the work addressed and completed thus far.

As a way to connect with the wider church, the members of the Sub-Executive talked about where they attended worship this morning and highlights from the services.

The theme of General Council is "There is Hope". The Moderator read Job 14: 7-9 and the "Hope in a Scent of Water". The Acting General Secretary led in prayer.

The correspondence related to the SARS concern will be attached to the minutes as Appendix A.

The Moderator reported that the Moderator's Accountability Report has not been included for this meeting because of computer technology problems. She noted that there will be a very comprehensive report for the 38th General Council.

Motion: Jim Sinclair/Ron Holotuk

2003-04-25-0573

That the Sub-Executive of the General Council receive the following reports for information:

- Agenda and Planning for the 38th General Council (DR 1-2)
- World Council of Churches Representative (DR 3-5)
- Foundation Task Group (SLT 24-27)
- Senior Leadership Team (SLT 40-46)
- Preliminary Financial Report from the Permanent Committee on Finance (FIN 1-6)
- Toward a New System for the Recruitment, Selection, Support and Recognition of Elected and Appointed Members (SLT 7-10)
- Pension Trustees (DR 6)

Carried

Motion: Jim Sinclair/Bill Phipps

2003-04-25-0574

That the Sub-Executive of the General Council receive the following correspondence for information:

- Simcoe Presbytery (CORR 3-5)
- Montreal Presbytery (CORR 10-12)
- Middlesex Presbytery (CORR 13)
- Bay of Quinte Conference (CORR 14)
- Renfrew Presbytery (CORR 21-23)
- Cochrane Presbytery (CORR 24)
- Winnipeg Presbytery (CORR 25)
- Truro Presbytery (CORR 28-29)
- Judicial Committee (CORR 30-31)

Carried

Motion: Jim Sinclair/Bill Phipps

2003-04-25-0575

That the following reports be submitted to General Council 38:

- Isolation in Ministry (Replacement MEPS 104)
- Benefits for Ministry Personnel without Paid Work (MEPS 112)
- Internship Evaluation (PMM 13)
- Designated Lay Ministry (PMM 13)
- Draft Statement of Faith (PMM 13)
- Judicial Committee Report (SLT 38-39)
- Implementation Plan for Designated Lay Ministry Policies (SLT)

Carried

TESTAMUR

Motion: Jim Sinclair/Ron Holotuk

2003-04-25-0576

That the Sub-Executive of the General Council grant Testamur to the following students who have met the requirements for ordination: Doreen Sproule; Deirdre McEachern; Lydia Glawson; Bonita Garrett; and Bev Ward.

Carried

SEAL OF THE UNITED CHURCH OF CANADA**Motion: Jim Sinclair/Sheila Duffin****2003-04-25-0577**

That the Sub-Executive of the General Council

- i) Appoint the General Council Officer, Residential Schools Steering Committee, as an officer authorized to affix the Seal of the Church and to attest it to wit, in addition to those officers named below; and
- ii) Confirm that the following persons are authorized to affix the Seal of the Church and to attest it to wit:

Moderator, The United Church of Canada	A. Marion Pardy
General Secretary, General Council	Jim Sinclair (Acting)
General Council Minister, Program for Mission and Ministry	David Estey (Acting)
General Council Minister, Resources for Mission and Ministry	Ian S. Fraser
General Council Minister, Racial Justice	Omega Bula
General Council Minister, Regional Relations	Carol L. Hancock
General Council Minister, Planning Processes	(Vacant)
Executive Officer, Financial Services	Ron Olsen
General Council Officer, Residential Schools Steering Committee	David M. Iverson

AND, the following six persons all appointed by the Executive/Sub-Executive of the General Council:

Legal/Judicial Counsel	Cynthia Gunn
Legal/Judicial Counsel	Kathy McDonald
Executive Minister, Justice Global and Ecumenical Relations	Chris Ferguson
Program Officer, Mission through Finance	Mary May
Executive Minister, Resource Production and Distribution	Juliet Huntly
Executive Minister, Ministry and Employment Policies and Services	Michael Burke

Carried**Motion: Jim Sinclair/Jack Spencer****2003-04-25-0578**

That the Sub-Executive of the General Council refer the Correspondence from Michael Williams, Saskatchewan Conference CIES Convenor (CORR 32) to the Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS) for response.

Carried**Motion: Jim Sinclair/Bill Phipps****2003-04-25-0579**

That the Sub-Executive of the General Council approve the 2004 Mileage Rate at 36 cents per kilometre.

Carried**APPOINTMENTS****Motion: Sheila Duffin/Jack Spencer****2003-04-25-0580**

That the Sub-Executive of the General Council appoint the following people to the named positions:

- Richard Bailey as a Director and Chair, United Church of Canada Foundation for a three-year term from April 2003 – April 2006.
- Kay de la Ronde as a Director, United Church of Canada Foundation for a one-year term from April 2003 – April 2004.
- Roger Snelling as a Director, United Church of Canada Foundation for a one-year term from April 2003 – April 2004.

Carried

It was noted that the Moderator and Acting General Secretary are also members of the Board of The United Church of Canada Foundation.

Motion: Jim Sinclair/Jack Spencer**2003-04-25-0581**

That the Sub-Executive of the General Council appoint Nancy Key, Q.C. as a Trustee, United Church of Canada Pension Board for a three-year term from April 2003 – April 2006.

Carried**GENERAL COUNCIL MINISTER, PLANNING PROCESSES**

The Acting General Secretary gave the background on this position which was referred to the Senior Leadership Team (SLT) for review and recommendations. The Sub-Executive was given an opportunity for questions and comments on the job description.

Motion: Jim Sinclair/Bill Phipps**2003-04-25-0582**

That the Sub-Executive of the General Council adopt the position description for the General Council Minister, Planning Processes.

Carried

Motion: Jim Sinclair/Ron Holotuk**2003-04-25-0583**

That the Sub-Executive of the General Council authorize the search for the General Council Minister, Planning Processes to proceed.

Carried

ACTING GENERAL SECRETARY'S ACCOUNTABILITY REPORT

Joanna MacQuarrie and Jack Spencer were invited to review the report and to make comments. They shared their thoughts on the report beginning with the blessings including the way that theological reflection was done throughout the report. They also noted as positive and supportive the worship life within Church House. Also noted were the tracking system from General Council 37 and the position audit which are beginning.

Some questions raised by the Sub-Executive included:

Who is responsible for ensuring the Evaluation Project Team happens?

Jim Sinclair reported that it is appropriate for the Senior Leadership Team to work on a proposal and implementation.

Comment on the visits to Ottawa and how the government is working with the church.

Jim reported on our commitment to work ecumenically and that some of our partners have also visited Ottawa. The Moderator and Acting General Secretary were invited through the Prime Minister's office to an off-the-record meeting that led to a thoughtful engagement. He also noted the meetings that Anne Miller and Choice Okoro were part of and the relationship with government through the Ecumenical Health Network.

Tracking from GC37 – how is this being done?

A database has been developed and is being worked on to ensure decisions made and actions required are assigned. The purpose of these databases is to track work, outcomes, and budgets.

Motion: Joanna MacQuarrie/Jack Spencer**2003-04-25-0584**

That the Sub-Executive of the General Council receive the Acting General Secretary's Accountability Report for information.

Carried

APPOINTMENT

Carol Hancock gave an update on the work of the Search Committee to short list and interview candidates for the position of Speaker, All Native Circle Conference. She also reported on the work of Stan MacKay as the non-voting chair of the Committee. Stan called an extra-ordinary meeting of the All Native Circle to reach consensus on the recommendation from the Search Committee.

Motion: Bill Phipps/Sheila Duffin**2003-04-25-0585**

That the Sub-Executive of the General Council appoint Mel Buffalo to the position of Speaker, All Native Circle Conference effective at a date to be negotiated as suitable to all parties.

Carried

Carol further reported on the search that is proceeding in British Columbia Conference and if the second round of interviewing is successful, a meeting of the Sub-Executive will be called to make the appointment.

BUSINESS REVIEW AND RECOMMENDATION GROUP 1

Marion Best, chair of the Business Review and Recommendation Group 1 presented the work done by this Group (refer to BRRG1 1-5). Michelle Slater was present as resource from the Governance Project Team.

PERMANENT COMMITTEE ON GOVERNANCE, PLANNING AND BUDGETING PROCESSES REPORT (GPBP 1-3)

It was noted that the lead staff of this committee will be the General Council Minister, Planning Processes. There was a question about the number of General Council Ministers on this Committee. The Governance

Project Team had agreed that it would be helpful for both the General Council Ministers for Regional Relations and Racial Justice to be part of this Committee recognizing that both would not always be able to attend because of other commitments. The Chief Financial Officer is not a member of the Committee but would be consulted around processes for budgeting.

Motion: Bill Phipps/Sheila Duffin

2003-04-25-0586

That the Sub-Executive of the General Council approve that the membership of the Permanent Committee on Governance, Planning and Budgeting Processes (PC-GPBP) be altered in the following way:

- a) The status of the General Council Minister, Regional Relations be changed from a voting member to a corresponding member; and
- b) The General Council Minister, Racial Justice be added as a corresponding member.

Carried

Process/Policy for the creation of senior level positions

Motion: Jack Spencer/Jon Jessiman

2003-04-25-0587

That the Sub-Executive of the General Council direct that the creation of new permanent positions with a level M or higher shall be approved only by the General Council or by the Executive of the General Council.

Carried

Motion: Bill Phipps/Ron Holotuk

2003-04-25-0588

That the Sub-Executive of the General Council adopt the report of the Permanent Committee on Governance, Planning and Budgeting Processes contained on GPBP 1-3.

Carried

GOVERNANCE PROJECT TEAM REPORT (GPBP 5-28)

The Sub-Executive was given an opportunity for questions and comments on the following proposals.

Motion: Sheila Duffin/Jack Spencer

2003-04-25-0589

That the Sub-Executive of the General Council refer "the process whereby unit committees are accountable to the permanent committees" and the issues of the role and responsibility of the unit committees to permanent committees, including who constitutes them and to whom they report, to the Permanent Committee on Governance, Planning and Budgeting Processes and that a report be prepared for the November 2003 meeting of the Executive of the General Council.

Carried

Motion: Sheila Duffin/Ron Holotuk

2003-04-25-0590

That the Sub-Executive of the General Council appoint a two-term position which would Chair the General Council Agenda and Planning Committee for the first term, and then Chair the Business Committee of the Executive of the General Council for the second term. In the first term, the Chair of the General Council Agenda and Planning Committee would also serve as a corresponding member of the Executive of the General Council Business Committee. In the second term, the Chair of the Executive of the General Council Business Committee would also serve as a corresponding member of the General Council Agenda and Planning Committee.

Carried

It was noted that the following motion would mean that there would be at least 5 hours spent on governance and theological reflection and at least 5 hours spent on strategic planning and setting directions and goals.

Motion: Jon Jessiman/Sheila Duffin

2003-04-25-0591

That the Executive of the General Council will spend at least 1/7th of its meeting time in governance education and theological reflection at every regular meeting, and at least 1/7th of its meeting time in strategic planning and setting directions and goals at every regular meeting.

Carried

The Business Review and Recommendation Group (BRRG) recognized the extra challenge that the following would present, particularly for lay representatives. They noted that people for whom the additional day poses a dilemma, need to be notified well in advance of the agenda and be encouraged to attend the orientation day even if it means that they might have to make choices about leaving the meeting early, or not being present for some of the meeting dates.

Motion: Ron Holotuk/Sheila Duffin**2003-04-25-0592**

That the first meeting of each new Triennium (November Executive of year 1), which would be held at Church House, be extended by one day to accomplish the tasks of orientation, education and community building that are required to fully bring members “on board” and help them begin their leadership well prepared and trained.

Carried**Motion: Jack Spencer/Bill Phipps****2003-04-25-0593**

That the framework (contained on GPBP 15-16 – below) for a development and education plan to equip members to perform their functions effectively and faithfully for the next triennium be adopted; with the responsibility for coordination, implementation and further development be given to the Permanent Committee on Governance, Planning and Budgeting Processes, and subject to revision by that Permanent Committee, using resources and resource people from within and outside Church House.

Carried

From GPBP 15-16

The objective of an education and development plan for GCE is to equip members to perform their functions effectively and faithfully.

There are three goals to this objective:

1. Sharing information (where the washroom is, how the GCE works, etc)
2. Building behaviour (how the GCE will work together)
3. Engaging in theological reflection about governance, leadership and mission

The education and development of the GCE needs to be most intense in the first year of the triennium. We assume that those elected to the General Council Executive are talented, faithful, and mature. We assume that they already bring with them knowledge, skills and experience. Therefore, we propose a development plan that builds on the knowledge and skills members already have, and consults with them on a regular basis to know what more they need to know and when they need to know it.

This plan proceeds on an “action-reflection-action” model. It gives members what they need to know in order to get started on the work of leadership, and then continually asks what else is needed as the work continues, and gives space, time and resources at each meeting, and between meetings, for further training and information.

During the first year of the triennium, we will begin with:

- what people know already
- what people think they need to know
- what the developers of the education plan assess as the basics to “get started”

Via a variety of educational means, including workshop or lecture format, paper materials (GCE handbook and other handouts), power point presentations both at meetings and on the UCC website, and small group discussion, the following processes and information will be learned:

General Orientation to the GCE and its role and responsibilities

- community building and covenanting to “Holy Manners”
- theology of leadership
- relationship of governance and mission
- relationships within the GCO, including GCE, SLT, staff, elected members

Leadership/Governance vs. Management

- leadership as policy governance

Accountability reports: monitoring performance

- how will we exercise accountability of SLT?
- for what will we look in accountability reports?
- what expectations do we have of SLT and by what criteria will they be evaluated?

Legal and fiduciary responsibilities

- *what responsibilities are ours under Canadian law?*
- *Pension Fund Administration*

Budget processes

- *by what means is the budget developed?*
- *what values and priorities do we set regarding budgeting?*

Reporting and committee work: monitoring performance

- *what expectations do we have of our 4 Permanent Committees, and by what criteria will their work be evaluated?*
- *what do we expect to see in committee reports?*

Communications

- *how members receive information*
- *expectations for how/with whom they share information*

Evaluation of GCE operations and governance:

- *evaluation of processes of GCE*
- *evaluation of education plan*

There was discussion about how urgent business would come to the Executive if there was not enough time to present it first to the Permanent Committees. The BRRG also had discussion about whether the correspondence policy should be reviewed.

Motion: Jim Sinclair/Sheila Duffin**2003-04-25-0594**

That the Sub-Executive adopt the following as examples of items for the business of the Executive of the General Council and refer them to the Agenda and Planning Committee for their work:

Business to come to the Executive of the General Council:

Major financial expenditures

Issues affecting the church as a whole, which are difficult to change

Issues affecting the church in the long term

Correspondence policy and what is this policy

Employment changes in policy not specific employment situations

Establishing and evaluating protocol of major Financial/Program affecting the unified funding.

Long term planning

Manual directed items

Major work directed by GC

Major project reporting

Accountability reporting:

- 2 Permanent Committee reports per Executive of the General Council meeting
- Moderator's Advisory Committee report, one Executive of the General Council meeting per year
- GS-GC's Supervision group report, one Executive of the General Council meeting per year

Compliance issues (*The Manual*)

Appointments of senior staff

Budget outline

Property/mortgage issues that apply

First Nations reconciliation process

Orientation to new members (during the triennium, as people resign, alternates come, etc)

Regular updates on staff training and morale (may come under accountability reports)

Pension Plan: education around the Executive of the General Council's role as Administrator of this plan

Honouring those who have left gifts to the UCC

Environmental scan (would be part of strategic planning)

Broad stroke issues of mission, stewardship, social policies, demographics for the Executive of the General Council understanding

Business that will not come to the Executive of the General Council:

Personnel issues dealt with under existing policy

Things that do not come through the Senior Leadership Team, the Permanent Committees of the Executive of the General Council or the Standing Committees of GC.

Correspondence outside our correspondence policy

Motion to Amend: Joanna MacQuarrie/Sheila Snelling

Add under Business to come to the Executive of the General Council -

Matters of emergent concern through the Senior Leadership Team.

Carried

Motion as Amended - Carried

LOCATION OF THE SECOND EXECUTIVE OF THE GENERAL COUNCIL MEETING OF THE TRIENNIUM (GPBP 17)

Discussion included that this does not preclude meeting in a residential setting in Toronto; however, there was a preference for visiting other parts of the country, cost permitting.

Motion: Jack Spencer/Bill Phipps

2003-04-25-0595

That the Executive of the General Council hold its April meeting of Year 1 of the triennium outside of Church House, at a residential setting, cost permitting.

Carried

COVENANTING AT THE GENERAL COUNCIL MEETING (GPBP 17)

The BRRG noted that the Agenda and Planning Committee seriously consider having time at the beginning of the orientation day, or at the beginning of the first meeting of each triennium, to be set aside to engage in covenanting, particularly for those who were not at the covenanting at General Council.

Motion: Sheila Duffin/Jon Jessiman

2003-04-25-0596

That the Executive of the General Council direct the Agenda and Planning Committee of the General Council to include a covenanting between the new Moderator, the new Executive of the General Council, the General Council and God, by the end of each General Council Meeting, including a commissioning of the Executive of the General Council to undertake the work mandated by the General Council.

Carried

ROLES AND RELATIONSHIPS (GPBP 17 – 20)

It was noted that there are questions related to this including those on GPBP 18 and is a major piece of work for the Permanent Committee on Governance, Planning and Budgeting Processes. These questions include:

- Who constitutes the Unit Committees?
- To whom do the Unit Committees report?
- Is there any limit on how many sub-groups a Unit Committee might set up?
- What are the areas of the Unit Committees' decision-making?

Motion: Jon Jessiman/Bill Phipps

2003-04-25-0597

That the Executive of the General Council adopt "Roles and Relationships," including the organizational charts, "How work gets assigned and done" and "How work returns," and refer the material to the Permanent Committee on Governance, Planning and Budgeting Processes for further work on the questions raised (particularly note under iii on GPBP 18 and PMM 1 under SLM) and have them report to the fall 2003 meeting of the Executive of the General Council.

Carried

MANDATE AND MEMBERSHIP OF THE EXECUTIVE OF THE GENERAL COUNCIL (GPBP 27)

Motion: Jon Jessiman/Sheila Duffin

2003-04-25-0598

That the Sub-Executive of the General Council recommends:

- 1) **Mandate:** That the following additions be made to *The Manual*, The Executive of General Council, Section 524, Duties and Powers:
 - (w) Articulate the theological framework and vision and set the strategic directions and goals for the contribution of the General Council/Executive of the General Council to the mission of the church.
 - (x) Ensure that the Executive of the General Council and the General Council Offices, through the General Secretary and General Council Ministers, have the capacity for the development of a vision and long term strategic plan that will guide the continuing design of enabling structures and processes.
 - (y) Ensure that a long-term strategic plan is developed and implemented. Receive from the General Secretary, for review and approval, a long-term strategic plan, including a communications strategy that will advance the strategic directions and goals. Receive from the General Secretary an accountability report on the implementation of the long-term strategic plan and the use of resources.
 - (z) Provide a regular process for the oversight and accountability of the General Secretary, General Council Ministers and Working Units, including support and evaluation.

Carried

It was noted, that in the future, there should be a review of all items in Section 524.

Motion: Karen Ptolemy-Stam/Jon Jessiman

2003-04-25-0599

That the Sub-Executive of the General Council recommends:

- 2) **Membership:** Recognizing that unit leaders and other staff can at any time be invited to be corresponding members when their expertise, wisdom and input are required or desired by the Executive of the General Council.

That, effective at the rise of 38th General Council, the membership of the Executive of the General Council be as follows:

Voting Members:

Moderator (1)
 Past Moderator (1)
 General Secretary, General Council (1)
 Conference representatives (26)
 Chairs, Executive Permanent Committees (4)
 General Council Members at Large (4) of which two are Youth and Young Adult representatives
 Francophone Constituency (2)
 Ethnic-Ministries representatives (2)
 World Council of Churches representative (1)
 Chair of Business Committee (1)
 Total: 43

Corresponding Members:

General Council Ministers (5)
 Chair General Council Committee on Human Resources (1)
 Elected Officer of the United Church national women's organization (1)
 GC Committee on Theology and Faith (1)
 Chair GC Agenda and Planning Committee (1)
 Conference Executive Secretaries (13)
 Chair, Observer Board of Directors (1)
 Chief Archivist (1)
 Global Partner representative (1)
 Total: 25

Total Voting Members and Corresponding Members: 68

Carried

The BRRG noted that there needs to be further thinking on the rationale for which positions are voting and corresponding members of the Executive of the General Council with the possibility of future decisions and discussions on this issue at GC38. Other concerns include that the Ecumenical Officer and a representative from the Canadian Council of Churches are not included. Also, why are General Council Ministers and the elected officer of the United Church National Women's Organization not voting members?

NUNAVUT (SLT 6)

It was noted that both Montreal and Ottawa and Alberta and Northwest Conferences have had ongoing discussions for several years and they concur with this proposal. The transportation links between Nunavut and Montreal and Ottawa are much stronger than to Alberta. While there is currently no formal Pastoral Charge in Nunavut, there is a committed group of United Church people who meet as a house church in Iqaluit.

Motion: Bill Phipps/Sheila Snelling**2003-04-25-0600**

That the Sub-Executive of the General Council transfer responsibility for oversight of The United Church of Canada concerns and pastoral activity in Nunavut from Alberta and Northwest Conference to Montreal and Ottawa Conference.

Carried

Carol Hancock is travelling to Iqaluit next week and will take this decision and greetings from the Sub-Executive, the Moderator, the Acting General Secretary, and Bill Phipps.

RESOLUTIONS TO GENERAL COUNCIL 38 (SLT 28)

The following refers to the list of resolutions that is a result of the work of the Acting General Secretary and the Manual Committee.

Motion: Jim Sinclair/Jack Spencer**2003-04-25-0601**

That the list of resolutions on SLT 28 be submitted to the General Council 38.

Carried**GENERAL COUNCIL 37 TASK GROUP ON THE REMIT PROCESS (SLT 29-37)****Motion: Bill Phipps/Ron Holotuk****2003-04-25-0602**

That the Sub-Executive of the General Council forward the report of the Task Group on the Remit Process to General Council 38 for action.

Carried**CORRESPONDENCE (CORR 1-2, CORR 6-7, CORR 8-9)**

This correspondence is related to Remit #7 with similarities in the reasons they voted against the remit.

Motion: Jon Jessiman/Ron Holotuk**2003-04-25-0603**

That the correspondence from North Lonsdale United Church, Northland Presbytery, and Parkdale United Church be received for information.

Carried

The correspondence will be referred to the task group looking at denominational shaping issues for General Council 38.

The Moderator thanked Marion Best and the members of the BRRG for their work.

BUSINESS REVIEW AND RECOMMENDATION GROUP #2

Deb Bowman, chair of the Business Review and Recommendation Group 2, presented the work done by this Group (refer to BRRG2 1-2).

SITE PROPOSAL FOR GENERAL COUNCIL 39 (SLT-60)

The rotation of General Council meetings brings the location for General Council 39 to central Canada. Two sites were proposed – Lakehead University, Thunder Bay and Queen's University, Kingston.

Motion: Bill Phipps/Hazel Bigby**2003-04-25-0604**

That the Sub-Executive of the General Council accept the proposal that Lakehead University in Thunder Bay be the site for the 39th meeting of the General Council, August 14-20, 2006; and that the Sub-Executive authorize further dialogue between The United Church of Canada and Lakehead University with the objective of signing contractual arrangements.

Carried**BUDGET DESIGN PROCESS (GPBP 4)**

It was noted that this process implies a three-year budget cycle, with annual amendment and approval.

Motion: Bill Phipps/Ron Holotuk**2003-04-25-0605**

That the Sub-Executive of the General Council adopt Proposal 4 of the GPBP Budget Design Process (See below).

Carried

PROPOSAL 4: BUDGET DESIGN PROCESS

The Permanent Committee on Governance, Planning and Budgeting Processes creates and recommends strategies to enable the General Council and its Executive to set directions and budgets in keeping with the vision of *Future Directions: The Mission and direction of the United Church* (November 2001). The committee creates and adjusts processes to ensure long term strategic planning and accountability.

Within this mandate, the Committee proposes the establishment of a Budget Process Design Team to design, and recommend to the Executive, the budgeting process to be used by the General Council. Once adopted, the Committee would oversee the operation of the process and evaluate its effectiveness.

Budget Process Design Team**Purpose:**

to design and recommend the budgeting process to be used by the General Council for the 2005-2007 cycle and beyond.

Steps:

- 13) draft the set of principles upon which the process must be based, e.g.
 - must be related to GC and GCE priorities
 - must be multi-year
 - must pay as much attention to generating revenue as dispersing it
- 13) outline the steps, timelines and the roles of the various stakeholders related to the budget process, e.g.
 - program, unit leaders and advisory committee chairs
 - conferences
 - Senior Leadership Team
 - Permanent Committees
 - General Council Executive
- 13) Bring items 1 & 2 to the GCE for modification and approval – Target date Fall 2003
- 13) Hand off to the Senior Leadership Team for implementation
- 13) Evaluate the initial use of the process, recommend modifications if necessary – Time frame Spring 2005

Membership:

- Representative from the Permanent Committee on Governance, Planning and Budgeting Processes, designated by the Chair
- Representative from the Permanent Committee on Finance, designated by the Committee Chair
- General Council Minister, Programs for Mission and Ministry
- General Council Minister, Resources for Mission and Ministry
- Executive Officer, Financial Services

CORRESPONDENCE – ROBERT LATIMER (CORR 18, 19-20)

At its November 2002 meeting, the Executive of the General Council directed the Permanent Committee on Programs for Mission and Ministry (PC-PMM) and the Justice, Global and Ecumenical Relations Unit (JGER) to explore this issue. Since then, JGER reports that consultations have begun with the Executive Director and Board Members of the Council of Canadians with Disabilities and the Canadian Association

for Community Living (Toronto and Regina) as well as the Church Council on Justice and Corrections (Ottawa).

Motion: Jack Spencer/Sheila Snelling

2003-04-25-0606

That the Sub-Executive of the General Council refer this correspondence to the Justice, Global and Ecumenical Relations Unit (JGER) for the expeditious development of a statement or other recommendation in time to be communicated to the Saskatchewan Conference Annual Meeting (May 30-June 1), with attention to the concern raised in paragraph 3, about the Canadian Association for Community Living in CORR 19-20.

Carried

UNITED CHURCH OBSERVER REPORT (OBS 1-2)

John Loughheed declared his interest in this report and the BRRG agreed that he continue as recorder for the group.

Motion: Bill Phipps/Ron Holotuk

2003-04-25-0607

- 13) That the Sub-Executive of the General Council recognize the principle of General Council funding for the *United Church Observer*.
- 13) That the Sub-Executive of the General Council direct that the amount of funding in each of the next three years be no lower than \$123,575, plus inflation (as determined by MEPS through the calculation of the annual economic adjustment for salaries).
- 13) That the Sub-Executive of the General Council encourage all levels of the Church to share as partners in an intentional promotion of the *United Church Observer*. The Magazine will provide promotional material.

Carried

Motion: Sheila Duffin/Ron Holotuk

2003-04-25-0608

That the Sub-Executive of the General Council extend the Monday adjournment time, if necessary, to 3:00 p.m. EST.

Carried

The Moderator adjourned the meeting for the evening at 5:00 p.m.

MONDAY, APRIL 28, 2003

OPENING

The Moderator welcomed Chris Ferguson to the meeting. Deb Bowman led the opening with a reading from Mark 16: 1-5, reflected on "who rolled away the stone", and our role in removing the stones. The Moderator led in prayer.

Chris Ferguson gave an update on his trip to the Middle East, including Lebanon, Israel, and Palestine, at the invitation of our partners in the Middle East. He talked about the reasons this visit was significant at this time:

- 13) It was much appreciated that the United Church listened to the message to come even as other groups including the staff visit from the World Council of Churches and several visits from the United States, were cancelled.
- 13) Concerning the war, the United Church is seen as a witness to peace and the main reason that Canada did not participate in the war.
- 13) This was the only public event where Israel and Palestinian rights were placed along side each other and both parties remained to participate.
- 13) The United Church as a witness to concerns about the growth of cancer related to uranium warheads from the first Gulf war and the present concern about the refugees and loss of life.

A full report is contained on the United Church Web site.

BUSINESS REVIEW AND RECOMMENDATION GROUP 4

Ross Bartlett, chair of the Business Review and Recommendation Group 4, presented the work done by this Group (refer to BRRG4 1-3).

MATCHING FUNDS FROM THE MORRISON BEQUEST (SLT 53)**Motion: Ron Holotuk/Sheila Duffin****2003-04-25-0609**

That all donations received by The United Church Foundation/Fondation de l'Église Unie du Canada by December 31, 2004 be matched dollar for dollar from the Morrison Fund, up to a maximum of \$250,000.

Carried**BUILDING TOWARD RIGHT RELATIONSHIPS (SLT 11-23)****Motion: Bill Phipps/Joanna MacQuarrie****2003-04-25-0610**

That the Residential Schools Steering Committee incorporate discussion of the report "Building toward Right Relationships" into its presentation at General Council 38, and that a full discussion of the report take place at the fall, 2003 meeting of the Executive of the General Council.

Carried**CORRESPONDENCE****Wilmot United Church (CORR 26-27)**

In discussion the Sub-Executive noted that the concern was about the costs a "home" church may incur to provide long-term replacement should its minister be elected Moderator. It was also noted that the role of Moderator requires a full time commitment. It was hoped that these concerns could be addressed without a petition to the General Council.

Motion: Karen Ptolemy-Stam/Bill Phipps**2003-04-25-0611**

That the correspondence from Wilmot United Church be forwarded to the Acting General Secretary to provide an opinion on the matter being raised, and that this opinion be given quickly and that the concerns raised in Wilmot United Church's letter be referred to the Senior Leadership Team to facilitate a discussion on these issues.

Carried**Beothuk Commemoration (CORR 35-38)**

The BRRG is strongly supportive of this commemoration but were unable to match it to the criteria for the Project Fund.

Motion: Jon Jessiman/Ron Holotuk**2003-04-25-0612**

That the Sub-Executive of the General Council refer to the Reconciliation Fund Committee the request to fund a commemorative event in recognition of the Beothuk people.

Carried**GENERAL COUNCIL 38 ITEMS****Motion: Jim Sinclair/Jon Jessiman****2003-04-25-0613**

That the comments and proposals of the Business Review and Recommendation Group 4 be sent to the originators of the resolutions of items contained in BRRG4 #5 - #13.

Carried

The following are the comments and proposals from the Business Review and Recommendation Group.

13) Education for Church Leadership (PMM 2-3)

Has anyone done an analysis of the impact on theological colleges? No mention of the IMPO program in the resolution. Would like to see more background information on the evaluation of programs. Are the financial implications accurate?

13) Eligibility for License to Administer Sacraments (PMM 4):

Would like to see theological rationale added.

13) Revisions to the Process for Admissions (PMM 5-6):**Proposal:**

That the Sub-Executive of General Council recommend that the GC38 Business Committee and the Senior Leadership Team ensure adequate resourcing of the discussion of the "Revisions to the Process for Admissions" related to the question of language requirements.

13) Christian Education (PMM 7-9):**Proposal:**

That the title of the resolution be changed to reflect the policy change being requested rather than the changing of *The Manual* sections.

13) Act of Covenanting with Theological Faculty (PMM 10-11):

Be clear what is meant by a "second covenant"; what would this be? There are some holes; is there more appropriate language?

13) Manual Revision regarding Internship (PMM 12):

Has anyone looked at implications for the theological schools? What are the costs/rewards to the candidate, e.g. re student debt?

Proposal:

That the title of the resolution be changed to reflect the policy change being requested rather than the changing of *The Manual* sections.

13) Summaries of Reports to GC38 from JGER (PMM 14-24):

No comments

12) Exercise of Discipline of Ministry Personnel (SLT 47-50):

No comments

13) Recommended Name Change: Women of The United Church of Canada (SLT 54-55):**Comments:**

Name that the source is SLM, and include a summary of where we have come from on this topic; will the name create confusion regarding other networks such as Women in Ministries?

The Moderator thanked Ross Bartlett and members of the BRRG for their work.

BUSINESS REVIEW AND RECOMMENDATION GROUP 3

Karen Ptolemy-Stam, chair of the Business Review and Recommendation Group 3, presented the work done by this Group, with the assistance of Jon Jessiman (refer to BRRG3 1-12).

CORRESPONDENCE**Dianne Baker (CORR 15-17)****Motion: Karen Ptolemy-Stam/Jon Jessiman****2003-04-25-0614**

That the Sub-Executive of the General Council take no action on the letter of January 6th, 2003 from Dianne Baker, and that the Acting General Secretary be asked to write an appropriate response to the author of the letter to indicate this.

Carried

COMPENSATION MODELS PROJECT (MEPS 5-7)**Motion: Karen Ptolemy-Stam/Ron Holotuk****2003-04-25-0615**

That the Sub-Executive of the General Council adopt the recommendation of the Human Resources Committee on MEPS-7 (Proposal 17) with the addition of the sentence indicated in ***bold italicized type*** below.

THAT the Sub-Executive of the General Council confirms that the Compensation Models Project should continue, and

THAT up to \$150,000 be provided annually for up to three years to enable the Ministry and Employment Policies and Services Unit to engage the services of a project manager and consultants, and to conduct such consultations and meetings and other work as necessary to complete this project,

THAT the Permanent Committee on Finance be directed to research and recommend to the Executive of General Council ways by which this project may be funded,

THAT interim progress reports will be presented to the Executive of the General Council at least annually until project completion, and

THAT alternate models and a recommendation be presented at General Council 39.

Carried

GENERAL SECRETARY, GENERAL COUNCIL SUPERVISION COMMITTEE MANDATE (MEPS 8-10)

It was noted that item 3 and 4 had some contradictions and to be consistent both have been changed to report to the elected members of the Sub-Executive. Discussion on the proposal concurred with the changes.

Motion: Karen Ptolemy-Stam/Jon Jessiman**2003-04-25-0616**

That the Sub-Executive of the General Council adopt the recommendation of the Human Resources Committee on MEPS 8-10 (proposal 18) with the addition of the changes made in ***bold italicized type*** below. This will conform with actions taken at the November 2002 meeting of the Executive of the General Council.

Carried

Proposal 18**PURPOSE**

The purpose of the General Secretary, General Council Supervision Committee is to provide, on behalf of the Executive of the General Council, supervision and accountability for the performance of the General Secretary and to provide for the General Secretary a venue in which he or she can clarify goals, receive feedback on performance of duties, and reflect upon personal growth issues and emerging challenges.

MEMBERSHIP

The Committee will consist of three members, at least two of which will be elected members of the Executive of the General Council. The Nominating Committee will invite written comment on the nominees from the General Secretary and take his or her comments into consideration prior to presenting its recommendations to the Executive. Any nominee who has or who may be perceived to have a conflict of interest with the General Secretary is required to declare such in advance of appointment.

Elected members normally serve a three-year term and are eligible to be nominated for one additional three-year term. In order to ensure the committee is able to establish continuity within its membership, the first membership complement will deviate from this pattern with a portion being appointed for only one term.

Staff Resource

Executive Minister, MEPS, and Human Resources Administration Support person. Provide support and advice to the Committee, ***as requested. The Committee at its discretion may seek professional human resource advice outside the Church.***

Chairperson

The Executive of the General Council will name one of its member appointees Chair. He or she will have supervisory experience, an understanding of the role of senior leadership and management, specifically within a faith community which requires both theological and spiritual leadership, and demonstrated communication skills.

Relationships/Accountability

Staff Relationships: The General Secretary, General Council.

Governance Relationships: The General Council, its Executive, and Sub-Executive.

Specific Functions of the Committee

On matters related to supervision of the General Secretary:

- meets at least three times annually with the General Secretary for supervisory purposes;
- in concert with the General Secretary, the position description and the priorities set by the General Council and its Executive, sets the annual goals and objectives for the position;
- establishes performance standards;
- with the General Secretary, biannually assesses the performance of duties outlined in the position description and the progress towards achieving of the established goals and objectives;
- directs strategies to address any shortcomings with regards to performance of duties and meeting of goals and objectives;
- assesses need for training, continuing education and other supports or resources;
- receives, considers, and acts upon written affirmations and complaints about performance;
- annually prepares for the personnel file a performance review report signed by the Chair of the Committee and the General Secretary;
- ensures the human resource policies of the United Church are fairly and consistently applied;
- recommends to **the elected members of** the Sub-Executive any disciplinary actions that it deems necessary;
- annually reviews the position description and makes recommendations on changes to the Executive of the General Council;
- annually reports to the Executive of the General Council and biannually to the Sub-executive on its activities;
- advises and guides the Executive of the General Council on matters relevant to the Committee's mandate.

Authority

While all employees of the General Council Offices have a supervisor with whom regular performance reviews are prepared and filed, the General Secretary, General Council is accountable to the General Council and its Executive. For practicable application, these supervisory responsibilities are delegated to this General Secretary, General Council Supervision Committee. The General Secretary, General Council Supervision Committee is a standing committee of the Executive of the General Council. Since the minutes of the General Council and Executive of the General Council are a matter of public record, the Supervision Committee's regular reports to **the elected members of the Sub-Executive, and any reports the Sub-Executive may bring to the Executive**, will be mindful of the personnel record confidentiality standards. When it is necessary to present personal information, for example in the event that disciplinary measures are being recommended, it will present *in camera* to **the elected members of** the Sub-Executive only **and in the latter's discretion, to the elected members of the Executive of the General Council**. The minutes will record only the action taken.

General and Specific Qualifications for Committee Members

Evidence must be provided through supporting documentation and references of the following:

General Qualifications

- active in a local congregation or mission unit
- commitment to the task
- hard working/reliable/dependable

- open-minded/non-judgmental
- flexible/adaptable
- respectful of confidentiality
- willing to be accountable

Specific Qualifications

Demonstrates some of the following:

- understanding the structure and the range of work of the General Council and the General Council offices;
- understanding of human resource practice;
- experience with supervision at a senior level.

Benefits to Elected Members

- serving the church and providing vital support and guidance to its chief administrative officer
- receiving orientation to the General Council Offices, training in supervision of senior level executives, and support for the ministry of the Committee
- carrying out God's ministry in mission

Expenses incurred by a committee member accomplishing committee work are reimbursed.

Evaluation

The job description for the General Secretary, General Council Supervision Committee serves as an evaluation tool to measure the work the Committee has accomplished.

In order to meet the Committee's defined purpose, in addition to on-going self-evaluation, the Executive of the General Council evaluates the effectiveness of all committees of the General Council.

PERSONNEL PERFORMANCE – CONFIDENTIALITY (MEPS 11)

Motion: Karen Ptolemy-Stam/Jon Jessiman

2003-04-25-0617

That the Sub-Executive of the General Council adopt the recommendation of the Human Resources Committee on MEPS 11 (Proposal 19), with the addition of the changes made in ***bold italicized type*** below. This will conform with the actions taken at November 2002 meeting of the Executive of the General Council.

Carried

SECTION EMPLOYEE RELATIONS	APPLICATION ALL STAFF	SUBJECT PERSONNEL PERFORMANCE – CONFIDENTIALITY
DATE ISSUED APRIL 2003	POLICY NO. 5.11	PAGE 1 OF 1

It is recognized by The United Church of Canada that all information related to the performance of personnel employed by The United Church of Canada shall remain confidential between the individual employee and such supervisory personnel who have a legitimate employment interest in being aware of the performance of an employee.

Notwithstanding the preceding:

- 1) An employee may release confidential information regarding their performance.
- 2) In the event the General Council or the Executive of the General Council establishes a commission or other body to report on a matter which relates to performance of individual staff members, reference to the performance of an individual staff member shall not be included in any public report or document prepared by such commission or other body beyond the Sub-Executive of the General Council unless:
 - a) The General Council or the Executive of the General Council declares by motion at the time of the establishment of such commission or other body that confidential information regarding individual staff performance may be included in the public report or document prepared by the commission or other body; and,

- b) Prior to the inclusion of any confidential information on individual performance of an employee in such public report or document, the commission or other body shall inform the employee of the specific information to be included in the report or document, and provide the employee an opportunity to prepare a written response to the information and such written response shall be included in the report or document.
- 3) **A summary of the** evaluation report **on** the General Secretary **shall** be shared in a confidential manner with **the elected members of** the Sub-Executive of the Executive of General Council; and, in the event the General Secretary, General Council Supervisory Committee recommends that the General Secretary be subjected to a disciplinary action, information in support of the disciplinary action **shall normally** be shared on a confidential basis with **the elected members of** the Executive of the General Council at the discretion of the Sub-Executive of the General Council.

SEXUAL ABUSE POLICY CHANGES (MEPS 12-17)

Motion: Karen Ptolemy-Stam/Jon Jessiman

2003-04-25-0618

That the Sub-Executive of the General Council adopt the recommendation of the Sexual Abuse Committee on MEPS 13-17 (Proposal 20) with the addition of the changes made in **bold italicized type** below.

Carried

page 13

Responsibilities of the Conference Personnel Minister

...

Note: Since the Conference Personnel Minister must act as a resource person to the Conference Coordinating Committee, the Consultants and the Officers of the Church Court, it is inappropriate for the Conference Personnel Minister to fill a pastoral support role for the Complainant or the Respondent or their families. The Conference Personnel Minister may recommend appropriate support people for the Complainant and the Respondent. The Conference Personnel Minister shall ensure that Pastoral Care and/or closure is provided for Consultant A and B after their involvement in a case. The United Church has the additional resource of the Employee Assistance Program for trauma response or individual counselling for eligible consultants or ministry personnel.

Team of Investigators

(a) Structure

The Investigators (minimum of 6 persons, including both men and women) are recommended by the Sexual Abuse Committee and appointed by the General Council Executive. These persons:

Have familiarity with the United Church of Canada

Are sensitive and discerning

Have experience and education in investigative procedures;

And have been trained in the church's expectations for its investigation procedures and the Sexual Abuse Policy.

The General Council staff person responsible for the Sexual Abuse Policy will coordinate the Investigators. Each time a request for an Investigation is received from a church court, the coordinator will assign the Investigator and inform through the Conference Coordinating Committee the church court, the Complainant and the Respondent of the assignment.

Ministry and Employment, Policies and Services Unit of General Council are responsible for budget and training for the investigators.

(b) Responsibilities

The Investigator will meet with the complainant and respondent and other witnesses as named by the complainant and respondent and prepare a report for submission to the appropriate church court including the Investigator's recommendations as to whether there are reasonable grounds for the court

to carry forward the complaint, which recommendations will take into consideration the moral and financial costs of the church court carrying forward the complaint.

The church court will minute both the recommendation of the Investigator and any action taken by the court. The decision made by the court will be communicated to the Complainant and Respondent. When the church court makes a decision to carry forward the complaint, the court will provide copies of the minutes of the relevant meeting to the Complainant and to the Respondent.

The Investigator will keep **all** information confidential, including any written report, unless required by law to disclose it in a legal proceeding.

General Council Executive will appoint Investigators upon recommendation from the General Council Sexual Abuse Committee

Investigation Budget:

General Council Budget includes:

Training, travel, hotel and meals, venue costs (e.g. conference room at hotel etc) incidental administrative cost--phone, fax etc.

Estimate: \$2500/ investigation—average 6 per year \$15,000.

Training event: \$10,000 to be held in Fall 2003.

Prefer residential setting (5 Oaks, Scar Foreign Mission, Crief Hills etc)

3-6 investigators with 2 overnight accommodation plus travel

3 committee members, staff person, legal counsel

Total General Council Budget ---25,000.

Court requesting investigation contributes \$500. toward cost of an investigation.

page 18

4. Formal Complaint

If, following the initial consultation, a Complainant decides to proceed with a plan of action that will involve any third party or court of the church, a formal letter of complaint (sample for guidance in Resource Packet) needs to be completed, signed and held by the Complainant until she/he is ready to proceed. This letter of complaint may become a formal hearing charge at a later point; it needs to be complete, since additional information cannot be added at that time. At no point may action be taken without the Complainant's permission to proceed. The Complainant shall signal permission to proceed by giving the signed complaint to Consultant A. When Consultant A has received the signed complaint, Consultant A shall consult with the Conference Personnel Minister and forward the complaint to the appropriate

Officer of the Church Court, by Assured Delivery. Note: In cases where the Respondent is deceased, an alternative process will be offered to the Complainant by the Church Court (e.g. Listening team).

page 19

5. Response

...

ii) Response Meeting:

...

A meeting which includes the Officer of the Church Court, Consultant B, the Respondent and a support person, if so invited by the Respondent.

The Officer of the Church Court will begin by reading aloud the signed complaint to the Respondent. A copy of the complaint is given to the Respondent.

The Respondent shall be required to complete a statement indicating that he/she has received the written complaint, that he/she has been advised of the right to and the need to secure legal counsel if

further action is taken on the complaint, and that he/she will not communicate with the Complainant about the complaint except through the appropriate Church court(s). The Respondent will be advised that retaliation and/or threats of retaliation against the Complainant or others working with the complaint will not be tolerated by the Church court processing the Complaint, nor will any behaviour be tolerated that initiates, fosters or contributes to such retaliation or threats of retaliation. The Respondent will further be advised that further complaints/charges may be brought forward if there is any indication of such retaliation. Any refusal to sign shall be documented and witnessed. The Complainant shall receive a copy of the completed statement (sample copy available in resource packet).

The Officer of the Church Court shall take the lead in this conversation with Consultant B asking questions of clarification if required, and making a written record of any conversation.

The written record of the conversation, signed by the Respondent, the Officer of the Church Court, and Consultant B as an accurate record of the conversation, shall be given to the Complainant, the Respondent, the Officer of the Church Court, and Consultant A. (A court reporter may be engaged to make a verbatim record of the response meeting).

The Officer of the Church Court will ask the Respondent if he/she is prepared to make a response to the complaint. If he/she wishes time to reflect before responding he/she will be permitted up to 7 (seven) days to prepare for the response conversation. If not within the initial response meeting the response conversation will continue at a time and place named by the Officer of the Church Court. It shall be no later than 7 days after the initial response meeting.

page 20

...

Following receipt by the Complainant of the signed record of the Response conversation, a decision regarding further action shall be made by the Complainant within fourteen days. If necessary, an extension may be negotiated for a time-limited period. When the Complainant makes a decision, the Complainant, with the assistance of Consultant A, shall immediately notify the officer of the church court who conducted the Response process of the decision, in writing, by assured delivery. The officer of the church court shall immediately notify the Respondent, Consultant B and other affected parties as necessary in order to initiate action required by the church court. All such notification shall be in writing, by assured delivery.

The Complainant may choose:

Not to proceed;

To consider an offer from the Respondent to seek a negotiated settlement (6a);

To request a Formal Hearing and an Investigation, with the results to be presented to the church court for a decision by the church court whether to carry forward the complaint (6b);

In the event that the Church court does not decide to carry forward the complaint, the Complainant may still request a formal hearing (at the Complainant's expense)

6(a). Negotiated Settlement/ Resolution Option

When a Respondent offers acknowledgement of inappropriate behaviour, including but not limited to an apology, restitution, or a response to stated needs included in the body of the complaint, the consultants may assist in a negotiated settlement following the response. The Consultant will provide a list of possible dispute resolution facilitators to the Complainant and the Respondent. -Consultant may not take any action which appropriately resides with a court of the church. The Consultants will check the terms of the negotiated settlement with the Executive Secretary to see that the terms are congruent with United Church Policy and will not take any action which appropriately resides with a court of the church. It is not appropriate for any Consultant or Presbytery officer involved in the case to be involved in any judicial/disciplinary actions related to the case.

Consultants and Presbytery officers involved in the case shall not vote, speak, or attempt to influence in the courts of the church on matters pertaining to the case.

6(b). Informal Hearing (Refer to Appendix B, Manual 1995 Policy)

~~If an Informal Hearing is requested, every effort must be made to minimize further distress for the Complainant, to ensure confidentiality, and to guarantee that members of the Informal Hearing Committee are or become fully knowledgeable of the policies and procedures of The United Church of Canada in relation to sexual abuse (sexual harassment, pastoral sexual misconduct, sexual assault). Wherever possible, in dealing with a complaint involving a person of any minority/ marginalized group, the Informal Hearing Committee should include a person of that background.~~

6(b) Investigation

After reviewing the signed record of the Response conversation, the Complainant may request an Investigation Report to be prepared and submitted to the church court. The request is for the church court to accept responsibility for carrying forward the complaint in a Formal Hearing.

To initiate the Investigation, the Complainant, will sign, in the presence of Consultant A, a Request for Investigation. The Request for Investigation, will be sent by Consultant A, to the convenor of the Conference Coordinating Committee. A sealed copy of the signed Complaint and the signed record of the Response, will be sent by Consultant A to the Convenor of the Conference Coordinating Committee on Sexual Abuse, to be provided to the investigator. The Coordinating Committee on Sexual Abuse will contact the General Council staff person who coordinates the work of the Investigators. The GC staff person will assign an investigator and will inform the Conference Coordinating Committee of the name of the investigator and will recommend the arrangements needed for the investigation. The Conference Co-ordinating Committee will then determine the arrangements needed for the investigation.

The Convenor of the Coordinating Committee will notify the church court and, through Consultants A and B, the Complainant and the Respondent of the name of the investigator assigned by the General Council staff person and the arrangement for the investigation as determined by the Coordinating Committee.

The purpose of the investigation is to provide a Report for the church court to assess if there are reasonable grounds for the church court to carry forward the complaint on behalf (and with the permission of) the Complainant. This assessment includes consideration by the church court of the moral and financial costs of the church court carrying forward the complaint. The investigation would not be preparing a case – but gathering information to allow the court to decide whether there are reasonable grounds for the church court to carry forward the complaint.

All information obtained by the investigator, including any written report prepared for the church court, will be kept confidential, unless required by law to disclose it in a legal proceeding.

The Decision to proceed (or not) is not subject to appeal. (Note: This would require a Manual change) If the Decision is not to proceed, the Complainant may still request a Formal Hearing (which Formal Hearing would take place at the complainant's expense)

The decision to proceed would normally be made by the church court or by the Executive of the church court. Following a decision by the court to carry forward a complaint, the costs for carrying forward the case on behalf of the complainant, and all costs thereafter would be assumed by that court. The church court would request the next higher court to conduct the Formal Hearing. (Session to Presbytery; Presbytery to Conference).

page 21

6(c). Formal Hearing [bullet points are a formatting change]

When a case of sexual abuse (sexual harassment, pastoral sexual misconduct, sexual assault) reaches this stage, it means

- ♦ that the abuse is so severe and/or the possibility of resolution so remote that the Complainant has decided to request a Formal Hearing,
- ♦ that informal efforts at resolution have not succeeded in stopping the sexual abuse (sexual harassment, pastoral sexual misconduct, sexual assault),

- ♦ Or that the Respondent has requested a Formal Hearing.¹¹

¹¹ If the respondent requests a formal hearing the investigative step still goes forward.

Wherever possible, in dealing with a complaint involving a person of any minority/marginalized group, the Formal Hearing Committee should include a person of that background.

Within seven (7) days of a Decision to hold a Formal Hearing in cases related to sexual abuse where the Respondent is serving in a pastoral relationship established by call/settlement/appointment, the Chairperson of the Presbytery/District, the Chairperson of the Pastoral Relations Committee of Presbytery/District (or any other committee fulfilling that function, and the Secretary of the Presbytery/District, after consultation with the Official Board of the Pastoral Charge (or other bodies they consider to be appropriate), shall make a Decision whether it would be inappropriate for the minister to continue to function pending the outcome of the Formal Hearing. The officers making the Decision regarding the appropriateness of the minister continuing to function pending the outcome of the Formal Hearing are encouraged to consult (without providing identifying information) with the Conference Coordinating Committee on Sexual Abuse (Sexual Harassment, Pastoral Sexual Misconduct, Sexual Assault) in order to better assess the issues of power and vulnerability inherent in the case.

In cases where the Respondent has died subsequent to the complaint, a Formal Hearing cannot proceed. In these situations, an alternative process will be offered to the Complainant by the Church Court. (e.g. Listening Team)

Should the Decision be that it is inappropriate for the minister to continue to function, the minister shall immediately refrain from exercising ordered ministry. Salary and benefits shall continue as provided in General Council policies for those "on leave" pending the outcome of the Formal Hearing. The leave from exercising ordered ministry may be deemed to include being relieved from other responsibilities which may be affected by the complaint.

page 22

When a Formal Hearing Committee has made a Decision that the charge has been proven, and is considering the appropriate discipline, the Chair of the Formal Hearing Committee shall contact the designated Ministry Personnel Services staff in the General Council Ministry and Employment Policies and Services Unit to ascertain whether there is confidential material related to previous action(s) taken by a Church Court regarding a complaint related to sexual abuse, brought against the Respondent. ~~On arriving at a Decision, and in making any recommendations to the court of the church for further appropriate action, a Formal Hearing Committee may be advised of the nature of any previous complaint(s) upon which action was taken by a court of the church, and of the nature of the action. (The designated staff person will provide a copy of any decision or decisions from previous Formal Hearing Committees regarding sexual abuse relating to the Respondent, to the chair and members of the Formal Hearing Committee).~~

In the event that confidential information relating to action taken on a previous complaint or previous complaints of sexual abuse brought against the Respondent is obtained by the Formal Hearing Committee from the designated Ministry Personnel Services Staff in the General Council Ministry and Employment Policies and Services Unit, the Chair of the Formal Hearing Committee shall inform the Respondent of this in writing and by Assured Delivery. The Respondent shall then have an opportunity to address the Formal Hearing Committee in regard to the information.

EXECUTIVE STAFF RECRUITING POLICY (MEPS 18-21)

In discussion on the proposal it was noted that to require a MEPS Staff Resource at every Conference Executive Secretary Search would increase the cost of these searches considerably.

Motion: Karen Ptolemy-Stam/Jon Jessiman**2003-04-25-0619**

That the Sub-Executive of the General Council adopt the recommendations of the Human Resources Committee MEPS-18 (Proposal 21) below.

Carried

Proposal 21

SECTION <i>EMPLOYMENT</i>	APPLICATION EXECUTIVE STAFF	SUBJECT RECRUITMENT & SELECTION
DATE ISSUED/REVISED 96/ 98/ APR 01/ APR 03	POLICY NO. 1.7	PAGE 1 OF 3

When a vacancy occurs, there shall be a review of the job description by the employing unit and new position description prepared and categorized if necessary. Proposals for new executive staff positions above the existing complement must be approved by the Executive of the General Council (see policy 1.2 "Position approval").

a. Hiring Authority

Appointment of Executive Staff is made as follows:

	<u>Category</u>	<u>Hiring Authority</u>
General Council	G - J	Employing Unit*
	K - M	Employing Unit*
	N	General Secretary and Executive of General Council
	O	General Council
Conference	K - L	Conference Executive*
	M	General Council Minister, Regional Relations and Executive of General Council

*Hiring Authority may be delegated to the Search & Selection Committee.

b. Committee Representation

General Council	G - J	<ul style="list-style-type: none"> •Immediate Supervisor •One Elected Member •One MEPS Facilitator*
	K - L	<ul style="list-style-type: none"> •Immediate Supervisor •Two Elected Members •One MEPS Facilitator*
	M	<ul style="list-style-type: none"> •Chair of related Permanent Committee or designate •Immediate Supervisor •One Member of the Executive of the General Council (by rotation) •One Elected Member from the related Permanent Committee •One MEPS Facilitator <p>*The MEPS Facilitator shall act as staff resource.</p>
	N	<ul style="list-style-type: none"> • Immediate Supervisor • Chair of related Permanent Committee or designate • Two Members of the Executive of the General Council • Two Members, elected by the Executive of the General Council, with experience in the position's field

		<ul style="list-style-type: none"> • MEPS appointed facilitator
General Secretary, General Council		<ul style="list-style-type: none"> • Moderator • Eight members elected by the Executive of the General Council, of which at least four will be members of the General Council • MEPS appointed facilitator <p>Note: Members shall reflect regional representation, ethnic diversity, and gender balance.</p>
Conference	K - L	<ul style="list-style-type: none"> • Conference Executive Secretary • One Representative of or designate from MEPS (to facilitate the process, non-voting) • One Representative of Conference Staff Committee • One Representative of each Conference unit to whom the staff person will be in primary relationship • One member-at-large from the Conference (not the unit involved) <p>* Minimum of 5 persons</p>
	M	<ul style="list-style-type: none"> • General Council Minister, Regional Relations • At least one Representative of Conference Staff Committee • One Representative from the Conference involved (to chair and facilitate the process, non-voting) • Two representatives from the Conference in which the vacancy occurs • MEPS Staff Resource available as required

When the position is that of Conference Executive Secretary, the appointing body, the Executive of the General Council, will only act on the recommendation of the Search Committee after consultation with the Executive of the Conference concerned.

Normally, one finalist will be recommended to the authorized appointing body, depending on the job category.

In the appointment of the General Secretary, General Council (category O), the Search & Selection Committee will place one name before the Court for approval as amended in September 1987.

c. **Role of MEPS**

MEPS is responsible for ensuring that the appropriate procedures are followed in all recruitment and selection processes. A MEPS representative shall participate as non-voting staff resource and shall facilitate the process.

d. **Common Procedures**

Internal Posting

Executive staff positions in the G-J categories shall be posted internally for five (5) working days prior to being advertised outside.

Permanent full and part-time employees shall be given preference by the Selection Committee before considering outside candidates.

Advertising

MEPS will normally advertise all N and O level vacancies in The United Church Observer for a minimum of one month. Where appropriate, K L, and M level positions may be advertised in the Observer.

All executive level vacancies will be posted within General Council Offices, The United Church Observer, Conference Offices the National Vacancy listings, and on the General Council website. M-O level vacancies must be circulated to all Presbyteries for a minimum of one month prior to the closing date. K-L level vacancies may be circulated throughout Presbyteries where appropriate.

Newspaper, journals, and trade magazines shall be used where appropriate.

All Conference Office vacancies shall be posted regionally and within the General Council Offices.

Search and Selection Committees are expected to take appropriate steps to identify and contact persons within the Church and beyond who seem suitable for consideration. Candidates being sought should meet the minimum requirements of the position.

Screening

Selection Committees shall undertake the short-listing of candidates by conference call or delegate the activity to MEPS. Final interviews on a minimum of two candidates **shall normally** be undertaken prior to a recommendation being put forward to the hiring authority.

Career Assessment

Career assessment/testing will be undertaken for short-listed candidates when appropriate.

References

In depth reference checks (including consultation with MEPS) are required for all positions. The timing and number of references required for either short-listed or final candidate(s) will be determined by the search and selection committee.

Advising

Candidates no longer under active consideration will be promptly advised of the status of their application.

Dates and Terms of Appointment

Terms of appointment are finalized by MEPS.

Re-appointment

Should an incumbent leave a position within six months of having been hired, the original committee shall be reconvened to establish future strategy and timelines for a new appointment.

GENERAL SECRETARY, GENERAL COUNCIL SEARCH COMMITTEE REPORT (DR 8)

The Business Review and Recommendation Group thought that wider discussion on this was needed.

Motion: Karen Ptolemy-Stam/Jon Jessiman

2003-04-25-0620

That the Sub-Executive of the General Council receive for information the report of the General Secretary, General Council Search Committee.

Carried

The members of the Business Review and Recommendation Group were thanked for their work.

MEMBERSHIP OF THE SUB-EXECUTIVE

There was a question about the terms of the members of the Sub-Executive of the General Council. It was clarified that the terms run until the rise of General Council. There will be a motion at General Council proposing names for an interim Sub-Executive until the Executive of the General Council convenes in November. The names for the interim Sub-Executive will ensure that the rotation for Conference representatives is consistent with what has been happening since 1995.

CORRESPONDENCE

Northdale Manor (CORR 33-34)

Jim Sinclair and Ron Holotuk declared an interest and will not participate in the discussion for this item. Interest was also declared by the members from Manitou Conference.

Motion: Jack Spencer/Joanna MacQuarrie**2003-04-25-0621**

That the Sub-Executive of the General Council refer the correspondence from Manitou Conference regarding the Northdale Manor to the General Council Minister, Resources for Mission and Ministry and Legal Counsel with a report to the Sub-Executive on the financial and legal implications.

Carried**TASK GROUP ON THE EXECUTIVE OF THE GENERAL COUNCIL AS PENSION PLAN****ADMINISTRATOR (SLT 59)**

The Acting General Secretary noted that work is currently being done on this and a final recommendation will require further consideration.

Motion: Ron Holotuk/Hazel Bigby**2003-04-25-0622**

That the Sub-Executive of the General Council receive for information the report of the Task Group on the Executive of the General Council as Pension Plan Administrator.

Carried**DENOMINATION AND FAITH SHAPING ISSUES**

All the Business Reading and Recommendation Groups identified denomination and faith shaping issues as they did their work.

Bill Phipps, took the chair as the Moderator briefly left the call.

Discussion included looking at the broader issues that shape our church with a review of all the suggested issues. It was noted that there are four spots on the agenda for these plenary discussions with each block to be two hours or less.

It was noted that an invitation has been extended to Georges Erasmus, Chair and President of the Aboriginal Healing Foundation, and a person from Australia with the equivalent role to Speaker of the All Native Circle. This was necessary in order to assure that these two people could attend and would be part of the Building toward Right Relationships discussion.

The Moderator returned and resumed the chair.

Discussion on Remit 7 includes the question from Conferences about what is the relationship between the Conferences and the national office and who we are together.

Ministry in the United Church includes theological education and looking at the big picture including the types of leadership needed, geographical needs, and financial resources to supply these needs.

The process for the denomination and faith shaping issues was clarified. These are items that need to be before the whole General Council rather than being part of one of the Commissions.

Motion: Bill Phipps/Jon Jessiman**2003-04-25-0623**

That the Sub-Executive of the General Council agree that the four Denomination and Faith Shaping Issues will be:

- Building toward Right Relationships
- Mission and its funding
- What Next, after Remit 7 failed?
- Ministry Directions

Carried**Motion: Jack Spencer/Ron Holotuk****2003-04-25-0624**

That the Acting General Secretary, in conjunction with Agenda and Planning, determine the manner in which the content and process of Denomination and Faith Shaping Issues will be presented to the General Council.

Carried

Motion: Jim Sinclair/Jack Spencer**2003-04-25-0625**

That the Sub-Executive of the General Council approve the minutes of the Executive of the General Council meeting held November 1 – 4, 2002, as corrected, and the minutes of the Executive of the General Council meeting held January 17 – 19, 2003.

Correction of November 1 – 4, 2002 minutes on the bottom of page 199, add to the recommendation from the Reference and Counsel - "We recommend that the Executive of the General Council not seek further legal advice about the report of the Commission on Leadership before proceeding further with the report".

Carried**Motion: Jim Sinclair/Sheila Duffin****2003-04-25-0626**

That the Sub-Executive of the General Council adopt as a whole the Reports of the Permanent Committee on Ministry and Employment Policies and Services and the Permanent Committee on Programs for Mission and Ministry.

Carried**CLOSING**

The Moderator expressed deep appreciation to the Sub-Executive and to everyone on line. She read from 1 Corinthians 3 followed by the Sub-Executive reading "Prophets of a Future Not Our Own" by Oscar Romero.

ADJOURNMENT

The Moderator declared the meeting of the Sub-Executive adjourned.

Moderator, Marion Pardy

Acting General Secretary, Jim Sinclair

APPENDIX A

Dear GCE Colleagues;

As the April 2003 GCE meeting draws closer, we want to advise you of efforts underway to welcome you to your home at Church House this weekend.

The concern about Severe Acute Respiratory Syndrome, SARS, has been very much on our minds. A special project team made up of people from the GCO Health and Safety Committee, the Senior Leadership Team, the MEPS unit, the Legal Department and the Information Technology Services Unit, has been carefully monitoring implications for our life at the General Council Office. Part of that, obviously, includes caring for members arriving for meetings, as well as for staff working here everyday.

This project team, including the Moderator, has affirmed that, as of today's date, the General Council Meeting should proceed as scheduled. At the same time, we felt it would be important to share with you the following information in the event you are concerned about attending. Individual members need to weigh their decision to participate for themselves. Due to pre-existing health conditions we have had two members who feel that it is not advisable for them to travel right now.

Relevant information that might assist you in your discernment:

1. The Toronto Department of Public Health and the World Health Organization both report as of today the SARS risk in this city is low. Nevertheless, all precautions are being taken.
2. There are on-going concerns about the capacity of area hospitals to care for people because of the present problem.
3. Individual members are in a better position to weigh any implications that might be created for others when you return home. i.e. Will it be a problem for anyone because you have traveled to Toronto?

Our meeting on the weekend after Easter is a witness to the hope we proclaim. We do not commit to it lightly, nor does our special guest and global partner, Dr. Molefe Tsele, the General Secretary of The South African Council of Churches who arrived at noon today.

This is a highly dynamic situation. Thank you for watching for e-mail updates which we will send you, if necessary. If you have any questions, please feel free to contact us.

We hope to see you on the weekend, but will certainly understand if this is something you cannot do at this time.

Blessings,

Marion Pardy
Moderator

Jim Sinclair
Acting General Secretary

Dear Colleagues

The GCO project team monitoring the current SARS situation met again Tuesday and Wednesday. This included members of the Senior Leadership Team, GCSS, MEPS, Legal, and Information Technology Services, as well as the Moderator. The group will continue to monitor the situation according to local Health Department briefings, as well as ways in which other employer groups are caring for their workplace communities.

We wish to thank everyone for their on-going assistance as units gathered home numbers and began to set up "phone trees" in the event we have to contact staff at home. We also want to thank you for the obvious ways you are self-monitoring for any symptoms that might be problematic.

Since I wrote the above two paragraphs the World Health Organization has issued an advisory recommending against all non-essential travel to Toronto. A travel alert by the Center for Disease Control in Atlanta, also recommending against travel to Toronto, has been issued. Toronto officials have reacted against these actions. There are strong views to make a case in either direction. However, these notifications, as well as other related factors, including some members hesitant about coming or cancelling their trips, have resulted in us taking a very difficult decision, and unprecedented step, to cancel the General Council Executive meetings for this weekend.

A concerted effort is now underway to attend to the business of the GCE. This decision also has implications for travel both into and out of Church House. It also presses us to look at the larger mission concerns about the SARS situation. We will be examining them Thursday, with a number of people. We'll keep you informed about these plans as they are determined.

While all of this was unfolding, the General Council Office, welcomed Dr. Molefe Tsele, the General Secretary of The South African Council of Churches on Tuesday. This global partner was to be our honoured guest at the GCE. Instead, he has graciously agreed to preach at the special Celtic Worship service this coming Friday morning in the chapel at 10 AM. Rev. Dr. Bill Kervin and the Celtic band, "Tara Nova," will also be participating. You are all warmly invited.

Wednesday we also received as guests the Rev. Dr. Finlay MacDonald, Moderator of the 2002 General Assembly of The Presbyterian Church of Scotland. He was accompanied by his wife, Elma MacDonald.

We are especially grateful to have these friends-in-Christ as our guests at this time. Both set out to come to Toronto before the current cautions.

These are challenging days. It's good to have solid colleagues, and the contribution each brings to what we are engaged in together. A sincere thank you for that.

Jim Sinclair
Acting General Secretary

Dear Colleagues:

Further to our e-mail of April 22nd concerning SARS, we have decided to cancel the meeting of the Executive of the General Council for this weekend.

The following is some of the rationale we have considered in coming to this difficult decision.

- ❖ We have consulted beyond Church House and we have heard from a small number of the GCE that it would be unwise for them to attend at this time.
- ❖ We are particularly concerned by two items as indicators:
 - The World Health Organization, on April 23, 2003, issued a recommendation that all non-essential travel to Toronto be cancelled.
 - The Center for Disease Control and Prevention has issued a similar advisory.
- ❖ There is a heightened sense of concern.
- ❖ We have noted from the advisories that the growing numbers of suspect cases beyond the original risk group are beginning to echo the pattern of spread in other countries.
- ❖ There are concerns from our own Disease Control Labs in Winnipeg that the micro-organism may be different than originally thought. There are obviously a number of unknowns that are as much a mystery to the medical community as they are to us. At the same time, we realize there are differing professional opinions within the medical community. However, we have decided to err on the side of caution.

Thank you for keeping the time available, as we are exploring options for dealing with the critical pieces of business before us and as well as the possibility of sessional committees by conference call. We will be convening the Sub-Executive by conference call at some time during the weekend. We will notify you about that by Thursday evening.

This has been a difficult decision for us to make. We are aware that this would have been our last meeting prior to General Council, as well as the Moderator's last meeting with us in that position. There are important decisions to be made around agenda items. Also, we had looked forward to having a special time with elected members whose term of office ends, in order to express appreciation.

You will be hearing from us again soon. Viewing the world as God's body, there is no doubt that "if one part of the body suffers, we all suffer". We are comforted by the awareness, however, that "We are not alone. We live in God's world."

In Faith,

Marion Pardy
Moderator

Jim Sinclair
Acting General Secretary

24 April 2003

Dear GCE Friends;

Greetings in the name of Jesus Christ whose ministry we share.

The current SARS concern in Toronto is being monitored carefully at Church House. As you can imagine, decision-making has been most difficult and challenging. Our decisions have been informed by some thoughtful reflection on our role as church.

In the letter which we sent yesterday to the members of the General Council Executive informing them of the decision to cancel the forthcoming meeting of that body, we quoted the 12th Chapter of Corinthians in which Paul states that "if one part of the body suffers, we all suffer." It is out of that realization that Paul also reminds us in that same passage that God has arranged the body in order "that there may be no dissension within the body, but the members may have the same care for one another." The decision to cancel the meeting was based primarily on the concern that, given the advisory issued by the World Health Organization and other organizations and the uncertainty created by disparate medical opinion, some members of the body might be put at risk through attendance at a meeting in Toronto.

It is important to distinguish this risk from other risks to which we, as Christians, are called. The risk spoken of in the above paragraph **should be considered in the context of a community exercising its responsibility as a host** concerned for the well being of both its most vulnerable members, the gathered community and the communities to which members return. Limiting risk to the community can come out of the same spirit that Jesus manifested when he expressed his aching desire to gather the community of Jerusalem into his care as a hen gathers her chicks under her wings to protect them from harm (Luke 13: 34).

It is critically important for the church in general and for the General Council Executive in particular not to allow this avoidance of risk to be confused with the risk taking to which we are called.

We may avoid risk to our community of a mysterious disease but we dare not avoid the risk of caring for those in our global community who are afflicted on a daily basis with threats far more deadly than SARS.

We may avoid risk to our community of the unknown but we dare not avoid the risk of reminding ourselves and others of the great risk involved in our over confidence in the ability of technology to offer salvation.

We may avoid risk to our community but we dare not avoid the risk of challenging the racism and xenophobia which too often accompanies this mysterious disease.

We may avoid risk to our community but we dare not avoid the risk that this disease will distract our attention from the threats of war and conquest, from the economic disparity, from the ongoing degradation of creation which surrounds us.

There is important work before our General Council Executive and the church. We lament the sense of loss that we and others feel as a result of the cancellation of the General Council Executive:

- our opportunity to say words of thanks to those for whom this will be their last meeting;
- the experience of covenanting with new staff: Fred Montieth, Executive Secretary, Hamilton Conference, Bill Bartlett, Executive Secretary, Newfoundland and Labrador Conference, and Ian Fraser, General Council Minister: Resources for Mission and Ministry;
- our last meeting with General Council Executive as Moderator and Acting General Secretary;
- our ability to own our decisions which happen best when we struggle together in person towards those decisions;
- the presence and contribution of our global partner, Dr. Molefe Tsele, the General Secretary of The South African Council of Churches;
- the worship, theological reflection and music.

At the same time we are finding ways to minimize this loss through **working together this weekend with the resources which we still have available** to do the work of our church and to express the spiritual health of our community. Reading from Paul's words to a church with far greater threats surrounding it than we experience and far fewer resources at its disposal than is the case with us, we are reminded that "we are afflicted in every way, but not crushed; perplexed, but not driven to despair." (2 Corinthians: 4:8 GCSE Conference Call – Sunday afternoon)

Out of the above theological background we have identified two principles that guide the decisions outlined below, as of 24 April 2003.

Principle 1

That the General Council **would not require people to travel into** Toronto April 23 – May 14 to conduct the business of the church.

Principle 2

That GCO staff with plans to attend meetings outside Toronto during the period April 23 – May 14 will **consult with and defer to the hosting group** with respect to the suitability of proceeding as planned.

Implications re Principle 1

For GCE:

- Cancel the meeting April 25 – 28
 - GCSE Conference Call – Friday evening re KAIROS
 - Business Review & recommendation Committee (BRR) Conference Calls (EST) GCSE Conference Call – Sunday afternoon
 - BRR Committees 1 & 3 – Saturday 9 – noon
 - BRR Committees 2 & 4 – Saturday 1 – 4
 - GCSE Conference Call – Sunday afternoon 2 – 5 PM
 - GCSE Conference Call – Monday 11 AM – 2 PM

For Unit meetings:

- Unit leaders would need to find alternate ways to conduct the business without travel into Toronto
- Any Toronto based meetings, April 23 – May 14, will be cancelled.

Implications re Principle 2

Unit leaders will oversee the arrangements made by staff.

The prophet Jeremiah reminds us that we live in a world where there are many threats that deny peace. As we move through this present situation, conscious of our calling and vocation as God's people, thank you for your understanding and continued prayers.

Faithfully,

Marion Pardy
Moderator

Jim Sinclair
Acting General Secretary