

## **THE UNITED CHURCH OF CANADA**

### **MEETING OF THE EXECUTIVE OF THE GENERAL COUNCIL MINUTES March 28 – 30, 2009**

The Executive of the General Council of The United Church of Canada met from 8:30 a.m. on Saturday, March 28 to 4:00 p.m. on Monday, March 30, 2009 at the General Council Offices, Etobicoke, Ontario. The Moderator, The Right Reverend David Giuliano, presided.

#### **ATTENDANCE**

##### **Voting Members**

Jim Blanchard, Lynn Boothroyd, Allan Buckingham, Heather Burton, Anne-Marie Carmoy, Marion Carr, Shirley Cleave, Lewis Coffman, Brian Cornelius, Cindy Désilets, Dwaine Dornan, Caryn Douglas, Diane Dwarka, David Giuliano, Fannie Hudson, Don Hunter, Linsell Hurd, Bruce Hutchinson, Amber Ing, Sheryl Johnson, Betty Kelly, Don Koots, Ted Kostecki, Carmen Lansdowne, Heather Leffler, Mary-Beth Moriarity, Emmanuel Ofori, Paul Reed, Bill Rogers, Louise Rogers, Nora Sanders, Chuck Scott, Peter Short, Allan Sinclair, Paul Stott, Martha ter Kuile, Stéphane Vermette, Leah Weiss, Barbara White, Tarance Whiteye, Sharon Willis-Whitwell, Andy Wright.

##### **Corresponding Members**

Joyce MacKinnon Teresa Moysey, Arlyce Schiebout, Michelle Slater.  
Ian Fraser, Bruce Gregersen, Carol Hancock, Janet McDonald, Kim Uyede-Kai.  
David Allen, Bill Bartlett, Wendy Bulloch, Bruce Faurschou, Catherine Gaw, Doug Goodwin, Cheryl Jourdain, Will Kunder, Rosemary Lambie, Lynn Maki, Joan McConnell Fred Monteith, David Woodall.

**Regrets:** Susie Ibutu, Laverne Jacobs.

#### **Saturday, March 28, 2009**

The Moderator, the Right Reverend David Giuliano welcomed the Executive and read words of encouragement and beginning from first Thessalonians. He encouraged the Executive to take time throughout the meeting to “encourage one another” and to say thank you. 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 39<sup>ième</sup> Conseil général, je déclare ouvert, par la présente, l'exécutif du Conseil général et ses travaux dans l'intérêt du Royaume de Dieu."

"In the Name of the Lord Jesus Christ the only Sovereign head of the Church, and by the authority vested in me by the 39th General Council, I hereby declare this meeting of the 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****Motion: Nora Sanders/Paul Reed****2009-03-28-386****Worship, Music, and Theological Reflection**

That the Worship and Music Resource person for this meeting be: Ha'eis Clare Hill, Julian Pattison, Don Koots, Louise Rogers, and Lynn Maki.

**Resource People**

That Resource people for this meeting be Executive Ministers and Officers, Walter Sowa, John Burton, Fred Bramen, John Young, Tracy Murton, Bob Lockhart, Christopher White, Julia Bognar, Diane Bosman, Cynthia Gunn, Jamie Scott, and Joe Ramsay.

**Administrative Staff**

That the administrative staff for this meeting be Terry Beaumont, Sarah Bernath, Susan Fortner, Joan MacGillivray, Sarah Johnson, Debbie Siertsema, and Susan Sigal and that the minute secretary for this meeting be Joan MacGillivray.

**Friends in Court**

That the Friends in Court for this meeting of the Executive of the General Council be Bruce Faurschou, Fred Monteith, and Rosemary Lambie.

**Sessional Committee Co-Chairs**

That the Co-Chairs of Sessional Committees for this meeting of the Executive of the General Council be:

Blue Sessional Committee – Barbara White and Sharon Willis-Whitwell;

Green Sessional Committee – Shirley Cleave and Brian Cornelius;

Red Sessional Committee – Heather Burton and Paul Stott.

**Agenda**

That the Executive of the General Council adopt, as revised, the agenda for this meeting of the Executive of the General Council and that changes to the agenda, which may be necessary as the meeting evolves, be made on the recommendation of the Business Table.

**Sessional Committee Business Assignments**

That the Executive of the General Council assign correspondence, reports, and proposals to Sessional Committees as reported in the Workbook.

**Carried**

The Executive noted that as it moves from a business model into a discernment model, it is working at being more effective in decision making with time spent in reflection, prayer, and discernment.

**Consent Agenda****Motion: Nora Sanders/Heather Burton****2009-03-28-387**

That the Executive of the General Council:

1. Move Cascading Appointments to the Green Sessional Committee and Move Guidelines for Presbytery/District Recognized Ministries (PRM) to the Blue Sessional Committee.
2. Approve the minutes of the Executive of the General Council meeting held on November 15 - 17, 2008, as corrected.
3. Receive, for information, the minutes of the meetings of the Sub-Executive of the General Council held November 26, 2008, December 11, 2008, January 12, 2009, and February 26, 2009.
4. Receive for information the following reports:
  - Moderator's Accountability Report
  - General Secretary's Accountability Report
  - Residential Schools Steering Committee Report
  - Task Group General Council Office Accommodation
  - Task Group on Duties and Powers of the Executive of the General Council
  - Task Group to Review Mandates of General Council Committees
  - Task Group on the Number of Commissioners
  - 40th General Council 2009 Agenda and Planning
  - Nominations Committee Report
  - Emerging Spirit Report
  - Meaning of Ministry Report
  - Permanent Committee on Finance Accountability Report
  - Permanent Committee Governance, Planning and Budgeting Processes Accountability Report
  - Permanent Committee on Ministry and Employment Policies and Services Accountability Report
  - Permanent Committee Programs for Mission and Ministry Accountability Report
  - Candidacy Report
  - Covenanting in the Midst of Empire Report
  - Creating New Communities of Faith and Mission
  - Intercultural Ministries
  - A Vision for French Ministries in The United Church of Canada
  - Une Vision pour les Ministères en français dans l'Église Unie du Canada
  - Correspondence to the Executive of the General Council March 2009
5. Adopt the recommendations in the following proposals:

#### **Proposals for funding outside budget cycle**

The Executive of the General Council require that any proposal to the Executive of the General Council for funding outside the normal budget cycle be provided to the Permanent Committee on Finance at least 60 days prior to the meeting of the Executive where the proposal is to be presented.

#### **Children in Council**

That the Executive of the General Council approve the Terms of Reference for Children in Council. (Appendix A)

### **Commissions at the 40th General Council 2009**

That the Executive of the General Council direct the General Council Agenda and Planning Committee to

1. use plenary and up to three commissions to facilitate the disposition of proposals coming to the 40th General Council 2009 and
2. assign proposals thematically to commissions and
3. assign commissioners to commissions by table group using a random procedure.

### **Revised Duties of Permanent Committees**

That the Executive of the General Council propose to the General Council the following amendments to the *Manual* section 603.

603 Duties of Permanent Committees. Permanent Committees shall be a resource to the Executive of the General Council, to make possible and effective the role of the Executive of the General Council. Permanent Committees shall not manage the work of the General Council working units. The duties of a Permanent Committee shall be:

- a. to review work coming before the Executive of the General Council;
- b. to be the means by which all the related policy work ~~of the working units~~ is prioritized and comes to the Executive in a coherent, integrated, and manageable form;
- c. to co-ordinate and present policy recommendations;
- d. to make Decisions as delegated in the area assigned, and to delegate other functions to working units resource staff, sub-committees, working groups or other Task Groups;
- e. to ensure and to model ~~the principle of collaboration~~ healthy working relationships between staff and elected members;
- f. to advise and to guide the Executive of the General Council on matters relevant to the mandate of the Permanent Committee; and
- g. to carry out other duties as requested.

### **Additions to Principles of Conduct, Policy 1.02**

That the Executive of the General Council adopt the following additions to governance policy 1.02 *Principles of Conduct* (sections 5 – 15). Additions are noted in underlined text (Appendix B).

### **Revised Membership of Sub-Executive (Governance Policy 3.01 Sub-Executive of the General Council)**

That the Executive of the General Council revise the Membership of the Sub-Executive

#### **5 Membership**

- (g) the ~~Business Table Chair~~ Permanent Committee on Governance and Agenda Chair

### **Governance Evaluation**

That the Executive of the General Council direct the Permanent Committee on Governance and Agenda

1. to ensure a written evaluation of all components of each meeting of the Executive occurs immediately after each meeting.
2. to review the evaluation results and provide the feedback from the evaluation to the appropriate people

3. Post the results of the evaluations to the electronic GCE folder
4. report a summary of the results to the Executive plus interesting highlights from the comments
5. to ensure an evaluation of governance processes used by the Executive at least twice each triennium

### **Membership in Observer Publications Inc.**

That the Executive of the General Council recommend to the Board of Directors of Observer Publications Inc. that the following persons who have been elected by their Conferences to serve on the Executive of the General Council be admitted as members of Observer Publications Inc.:

Lynn Boothroyd	Fannie Hudson	William G. Rogers
Heather J. Burton	Linsell A. Hurd	Chuck Scott
Marion Carr	Bruce Hutchinson	Allan C. Sinclair
Shirley Cleave	Betty Kelly	Paul Stott
D. Lewis Coffman	Donald E. Koots	Barbara White
Brian Cornelius	Heather Leffler	Tarance Whiteye
Cindy Désilets	Mary-Beth Moriarity	Sharon Ida Willis-
Dwaine Dornan	Paul N. Reed	Whitwell
Caryn Douglas	Louise Rogers	Andy Wright

### **Human Resources Policies**

That the Executive of the General Council adopt the following policies: (Appendix C)

- 1) 1.3 Job Evaluation
- 2) 1.11 Term Employment
- 3) 3.9 Membership in Professional Organizations
- 4) 3.10 Gifts to Staff

### **Carried**

### **Table Group Check-in and Announcements**

Paul Reed introduced table groups and asked them to share what left behind with an opportunity to shed and name attachments.

### **Worship**

The Moderator presided at communion worship in the chapel and the Executive of the General Council covenanted with Bill Kennedy, Executive Officer, Financial Services.

The Moderator made announcements and noted those carrying grief including members who have lost parents and relatives since the last meeting. He also remembered Gordon MacDermid and those grieving him.

### **Moderator's Accountability Report**

The Very Rev. Peter Short assumed the chair for the Moderator's Accountability report.

The Moderator reviewed his 2½ years as Moderator and the question that he is asked most "what's your sense of the state of the church" which he has been dodging. Instead the Moderator

prefers to be encouraging and compared leadership in the church with growing tomatoes in Marathon and the special care that is needed.

The Moderator shared the fruits of his term to date noting that the more difficult the soil the more inspired the fruits. Some examples of fruit coming up from the soil and giving him hope included:

- Wesley United Church in Brantford, Ontario – They were inspired by the generosity of the community when their heritage window was broken and they found what it is to be the church.
- In Marathon, after the mill closed, the congregation invited everyone to a potluck dinner every Friday night as a place to gather, talk, and enjoy one another's company.
- A person in Algoma Presbytery has a vision of planning a gathering in the Sault for 1,000's of people to celebrate and recognize gay families.
- Sharing strawberry juice from a broken chalice with Alberta Billy. This broken chalice represents our desire to be in right relations with First Nations.
- Young adults who are giving themselves to ministry and are excited about it.
- The courage and willingness to risk something that was painful. A congregation in Newfoundland turned their church over to the Mi'kmaq First Nations community because they felt it was the right thing to do.
- The Extra Measures Group in Lindsay Presbytery is excited and inspired by their experience and relationship with the Congo. They are ready to help others to become involved in the mission and work of the church.
- The Children of Faith in an Iraqi community celebrated Jesus' birth with multi-faith conversations.
- Stories from global partners who love to work with the United Church because the United Church comes and respects the people recognizing their knowledge and capacity.

The Very Rev. Peter Short noted the silence of the Executive as a sign of respect and gratitude for the Moderator and his work.

The Moderator resumed the chair.

### **General Secretary, General Council's Accountability Report**

The General Secretary, General Council thanked colleagues who contributed to the work and to the report and noted that she is reporting on the work of everyone.

She noted the draft communications strategy which is brought as a work in progress. Groupings of staff have been in discussion on the principles approved and how these can be lived out in their work.

At the Staff Leaders meeting there were big picture discussions dreaming about what is ahead including how to be church and questioning assumptions. She noted that in church leadership there must be room to dream, grow, and share the Spirit and good news.

She noted examples of working together as church including:

- Work on the Conference grants by the Conference Executive Secretaries and Speaker. After the conference call with the elected representatives from the Conferences felt part of the United Church.
- The staff work in the financial area that has brought forward a new relationship with the Foundation and the mutual role of both to use the resources of the United Church in the best way.
- Work with the Aboriginal Ministries Council is ongoing. The General Secretary, General Council will develop a proposal to amend the Basis of Union and the crest for General Council to include processes for the next triennium for the church to understand and acknowledge the presence of First Nations in the church.
- Updated language for indemnification in congregations will be brought to the Sub-Executive in the spring.

The Moderator thanked the General Secretary, General Council and the collegiality they share.

### **World Council of Churches**

Carmen Lansdowne updated the Executive on the work of the World Council of Churches. She noted that the programmatic work is decided in the Central Committee which only meets every 13 months, next December. The Public Issues statements are on the WCC web site including a statement on the Democratic Republic of the Congo and conflicts there. She asked that the United Church lift up this conflict, which is mainly unnoticed in the media. Other statements include:

- Conflict in Gaza and asking churches to contact their governments.
- Recognizing the 100th anniversary of Women's Day and asking churches to protect the integrity of women and children.

Carmen reviewed some of the upcoming events in the World Council of Churches:

- The centennial celebration in 2010 of the Conference on Mission which brought forward the ecumenical movement and endorsement of the World Council of Churches.
- This is the end of the World Council of Churches Decade to Overcome Violence.
- This is the International Year of Reconciliation with public hearings on reconciliation including the tensions between justice and peace.
- The search for a new General Secretary with the hope that there will be a name to present for election in August 2009.

### **General Secretary, General Council Supervision Committee**

#### **In Camera**

**Motion: Stéphane Vermette/Bruce Hutchinson**

**2009-03-28-388**

That the Executive of the General Council move into an in camera session with the following membership: voting members of the Executive of the General Council.

#### **Carried**

**Motion: Louise Rogers/Paul Reed**

**2009-03-28-389**

That the Executive of the General Council receive the General Secretary's Supervision Committee Report and commend the work and leadership of the General Secretary, General Council.

**Carried****Motion: Leah Weiss/Linsell Hurd****2009-03-28-390**

That the Executive of the General Council move out of the in camera session.

**Carried****Emerging Spirit Accountability Report**

Keith Howard gave the history and experience of the Emerging Spirit Project with a PowerPoint presentation. He talked about the amazement at the media coverage and the awareness, world wide, of this initiative.

Keith reported on the success of WonderCafé and CaféChange.ca. He noted that the structure and support is one reason for this success. He noted that the social communication part of WonderCafé and CaféChange.ca allows many congregations to utilize this tool including the church search. Against advice received, Emerging Spirit chose to devote half of their resources to congregations including congregational learning events which include mentor type relationships and assistance to bring like congregations together in conversation.

**Permanent Committee on Finance Accountability Report**

Don Hunter, chair of the Permanent Committee, reported with a PowerPoint presentation. He gave the following highlights:

- In the 2008 financial update, there is nothing to be worried about in the “big picture”.
- There is now clarity in the message and role of the Foundation. The Mission and Service Fund is for “now” and the Foundation is “forever” with one granting body and process.

He noted that the Permanent Committee will be taking information on a budget gap of about \$6.5 million for 2011 – 2013 to General Council.

**Permanent Committee on Ministry and Employment Policies and Services Accountability Report**

Jim Blanchard, chair of the Permanent Committee, reported on the work of the Permanent Committee including the new insurance carrier and group benefits.

Jim expressed appreciation to the Executive for their support and encouragement over the past 6 years, at this, his last Executive meeting as chair. He especially thanked the Executive members from the Permanent Committee who have supported him and for their work. He thanked the two “giant” Moderators, Peter Short and David Giuliano, and the chairs of the other Permanent Committees. He thanked the staff who have been supportive of him. He also thanked Alan Hall and Michael Burke for their support and work, and Tracy Murton and her new role as chair of the Permanent Committee.

The Moderator thanked Jim for his 6 years as chair.

**Permanent Committee on Governance, Planning and Budgeting Processes Report**

Martha ter Kuile, chair, reported on the work of the Permanent Committee to make the processes of the Executive and other bodies work well. The focus has been to differentiate between the

*Approved  
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tasks of governance and those of staff and the Executive is now clearer on its role as governor. She noted that the reference points for the Permanent Committee has been a system with coherence, transparency, and pragmatism and commended these to the work before the Executive.

At the last meeting of the Permanent Committee the members and staff support were thanked. Martha noted that as the Permanent Committee looked at the best way forward it was often Janet McDonald who had an idea on how to move forward. The policy framework and the structure and articulation of the committees was made possible by the cooperation and collaboration of staff.

Martha passed the torch to the new Permanent Committee on Governance and Agenda. She noted that governance is never complete. There are a few items of business that the exiting Permanent Committee will continue to work on. Other issues have been passed on to the new committee which include links between the National Church and the Conferences and realigning committees and priorities after the 40th General Council 2009. Some other items will be continuing.

The Permanent Committee reviewed the Redesign Evaluation Task Group recommendations which were regrouped for ease in checking and tracking. The whole report is on how to become a learning community and organization and encourages the church to move forward.

The Permanent Committee identified governance education as an area to do more of or better and it is hoped that the plan for evaluation in the next triennium approved in the consent agenda will assist this.

In conclusion, Martha noted that while there are still shortcomings, there has been a big change over the past 9 years in recognizing tasks and communicating what we are doing.

In response to questions it was noted that the Moderator will report to the General Council on behalf of the Executive and will include a summary of steps taken in response to the Redesign Evaluation Task Group Report.

The Moderator thanked Martha and the Permanent Committee for their work.

### **Permanent Committee on Programs for Mission and Ministry Report**

Diane Dwarka, chair, reported for the Permanent Committee report with a PowerPoint presentation. She noted that the resource people will be in sessional committees to respond to questions.

She reviewed the work from the 39th General Council 2006 and noted that all are complete except for the report on gun violence which is in the Permanent Committee's report. She noted that there will be an interim report to the 40th General Council 2009 on candidacy pathways. Also because of decisions in June 2007, there is no longer the capacity to undertake Canadian social justice work which has been redirected to congregational leadership.

Stéphane Vermette reported on the Vision for French Ministries and the need to use all the gifts of the Holy Spirit with new communities of faith. He noted that 95% of those worshipping in United Church in French were not raised in this church. They have a gift to offer the United Church and this is the time right to initiate new ministries for a new generation of spiritual seekers.

Pierre Goldberger talked about the focus of the report on hope and building communities of faith. He presented an integrated strategy for the development of Ministries in French including maximizing the effective deployment of human resources with a discernment of the context, mission, and call to ministry.

The Moderator thanked Diane for her work and for the work of the Permanent Committee.

### **Friends in Court**

The Friends in Court gave updates throughout the meeting.

### **Review of Mandates Task Group**

John Burton reviewed the work of the task group. He noted that the task group reviewed where the committees fit within the legal structure and that the Manual and Audit Committees are not mentioned in *The Manual*.

The task group looked at the basic structure of each committee which will appear in *The Manual* with the policies and procedures in a Governance Policy Handbook which will include the terms of reference of the committee and details on membership, structure, reporting, and meetings.

It was noted that there are conversations between the Interfaith Interchurch Committee and the Theology and Faith Committee. There is continued dialogue on theology and faith with our ecumenical partners and it is felt that it would be expedient to have one place for input to both the General Council and its Executive.

The Transfer Committee is also having conversations to change its mandate and what goes into the Governance Policy Handbook could be different. In the future, changes to the Governance Policy Handbook would be the work of the Executive.

### **Emerging Spirit Evaluation**

Janet McDonald introduced the 2 Consultants from KMA Consulting who are doing the Emerging Spirit Evaluation.

The Consultants talked about the importance of the project and what's at stake in being the church that everyone wants to be.

The Consultants reviewed the goals of the evaluation including:

- Producing the report that General Council needs
- Ensuring that major stake holders are engaged in a representative fashion
- Ensuring that what's been learned is conserved

- Prepare a version of the report to allow the United Church to pass on the learnings to other denominations around the country who are interested.

They reviewed the key categories in which they will be working and the stakeholders. It was suggested that the Commissioners from the 39th General Council 2006, who made the decision regarding Emerging Spirit, be added to the stakeholders. Congregations were also mentioned as a target group.

Table groups discussed the following questions with written responses back to the Consultants.

- What information is most important to you as the Executive of the General Council?
- What criteria would you emphasize in assessing the worth of Emerging Spirit?
- What mistakes are outside consultants most likely to make in this process?

### **Review of the Number of Commissioners Task Group**

John Young made observations about the task group including the task group's awareness of the financial implications. Although their recommendations are not financially driven, the task group resolved that their recommendations would not increase the cost of General Council.

John noted the importance of the membership making their own decisions which they do as Commissioners. Commissioners become ambassadors for decisions through all the courts of the church.

He also noted that other factors, besides the number of Commissioners, impacts the cost of General Council and recommend another task group to look at these other aspects.

### **State of the Church**

The General Secretary, General Council brought the Executive up to date on *Called to be Church* document that has been sent out to inform Commissioners coming to General Council. Table groups made suggestions noting that the suggestions will not increase the length of the document.

The redrafted document will be shared with the Executive before it is distributed.

### **Kitchen Party**

Members of the Executive gathered for a kitchen party in the evening.

## **Sunday, March 29, 2009**

### **Worship**

The congregations of Alpha Korean United Church, Bathurst United Church, Trinity-St. Paul's United Church, and Bloor Street United Church welcomed the Executive to worship with them at Bloor Street United Church. The Moderator responded to questions from the children and the topic of his sermon was "We Wish to See Jesus".

**Review of the Executive of the General Council Duties and Powers Task Group**

Walter Sowa summarized the mandate, work and approach of the task group and thanked Janet McDonald and the people who assisted her throughout this project. He also thanked those who responded to requests for input which was invaluable.

Walter noted that the task group focused on the reference to the duty and power of Executive in *The Manual* as well as input received. The recommendations are a response to recurring themes including adequate and strengthened communication.

Table groups took time to bring forward comments and questions.

The Moderator thanked Walter and the task group for their work.

**General Council Agenda and Planning**

Michelle Slater noted the 2 items approved in the consent agenda: the Terms of Reference for Children in Council and the Use of Commissions. She reviewed the draft agenda and the work of the Committee to make the discernment and decision making times more integrated. It is hoped that the Commissioners will hold each other accountable for the end time of Commissions and the reason for agenda scheduled each evening of the Commissions. A concern regarding the length of the reports was raised as well as the age group for Children in Council.

**Motion: Betty Kelly /Carmen Lansdowne****2009-03-28-391**

That the Executive of the General Council reconsider adopting the recommendations in the Children in Council.

**Carried**

Paul Reed reported for the Business Committee. Children in Council was sent to the Green Sessional Committee.

**Theological Reflection**

Ha'eis Clare Hill reflected on 1<sup>st</sup> Corinthians, individual gifts, and the importance of each person. He invited everyone to work together with their own gifts with unity through diversity in sharing the message of hope.

The Court moved into 3 Sessional Committees.

**Proposal to Change the Management Structure of the General Council Office****Motion: Leah Weiss/Stéphane Vermette****2009-03-28-392**

That the Executive of the General Council move into an in camera session at 7:00 p.m. with the following membership - voting members of the Executive of the General Council.

**Carried****Motion: Nora Sanders/Leah Weiss****2009-03-28-393**

That John Whincup, KGI Consulting, be made a corresponding members and resource support for this session.

**Carried**

**Motion: Heather Leffler/Amber Ing**

**2009-03-28-394**

That the Executive of the General Council:

1. direct the General Secretary, General Council:
  - a. to proceed with the changes to the management structure of the General Council Office in accordance with the recommendations made to the Executive of the General Council during the *in camera* session held on March 29, 2009;
  - b. to develop and implement a plan to communicate changes to the management structure to the General Council Office, the wider church and other relevant bodies;
  - c. to append a copy of such recommendations to the minutes of the Executive of the General Council when such minutes are distributed in the normal course; and
  - d. to recruit voting members of the Executive to assist with the next steps in the implementation of these changes to the management structure of the General Council Office; and
2. propose to the 40th General Council 2009 that changes be made to *The Manual* in order to reflect these changes to the management structure of the General Council Office.

**Carried**

**Motion: Stéphane Vermette/Leah Weiss**

**2009-03-28-395**

That the Executive of the General Council move out of the in camera session.

**Carried**

The Moderator met informally with Voting Members.

**Monday, March 30, 2009**

**Worship**

Lynn Maki led worship on the continuing theme of “To the Potter’s House” Using a labyrinth, the Executive was invited to follow it to the centre reflecting on “In what ways and how has God been with you on this journey of the last 3 years?” On the way out of the labyrinth the Executive was invited to reflect on “where is God leading you?”

**Green Sessional Committee**

Brian Cornelius and Shirley Cleave, co-chairs, reported back on the work of the Green Sessional Committee.

**Future General Council Meetings**

**Motion: Brian Cornelius/Shirley Cleave**

**2009-03-28-396**

That the Executive of the General Council:

Establish a working group of up to 4 people from amongst members of the Executive or existing task groups.

- The purpose of the working group is to examine the sustainability of the current model for General Council Meetings.
- The working group review all aspects of the meeting of a General Council – number of participants (including Children and Youth), purposes, length of the meeting, location of the

meeting, time between meetings, the total budget per meeting (including planning, pre-events, and associated events).

- The working group will consider the recommendations of the Task Group on the Number of Commissioners in this review.
- The working group report and, if recommending any changes, prepare a proposal for the General Council to be approved by the Sub-Executive by June 15, 2009.
- The working group will meet once in April and otherwise via conference call.
- The General Secretary assigns budget and Resource Staff for this working group.

**Carried**

#### **Task Group Number of Commissioners**

**Motion: Brian Cornelius/Shirley Cleave**

**2009-03-28-397**

That the Executive of the General Council

Having received the report of the Task Group to Review the Number of Commissioners to the General Council, place the report and recommendations before the 40th General Council 2009 allowing for the Task Group to incorporate feedback received and reformat as appropriate.

**Carried**

#### **Children and Young Teens in Council**

**Motion: Shirley Cleave/Brian Cornelius**

**2009-03-28-398**

That the Executive of the General Council amend the Terms of Reference for Children and Young Teens in Council to include ages 8 - 14 within the existing budget.

**Carried**

#### **Site of the 41st General Council 2012**

**Motion: Shirley Cleave/Brian Cornelius**

**2009-03-28-399**

That the Executive of the General accept the invitation of Ottawa Presbytery and Montreal and Ottawa Conference to host the 41st General Council 2012 (August 12 – 18, 2012).

**Carried**

#### **Task Group Review the Mandates of Committees of the General Council**

**Motion: Brian Cornelius/Shirley Cleave**

**2009-03-28-400**

That the Executive of the General Council

Having received the report of the Task Group to Review the Mandates of Committees of the General Council, place the report and recommendations before the 40th General Council allowing for the Task Group to incorporate feedback received and reformat as appropriate.

**Carried**

#### **Task Group to Review the Duties and Powers of the Executive of the General Council**

**Motion: Brian Cornelius/Shirley Cleave**

**2009-03-28-401**

Report to the 40th General Council 2009, that the Executive of the General Council

Having received the report of the Task Group to Review the Duties and Powers of the Executive of the General Council,

1. Recommend that the Task Group shorten the report to provide greater clarity
2. Direct the General Secretary, General Council to facilitate consultation between the Task Group and representatives of the Permanent Committee on Governance, Planning and

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Budgeting Processes to further review the General Recommendations (A) in Section II of the report.

3. Recommend that the Task Group reformat Section III for greater clarity and brevity and consider separating these recommendations into a separate proposal. and that the Report and recommendations be submitted to the Sub-Executive for review prior to placing the report and recommendations before the 40th General Council 2009.

**Carried**

### **Endowment Grants Committee**

**Motion: Shirley Cleave/Brian Cornelius**

**2009-03-28-402**

The Executive of the General Council establish a Committee on Endowment Grants, accountable to the Executive, on the following terms:

1. To propose, for consideration of the Executive of the General Council and The United Church of Canada Foundation / Fondation de L'Église Unie du Canada by November 2009, The United Church of Canada's policy for the use of endowment ('Forever') funds of the General Council and its Foundation.
2. To develop principles and procedures for processing applications for endowment funding.
3. To develop the strategy for marketing the availability of endowment funding throughout The United Church of Canada's congregations, community ministries and partners.
4. To oversee the implementation of #2 and #3 starting with the year 2010.
5. To make recommendations for the ongoing work of the Committee for consideration of the Executive of the General Council by October 2010.
6. Membership:
  - Two members of the board named by The United Church of Canada Foundation / Fondation de L'Église Unie du Canada.
  - One member of the Executive of the General Council
  - One member of the Permanent Committee on Programs for Mission and Ministry.
  - One member of the Permanent Committee on Finance.
  - The Committee will select a chairperson from its membership.
7. Resource staff: assigned by the General Secretary
8. Budget: assigned by the General Secretary

**Carried**

### **Funding Source, Aboriginal Ministries Circle**

**Motion: Shirley Cleave/Brian Cornelius**

**2009-03-28-403**

The Aboriginal Ministries Circle be funded from the Morrison Bequest and the Operating Budget on the following basis:

	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015+</b>
Morrison Bequest	100%	100%	75%	50%	25%	
Operating Budget			25%	50%	75%	100%

**Carried**

### **2010 Budget Assumptions**

**Motion: Shirley Cleave/Brian Cornelius**

**2009-03-28-404**

That the Executive of the General Council adopt the following assumptions for purposes of preparing the 2010 Budget.

1. Mission and Service givings at \$30.2 million
2. Mission and Service bequests at \$2.4 million
3. Trusts, Endowments and Designated Funds at \$1.3 million
4. Net revenues from sales of books and resources at \$1.3 million
5. Other revenues at \$1.3 million
6. UCC Reserve support to budget at \$1.0 million
7. UCC Foundation \$0.25 million
8. Total revenues at \$37.8 million
9. Any major fundraising activities would not affect 2010
10. Grants to Global Partners at \$5.1 million
11. Mission Support Grants at \$5.0 million
12. Grants to theological Colleges and education Centres at \$2.3 million
13. Grants to Conferences at \$4.4 million
14. Staff level (Full time Equivalents) 167.5  
[not including 26 positions for: Residential Schools (3.5), Healing Fund (1.5), Emerging Spirit (5.0), Pension and Benefits (11.5), Payroll implementation(0.5), and Aboriginal Ministries Circle (4.0)]
15. Program costs at \$4.7 million
16. Meetings and Travel at \$1.3 million
17. Rent and Operating expense at \$3.0 million
18. Total Grants and Expenses at \$37.8 million
19. Funding for Emerging Spirit (from Morrison Bequest) - Carry over un-used commitment from 2009 to 2010
20. Healing Fund work to be funded from the Morrison Bequest
21. Capacity for emergent work funded at \$1.0 million from the UCC Reserve
22. Funding for the Foundation (from UCC Reserve) to be discontinued,
23. \$100,000 from UCC Reserve to provide transition, see #7
24. Aboriginal Ministries Circle funded from the Morrison Bequest

### **Carried**

### **Principles for cascading appointments for members of the Executive of the General Council (40<sup>th</sup> triennium)**

**Motion: Brian Cornelius/Shirley Cleave**

**2009-03-28-405**

That the Executive of the General Council adopt the following principles for cascading appointments of voting members of the Executive of the General Council:

All voting members of the Executive are expected to accept at least one additional appointment and not more than two additional appointments (except: the Moderator, the past Moderator, the General Secretary, General Council, Representative to the World Council of Churches, the four Permanent Committee Chairs) to the following list of committees:

Permanent Committee on Finance .....	3
Permanent Committee on Ministry and Employment Policies and Services .....	3
Permanent Committee on Programs for Mission and Ministry .....	3
Permanent Committee on Governance and Agenda .....	2
Aboriginal Ministries Council .....	1



Nominations Committee .....	13 (+ up to 2)
Moderator's Advisory Committee.....	1
General Secretary's Supervision Committee.....	3
Racial Justice Advisory Committee.....	1
Gender Justice Advisory Committee.....	1
Pension Board .....	1
Residential Schools Steering Committee.....	1
The United Church of Canada Foundation / Fondation de L'Église Unie du Canada .	1
Endowment Grants Committee.....	1

All voting members of the Executive (except the Moderator and General Secretary, General Council) are expected to accept additional short-term appointments to task groups established by the Executive, from time to time or other roles which the Executive has determined require the participation of members of the Executive, including:

Work Flow and Priorities Task Group.....	3
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In addition, ten members of the Executive of the General Council are appointed to the Sub-Executive.

Recommendations for cascading appointments will be presented to the Sub-Executive by the Nominations Committee.

**Carried**

### **“Sharing Bread”: A Response to the Economic Crisis**

**Motion: Shirley Cleave/Brian Cornelius**

**2009-03-28-406**

That the Executive of the General Council make available up to \$500,000 from the Emergent Work budget line as a ‘Crisis Response Fund’ - a focused, time-limited initiative to address the distress many Canadians are experiencing during the current economic crisis;

And direct the General Secretary, General Council, to revise the Sharing Bread: A Response to the Economic Crisis plan for distribution of this money in light of the feedback received.

**Carried**

### **Review Executive of the General Council Governance Process**

Mary-Beth Moriarity declared a conflict of interest with this proposal from Montreal and Ottawa Conference.

**Motion: Shirley Cleave/Jim Blanchard**

**2009-03-28-407**

That the Executive of the General Council take no action on this proposal and direct the General Secretary, General Council, to write to the Montreal and Ottawa Conference drawing attention to the work of the Task Group to Review the Duties and Powers of the Executive of the General Council and the work of the Redesign Evaluation Task Group.

**Carried**

Heather Leffler thanked the chairs of the Green Sessional Committee for their leadership and the members of the Sessional Committee for their work and concluded with prayer.

### **Red Sessional Committee**

Paul Stott and Heather Burton reviewed the work of the Sessional Committee.

### **Admissions Draft Policy Statement**

**Motion: Paul Stott/Heather Burton**

**2009-03-28-408**

That the Executive of the General Council:

- a. Recommend that the 40th General Council 2009 adopt the following policy statement on Admissions, and direct the General Secretary, General Council, to amend *the Manual* accordingly; and;
- b. Receive for information the procedural document and information brochure containing draft procedures which, subject to further editing, will be submitted to the Executive of the General Council for approval, pending the adoption of the proposed admission policy by the 40th General Council 2009.

**Carried**

### **Admission Joint Working Group**

**Motion: Paul Stott/Heather Burton**

**2009-03-28-409**

That the Executive of the General Council:

- a. Receive the information in Report of the Admission Joint Working Group of the Permanent Committee on Ministry and Employment Policies and Services regarding changes to *The Manual* 032(a); and
- b. request the General Secretary, General Council to remove the following sentence from *The Manual* section 032 (a), “And who meanwhile has not been received as a minister of another communion,” to ensure clarity in the re-admission process.

**Carried**

### **Manual Changes for Designated Lay Ministry and Congregational Designated Ministry**

**Motion: Paul Stott/Heather Burton**

**2009-03-28-410**

That the Executive of the General Council recommend that the 40<sup>th</sup> General Council 2009:

- a. Adopt the following policy statement expressing the purpose and intention of Designated Lay Ministry (DLM) and Congregational Designated Ministry (CDM), and request the General Secretary, General Council to make *Manual* changes accordingly;
- b. Request the General Secretary, General Council to remove from *The Manual* all procedural policy related solely to Designated Lay Ministry and Congregational Designated Ministry; and
- c. Request the General Secretary, General Council to continue to develop procedures to implement current General Council policy regarding Designated Lay Ministry and Congregational Designated Ministry, and submit such procedures to the Executive of the General Council for approval.

**Carried**

### **Moving Expenses**

**Motion: Heather Burton/Paul Stott**

**2009-03-28-411**

That the Executive of the General Council request the General Secretary, General Council to make the following changes to *The Manual*:

- a. Amend the policy regarding moving expenses (*The Manual*, section 030 (a)) to include the costs of moving and travel for Ordained/Diaconal ministers who request Transfer and Settlement through the annual Transfer process;
- b. Amend the policy regarding moving expenses (*The Manual*, section 030(b)) to enable the appropriate working unit of the General Council to arrange for the pastoral charge contribution to the moving expenses, based on an amount set from time to time by the working unit.

**Carried**

### **Ethical Standards and Standards of Practice**

**Motion: Heather Burton/Paul Stott**

**2009-03-28-412**

That the Executive of the General Council take no further action on the proposal Ethical Standards and Standards of Practice and request the General Secretary, General Council to correspond with the Conference of Manitoba and Northwestern Ontario updating them on work related to the proposal that has been undertaken by the Permanent Committee on Ministry and Employment Policies and Services through the Steering Group on Oversight and Discipline.

**Carried**

### **Candidacy Review**

**Motion: Heather Burton/Paul Stott**

**2009-03-28-413**

That the Executive of the General Council:

1. receive the Candidacy Review report; and
2. recommend that the current policies regarding appeals be retained; and
3. request the General Secretary, General Council to prepare a report for the 40th General Council 2009 that more clearly and concisely articulates the other principles and policy directions of the report;

And further that the Executive of the General Council recommend that the 40th General Council 2009:

1. approve the principles and policy directions of the report, and authorize the Executive of the General Council to develop the required policy;
2. authorize the General Secretary, General Council to issue the required remits to implement the report; and if approved by the Presbyteries, authorize the Executive of the General Council to implement approved changes;
3. authorize the Executive of the General Council, on the advice of the General Secretary, General Council, to revise *the Manual* at the appropriate times in the implementation process.

**Carried**

Ted Kostecki thanked the members of the Red Sessional Committee on behalf of the Executive.

**Blue Sessional Committee**

Sharon Willis-Whitwell and Barbara White reviewed the work of the Blue Sessional Committee.

**Creating New Communities of Faith and Mission**

There was a request that this motion be considered seriatim.

**Motion: Sharon Willis-Whitwell/Barbara White****2009-03-28-414**

That the Executive of the General Council:

Affirm that the development of new communities of faith and mission in diverse contexts across the Church is at the core of the church's being, purpose, and faithfulness as it seeks to participate intentionally in God's mission, and is an integral part of the ongoing life of the Church, as well as a key component toward implementing the Executive's "congregational ministries" priority in the *Plans Towards 2010*;

Direct the General Secretary, General Council to initiate a process, involving Conferences, presbyteries, related bodies (e.g. Extension Councils), representatives of pastoral charges, and other relevant bodies, to shape and recommend a plan for new ministry development across the church, and to report by November 2010.

**Carried**

**Motion: Sharon Willis-Whitwell/Barbara White****2009-03-28-415**

That the Executive of the General Council, direct that the General Secretary, General Council develop a new mechanism to remove the burden of Ventures In Mission capital debts from affected congregations, in such a way that the value of the debt is not lost but maintained as a residual claim in the event ministry stops.

**Carried**

**Extension of Emerging Spirit Project****Motion: Barbara White/Sharon Willis-Whitwell****2009-03-28-416**

That the Executive of the General

1. Approve the transition phase of the Emerging Spirit Project until June 30, 2010 using the existing funding.
2. Direct the General Secretary, General Council to establish a work plan to continue Wonder Café and Caféchange beyond June 30, 2010.

**Carried**

**In Memoriam Gifts**

The Executive of the General Council gratefully acknowledged the following members of our Church family who have left bequest gifts, annuity residues and insurance proceeds to The United Church of Canada, November 2008 – March 2009

**Mission and Service**

Morlyn Ross Addison  
Esther Bayne  
Robert Bennett  
Gordon Howlett Dean

Orla Cochlan  
Ruth Corner  
Edward Thomas Dallamore  
Bessie Dalrymple  
Margaret Shupe

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Clara Pearl Dixon  
Thelma Fitch  
Agnes Hilliard  
Joan Hockin  
George Johnston  
Helen Kimberly  
Bernice Luce  
Rebecca McLeod  
Pauline Podhy  
Hubert Reid  
Burton Robinson  
Selma Katherine Schmidt

G. Allan Smith  
Arleen Whitelock  
Eva Whitwell

**United Church of Canada**

Audrey Dyer  
Audrey Pearl Pelley  
Norma Lydia Swanston

**Division of Mission in Canada**

Kathleen Mary Sloan

**Intercultural Ministries: A Process of Church-Wide Transformation**

**Motion: Sharon Willis-Whitwell/Barbara White**

**2009-03-28-417**

That the Executive of the General Council

1. Request that the Committee on Theology and Faith engage The United Church of Canada in national conversations to discern what the essential core values are for The United Church of Canada and how these core values may differ from cultural values, and offer a report back to the 41st General Council 2012.
2. Ensure that in the budget priority planning process there be consideration of simultaneous interpretation at national events and meetings to enable the fuller participation of peoples who do not speak English, and that these events be determined by the General Secretary, General Council.
3. Direct the Permanent Committee on Programs for Ministry and Mission to undertake an audit across the courts of the church and the church's educational institutions to identify barriers to full participation—and opportunities for increased participation—of diverse cultural, linguistic, Deaf, and racialized communities in the whole life of the church, and that the results of the audit be reported to the Executive of the General Council in 2012.
4. Propose at least two racialized people and at least one Deaf person to be corresponding members to the 40th General Council 2009 to be identified by the nominations process.
5. Propose at least two racialized people and at least one Deaf person as corresponding members to the 41st General Council 2012 and each subsequent General Council, so that the broader participation of people from racialized and Deaf communities and increased intercultural perspectives are present at the highest court of the church. To be worked out in the nomination's process.
6. Request that each Conference intentionally consider electing at least two people from racialized and Deaf communities as commissioners to General Councils, by taking intentional and ongoing actions such as reserving spaces for the appointment of racialized and Deaf people, and/or by seeking ways to actively involve people from diverse racialized and Deaf communities in the whole life of the Conference.
7. Intentionally commit agenda time during at least one meeting of the Executive of the General Council each year, between 2009 and 2012, to talk about the implications of the commitment to becoming an intercultural church.

**Carried**

**Meaning of Ministry Task Group Report****Motion: Barbara White/Sharon Willis-Whitwell****2009-03-28-418**

That the Executive of the General Council receive the report of the Meaning of Ministry Task Group allowing for the Task Group to incorporate feedback received and reformat as appropriate and forward the report for information and the attached Statement on Ministry for the consideration for adoption by the 40th General Council 2009.

That the subsequent sections of the proposals be postponed definitely to the November 2009 meeting of the Executive of the General Council.

That the Executive of the General Council direct the General Secretary, General Council to:

1. explore options to strengthen and enhance the capacity of Presbyteries to effectively exercise their oversight functions, in particular to encourage and support new expressions of ministry,
2. ensure that this exploration includes structural and financial options that will allow for adequate and effective staffing for all Presbyteries,
3. continue to emphasize in preparation for ministerial leadership current approaches to community development, collaborative approaches in leadership practice, and a focus on our evolving and intercultural Canadian context,
4. ensure that course offerings in these areas be explored as continuing education opportunities for ministry personnel,
5. ensure that initiatives in recruitment of ministry personnel incorporate the opportunities for new expressions of ministry identified within this report.

That the Executive of the General Council direct the General Secretary, General Council to initiate revisions of the *Manual* to clarify the dual membership of Designated Lay Ministers in both a congregation and their supervising Presbytery, and that Presbytery membership for Designated Lay Ministers concludes with the end of appointment.

That the Executive of the General Council request that the Permanent Committee, Ministry and Employment Policies and Services and the Permanent Committee, Programs for Mission and Ministry explore options that encourage alternatives to part time ordained and commissioned ministries in such a way as to facilitate the emergence of new models of ministry, including the option of ordered ministry personnel working collaboratively with designated lay ministers.

**Carried** (with 1 abstention)

**A Vision for French Ministries in The United Church of Canada****Motion: Barbara White/Sharon Willis-Whitwell****2009-03-28-419**

That the Executive of the General Council receive the report, “A Vision for French Ministries in The United Church of Canada” and forward the report for information and the following proposal for action to the 40th General Council 2009.

The Executive of General Council proposes that the 40th General Council 2009:

Receive the report “A Vision for French Ministries in The United Church of Canada” and commend the report and its recommendations to the Executive of the General Council for incorporation into its planning processes for the next triennium,

*Approved*  
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Declare that Francophone ministries are an integral part of the identity, mission and vision for the future of The United Church of Canada, and

Commit the church to the continued strengthening and expansion of Francophone ministries, and to the goal of establishing at least five new Francophone ministries,

And request that the Executive of the General Council report to the 41st General Council 2012 on the implementation of the recommendations of the report.

**Carried**

**Covenanting to Live Faithfully in the Midst of Empire**

**Motion: Sharon Willis-Whitwell/Barbara White**

**2009-03-28-420**

That the Executive of the General Council

1. receive the report, *Covenanting to Live Faithfully in the Midst of Empire*,
2. forward the report to the 40th General Council 2009
3. forward Proposal 1 to the 40th General Council 2009

**Proposal 1:**

That the 40th General Council 2009:

- a. declares that The United Church of Canada is committed to covenanting to live faithfully in the midst of empire in response to God's covenant with us; and
  - b. receives the document *Covenanting to Live Faithfully in the Midst of Empire* and authorize its use to develop resources for study within The United Church of Canada including an education process for engaging with the proposed "Covenant for Life in Creation"
  - c. Commends the ongoing use of the empire lenses and education materials already available to the church
4. forward Proposal 2 to the 40th General Council 2009

**Proposal 2:**

That the 40th General Council 2009 declares that:

- a. The United Church of Canada seeks a renewed vocation for engagement in God's mission, justice seeking, and transformative ministry that will enable the people of the United Church to live faithfully in the midst of empire.
- b. reflection and action for living faithfully in the midst of empire are vital to supporting the renewal of congregations, community ministries, educational institutions and the whole church.
- c. reflection and action for living faithfully in the midst of empire is integral to the ongoing discernment of the vision and purpose of the church, the functioning of its governance bodies and structures, as well as its financial decisions.
- d. that the General Secretary, General Council will ensure adequate support and resources for the development of the Aboriginal Ministries Circle, Aboriginal Ministries Council, and National Aboriginal Spiritual Gathering with the active partnership of the Aboriginal peoples of the United Church as the church seeks to transform its historical legacy to that

*Approved  
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of an equal and joint partnership in healing the church and the world in the Spirit of Christ.

- e. strengthened right relationships with global partners and marginalized peoples in Canada are essential to live faithfully in the midst of empire.
- f. the United Church seeks to embody the vision of an intercultural church where no culture dominates another and racial justice prevails as an essential element for living faithfully in the midst of empire.

5. forward Proposal 3 to the 40th General Council 2009

**Proposal 3:**

That the General Council direct the Executive of the General Council:

- a. to develop and implement a program that fosters a vocation for living faithfully in the midst of empire and engages all the people and the courts of the church and
- b. report to the 41st General Council 2012 with a plan of action concerning both the proposed Covenant and the means by which the United Church can continue its transformation as a people who seek to live faithfully in the midst of empire.

**Carried**

Betty Kelly thanked the work of everyone in the Blue Sessional Committee on behalf of the Executive.

**New Business**

**Guidelines for Presbytery/District Recognized Ministries (PRM)**

**Motion: Paul Reed/Dwaine Dornan**

**2009-03-28-421**

That the Executive of the General Council:

- 1. Direct the General Secretary, General Council to edit the Guidelines for Presbytery/District Recognized Ministries to include covenanting services for Designated Lay Ministry in appropriate locations in the guidelines.
- 2. Adopt the recommendation of “Guidelines for Presbytery/ District Recognized Ministries” Appendix D.

**Carried**

**Review of Proposed Economic Adjustment for 2010**

Don Koots declared an interest in this motion.

The Policy and Formula are appended to these minutes for information (Appendix E)

**Motion: Paul Reed/Shirley Cleave**

**2009-03-28-422**

That, in light of the current economic situation, the Executive of the General Council request the Permanent Committee for Ministry and Employment Services to review the proposed economic increase for 2010 of 2.3% without the restriction of using an established formula and to make a recommendation to the Sub-Executive for ratification.

**Carried** (with abstentions)



### **Nominations Committee**

Bruce Hutchinson reported and gave an update on recruitment for the Task Group on the Future General Council Meetings. Since the Nominations Committee did not receive a diversified representation it will extend an invitation to the Executive to propose members with discernment to take place on April 8.

### **Theological Reflection**

Emmanuel Ofori reflected theologically on his relationship with The United Church of Canada during this triennium. He asked the members to reflect in table groups on the past 3 years and the ways that God is calling us and is at work among us. Emmanuel concluded with a prayer of thanksgiving.

### **Length of Reports**

**Motion: Paul Reed/Don Hunter**

**2009-03-28-423**

That the Executive of the General Council offer as guidelines to the General Secretary, General Council in the preparation of material for the meeting of the General Council (*Manual Section 513a*);

1. That reports originating from the Executive of the General Council or General Secretary, General Council be on average up to 10 pages;
2. That the total of reports and proposals from the Executive of the General Council and General Secretary, General Council not exceed 250 pages.

**Carried**

### **Redesign Evaluation Task Group**

**Motion: Martha ter Kuile/Shirley Cleave**

**2009-03-28-424**

That the Executive of the General Council, having received and considered the report of the Redesign Evaluation Task Group

1. Commend the Redesign Evaluation Task Group recommendations (as regrouped in Appendix F Summary of Redesign Evaluation Governance Recommendations) to the attention of the incoming Executive of the General Council and the Permanent Committees, to be incorporated in the orientation and governance education processes outlined in Appendix G (Executive of the General Council Education and Development) Appendix H (Permanent Committee Member Orientation), and Appendix I (Orientation of Executive of the General Council Chairs), and in their ongoing work; and
2. Direct the General Secretary, General Council to circulate the Executive Summary of the Redesign Evaluation Task Group Report to Commissioners and other stakeholders, with a covering letter to be prepared in consultation with Permanent Committee on Governance, Planning and Budgeting Processes.

**Carried**

The Moderator thanked the Executive for the privilege of working with them over the past 2½ years and gave each member a clay vessel to take home. He noted that each person brought a uniqueness that was shared to strengthen the whole.

**Closing Procedural Motion****Authorizing the Sub-Executive of the General Council****Motion: Paul Reed/Don Koots****2009-03-28-425**

That the Executive of the General Council authorize its Sub-Executive to deal with the business placed before it by this meeting of the Executive and any emergent business that may arise prior to the next meeting of the Executive of the General Council.

**Carried****Adjourn****Motion: Allan Buckingham/Heather Leffler****2009-03-28-426**

To adjourn the meeting.

**Carried**

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Moderator, David Giuliano

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General Secretary, Nora Sanders

**List of Appendices:**

Appendix A	Terms of Reference, Children in Council
Appendix B	Policy 1.02 – Principles of Conduct
Appendix C	Human Resources Policies
Appendix D	Guidelines for Presbytery/District Recognized Ministries (PRM)
Appendix E	Policy and Formula for determining the Economic Adjustment
Appendix F	Redesign Evaluation Task Group recommendations
Appendix G	Executive of the General Council Education and Development
Appendix H	Permanent Committee Member Orientation
Appendix I	Orientation of the Executive of the General Council Chairs

## **Appendix A**

### **Terms of Reference, Children in Council**

40th General Council 2009

Draft for Approval January 2009

Children in Council is a national program modelling the best in ministry with children entering grade 4 – grade 6, including children of General Council delegates, staff, and the host Conference.

Primary considerations include:

- The safety and well-being of the participants is foremost and will follow the Duty of Care standards as set by the General Council.
- The focus is on understanding and participating in the life and actions of General Council.
- The program will attend to the faith formation and spiritual development of the participants.
- The program is designed to facilitate cross-generational leadership and the participation of children in the learning, worship, and decision-making of the General Council.

### **Theological Statement**

Through the life and teachings of Jesus we learn that the presence and actions of children and adult response to them are of utmost importance. All three of the synoptic gospels tell of Jesus placing a child in the midst of the disciples as a sign of who will enter or receive the kingdom of God (Matthew 18:1-5; Mark 9:33-37; Luke 9:46-48). All three synoptic gospels also record Jesus stating that if one wants to enter the kingdom of God, one must become like a child (Matthew 18:3; Mark 10:15; Luke 18:17). Biblical texts also imply that children have an intuition that provides them with a special awareness and understanding of the presence of God and spiritual matters (Matthew 11:25-26; Luke 10:21), and the ability to state things that religious leaders may not want to admit or may not understand (Matthew 21:12-17; Mark 11:15-19; Luke 19:45-45; John 2:13-25). Jesus also made it clear that children should be allowed to come close to God through full participation (Matthew 19:13-15; Mark 10:13-16; Luke 18:15-17), and that hindering or preventing the inclusion of children was a grave error (Matthew 18:6-9; Mark 9:42-28; Luke 17:1-2).

Based on these texts and the ongoing presence and participation of children in our faith communities comes these beliefs:

- Children have much to teach us
- Children are agents of change
- Children have gifts to offer
- Children have questions that need listening to
- Children bring wisdom and insight
- Children need to be nurtured and are nurturers
- The voices of children need to be heard
- General Council will never be the same given the presence of children
- Everything at General Council will teach children about what it means to be the church
- General Council is an opportunity to ground children in the stories, traditions, and practices of our faith and church
- The participation of children is as important as that of all other participants

**Assumptions**

National events can be important in helping people of all ages understand their identity as members of The United Church of Canada having a broader mission than the issues and concerns of their local congregation. National events can also raise self-esteem and enthusiasm at a time when many in the church (including children) are feeling the effects of flagging attendance and dwindling resources.

The Agenda and Planning Committee and senior staff, including the Moderator, will be supportive of the role and presence of children at General Council and in preparing them to assume that role. There will be adequate budget available for the program and for the design team.

**Design Team**

The design team will include a chair elected through the General Council nominations process and children's ministry leaders from the host Conference. The General Council program staff with responsibility for ministry with children will act as staff liaison, providing support and resourcing to the team. The design team will have at least one on-site meeting and at least one additional face to face meeting with further meetings achieved through conference calls.

**Program Staff**

Staff for the event will include both members of the design team as well as additional leaders as needed to provide adequate supervision. A ratio of at least one (1) adult per six (6) children is necessary.

**Staff Functions**

Besides providing nurture and supervision of the children, necessary staff functions include:

- First aid
- Chaplain
- Local registrar
- Music
- Photographer
- Life guard

**Program Design**

- The children will be assigned to "Home Groups" which will provide consistency and safety.
- The theme of the children's program will enhance and relate to the theme of the General Council.
- The children will meet with the Moderator at the onset of the event to be briefed regarding the important issues of the Council.
- The children will have meaningful interaction with the Council.
- Additional staffing will supervise participants during evening and overnight sessions.

## **Appendix B**

### **Policy 1.02 – Principles of Conduct**

#### **Policy Statement**

These Principles of Conduct provide members of the Executive of the General Council, and all committees, sub-committees and task groups with a general overview of their expectations as stewards of the Church. These statements are intended to complement any specific policies approved by the Executive of the General Council. Any discrepancy between these general principles of conduct and specific policies will be decided in favour of the specific policy.

#### **Governance Duties**

1. In this policy
  - (a) **“Members”** refers to persons elected or appointed to the Executive of the General Council and all committees, sub-committees and task groups as voting and corresponding members.
  - (b) **“Group”** refers to a committee, sub-committee, or a task group formed under governance policy 1.07
  - (c) **“Appointing body”** refers to the Court or group which holds authority for naming a member to a committee, sub-committee or task group.
  - (d) **“Mandating group”** refers to the body which establishes a committee, sub-committee or task group or which has subsequently been assigned responsibility for the group.
2. Members of Executive of the General Council and all committees, sub-committees and task groups are involved in the governance of the General Council. Good governance practices are an important part of articulating and translating into action the vision set by General Council.
3. Ethical performance of the governance function requires that members
  - (a) prepare for meetings by considering all information available to them
  - (b) attend and participate in meetings regularly
  - (c) act in good faith and in the best interests of the Church including inquiring into the affairs of the General Council
  - (d) honour policies regarding participating in discussions or decision-making that may benefit them or someone close to them
  - (e) keep confidential all information provided at an in camera meeting, all information subject to the General Council’s Privacy Standards and any information which is otherwise confidential
  - (f) use the level of skill that may reasonably be expected of someone with their experience and expertise
4. General governance principles require that each member
  - (a) recognize that decision-making is a function of the group as a whole and not any one individual member of the group
  - (b) be prepared for meetings
  - (c) be punctual at every meeting the member is to attend
  - (d) be considerate of the diverse points of view given by other members

- (e) use reasonable efforts to build consensus on issues
  - (f) respect the decisions of the group
5. If a member is absent from two consecutive meetings that member will communicate with the Chair to determine whether that member will be able to fulfill these duties and expectations.
6. It is the responsibility of the Chair to work with Members to fulfill these duties by
- (a) ensuring members are aware of these duties, the mandate of the group, and policies related to expectations of members;
  - (b) informing members when duties or expectations are not being fulfilled
  - (c) assisting members to fulfill duties and expectations
7. If a member is unable to fulfill these duties, or if the member's continued participation in the group is not in the best interests of the group or the General Council:
- (a) the member may resign from their position by submitting a written resignation to the Chair, or
  - (b) the Chair of the group may consult with the Chair of his or her mandating group to review the member's appointment.

**Occasions for appointment review**

8. If a member has received assistance from the Chair pursuant to item 6, and is still unable to fulfill these duties the member's appointment may be reviewed.
9. If a member has been charged with a criminal offence, named in a complaint in a church court proceeding, suspended, or had other court action ordered as a result of a 363 review:
- (a) the group Chair and the Chair of his or her mandating committee shall review whether the member's continued participation is in the best interests of the group and the General Council
  - (b) following final disposition of the matter by the civil or court church the group Chair and Chair of his or her mandating committee may revisit the matter.

**Process for an appointment review**

10. To review a member's appointment the Chair will consult with the Chair of his or her mandating group to decide whether to recommend to the appointing body that the member's term of appointment be ended and a new member be named.
11. In reviewing the member's appointment, the group Chair and the Chair of mandating group will
- (a) communicate with the member
  - (b) consider the member's particular situation and ability to meet the duties and expectations
  - (c) consider the best interests of the group and the General Council

12. Any appointing body which receives a recommendation to end a member's term will take into consideration: any response provided by the member; the efforts taken by the Chair to assist the member in fulfilling their duties and expectations; and the best interest of the group and the General Council. When the appointing body is the General Council or its Executive, this recommendation will be considered by the Nominations Committee.
13. A member who has resigned or whose term has been ended may apply for appointment to the same group or a different group through the usual processes.

### **Chairpersons**

14. The Chair of the mandating group is responsible for
  - (a) ensuring that Chairs of reporting groups fulfill these duties
  - (b) reviewing, as needed, whether the continued appointment of a Chair is in the best interest of the group and the General Council
15. If a Chair is unable to fulfill these duties, or if the Chair's continuing leadership is not in the best interests of the group or the General Council, the mandating group may end their appointment as Chair and initiate processes to appoint a new Chair.

## **Appendix C**

### **Human Resources Policies**

Job Evaluation Policy 1.3  
Page 1 of 2  
Reviewed January 2009

### **Job Evaluation**

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#### **Purpose**

The United Church of Canada is committed to providing a fair and equitable job evaluation system for all positions in the General Council System. 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 takes into account internal equity, established benchmarks, and external market comparisons.

#### **Policy**

A Job Evaluation Committee will be maintained to review requests for job evaluations. A position must be evaluated on current duties and responsibilities. The Job Evaluation Committee assumes that every job is being performed competently.

#### **Procedures**

1. The Job Evaluation Committee will be comprised of the following members:

*Approved*  
*Motion 2009-11-13-007*

Chair	Executive Minister, Ministry and Employment Policies and Services Unit, or designate
Programs for Mission & Ministry	2 staff appointed by General Council Minister, Programs for Mission & Ministry
Resources for Mission & Ministry	2 staff appointed by General Council Minister, Resources for Mission & Ministry
Conference Offices	2 staff appointed by General Council Minister, Regional Relations
Office of the Moderator and General Secretary	1 General Council Minister appointed by General Secretary
Staff Council Representative	1 staff representative appointed by the Staff Council

2. The Job Evaluation Committee will review job descriptions brought forward to the Ministry and Employment Policies and Services Unit approved by the senior staff person of the employing unit. The Committee may, from time to time, ask for certain groupings of jobs to be updated and submitted for categorization review.
3. All communication regarding outcomes will be made by the Ministry and Employment Policies and Services Unit to the senior staff person of the employing unit.
4. The effective date for evaluations will be the first of the month following the date the finalized job description is received by the Ministry and Employment Policies and Services Unit.
5. The Executive Minister of the Ministry and Employment Policies and Services Unit may develop or change procedures through which all jobs can be reviewed on a consistent basis. The Terms of Reference for the Job Evaluation Committee are available to all employees upon request through the Ministry and Employment Policies and Services Unit.
6. Should an employee request that the categorization be reconsidered there is an Appeal Process as follows:
 

**Step 1:**  
Employees may appeal the categorization of their position to the Ministry and Employment Policies and Services Unit within one month of the date of notification, if after discussing the job description with the supervisor, it is subsequently found that all relevant position information was not included in the job description. Upon presentation of a more accurate job description, the Job Evaluation Committee will consider the appeal.

**Step 2:**  
If the incumbent is not satisfied with the response from step 1, s/he may appeal the decision to the General Secretary, who along with advice from the Executive Minister of the Ministry



and Employment Policies and Services Unit and the General Council Minister of the employing unit, will reconsider the relevant information received. A final and binding decision will then be made.

Temporary Employment Policy 1.11

Page 1 of 1

Revised April 2001

Reviewed January 2009

### **Term Employment**

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#### **Purpose**

The United Church of Canada provides opportunities for term employees to be employed for a defined period of time. Term employment includes employees who are employed on an “as-needed” basis, including those seconded from other courts of the church. Term employees are paid through the General Council payroll system. This policy does not include fee-for-service arrangements as these individuals are not employees of The United Church of Canada.

#### **Policy**

1. To ensure a fair and transparent process, approval must be received by the Ministry and Employment Policies and Services Unit who will initiate the recruitment process, similar to that for all positions in the General Council System. Term employment vacancies will be filled according to the regular recruiting procedures.
2. Under normal circumstances, term employment will not be for longer than 3 years. However, in exceptional circumstances, an extension for specific projects will be considered, in consultation with the Ministry and Employment Policies and Services Unit.
3. For term positions of one year or more, applicable benefits will be offered unless the employee is already a member of the plan.
4. The terms and conditions of the term position, including salary placement within the category, will be determined by the hiring unit, in consultation with the Ministry and Employment Policies and Services unit.
5. Employment situations which are considered Fee for Service and which may require a specific contract for work in the General Council System, and which are not Term Employment as defined above, must be reviewed with the Ministry and Employment Policies and Services unit before arrangements are made.

## Membership in Professional Organizations Policy 3.9

Page 1 of 1

Reviewed January 2009

**Membership in Professional Organizations**

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**Purpose**

The United Church of Canada recognizes that certain positions require membership in a professional body or association, or that membership in a professional body or association may be beneficial to the work of the church.

**Policy**

1. The United Church of Canada will pay membership in professional organizations when it is determined that such membership is a requirement for the position. The senior staff person of the unit, in consultation with the Ministry and Employment Policies and Services Unit, will determine whether or not such membership is a requirement.
2. Opportunities may also arise where employees may wish to join a professional body or association that directly impacts their work. The senior staff person of the employing unit will determine whether the affiliation in a professional organization will facilitate the work of the church and will be of mutual advantage to the employee and the employing unit.
3. Funding for all approved professional membership fees will come from the employing unit.

Gifts to Staff Policy 3.10

Page 1 of 1

Reviewed January 2009

**Gifts to Staff**

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**Purpose**

The United Church of Canada supports providing appropriate gifts to staff for special work-related or other occasions.

**Policy**

1. Gifts may be presented to staff for work-related or special occasions in the form of gift certificates or purchased gifts. To ensure equity and transparency, the Ministry and Employment Policies and Services Unit will provide guidelines when determining the value of the gift. These gifts are paid for by the employing unit.

Each employing unit may, with the consent of the employee, choose to have a social gathering for an employee who has resigned or retired. Employing units may, at their own discretion, expand farewell gatherings to include staff from other employing units. Expenses for these gatherings will be borne by the employing unit.

*Approved*  
*Motion 2009-11-13-007*

2. On behalf of the General Council System, the Ministry and Employment Policies and Services Unit will send flowers, or donations in lieu of, to hospitalized employees and baby baskets to new parents. Flowers, or a donation in lieu of, will be sent in the event of an employee's death or a death in an employee's immediate family.

## **Appendix D**

### **Guidelines for Presbytery/District Recognized Ministries (PRM)**

Presbytery/District Recognized Ministries must fulfill three criteria:

- The willingness of the institution to be part of a covenant with the United Church
- The willingness of the individual to enter into this covenant relationship and be accountable to the Presbytery/District;
- The agreement that the individual will be involved in the life of the Presbytery/District and Conference

(As established by the 37th General Council 2000)

Presbytery/District will be referred to as Presbytery in the remainder of the report.

Presbytery Recognized Ministries may take many forms. Some will be expressed in directly related church institutions, such as an Educational Centre, Theological School, Chaplaincy, Campus Ministry, or Community Ministry. Others might be in non-church related institutions such as a corporate chaplaincy, a business with an ethical mission objective, an academic or teaching position or a community-based movement. The positions engaged by the ordered ministry personnel within these institutions may be paid or un-paid (volunteer.)

The covenant relationship for a PRM involves four parties: the Presbytery, the institution, the Ordered Minister, and God. The appointment of a Designated Lay Ministers to a PRM will only apply in the event that the Presbytery has direct appointment responsibilities for the PRM (for example, a Presbytery staff position.)

The covenant relationship for a Presbytery Recognized Ministry will not involve the Presbytery in oversight of the institution itself. The Presbytery provides support and holds the ordered minister accountable for the faithful exercise of their ordination or diaconal vows within the PRM so that the mission and ministry of the whole church might be strengthened.

In the situation of an organization not related to the church, the Presbytery will explore with the ordered ministry personnel how the objectives of the organization or movement relate to her/his ordination or diaconal vows and how participation in that organization will strengthen the mission and ministry of the church. It is expected that the organization will be both aware of and

supportive of the individual expressing their ordered ministry within its structures and will be prepared to acknowledge this in a covenant agreement.

In situations where the PRM is a directly related church organization, the Presbytery will exercise oversight and accountability of the ministry personnel in a manner similar to that of oversight of a congregationally-based ministry.

In the situation of a non-church related institution the Presbytery will establish a means of support and accountability for the ordered minister. This might include an opportunity to meet periodically with an appropriate committee of the Presbytery or assist the Presbytery in exploring options for new expressions of ministry within the service area.

In all situations, Ordered ministry personnel who are settled in Presbytery Recognized Ministries covenant to participate in the life of the Presbytery.

The Presbytery will seek to determine that the ministry setting is and remains a location in which a valid exercise of Christian ministry can be exercised. It will take into consideration the following questions:

- Does the vision and activity of the organization correspond with God's mission and Jesus' ministry in the world?
- Does the position afford opportunities for the practice of theological reflection and spiritual nurture?
- Are there opportunities for the Ministry personnel to continue to learn and grow in their practice of ministry and in their spiritual and worship life?
- Are the employment (or volunteer policies) and practices of the organization fair and just?

It is the responsibility of a Candidate or Ordered Ministry Personnel to propose the approval of a Presbytery Recognized Ministry. Approved PRM's are eligible for the settlement of Ministry Personnel.

While Conference Settlement Committee has the right to initiate settlements, the Presbytery shall be consulted before settlements are made. (*The Manual* 315)

When settlement occurs in a Presbytery Recognized Ministry, the Presbytery will convene a Service of Covenanting with the Diaconal/Ordained minister, the Presbytery, and the Presbytery Recognized Ministry (*The Manual* 061 c).

The covenant service will express the commitments and agreements between the Presbytery, the organization, and the Ordered Minister. The Presbytery will ensure that a regular review of the covenant agreement is undertaken.

## **Appendix E**

### **Policy and Formula for determining the Economic Adjustment**

Economic Increases Policy 2.4

Page 1 of 1

Reviewed March 2005

#### **Economic Increases**

##### **Purpose**

To outline policy and procedures related to annual economic increases.

##### **Policy**

The United Church of Canada will provide an annual economic adjustment to its salaries on January 1 of each year.

##### **Procedure**

1. The amount of the economic adjustment will be determined by using the average increase in the Consumer Price Index from Statistics Canada for the year ending December 31, one year prior to the effective date.

For example, the increase effective January 1, 2006, would be determined by using the average Consumer Price Index\* increase for the year ending December 31, 2004.

\*Note: For purposes of determining the economic adjustment each year, the United Church uses the following references:

Consumer Price Index Basket: "All Items," including the eight most volatile

Consumer Price Index: Annual Average (year to year)

## **Appendix F**

### **Summary of Redesign Evaluation Governance Recommendations**

#### **Governance – structure/model, policies, processes**

- 2.1 the governance model being used by General Council be clearly defined (made explicit) and that compatibility of the governance model and conciliar model be included in that definition;
- 2.8 the governance and administrative structures of Aboriginal UCC communities be affirmed and approved for use in all aboriginal contexts and studied as possible models for other UCC governing structures;
- 2.12 the Nominations processes continue to be evaluated and alternative processes developed by elected, appointed and staff members to address issues including: cultural and community relevance, timeliness, flexibility, and whether diversity pertains to each particular group or to the whole of the organization;
- 3.1 It is recommended that: the mandate, composition and responsibilities of the Senior Leadership Team be examined and if necessary revised, vis-à-vis the ability of staff leadership to effectively manage change, address necessary flexibility and emerging priorities;

- 4.4 the roles, relationships and expectations of the CESSs be examined and clarified with respect to reporting, accountability, communication and supervision;
- 6.5 the Senior Leadership Team responsibilities and understanding of the nature of leadership required, as outlined in the EGC minutes of 2001-11-02,[2] be intentionally implemented and evaluated annually.

#### **Mission, Vision and Values of the United Church**

- 2.2 the UCC mission statement inform and give value to the work of all parts of the Church, valuing equality among all parts;
- 2.3 the UCC strategic plan include a mission statement and clearly define and articulate a common vision and core values;
- 2.4 the UCC vision, mission and values statements be communicated widely;
- 2.5 the mission, vision and core values be used intentionally to assist the Church to be consistent and focused in its governance and operational structures and functions with a healthy capacity to develop, implement and evaluate priorities and strategic plans;
- 2.13 intentional theological reflection be integrated in all work of GC, EGC and PCs, including reflection on past processes and decision making (e.g. Plans toward 2010, budgeting process, involvement of committees and staff, “corresponding members”);

#### **Roles, Competencies and Skills of Members**

- 1.2 “best practices” based on change theory be addressed throughout the organization
- 1.3 change management be included in the mandate of the SLT;
- 1.5 ~~all staff with supervisory responsibilities and~~ all chair persons of committees and task groups have conflict management skills or access to conflict management consultation.
- 2.6 planned, systematic orientation that includes roles and responsibilities be provided to all newly appointed and elected members with ongoing governance education integrated into the work of General Council and EGC;
- 2.11 commissioners understand and be supported in their responsibilities throughout their entire term of office;
- 2.15 education in doing theological reflection be provided for all elected and appointed members.
- 4.2 the definition of privileges of “Corresponding Member of a Court or other body, and its Executive, or a Committee”[1] be broken down into component parts and clarified, particularly c) “taking part in some or all of the deliberations of such body.” [In this case “taking part” might be interpreted as proactively bringing issues forward, offering expertise and information, and/or being consulted on issues for which corresponding members are responsible or have some seminal information or expertise];

#### **Accountability and Relationships**

- 2.9 EGC attend to processes throughout the Church that develop, build up and sustain trust;
- 2.10 structures and processes for accountability for the work of GC be made more concise, transparent and accessible;

#### **Communications**

- 5.2 a communication strategy/plan be developed that provides a holistic proactive approach to communication throughout the Church addressing specific requirements of the different courts, elected/appointed members and staff;

- 5.3 a communication audit be conducted to measure the effectiveness of current communication processes and identify gaps, barriers and opportunities for improved communication;
- 5.4 responsibility for communication be established at a senior staff level with adequate resources (expertise, financial and personnel) to design and implement a communication strategy on an ongoing basis; the senior communication officer participate in SLT meetings;
- 5.5 a Church-wide communication strategy provide appropriate and visible opportunities for input, as well as sharing of information;

#### **Work of Conferences**

- 2.14 consideration be given to have a Conference executive member the elected Conference representative to GC and EGC to improve the flow of communication between Conferences and EGC;
- 5.6 there be a review mechanism for Conference input and participation in GCE work as per the 2006 – 2009 Handbook for the Executive of General Council of The United Church of Canada;
- 5.7 protocols be developed for communication to flow between Conferences and Conference elected members in order to ensure that:
  - information and concerns of the EGC get to the appropriate individuals and Committees within the Conference;
  - information and concerns of the Conference and its Executive get to the appropriate individuals and committees within the GC and GCE.

#### **Learning Community - Capacity Building**

- 6.1 best practices in change management, conflict resolution, governance, leadership, healthy workplaces, communications, human resources etc. be developed;
- 6.2 EGC and GCO consider a process for developing best practices relevant to the UCC by involving those knowledgeable of the area and most directly affected by implementation;
- 6.3 these developments and implementations include theological reflection;
- 6.4 regular, ongoing evaluation of implementation and outcomes of best practices be integral to any developed plan or process;

#### **Other**

- 2.7 all appointed and elected members and all staff receive the executive summary of this Redesign Evaluation report and have opportunities to discuss, reflect and consider action plans to address its concerns and recommendations;

## **Appendix G**

### **Executive of the General Council Education and Development**

**Purpose:** To continuously equip the members of the Executive of the General Council to effectively lead The United Church of Canada throughout the 40th triennium.

### **Objectives**

*Approved  
Motion 2009-11-13-007*

- Members reflect theologically on their leadership and governance
- Members understand their role in carrying out the mission of the United Church
- Members understand how to work together as the Executive, and in relation to the General Council and its committees and task groups, the Conferences, and the General Council office.
- Members learn about and respond to emerging directions in the church.
- Members continuously evaluate and respond to their own experiences, effectiveness and learning needs.
- Members nurture the leadership of new members and each other.
- Members challenge and deepen in their personal faith.
- Members are inspired to serve the mission of The United Church of Canada

### **Methods:**

- Members are provided with access to resources which will assist them throughout the triennium (e.g. policy handbook; Executive of the General Council member handbook; document management access to materials of past meetings).
- Time is set-aside at each meeting for learning and leadership development.
- Learning and leadership development is integrated in all of the work and interactions of the Executive.

### **Schedule**

**Meeting 1: Basic Orientation** *A focus on the basics of beginning to work, with an emphasis on community building and learning to work together*

- Introductions and community –building
- Acknowledgement of experience and knowledge
- Role and Responsibility of the Executive of the General Council
- Role and Responsibility of Executive of the General Council members
- How to function together: Holy Manners, Processes and Procedures
- Theological foundations (Theology of Leadership)
- Context of the church (e.g. vision, major directions, finances.)
- Resources to support work
- Overview of upcoming work

**Meeting 2: Experienced Orientation** *Overview of basic, deepening foundation of understanding*

- Review of basics from first orientation
- Deepening community-building (welcoming new members)
- Theology and reasons behind work and processes
- Emerging Issue: Leading as we become an Intercultural Church

**Meeting 3: Continuous Learning** *Deepening understanding, responding to experiences*

- Welcoming and integrating new members
- Emerging learning and deepening opportunities as relevant to work of the Executive of the General Council and experiences of church.
- Opportunities for members to lead and learn from each other
- Emerging Issue(s): \_\_\_\_\_



**Meeting 4: Continuous Learning** *Deepening understanding, responding to experiences*

- Mid-point check-in and reflection on effectiveness, successes and struggles of the Executive of the General Council
- Welcoming and integrating new members
- Emerging learning and deepening opportunities
- Opportunities for members to lead and learn from each other
- Emerging Issue(s): \_\_\_\_\_

**Meeting 5: Continuous Learning** *Deepening understanding, responding to experiences*

- Welcoming and integrating new members
- Emerging learning and deepening opportunities as relevant to work of the Executive of the General Council and experiences of church.
- Opportunities for members to lead and learn from each other
- Emerging Issue(s): \_\_\_\_\_

**Meeting 6: Evaluations and looking forward** *A balance between acknowledging endings and maintaining continuity for new and continuing members*

- Reflecting on effectiveness, successes and struggles of the Executive of the General Council
- Imagining learning directions for the next triennium
- Opportunities for individual members to consider next steps
- Preparing continuing members to become stronger leaders in the new triennium

**Appendix H**

**Permanent Committee Member Orientation**

**Purpose:** To equip members of the permanent committees to serve and lead effectively during the 40<sup>th</sup> triennium

**Objectives:**

- Members reflect theologically on leadership and governance
- Members understand themselves as part of a leadership team carrying out the work of the General Council and its Executive
- Members see themselves as leaders in the emergence of an intercultural church
- Members are inspired to serve the mission of the United Church through their committee
- Members understand:
  - The mandate of their committee
  - The responsibilities and expectations of their role
  - A sense of the work being carried out by other committees
  - The differing roles of members and staff (governance vs. management)
  - The relationship of a Permanent Committee to the Executive of the General Council
  - How the committee will report to and receive direction from the Executive Policies and procedures relevant to the work of their committee

- The current priorities and context for the work of the Executive of the General Council and their committee
- The role of the committee and the Executive within The United Church of Canada
- The resources and support available to committee member

**Schedule:** One evening and one day at the General Council Office in Toronto to precede the scheduled meetings of the Permanent Committees

**Methods:** A mixture of verbal and written presentations, sharing of information and experience between members (especially drawing on returning members), small group conversations.

### **Participants:**

Primary Participants (all members of):

1. Permanent Committee on Finance (12-15)
2. Permanent Committee on Ministry and Employment Policies and Services (15)
3. Permanent Committee on Programs for Mission and Ministry (15)
4. Permanent Committee on Governance and Agenda (4)

Secondary Participants (Resource Staff):

1. General Council Minister, Resources for Mission & Ministry (Ian, *PC-MEPS and PC-Finance*)
2. Executive Officer, Financial Services (Bill, *PC-Finance*)
3. General Council Minister, Planning Processes (Janet, *PC-GA*)
4. Executive Minister, Ministry & Employment Policies & Services (Michael, *PC-MEPS*)
5. General Council Minister, Programs for Mission & Ministry (*Bruce*)

Additional Resource and Support Staff:

1. Committee Member Services (Diane)
2. Administrative Assistant

### **Expenses**

Travel: covered by travel for scheduled PC meeting	\$0.00
Accommodation: up to 49 members x ~\$100.00	\$4900.00
Meals: 49 members x 1 breakfast, lunch, dinner	\$2695.00
7 staff x, 1 breakfast, 1 lunch, 1 dinner	\$385.00
Additional meals due to travel	<u>\$1000.00</u>
	<b>\$8980.00</b>

### **Next Steps in Continuing Governance Education of Permanent Committee Members:**

- Committee-specific basic orientation – responsibility of Chairperson and Staff Resource
- Ongoing committee-specific orientation - responsibility of Chairperson and Staff Resource (and other committee members)
- Mid-triennium check-in and reflection (survey with results shared with chair and staff resource) – responsibility of Committee Member Services
- End-triennium check-in and reflection (survey with results shared with chair and staff resource) – responsibility of Committee Member Services

- End-term personal reflection and next call to serve (letter and invitation to reflection) – responsibility of Committee Member Services

## **Appendix I**

### **Orientation of the Executive of the General Council Chairs**

**Purpose:** To equip chairpersons to serve and lead effectively during the 40<sup>th</sup> triennium

#### **Objectives:**

- Chairpersons reflect theologically on leadership and governance
- Chairpersons understand:
  - The responsibilities of their role
  - The mandate of their committee
  - A sense of the work being carried out by other committees
  - The expectations of the Executive of the General Council
  - How to report to and receive direction from the Executive of the General Council
  - Policies and procedures relevant to the work of their committee
  - The differing roles of members and staff (governance vs. management)
  - The current priorities and context for the work of the Executive of the General Council and their committee
  - The role of the committee and the Executive within The United Church of Canada
- Chairpersons learn methods for:
  - facilitating meetings
  - managing projects
  - assisting members to work effectively together
  - overseeing the work of sub-committees, task groups and working groups
- Chairpersons establish working relationships with other chairpersons
- Chairpersons establish working relationships with resource staff
- Chairpersons are prepared to provide or secure necessary orientation for their committees

**Schedule:** One evening plus one day at the General Council Office in Toronto

**Methods:** A mixture of verbal and written presentations, sharing of information and experience between members, and conversations between chairs and resource staff.

#### **Participants:**

Primary Participants (Chairpersons):

1. Permanent Committee on Finance
2. Permanent Committee on Ministry and Employment Policies and Services
3. Permanent Committee on Programs for Mission and Ministry
4. Permanent Committee on Governance and Agenda
5. Aboriginal Ministries Council
6. Racial Justice Advisory Committee

7. Gender Justice Advisory Committee
8. Residential Schools Steering Committee
9. Pension Board
10. Nominations Committee

Secondary Participants (Resource Staff):

1. General Secretary, General Council (Nora)
2. General Council Minister, Resources for Mission & Ministry (Ian)
3. Executive Officer, Financial Services (Bill)
4. General Council Minister, Planning Processes (Janet)
5. Executive Minister, Ministry & Employment Policies & Services (Michael)
6. General Council Minister, Programs for Mission & Ministry (Bruce)
7. General Council Minister Racial Justice & Gender Justice (Kim)
8. General Council Officer Residential Schools (Jamie)
9. Coordinator Committee Member Services (Diane)

Additional Resource and Support Staff:

1. Administrative Assistant

**Expenses**

Travel: 10 members x ~\$500.00	\$5000.00
Accommodation: 10 members x ~\$100.00	\$1000.00
Meals: 10 members x 2 dinner, 1 breakfast & lunch	\$800.00
10 staff x, 1 breakfast, 1 lunch, 1 dinner	\$550.00
Additional travel meals or accommodation	<u>\$500.00</u>
	<b>7850.00</b>

**Additional Steps in Continuing Governance Education of Chairpersons of GCE**

**Committees:**

- New Chairs of Permanent Committees are invited to attend the last Executive of the General Council meeting of the 39<sup>th</sup> triennium
- Post-orientation check-in with Chairs (what more do you need to know at this time?) – responsibility of committee member services
- Check-in with chairs following first meeting with committee (social network group? Group email?) – responsibility of Committee Member Services, Moderator or General Secretary
- Ongoing learning and evaluation – joint responsibility of chairperson and staff resource
- Mid-triennium check-in and reflection – responsibility of Moderator or General Secretary
- End-triennium check-in and reflection (survey with results shared with chair and staff resource) – responsibility of Moderator or General Secretary
- End-term personal reflection and next call to serve (letter and invitation to reflection) – responsibility of Committee Member Services