

THE UNITED CHURCH OF CANADA

MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL

MINUTES

May 23, 2006

(Teleconference Call)

The Sub-Executive of the General Council of The United Church of Canada met from 2:00 p.m. until 3:17 p.m. on Tuesday, May 23, 2006, by teleconference call. The Moderator, The Right Reverend Peter Short, presided.

ATTENDANCE

Voting Members

Lynn Boothroyd, Anne-Marie Carmoy, Jim Jackson, Don Koots, Stephen Mabee, Barbara Rafuse, Peter Short, Jim Sinclair.

Corresponding Members

Bruce Gregersen, Janet McDonald, Kim Uyede-Kai, and Michael Burke.

Regrets: David Giuliano, Marion Pardy, Michelle Slater, George Takashima, Kent Ward, Ian Fraser, Carol Hancock.

CONSTITUTING THE MEETING

The Moderator constituted the meeting with the following words:

"Au nom de Notre Seigneur, Jésus-Christ, seul chef souverain de l'Église, et par l'autorité qui m'a été conférée par le 38ième Conseil général, je déclare ouvert, par la présente, le sous-exécutif du Conseil général et ses travaux dans l'intérêt du Royaume de Dieu."

"In the Name of Jesus Christ, the head of the Church, and by the authority vested in me by the 38th 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."

PROCEDURAL MOTIONS

Corresponding Members

Motion: Jim Sinclair/Jim Jackson

2006-05-23-408

That Michael Burke, Bruce Gregersen, Janet McDonald, and Kim Uyede-Kai are made corresponding members for this meeting, that Joan MacGillivray be the administrative staff, and that Terry Beaumont be the recording secretary for this meeting of the Sub-Executive.

Minutes of the Sub-Executive of the General Council

Motion: Stephen Mabee/Lynn Boothroyd

2006-05-23-409

That the minutes of the Sub-Executive of the General Council for May 8, 2006 be adopted as circulated.

Carried

The General Secretary noted that work is continuing on Proposal MEPS 7 on Designated Ministry and this will come before the Sub-Executive at a later time.

Jim Jackson abstained from voting as he did not receive the email material for this meeting. Jim Jackson left the call to receive the material for the meeting by fax.

PROPOSAL GS6

Moderator's Advisory Committee – Terms of Reference

Motion: Anne-Marie Carmoy/Don Koots

2006-05-23-410

That the Sub-Executive of the General Council adopts the Terms of Reference for the Moderator's Advisory Committee as follows:

Mandate

The Moderator's Advisory Committee is appointed by the Executive of the General Council to advise and support the incumbent Moderator and to assist him or her to fulfill his/her term of office most effectively. The Moderator's Advisory Committee makes reports to the Executive of the General Council.

The Committee meets as soon after the Moderator's election as is feasible and then as necessary to assist in making time-use decisions and dealing with invitations, or other matters that are referred to it.

At one of the early meetings of the Moderator's Advisory Committee, a significant amount of time will be given to orienting the members of the Committee to their role. This is to be organized by the General Secretary of the General Council, in consultation with the Moderator. Various resource people may be called upon, including the Chair of the Moderator's Advisory Committee for the previous Moderator. The Committee will review the orientation package that was provided to the candidates for Moderator prior to the election.

The Moderator's Advisory Committee will assist the Moderator in determining the effective use of time during the term of office, mindful of the visits to be made to each of the Conferences, and the large volume of other invitations.

Membership

The Moderator names three persons to their prospective Advisory Committee. One of those three will be the intended Chair of the prospective Committee.

After the election, upon recommendation of the Nominations Committee, the Executive of the General Council will appoint other members to the Moderator's Advisory Committee, including a member of the Executive of the General Council and a former Moderator (other than the immediate past). The General Secretary of the General Council is an ex-officio member of the Moderator's Advisory Committee. The membership of the Moderator's Advisory Committee will be confirmed at the first meeting in the triennium of the Sub-Executive of the General Council.

Other Staff Resources to the Moderator's Advisory Committee and its meetings include the Assistant to the Moderator and the Communications Officer of The United Church of Canada.

Expectations

The Moderator's Advisory Committee will normally meet 3-4 times in a year; sometimes in person, otherwise a Conference Call. Its expenses are part of the budget of the Office of the Moderator. Normally, the members of the Moderator's Advisory Committee will not be expected to travel great distances for part day meetings.

On behalf of the committee, the Chair of the Moderator's Advisory Committee will provide reports, at least once a year, to the Executive of the General Council or, as may be needed, to the Sub-Executive.

T/R Reviewed by MAC January 2006

T/R Reviewed by PC GPBP February 2006

T/R Approved by GCSE May 2006 (2006-05-23-410)

Carried

PROPOSAL GPBP 3

Nominations Committee - Terms of Reference

Motion: Don Koots/Stephen Mabee

2006-05-23-411

That the Sub-Executive of the General Council adopts the Terms of Reference for the Nominations Committee as follows:

Mandate

The Nominations Committee of the Executive of the General Council exists to review nominations and recommend appointments to all General Council committees and task groups. To this end, the committee is mandated to:

- Reflect theologically on the basis for elected member participation in The United Church of Canada
- Discern who is equipped to serve, including developing and testing processes for selecting individuals and for building effective groups, and to make recommendations for appointments to the Executive of the General Council
- Define diversity aspirations, monitor and report on progress annually to the Executive of the General Council
- Support and contribute to the continued development of the approach to recruiting, selecting, supporting and recognizing elected and appointed members

Membership

The committee is structured to mirror the diversity of The United Church of Canada and to model the values articulated for those serving the church by the Executive of the General Council. It is composed of fifteen members, not including the Chair, thirteen of whom have been elected to represent their Conferences on the Executive of the General Council and assigned to this committee in consultation with the Conferences.

When neither of the Conference Representatives to the Executive of the General Council undertakes the commitment of membership on the Nominations Committee, a Conference representative to the Nominations Committee may be appointed by the Conference by whatever means the individual Conference deems fit. Two additional members may be appointed to bring a voice and perspective from the margins of the church to this committee (as recommended by the Nominations Committee to the Executive of the General Council).

Members have a keen interest in keeping communication channels open with Conferences for nominations and appointments and a commitment to exploring new ways to discern who God is calling and selecting to lead the church at this time in its history

The Chair, in particular, is normally:

- the immediate past Moderator of The United Church of Canada or a member of the Executive of the General Council
- a skilled facilitator of small groups, and dialogue between and among members
- a discerning listener who invites members to make their optimal contribution
- a builder of shared conceptual frameworks among individuals rooted in different contexts, perspectives and disciplines
- an articulate and passionate advocate for the vision and theology of The United Church of Canada

Meeting Expectations

This committee meets before each meeting of the Executive of the General Council for at least one day. It makes recommendations to the Executive. Members would be available for conference calls to address fast-breaking or urgent issues.

T/R Developed (by) PC GPB Processes

T/R Review (by/date) PC GPB Processes, Feb 2006

T/R Approved (by/date) GCE 2003-10-31-035/GCSE May 2006 (2006-05-23-411)

Carried

PROPOSAL GPBP 2

Principles for the Terms of Reference of Committees and Task Groups

Motion: Anne-Marie Carmoy/Stephen Mabee

2006-05-23-412

That the Sub-Executive of the General Council adopts the following principles for reviewing terms of reference for all committees and task groups of the General Council and its Executive:

1. All committees and task groups of the General Council and its Executive be identified in relationship to their mandating/parent body by Committee Member Services
2. A review process of the terms of reference for all committees and task groups be initiated by the parent committee (that is the originating body to whom a committee or task group is accountable) by December 2006 using the Guidelines for Terms of Reference (including definitions and mandate, membership, meeting expectations).
3. The review process by the parent body will include rationale of why a committee should continue.

4. These reviews will be used by the parent body to test how the committee or task group supports the direction of the General Council and its Executive.
5. All committees and task groups terms of reference be reviewed every three years.
6. Only committees and task groups with current terms of reference (reviewed within the past three years) are eligible for recruitment and appointment.

Carried

PROPOSAL GPBP 1

Task Group for the Strategic Planning Process

The Sub-Executive discussed the change from the original proposal and the discussion from the Sessional Committee.

Whereas the Executive of the General Council adopted a process for strategic planning (Motion 2004-10-29-199) with the following terms:

- 1) General Council (beginning with GC39 (2006) does the work of discernment, visioning, and direction setting that will serve as a basis for a Strategic Plan.
- 2) GCE (at its November meeting) follows up from General Council by clarifying the vision of General Council and setting goals with respect to the vision.
- 3) The Senior Leadership Team develops a proposed strategic plan based (together with a GCE Steering Committee) based on the Council's visioning.
- 4) GCE (at its April meeting) receives and reviews the draft strategic plan.
- 5) GCE (if necessary, at an additional meeting) adopts the strategic plan and its associated budget.
- 6) General Council (and following General Councils) receives a progress report from GCE regarding the strategic plan at which point General Council can adjust or alter the vision/directions (which would be reflected in the plan as the process repeats itself after GC).

Motion: Lynn Boothroyd/Anne-Marie Carmoy

2006-05-23-413

That the Sub-Executive of the General Council revise its process for Strategic Planning (as stated in Motion 2004-10-29-199) so that the third step would be: "The General Secretary develops a proposed strategic plan based on the General Council's discernment, visioning and directions; and the Executive of the General Council's goals"

Carried

PROPOSAL PMM 13

World Methodist Council Statement on the Doctrine of Justification Response

Motion: Stephen Mabey/Barbara Rafuse

2006-05-23-414

That the Sub-Executive of the General Council direct the Permanent Committee, Programs for Mission and Ministry to consult with the Theology and Faith Committee to engage in further study on the statement of the World Methodist Council on the Joint Statement on Justification and bring a recommendation to the Executive of the General Council.

Carried

PROPOSAL PMM 11

Accreditation of the Education Centres

Motion: Barbara Rafuse/Don Koots

2006-05-23-415

That the Sub-Executive of the General Council adopts the “Guidelines for Accreditation of Faith Formation and Education Unit-Related Education Centres” for use in the current cycle of accreditation; and

That Five Oaks Christian Workers Center be accredited as an Education Centre of The United Church of Canada until the next round of accreditation is completed; and

That Stewart House not be accredited as an Education Centre of The United Church of Canada.
Carried

The loss of Stewart House to the United Church was noted, with continuing appreciation for its contribution over many years.

PROPOSAL MEPS 11

2007 Travel Reimbursement Rate

The extra cost to pastoral charges was acknowledged.

Motion: Stephen Mabee/Anne-Marie Carmoy

2006-05-23-416

That the Sub-Executive of the General Council:

1. Set the General Council minimum travel rate for 2007 at \$.39 cents per kilometre.
2. Direct the General Secretary to determine yearly adjustments of the General Council minimum travel rate and report this annually to the Executive of the General Council.

Carried

Barbara Rafuse abstained from the vote.

PROPOSAL MEPS 12

Amendments to Human Resource Policy 1.4 Job Evaluation

Michael Burke reviewed the policy and noted that changes to the Human Resources policy are to be approved by the Executive.

Motion: Stephen Mabee/Lynn Boothroyd

2006-05-23-417

That the Sub-Executive of the General Council adopts Human Resources Policy 1.4 as follows.

The Policy

Policy 1.4
Applies to All Staff
Issued 1992
Reviewed March 2005
Revised February 2006

JOB EVALUATION

Purpose

The purpose of Job Evaluation is to produce a fair and equitable evaluation of all positions in the General Council Office including the Conference Offices. Job Evaluation determines the Category of a position using a structured method to measure the size of jobs, in relation to the demands and outputs of the role. The process, designed by Hay Group, also takes into account internal equity, established benchmarks and external market comparisons.

Policy

All positions will be reviewed and evaluated by the Job Evaluation Committee (JEC). The role of the JEC is to gain an understanding of the positions and to evaluate positions in an impartial and objective manner.

A position must be evaluated on current duties and responsibilities, not on what it was in the past, or, on what it might be in the future. Only the position is evaluated, not the position incumbent. The Committee assumes that every job is being performed competently.

Procedures

1. The JEC will consider all permanent positions or fixed term positions of more than 3 months. The JEC will review all new or significantly changed job descriptions. The JEC may, from time to time, ask for certain groupings of jobs to be updated and submitted for categorization review.
2. A request to have a position evaluated shall come from the Unit Leader of the employing unit and go through the MEPS Unit. The job evaluation is based on the information contained within the submitted job description, which must be signed by the incumbent and the supervisor. Where clarification is required, the MEPS Unit or a nominated Committee member will gather further information from the supervisor of the incumbent.
3. Job descriptions will be reviewed for categorization on a monthly cycle by the JEC. Agreement on evaluations will be by consensus. Where the Committee reaches an impasse, and has received all information required, the Chair may ask the JEC to consider putting the matter to a vote.
4. All communication regarding outcomes will be made by the MEPS Unit. There will be no communication of outcomes from the Job Evaluation Committee to other staff.

The effective date for evaluations will be the first of the month following the date the finalized job description is received by the MEPS Unit.

5. Appeal Process

Step 1:

Employees may appeal the categorization of their position within one month of the date of notification. Human Resources will advise on the decision of the JEC. If it is **subsequently found that all relevant position information was not included in the job description**, the Job Evaluation Committee will consider the appeal.

Step 2:

If the incumbent is not satisfied with the response from Step 1, he/she may appeal the decision to the General Secretary, who along with advice from the Executive Minister MEPS and the GCM of the employing unit will reconsider the relevant information received and render a final decision.

The decision arrived at in Step 2 of the process will be binding.

6. Matters of concern with the practice and process of the Job Evaluation Committee can be directed to the Chair who will place it on the agenda of the JEC's next meeting.

7. Committee Composition

Chair	Executive Minister MEPS or Designate
Programs for Mission & Ministry	2 staff appointed by GCM, PMM
Resources for Mission & Ministry	2 staff appointed by GCM, RMM
Conference Offices	2 staff appointed by GCM, Regional Relations
OMGS	1 GCM appointed by General Secretary
Staff Council Representative	1 staff representative appointed by the Staff Council

Carried

Jim Jackson returned to the call.

PROPOSAL MEPS 13

Continuing Education Funding - Petition 92

The Sub-Executive discussed the proposal. There is a joint task group on ConEd Funding with the Permanent Committees on Ministry and Employment Policies and Services and Programs for Mission and Ministry who will be reporting to the Executive of the General Council.

In discussion, the Sub-Executive noted that this is a yearly amount and would not be carried from year to year unless special provisions were made between the ministry personnel and their pastoral charge. Also noted was the added expense this could be to some pastoral charges that are already having difficulty.

Don Koots declared an interest in this proposal.

Motion: Barbara Rafuse/Don Koots

2006-05-23-418

That the Sub-Executive of the General Council set, for ministry personnel in pastoral relationships in pastoral charges, a minimum annual allowance at \$1200 for continuing education and books, and

That the amount for full time personnel will be prorated for part time personnel based on hours of work, and

That the minimum allowance be reviewed annually by the Permanent Committee on Ministry and Employment Policies and Services.

Carried

PROPOSAL MEPS 15

It was noted that this petition and report were incorrectly assigned to the Permanent Committee on Ministry and Employment Policies and Services.

Petition 20 Presbytery Oversight Handbook (calls for the development of a Presbytery handbook for Pastoral Oversight Committees)

and Report #9 Remit Process

Motion: Lynn Boothroyd/Anne-Marie Carmoy

2006-05-23-419

That the Sub-Executive of the General Council refer Petition 20 to the Permanent Committee, Programs for Mission and Ministry, and Report #9 to the Permanent Committee, Governance, Planning and Budgeting Processes.

Carried

PROPOSAL PMM 8

Digest of the Actions of the 38th General Council (2003) Related to the Work of the Permanent Committee, Programs for Mission and Ministry

Motion: Stephen Mabey/ Anne-Marie Carmoy

2006-05-23-420

That the Sub-Executive of the General Council receive for information the report (see Appendix A) from the Permanent Committee, Programs for Mission and Ministry on the petitions approved by the 38th General Council (2003) as completion of the directives of the General Council; and

That the Sub-Executive of the General Council receive the report (see Appendix A) of the Permanent Committee, Programs for Mission and Ministry on the petitions referred by the 38th General Council (2003), and that it be referred to the Fall 2006 meeting of the Executive of the General Council for consideration and decision.

Carried

Appointment - Bridge Street United Church Foundation

The General Secretary reviewed the background of this appointment.

Motion: Jim Sinclair/Lynn Boothroyd

2006-05-23-421

That The United Church of Canada name as its appointee to the Bridge Street United Church Foundation Board, the Rev. Dr. William Smith, effective July 1st, 2006

Carried

Staff Appreciation

The Moderator introduced a motion to express gratitude to the General Council Office and Conference staff for their work during the triennium.

Motion: Jim Jackson/Don Koots

2006-05-23-422

That the Sub-Executive of the General Council authorizes the Moderator and General Secretary to host an appreciation reception for General Council Office and Conference Office staff for the faithful and significant work that they have accomplished during the triennium.

Carried

Members of the Sub-Executive updated and shared news. It was noted that the role of monitoring St. Andrew's/St. Stephen's will need to continue.

The Moderator concluded the meeting with appreciation for the work done and blessings. The meeting was adjourned at 3:17 p.m.

Moderator, Peter Short

General Secretary, Jim Sinclair