

THE UNITED CHURCH OF CANADA

MEETING OF THE EXECUTIVE OF THE GENERAL COUNCIL MINUTES

November 13 – 16, 2009

The Executive of the General Council of The United Church of Canada met from 8:30 a.m. on Friday, November 13 to 4:00 p.m. on Monday, November 16, 2009 at the General Council Offices, Etobicoke, Ontario. The Moderator, Mardi Tindal, presided.

ATTENDANCE

Voting Members

Heather Burton, Shirley Cleave, Lewis Coffman, Brian Cornelius, Thom Davies, Cindy Désilets, Alvin Dixon, David Giuliano, Charlotte Griffin, Claude Hender, David Hewitt, Armand Houle, Don Hunter, Bruce Hutchinson, Amber Ing, Lynella James, Barb Janes, Sheryl Johnson, Betty Kelly, Donna Kennedy, Ted Kostecki, Bev Kostichuk, Carmen Lansdowne, Tracy Murton, Nicole Beaudry, Emmanuel Ofori, Colin Phillips, Bill Rogers, Louise Rogers, Mary Royal, Nora Sanders, Florence Sanna, Allan Sinclair, Darla Sloan, Paul Stott, Mardi Tindal, Barbara White, Christine Williams, Sharon Willis-Whitwell, John Young.

Corresponding Members

Joyce MacKinnon, Teresa Moysey, Charlie Ocampo, Arlyce Schiebout.
Bruce Gregersen, Carol Hancock., David Allen, Bill Bartlett, Bill Doyle, Bruce Faurschou, Doug Goodwin, Cheryl Jourdain, Will Kunder, Rosemary Lambie, Lynn Maki, Heather McLean, Fred Monteith.

Regrets: Linsell Hurd, Charles MacMillan, Stéphane Vermette, David Iverson, Catherine Gaw.

Friday, November 13, 2009

The Moderator welcomed the Executive to Christ's table, a community who comes both hungry and gifted. She reminded them that they are here as The United Church of Canada looking for the loaves and fishes, to discern and find a common task, a way forward.

The Moderator showed the prayer pot created at the 40th General Council 2009. This prayer pot was broken in transit to Church House and with the permission of the person who made it, it was put back together. The Executive was invited to add their prayers to the prayer pot throughout the meeting.

The Moderator constituted the meeting with the following words:

“Au nom de Notre Seigneur, Jésus-Christ, seul chef souverain de l'Église, et par l'autorité qui m'a été conférée par le 40e 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 40th 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 Stott****2009-11-13-006****Worship, Music, and Theological Reflection**

That the Chaplain, Worship and Music Resource persons for this meeting be: Heather Burton, Barb Janes, Ted Kostecki, Mardi Tindal, Nora Sanders, Brad Ratzlaff, John Thompson, and Bruce McLeod.

Resource People

That Resource people for this meeting be the General Council Officers, Executive Ministers and Officers, Diane Bosman, Ann Perry, Cynthia Gunn, Kathy McDonald, Mary-Frances Denis, Jamie Scott, David MacDonald, Charles Black, Pat Elson, Linda Begley, and Karen Smart.

Administrative Staff

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

Friend in Court

That the Friend in Court for this meeting of the Executive of the General Council be Bill Rogers.

Reference in Council

That the Reference in Council for this meeting of the Executive of the General Council be: John Young and Brian Cornelius.

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 – Louise Rogers and Lynella Reid-James

Green Sessional Committee – Betty Kelly and Claude Hender

Red Sessional Committee – Bruce Hutchinson and Darla Sloan

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 Agenda 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

GS 22 Consent Agenda

Motion: Nora Sanders/Paul Stott

2009-11-13-007

That the Executive of the General Council:

1. Approve the minutes of the Executive of the General Council meeting held on March 28–29, 2009.
2. Receive for information, the minutes of the meetings of the Sub-Executive of the General Council held April 16, 2009, June 22, 2009, July 27, 2009 and September 8, 2009.
3. Receive for information the following:
 - General Secretary, General Council's Accountability Report (GS 1–10)
 - Moderator's Accountability Report (GCE 1–3)
 - Moderator's Advisory Committee Report (GCE 8–9)
 - Workflow and Priorities Task Group Report (GCE 10–11)
 - General Secretary's Supervision Committee Report (GCE 12–13)
 - Residential Schools Steering Committee Report (GCE 15–19)
 - General Council Office Accommodations Task Group Report (GCE 14-15)
 - Aboriginal Ministries Council (GCE 20-22)
 - Pension Board (GCE 23-29)
 - Correspondence to the Executive of the General Council until the 40th General Council 2009 (GCE 30)
 - Correspondence to the Executive of the General Council to October 30, 2009 (GCE 31)
 - Report of the Chairperson of the 40th General Council 2009 Agenda and Planning Committee (GCE 43)
 - World Council of Churches Representative Report (GCE 32)
 - Permanent Committee on Finance Accountability Report (FIN 1–8)
 - Permanent Committee on Governance and Agenda Accountability Report (G&A 1–2)
 - Permanent Committee on Ministry and Employment Policies and Services Accountability Report (MEPS 1–4)
 - Permanent Committee on Programs for Mission and Ministry Accountability Report (PMM 1–3)

4. Adopt the recommendations in the following proposals:

GCE 1 Number of Commissioners to General Council – By-Law Changes (GC40 GCE 1)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 1, Number of Commissioners to General Council, adopted as amended by the 40th General Council 2009:

423 General Council. It shall be the duty of the Conference:

- (a) to elect to the General Council an equal number from each of two (2) groups:
 - i. members of the Order of Ministry and Designated Lay Ministers, with the proportion of each being determined by their numbers; and
 - ii. lay members other than Designated **Lay Ministers**; (Basis 7.6.8)subject to the following:
 - vii. the total number of Commissioners that the Conference shall elect to the General Council shall be determined by multiplying the total number of

Commissioners to be elected by all the Conferences by the average of the ratios of the number of (1) resident members, (2) identifiable givers, (3) households under pastoral care, and (4) Ministry Personnel in the Conference to the number in the whole (national) United Church. This calculation may be expressed by the following formula:

$$\frac{\text{Conf RM} + \text{Conf IG} + \text{Conf Hh} + \text{Conf Min}}{\text{Nat RM} + \text{Nat IG} + \text{Nat Hh} + \text{Nat Min}} \times N = \text{TCC}$$

4

- where RM = number of resident members
 IG = number of identifiable givers
 Hh = number of households under pastoral care
 Min = number of Ministry Personnel who have been appointed to Pastoral Charges, Missions, Outreach Ministries, or special ministries
 N = total number of Commissioners representing all Conferences, established by the General Council from time to time, currently 298
 TCC = total number of Commissioners to be elected by the Conference, one-half (1/2) of whom shall be members of the Order of Ministry and Designated Lay Ministers, and one-half (1/2) of whom shall be lay members other than Designated Lay Ministers
 Where the answer (TCC) is not an even whole number, the result shall be rounded to the nearest even whole number;
- viii. notwithstanding the foregoing, each Conference shall elect as Commissioners at least ~~eight (8)~~ six (6) members of the Order of Ministry and Designated Lay Ministers, and an equal number of lay members other than Designated Lay Ministers; and

...

GCE 4 Pastoral Charge Supervisor – By-Law Changes (GC40 GCE 9)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 9, Pastoral Charge Supervisor, adopted without amendment by the 40th General Council 2009:

001 In these By-Laws:

...

[no change] **“Pastoral Charge Supervisor”** means a member of the Presbytery appointed by the Presbytery to provide supervision and support, both to a Pastoral Charge that is without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by the Conference, and to the person appointed to serve the Pastoral Charge.

- 128** The Presbytery shall appoint one (1) of its own members as the Pastoral Charge Supervisor to supervise any A Pastoral Charge that is without a settled or appointed member of the Order of Ministry, or an appointed Designated Lay Minister who has been recognized by the Conference, and that is being served by:
 (a) ~~a Designated Lay Minister who has not yet been recognized by the Conference;~~
 (b) ~~a Candidate Supply;~~

(c) ~~an Intern Supply;~~
 (d) ~~a Student Supply; or~~
 (e) ~~a Diaconal Supply or Ordained Supply;~~
 shall have a member of the Presbytery appointed by that Presbytery as the Pastoral Charge Supervisor. The Presbytery shall also have the authority to appoint a Pastoral Charge Supervisor to supervise a Pastoral Charge in any other situation where the Presbytery deems it appropriate.

341 Pastoral Charge Supervisors.

(a) Appointment. The Presbytery shall appoint one (1) of its own members as the Pastoral Charge Supervisor to supervise any Pastoral Charge that is without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by the Conference, ~~and that is being served by:~~

- i. ~~a Designated Lay Minister who has not yet been recognized by the Conference;~~
- ii. ~~a Candidate Supply;~~
- iii. ~~an Intern Supply;~~
- iv. ~~a Student Supply; or~~
- v. ~~a Diaconal Supply or Ordained Supply.~~

The Presbytery shall also have the authority to appoint a Pastoral Charge Supervisor to supervise a Pastoral Charge in any other situation where the Presbytery deems it appropriate.

(b) Duties. The duties of the Pastoral Charge Supervisor shall include:

- ...
- v. preparing a ~~confidential~~ report on the state of the Pastoral Charge for the Presbytery Pastoral Relations Committee; and
- ...

389 [Presbytery] Pastoral Relations Committee.

...
 (b) Duties.

- ...
- xii. The Committee shall recommend to the Presbytery the appointment of a Pastoral Charge Supervisor for each Pastoral Charge that is without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by the Conference, ~~and that is being served by a Designated Lay Minister who has not yet been recognized by the Conference, a Candidate Supply, an Intern Supply, a Student Supply, or a Diaconal Supply or Ordained Supply,~~ or in any other situation where the Presbytery deems the appointment of a Pastoral Charge Supervisor appropriate.
- ...

GCE 5 Interim Ministry– By-Law Changes (GC40 GCE 12)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 12, Interim Ministry, adopted as amended by the 40th General Council 2009:

389 [Presbytery] Pastoral Relations Committee.

...

(b) Duties.

...

- x. The Committee shall undertake a formal process with applicants seeking designation as Interim Ministers, in order to determine suitability for working with Pastoral Charges in transition, and to discern willingness to be available throughout the United Church;

[subsequent paragraphs to be re-numbered]

071 Specified procedures.

...

- (d) There shall be the right of appeal under subsections (a) and (b), except with respect to:

...

- iii. Decisions about an individual with respect to the designation process for Interim Ministers;

[subsequent paragraphs to be re-numbered]

077, 549 Decisions Not Subject to Appeal. Decisions that are not subject to Appeal are as follows:

...

- (c) Decisions about an individual with respect to the designation process for Interim Ministers;

[subsequent subsections to be re-lettered]

~~GCE 6 Designated Lay Ministry and Congregational Designated Ministry – By-Law Changes (GC40 GCE 13)~~**GCE 7 Chief Archivist Membership on the Executive of the General Council – By-Law Changes (GC40 GCE 14)**

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 14, Chief Archivist Membership on the Executive of the General Council, adopted as amended by the 40th General Council 2009:

522 Corresponding Members. The following shall be Corresponding Members of the Executive of the General Council:

- (a) the Chairperson of the General Council Committee on Theology and Faith;

- (b) the Chairperson of the General Council Agenda and Planning Committee;
- (c) an elected officer of the National United Church Women;
- (d) the General Council Ministers;
- (e) the Executive Secretaries of the Conferences and the Speaker of the All Native Circle Conference;
- (f) the Chairperson of the Board of Directors of The United Church Observer;
- (g) ~~the Chief Archivist~~ an archivist in the employ of the United Church; and
- (h) a global partner representative.

Other persons may at any time be invited to be Corresponding Members of the Executive of the General Council when their expertise, wisdom, and input are required or desired by the Executive of the General Council.

GCE 8 Chairperson of the General Council Planning Committee – By-Law Changes (GC40 GCE 15)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 15, Chairperson of the General Council Planning Committee, adopted without amendment by the 40th General Council 2009:

521 Membership. The Executive of the General Council shall consist of:

- (a) the Moderator, the immediate Past Moderator, and the General Secretary of the General Council;
- (b) twenty-six (26) members, two (2) elected by each Conference, one (1) of whom shall be a lay member as described in subsection 520(b), to be elected for two (2) terms;
- (c) the Chairpersons of each of the Permanent Committees of the Executive of the General Council;
- (d) four (4) members at large, two (2) of whom are to be youth and young adult representatives, to be elected for two (2) terms;
- (e) two (2) persons, one (1) of whom shall be a lay member as described in subsection 520(b), from the francophone constituency;
- (f) two (2) persons, one (1) of whom shall be a lay member as described in subsection 520(b), from the ethnic ministries constituency;
- (g) a representative to the Central Committee of the World Council of Churches when a member of the United Church; ~~and~~
- (h) the Chairperson of the General Council Planning Committee; and
- ~~(h)~~(i) the Chairperson of the General Council Business Committee

522 Corresponding Members. The following shall be Corresponding Members of the Executive of the General Council:

- (a) the Chairperson of the General Council Committee on Theology and Faith;
- ~~(b) the Chairperson of the General Council Agenda and Planning Committee;~~

[subsequent subsections to be re-lettered]

GCE 11 Aboriginal Ministries Council Representation on the Executive of the General Council – By-Law Changes (GC40 GCE 22)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 22, Aboriginal Ministries Council Representation on the Executive of the General Council, adopted without amendment by the 40th General Council 2009:

- 521** Membership. The Executive of the General Council shall consist of:
- (a) the Moderator, the immediate Past Moderator, and the General Secretary of the General Council;
 - (b) twenty-six (26) members, two (2) elected by each Conference, one (1) of whom shall be a lay member as described in subsection 520(b), to be elected for two (2) terms;
 - (c) the Chairpersons of each of the Permanent Committees of the Executive of the General Council;
 - (d) six (6) persons from the Aboriginal Ministries Council;
 - ~~(d)~~(e) four (4) members at large, two (2) of whom are to be youth and young adult representatives, to be elected for two (2) terms;
 - ~~(e)~~(f) two (2) persons, one (1) of whom shall be a lay member as described in subsection 520(b), from the francophone constituency;
 - ~~(f)~~(g) two (2) persons, one (1) of whom shall be a lay member as described in subsection 520(b), from the ethnic ministries constituency;

[subsequent subsections to be re-lettered]

GCE 9 Mandates of the Committees of the General Council – By-Law Changes (GC40 GCE 18)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 18 as revised, Mandates of the Committees of the General Council, adopted without amendment by the 40th General Council 2009;

And further that the Executive of the General Council amend the By-Laws dealing with the duties of the General Secretary and the duties and powers of the Executive of the General Council as they pertain to the work of the Manual Committee, to bring them into conformity with the duties of the Manual Committee in Proposal GCE 18 adopted by the 40th General Council 2009: (Appendix A)

GS 21 Mandates of the Committees of the General Council (GC40 GCE 18)

That the Executive of the General Council amend the By-Laws as follows, to implement certain policy in Proposal GCE 18 as revised, Mandates of the Committees of the General Council, adopted without amendment by the 40th General Council 2009:

- 521** Membership. The Executive of the General Council shall consist of:

...

(i)the Chairperson of the Theology and Inter-Church Inter-Faith Committee

- 522** Corresponding Members. The following shall be Corresponding Members of the Executive of the General Council:
- (a) ~~the Chairperson of the General Council Committee on Theology and Faith;~~
- ...

~~GS 12 Diaconal Ministry Representation on Education & Students Committee—By-Law Changes (GC40 MAR 14)~~

GS 13 Reconsideration of Quorum for Presbytery - By-Law Changes (GC40 TOR 14)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal TOR 14, Reconsideration of Quorum for Presbytery, adopted without amendment by the 40th General Council 2009:

- 001** In these By-Laws:

...

“Quorum” Except where a higher number or a specific composition is provided in these By-Laws, “Quorum” means:

- ...
- (b) in any meeting of a Presbytery, either of the following requirements as adopted for the Pastoral Year by motion of the Presbytery:
- i. not less than one-third (1/3) of the settled, retained, or appointed members of the Order of Ministry and appointed Designated Lay Ministers on the roll of Presbytery, and not less than one-third (1/3) of the lay members on the roll of Presbytery except those appointed as Designated Lay Ministers;
 - or
 - ii. not less than one-fifth (1/5) of those entitled to vote, of whom at least one-third (1/3) shall be members of the Order of Ministry or Designated Lay Ministers, and not less than one-third (1/3) shall be lay members on the roll of Presbytery except those appointed as Designated Lay Ministers;

~~GS 14 By-Law Housekeeping Changes~~

GS 19 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.:

Thom Davies
Alvin Dixon
Charlotte Griffith
Claude Hender
David W. Hewitt

Armand Houle
Donna L. Kennedy
Lynella Reid-James
barbara marie janes
Beverley Kostichuk

Charles McMillan
William G. Rogers
Florence Sanna
John H. Young

GS 20 Observer Publications Inc. – Directors

That the Executive of the General Council approve the following persons as Directors of Observer Publications Inc. in advance of their nomination for election by the members of Observer Publications Inc.:

Rev. Eric Bacon, Hamilton (Incoming chair)	3 rd term exp. Nov. /11
Rev. Wayne Cole, Corner Brook, Nfld.	1 st term exp. Nov. /11
Rev. Karen Hilfman Millson, Orillia, Ont.	1 st term exp. Nov. /11
Sherri Howard, Toronto	3 rd term exp. Nov. /11
Kim Kaschor, Winnipeg	1 st term exp. Nov. /11
James Lawson, Toronto	1 st term exp. Nov. /11
Very Rev. Stanley McKay, Gladstone, MB.	1 st term exp. Nov. /11
Martha Martin, Halifax	1 st term exp. Nov. /11
Rev. James Sinclair, North Bay, Ont.	2 nd term exp. Nov. /11

MEPS 2 Human Resources Policies

That the Executive of the General Council adopt the following policies:

1. Position Approval
2. Job Descriptions
3. Code of Conduct
4. Employment Equity
5. Moving Costs
6. Salary and Benefits
7. Orientation
8. Problem Resolution
9. Election to Public Office

And that the Executive of the General Council delete the following policies:

10. Job Titles
11. Salary Schedules
12. Personnel Performance Confidentiality
13. Economic Increases
14. Formal Complaints
15. Benefits
16. Relocation

MEPS 3 Permanent Committee on Ministry and Employment Policies and Services (the Permanent Committee) Representative on Pension Board of The United Church of Canada

That the Executive of the General Council appoint Permanent Committee on Ministry and Employment Policies and Services member, Gordon Staples, to replace Brian Copeland as a Permanent Committee representative on the Pension Board of The United Church of Canada.

GS 23 Remit 1 and Remit 2 authorized by the 40th General Council

That the Executive of the General Council:

- (i) declare that at least two-thirds (2/3) of Presbyteries have given their approval to Remit 1 - Election of Lay Representatives to Presbytery and Remit 2 - Appointed", "Chosen", "Elected", "Selected"; and
- (ii) direct that *The Manual* be revised to reflect the changes approved in Remit 1 and Remit 2, with such changes to come into effect on the date that the 2010 edition of *The Manual* comes into effect, pending final action of the 41st General Council 2012.

GS 24 Approval of sale of property owned Windsor Elms Village Continuing Care Society

That the Executive of the General Council approve:

- (i) the listing for sale of the property owned by Windsor Elms Village Continuing Care Society at 590 King Street, Windsor, Nova Scotia;
- (ii) the sale of the property for a price as close as possible for the fair market value of the property; and
- (iii) the application of the sale proceeds for the development by Windsor Elms Village Continuing Care Society of a new seniors' care facility in Falmouth, Nova Scotia.

Carried

Table Group Check-in and Process

Paul Stott, chair of the Permanent Committee on Governance and Agenda, reviewed the table group process to ensure balance and that all voices are heard. He noted that the table groups would remain the same for the first three meetings of the triennium then change.

Table groups were asked to spend time getting to know one another including their roles and to reflect and share some personal hopes and expectations for the triennium.

Worship

Morning communion worship was lead by Heather Burton, Bruce Hutchinson, and Charlotte Griffin. With the theme from John 6: 1-13, table groups reflected on the following:

- What are the loaves and fishes in your community?
- What are the fish - the surprises that we are overlooking?
- What are the loaves - the unanticipated gifts that we might be overlooking?

The offering of flour from each Conference was received and will be mixed together as ingredients for the 85th Anniversary bread throughout the church.

The Moderator introduced John Thompson, Chaplain, and Bill Rogers, Friend in Court, for this meeting of the Executive.

Governance Education

Governance education began with a drama of the Loaves and Fishes written by Linnea Good and adapted by Heather Burton.

Paul Stott, with a PowerPoint presentation, reminded the Executive of their role as a "learning community" which includes reflection and discernment. He noted the importance of evaluation in the whole process.

Paul reviewed the proposal process and the expertise within the Executive. To explore this expertise, table groups were invited to interview one another to discover the skills and knowledge each person brings from church courts, employment, volunteer, and other activities. After table groups reported back, Paul summarized the vast knowledge and experience of the Executive.

Theological Reflection

Paul Stott introduced Bruce McLeod, 25th Moderator in (1972 through 1974) to share his theological reflection. Bruce talked about the changes that have taken place in the church and “how slowly we learn who it is, and how, that Jesus calls us to follow”. Bruce reminded the Executive of their history, changes, and tasks. He asked the Executive if they know where Jesus wants us to go. To be a Spiritual elder, and follow Jesus, he reminded us not to get ahead of Jesus or too far behind. In closing he reminded the Executive to keep the theology of Jesus in sight, to stop to pray, and to remember who it is we are following.

The Moderator thanked Bruce McLeod for his reflection and asked that we move into gratitude for our meal. Grace was sung before each meal of the Executive.

Throughout the meeting, Shirley Cleave made announcements.

Governance Education

Paul Stott continued governance education with information and a review of the Executive member’s handbook. The Executive was invited to read and share in their table groups the information on Holy Conversations including:

- What can I affirm from this material?
- What will be a challenge for me?

Paul reviewed the Holy Manners which are similar to the expectations and commitments in the “Whole People Covenant” from the 40th General Council 2009 and are another example of Holy Conversations.

Paul reviewed the decision making process of the Executive including an illustration of the proposal method and an overview of the work and process of the Sessional Committees.

The Moderator reviewed the Spiritual discernment and prayer that will be part of the decision making process of the Executive.

From the 40th General Council 2009, the five themes that were affirmed were reviewed:

- Emerging church (radical transformation, hope in the struggle)
- Authentic relations with youth and young adults (camps, campus)
- Outreach, social justice, and the care of creation (honouring relationships, peace initiatives, refugees, resisting empire)
- Faith formation (empowering congregations)
- Becoming a whole people (intercultural engagement, language, anti discrimination work)

Moderator's Accountability Report

The Very Rev. David Giuliano assumed the chair for the Moderator's Accountability report.

The Moderator began her accountability by acknowledging that we are meeting on the traditional land of the Mississauga First Nations.

The Moderator stated that she is well with her soul and is overwhelmed by the care, the prayers, and the knowledge that "we are not alone". She talked about the transition of settling into her new position and moving into a new home. She thanked the Church for their support and care when her Mother-in-law passed away.

Throughout the Moderator's accountability report she spoke of poetry and poets. The Moderator will be inviting the church to look at:

- Soulful practice in terms of God's abundance healing to community.
- To care for one another and care for the larger community.

She noted that when we choose community we lean away from scarcity, we have trust and generosity. She invited the church to reflect on how we attend to the health of our community and to God's abundance to creation.

David Giuliano invited the members to ask questions and thanked the Moderator for bringing her passion into this role.

The Moderator resumed the chair.

General Secretary, General Council's Accountability Report

Nora Sanders thanked the staff group for their work and introduced new staff and staff whose roles have or will be changing. She noted the thousands of camp postcards received and displayed and the importance of this work and how we care for youth.

Nora gave an update on the office space and the meeting with other denominations to share space which is still part of the discussion. She also noted that communication with Commissioners is still in the works including increasing ways to be interactive and share ideas.

Nora reviewed the business that she brings to this Executive and business that has happened following General Council.

The Moderator thanked Nora for her work and invited questions or comments.

David Giuliano offered prayer and thanks for the Moderator and General Secretary.

Global Partner

Pat Elson introduced Charlie Ocampo from the Christian Conference of Asia. Charlie brought greetings from the General Committee and the staff of the Christian Conference of Asia and prayers and peace building from the United Church's Asian partners. He noted the support received from the United Church helps the church to do work in Asia including his work to manage a human rights defender and peace building course for ecumenical leaders.

The Moderator thanked Charlie and welcomed him, and asked that he take our prayers and our support back home with him.

World Council of Churches

Carmen Lansdowne gave background on her role with the World Council of Churches, the Central Committee, and the United Church. She noted that the World Council of Churches is made up of 330 churches world wide and is instrumental in the ecumenical movement in seeking justice for human rights.

Carmen reviewed the highlights from the Central Committee including the election of the new General Secretary, Rev. Dr. Olav Fykse Tveit from the Church of Norway. She also highlighted the Public Issues statements, the Faith and Order Plenary Commission, and the United Nations Advocacy Week.

In response to questions about churches under prosecution and injustices in the world, Carmen stated the importance of raising and echoing these questions among ourselves.

The Moderator thanked Carmen for her report and for bringing a window on the work back to us.

Permanent Committee on Finance Accountability Report

Don Hunter, chair of the Permanent Committee, thanked the members for their trust. He noted that it is the mission that is important and it is the finances that allows this mission to happen.

Don talked about the importance of knowing where we are going in this changing church including the importance of clarity, brevity, doing the right things, and focus on the future. He added two new goals for the next three years: radical simplification and enhancing the fundraising culture to reshape our roles to embrace these challenges.

He asked the Executive to direct the General Secretary, General Council and himself to prepare a plan that involves radical simplification.

Questions were raised and clarified including questions on the three year plan and priorities.

The Moderator thanked Don Hunter for his work and report.

Permanent Committee on Ministry and Employment Policies and Services Accountability Report

Tracy Murton, chair of the Permanent Committee, highlighted work since the report was written including the Racial Justice Training the Trainer Event which was new, exciting, and well received.

She reviewed the complex issue of the Ministry Compensation Task Group including how we understand ourselves as a denomination and as leaders. Other work included the Oversight and Discipline Task Group, the response to the survey and whether the information collected is still

relevant. The Permanent Committee is also participating in radical simplification with a model for the future that includes a more holistic vision and broader consultation.

The Moderator thanked Tracy Murton for her report.

Patricia Serediuk, staff from Resource Production and Distribution presented the new Mandate magazine to the Executive.

Permanent Committee on Governance and Agenda Report

Paul Stott, Chair of the Permanent Committee, noted that to date the Committee has been addressing the work for this meeting. Paul introduced and welcomed Karen Smart as the new staff person who will be working with the Permanent Committee beginning in February. He noted that the Permanent Committee will meet by conference call to evaluate this meeting and begin preparations for the May meeting of the Executive.

Permanent Committee on Programs for Mission and Ministry Report

Christine Williams, Chair of the Permanent Committee, noted that she is new to the Executive and that two-thirds of the Permanent Committee are new. She reviewed the diversity of the work of the Permanent Committee from camps to theological schools and the new “super” unit. She noted that after each meeting she comes away with new knowledge and understanding.

The Moderator thanked Christine Williams for her report and work.

Emerging Spirit

Keith Howard reported on the gold and silver awards won by Emerging Spirit for advertising. He noted that the Paint your Faith event didn’t get the media coverage they had hoped for but did get recognition and engagement from the blogging community. It has also provided for some merchandising opportunities that the staff are working towards.

Keith noted that part of their mandate is to engage the church in conversation and hospitality. A series of workshops on Living the Faith will be taking place across the church. They will also be working with the Congregational, Educational and Community Ministries Unit to promote and explore ministry with children and their family, social networking, and media technology.

In response to questions it was noted that WonderCafé will continue until June 2010 with a transitional period and plans to reshape and integrate it into the broader work of the church.

The Moderator thanked Keith Howard for his report and work.

Workflow and Priorities

The Workflow and Priorities Working Group members: the Moderator, Ted Kostecki, Barb Janes, Heather Burton, and Nora Sanders were introduced. Heather Burton gave an update on the work of the group including working with the priorities from the 40th General Council 2009 and the Moderator’s theme of covenanting of creation, soul, and community.

At their second meeting, the group discussed the following questions:

- Who does what for whom?
- What is best done at congregation, presbytery and General Council levels?
- What are we learning as we live into change?
- What are we seeing happening in Conferences in the life of the church?
- What makes your adrenaline flow?
- What's working and what could work better?
- What's feeling most faithful to you?
- What risks should we be taking?

Plus how to become an intercultural church and the struggle with flat lining Mission and Service funds.

The group used the metaphor of cars to illustrate the workflow and priorities. Table groups were each given the picture of a different vehicle and asked to defend how their vehicle best represents the church and what is the most appropriate vehicle for the United Church for the next 3 years.

The Working Group offered some goals for the next triennium and what a smaller, simpler structure can enable:

- Recruit 100 new young ministers
- Look first for ways to work jointly with others.
- Value relationships more than rules
- Take the green road in every decision we make
- Speak the Good News loudly in society
- find the money for the work/mission we care about
- free us to do God's work wherever we are

As the first part the conversation, table groups were invited to look at these goals as they look at what may be the priorities and goals for the triennium including what Conferences and presbyteries could do.

Meeting with the Moderator

Members of the Executive met with the Moderator in the evening.

Saturday, November 14, 2009

Worship

The Workflow and Priorities Working Group welcomed the Executive into worship with the theme of Transformation. A video clip from *Angels in America: The Messenger Arrives* was shown and Donna Kennedy shared the scripture from Genesis 32: 22-32 in Ojibwa-Cree.

Throughout the meeting Bill Rogers, Friend in Court reported on the well being of all and asked the Executive to hold Catherine Gaw and her family in prayer.

Workflow and Priorities

Ted Kostecki reviewed the work from yesterday as the first step to look at priorities for the next 3 years.

Brian Cornelius rose on a point of order noting that the Executive has an obligation to provide leadership to the themes approved by the 40th General Council 2009 (motion GC40 2009-040) as follows:

That the 40th General Council 2009 affirm the Listening Team priorities and send them on to the Executive of the General Council with blessing and support:

- Emerging Church
- Authentic relations with Youth and Young Adults
- Outreach and social justice and care of creation
- Faith Formation
- Becoming a whole people

Governance Education

Paul Stott continued Governance Education including decision making and looking beyond the specifics of the proposal to consider the larger context. Paul shared the State of the Church document prepared for the 40th General Council 2009.

Table groups were asked to discuss the following:

- Where do we see abundance?
- Where do we see challenges and opportunities?

Paul continued with information on governance and the expectations as well as the need for clear communication.

Nora Sanders spoke to accountability as the heart of who we are and the need for communication. She noted that everyone is representing a constituency and how can the members of the Executive best communicate and share with their constituency and with the members across the church.

Table groups were invited to share:

- What do we mean by accountability and transparency in our context?
- How should we demonstrate accountability and transparency?
- As a church, what additional values do we bring to our governance?

Questions from table groups were responded to including the importance of the summary of the meeting. A suggestion for the summary included a shorter version which includes the impact on the church of the decisions made.

Paul Stott reviewed the work flow including how the proposals come to the Executive. The example of the Candidacy Pathway was used to show the steps that this proposal went through beginning in February 2008 through to its referral to this Executive from General Council.

Workflow and Priorities

Heather Burton reviewed the process for the rest of this Executive meeting.

Motion: Heather Burton/barb janes**2009-11-13-008**

That the Executive of the General Council change the agenda to accommodate the Work Flow and Priorities Task Group as follows: Saturday - 1:30 to 3:30; Sunday - 1:30 to 3:00; and Monday - 8:30 to 10:00 (including worship). The Sessional Committees will meet for one half hour less and the reporting back from Sessional Committees will be on one half hour less.

Carried

Table groups were asked to review the themes from General Council including:

- What does each theme mean to you?
- What direction does this point us in?
- How does this shape our work?

The responses were collected and collated for the information and decision of the Executive on Monday.

The Court moved into 3 Sessional Committees.

Sunday, November 15, 2009**Worship**

The Moderator led worship with readings on God's invitation to our church in the languages of the Executive. After a period of silence the Executive was invited to share with each other - "What would it mean for us to give our all, both personally and as a church?"

The Moderator invited the Executive to write their prayers and to place them in the prayer pot. She noted that "We are not alone, and we know that best when we draw the circle wide".

The Court returned to their 3 Sessional Committees.

Workflow and Priorities

The Task Group reviewed the work from yesterday including the 3 theme areas that were identified: simplify, local communities, and leadership. The Executive moved into 5 groups based on the 5 themes from General Council and were asked to draft a common statement on their theme. Groups were also asked:

- What are the implications of this statement? What does this mean for the work of the Executive this triennium?
- What lens or lenses do we need to use as we do our work?
- What guiding principles are needed to direct our work?

Green Sessional Committee Report

Claude Hender and Betty Kelly, co-chairs, reported back for their Sessional Committee and thanked the members for their work.

Motion: Betty Kelly/Claude Hender**2009-11-13-009**

That the Executive of the General Council adopt the recommendations of the Green Sessional Committee with respect to Proposals:

GCE 27 Millennium Development Goals (GC40 TOR 2)

That the Executive of the General Council, through the General Secretary, General Council, strongly and on an annual basis prior to the G8 summit meetings, urge the Government of Canada to target its official development assistance to attaining the Millennium Development Goals.

GCE 29 Conference Meeting Schedule (GC40 MTU 1)

That the Executive of the General Council refer the Conference Meeting Schedule proposal to the Permanent Committee on Governance and Agenda.

GCE 10 Review of the Duties and Powers of the Executive of the General Council – By-Law Changes (GC40 GCE 21)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 21, Review of the Duties and Powers of the Executive of the General Council, adopted without amendment by the 40th General Council 2009. (Appendix B)

GCE 15 Gun Violence (GC40 New 7)

That the Executive of the General Council refer the Gun Violence proposal to the Permanent Committee on Programs for Mission and Ministry.

GCE 16 Authenticity to our Commitment to Justice in Worship (GC40 New 8)

That the Executive of the General Council take no action on Authenticity to our Commitment to Justice in Worship.

GCE 31 Incorporation of Extra Measures Initiatives into the Mission and Service Fund (GC40 BQ 1)

That the Executive of the General Council take no action on Incorporation of Extra Measures Initiatives into the Mission and Service Fund.

GCE 40 Pension and Benefits (GC40 ANW 11)

That the Executive of the General Council refer the Pension and Benefits proposal to the Permanent Committee on Ministry and Employment Policies and Services.

GCE 41 Change to United Church Benefits to include a Health Spending Account (GC40 BC 4)

That the Executive of the General Council refer Change to United Church Benefits to include a Health Spending Account proposal to the Permanent Committee on Ministry and Employment Policies and Services.

GS 6 Categories of Membership for the Executive of the General Council – By-Law Changes (GC40 BC5) (Change to *The Manual*, subsection 423(b))

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal BC 5, Categories of Membership for the Executive of the General Council (Change to *The Manual*, subsection 423(b)), adopted without amendment by the 40th General Council 2009:

423 General Council. It shall be the duty of the Conference:

...

- (b) to elect, every three (3) years, one (1) member, alternately:
- i. a member of the Order of Ministry or a Designated Lay Minister; and
 - ii. a lay member other than a Designated Lay Minister;
- ~~lay and Order of Ministry,~~ to a six- (6) year term as a member of the Executive of the General Council. The Executive Secretary of the Conference shall forward the name of the person so elected to the General Secretary of the General Council. The Conference shall also name alternate members to the Executive of the General Council; and

...

GS 15 Categorization of Remits – By-Law Changes

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Resolution 41, adopted by the 38th General Council 2003. (Appendix C).

Nominations Committee Report

That the Executive of the General Council:

1. Receive for information the Report of the Nominations Committee
2. Appoint the people recommended in the Report of the Nominations Committee to the committees and task groups of the General Council or as representatives of The United Church of Canada, with the stated terms

GC – The Manual Committee (December 2012)

- John Burton (OM BC), reappointment, appointment as chairperson
- Pat West (Lay N&L), reappointment,
- George Thurlow (Lay Sask), reappointment
- Cynthia Laing (OM Mtu), reappointment
- Alan Boyd (OM BQ)
- Victoria Fillier (OM M&O)

GC – Theology and Inter-Church Inter-Faith Committee (GC41, August 2012)

- Arlyce Schiebout (OM M&O), reappointment, appointment as chairperson
- Loraine MacKenzie Shepherd (OM MNWO), reappointment
- Barry Morris (OM BC), reappointment
- Eloi Gunn (OM Lon), reappointment
- Tracy Trothen (OM BQ), reappointment
- Angelika Piché (OM M&O), reappointment
- Denise Davis-Taylor (DM ANW), reappointment
- Aruna Alexander (OM BQ)
- Jordan Cantwell (Lay MNWO)
- Jill Curd (Lay ANW)
- Christopher Donnelly (OM MNWO moving to ANW)
- James Christie (OM MNWO)
- Melody McKellar (DM ANC)

GC – Archives and History Committee, Chairperson (GC41, August 2012)

- Robert (Bob) Stevenson (Lay Ham)

GC – Audit Committee (GC41, August 2012)

- Hugh Johnson (Lay ANW)
- Osei Baah-Acheamphour (Lay Tor)
- Current member Bruce Richards (Lay Sask) recommended as chairperson

GCE – Gender Justice Advisory Committee (GC41, August 2012)

- John Keddy (Lay M&O)

GCE – Permanent Committee on Finance (GC41, August 2012)

- Marion Pardy (OM N&L)

GCE – Permanent Committee on Programs for Mission and Ministry (GC41, August 2012)

- Bryce Hodder (Lay N&L)
- Jeffrey Smith (Lay BC)

PMM – Intercultural Ministries Task Group, Aboriginal (December 2011)

- Sarah Harrington (Lay Lon)

PMM – Gathering Advisory Board (December 2012)

- J. Ivan Gregan (OM Mar)
- Doreen Lankshear-Smith (Lay MNWO)

PMM – Mission through Finance Advisory Committee (December 2012)

- Michael Caveney (OM BC)

PMM – Duty of Care Program Advisory Committee (December 2012)

- Craig Neely (Lay Sask), reappointment

PMM – McGeachy Scholarship Committee (December 2012)

- Barbara Willard (OM BQ)

PMM – Justice Global and Ecumenical Relations Unit Wide Committee (December 2012)

- Faye Wakelling (OM M&O), reappointment
- John Bullas (OM Sask), reappointment
- Kenneth DeLisle (DM MNWO), reappointment

PMM – Stewardship Development Advisory Committee (December 2012)

- Ellinor Townsend (Lay ANW), reappointment

FIN – Mission and Service Fund Advisory Committee (December 2012)

- Judy MacKinnon (Lay BC), reappointment
- Pansy Martin (Lay N&L), reappointment

MEPS – Pastoral Relations Policy Review Steering Group (August 2012)

- John Hurst (Lay Ham)
- Ann Harbridge (DLM Tor)
- Donna Rumpel (Lay Sask)
- Kathleen Taylor (OM ANW)
- Virginia Coleman (DM MNWO)
- David Moors (OM Sask)

MEPS – Financial Assistance Committee (December 2012)

- Ann Krikken (Lay Mtu)

PB – Pension Plan Advisory Committee (December 2012)

- Steve Houston (Lay Ham), specialist
- Dan Murphy (Lay), specialist
- Jill Hawtin (Lay), specialist
- Marcus Robertson (Lay Ham), specialist
- Term of current chairperson, Gary Dobbie (Lay Ham), extended until December 2010

Representatives of the United Church of Canada to:

The Caribbean and North America Council for Mission (December 2012)

- Danielle James (OM ANW), reappointment

The Canadian Council of Churches: Commission on Faith and Witness (December 2012)

- Margaret Trapnell (OM Lon), reappointment

The Canadian Council of Churches: Commission on Justice and Peace (December 2012)

- Janet Sigurdson (OM Sask), reappointment

KAIROS: Indigenous Rights Circle (terms as noted)

- Janet Sigurdson (OM Sask), reappointment, June 2011
- Raymond Jones (Lay BC), reappointment, December 2010

3. Request that the General Secretary, General Council ensure liaison relationships exist between all members serving as representatives of The United Church of Canada and an appropriate United Church body in order that they may be able to report on their service.

Permanent Committee on Programs for Mission and Ministry Accountability Report

That the Executive of the General Council receive the report for information.

GCE 34 “Presumed Consent” for Organ Donation (GC40 Atlantic 3)

That the Executive of the General Council refer “Presumed Consent” for Organ Donation to the Permanent Committee on Programs for Mission and Ministry for further work and

Take no action on proposals LON 4 and TOR 6.

GCE 35 Department of Peace (GC40 ANW 4)

That the Executive of the General Council take no action on the Department of Peace proposal.

GCE 36 The Peace Policy of the United Church (GC40 TOR 15)

That the Executive of the General Council refer The Peace Policy of the United Church proposal to the Permanent Committee on Programs for Mission and Ministry.

GCE 26 Duty to Consult and Accommodate (GC40 SK 4)

That the Executive of the General Council, through the General Secretary, General Council, call upon the Government of Canada, where applicable to:

1. Consult and accommodate Indigenous Peoples in areas where treaty rights are impacted;
2. Continue to negotiate with Indigenous Peoples respecting the duty to consult and accommodate First Nations on all traditional lands' developments; and
3. Enter into an agreement that pays out renewable and non-renewable resource revenues following appropriate consultation with Indigenous Peoples as a move towards creating a just sharing of the wealth of Turtle Island; and
4. Enter into an ongoing relationship of shared partnership respecting the stewardship of this wondrous part of creation.
5. Promote and encourage integration between different government ministries to respect and adhere to laws and policies which protect the rights of Indigenous People.

Carried

GCE 28 Ten Year Moratorium on developing Dump Site 41 (GC40 TOR 3) 2009-11-13-025

Motion: Betty Kelly/Claude Hender

That the Executive of the General Council stand in solidarity with Indigenous Peoples and small rural communities on the national issue of protection of water, in particular at the location of Dump Site 41 in Tiny Township, Ontario, and direct the General Secretary, General Council to encourage congregations and church Courts to support this by letter-writing campaigns, petitions and direct personal action as appropriate.

Carried

GCE 30 Mission and Service Fund (GC40 M&O 13)

Motion: Betty Kelly/Beverley Kostichuk

2009-11-13-010

That the Executive of the General Council refer the Mission and Service Fund proposal to the General Secretary, General Council to be included in comprehensive Stewardship programs.

Carried

Red Sessional Committee Report

Darla Sloan and Bruce Hutchinson reported back for their Sessional Committee and thanked the members of the Red Sessional Committee for their work.

Omnibus Motion

Motion: Darla Sloan/Bruce Hutchinson

2009-11-13-011

That the Executive of the General Council adopt the following proposals:

GS 2 Duties of Conference Executive Secretary (GC40 GS 36)

That the Executive of the General Council change section 433.1 of the By-Laws, as follows:

433.1 Duties of Executive Secretary. It shall be the duty of the Executive Secretary:

...

- (n) ~~to rule on questions of interpretation of~~ to interpret Conference policies and procedures as these pertain to the discharge of its duties and the exercise of its powers. ~~All such rulings shall be duly recorded and reported in writing for information to the General Secretary of the General Council within one (1) month; and~~

GS 4 Definition of “Charge” (GC40 GS 4)

That the Executive of the General Council delete the term “Charge” from the definitions in section 001 of the By-Laws, as follows:

001 In these By-Laws:

...

~~“Charge” means a ministry, recognized as a valid expression of the enabling ministry by, and accountable to, the responsible Courts of the United Church.~~

GS 5 Committee of Stewards and Stewardship Committee (GC40 GS 26)

That the Executive of the General Council affirm the policy that the Committee of Stewards has certain stewardship duties, and that section 166 of the By-Laws be changed to reflect this policy, as follows:

166 It shall be the duty of the Committee of Stewards:

- (a) ~~through to assist~~ the Stewardship Committee of the Official Board ~~to assist in~~ securing contributions for the ministry of the Pastoral Charge, preferably by ~~the weekly envelope~~ regular contributions and an every-person canvass, ~~for:~~
- i. ~~the remuneration of the persons serving the Pastoral Charge as Ministry Personnel;~~
 - ii. ~~the assessments payable to the pension fund and the group insurance plan;~~
 - iii. ~~the salaries of other staff of the Pastoral Charge or Congregation;~~
 - iv. ~~the assessment to meet Presbytery and Conference expenses; and~~
 - v. ~~the current expenses of the Pastoral Charge or Congregation; and~~
- (b) to disburse the money received for ~~these purposes~~ that purpose. In the planning and the making of the disbursement of these monies, the Committee of Stewards shall be governed by the following order of priority:
- i. the remuneration of the persons serving the Pastoral Charge as Ministry Personnel;
 - ii. the assessments payable to the pension fund and the group insurance plan;
 - iii. the salaries of other staff of the Pastoral Charge or Congregation;
 - iv. the assessment to meet Presbytery and Conference expenses; and
 - v. other capital and current expenses of the Pastoral Charge or Congregation.

GS 12 Diaconal Ministry Representation on Education & Students Committee – By Law Changes (40th General Council 2009 MAR14)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal MAR14, Diaconal Ministry Representation on Education & Students Committee, adopted as amended by the 40th General Council 2009:

462 [Conference] Education and Students Committee

A Membership. The Committee shall include in its membership a Diaconal Minister

GCE 42 New Red 1

That the Executive of the General Council change all *Manual* references from Executive Secretaries to “Executive Secretaries/Speaker” and change all references from Presidents to “Presidents/Leading Elders”.

Carried

GS 18 Ministries in French

Motion: Darla Sloan/Bruce Hutchinson

2009-11-13-012

That the Executive of the General Council:

1. establish a fund for “New Ministries in French” and transfer the funds of “Mission in Canada Designated Reserve” to a “New Ministries in French” fund.
2. Request that courts of the church in areas in which there is a potential for the establishment of new ministries in French give priority to support of the New Ministries in French fund through the allocation of a proportion of receipts from the sale of properties and the allocation of funds from existing trusts held for church extension and related purposes.
3. Request the General Secretary, General Council to establish a protocol for the allocation of resources of the fund in consultation with the Permanent Committee Programs for Mission and Ministry and the Permanent Committee Finance

Carried

PMM 2 The Implementation of “A vision for Ministries in French in The United Church of Canada”

Motion: Darla Sloan/Bruce Hutchinson

2009-11-13-013

- 1 That the Executive of the General Council implement the recommendations of the General Council Report: A Vision for the Development of Ministry in French in The United Church of Canada.
2. That the Executive of the General Council direct the General Secretary, General Council, to ensure:
 - a. That, within existing budgets, a course is developed in both official languages focusing on history, culture, and religious sociology of Francophone communities across Canada and made available on-line to candidates and supervisors in ministry-in-French contexts and for candidates and lay leaders in other theological school programs by autumn 2011.
 - b. that consultation with theological schools/education centres take place regarding the goal of having “a centre offering a theological training program in French for lay people and candidates.”
 - c. that provision be made for French-language training for ministry-personnel in ministry-in-French contexts through use of existing continuing education funds.
3. That the Executive of the General Council request the General Secretary, General Council, to explore feasibility and funding options in order to:
 - a. provide funds for Supervised Ministry Education opportunities for candidates and training for supervisors in ministries-in-French contexts.

- b. provide resources to “a centre offering a theological training program in French for lay people and candidates.”
 - c. provide funds for Continuing Education in French-language training and ministries in-French education from 2011 on.
4. That the Executive of the General Council request that the Permanent Committee on Ministry and Employment Policies and Services, in collaboration with the Francophone constituency:
- a. review policies related to Supervised Ministry Education, Transfer & Settlement, Candidacy to ensure maximum effectiveness in deploying Francophone and bi-lingual candidates for Ministry-in-French in appropriate settings;
 - b. in cooperation with appropriate Conferences, review the role, methods, and practices related to JNAC and related processes to ensure maximum effectiveness in identifying and implementing opportunities for ministries-in-French;
 - c. explore the feasibility of Francophones and bi-lingual candidates requesting to do their Supervised Ministry Education in French-language settings;
 - d. explore the feasibility of Francophone and bi-lingual candidates being prioritized for settlement in ministry-in-French contexts, including the candidates’ own Conferences;
 - e. request the Transfer Committee to consult with Conferences regarding Settlement where ministries-in-French are possible.

Carried

Pierre Goldberg thanked the court and the Sessional Committee for their care and support and for this message of hope in The United Church of Canada.

PMM 1 Terms of Reference – Task Group Partnership Review (Canadian)

Motion: Darla Sloan/Bruce Hutchinson

2009-11-13-014

That the Executive of General Council:

Approve the terms of reference with the following amendment:

Membership, remove the words “Chair of” and “in consultation” in the first paragraph.

(Appendix D)

Request the Permanent Committee on Programs for Mission and Ministry to oversee the work of the Task Group; and report to the Executive by March 2012.

Carried

Blue Sessional Committee Report

The co-chairs, Louise Rogers and Lynella Reid-James, reported for the Sessional Committee.

Omnibus Motion

Motion: Lynella Reid-James/Louise Rogers

2009-11-13-015

That the Executive of the General Council adopt the recommendations of the Blue Sessional Committee with respect to the following proposals:

GS 7 Extension of Group Insurance Benefits to Surviving Spouse and Dependent Children

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal MAR 5, Extension of Group Insurance Benefits to Surviving Spouse and Dependent Children, adopted without amendment by the 40th General Council 2009:

038 Death.

- (a) Financial Provision. The spouse of deceased Ministry Personnel, or dependent children if there is no spouse, shall continue to be provided for financially by the Pastoral Charge, the Presbytery, and the United Church for a period of six (6) months following the end of the month in which the death takes place, ...
- (b) Entitlement. Entitlements from the end of the month in which the death takes place are to:
 - i. the salary being paid by the Pastoral Charge at the time of the disability or death;
 - ii. all group insurance benefits and employee assistance plan coverage, pursuant to the wording of the indemnity plan then in effect, being provided by the Pastoral Charge at the time of the disability or death; and
 - ~~ii.~~ iii. the use of the manse, or housing allowance if such is being paid in lieu of a manse, or alternative accommodation. ...

GS 11 Transfer and Settlement Review – Approval of Remit

That the Executive of the General Council approve the issuance of Remit 3 pursuant to Proposal GCE 10 to be issued to Presbyteries and Districts as follows:

Remit No. 3 - Transfer and Settlement to be Optional

MEPS 1 Admissions Procedural Policy

That the Executive of the General Council adopts The Procedures for Ministers of Recognized Christian Denominations Called to Serve in The United Church of Canada.

MEPS 4 Group Benefits Insurance Plan Design Changes

That the Executive of the General Council approve the increase in long term disability benefit payment by 2.3% effective January 1, 2010.

That the Executive of the General Council increase the Accidental Death and Dismemberment benefit to 100% of pensionable earnings, effective January 1, 2010. .

That the Executive of the General Council change the Plan to allow pastoral charges or employing units to elect for new lay employees either membership upon employment or after a three month waiting period.

That the Executive of the General Council increase the active member lifetime reimbursement for private duty nursing expenses to a maximum of \$25,000.

That the Executive of the General Council approve the self-insurance of the employer indemnity benefit.

FIN 1 Major Gifts and a Legacy Giving Campaign

That the Executive of the General Council approve in principle the Financial Stewardship Unit's Plan for Revenue generation, including a Legacy Giving Campaign for The United Church of

Canada and instruct the General Secretary, General Council to bring back a comprehensive plan for that campaign to the May 2010 Executive of the General Council meeting.

FIN 2

That the Executive of the General Council approve the budget for 2010.

GCE 2 Statement on Ministry in The United Church of Canada - By-Law Changes (GC40 GCE 5)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 5, Statement on Ministry in The United Church of Canada, adopted as amended by the 40th General Council 2009 (Appendix E).

GCE 3 Admissions Draft Policy Statement—By-Law Changes (GC40 GCE 8)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 8, Admissions Draft Policy Statement, adopted without amendment by the 40th General Council (2009). (Appendix F).

GS 14 By-Law Housekeeping Changes

That the Executive of the General Council amend the By-Laws as follows: (Appendix G)

~~(1) Educational Supervisor, s. 001~~

(1) Ministry Personnel Salary, Allowances, and Benefits, s. 036(j)

(2) Meeting with Representatives of Incapacitated Ministry Personnel, s. 037(i)

(3) Fair Employment Standards and Pension Benefits, s. 041.1(b)

(4) Decisions Not Subject to Appeal, ss. 071(d) & 077

(5) Licensing of Licensed Lay Worship Leaders, s. 382(b)ix.

(6) Land Registry Offices, ss. 271, 272, “shall, where permitted”

(7) Left Without Settlement or Appointment, s. 314

(8) Formula for Apportioning Commissioners, s. 423(a)

(10) Membership of Executive of General Council, s. 521(e), (f)

(11) Trusts of Model Deed to Model Trust Deed, also to head Appendix III

GS 1 Recommendations by Presbytery Pastoral Relations Committee (GC40 GS 34)

That the Executive of the General Council ~~clarify~~ establish the policy that appointment of representatives of the Presbytery to serve on certain joint Committees of the Pastoral Charge and the Presbytery is made by the Court on the recommendation of the Pastoral Relations Committee, and not by that Committee itself, and that sections 052, 054, 054.1 and 389 of the By-Laws be changed to reflect this policy, as follows:

052 Joint Needs Assessment Committee.

- (a) Membership. The Joint Needs Assessment Committee shall include:
 - i. two (2) representatives of the Presbytery appointed by the Presbytery ~~Pastoral Relations Committee~~; and
 - ii. representatives of the Pastoral Charge appointed by the membership of the Pastoral Charge or by the Official Board or Church Board or Church Council of the Pastoral Charge.

...

054 Joint Search Committee.

- (a) Membership. The Joint Search Committee shall include:
 - i. two (2) representatives of the Presbytery appointed by the Presbytery ~~Pastoral Relations Committee~~; and
 - ii. representatives in full membership of the Pastoral Charge, appointed by the membership of the Pastoral Charge or by the Official Board or Church Board or Church Council of the Pastoral Charge.

...

054.1 Interim Ministry Transition Committee.

- (a) Membership. The Interim Ministry Transition Committee shall include:
 - i. one (1) or two (2) representatives of the Presbytery appointed by the Presbytery ~~Pastoral Relations Committee~~; and
 - ii. five (5) to seven (7) representatives in full membership of the Pastoral Charge, appointed by the membership of the Pastoral Charge or by the Official Board or Church Board or Church Council of the Pastoral Charge.

...

389 [Presbytery] Pastoral Relations Committee.

...

- (b) Duties.

...

- vi. When a needs assessment has been initiated by the Presbytery, the Committee shall ~~appoint~~ recommend to the Presbytery two (2) representatives of the Presbytery to serve on the Joint Needs Assessment Committee. The first meeting of the Joint Needs Assessment Committee shall be convened by a Presbytery representative.
- vii. When a Vacancy in a Pastoral Charge has been declared by the Presbytery, the Committee shall ~~appoint~~ recommend to the Presbytery two (2) representatives of the Presbytery to serve on the Joint Search Committee. The first meeting of the Joint Search Committee shall be convened by a Presbytery representative.

...

- ix. Where a request that the Presbytery appoint an Interim Minister is approved, the Committee shall either ~~appoint~~ recommend to the Presbytery two (2) representatives of the Presbytery to serve on an Interim Ministry Transition Committee to recommend an appointment or ~~appoint~~ recommend to the Presbytery one (1) or more representatives of the Presbytery to work with the Official Board or Church Board or Church Council of the Pastoral Charge to recommend an appointment, and the Committee shall make a recommendation as to whether the appointment requires an act of covenant.

...

- xi. Where a request that the Presbytery appoint a Supply for up to one (1) year is approved, the Committee shall either ~~appoint~~ recommend to the

Presbytery two (2) representatives of the Presbytery to serve on a Joint Search Committee to recommend an appointment or ~~appoint~~ recommend to the Presbytery one (1) or more representatives of the Presbytery to work with the Official Board or Church Board or Church Council of the Pastoral Charge to recommend an appointment, and the Committee shall make a recommendation as to whether the appointment requires an act of covenant.

...

GS 8 Notice of Meeting to Establish a Pastoral Relationship (GC40 GS 9)

That the Executive of the General Council make explicit the policy that two preceding Sundays' notice is required when the object of the meeting of the Pastoral Charge or Congregation is to establish a pastoral relationship, by call, settlement, or appointment, and that sections 047 and 112 of the By-Laws be changed to reflect this policy, as follows: (Appendix H)

GS 9 Two Preceding Sundays' Notice of Meeting (GC40 GS 10)

That the Executive of the General Council adopt the policy that two *preceding* Sundays' notice be given for all matters dealing with the pastoral relationship, and that sections 047 and 112 of the By-Laws be changed to reflect this policy, as follows: (Appendix I)

GCE 6 Designated Lay Ministry and Congregational Designated Ministry – By-Law Changes (GC40 GCE 13)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 13, Designated Lay Ministry and Congregational Designated Ministry, adopted without amendment by the 40th General Council 2009: (Appendix J)

GCE 38 Retired Designated Lay Ministers (Recognized by Conference) – License to Administer Sacraments (GC40 ANW 13)

That the Executive of the General Council authorize retired Designated Lay Ministers to administer the sacraments within the bounds of a Presbytery and under the oversight of Presbytery, in circumstances where there is a need, and that Section 427.1 of *The Manual* be amended appropriately.

GCE 18 Captioning on All Programming Produced By/For The United Church of Canada (GC40 New 6)

That the Executive of the General Council refer GCE 18 Captioning on All Programming Produced By/For The United Church of Canada to the General Secretary, General Council for costing and report back to next Executive of the General Council.

MEPS 5 Amend the Statement of Beliefs and Guiding Principles

That the Executive of the General Council refer the attached amended Statement of Beliefs and Guiding Principles (Appendix K) to the Permanent Committee on Ministry and Employment Policies and Services for further work specifically in regards to “socially responsible investment” (MAR19 GC40).

MEPS 6 Amend the Pension Board Terms of Reference

That the Executive of the General Council refer the attached amended Pension Board Terms of Reference (Appendix L) to the Permanent Committee on Ministry and Employment Policies and Services for further work specifically in regards to “socially responsible investment” (MAR 19 GC40).

GCE 20 Membership Requirement for Parish Nurses (GC40 HAM 3)

That the Executive of the General Council refer GCE 20 to the Permanent Committee on Ministry and Employment Policies and Services for clarification and advice.

GCE 39 Clarification of Former Staff Associates Positions (GC40 LON 8)

That the Executive of the General Council refer GCE 39 to Permanent Committee on Ministry and Employment Policies and Services for advice and recommended action.

GCE 17 Statement on Ministry (GC 40 NEW 3)

That the Executive of the General Council refer GCE 17 to the Theology and Inter Church and Inter Faith Committee.

1. To develop a statement on the subject of the ministry of the whole people (thus including laity) of The United Church of Canada, and
2. That such a statement be developed with congregational consultation, and
3. To report this to the 41st General Council 2012 with the intention that this would be added to the current “Statement on Paid Accountable Ministry” to create a conclusive “Statement on Ministry.”

Carried

GCE 19 2010 Olympics (GC40 NEW 9)

Motion: Louise Rogers/Barbara White

2009-11-13-016

That the Executive of the General Council take no action on GCE 19 2010 Olympics.

Carried

GS 10 The Candidacy Pathway Report (GC40 GCE 6)

Motion: Lynella Reid-James/Heather Burton

2009-11-13-017

That the Executive of the General Council refer GCE 6 The Candidacy Pathway to the Permanent Committee on Ministry and Employment Policies and Services for further study and development, including an option of trial implementation in up to three Conferences, with evaluation and proposals back to the Executive of the General Council prior to the 41st General Council 2012.

Carried

Lewis Coffman thanked the members of the Blue Sessional Committee for their work and the presentation to plenary. All members of the Blue Sessional stood for thanks.

Monday, November 16, 2009

The Moderator welcomed all, called the court to order, and introduced staff at the Staff Resource Table.

Worship

Ted Kostecki lead the morning worship.

Bern Jagunos introduced guests from the United Church of Christ in the Philippines - Bishop Eliezer Pascua, General Secretary, and Mariano Inong, Bishop of Northern Luzon.

Workflow and Priorities

barb janes thanked the Executive for their work. She invited the facilitators of each group to present the report of their group including the Draft Common Statement and the Lens to use at the General Council level as established by the group (Appendix M). Facilitators also gave a brief overview of the conversations in each group. It was noted that this information will be used by the General Secretary to inform the budget preparation for the triennium and her report back to the Executive in May.

The Moderator thanked the members of the Workflow and Priorities Task Group.

Aboriginal Council

Ray Jones reported on the Aboriginal Council from its beginnings following the 39th General Council 2006 including its inaugural meeting this past September. He talked about the basket of tasks which is full including the maintenance of the cairn in Sudbury, the need for communication, the United Church crest, working with the Residential Schools Steering Committee, to name a few. Ray welcomed Maggie McLeod to her new role in January as the Coordinator for the Aboriginal Ministries and thanked Laverne Jacobs for all his work and for agreeing to continue to allow for a smooth transition.

Jim White reviewed some of the issues including the lack of ordained ministry in Aboriginal communities.

The Moderator thanked both Jim White and Ray Jones for their work.

Moderator lead a time of silence and prayer.

Green Sessional Report Back (continued)**GS 16 The Moderator's "Plan for Participating in God's Abundant Healing of Creation"**

The Very Rev. David Giuliano assumed the chair for the Moderator's "Plan for Participating in God's Abundant Healing of Creation".

Motion: Claude Hender/Sharon Willis-Whitwell**2009-11-13-018**

That the Executive of the General Council endorse the Moderator's "Plan for Participating in God's Abundant Healing of Creation," which represents the Moderator's vision for her term, and allocate the 2010 GCE project fund of \$150,000 toward the first phase (one and one-half years) of the plan.

Carried

The Moderator resumed the chair.

GS 17 Strengthening Relationships for Mission

In response to a concern expressed, the discussion of the sessional committee regarding Extra Measures and the Mission and Service Fund was reviewed. Conferences who are currently participating in this program also gave input.

Motion: Betty Kelly/Charlotte Griffith

2009-11-13-019

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

1. Broaden the Extra Measures program beyond the current participating conferences.
2. Develop a detailed program proposal for the Executive of the General Council, May 2010 that would:
 - a. Strengthen United Church congregational, presbytery/district and conference capacity to engage in mission relationships and funding.
 - b. Raise the profile of the Mission and Service Fund.
 - c. Reflect focused consultation on the implications of such a program with various courts of the church, Canadian, and global mission partners, theological schools and training centres.

Carried

GCE 28 Ten Year Moratorium on developing Dump Site 41 (GC40 TOR 3)

The good news update was given on Dump Site 41. With the assistance of the local United Church, in partnership with the community, the county has removed their plan including passing an Act that this land cannot be used as a dump site.

Cindy Désilets thanked the co-chairs Betty Kelly and Claude Hender and the members of the Green Sessional Committee.

Red Sessional Committee Report

The co-chairs, Darla Sloan and Bruce Hutchinson, continued with their report.

Omnibus Motion

Motion: Darla Sloan/Bruce Hutchinson

2009-11-13-020

That the Executive of the General Council adopt the recommendations of sessional committee Red with respect to the following proposals:

GCE 23 Emergency Issues for Employment Insurance (GC40 LON 5)

GCE 24 Emergency Issues for Employment Insurance (GC40 TOR 5)

GCE 25 Employment Insurance (GC40 Arctic 4)

That the Executive of the General Council take no action on GCE 23 (LON 5) and GCE 24 (TOR 5) and GCE 25 (Arctic 4)

GCE 46 New RED 2

That the Executive of the General Council direct the General Secretary, General Council to call upon the Federal Government to develop emergency measures in Employment Insurance programs in order to be responsive to the needs of the most vulnerable persons and regions of our country.

GCE 13 General Council Agenda (GC40 NEW 4)

That the Executive of the General Council refer GCE 13 General Council Agenda to the Permanent Committee on Governance and Agenda for consideration.

GCE 14 Youth Forum Vote (GC40 NEW 10)

That the Executive of General Council take no action on GCE 14 Youth Forum Vote.

GCE 12 Youth and Young Adult Ministries (GC40 NEW 2)

Whereas priorities are being considered at this meeting of the Executive of the General Council that the Executive of General Council take no action on GCE 12.

GCE 22 Financing the Ministry – Resources for the Church by the Church (GC40 ANW 8)

That the Executive of General Council receive GCE 22 Financing the Ministry – Resources for the Church by the Church for information, that the information be forwarded to the General Secretary, General Council, and that the Executive of General Council take no further action on GCE 22.

GCE 37 Housing Allowance Compensation for Clergy Couples (GC40 HAM 1)

That the Executive of General Council receive GCE 37 Housing Allowance Compensation for Clergy Couples for information, that the information be forwarded to the Ministry Compensation Task Group, and that the Executive of General Council take no further action on GCE 37.

GCE 21 Addressing Differences in Court Practices (GC40 BQ 2)

That the Executive of the General Council take no action on GCE 21 Addressing Differences in Court Practices.

Carried

GS 3 Treasurer of the Presbytery; Treasurer of the Conference (GC40 GS 46)

Motion: Darla Sloan/Bruce Hutchinson

2009-11-13-021

That the Executive of the General Council clarify the policy that the Presbytery and Conference must each elect a Treasurer, or provide for the functions of a Treasurer to be fulfilled in some other way, and that the By-Laws be amended to reflect this clarification:

372 Treasurer. The Presbytery shall ~~may~~ elect a Treasurer to receive and to disburse any monies under its control, subject to its instructions, or otherwise provide for the functions of a Treasurer to be fulfilled.

435 Treasurer. The Conference shall ~~may~~ elect a Treasurer to receive and to disburse any monies under its control, subject to its instructions, or otherwise provide for the functions of a Treasurer to be fulfilled.

Carried

Barb White thanked the co-chairs and the Sessional Committee for their work, she concluded with prayer.

New Business

Paul Stott introduced the new business.

GCE 43

Motion: Paul Stott/Shirley Cleave

2009-11-13-022

Direct the General Secretary, General Council in consultation with the Task Group on Workflow and Priorities and the Chairs of the Permanent Committees to shape and sharpen the outcomes of the Workflow process to produce an appropriate document for adoption of the Sub-Executive of the General Council for use in directing the planning and budgeting process and for sharing with the courts and members of the Church.

Carried

The assumption of this motion was clarified including that “it is the understanding that the General Secretary, General Council, in developing this appropriate document, is not limited to input from this meeting but can draw upon other resources such as the previous priority statement, the wisdom of staff and ongoing work, the wisdom from Commissioners and perspectives offered by the Moderator and General Secretary, General Council as well as other sources.”

GCE 45 Care for community, soul, and creation during the Vancouver Olympic Games

Motion: Colin Phillips/Barb White

2009-11-13-023

That the Executive of the General Council:

1. Stand in solidarity with all people who oppose the negative social and environmental impacts of the Vancouver Olympics.
2. Have a pastoral concern for the people of the Downtown Eastside who are being displaced as a consequence of being poor and the long term gentrification of the neighbourhood, and continue to pray for the work of the First United Mission and Longhouse Ministries.
3. Affirm that the right to protest and the right to free speech are fundamental to the Charter of Rights and Freedoms and cannot be superseded.
4. Direct the General Secretary, General Council to communicate these concerns to ecumenical partners and to encourage other courts of the Church to critically examine the impact of the Olympics.

Carried

In Memoriam Gifts

Let us gratefully acknowledge the following members of our Church family who have left bequest gifts, annuity residues and insurance proceeds to The United Church of Canada April 2009 – October 2009

Mission and Service

Margaret Anderson
Shirley Arnold
Norah G. Bell
Jean Burgess
Hannah Watson Chambers
Jean Cruikshank
Albert Dobson

Cyril Dennis Dyke
Dorothy Elliott
Dorothy Fice
Anne Gordon
Russell R. Grafton
June Bishop Grant
June Gunby
Kenneth Frederick Heddon

Jack Welch Holmes
Meredith Isla
Christine Judge
Marion Isabel Laing
George Bertram Mather
Dorothy McCurrach
Margaret McWilliam
Douglas Miller

Approved—Motion 2010-05-01-048

Lillian Park	Dora Stewart	Jeanine Carol Vogan
Hubert Reid	Vera May Tebby	Jean Westwood
M. Catherine Sorrenti	Ellen Thompson	
United Church of Canada	Division of Mission in Canada	Division of World Outreach
Gladys Margaret Arnold	Hiram Binkley	Mary Capern
Kathleen Banbury	Reginald W. Watkins	Daphne Gornall
Gordon Edward Burr		Della Mae Gray
Margaret Findlay	Pension Fund	Eva Laidlaw
Agnes Magee Hilliard	Clarkson E. Armitage	
Ailsa Margaret Little	Ruth Leaker	
Elizabeth Hardie Quemby		

40th General Council 2009 Report

Michelle Slater thanked the court for the privilege to chair the Agenda and Planning Committee and thanked staff for their support and kind consideration.

Michelle noted that the evaluation was generally enthusiastic and affirming with helpful suggestions for improvement. There was a significant amount of frustration expressed in the evaluation however overall the General Council was given high ratings.

Michelle highlighted the purpose of the meeting from her written report. Some people didn't think the local experiences were a good use of time while others felt this time recharged them. The recommendations from the Agenda and Planning Committee included looking at the purpose of the meeting along with the programs that enrich the Council such as Children in Council and Youth Forum. With the 382 Commissioners there were 800 people present in total and their purpose needs to be clarified.

Other questions included:

- The stewardship and role of Global and Ecumenical guests.
- Was this group too large for the proposal process?
- There was tension between the green efforts and not getting the information needed.

The Moderator thanked Michelle for her leadership. It was noted that her report was written for the Executive. She will review the information for distribution to Commissioners.

Pension Board

Charlie Black gave an overview of the Pension Board including:

- Pension Governance Structure
- Role of Executive as administrators of the Pension Board
- Key characteristics of the Plan including investment income as a critical element of the Plan
- Highlights of 2008-2009 Activities

Charlie noted that the plan is in relatively good shape in light of the economic times with a surplus. As a result, the Plan has updated benefits to include cost of living increases.

Questions were raised and responded to.

Theology and Faith

Arlyce Schiebout, the chair of the Committee, gave background information on the Committee and an update on their work for the triennium.

New Business

GCE 44 Court Structure

Motion: Don Hunter/Bruce Hutchinson

2009-11-13-024

That the Executive of the General Council direct the Permanent Committee on Governance and Agenda through a task group to study court structure alternatives and governance processes in order to identify possible simplifications in governance.

Carried

Governance Education

Paul Stott gave information on the Policy Handbooks. He also reviewed the support information including Travel and Expense Guidelines, upcoming meetings and the Meeting Evaluation.

85th Anniversary of the United Church

Bill Rogers gave an update on the 85th Anniversary of the United Church including the theme of “Remember, Renew, Rejoice”.

Theological Reflection

Bruce McLeod reflected on the prodigal son and what this means to us as and Executive.

Closing Procedural Motion

Authorizing the Sub-Executive of the General Council

Motion: Nora Sanders/Heather Burton

2009-11-13-026

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

Table groups were invited to meet and close their table groups. The General Secretary, General Council gave an update on the in-camera session to the voting members.

Moderator, Mardi Tindal

General Secretary, Nora Sanders

List of Appendices:

Appendix A	GCE 9 Mandates of the Committees of the General Council – By-Law Changes (GC40 GCE 18)
Appendix B	GCE 10 Review of the Duties and Powers of the Executive of the General Council – By-Law Changes (GC40 GCE 21)
Appendix C	GS 15 Categorization of Remits—By-Law Changes
Appendix D	PMM 1 Terms of Reference – Task Group Partnership Review (Canadian)
Appendix E	GCE 2 Statement on Ministry in The United Church of Canada - By-Law Changes (GC40 GCE 5)
Appendix F	GCE 3 Admissions Draft Policy Statement—By-Law Changes (GC40 GCE 8)
Appendix G	GS 14 By-Law Housekeeping Changes
Appendix H	GS 8 Notice of Meeting to Establish a Pastoral Relationship (GC40 GS 9)
Appendix I	GS 9 Two Preceding Sundays’ Notice of Meeting (GC40 GS 10)
Appendix J	GCE 6 Designated Lay Ministry and Congregational Designated Ministry – By-Law Changes (GC40 GCE 13)
Appendix K	Statement of Beliefs and Guiding Principles for the Pension Plan of The United Church of Canada
Appendix L	Pension Board Terms of Reference
Appendix M	Work flow Common Statements and Lens

Appendix A

GCE 9 Mandates of the Committees of the General Council – By-Law Changes (GC40 GCE 18)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 18 as revised, Mandates of the Committees of the General Council, adopted without amendment by the 40th General Council 2009;

And further that the Executive of the General Council amend the By-Laws dealing with the duties of the General Secretary and the duties and powers of the Executive of the General Council as they pertain to the work of the Manual Committee, to bring them into conformity with the duties of the Manual Committee in Proposal GCE 18 adopted by the 40th General Council 2009:

Committee on Archives and History Committee

530 [new] There shall be an Archives and History Committee of the General Council.

532 ~~Meetings. The General Council Committee on Archives and History shall meet at the call of the Chair at least once each year.~~

533 531 Membership. The Committee shall be composed of:

- (a) a Chairperson appointed by the General Council;
- (b) the General Secretary of the General Council, or designate;
- (c) ~~the General Council Archivist, who shall serve as Secretary to the Committee an~~ archivist in the employ of the United Church, appointed by the General Council;
- (d) ~~the Chairperson of the Archives Management Committee;~~
- (e)(d) two (2) representatives of from the academic community, appointed by the General Council; and
- (f)(e) one (1) representative from elected by the Archives Committee of each Conference.

534 532 Accountability Duties. The Committee shall be accountable to the General Council, through its Executive, for the co-ordination and promotion of archival and historical activity in and for the United Church and all its Conferences, and for recommending policies affecting the same.

535 Duties. ~~The duties of the Committee shall be:~~

- (a) ~~to assist Conference and Presbytery Archives Committees in the general supervision and co-ordination of their work with that of the Central Archives of the United Church;~~
- (b) ~~to encourage all Conferences of the United Church to make adequate financial provision for the care of their Conference archives;~~
- (c) ~~to encourage the development and use of consistent professional standards and procedures by Conference archivists across the United Church;~~
- (d) ~~to stimulate interest in the history of the United Church, to assist students in theological colleges and universities in historical research, and to make accessible~~

- to official United Church bodies and to individuals information necessary for the preparation of historical studies relating to the United Church;
- (e) — to promote a knowledge of, and interest in, the history of the United Church by publishing or assisting in the publication of historical studies and other literature pertaining thereto;
 - (f) — to co-ordinate the development of criteria and guidelines in encouraging Presbyteries and Conferences to be aware of, and to seek appropriate designation of, United Church historic sites within their jurisdiction, and to be the denomination's agent in relation to possible United Church related national monuments;
 - (g) — to encourage Ministry Personnel and office bearers of the United Church to recognize the importance of recording fully and accurately, in registers and minute books, the events, proceedings, and decisions of Pastoral Charges and their organizations, and the Courts, working units, and Committees of the United Church;
 - (h) — to impress upon the United Church the importance of the systematic preservation of the historically significant records of the United Church;
 - (i) — to encourage ecumenical studies in Canadian church history, and the archival resources that will support these studies;
 - (j) — to encourage factual accuracy of official historical publications of the United Church, prior to their publication; and
 - (k) — to recommend to the General Council persons for United Church appointments to the Archives Management Committee.

536 ~~Executive. The Committee shall appoint an Executive.~~

- (a) — ~~Membership. The Executive shall consist of the Chairperson, the General Council Archivist, the General Secretary of the General Council or designate, and two (2) other members elected by and from the Committee.~~
- (b) — ~~Duties. The Executive shall have power to perform such duties as may be assigned to it by the Committee, including the appointment of working groups to carry out specific tasks, and facilitating General Council budget requests.~~

537 ~~Archives Management Committee. There shall be an Archives Management Committee, consisting of representatives of both the General Council and Victoria University, which shall be responsible for the policy affecting, and the oversight of, the operations of the Central Archives in accordance with the then current agreement between the United Church and the University.~~

538 533 ~~Archivist. The~~ There shall be a General Council Archivist shall be the archivist of the United Church, serving the Committee on Archives and History and the Archives Management Committee in relation to their respective mandates; who shall be the official custodian of the records, documents, and papers relating to the United Church as a whole and its antecedent denominations, the records of the General Council and its working units, Committees, Task Groups, and Commissions, and the records of the Conferences that decide to deposit their archives in the Central Archives; as well as other records as entrusted to the Archives and shall be responsible for promoting historical activities and

~~studies about, for, and in the United Church, primarily through the regular services of the Central Archives on the one hand, and through the resources of the Committee on Archives and History as well as the United Church's historians on the other.~~

Judicial Committee

540 [new] There shall be a Judicial Committee of the General Council:

540 541 Membership. ~~After consultation with each Conference concerned, The the~~ General Council shall elect four (4) persons from each Conference, ~~two (2) being members of the Order of Ministry and two (2) being lay members of the United Church, who shall constitute a Committee to be known as to~~ the Judicial Committee. Each member shall serve for up to three (3) terms of three (3) years each. ~~After consultation with the Conference concerned, a vacancy may be filled by the General Council at any meeting thereof by the election of a person for the unexpired term. If a vacancy shall occur during an interval~~ Vacancies occurring between ~~two (2)~~ regular meetings of the General Council, it shall be filled by the Executive or the Sub-Executive of the General Council, until the next ensuing General Council.

541 542 Officers. The General Council shall ~~elect~~ appoint one (1) member of the Judicial Committee as the Chairperson thereof. ~~The General Secretary of the General Council shall be the Secretary to the Judicial Committee.~~

542 543 Executive. There shall be an Executive of the Judicial Committee composed of ~~ten (10)~~ up to thirteen (13) members appointed by the General Council or its Executive.

543 544 Duties of the Executive. The duties of the Executive shall be:

- (a) to determine whether an Appeal meets the requirements for an Appeal hearing; and
- (b) to appoint panels, ~~with at least one (1) member of the Executive to be a member of each panel, to hear Appeals under subsections 545(a) and (b); section 545.~~
- (c) ~~to appoint panels from the Executive to hear Appeals under subsections 545(c), (d), and (e);~~
- (d) ~~to provide appropriate orientation, interpretation, and guidance to each panel, which duty shall be the joint responsibility of the member of the Executive on the panel and the Executive Secretary of the Conference involved or such other person as the Conference may designate;~~
- (e) ~~to study the procedures of panels and to make recommendations to the Executive of the General Council as required, recognizing that the Decisions of panels are final;~~
- (f) ~~to receive the records of all panels and to report to the General Council all actions of the Judicial Committee; and~~
- (g) ~~to monitor the implementation of the procedures for the resolution of conflicts set out in sections 065 to 077.~~

544 ~~Constitution and Meetings of Panels. The time and place of meetings and the constitution of the appropriate panels of the Judicial Committee shall be determined from time to time by the Executive of the Judicial Committee.~~

545 Panels for Appeals.

- (a) Appeals from Decisions as a result of a Formal Hearing by a Session or Official Board or Church Board or Church Council or a Presbytery shall be heard by a panel of three (3) members of the Judicial Committee who shall not be from the Presbytery in which the matter arose.
- (b) Appeals from Decisions by a Conference, whether or not as a result of a Formal Hearing, shall be heard by a panel of three (3) members of the Judicial Committee who shall not be from the Conference in which the matter arose.
- (c) Appeals from Decisions by a Committee of the General Council, whether or not as a result of a Formal Hearing, shall be heard by a panel of five (5) members of the Judicial Committee who shall not be members of the Committee in which the matter arose.
- (d) Appeals from Decisions by the Executive or the Sub-Executive of the General Council, whether or nor as a result of a Formal Hearing, shall be heard by a panel of seven (7) members of the Judicial Committee who shall not be members of the Executive or the Sub-Executive.
- (e) Appeals from rulings of the General Secretary of the General Council on questions of jurisdiction or interpretation shall be heard by a panel of five (5) or seven (7) members of the Judicial Committee.

546 ~~Panel Officers. The panel of persons hearing each matter shall appoint a Presiding Officer and a Secretary from among its members. The Secretary shall:~~

- ~~(a) — keep or cause to be kept a full and correct record of the proceedings of the panel of the Judicial Committee and of its Decisions;~~
- ~~(b) — transmit to each Party concerned, in each case submitted to it, a copy of the Decision of the panel (which is a Decision of the Judicial Committee), certified to be correct by the Presiding Officer of the panel; and~~
- ~~(c) — file with the General Secretary of the General Council a complete record of the case, certified by the Presiding Officer of the panel.~~

547 ~~Procedural Matters.~~

- ~~(a) — No member of the Judicial Committee who took part in any aspect of the matter from which an Appeal is being taken shall sit on the hearing of that matter.~~
- ~~(b) — All members appointed to a panel must be present throughout the hearing for which they are appointed.~~
- ~~(c) — Any person or Court appearing before the Judicial Committee or any panel thereof shall have the right to appear in person or by an advocate or legal counsel. Such representative shall not be a member of the Judicial Committee. Any person or Court appearing by an advocate or legal counsel may be present at the hearing.~~
- ~~(d) — All hearings of the Judicial Committee and all panels thereof shall be conducted pursuant to the provisions of subsections 076(s) and (t), as if the hearing were an Appeal Hearing.~~

- (e) — ~~Notwithstanding the provisions of section 003.1, the Judicial Committee and all panels thereof shall have power to take such evidence as it may deem necessary, either in person orally or by commission report, statutory declaration, or otherwise which shall be stipulated in each case.~~
- (f) — ~~The agreement of a majority of the members of the panel of the Judicial Committee hearing any matter shall be necessary to reach a Decision.~~
- (g) — ~~Decisions of a panel of the Judicial Committee shall be Decisions of the Judicial Committee.~~
- (h) — ~~The necessary expenses of each panel of the Judicial Committee, including stenographic or other assistance when required, shall be provided by the General Council.~~

548 546 Review. The Decision of the Judicial Committee with respect to Appeals and all matters of law and jurisdiction submitted to it shall be binding on all parties until the date of the final Decision of the General Council. Any Decision of the Judicial Committee may be reviewed, but not re-heard, by the General Council to which it has been reported, and may be affirmed, reversed, modified, suspended, or remitted to the Committee for further hearing. If any matter shall not be reviewed by the General Council to which it has been reported, or if it shall be reviewed and no Decision shall be reached, the Decision of the Judicial Committee shall be deemed to be the final Decision of the General Council.

549 ~~Decisions Not Subject to Appeal. Decisions that are not subject to Appeal are as follows:~~

- (a) — ~~elections;~~
- (b) — ~~Decisions about an individual with respect to the inquiry or candidacy process;~~
- (c) — ~~Decisions about an individual with respect to the recognition process for Congregational Designated Ministers or Designated Lay Ministers;~~
- (d) — ~~Decisions about an individual with respect to the admission or re-admission process;~~
- (e) — ~~initiation of calls and settlements;~~
- (f) — ~~initiation of appointments;~~
- (g) — ~~implementation of a Decision pending an Appeal;~~
- (h) — ~~determination of whether an Appeal meets the requirements for an Appeal hearing;~~
- (i) — ~~acceptance or rejection of a medical certificate;~~
- (j) — ~~a Decision by a Pastoral Charge to request a change in the pastoral relationship;~~
- (k) — ~~the disposition by a Presbytery of a request from a member of the Order of Ministry for a change in the pastoral relationship;~~
- (l) — ~~a Decision by a Court whether to hold a Formal Hearing;~~
- (m) — ~~a Decision by a Formal Hearing Committee whether to hold a Formal Hearing;~~
- (n) — ~~a Decision by a Court to make a complaint; or~~
- (o) — ~~a Decision by a Presbytery to initiate a review of the situation under subsection 363(e).~~

~~Although a Decision about an individual with respect to the inquiry or candidacy process, the recognition process for Congregational Designated Ministers or Designated Lay Ministers, or the admission or re-admission process, may not be appealed, the individual may request that the appropriateness of the procedures used to arrive at the Decision be~~

~~addressed through the General Council's approved policies and procedures for conflict resolution, other than a Formal Hearing. The individual may appeal the appropriateness of the procedures used to arrive at the Decision, but only if the matter is not resolved through the policies and procedures for conflict resolution.~~

Audit Committee

- 550** [new] There shall be an Audit Committee of the General Council:
- (a) to act on behalf of the General Council and its Executive to oversee all material aspects of the United Church's financial reporting, control, and audit functions; and
 - (b) to act on behalf of the Board of Trustees for the pension plan of the United Church to oversee all material aspects of the pension plan.
- 551** [new] Meetings. The Committee shall meet at least twice a year, at the call of the Chairperson of the Committee.
- 552** [new] Membership. The Committee shall be composed of the following persons appointed by the General Council:
- (a) a Chairperson; and
 - (b) four (4) to six (6) members.
- 553** [new] Duties. The Committee shall have the following duties:
- (a) to ensure that the annual audits of the financial statements of the accounts of the United Church and of the pension plan of the United Church are conducted in an efficient, cost-effective, and objective manner;
 - (b) to ensure that the appropriate safeguards are in place for the General Council office's financial systems and control systems;
 - (c) to recommend to the appropriate bodies approval of the financial statements, including the selection of appropriate accounting policies and practices; and
 - (b) to recommend the appointment of an external auditor, and the appropriate fee.

Manual Committee

- 560** [new] There shall be a Manual Committee of the General Council.
- 561** [new] Membership. The Committee shall be composed of the following persons appointed by the General Council:
- (a) a Chairperson; and
 - (b) five (5) members.
- 562** [new] Duties. The Committee shall have the following duties:
- (a) to assist the General Secretary of the General Council to prepare changes to provisions of *The Manual* that are required in order to implement decisions of the General Council;

- (b) to assist the General Secretary to prepare changes to the wording and organization of *The Manual* where its provisions are redundant, ambiguous, or otherwise unclear in expressing the intention of the General Council; and
- (c) to assist the General Secretary to conduct any Remits under section 8.6.2(1) of the Basis of Union.

Theology and Inter-Church Inter-Faith Committee

- 570** [new] There shall be a Theology and Inter-Church Inter-Faith Committee of the General Council.
- 571** [new] Membership. The Committee shall be composed of the following persons appointed by the General Council:
- (a) a Chairperson; and
 - (b) up to thirteen (13) members.
- 572** [new] Duties. The Committee shall be accountable to the General Council, through its Executive, to facilitate the church in expressing its longing for God, its theological identity, and its commitment to whole world ecumenism.

Transfer Committee

- 711** Membership. The membership of the Transfer Committee shall consist of:
- (a) the Chairpersons of the Conference Settlement Committees or their alternates;
 - (b) two (2) members at large, appointed by the Executive of the General Council, of whom one (1) shall be a Diaconal Minister if no other member of the Committee is a Diaconal Minister, and one (1) of whom shall be a lay person;
 - (c) three (3) student observers, who are Candidates and who are not in their first or final year of candidacy, selected one (1) by each of three (3) United Church theological schools upon the request of the Secretary of the Transfer Committee;
 - (d) a Secretary, who shall be an executive staff person and who has been designated by the lead staff of the appropriate General Council working unit; and
 - (e) a Chairperson, who shall be selected by the Transfer Committee appointed by the General Council or its Executive to serve in addition to those members listed in subsections (a) to (d).
- 513** Duties of General Secretary. The primary duty of the General Secretary of the General Council is to be the senior staff and administrative officer of the General Council, its Executive, and its Sub-Executive. No other responsibilities should be laid upon or assumed by the General Secretary that would interfere with effective functioning in this primary area. The General Secretary must assist the Executive of the General Council to discharge its responsibilities as set out in section 524, and especially subsection 524(a). In discharging this primary duty, the General Secretary shall be responsible for the following, *inter alia*:
- ...
- (g) to prepare, ~~together with the Manual Committee, for action by the General Council:~~ for action by the General Council:

- i. ~~changes to the provisions of *The Manual* that are required because of policy established from time to time by the General Council or by its Executive on referral from the General Council in order to implement decisions of the General Council, for consideration by the General Council;~~ and
- ii. changes to the wording and organization of *The Manual* where its provisions are redundant, ambiguous, or otherwise unclear in expressing the intention of the General Council.

The General Secretary shall prepare any *Manual* revisions for publication, and answer all enquiries with respect to the provisions of *The Manual*;

...

524 Duties and Powers. The Executive of the General Council, which shall report its proceedings to the General Council, shall have the following duties and powers:

...

- (d) to ~~receive~~ act upon recommendations from the General Secretary of the General Council ~~together with the Manual Committee~~, with regard to:
 - i. ~~those changes to the provisions of *The Manual* that are required because of policy established from time to time by the General Council or by its Executive on referral from the General Council, in order to implement decisions of the General Council;~~ and
 - ii. ~~to make changes in~~ to the wording and organization of *The Manual* that clarify ambiguity or intent, reorganize text, move or group sections, or change format where its provisions are redundant, ambiguous, or otherwise unclear in expressing the intention of the General Council.

Where in the opinion of the General Council Executive the policy or its intention is clear, the General Council Executive shall authorize the necessary changes to *The Manual*, such changes to take effect not less than ninety (90) days following the release of the record of proceedings of the immediately preceding General Council. Where in the opinion of the General Council Executive the policy or its intention is unclear, the General Council Executive shall refer the matter to the next General Council for clarification;

Appendix B

GCE 10 Review of the Duties and Powers of the Executive of the General Council – By-Law Changes (GC40 GCE 21)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 21, Review of the Duties and Powers of the Executive of the General Council, adopted without amendment by the 40th General Council 2009:

510 Moderator.

...

- (h) Review of Role and Remuneration.
 - i. ~~The role and remuneration of the Moderator, and the~~ The needs of the United Church in relation to the role of the Moderator; shall be reviewed

- by the Executive of the General Council at least every ten (10) years, and recommendations shall be presented to the General Council.
- ii. The duties of the Moderator, and the available scope during the triennium for the pursuit of themes and initiatives, shall be reviewed by the Executive of the General Council at least every ten (10) years, and recommendations shall be presented to the General Council.
- iii. Remuneration of the position of Moderator shall be reviewed and adjusted according to General Council office policies.
- (i) Past Moderators. The Executive of the General Council shall seek ways in which the United Church may benefit from the accumulated wisdom and experience of past Moderators.

524 Duties and Powers. The Executive, ~~which~~ shall report its proceedings to the General Council, ~~and communicate its decisions to all Courts of the United Church and to all Commissioners to the General Council.~~ The Executive shall have the following duties and powers:

- (a) to study, to promote, and to protect the general interests of the United Church;
- (b) to ensure that, so far as possible, the decisions and recommendations of the General Council are carried out, or to provide an explanation if they are not carried out;
- (c) to ~~survey~~ oversee all the enterprises of the United Church;
- (d) to receive and review, at least annually, reports from the General Council working units submitted through the Permanent Committees, from the Permanent Committees themselves, and from the other Committees appointed by the General Council or its Executive, ~~with a view to securing the best possible measure of co-operation and effectiveness in the conduct of the United Church's work;~~
- (e) to make recommendations to a Permanent Committee or to any other Committee appointed by the General Council or its Executive, ~~and;~~
- (f) to review the agenda and the Proposals to be placed before the General Council, ensuring that, so far as possible, the Proposals contain goals, results to be attained, methods to measure results, projected program costs, and sources of funding;
- (g) after consulting widely with the constituency, to refer any denomination-shaping or faith-shaping issue or policy that arises from any exercise of any duty or power of the Executive, to the General Council for action;
- (h) to make recommendations to the General Council;
- ~~(b)~~(i) to deal with matters referred to it by the General Council;
- (j) to establish Committees, to determine the mandates of those Committees, and to appoint Committees from among its members, or otherwise, for such purposes as the General Council may direct;
- ~~(j)~~(k) to appoint Permanent Committees, and to receive their reports and give them instruction and authority, and receive their reports;
- ~~(e)~~(l) to do any act or thing of a routine or emergency nature that the General Council has power to do, except in any case in which the General Council has decided it should not exercise such powers;
- ~~(d)~~(m) to receive recommendations from the General Secretary of the General Council together with the Manual Committee, with regard to those changes to *The Manual*

- that are required because of policy established from time to time by the General Council or by its Executive on referral from the General Council, and to make changes in *The Manual* that clarify ambiguity or intent, reorganize text, move or group sections, or change format. Where in the opinion of the General Council Executive the policy or its intention is clear, the General Council Executive shall authorize the necessary changes to *The Manual*, such changes to take effect not less than ninety (90) days following the release of the record of proceedings of the immediately preceding General Council. Where in the opinion of the General Council Executive the policy or its intention is unclear, the General Council Executive shall refer the matter to the next General Council for clarification;
- (e)(n) to oversee ~~and facilitate~~ the issuance of, and the response to, Remits, but in no case to authorize a Remit. Overseeing the issuance of Remits will include receiving and reviewing Category 2 and Category 3 Remits before issuance, and ensuring that Commissioners receive copies of Remits and background material on issuance;
- (f)(o) to appoint an Advisory Committee to confer with the Moderator in regard to matters relating to the duties of that office;
- (g)(p) normally at its first meeting in the triennium, to appoint a Deputy Moderator, normally the immediate Past Moderator, who shall perform temporarily the duties of the Moderator in the event of the Moderator dying, resigning, or being unable to act by reason of absence or otherwise;
- (q) to appoint a General Secretary Supervision Committee;
- (h)(r) in the case of the death, resignation, removal, or temporarily incapacitating disability of the General Secretary of the General Council, to appoint an Acting General Secretary of the General Council. In the case of the temporarily incapacitating disability of the General Secretary of the General Council, such appointment shall extend only for the duration of the incapacity. In all other cases, such appointment shall extend until a new General Secretary of the General Council takes office or the appointment is terminated;
- (i)(s) to adopt personnel policies for General Council and Conference staff;
- (k)(t) to appoint ~~senior staff of the General Council and the General Council working units,~~ General Council Ministers, Executive Ministers/Officers, and Conference Executive Secretaries/Speakers. Those appointed shall be accountable to the General Council. Conference Executive Secretaries/Speakers shall be appointed according to the procedures adopted by the General Council or its Executive; the appointment shall be made only after consultation with the Conference. The ~~General Council Executive~~ shall arrange a covenanting service for ~~senior staff of the General Council and the General Council working units,~~ General Council Ministers, Executive Ministers/Officers, and Conference Executive Secretaries/Speakers;
- (l)(u) to authorize the ~~General Council working units~~ General Secretary of the General Council to sell or to mortgage property of the United Church administered by ~~such~~ General Council working units upon such terms as ~~it~~ the Executive shall approve;

- ~~(m)~~(v) to determine the annual budget of the United Church and its distribution, upon recommendation of the Permanent Committee on Finance, except insofar as the General Council itself may determine;
- ~~(n)~~(w) to exercise general supervision and control of the unified plan of finance;
- ~~(o)~~(x) to consider any proposal to solicit funds from the Pastoral Charges of more than one (1) Conference for any purpose other than the Mission and Service Fund. Such proposal shall be submitted to the ~~lead staff of the appropriate General Council working unit~~ General Secretary of the General Council, by the party seeking to solicit funds. The ~~lead staff of the appropriate General Council working unit~~ General Secretary shall review any such proposal, and shall consult with the appropriate Committees of the relevant Conferences, including consulting as to the time frame for the appeal, before making recommendations to the Executive of the General Council;
- ~~(p)~~(y) to be the legal administrator of the pension plan;
- ~~(q)~~(z) to appoint the Board of Trustees for the pension plan;
- ~~(r)~~(aa) to amend the constitution of the pension plan upon the recommendation of the Board of Trustees for the pension plan, and to amend the group insurance plan contract upon the recommendation of the appropriate ~~General Council working unit~~ Permanent Committee;
- ~~(s)~~(bb) to call special meetings of the General Council;
- ~~(t)~~(cc) to ~~supervise~~ determine and to regulate the office accommodation of the General Council working units;
- ~~(u)~~(dd) to sanction loans and overdrafts on the bank accounts of the United Church;
- ~~(v)~~(ee) to fill vacancies in its membership, having regard to representation from Conferences; and
- ~~(w)~~(ff) to make rules and regulations for the transaction of its business.

525 In the area of educational institutions related to the United Church, the duties of the ~~General Council Executive~~ of the General Council shall include:

- (a) considering any proposed incorporation, amendment to the charter (or equivalent), or dissolution of any such educational institution;
- (b) subject to the charter of the educational institution concerned and to the protocols agreed to by the United Church and the educational institution, confirming or acknowledging or refusing to confirm or to acknowledge:
 - i. the establishment or the disestablishment of Chairs; and
 - ii. the making or terminating of appointments;
- (c) subject to the charter of the educational institution concerned and to the protocols agreed to by the United Church and the educational institution, consulting with governing boards of educational institutions as to the appointment of principals;
- (d) where required by the charter of the educational institution and subject to the protocols agreed to by the United Church and the educational institution, appointing principals and faculty members; and
- (e) where required by the charter of the educational institution and subject to the protocols agreed to by the United Church and the educational institution, making appointments to the governing boards of any educational institution.

To assist it in performing its duties and exercising its powers relating to educational matters, the Executive shall appoint an advisory Committee on educational matters. The ~~General Council~~ Executive may refer any matter pertaining to the discharge of the foregoing duties to the General Council for decision.

- 526** Sub-Executive. ~~It shall be the duty of the Executive to~~ At the triennial meeting of the General Council, after the appointment of the Executive of the General Council, the Executive shall appoint a Sub-Executive. The Sub-Executive shall have with such of its ~~the~~ the duties and powers of the Executive, exercisable between meetings of the Executive, as the Executive shall determine. The powers of the Sub-Executive do not extend to the items expressly excluded in subsection 506(b) and section 602. The actions of the Sub-Executive shall be reported through the Executive to the General Council for information and for record in the minutes.
- 601** The General Council or its Executive shall determine, from time to time, the following in respect of each of those General Council working units:
- (a) number of working units;
 - (b) name;
 - (c) internal organization of the unit; and
 - (d) duties of the unit.
- 602** Permanent Committees. The General Council or its Executive ~~or its Sub-Executive~~ shall determine, from time to time, the following in respect of each of the Permanent Committees of the Executive of the General Council:
- (a) number of Permanent Committees;
 - (b) name;
 - (c) number of members of the Permanent Committee;
 - (d) Chairperson and membership of the Permanent Committee; and
 - (e) mandate of the Permanent Committee.
- These duties and powers may not be delegated to the Sub-Executive. The General Council or its Executive may delegate responsibility for approving the structure of unit-wide Committees and subcommittees of a Permanent Committee to that Permanent Committee as part of its mandate.
- 605** Property. Sales or mortgages of properties administered by General Council working units shall be approved by the Executive or the Sub-Executive of the General Council, or by the ~~property officer~~ General Secretary of the General Council in accordance with resolutions passed from time to time by the Executive or the Sub-Executive. Where the property is set apart or used for the purposes of a Conference, the approval of such Conference or its Executive shall also be obtained.

Appendix C

GS 15 Categorization of Remits—By-Law Changes

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Resolution 41, adopted by the 38th General Council (2003):

505 Powers. The General Council shall have full power: (Basis 8.6)

- (a) **to legislate on matters respecting the doctrine, worship, membership, and government of the United Church, subject to the following conditions:**
 - i. **First, that before any rule or law relative to these matters can become a permanent law of the United Church, it must receive the approval of a majority of the Presbyteries, and, if advisable, Pastoral Charges also. This approval shall be sought by way of a Remit. It shall be considered advisable to obtain the approval of a majority of Pastoral Charges also only if the General Council has determined that the proposed rule or law involves a substantive change that, in the opinion of the General Council:**
 - (1) ~~alters the nature of the Courts of the Church;~~
 - (2) ~~significantly changes the structures of the Church;~~
 - (3) ~~redefines the Church's understanding of ministry;~~
 - (4) ~~affects the articles of faith except for gender language applied to human beings;~~
 - (5) ~~changes the baptismal formula or vows made upon commissioning to the diaconal ministry of education, service, and pastoral care, or ordination;~~
 - (6) ~~moves a section from the Basis of Union to these By-Laws; or~~
 - (7) ~~alters the Church's understanding of membership.~~
 - ii. **Second, that no terms of admission to full membership shall be prescribed other than those laid down in the New Testament.**
 - iii. **And third, that the freedom of worship at present enjoyed in the negotiating Churches shall not be interfered with in the United Church. (Basis 8.6.2(1))**
- Further:**
- iv. ~~When any proposed law or rule is to be submitted to the Presbyteries, the General Council shall authorize a Remit. The General Council, directly or through its Executive, shall direct the General Secretary of the General Council to prepare the Remit and all necessary documents, and determine the dates within which the vote shall be taken and returns received and reported to the Executive. Presbyteries shall consider such Remit at either a regular meeting or a special meeting called for that purpose. Replies to the Remit must be in the affirmative or the negative without qualification.~~
 - v. ~~If a majority of the Presbyteries express approval, the General Council may enact the proposed law or rule. If a majority of the Presbyteries do not express approval, the General Council shall not enact the proposed law or rule, but a subsequent General Council may again issue a Remit to the Presbyteries.~~

- vi. ~~If the General Council desires to make effective a rule or law that is being submitted to the Presbyteries, pending the final action of the next General Council, it may determine by two thirds (2/3) of the votes cast that the said rule or law shall come into effect upon a fixed date, provided that the Executive of the General Council declares that two thirds (2/3) of the Presbyteries have given their approval.~~
- vii. ~~When the General Council decides that it is advisable to issue a Remit concerning a proposed law or rule to Pastoral Charges also, it shall determine the conditions and methods of procedure under which their judgement shall be obtained;~~

...

506 [new] Remits.

- (a) [new] When The General Council adopts any Proposal to change the Basis of Union, it shall authorize a Remit to be submitted either to Presbyteries or to Presbyteries and Pastoral Charges, requesting their response in respect of the proposed change.
- (b) [new] Only the General Council has the power to authorize a Remit; the General Council may not delegate that power to its Executive or Sub-Executive.
- (c) [new] When authorizing a Remit, the General Council shall assign the Remit to one (1) of three (3) categories, as follows:
 - i. Category 1 Remits, which propose wording or editorial changes. They include any proposed law or rule that:
 - (1) accommodates new terminology for pre-existing matters;
 - (2) accommodates changes already accomplished;
 - (3) reorganizes the form of the text;
 - (4) extends corresponding privileges for the Courts of the United Church, to specific positions; or
 - (5) affects the gender language applied to human beings in the articles of faith;
 - ii. Category 2 Remits, which propose changes that are significant but not denomination-shaping. They include any proposed law or rule that:
 - (1) changes the composition of the Courts of the United Church with minimal impact;
 - (2) reflect general practice within the United Church;
 - (3) change a process or procedure; or
 - (4) establish or revise requirements for specific policies or processes;
 or
 - iii. Category 3 Remits, which propose substantive changes that affect denominational identity. They include any proposed law or rule that:
 - (1) **alters the nature of the Courts of the Church;**
 - (2) **significantly changes the structures of the Church;**
 - (3) **redefines the Church's understanding of ministry;**
 - (4) **affects the articles of faith except for gender language applied to human beings;**

- (5) **changes the baptismal formula or vows made upon** commissioning to the diaconal ministry of education, service, and pastoral care, or ordination;
 - (6) **moves a section from the Basis of Union to these By-Laws; or**
 - (7) **alters the Church's understanding of membership.**
- (Basis 8.6.2(1))

A Remit not assigned a category by the General Council shall be regarded as a Category 3 Remit.

- (d) [new] A Remit assigned to one (1) of the three (3) categories shall be dealt with as follows:
 - i. Category 1 Remits shall require a determination by the General Council, by two-thirds (2/3) of the votes cast, that the proposed change will come into effect upon a fixed date, provided that the Executive of the General Council declares that two-thirds (2/3) of the Presbyteries have given their approval, and pending the final action of the next General Council, in accordance with subsection (g). Category 1 Remits shall be submitted to Presbyteries. The changes proposed in Category 1 Remits shall, if approved, be included in the next edition of *The Manual*, and come into effect not less than ninety (90) days following the publication of the record of proceedings of the General Council, pending the final action of the next General Council. They shall be submitted immediately following the triennial meeting of the General Council, with a date fixed for the return of votes that allows for the changes proposed, if approved, to be included in the next edition of *The Manual*. If the Executive of the General Council declares that two-thirds (2/3) of the Presbyteries have given their approval, a succeeding General Council shall decide whether or not to ratify the Remit. If the change proposed in a Category 1 Remit is otherwise approved, a succeeding General Council shall decide whether or not to enact the Remit.
 - ii. Category 2 Remits shall be submitted to Presbyteries. Category 2 Remits shall be accompanied by information and study material. They shall be submitted with a date fixed for the return of votes not more than eighteen (18) months following the triennial meeting of the General Council. If the change proposed in a Category 2 Remit is approved, a succeeding General Council shall decide whether or not to enact the Remit.
 - iii. Category 3 Remits shall be submitted to Presbyteries, and, if advisable, Pastoral Charges also. Category 3 Remits shall be accompanied by information and study material. They shall be submitted with a date fixed for the return of votes that allows for a period of not less than twenty-four (24) months of study and information sharing. If the change proposed in a Category 3 Remit is approved, a succeeding General Council shall decide whether or not to enact the Remit.
- (e) [old 505(a)iv.] ~~When any proposed law or rule is to be submitted to the Presbyteries, the General Council shall authorize a Remit.~~ The General Council, directly or through its Executive, shall direct the General Secretary of the General Council to prepare the Remit and all necessary documents, and determine the

dates within which the vote shall be taken and returns received and reported to the Executive. Presbyteries shall consider such Remit at either a regular meeting or a special meeting called for that purpose. Replies to the Remit must be in the affirmative or the negative without qualification.

- (f) [old 505(a)v.] If a majority of the Presbyteries express approval, the General Council may enact the proposed law or rule. If a majority of the Presbyteries do not express approval, the General Council shall not enact the proposed law or rule, but a subsequent General Council may again issue a Remit to the Presbyteries.
- (g) [old 505(a)vi.] If the General Council desires to make effective a rule or law that is being submitted to the Presbyteries, pending the final action of the next General Council, it may determine by two-thirds (2/3) of the votes cast that the said rule or law shall come into effect upon a fixed date, provided that the Executive of the General Council declares that two-thirds (2/3) of the Presbyteries have given their approval.
- (h) [part of old 505(a)i.] **It shall be considered advisable to obtain the approval of a majority of** to submit a Remit concerning a proposed change to the Basis of Union to Pastoral Charges also only if the General Council has determined that the proposed rule or law involves a substantive change that, in the opinion of the General Council constitutes a Category 3 Remit. (Basis 8.6.2(1))
- (e) [old 505(a)vii.] When the General Council decides that it is advisable to ~~issue~~ submit a Remit concerning a proposed ~~law or rule~~ change to the Basis of Union to Pastoral Charges also, it shall determine the conditions and methods of procedure under which their judgement shall be obtained.

Background

Resolution 41 adopted by the 38th General Council (2003) addressed the categorization of Remits, and the consequences that flowed from that categorization. The part of Resolution 41 touching upon the Basis of Union was approved by Remit during the ensuing triennium, and enacted by the 39th General Council (2006). The experience of the 40th General Council 2009 suggests that more detail of the policy for the categorization of Remits, and the consequences that flow from that categorization, ought to be included in the By-Laws.

Appendix D

PMM 1 Terms of Reference – Task Group Partnership Review (Canadian)

Terms of Reference - Partnership Review (Canadian)

Purpose:

The Task Group on Partnerships (Canadian context) will build on the work of the Partnership Review (2008), exploring the theology, principles and practice of partnership in the Canadian context.

In doing so it will

- Describe the extent and nature of these partnerships.
- Reflect on the practices of partnership that define these relationships, and
- the theology that informs these practices.
- Discern principles that can guide the United Church in its desire to engage God's Mission with partners in the Canadian context.

The expected outcome is an expression of theology and principles that will assist the Church in better understanding the nature of Canadian partnerships and living out those partnerships for the sake of God's mission in the world.

Membership

Six elected members.

Three appointed by the PC PMM, chosen from elected member bodies of the PC PMM including unit-wide committees and their sub-committees.

Three appointed through the Executive of the General Council nominations process.

The three representatives of the PC PMM will include: one member of the PC PMM who will act as chair of the Task Group, one who will connect with CECM/new unit related committees, and one from the JGER unit-wide committee.

Other members will include skills and experience that represent the following:

- experience in leadership of a community ministry (outreach and/or social justice based program).
- experience in the program leadership of an educational centre or theological school.
- experience in justice based networks such as KAIROS or the Canadian Health Coalition.
- capacity for theological reflection and articulation.

Staff Resource:

General Council Officer, Programs

Executive Minister or designate, CECM / successor unit

Other program unit staff as needed, e.g. JGER, HR, Aboriginal Circle, Financial Stewardship, Conference staff person

Scope of Work

The Task Group determines the activities of reviewing, gathering data, consulting, researching, testing conclusions, and identifying directions; writes the report, and presents the report to PC PMM for decision making.

Tasks

1. Review the Report of the Partnership Review 2008
2. Identify required information and scope, and undertake research.
3. Consult with categories of people to be determined for collaboration & feedback.
4. Reflect and discern directions and conclusions.

5. Test conclusions with appropriate persons and groups: congregational leaders, Conference and General Council staff members, presbytery leadership, potentially with selected partners – Canadian and global, etc.
6. Produce and present interim reports and/or a final report with recommendations for the Permanent Committee Programs for Mission and Ministry to consider.

Time Line

PC PMM proposes Terms of Reference to GCE – November 2009

Appointment of members of Task Group – GCE May 2010

First meeting of Working Group – June 2010

Four to Five face to face meetings, conference calls.

Interim report to PC PMM – September 2011

Final Report – January 2012

Appendix E

GCE 2 Statement on Ministry in The United Church of Canada - By-Law Changes (GC40 GCE 5)

001 In these By-Laws:

...

Designated Lay Minister” means a lay member of the United Church appointed by a Presbytery to serve in paid accountable ministry in a Pastoral Charge or other Presbytery Accountable Ministry, in a position designated by the Presbytery as accountable to the Presbytery. A Designated Lay Minister may be recognized as such by the ~~Conference~~ Presbytery when they have completed an appropriate educational program, including educational supervision during the program, to the satisfaction of the Presbytery ~~and the Conference~~. Once recognized by a ~~Conference~~ Presbytery, a Designated Lay Minister may be appointed by any Presbytery to serve in paid accountable ministry in a Pastoral Charge or other Presbytery Accountable Ministry. This category does not include persons serving as Candidate Supply, Intern Supply, Student Intern, or Student Supply.

...

Pastoral Charge Supervisor” means a member of the Presbytery appointed by the Presbytery to provide supervision and support, both to a Pastoral Charge that is without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, and to the person appointed to serve the Pastoral Charge.

...

111 Calling. All meetings of the Pastoral Charge or Congregation shall be called:

...

- (c) by a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery; or

...

- 123** Recognizing the connectional nature of the United Church and the accountability of Ministry Personnel to the Presbytery, a Quorum for the Court(s) of the Pastoral Charge or Congregation shall require the attendance of:
- ...
- (b) a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...
- 128** A Pastoral Charge that is without a settled or appointed member of the Order of Ministry, or an appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery and that is being served by:
- (a) a Designated Lay Minister who has not yet been recognized by ~~the Conference~~ a Presbytery;
- ...
- shall have a member of the Presbytery appointed by that Presbytery as the Pastoral Charge Supervisor.
- 142** Calling. The Session is convened:
- ...
- (c) by a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...
- 144** Quorum. A Quorum for the Session shall require the attendance of:
- ...
- (b) a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...
- 145** Membership. The Session shall consist of:
- ...
- (b) where there is no settled or appointed member of the Order of Ministry or appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, the person appointed by the Presbytery as the Pastoral Charge Supervisor; and
- ...
- 148** Election.
- (a) Calling. In forming a new Session, the settled or appointed member of the Order of Ministry, the appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, or the Pastoral Charge Supervisor shall call a meeting of the Pastoral Charge or Congregation, and the election shall proceed as provided in sections 146, 147, and 148.
- ...

- 149** Admission to Office. The Session, after conferring with the persons elected to the Session, shall arrange for their admission to office at a service of public worship, when the settled or appointed member of the Order of Ministry, the appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, or the Pastoral Charge Supervisor, by prayer and appropriate ceremony, shall so admit them. The right hand of fellowship shall then be extended to them by the members of the Session and their names shall be added to the roll of the Session. In forming new Sessions, this service shall be arranged by the settled or appointed member of the Order of Ministry, the appointed Designated Lay Minister, or the Pastoral Charge Supervisor.
- 152** Vacancies. The Session shall formally notify the Pastoral Charge or Congregation of vacancies that may occur from time to time in its membership. Should the number of lay members of the Session be reduced by death or otherwise to one (1) lay member, that member and either the settled or appointed member of the Order of Ministry, or the appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, or the Pastoral Charge Supervisor shall call a meeting of the Pastoral Charge or Congregation at an early date, to elect members of the Session to fill the vacancies.
- 182** Calling. Special meetings shall be called:
- ...
- (c) by a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...
- 182.1** Quorum. A Quorum for the Official Board shall require the attendance of:
- ...
- (b) a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...
- 183** Membership. The Official Board shall consist of:
- ...
- (b) the Ministry Personnel who has been settled in or appointed to the Pastoral Charge;
- (c) where there is no settled or appointed member of the Order of Ministry or appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, the person appointed by the Presbytery as the Pastoral Charge Supervisor;
- 201** Quorum. A Quorum for the Church Board shall require the attendance of:
- ...
- (b) a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...
- 218** Quorum. A Quorum for the Church Council shall require the attendance of:

- ...
- (b) a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...

251 Calling. Meetings may be called:

- ...
- (b) by a Designated Lay Minister who has been appointed to the Pastoral Charge and recognized by ~~the Conference~~ a Presbytery;
- ...

341 Pastoral Charge Supervisors.

- (a) Appointment. The Presbytery shall appoint one (1) of its own members as the Pastoral Charge Supervisor to supervise any Pastoral Charge that is without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, and that is being served by:
- i. an appointed Designated Lay Minister who has not yet been recognized by ~~the Conference~~ a Presbytery;
- ...

343 Designated Lay Ministers. The Presbytery shall have authority to appoint a Designated Lay Minister to fill a Vacancy in a Pastoral Charge or other Presbytery Recognized Ministry.

- ...
- (d) Recognition. The ~~Conference~~ Presbytery may recognize a Designated Lay Minister only after:
- i. the requirements in subsection (a) have been met to the satisfaction of the Presbytery; and
- ii. an appropriate educational program, including educational supervision during the program, has been completed to the satisfaction of the Presbytery; and
- iii. ~~the person has been recommended by the Presbytery to the Conference for recognition as a Designated Lay Minister.~~
- Recognition shall take place at a ~~Conference~~ Presbytery service of worship.
- (e) Sacraments. A licence to administer the sacraments on a specific Pastoral Charge for the duration of the appointment may be granted by the Conference to a Designated Lay Minister for whom the Presbytery has decided to make application after having received a request from the Session or Church Board or Church Council. In the case of a Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.

- ...
- (g) A person:

...

v. whom the Presbytery has decided not to ~~recommend for recognition~~ recognize as a Designated Lay Minister; ~~or~~

~~vi. whom the Conference has decided not to approve for recognition as a Designated Lay Minister;~~

shall not be considered as an applicant for recognition as a Designated Lay Minister until a period of at least twelve (12) months has passed from the date of such Decision.

...

- (i) A Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery may apply for a paid accountable ministry position in any Presbytery, and the requirements of subsection (d) need not be satisfied again. A Designated Lay Minister who has not yet been recognized by ~~the Conference~~ a Presbytery may apply for a paid accountable ministry position in any Presbytery, and their position in the recognition process is transferable with the approval of both Presbyteries involved.

347 Sacraments Elder.

- (a) The Presbytery shall identify Pastoral Charges without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery.

...

353 Licence to Administer Sacraments. When in receipt of an application from a Pastoral Charge that its settled or appointed Diaconal Minister, Designated Lay Minister, Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply be licensed to administer the sacraments on the Pastoral Charge for the duration of the settlement or appointment, the Presbytery if in agreement shall forward the request to the Conference. In the case of a Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.

382 [Presbytery] Education and Students Committee.

...

- (b) Duties. It shall be the duty of the Committee:

...

- ix. to receive applications from, to interview, and to examine all persons recommended or volunteering to the Presbytery for admission or re-admission to the Order of Ministry, for appointment as Designated Lay Ministers, for recognition as Designated Lay Ministers, for recognition as Congregational Designated Ministers, for appointment as Licensed Lay Worship Leaders, or for other Presbytery appointment; to refer them to the Conference Interview Board as required; to consult as required with the appropriate General Council working unit; and to make recommendations

to the Presbytery regarding training, length of term, licensing, and other relevant matters;

...

389 Pastoral Relations Committee.

...

(b) Duties.

...

- xii. The Committee shall recommend to the Presbytery the appointment of a Pastoral Charge Supervisor for each Pastoral Charge that is without a settled or appointed member of the Order of Ministry or an appointed Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery and that is being served by a Designated Lay Minister who has not yet been recognized by ~~the Conference~~ a Presbytery, a Candidate Supply, an Intern Supply, a Student Supply, or a Diaconal Supply or Ordained Supply, or in any other situation where the Presbytery deems the appointment of a Pastoral Charge Supervisor appropriate.

427 Ministry Personnel. It shall be the duty of the Conference:

...

- ~~(b) — to make a Decision whether to recognize a Designated Lay Minister recommended by the Presbytery and the Conference Education and Students Committee;~~

...

427.1 Licence to Administer Sacraments. It shall be the duty of the Conference:

...

- (c) In the case of a Designated Lay Minister who has been recognized by ~~the Conference~~ a Presbytery, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.

...

462 [Conference] Education and Students Committee.

- (a) Duties. It shall be the duty of the Committee:

...

- ~~v. — to receive and to consider a recommendation from a Presbytery to recognize a Designated Lay Minister, to conduct an interview of the Designated Lay Minister, and to make a recommendation to the Conference; and~~

...

Appendix F

GCE 3 Admissions Draft Policy Statement—By-Law Changes (GC40 GCE 8)**031 Admission from Other Denominations.**

- (a) The United Church recognizes that duly ~~commissioned or ordained~~ or diaconal men and women who are admitted from other recognized global Christian traditions make a valuable contribution to its wide variety of ministries and missions.
 - (b) The United Church is committed to inclusiveness in its evolving mission in the Canadian context, including the full and equal participation in ministry of all persons, regardless of their race, gender, or sexual orientation. It is also committed to becoming a racially and culturally diverse intercultural denomination that meets the needs of all of its faith communities.
 - (c) The General Council has approved policies and procedures relating to the admission of ministers from other denominations to the Order of Ministry of the United Church. A minister from another denomination may be admitted to the Order of Ministry of the United Church only if all of the requirements of the approved policies and procedures and these By-Laws have been met. These policies and procedures shall be available from the General Council office to any Court or other body of the United Church and to any applicant to the Order of Ministry of the United Church.
 - (d) To be admitted to the Order of Ministry of the United Church, a person must:
 - i. have acquired through an education an understanding of the ethos, polity, and history of the United Church;
 - ii. be in essential agreement with the doctrine of the United Church as stated in the Basis of Union; and
 - iii. be willing to abide by the Polity of the United Church.
 - (e) The United Church is committed to ensuring that all of its members and Adherents worship in a safe environment, therefore the character and competence of applicants to the Order of Ministry of the United Church will be verified through appropriate procedures.
-
- (a) ~~Initial Process. A minister seeking admission to the Order of Ministry of the United Church from another denomination shall first contact the appropriate General Council working unit. The appropriate General Council working unit shall provide the applicant with the policies and procedures for admission to the Order of Ministry of the United Church, a preliminary evaluation of the acceptability of the applicant's commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, and an application form.~~
 - (b) ~~Application. The appropriate General Council working unit shall receive the necessary documentation, including proof of commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, official academic transcripts, current letters of standing from the applicant's current denomination, letters of reference, and a completed application form. Should the applicant be refused a letter of standing from the applicant's current denomination based solely on criteria that would not prevent the applicant from being a member of the Order of Ministry of the United Church, the appropriate General Council working unit~~

may dispense with this requirement once it is assured that there is no other reason for the refusal of the applicant's current denomination to provide a letter of standing. The applicant, at their own expense, shall also provide to the appropriate General Council working unit a current vulnerable sector (level 2) police records check, as part of the application for admission.

- (c) — ~~Evaluation. When all of the initial documentation is received, the appropriate General Council working unit shall evaluate the acceptability to the United Church of the applicant's commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, and shall indicate what academic standards must be met before admission.~~
- (d) — ~~Acceptability of Commissioning or Ordination. Normally the commissionings to the diaconal ministry of education, service, and pastoral care, or ordinations, to be recognized shall be those performed by churches holding memberships in the World Council of Churches or in a national Council of Churches. Applicants who have not been presbyterially commissioned to the diaconal ministry of education, service, and pastoral care, or ordained, by presbyters orderly assembled for this purpose shall also be required to produce satisfactory evidence to the appropriate General Council working unit that:~~
 - i. — ~~their commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, was intended to be within and to the ministry of the holy Catholic Church;~~
 - ii. — ~~their commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, was performed by the authority charged with the exercise of this specific church power within the commissioning or ordaining communion;~~
 - iii. — ~~their commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, was accompanied by prayer and the laying on of hands; and~~
 - iv. — ~~their understanding of commissioning to the diaconal ministry of education, service, and pastoral care, and ordination, is consistent and compatible with the understanding and ordering in the United Church.~~

~~If the applicant seeking admission is unable to fulfil these requirements, the applicant shall be advised to enter the candidacy stream to seek commissioning to the diaconal ministry of education, service, and pastoral care, or ordination, according to the usages of the United Church.~~
- (e) — ~~Agreement with Doctrine and Polity. Applicants shall also be required satisfactorily to answer the following questions:~~
 - i. — ~~What are the applicant's reasons for applying for admission to the Order of Ministry of the United Church, and what has led to any change of views?~~
 - ii. — ~~Is the applicant in essential agreement with the doctrine of the United Church? and~~
 - iii. — ~~Is the applicant willing to conform to the government and Polity of the United Church?~~
- (f) — ~~Academic Requirements. The educational qualifications required of an applicant seeking admission to the Order of Ministry of the United Church shall conform to the educational standards set by the General Council and required for membership~~

- in the Order of Ministry of the United Church, the minimum educational standing acceptable being that of the Shorter Course or its equivalent. All applicants in the admission process shall be required satisfactorily to complete a minimum of five (5) courses for credit, one (1) in each of: United Church Polity, theology, Christian education, worship and sacraments in a United Church context, and history of the United Church. The appropriate General Council working unit or the Presbytery may require the applicant satisfactorily to complete additional courses. Courses may be completed at a United Church theological school or by correspondence or directed study from a United Church theological school.
- (g) — ~~Presbytery Initial Interview. Once an applicant has been approved by the appropriate General Council working unit, the applicant may contact a Presbytery seeking recognition as a person eligible for appointment as Diaconal Supply or Ordained Supply. The Presbytery shall request copies of all relevant documentation from the appropriate General Council working unit, including the current vulnerable sector (level 2) police records check for the applicant. The Presbytery Education and Students Committee shall interview the applicant. Expenses related to all interviews are the responsibility of the applicant. If the Committee is satisfied with the documentation and the interview, the Committee shall request that the Conference Interview Board interview the applicant.~~
 - (h) — ~~Overseas Applicant. When the applicant resides outside Canada or the United States, the appropriate General Council working units shall work together to arrange for an initial interview to take place in the applicant's country of residence, if practicable.~~
 - (i) — ~~Conference Initial Interview. The Conference Interview Board shall interview the applicant and forward its recommendation regarding the suitability of the applicant for ministry in the United Church to the Presbytery for its consideration.~~
 - (j) — ~~Overseas Applicant. When the applicant resides outside Canada or the United States, the interview arranged by the appropriate General Council working units may take the place of the interview by the Conference Interview Board. The recommendation regarding the suitability of the applicant for ministry in the United Church received by the appropriate General Council working units shall be forwarded to the Presbytery for its consideration.~~
 - (k) — ~~Initial Appointment. Having satisfied itself as to the suitability of the applicant for ministry in the United Church, the Presbytery may appoint the applicant as Diaconal Supply or Ordained Supply to a Pastoral Charge, Mission, or Outreach Ministry of the United Church, for a term of twelve (12) months. The Presbytery shall consult with the appropriate General Council working unit prior to making the appointment, and shall notify the appropriate General Council working unit of the appointment once made. If the Presbytery making the appointment is not the Presbytery that initially interviewed the applicant, the Presbytery making the appointment shall obtain the applicant's complete file from the Presbytery that initially interviewed the applicant, prior to making the appointment. The appointment shall also be subject to all other policies and procedures governing Presbytery Appointments.~~
 - (l) — ~~Overseas Applicant. When the appointment is of an applicant whose initial interview was arranged by the appropriate General Council working units, the~~

applicant must be interviewed by the ~~Presbytery Education and Students Committee and by the Conference Interview Board~~ within the first six (6) months of the appointment. The ~~Presbytery shall have the right to terminate the appointment if it is not satisfied with the interview by its Education and Students Committee or if the Conference Interview Board does not recommend the applicant.~~

- (m) — ~~Appointment Advisory Committee. The applicant shall meet periodically during the term of the initial appointment, with an Appointment Advisory Committee comprising members of the Pastoral Charge chosen for that purpose upon the request of the Presbytery Education and Students Committee, the Pastoral Charge Supervisor, and one (1) other presbyter appointed by the Presbytery Education and Students Committee. The Appointment Advisory Committee shall formulate recommendations regarding the suitability of the applicant to enter into the admission process and the suitability of the applicant for ministry in the United Church.~~
- (n) — ~~Early Termination. The process of admission to the Order of Ministry of the United Church is intended to be a time of discernment and decision making for both the applicant and the United Church. Should either party decide to terminate the appointment, the appropriate procedures shall be applied.~~
- (o) — ~~Presbytery Decision. Before the completion of the term of the initial appointment, the Presbytery Education and Students Committee shall review the recommendations of the Appointment Advisory Committee, interview the applicant, and make a recommendation to the Presbytery as to whether the applicant should proceed to the admission process. Unless the Presbytery has made a Decision to permit the applicant to proceed to the admission process, the appointment shall not be renewed and the applicant shall not be eligible for any other appointment within the United Church.~~
- (p) — ~~Admission Process. If the Decision of the Presbytery is to permit the applicant to proceed to the admission process, the applicant shall be eligible to serve as Diaconal Supply or Ordained Supply to a Pastoral Charge, Mission, or Outreach Ministry of the United Church, in a Presbytery Appointment, preferably the same as the initial twelve (12) month appointment, for at least eighteen (18) consecutive months prior to the date of admission, but not more than forty two (42) consecutive months prior to the date of admission.~~
- (q) — ~~Exceptions: Extended Initial Appointment. Unless the Presbytery has made a Decision to permit the applicant to proceed to the admission process, the applicant may not continue beyond the initial twelve (12) month appointment, except while the applicant is serving in: a Mutuality in Mission position, a ministerial exchange, or an Interim Ministry, or in other exceptional circumstances as determined by the appropriate General Council working unit. Applicants who have served or are serving in such ministry positions are not otherwise exempted from the requirements of this section.~~
- (r) — ~~Exceptions: No Initial Appointment. An applicant serving as a hospital chaplain, a prison chaplain, a professor at a United Church theological school, a Conference staff person, or a General Council staff person, or in another such ministry recognized by both the appropriate General Council working unit and the~~

~~Presbytery, may be permitted by the Presbytery to proceed to the admission process without first having served an initial twelve (12) month Presbytery Appointment and without then continuing to serve in a Presbytery Appointment, provided that the applicant satisfies all other requirements of this section and in addition has completed at least three (3) years of satisfactory service in a congregational setting within the applicant's own denomination, has been a member of a United Church Congregation for at least the preceding twelve (12) months, and has been taking an active role in that Congregation for at least the preceding twelve (12) months.~~

- ~~(s) — Postponement of Admission Process. When the Presbytery has made a Decision to permit the applicant to proceed to the admission process, the applicant may postpone proceeding to the admission process for up to three (3) years. During the period of such postponement, the applicant is not eligible for appointment.~~
- ~~(t) — Educational Supervisory Team. If the applicant proceeds to the admission process, the Presbytery shall continue its supervision of the applicant through the appointment by the Presbytery Education and Students Committee of an Educational Supervisory Team comprising at least two (2) lay representatives and at least two (2) members of the Order of Ministry. A primary responsibility of the Educational Supervisory Team shall be to determine the suitability of the applicant to engage in any ministry of Education, Service, and Pastoral Care or Word, Sacrament, and Pastoral Care in the United Church. The applicant shall meet periodically during the admission process, with the Educational Supervisory Team. The Educational Supervisory Team shall conduct progress evaluations of the applicant at six (6) month intervals.~~
- ~~(u) — Presbytery Final Interview. When:

 - i. — the applicant has proceeded to the admission process and has then completed at least eighteen (18) consecutive months in the admission process;
 - ii. — the applicant has those educational qualifications and satisfactorily has completed those courses required under subsection (f); and
 - iii. — the Educational Supervisory Team has made a recommendation regarding the suitability of the applicant for ministry in the United Church;
 the Presbytery Education and Students Committee shall review the recommendation of the Educational Supervisory Team, interview the applicant, and make a recommendation to the Presbytery.~~
- ~~(v) — Presbytery Recommendation. If the Presbytery does not recommend that the applicant be admitted to the Order of Ministry of the United Church, any Presbytery Appointment in which the applicant is serving shall be terminated and the applicant shall not be eligible for any other appointment within the United Church. If the Presbytery recommends that the applicant be admitted to the Order of Ministry of the United Church, the Presbytery shall request a final interview of the applicant by the Conference Education and Students Committee and shall request that the appropriate General Council working unit circulate the name of the applicant to each of the Presbyteries of the United Church.~~
- ~~(w) — Circulation of Name. The appropriate General Council working unit shall then circulate the name of the applicant and the name of the Presbytery through which~~

the application is being made, to each of the Presbyteries of the United Church. The name of the applicant shall be read at a regular meeting of each Presbytery and included in the minutes of that meeting. Any Presbytery wishing to raise an objection shall present the objection to the Presbytery through which the application is being made. The objection shall be in writing and shall be accompanied by all supporting documentation. Notice that an objection has been raised shall be sent, by the Secretary of the Presbytery raising the objection, to the appropriate General Council working unit. The Secretary of the Presbytery through which the application is being made shall acknowledge, in writing, the receipt of the material. The Presbytery shall establish a Commission to consider the objection and to meet with the applicant to discuss the objection. The Presbytery shall decide how the matter will be dealt with and shall send a report to the Presbytery raising the objection and to the appropriate General Council working unit.

- (x) — ~~Conference Final Interview.~~ The Conference Education and Students Committee shall conduct a final interview of the applicant and make a recommendation to the Conference concerning the suitability of the applicant to be received into the Order of Ministry of the United Church. Each applicant to be admitted shall be examined on the statement of doctrine of the United Church; the Conference shall be assured that they are in essential agreement with the statement of doctrine, and that as a member of the Order of Ministry of the United Church they will accept the statement as being in substance agreeable to the teaching of the Holy Scriptures. The Conference shall be assured that the applicant will agree to abide by the Polity of the United Church.
- (y) — ~~Conference Decision.~~ The Conference shall decide whether the applicant should be admitted to the Order of Ministry of the United Church, and shall notify the applicant, the Presbytery, and the appropriate General Council working unit of its Decision. The applicant shall not be admitted unless assured of call, settlement, or appointment. Reception shall occur during the service of ordination, commissioning, and reception.
- (z) — ~~Report to General Council Executive.~~ The appropriate General Council working unit shall report annually to the Executive of the General Council the name of each person who has been admitted to the Order of Ministry of the United Church from another denomination.

032 Re-Admission.

- (a) Application. A person whose name has been placed on the Discontinued Service List (Disciplinary) or the Discontinued Service List (Voluntary), ~~and who meanwhile has not been received as a minister of another communion,~~ and who desires to be re-admitted, shall make application to the Conference through the Presbytery of which the applicant was last a member. The applicant must clearly indicate to the Presbytery the reasons for requesting re-admission. The application shall include a reaffirmation of the applicant's willingness to conform to the government and usages of the United Church, and a reaffirmation of the applicant's essential agreement with the doctrine and Polity of the United Church. The applicant, at their own expense, shall also provide to the Conference a current

vulnerable sector (level 2) police records check, as part of the application for re-admission.

...

341 Pastoral Charge Supervisors.

(b) Duties. The duties of the Pastoral Charge Supervisor shall include:

...

iv. ...; and

v. preparing a confidential report on the state of the Pastoral Charge; and

vi. ~~serving on an Appointment Advisory Committee, during the initial appointment of a Diaconal Supply or Ordained Supply to the Pastoral Charge.~~

342 Diaconal Supply or Ordained Supply. The Presbytery shall have authority to appoint a Diaconal Supply or Ordained Supply to a Pastoral Charge. Normally a person will serve as a Diaconal Supply or Ordained Supply in preparation for admission to the Order of Ministry of the United Church.

- (a) Approval. No person shall be appointed by a Presbytery as Diaconal Supply or Ordained Supply until all of the requirements of subsections 031(b), (c), (d), (e) (except question i.), and (f) the applicable policies and procedures under section 031 have been met ~~and the person has been approved by the appropriate General Council working unit~~, regardless of whether the person is seeking admission to the Order of Ministry of the United Church. No appointment shall be made unless the prospective appointee has provided to the Presbytery, at the prospective appointee's expense, a current vulnerable sector (level 2) police records check.
- (b) ~~Presbytery~~ Initial Interview. The Presbytery Conference Interview Board shall request copies of all relevant documentation concerning a prospective appointee from the appropriate General Council working unit. The ~~Presbytery Education and Students Committee~~ Conference Interview Board shall interview the prospective appointee. The expenses of the prospective appointee related to all interviews are the responsibility of the prospective appointee. ~~If the Committee is satisfied with the documentation and the interview, the Committee shall request that the Conference Interview Board interview the prospective appointee.~~
- (c) ~~Conference Initial Interview.~~ The Conference Interview Board shall ~~interview the prospective appointee and~~ forward its recommendation regarding the suitability of the prospective appointee for ministry in the United Church to the Presbytery for its consideration.
- (d) ~~Initial Appointment.~~ Having satisfied itself as to the suitability of the prospective appointee for ministry in the United Church, the Presbytery may appoint them as Diaconal Supply or Ordained Supply to a Pastoral Charge, Mission, or Outreach Ministry of the United Church, for a term not exceeding twelve (12) months. The Presbytery shall consult with the appropriate General Council working unit prior to making the appointment, and shall notify the appropriate General Council working unit of the appointment once made. If the Presbytery making the appointment is not the Presbytery that initially interviewed the prospective appointee, the Presbytery making the appointment shall obtain the prospective

appointee's complete file from the Presbytery that initially interviewed the prospective appointee, prior to making the appointment. The appointment shall also be subject to all other policies and procedures governing Presbytery appointments.

- ~~(e)~~ Overseas Applicant. When the prospective appointee resides outside Canada or the United States, the provisions of subsection 031(l) shall be applied and the provisions of subsections 031(h) and (j) may be applied.
- ~~(f)~~(c) Service of Covenant. The Presbytery shall hold a service of covenant for the Presbytery, the Diaconal Supply or Ordained Supply, and the Pastoral Charge.
- ~~(g)~~(d) Member of Presbytery. The Diaconal Supply or Ordained Supply is a member of the Presbytery as permitted in paragraph 310(a)vi.
- ~~(h)~~ Appointment Advisory Committee. The Diaconal Supply or Ordained Supply shall meet periodically during the term of the initial appointment, with an Appointment Advisory Committee comprising members of the Pastoral Charge chosen for that purpose upon the request of the Presbytery Education and Students Committee, the Pastoral Charge Supervisor, and one (1) other presbyter appointed by the Presbytery Education and Students Committee. The Appointment Advisory Committee shall formulate recommendations regarding the suitability of the Diaconal Supply or Ordained Supply to enter into the admission process and the suitability of the Diaconal Supply or Ordained Supply for ministry in the United Church.
- ~~(i)~~ Sacraments. An Ordained Supply whose ordination is recognized and accepted by the United Church shall be authorized to administer the sacraments and may be recommended by the Presbytery to the Conference for licensing to solemnize marriages. A Diaconal Supply whose commissioning to the diaconal ministry of education, service, and pastoral care is recognized and accepted by the United Church may be recommended by the Presbytery to the Conference for authorization to administer the sacraments or licensing to solemnize marriages.
- ~~(j)~~ Exceptions: Extended Appointment. Unless the Presbytery has made a Decision to permit the Diaconal Supply or Ordained Supply to proceed to the admission process, the Diaconal Supply or Ordained Supply may not continue beyond the initial twelve (12) month appointment, except while the Diaconal Supply or Ordained Supply is serving in: a Mutuality in Mission position, a ministerial exchange, or an Interim Ministry, or in other exceptional circumstances as determined by the appropriate General Council working unit.
- ~~(k)~~(e) Pension Plan. A Diaconal Supply or Ordained Supply seeking admission to the Order of Ministry of the United Church may pay into the pension plan and may participate in the group insurance plan.
- ~~(l)~~(f) Admission. A Diaconal Supply or Ordained Supply seeking admission to the Order of Ministry of the United Church must satisfy all of the requirements of the applicable policies and procedures for admission set forth in under section 031.
- ~~(m)~~ Postponement of Admission Process. When the Presbytery has made a Decision to permit the Diaconal Supply or Ordained Supply to proceed to the admission process, the person may postpone proceeding to the admission process for up to three (3) years. During the period of such postponement, the person is not eligible for appointment.

~~(n)~~(g) Exceptions: Ethnic Congregations. A Diaconal Supply or Ordained Supply appointed to an Ethnic Congregation so designated by the appropriate General Council working unit may elect not to seek admission to the Order of Ministry of the United Church and may be reappointed so long as the appointment is to an Ethnic Congregation. Such Diaconal Supply or Ordained Supply may not be appointed until all of the requirements of the applicable policies and procedures subsections 031(b), (c), (d), (e) (except question i.), and (f) under section 031 have been met ~~and the person has been approved by the appropriate General Council working unit~~, notwithstanding that they are not seeking admission to the Order of Ministry of the United Church.

382 [Presbytery] Education and Students Committee.

...
(b) Duties. It shall be the duty of the Committee:

- ...
ix. to receive applications from, to interview, and to examine all persons recommended or volunteering to the Presbytery for admission or re-admission to the Order of Ministry, for appointment as Designated Lay Ministers, for recognition as Congregational Designated Ministers, for appointment as Licensed Lay Worship Leaders, or for other Presbytery appointment; to refer them to the Conference Interview Board as required; to consult as required with the appropriate General Council working unit; and to make recommendations to the Presbytery regarding training, length of term, licensing, and other relevant matters; and
x. ~~where the Presbytery has made an initial appointment of a Diaconal Supply or Ordained Supply, to request that the Pastoral Charge appoint some of its members to the Appointment Advisory Committee, and to appoint one (1) presbyter to the Appointment Advisory Committee. The Appointment Advisory Committee shall formulate recommendations regarding the suitability of the Diaconal Supply or Ordained Supply to enter into the admission process and the suitability of the Diaconal Supply or Ordained Supply for ministry in the United Church;~~
xi. ~~where an applicant for admission to the Order of Ministry of the United Church proceeds to the admission process, to continue the supervision of the applicant through the appointment of an Educational Supervisory Team comprising at least two (2) lay representatives and at least two (2) members of the Order of Ministry. A primary responsibility of the Educational Supervisory Team shall be to determine the suitability of the applicant to engage in any ministry of education, service, and pastoral care or word, sacrament, and pastoral care in the United Church; and~~
xii. x. to study carefully sections 020 to 035, 342 to 344, 346, 360, and 361 of the By-Laws.

Appendix G

GS 14 By-Law Housekeeping Changes

That the Executive of the General Council amend the By-Laws as follows:

~~(1) Educational Supervisor, s. 001~~

~~background: The defined term Educational Supervisor is nowhere else used in the By-Laws.~~

~~001 In these By-Laws:~~

~~...
“Educational Supervisor” means a person who is appointed to assist a Designated Lay Minister, an Intern Supply, a Student Intern, or a Diaconal Supply or Ordained Supply who is seeking admission to the Order of Ministry, to reflect on and to learn from the experience of the practice of ministry.~~

(1) Ministry Personnel Salary, Allowances, and Benefits, s. 036(j)

background: The problem of allocation of vacation pay arises for all Ministry Personnel moving from one Pastoral Charge to another, not just members of the Order of Ministry.

036 Salary, Allowances, and Benefits.

- ...
- (j) When a ~~member of the Order of Ministry~~ Ministry Personnel moves between July 1st and August 31st, the Pastoral Charge to which that ~~minister~~ Ministry Personnel goes shall be responsible for the ensuing year’s vacation pay. When a ~~each settlement or appointment~~ with an effective date between September 1st and June 30th of the next year is approved, the two (2) Pastoral Charges involved shall share the cost of the vacation pay on a pro-rated basis, the Pastoral Charge from which the ~~minister~~ Ministry Personnel moves being responsible for an amount proportionate to the percentage of the Pastoral Year spent in the service of that particular Pastoral Charge, and the Pastoral Charge to which the ~~minister~~ Ministry Personnel moves being responsible for the remainder of the year’s vacation pay.
- ...

(2) Meeting with Representatives of Incapacitated Ministry Personnel, s. 037(i)

background: It is unclear that the reference to “representatives” in subsection 037(i) refers to the representatives of both the incapacitated Ministry Personnel and the Pastoral Charge.

037 Disability.

- ...
- (i) Change of Pastoral Relationship. ... The Presbytery may approve a change of pastoral relationship only after having consulted with the Ministry Personnel or their representatives, and representatives of the Pastoral Charge, or their ~~representatives,~~ regarding the incapacity of the Ministry Personnel. ...

(3) Fair Employment Standards and Pension Benefits, s. 041.1(b)

background: Benefits are not always understood to include pensions. Pastoral Charges must satisfy the Presbytery that a position description meets all of the fair employment standards of the United Church, including those relating to pensions.

041.1 Ministry Positions. No Pastoral Charge, Mission, or Outreach Ministry shall create a full- or part-time paid accountable ministry position, without the approval of the Presbytery.

...

- (b) The Pastoral Charge shall satisfy the Presbytery that the position description is adequate, and meets the fair employment standards of the United Church, including those relating to salary, allowances, pensions, benefits, and hours of work. The Presbytery shall determine the minimum qualifications required to fill the position.

...

(4) Decisions Not Subject to Appeal, ss. 071(d) & 077

background: Subsection 071(d) replicates the provisions of section 077, which is found nearby in the By-Laws.

071 Specified Procedures.

...

- (d) There shall be the right of appeal under subsections (a) and (b), except with respect to Decisions listed in section 077.÷
- i. ~~elections;~~
 - ii. ~~Decisions about an individual with respect to the inquiry or candidacy process;~~
 - iii. ~~Decisions about an individual with respect to the recognition process for Congregational Designated Ministers or Designated Lay Ministers;~~
 - iv. ~~Decisions about an individual with respect to the admission or re-admission process;~~
 - v. ~~initiation of calls and settlements;~~
 - vi. ~~initiation of appointments;~~
 - vii. ~~implementation of a Decision pending an Appeal;~~
 - viii. ~~determination of whether an Appeal meets the requirements for an Appeal hearing;~~
 - ix. ~~acceptance or rejection of a medical certificate;~~
 - x. ~~a Decision by a Pastoral Charge to request a change in the pastoral relationship;~~
 - xi. ~~the disposition by a Presbytery of a request from a member of the Order of Ministry for a change in the pastoral relationship;~~
 - xii. ~~a Decision by a Court whether to hold a Formal Hearing;~~
 - xiii. ~~a Decision by a Formal Hearing Committee whether to hold a Formal Hearing;~~

- xiv. — ~~a Decision by a Court to make a complaint; or~~
- xv. — ~~a Decision by a Presbytery to initiate a review of the situation under subsection 363(c).~~

~~Although a Decision about an individual with respect to the inquiry or candidacy process, the recognition process for Congregational Designated Ministers or Designated Lay Ministers, or the admission or re-admission process, may not be appealed, the individual may request that the appropriateness of the procedures used to arrive at the Decision be addressed through the General Council's approved policies and procedures for conflict resolution, other than a Formal Hearing. The individual may appeal the appropriateness of the procedures used to arrive at the Decision, but only if the matter is not resolved through the policies and procedures for conflict resolution.~~

(5) Licensing of Licensed Lay Worship Leaders, s. 382(b)ix.

background: Although section 344, dealing with Licensed Lay Worship Leaders, speaks only of licensing, paragraph 382(b)ix., which lists the duties of the Education and Students Committees, speaks of appointment of Licensed Lay Worship Leaders. That is a mistake, as Presbyteries do not appoint Licensed Lay Worship Leaders to Pastoral Charges.

382 [Presbytery] Education and Students Committee.

...

(b) Duties. It shall be the duty of the Committee:

...

- ix. to receive applications from, to interview, and to examine all persons recommended or volunteering to the Presbytery for admission or re-admission to the Order of Ministry, for appointment as Designated Lay Ministers, for recognition as Congregational Designated Ministers, for ~~appointment~~ licensing as Licensed Lay Worship Leaders, or for other Presbytery appointment; ...

...

(6) Land Registry Offices, ss. 271, 272, “shall, where permitted”

background: As sections 271 and 272 of the By-Laws are mandatory, “shall” ought to be used in substitution for “should.” Since the requirements of Land Registry Offices vary across the country, subsection 271(f) ought to read “shall, where permitted,”

- 271 Procedures.** The following procedure ~~should~~ shall be followed in carrying out the orders and directions of the Official Board or Church Board or Church Council of the Pastoral Charge or Congregation in connection with any acquisition, sale, mortgage, lease, exchange, construction, enlargement, major renovation, demolition, or rebuilding:
- (a) a meeting of the Board of Trustees shall be called, giving each Trustee at least seven (7) days’ notice in writing, specifying the time, place, and purpose of the meeting;
 - (b) the Board of Trustees ~~should~~ shall pass a resolution setting out:

- i. the decision to acquire, sell, mortgage, lease, exchange, construct, enlarge, effect major renovations, demolish, or rebuild;
 - ii. the legal description of the Real Property, or an adequate description of the Personal Property;
 - iii. the price or costs;
 - iv. the terms; and
 - v. the proposed application to be made of the proceeds, or the proposed source of funds;
- and authorizing application to be made to the Presbytery for its consent;
- (c) the resolution ~~should~~ shall be entered in full in the minutes of the Board of Trustees. A copy of such resolution ~~should~~ shall also be made, followed by a certificate which ~~should~~ shall be signed by the Chairperson and Secretary of the Board of Trustees;
 - (d) a certified copy of this resolution and application ~~should~~ shall be sent at once to the Secretary of the Presbytery, who ~~should~~ shall then immediately refer it to the Presbytery Property Committee or its equivalent, so that the Committee can be called together to consider the request and be able to submit its report to the Presbytery;
 - (e) the Presbytery ~~should~~ shall then consider the report of the Property Committee, and, if it decides to give its consent, ~~should~~ shall pass a resolution to that effect. A certificate ~~should~~ shall be appended to this resolution by the Secretary of the Presbytery; and
 - (f) the resolution and certificate ~~should~~ shall, where permitted, then be attached to the deed, mortgage, or lease of Real Property for registration in the appropriate land registry office.

272 Certificate as to Current Trustees. Where the current Trustees are not the Trustees in whose name the title to the property is registered, and it is intended either to obtain a new certificate of title in the names of the current Trustees where this is possible, or to convey, charge, lease, or otherwise deal with the property by means of a document to be registered, reference ~~should~~ shall be made to the appropriate section or sections of the applicable United Church provincial statute, as follows:

British Columbia	subsections 21(a) and 21(b)
Alberta subsections	20(1) and 20(2)
Saskatchewan	subsections 20(1) and 20(2)
Manitoba	subsections 20(a) and 20(b)
Ontario	section 24

In New Brunswick, Prince Edward Island, and Nova Scotia, the Boards of Trustees are bodies corporate, and reference ~~should~~ shall be made to the appropriate section or sections of the applicable United Church provincial statute, as follows:

New Brunswick	section 20
Prince Edward Island	sections 18 and 19
Nova Scotia	section 20

In all cases, the Trustees ~~should~~ shall consult a lawyer or the land registry office in the jurisdiction in which the land is located, in order to determine how to complete the transaction.

(7) Left Without Settlement or Appointment, s. 314

background: The By-Laws elsewhere consistently refer to settlement and appointment, rather than to charge and appointment.

314 Procedures about the Membership of a Member of the Order of Ministry on the Roll of Presbytery.

...
(b) Temporarily Left Without ~~Charge~~ Settlement or Appointment. A member of the Order of Ministry who is temporarily without a Pastoral Charge shall remain a member of the Presbytery of which such person has been a member until the next meeting of the Conference, when the name of such person shall be placed on the roll of a Presbytery by the Conference on the recommendation of the Settlement Committee.

...
(d) Left Without ~~Charge~~ Settlement or Appointment.
i. A member of the Order of Ministry who is not serving in a Presbytery Recognized Ministry must be in a covenant relationship with a Pastoral Charge or other Presbytery Recognized Ministry in order to be considered for the retention of their name on the roll of the Presbytery, unless the Presbytery grants an exception. No recommendation for retention shall be for a period longer than the Conference year. ...

(8) Formula for Apportioning Commissioners, s. 423(a)

background: The current provision does not reflect the current practice, which uses the number of Ministry Personnel settled and appointed as one of the ratios in calculating the number of Commissioners that each Conference is entitled to elect.

423(a)vii. Min = number of Ministry Personnel who have been settled in or appointed to Pastoral Charges, Missions, Outreach Ministries, or special ministries

(9) Execution of Documents Under Seal, s. 515

background: Section 515 of the By-Laws requires all documents signed under the corporate seal of The United Church of Canada to be signed by two officers from among a specified list. The second signing officer may be “any one of six other persons to be appointed by the Executive of the General Council.” These six other persons are six senior staff in the General Council office. There are vacancies in this list from time to time due to staff changes. The provision seems to require that a roster of six appointees be maintained at all times, which plainly is unnecessary.

515 Execution of Documents Under Seal. There shall be an official seal for the United Church. When it is required to affix the seal to any document, except where otherwise provided by any Act respecting the United Church, it shall be attested by the signatures of any two (2) of the following officers: the Moderator, the General Secretary of the General

Council, the General Council Ministers, and the Executive Officer, Finance (any one (1) of whom shall for this purpose be entitled to temporary custody of the seal and to affix the same); or by any one (1) thereof, together with any one (1) of up to six (6) other persons to be appointed by the Executive of General Council.

(10) Membership of Executive of General Council, s. 521(e), (f)

background: It is unclear whether the modifying phrases “from the francophone constituency” and “from the ethnic ministries constituency” in subsections 521(e) and (f) regarding the membership of the Executive of the General Council refer to both representatives of the named constituency. Otherwise arguably only the lay member would have to be from the named constituency.

521 Membership. The Executive of the General Council shall consist of:

- ...
- (e) two (2) persons from the francophone constituency, one (1) of whom shall be a lay member as described in subsection 520(b), ~~from the francophone constituency~~;
 - (f) two (2) persons from the ethnic ministries constituency, one (1) of whom shall be a lay member as described in subsection 520(b), ~~from the ethnic ministries constituency~~;
- ...

(11) Trusts of Model Deed to Model Trust Deed, also to head Appendix III

background: Section 5.3 of the Basis of Union refers to a Model Trust Deed, which was to be included as a schedule to the enabling legislation. In the legislation, it is confusingly entitled the Trusts of Model Deed.

112 Notice. Notice shall be given for every meeting of the Pastoral Charge or Congregation. The notice for any such meeting shall specify the object of the meeting.

- ...
- (c) When the object of the meeting is:
 - i. to deal with matters referred to in section 9 of the ~~Trusts of Model Deed~~ Model Trust Deed;
 notice of the meeting shall be read ...

265 ~~Trusts of Model Deed~~ Model Trust Deed. Subject to the exceptions set out in section 266, all lands, premises, and Real Property and Personal Property acquired for the use of a Pastoral Charge or Congregation of the United Church shall be held, used, and administered under the ~~Trusts of the Model Deed~~ Model Trust Deed.

266 Exceptions.

- (a) Where No Denominational Interest. Any property or funds owned by a Pastoral Charge or Congregation at the time of Church Union solely for its own benefit and not for the benefit of the denomination of which it formed a part shall not be

held under the ~~Trusts of Model Deed~~ Model Trust Deed unless and until, at a meeting of such Pastoral Charge or Congregation regularly called for the purpose, it consents that it shall so be held. ...

and that a heading, “Model Trust Deed,” be added to Appendix II.

Appendix H

GS 8 Notice of Meeting to Establish a Pastoral Relationship (GC40 GS 9)

That the Executive of the General Council make explicit the policy that two preceding Sundays’ notice is required when the object of the meeting of the Pastoral Charge or Congregation is to establish a pastoral relationship, by call, settlement, or appointment, and that sections 047 and 112 of the By-Laws be changed to reflect this policy, as follows:

- 047 Notice. Notice shall be given for every meeting of the Pastoral Charge or Congregation. The notice for any such meeting shall specify the object of the meeting.
- (a) When the object of the meeting is:
- i. to establish a pastoral relationship, by call, settlement, or appointment;
 - ~~i-ii.~~ to consider making a Decision whereby the Pastoral Charge or Congregation requests ending of a pastoral relationship without cause; or
 - ~~ii-iii.~~ to consider any other matter dealing with the pastoral relationship and not specified in subsection (b);
- notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship. Before notice of a meeting called for the objects specified in paragraphs i. or ii. is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.
- (b) When the object of the meeting is:
- i. to appoint representatives of the Pastoral Charge to a Joint Needs Assessment Committee; or
 - ii. to appoint representatives in full membership of the Pastoral Charge to a Joint Search Committee; ~~or~~
 - ~~iii. to receive and act upon a report of the Joint Search Committee;~~
- notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of two (2) successive Sundays on which public worship is held before the meeting. For greater clarity, the earliest time at which the meeting may take place is immediately following the public worship at which the notice of meeting was read for the second time. Before notice of such meeting is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel

settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.

- 112 Notice. Notice shall be given for every meeting of the Pastoral Charge or Congregation. The notice for any such meeting shall specify the object of the meeting.

(a) When the object of the meeting is:

i. to establish a pastoral relationship, by call, settlement, or appointment;

~~i-ii.~~ to consider making a Decision whereby the Pastoral Charge or Congregation requests ending of a pastoral relationship without cause;

~~ii-iii.~~ to consider any other matter dealing with the pastoral relationship and not specified in subsection (b); or

~~iii-iv.~~ to elect members of the Session or Church Board or Church Council; notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship. Before notice of a meeting called for the objects specified in paragraphs i. or ii. is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.

(b) When the object of the meeting is:

i. to appoint representatives of the Pastoral Charge to a Joint Needs Assessment Committee; or

ii. to appoint representatives in full membership of the Pastoral Charge to a Joint Search Committee; ~~or~~

~~iii. to receive and act upon a report of the Joint Search Committee;~~

notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of two (2) successive Sundays on which public worship is held before the meeting. For greater clarity, the earliest time at which the meeting may take place is immediately following the public worship at which the notice of meeting was read for the second time. Before notice of such meeting is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.

Appendix I

GS 9 Two Preceding Sundays' Notice of Meeting (GC40 GS 10)

That the Executive of the General Council adopt the policy that two *preceding* Sundays' notice be given for all matters dealing with the pastoral relationship, and that sections 047 and 112 of the By-Laws be changed to reflect this policy, as follows:

047 Notice. Notice shall be given for every meeting of the Pastoral Charge or Congregation. The notice for any such meeting shall specify the object of the meeting.

(a) When the object of the meeting is:

- i. to appoint representatives of the Pastoral Charge to a Joint Needs Assessment Committee;
- ii. to appoint representatives in full membership of the Pastoral Charge to a Joint Search Committee;
- iii. to receive and act upon a report of the Joint Search Committee;
- ~~i-iv.~~ to consider making a Decision whereby the Pastoral Charge or Congregation requests ending of a pastoral relationship without cause; or
- ~~ii-v.~~ to consider any other matter dealing with the pastoral relationship ~~and not specified in subsection (b);~~

notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship. Before notice of a meeting called for the objects specified in paragraphs i. or ii. is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.

~~(b) When the object of the meeting is:~~

- ~~i. to appoint representatives of the Pastoral Charge to a Joint Needs Assessment Committee;~~
- ~~ii. to appoint representatives in full membership of the Pastoral Charge to a Joint Search Committee; or~~
- ~~iii. to receive and act upon a report of the Joint Search Committee;~~

~~notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of two (2) successive Sundays on which public worship is held before the meeting. For greater clarity, the earliest time at which the meeting may take place is immediately following the public worship at which the notice of meeting was read for the second time. Before notice of such meeting is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.~~

112 Notice. Notice shall be given for every meeting of the Pastoral Charge or Congregation. The notice for any such meeting shall specify the object of the meeting.

(a) When the object of the meeting is:

- i. to appoint representatives of the Pastoral Charge to a Joint Needs Assessment Committee;
 - ii. to appoint representatives in full membership of the Pastoral Charge to a Joint Search Committee;
 - iii. to receive and act upon a report of the Joint Search Committee;
 - ~~i-iv.~~ to consider making a Decision whereby the Pastoral Charge or Congregation requests ending of a pastoral relationship without cause;
 - ~~ii-v.~~ to consider any other matter dealing with the pastoral relationship ~~and not specified in subsection (b);~~ or
 - ~~iii-vi.~~ to elect members of the Session or Church Board or Church Council; notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of the two (2) preceding Sundays on which public worship is held. For greater clarity, the earliest time at which the meeting may take place is on the day immediately following the second Sunday at which the notice of meeting was read during public worship. Before notice of a meeting called for the objects specified in paragraphs i. or ii. is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.
- (b) ~~When the object of the meeting is:~~
- ~~i. to appoint representatives of the Pastoral Charge to a Joint Needs Assessment Committee;~~
 - ~~ii. to appoint representatives in full membership of the Pastoral Charge to a Joint Search Committee; or~~
 - ~~iii. to receive and act upon a report of the Joint Search Committee;~~
- ~~notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, on each of two (2) successive Sundays on which public worship is held before the meeting. For greater clarity, the earliest time at which the meeting may take place is immediately following the public worship at which the notice of meeting was read for the second time. Before notice of such meeting is made public, written notice shall be given to the Secretary of the Presbytery and the Ministry Personnel settled in or appointed to that Pastoral Charge. The Secretary of the Presbytery shall promptly inform the Presbytery Pastoral Relations Committee.~~
- ~~(e)(b)~~ ...
- ~~(d)(c)~~ When the object of the meeting is to deal with matters not contemplated by subsections (a), or (b), ~~or~~ (e), notice of the meeting shall be read during public worship and may also be inserted in the printed order of worship of the Pastoral Charge or Congregation, at least once before the meeting.

Appendix J

GCE 6 Designated Lay Ministry and Congregational Designated Ministry – By-Law Changes (GC40 GCE 13)

That the Executive of the General Council amend the By-Laws as follows, to implement the policy in Proposal GCE 13, Designated Lay Ministry and Congregational Designated Ministry, adopted without amendment by the 40th General Council 2009: (Appendix J)

001 In these By-Laws:

...
“**Congregational Designated Minister**” means a baptized lay member of the United Church person appointed by an Official Board or Church Board or Church Council of employed by a Pastoral Charge to serve in paid accountable ministry in the Pastoral Charge, in a specified ministry position designated by the Presbytery as accountable to the Official Board or Church Board or Church Council of the Pastoral Charge. A ~~Congregational Designated Minister may be recognized as such by the Presbytery when they have completed a period of intentional discernment, to the satisfaction of the Presbytery.~~ This category does not include persons serving as Candidate Supply, Intern Supply, Student Intern, or Student Supply.
...

...
“**Designated Lay Minister**” means a baptized lay member of The United Church of Canada member of the United Church person appointed by a Presbytery to serve in paid accountable ministry in a Pastoral Charge or other a Presbytery Accountable Ministry, in a position designated by the Presbytery as accountable to the Presbytery. A ~~Designated Lay Minister may be recognized as such by the Conference when they have completed an appropriate educational program, including educational supervision during the program, to the satisfaction of the Presbytery and the Conference. Once recognized by a Conference, a Designated Lay Minister may be appointed by any Presbytery to serve in paid accountable ministry in a Pastoral Charge or other Presbytery Accountable Ministry.~~ This category does not include persons serving as Candidate Supply, Intern Supply, Student Intern, or Student Supply.
...

041.1 [no change] Ministry Positions. No Pastoral Charge, Mission, or Outreach Ministry shall create a full- or part-time paid accountable ministry position, without the approval of the Presbytery.

- (a) Normally a paid accountable ministry position will be created by the declaration of a Vacancy by the Presbytery in response to the report and recommendations of a Joint Needs Assessment Committee. In exceptional circumstances a Pastoral Charge may be able to identify to the satisfaction of the Presbytery a need for a paid accountable ministry position as a result of some other form of assessment.
- (b) The Pastoral Charge shall satisfy the Presbytery that the position description is adequate, and meets the fair employment standards of the United Church, including those relating to salary, allowances, benefits, and hours of work. The Presbytery shall determine the minimum qualifications required to fill the position.

- (c) Where accountability to the wider church is warranted, the Presbytery may designate the position as one to be filled by a member of the Order of Ministry or a Designated Lay Minister. If the Presbytery declares a Vacancy, that Vacancy shall be filled either by a member of the Order of Ministry or by a Designated Lay Minister, through a Joint Search Committee process.
- (d) Where circumstances indicate, the Presbytery shall have the authority, when not declaring a Vacancy or when acting to meet an unfilled Vacancy, to appoint for a specified term one of the following: a Designated Lay Minister; a Candidate Supply, Intern Supply, or Student Supply; a Diaconal Supply or Ordained Supply; or a retired or other United Supply. The term of such an appointment shall not extend beyond June 30th of each year without the prior consent of the Conference Settlement Committee.
- (e) Where supervision, oversight, and support by the Pastoral Charge is appropriate, where the proposed length of service and other contextual considerations are not such as to warrant a lengthy discernment process or significant additional education or training, and where the desired competencies are available from local lay members, the Presbytery may designate the position as one to be filled by a member of the Order of Ministry or a Congregational Designated Minister. The position shall be filled through a search process to be determined by the Official Board or Church Board or Church Council. That person shall be appropriately qualified according to the policies approved by the General Council or its Executive.

- 067** [no change] Primary Courts. The primary Courts of accountability and discipline are:
- (a) the Session or Church Board or Church Council, in the case of a member or office bearer of the Congregation or any other congregational appointee other than a Congregational Designated Minister;
 - (b) in the case of a Congregational Designated Minister, the Official Board or Church Board or Church Council in respect of accountability, and the Presbytery in respect of discipline;
 - (c) the Presbytery, in the case of a Pastoral Charge or of a member of the Order of Ministry, a Candidate for the ministry, a Designated Lay Minister, or any other Presbytery appointee;
 - (d) the Conference, in the case of a Presbytery or of a Conference appointee not included in subsections (a), (b), or (c); and
 - (e) the General Council, in the case of a Conference or of a General Council appointee not included in subsections (a), (b), (c), or (d).

- 343** Designated Lay Ministers. The Presbytery shall have authority to appoint a Designated Lay Minister to fill a Vacancy in a ~~Pastoral Charge or other Presbytery Recognized Ministry~~ Presbytery Accountable Ministry. The General Council has approved policies and procedures relating to Designated Lay Ministers. These policies and procedures must be followed in matters of education, appointment, accountability, discipline, and recognition of Designated Lay Ministers. These policies and procedures shall be available from the General Council office to any Court or other body of the United Church and to any person seeking appointment as a Designated Lay Minister.

- (a) Appointments. Appointments. shall be to a specific ministry for a specified term to be determined by the Presbytery. The term of such an appointment shall not extend beyond June 30th of each year without the prior consent of the Conference Settlement Committee. Appointments may be renewed.
- (a) ~~Requirements.~~ To be appointed as a Designated Lay Minister, a person must:
- i. ~~have been a member of the United Church and active in a Congregation of the United Church, for at least twenty four (24) months preceding the period of intentional discernment. The question of what constitutes requisite activity in a Congregation for a given person is to be considered and determined by the Session or Church Board or Church Council;~~
 - ii. ~~be currently in close association with a Congregation of the United Church;~~
 - iii. ~~be a Licensed Lay Worship Leader or the equivalent;~~
 - iv. ~~have been recognized as an Inquirer by both the Session or Church Board or Church Council and the Presbytery;~~
 - v. ~~have engaged in a period of at least twelve (12) months of intentional discernment with a Committee of the Pastoral Charge and the Presbytery. The period of discernment will be for the purpose of exploring and determining suitability for ministry by considering the person's genuine call to ministry, personal character, motives, faith, and general fitness for ministry in the United Church;~~
 - vi. ~~after having completed the period of intentional discernment, be recommended by the Session or Church Board or Church Council to the Presbytery for recognition as a Designated Lay Minister;~~
 - vii. ~~submit to the Presbytery documents and letters of reference regarding a genuine call to ministry, personal character, motives, education, faith, and general fitness for ministry, together with any other relevant information;~~
- viii. (b) Agreement with Doctrine and Polity. To be appointed as a Designated Lay Minister, a person must be in essential agreement with the doctrine of the United Church and be willing to abide by the Polity of the United Church;
- ix. ~~commit themselves to participating in an appropriate educational program, including educational supervision during the program. The required educational program for the person, and the time period within which it is to be completed, shall be set by the appropriate General Council working unit in accordance with policies approved by the General Council or its Executive. Alternatively, the person may furnish evidence acceptable to the appropriate General Council working unit of having completed an equivalent educational program; and~~
 - x. ~~provide to the Presbytery, at the person's expense, a current vulnerable sector (level 2) police records check.~~
- (b) ~~Interviews.~~ The applicant shall be interviewed by the Conference Interview Board, which shall report to the Presbytery. The Presbytery Education and Students Committee shall then interview the applicant and make a recommendation to the Presbytery regarding appointment.
- (c) ~~Appointment.~~ The Presbytery shall have authority to appoint a person as a Designated Lay Minister, to a Pastoral Charge with a declared Vacancy.

~~Appointments shall be on the recommendation of the Presbytery Pastoral Relations Committee; the Presbytery Pastoral Relations Committee shall first have confirmed the person's readiness for appointment with the Presbytery Education and Students Committee. Appointments shall be to a specific ministry for a specified term to be determined by the Presbytery; the Presbytery shall first have consulted with the Conference Settlement Committee; appointments may be renewed.~~

- ~~(d) Recognition. The Conference may recognize a Designated Lay Minister only after:~~
- ~~i. the requirements in subsection (a) have been met to the satisfaction of the Presbytery;~~
 - ~~ii. an appropriate educational program, including educational supervision during the program, has been completed to the satisfaction of the Presbytery; and~~
 - ~~iii. the person has been recommended by the Presbytery to the Conference for recognition as a Designated Lay Minister.~~
- ~~Recognition shall take place at a Conference service of worship.~~

~~(e) (c) Sacraments.~~

- ~~i. A The Conference may grant a licence to administer the sacraments on a specific Pastoral Charge for the duration of the appointment may be granted by the Conference to a Designated Lay Minister for whom the Presbytery has decided to make application after having received a request from the Session or Church Board or Church Council.~~
- ~~ii. In the case of a Designated Lay Minister who has been recognized by the Conference, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister The Conference may, at its discretion, grant to a Designated Lay Minister who has been recognized by the Conference, a licence to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.~~

- ~~(f) Continuance. Continuance as a Designated Lay Minister shall depend upon:~~
- ~~i. participation in the required competency based educational program, satisfactory to the Presbytery;~~
 - ~~ii. an interview by the Presbytery Education and Students Committee, satisfactory to the Presbytery, following satisfactory completion of the required educational program; and~~
 - ~~iii. continuance of the Presbytery Appointment.~~

~~(g) A person:~~

- ~~i. whom the Session or Church Board or Church Council has decided not to approve for a period of intentional discernment;~~
- ~~ii. whose Presbytery Appointment as a Designated Lay Minister has been terminated by the Presbytery as an act of discipline;~~
- ~~iii. who has previously been denied candidacy for diaconal or ordained ministry in the United Church; or~~
- ~~iv. whose candidacy for diaconal or ordained ministry in the United Church has been terminated at the initiative of the Presbytery;~~

~~shall not be considered for appointment as a Designated Lay Minister until a period of at least twelve (12) months has passed from the date of such Decision. Should such a person make application through a different Presbytery for appointment as a Designated Lay Minister, that application shall not be considered until after due consideration has been given to the facts obtained from the Presbytery that dealt with the person and consultation with the appropriate General Council working unit has taken place. A person:~~

~~v. — whom the Presbytery has decided not to recommend for recognition as a Designated Lay Minister; or~~

~~vi. — whom the Conference has decided not to approve for recognition as a Designated Lay Minister;~~

~~shall not be considered as an applicant for recognition as a Designated Lay Minister until a period of at least twelve (12) months has passed from the date of such Decision.~~

~~(h) — A Designated Lay Minister is a member of the Presbytery that made the appointment. Except while they are receiving long term disability benefits as a result of a disability that occurred during their appointment, their membership in the Presbytery as a Designated Lay Minister does not continue after the term of the appointment, unless the appointment is renewed.~~

~~(i) — A Designated Lay Minister who has been recognized by the Conference may apply for a paid accountable ministry position in any Presbytery, and the requirements of subsection (d) need not be satisfied again. A Designated Lay Minister who has not yet been recognized by the Conference may apply for a paid accountable ministry position in any Presbytery, and their position in the recognition process is transferable with the approval of both Presbyteries involved.~~

345 Congregational Designated Ministers. The Pastoral Charge may ~~appoint~~ employ a Congregational Designated Minister to fill a specified ministry position in that Pastoral Charge that has been approved by the Presbytery designated by the Presbytery as accountable to the Official Board or Church Board or Church Council of the Pastoral Charge. The General Council has approved policies and procedures relating to Congregational Designated Ministers. These policies and procedures must be followed in matters of employment, accountability, discipline, and recognition of Congregational Designated Ministers. These policies and procedures shall be available from the General Council office to any Court or other body of the United Church and to any person seeking appointment as a Congregational Designated Minister.

~~(a) — Requirements. To be appointed as a Congregational Designated Minister, a person must:~~

~~i. — have been a member of the United Church and active in a Congregation of the United Church, for at least twenty-four (24) months preceding the period of intentional discernment. The question of what constitutes requisite activity in a Congregation for a given person is to be considered and determined by the Session or Church Board or Church Council;~~

~~ii. — be currently in close association with a Congregation of the United Church;~~

- iii. ~~have received the approval of the Session or Church Board or Church Council to engage in a period of intentional discernment;~~
- iv. ~~be willing to engage in a period of at least six (6) months of intentional discernment with a Committee of the Pastoral Charge. The period of discernment may be concurrent with the term of any appointment. The Pastoral Charge shall establish a suitable time limit within which the period of intentional discernment is to be completed to the satisfaction of the Pastoral Charge. The period of discernment will be for the purpose of exploring and determining suitability for ministry by considering the person's genuine call to ministry, personal character, motives, faith, and general fitness for ministry in the United Church;~~
- v. (a) Agreement with Doctrine and Polity. To be employed as a Congregational Designated Minister, a person must be in essential agreement with the doctrine of the United Church and be willing to abide by the Polity of the United Church and in particular the discipline of the Presbytery; and.
 - vi. ~~provide to the Pastoral Charge, at the person's expense, a current vulnerable sector (level 2) police records check.~~
- (b) Appointment. Appointments shall be to a specific ministry for a specified term to be determined by the Pastoral Charge; appointments may be renewed. A Congregational Designated Minister shall not be the only paid accountable minister serving the Pastoral Charge; there must be A Pastoral Charge being served by a Congregational Designated Minister must also have a member of the Order of Ministry or a Designated Lay Minister settled in or appointed to the Pastoral Charge.
- (c) ~~Interviews. A person who has been recommended by the Session or Church Board or Church Council to the Presbytery for recognition as a Congregational Designated Minister may be interviewed by the Conference Interview Board, which shall report to the Presbytery. The Presbytery Education and Students Committee shall then interview the applicant for the purpose of considering the person's genuine call to a specific area of ministry, and make a recommendation to the Presbytery regarding recognition.~~
- (d) ~~The Presbytery may recognize a Congregational Designated Minister only after:~~
 - i. ~~the requirements in subsection (a) have been met to the satisfaction of the Presbytery;~~
 - ii. ~~after having completed the period of intentional discernment, the person has been recommended by the Session or Church Board or Church Council to the Presbytery for recognition as a Congregational Designated Minister; and~~
 - iii. ~~the person has submitted to the Presbytery documents and letters of reference regarding a genuine call to ministry, personal character, motives, education, faith, and general fitness for ministry, together with any other relevant information.~~

~~Recognition shall take place at a Presbytery service of worship.~~
- (e) (c) the Official Board or Church Board or Church Council is the primary Court of accountability for a Congregational Designated Minister, and the Presbytery is the primary Court of discipline for a Congregational Designated Minister.

- (f) ~~— A Congregational Designated Minister does not retain that status after the term of their appointment, unless the appointment is renewed.~~
- (g) ~~— A person who has previously been recognized by the Presbytery as a Congregational Designated Minister may apply for a similar paid accountable ministry position in another Presbytery, provided that they possess the qualifications required for the position, and the requirements of subsection (d) need not be satisfied again.~~

382 [Presbytery] Education and Students Committee.

- ...
 - (b) Duties. It shall be the duty of the Committee:
 - ...
 - ix. to receive applications from, to interview, and to examine all persons recommended or volunteering to the Presbytery for admission or re-admission to the Order of Ministry, for appointment as Designated Lay Ministers, ~~for recognition as Congregational Designated Ministers,~~ for appointment as Licensed Lay Worship Leaders, or for other Presbytery appointment; to refer them to the Conference Interview Board as required; to consult as required with the appropriate General Council working unit; and to make recommendations to the Presbytery regarding training, length of term, licensing, and other relevant matters;
 - (c) Interviews. The Committee shall interview each Inquirer or Candidate, either by a team of no fewer than three (3) persons or, at the option of the Committee, by the Committee itself. Where the person being interviewed is an Inquirer or Candidate for the diaconal ministry of education, service, and pastoral care, every effort should be made to have a Diaconal Minister involved in the interviews. The same procedure should be followed with respect to interviews of potential Designated Lay Ministers ~~or Congregational Designated Ministers.~~ In each case where an interview team is used rather than the Committee, the team shall make a recommendation with respect to the person interviewed to the Committee and the Committee shall determine the report to be made to the Presbytery.

427 Ministry Personnel. It shall be the duty of the Conference:

- ...
 - (b) to make a Decision whether to recognize a Designated Lay Minister recommended by the Presbytery and the Conference Education and Students Committee;
- ...

427.1 Licence to Administer Sacraments. It shall be the duty of the Conference:

- ...
 - (b) to consider an application from a Presbytery to grant a licence to a Designated Lay Minister, Candidate Supply, Intern Supply, Student Intern, Student Supply, or Diaconal Supply in a Presbytery Appointment to administer the sacraments on a specific Pastoral Charge for the duration of their appointment.

- (c) ~~In the case of a Designated Lay Minister who has been recognized by the Conference, a licence to administer the sacraments may, at the discretion of the Conference, permit the Designated Lay Minister~~ The Conference may, at its discretion, grant to a Designated Lay Minister who has been recognized by the Conference, a licence to administer the sacraments within the jurisdiction of the Presbytery to which the Designated Lay Minister is accountable.
- 456** [Conference Interview Board] Membership. Where resources permit and other matters make it feasible, the membership of the Interview Board shall include:
- (a) at least one (1) of each of a Diaconal Minister in the active pastorate, an Ordained Minister in the active pastorate, and a Designated Lay Minister, ~~and a Congregational Designated Minister;~~
- 458** [Conference Interview Board] Responsibilities. The responsibilities of the Interview Board shall be:
- (a) to set up a standard procedure for assessment and supportive measures if required for those referred to it, who shall include:
- ...
- iii. lay persons applying for recognition as a Designated Lay Minister ~~or a Congregational Designated Minister;~~ and
- ...
- 462** [Conference] Education and Students Committee.
- (a) Duties. It shall be the duty of the Committee:
- ...
- v. to receive and to consider a recommendation from a Presbytery to recognize a Designated Lay Minister, to conduct an interview of the Designated Lay Minister, and to make a recommendation to the Conference; and
- ...
- 733** ~~Program. The educational program for a person applying to be recognized as a Designated Lay Minister shall be set by the appropriate General Council working unit in accordance with policies approved by the General Council or its Executive.~~

Appendix K

Statement of Beliefs and Guiding Principles for the Pension Plan of The United Church of Canada

To establish a strategic framework for the management and operation of the Pension Plan of The United Church of Canada (the “Plan”) and the related Fund, the Executive of the General Council in its role as Administrator of the Plan adopted the original Statement of Beliefs and Guiding Principles in 2005. Several amendments proposed for adoption by the Executive in November 2009 are included in this version.

These beliefs and guiding principles provide a strategic framework but other Plan documents must be consulted for specific guidance. For example, the Plan Constitution is the final authority on benefit entitlement of members and beneficiaries, and the Statement of Investment Policies and Procedures is the final authority on investment strategies and constraints.

While numbered for convenient reference, these statements are all of equal importance in the operation of the Plan.

The Executive of the General Council will revisit these beliefs and principles from time to time and may add to, modify, or eliminate beliefs and guiding principles as it deems appropriate.

General

1. The Church believes in taking a best practices approach to governance of the Plan, including (1) clear and documented allocation of responsibilities, (2) development and documentation of all key beliefs, guiding principles and related policies, (3) proper reporting, oversight and performance evaluation, (4) reviewing peer pension practices, and (5) obtaining advice from experts or delegating the performance of certain functions, as needed.
2. All beliefs, guiding principles and related policies should be consistent with, and mutually supportive of, each other and be balanced and reasonable.
3. The Administrator and all its delegates must be guided by what is in the best interest of the Plan members in the areas of investment, administration and compliance.
4. In matters relating to plan design and funding, the Administrator and all its delegates should also consider the broader interest of the Church and participating employers.
5. All Plan related activities will comply with legislation (e.g., Pension Benefits Act and Income Tax Act), Church policies (e.g., relevant human resources and compensation policies), and Pension Board policies (e.g., Statement of Investment Policies & Procedures and Code of Conduct).
6. All Plan related activities will be based on honesty and understanding and on transparency and full disclosure where relevant and appropriate.

Plan Design

1. The design of the Plan should reflect that saving for retirement is a shared responsibility and involves government, employer and individual saving initiatives (the three legged stool).
2. Saving for retirement using the Plan should occur over the course of an employee's service with pastoral charges and other participating employers.
3. Plan members should be encouraged to plan for their retirement income.
4. The Plan must be affordable to pastoral charges, other participating employers and members. The pastoral charges and other participating employers should pay the greater share of the cost of funding the pension benefit promises.
5. The risk arising from fluctuations in investment return, mortality and other experience factors should be borne by the pastoral charges and other participating employers to the extent possible.
6. The Plan should provide a lifetime retirement income for the member, protection for surviving spouses and beneficiaries, and benefits of relatively equal value to members with or without a spouse.

7. Age 65 is appropriate for the normal retirement date.
8. A member who retires at the normal retirement date with 35 or more years of credited service in the Plan with an average earnings history should have an adequate level of retirement income from all sources, relative to his or her pre-retirement earnings.
9. Subject to reasonable minimum age and/or service criteria, members should be able to retire earlier than the normal retirement date, with limited additional cost to the Plan as a general rule. The Plan should retain the flexibility to provide program enhancements such as the current unreduced pension upon retirement at or above age 60 with 35 or more years of credited service, or special early retirement windows.
10. If a member continues employment with a pastoral charge or other participating employer beyond the normal retirement date, the member should be able to defer pension commencement beyond the normal retirement date with benefits adjusted to recognize late commencement, and should be able to continue to accrue pension benefits.
11. Retirement income from the Plan should maintain its real value over the long term subject to available funding.
12. Accrued benefits belong to members from the date of enrolment in the Plan.

Funding

1. Funding levels must ensure a high level of certainty regarding the security of benefits under the Plan.
2. Contributions from the pastoral charges, other participating employers and members should be as stable and predictable as reasonably possible.
3. The funding mechanisms used for the Plan must be tax effective.
4. The funding target for the Plan, including actuarial assumptions and methods used to guide funding, should assume that the Plan will remain a going concern.
5. Surplus should be used for the exclusive benefit of members except that it can be applied to meet contribution obligations of the pastoral charges, other participating employers and members; however members do not have any unilateral rights to access surplus while the Plan is ongoing or to force a wind-up of the Plan.
6. Cost effectiveness in spending and efficiency in operations will guide utilization of the Fund and Church resources in Plan related activities.
7. Equity among the membership generations is desirable in terms of contribution levels and allocation of surplus to fund future benefit upgrades or Plan improvements.

Investment

1. Investment markets provide opportunities to produce a real rate of return and an inflation component.
2. Investment-grade conventional bonds and conventional mortgages provide a measure of certainty for the Fund's ability to pay future plan benefits, since these securities have guaranteed periodic investment income and guaranteed principal values at their maturity.
3. Asset classes like equities, real estate, real return bonds and real return mortgages are likely to offer better inflation protection than conventional bonds and conventional mortgages.
 - A. Investment in equities offers the potential for higher total investment returns over the long term than would be the case if the Fund invested solely in conventional bonds and conventional mortgages, enabling lower contributions to fund the Plan's anticipated benefits.

- B. The risk from equities not having guaranteed periodic investment income and guaranteed maturity values and dates is adequately compensated for by the higher expected return over the long term.
4. Investment in established foreign capital markets offers the potential for higher total investment returns over the long term than if the Fund were invested solely in Canadian investment vehicles, since the Canadian market capitalization is approximately 2% of world market capitalization in public companies and Canada does not provide access to many quality industries and companies.
 5. Diversification reduces volatility.
 6. Non-traditional investments may improve the total investment returns over the long term, but should be used only if they are fully understood, well proven in the market place and priced appropriately.
 7. It is important to avoid, whenever possible, having to sell a significant part of the portfolio in a bear market to meet the benefit payment obligation.
 8. Responsible investment procedures can be employed provided there is reasonable assurance that the best long term interest of the member is being served.
 9. Investment processes should be cost-effective, prudent and provide value-added return.
 10. Active management adds value in most asset classes over the long term. It is possible to manage a portfolio with considerably fewer holdings and different industry weightings than the benchmark index with the objective of adding value.
 11. Indexed-based products can add value in certain asset classes and geographies by lowering costs, enhancing transactional ease and/or extending market exposure.
 12. Short-selling and derivatives such as options, swaps and hedges can add value by providing opportunities for enhancing investment returns or achieving market neutral returns and/or by reducing various risk exposures. Short-selling and derivatives should never be used for speculative purposes.

Appendix L

Pension Board Terms of Reference

A. General

The Pension Plan of The United Church of Canada (the “Plan”) is a multi-employer pension plan maintained for the benefit of eligible employees of participating employers. The Plan is sponsored by the participating employers, which include Pastoral Charge Employers (i.e., pastoral charge and mission units of the Church having members employed in pensionable service) and certain Administrative Employers, Organizational Employers and Conditional Employers, as those terms are defined in the Plan Constitution.

The Executive of the General Council (the “Executive”) is the Plan Administrator pursuant to the Pension Benefits Act (Ontario), and has established the Pension Board to support the Executive in governing, managing and operating the Plan and the assets of the Plan (the “Fund”) in accordance with the provisions set out below. The Executive continues to be responsible for

overseeing¹ all aspects of the Plan and the Fund, as well as the activities of its delegates (i.e., the Pension Board).

B. Scope of Responsibilities of the Pension Board

To carry out its mandate to support the Executive in governing, managing and operating the Plan and the Fund, the Pension Board has the responsibilities listed below.

The Pension Board may delegate the performance of certain functions related to these responsibilities to others internally or externally as it sees fit and may establish such committees, working groups or other bodies as it deems necessary from time to time.

Where the Pension Board has seen fit to delegate in accordance with the immediately preceding paragraph in order to discharge these responsibilities, the roles of approval, appointment and monitoring passes to the delegate and the Pension Board shall oversee² the performance of this activity.

1. Plans Subject to the Authority of the Pension Board

The Pension Board's pension related authority applies solely to the Plan and the Fund. For greater certainty, the Pension Board has no responsibility in respect of any retirement plans other than the Plan, including, without limitation, supplementary plans (whether funded or unfunded) intended to provide benefits in excess of those provided by the Plan.

2. The Pension Board's General Governance Responsibilities

The Pension Board's general governance responsibilities are as follows:

- (a) to recommend to the Executive, for its approval, the pension governance system and any changes thereto;
- (b) to recommend to the Executive, for its approval, appointments to the Pension Board as specialists and members at large, as defined in Section E;
- (c) to recommend to the Executive, for its approval, governance policies necessary for the effective governance of the Plan and any changes thereto;
- (d) to initiate, periodically and at the Pension Board's discretion, an assessment of the performance of various elements and governance policies, and the effectiveness of these elements and policies in guiding the handling of functions by the Pension Board and its committees; and
- (e) to review:
 - (i) compliance with all policies adopted by the Pension Board and the Executive and compliance with legislation;
 - (ii) compliance with the Code of Conduct for the Plan and the Fund; and
 - (iii) compliance with the Pension Board's Terms of Reference.

¹ Throughout these terms of reference, "oversee" or "oversight" means supervision at a strategic level by establishing policies and procedures and confirming adherence to these policies and procedures intended to guide performance of functions which have been delegated. This includes acting, as necessary, on information obtained from such activities.

² As per footnote 1 above.

3. The Pension Board's Plan Design Responsibilities

The Pension Board's responsibilities with respect to the design of the Plan are as follows:

- (a) to recommend to the Executive, for its approval, Plan design beliefs and principles and any changes thereto;
- (b) to recommend to the Executive, for its approval, the establishment of any new retirement arrangements or termination of the existing Plan;
 - (i) to approve amendments to the Plan;
 - (ii) to ensure that documents and reports relating to Plan amendments required by applicable legislation are filed with the regulators; and
 - (iii) to assess new ideas for Plan design (e.g., changing the Normal Retirement Date).

4. The Pension Board's Funding Responsibilities

The Pension Board's responsibilities with respect to the funding of the Plan are as follows:

- (a) to recommend to the Executive, for its approval, funding beliefs and principles and any changes thereto;
- (b) to approve the Plan's funding policy and any changes thereto;
- (c) to appoint the actuary and sign all related contracts;
- (d) to monitor and evaluate the performance of the Plan's actuary and its compliance with contracts, mandates and applicable legislation;
- (e) to approve the economic, financial and demographic assumptions and the methods employed to calculate the value of the Plan's assets and liabilities and any changes thereto;
- (f) to monitor and evaluate the consistency of the Plan's funded status with the funding policy and the consistency of the contributions deposited to the Fund with the recommendations in the Actuarial Valuation Report;
- (g) to approve the Actuarial Valuation Reports and Cost Certificates;
- (h) to approve the taking of any contribution holiday; and
- (i) to ensure that documents and reports relating to funding required by applicable legislation are filed with the regulators.

5. The Pension Board's Financial Controls Responsibilities

The Pension Board's responsibilities with respect to the financial controls of the Plan are as follows:

- (a) to appoint the Plan's Funding Agent and the Fund's auditor and sign all related contracts in accordance with the Pension Board's signing authority policy;
- (b) to monitor and evaluate the performance of the Fund's auditor and its compliance with contracts, mandates and applicable legislation;
- (c) to approve the audit plan for the financial statements of the Fund, as applicable;
- (d) to approve the audited financial statements for the Fund, as applicable;
- (e) to respond to the auditor's recommendations; and
- (f) to receive and approve the auditor's independence letter.

6. The Pension Board's Operating Expense Responsibilities

The Pension Board's responsibilities with respect to the Plan's operating expenses are as follows:

- (a) to approve the annual budget for the payment of Plan and Fund operating expenses either from the Fund or by the Church;
- (b) to approve the chargeback expense policy for the Plan; and
- (c) to monitor and evaluate expense performance relative to the budget.

7. The Pension Board's Investment Responsibilities

The Pension Board's responsibilities with respect to investing the Fund are as follows:

- (a) to recommend to the Executive, for its approval, investment beliefs and principles and any changes thereto;
- (b) to review and, as necessary, amend and approve investment policies and changes thereto, including the Statement of Investment Policies and Procedures for the Plan, and all other investment objectives and mandates relating to the Fund's investment;
- (c) to appoint and terminate investment managers and other investment related advisers and service providers and to sign all related contracts;
- (d) to monitor and evaluate the investment performance of the Fund and investment managers relative to investment objectives and mandates;
- (e) to monitor and evaluate the performance of external investment agents and their compliance with contracts, mandates and applicable legislation;
- (f) to monitor and evaluate the allocation of funds to the investment managers and the rebalancing of asset mix relative to the rebalancing policies adopted by the Pension Board;
- (g) to monitor and evaluate the voting of proxies;
- (h) to ensure that documents and reports relating to investments required by applicable legislation are filed with the regulators; and
- (i) to assess new ideas for investment (e.g., portfolio theories).

8. The Pension Board's Plan Administration, Legal and Communications Responsibilities

The Pension Board's responsibilities with respect to the administration, legal and communications aspects of the Plan are as follows:

- (a) to approve Plan administration policies and any changes thereto;
- (b) to approve Plan communication policies and any changes thereto;
- (c) to appoint external agents that provide Plan administration services, such as a third-party administration service provider(s), consultants and legal advisers and sign all related contracts in accordance with the Pension Board's signing authority policy;
- (d) to monitor and evaluate the performance of the external agents, consultants and legal advisors referred to in Section B.8(c) above and their compliance with contracts, mandates and applicable legislation;
- (e) to monitor and evaluate the calculation and remittance of contributions;
- (f) to monitor and evaluate routine Plan communications to Plan members, their spouses and beneficiaries, participating employers and relevant regulators;
- (g) to approve non-routine Plan communications to Plan members, their spouses and beneficiaries, participating employers and relevant regulators;
- (h) to interpret Plan provisions and administer appeals;
- (i) to monitor and evaluate the maintenance of member records and the enrollment of eligible members;
- (j) to approve Plan administration service standards and monitor and evaluate compliance;

- (k) to monitor and evaluate the administration of participation agreements with participating employers;
- (l) to ensure that documents and reports relating to the Plan's administration required by applicable legislation are filed with the regulators;
- (m) to approve an adviser appointment policy for the Plan and any changes thereto; and
- (n) to assess new ideas for Plan administration (e.g., in-house versus outsourced administration).

C. Objectives of the Pension Board

- 1. To safeguard the Fund.
- 2. To administer the Plan in accordance with its terms and applicable legislation.
- 3. To support the Church's human resources objectives through the design and operation of the Plan.
- 4. To comply with Plan design, funding and investment beliefs and principles and any other objectives that have been set by the Executive from time to time.

D. Operating Guidelines for the Pension Board

In the pursuit of its objectives, the Pension Board shall at all times:

- 1. ensure that the Plan and the Fund comply with applicable legislation;
- 2. comply with the terms of the Plan, all relevant policies adopted by the Church, the Executive and the Pension Board;
- 3. utilize only methods and processes that are prudent and exercise the care, diligence and skill that a person of ordinary prudence would exercise in dealing with the property of another person;
- 4. use any special and relevant knowledge and skill that members of the Pension Board possess or, by virtue of their profession, business or calling, ought to possess;
- 5. maintain legal title to all assets of the Plan in the name of, or for the account of, the Plan;
- 6. maintain the integrity of financial reporting and administration systems and associated records;
- 7. utilize methods or processes that fulfill fiduciary obligations arising from the Plan;
- 8. act in the best interests of Plan members at all times when making decisions of a fiduciary nature (namely, in the areas of investment, administration and compliance); and
- 9. consider the broader interests of The Church and participating employers in matters related to Plan design and funding.

E. Pension Board Composition

- 1. The Pension Board will consist of nine to eleven voting members and two non-voting designated staff members.
It is the intention of the Executive to appoint members to the Pension Board who possess, in the aggregate, all the skills, knowledge, experience and expertise referenced in Section F.1(b).
- 2. The Executive will appoint at least 5 voting members to the Pension Board each of whom possesses one or more of the attributes described in Section F.1(b) (the "specialists").
- 3. The Executive will appoint one voting member from the MEPS Permanent Committee to the Pension Board (the "MEPS rep").
- 4. The Executive will appoint at least one (and no more than two) voting members to the Pension Board who are also members of the Executive (the "Executive rep(s)").

5. The Executive will appoint at least two (and no more than three) other voting members to the Pension Board (the “members at large”).
6. The Executive Officer, Human Resources and the Executive Officer, Financial Services or their designates shall be the two designated staff members who will serve as non-voting members of the Pension Board.
7. Voting Pension Board members will serve for a term of three years. The maximum number of terms that may be served consecutively by such members is three. Appointments will be reviewed every August by the Pension Board. Wherever possible, the appointments of the Executive reps and the MEPS rep will be coordinated with the Executive’s three year cycle. Further, wherever possible, terms should rotate in such a manner as to promote continuity on the Pension Board.
8. The Executive will appoint the Chair of the Pension Board. The Chair’s appointment will be for a two year term, unless otherwise resolved by the Executive.

F. Pension Board Member Selection Criteria and Appointment Process

1. Specific Selection Criteria.
 - (a) No person shall be eligible to serve as a voting member of the Pension Board if he or she is a member of the General Council Office staff.
 - (b) Each specialist must possess at least one of the following attributes:
 - (i) skills, knowledge, experience and expertise related to investment concepts and principles applicable to pension plans (preferably an actively employed or recently retired senior investment professional or senior business executive); or
 - (ii) skills, knowledge, experience and expertise related to actuarial concepts and principles applicable to pension plans (preferably an actively employed or recently retired actuary); or
 - (iii) skills, knowledge, experience and expertise related to legal concepts and principles applicable to pension plans (preferably an actively employed or recently retired lawyer); or
 - (iv) skills, knowledge, experience and expertise related to human resources concepts and principles applicable to pension plans (preferably an actively employed or recently retired human resources professional or consultant); or
 - (v) skills, knowledge, experience and expertise related to pension governance concepts and principles.
 - (c) In addition to seeking the expertise referenced in Section F.1(b) above, the Executive should aim for a balanced slate based on gender and geographic and ethno cultural perspectives in making appointments to the Pension Board.
2. General Selection Criteria

A member of the Pension Board is expected to:

 - (a) participate in all Pension Board meetings;
 - (b) be available, dedicated and willing to invest the time to be educated and otherwise obtain the knowledge necessary to discharge his or her obligations as a Pension Board member;
 - (c) be willing to submit to, and clear, background checks concerning conflicts of interest, criminal record or civil suits and credit history; and
 - (d) be bondable.
3. Focus of Pension Board

All members of the Pension Board should focus on strategic issues and avoid performing work that is the responsibility of other groups, including managerial and operational responsibilities assigned to Church staff.

4. Appointment Process

- (a) All appointments will be made by the Executive.
- (b) Specialists and members at large will be nominated for appointment to the Pension Board by the Executive or members of the Pension Board.
- (c) The MEPS rep will be nominated for appointment to the Pension Board by the Executive or the MEPS Permanent Committee.
- (d) Nominations and appointments may be made in advance of known vacancies, to be effective when the vacancy occurs.
- (e) If the number of voting members of the Pension Board at any point in time is less than nine, the Executive will appoint the number of voting members necessary to achieve at least nine and such appointments will be made in accordance with the requirements of Sections E and F.

G. Resignation, Termination and Removal of Pension Board Members

- 1. A voting member may resign from the Pension Board by notifying the Chair in writing. The Chair may resign from the Pension Board by notifying the Chair of the Executive in writing. In the event of the resignation or removal of a member, the Chair shall immediately commence the appointment process to fill the vacancy.
- 2. The Pension Board membership of a member will be automatically terminated on:
 - (a) the date a member's term expires, subject to Section G.4 below;
 - (b) the death of a Pension Board member;
 - (c) the date it is determined that a member is unable to fulfill his/her duties by reason of physical or mental incapacity;
 - (d) the date a member holding the designated staff position is no longer actively employed by the Church in that role, if the member is described under Section E.6; or
 - (e) the date a member's appointment is revoked by the Executive for issues of poor performance, conflict of interest or any other reason that the Executive deems has interfered with the Pension Board member's ability to make a meaningful contribution to the Pension Board.
- 3. In the event the Chair resigns by notifying the Executive in writing, is incapacitated or removed by the Executive, the Executive will appoint a new Chair as soon as possible.
- 4. Subject to Section G.2 (e), the membership of a specialist or a member at large reaching the end of each of his or her first two consecutive terms will be automatically renewed for another term, unless such member advises the Chair of his or her intention to resign at the end of the term. The membership of the Executive reps and the MEPS rep can only be renewed upon formal reappointment by the Executive.

H. Pension Board Member Remuneration

- 1. Pension Board members are entitled to reimbursement from the Fund of reasonable expenses incurred personally in the conduct of their duties, in accordance with the Pension Board's expense chargeback policy.
- 2. Pension Board members are not entitled to compensation, in addition to their normal compensation as employees, for the time spent on the conduct of their duties.

3. Pension Board members may be paid an honorarium out of the Fund as determined by the Executive in writing, the amount of which will be reasonable in relation to the duties and obligations of the Pension Board members.

I. Operating/Process Policies

1. The Pension Board will meet at least four times a year and the Pension Board will adopt meeting processes and procedures.
2. A meeting will be properly constituted only if at least five of the voting members are present in person or participating by means of a telephone or video conference hook-up or other comparable technology. No proxies will be permitted at any time.
3. No motion at a meeting will be adopted unless it receives an affirmative vote from a majority of the voting members of the Pension Board participating in the meeting. Should a motion be proposed by circulating hard copies, use of e-mail, web thread or comparable technologies outside of a meeting, it will not be adopted unless it receives an affirmative vote from a majority of all voting members of the Pension Board.
4. In the event the Chair cannot attend a particular meeting of the Pension Board, the remaining members present will appoint a member to act as interim Chair for the purposes of that meeting.
5. Minutes will be prepared in draft form and provided to the Pension Board for verification and approval at the following meeting. Church staff will be assigned to take minutes at the meeting and act as Secretary to the Pension Board.
6. The Pension Board will adopt a forward agenda to assist in preparing agendas for each of its meetings.
7. The Pension Board, where necessary, will develop code of conduct policies and guidelines that will apply to its pension activities and the activities of its delegates.
8. The Pension Board will adopt, from time to time, any additional operating/process policies it deems necessary for the efficient and effective discharge of its responsibilities under these terms of reference.

J. Orientation and Continued Learning Policies and Guidelines

The Pension Board will develop policies regarding orientation of Pension Board members and continued learning for its members.

K. Reporting Policies and Guidelines

1. Reporting by the Pension Board

Because the Executive retains the responsibility to oversee its delegates (the one responsibility that the Plan Administrator cannot delegate to others), it is necessary for it to receive information from the Pension Board to enable the Executive to discharge those oversight responsibilities.

The Pension Board will provide an annual report to the Executive, at each regular fall meeting of the Executive. The report will address:

- a. recommendations regarding any changes to Plan design beliefs and principles;
- b. recommendations regarding any changes to funding beliefs and principles;
- c. recommendations regarding any changes to investment beliefs and principles;
- d. any changes in the Statement of Investment Policies and Procedures;

- e. the investment performance of the Fund;
- f. the previous year's audited financial statements for the Plan;
- g. any changes in the Plan's auditor, actuary, external legal counsel, investment managers or any other agent, adviser or provider of services to the Plan or Fund;
- h. any material administration activities, including a change from third-party to internal administration or vice versa;
- i. administration services performance as measured against service standards;
- j. information regarding the funded status of the Plan, including the actuarial valuation report or any updates since the last valuation and any material changes in funding assumptions;
- k. any amendments to the Plan since the previous report;
- l. legislative compliance;
- m. the results of any pension governance reviews referred to under Section B.2(d);
- n. any other information that the Executive requests to be reported by the Pension Board; and
- o. any other information that the Pension Board feels is appropriate.

The annual report will be in the form of an executive summary and will include a signed statement from the Chair of the Pension Board confirming that each Pension Board and Committee member has completed the Code of Conduct Compliance Certificate.

2. Reporting to the Pension Board

Because the Pension Board retains the responsibility to oversee its delegates, it is necessary for it to receive adequate and timely information from those to whom it has delegated the performance of pension related functions to enable the Pension Board to discharge those oversight responsibilities. Consequently, the Pension Board will establish its own reporting policies and guidelines, describing what information it needs from what parties, how often and in what format.

L. Periodic Performance Review

It is necessary for the Executive to periodically evaluate the performance of its delegates in order to discharge its responsibility to oversee its delegates.

In addition to providing the annual reports (as outlined under Section K), the Pension Board will make recommendations to review and evaluate the Plan's governance including the performance of the Pension Board and its delegates, at least every seven years.

M. Communications Policy

Given the importance of communication with Plan members and other stakeholders, the Pension Board will adopt a communications policy.

Appendix M**Workflow Statements****Emerging Church**Draft Common Statement

Emerging church is being responsive to and anticipating the changing complexities in Canada.

Lens to use at the General Council level:

Does this policy have the flexibility to help the emerging church?

Does this policy help us to be open to a changing landscape?

Faith FormationDraft Common Statement

Faith is the life-giving core of who we are and we need to attend to it more intentionally.

Lens to use at the General Council level:

Policy should enable faith.

Outreach and Social Justice and Care of CreationDraft Common Statement

We are called to

live with respect in creation

love and serve others

seek justice and resist evil

at every level of the Church.

Lens to use at the General Council level:

1. call the church at every level to radical simplicity in ways that shape just life-styles not just in response to budgets.
2. work to make grants to community ministries and global partners more predictable and a priority.
3. inspire, resource and communicate in ways that encourage rather than discourage direct partnerships with community ministries a global partnerships.
4. seek partnerships (and encourage at all levels) with souls in common cause.
5. accompany global partners in their struggle for human rights, social justice and environmental concerns.

Becoming a Whole PeopleDraft Statement

As UCC, we have walked with the theme “whole people of God” for almost 40 years (The place of children, who does ministry, efforts of inclusion, etc.)

We confess at this juncture in our journey the call to walk humbly, recognizing that we are always becoming a “whole people”, and so we name our incompleteness and brokenness.

Lens to use at the General Council level:

In response:

1. we name our intentional commitments to the following priorities:
 - a. inter-cultural lens
 - b. youth lens
 - c. right relations lensrecognizing that we continually lift the questions “Who is here and who is not” and “who is my neighbour”.
2. we name our intentional invitation to enter into relationship, understanding that “a whole people” is larger than we are.

Authentic Relationship with Youth and Young Adults

Draft Statement

The UCC yearns for and devotes itself to building authentic relationships with youth and young adults.

Lens to use at the General Council level:

Youth and young adults must remain as priority for action in this triennium.

(We have good plans – statements of 1997 and 2003), but now we need actions)

Develop a culture that will support youth involvement,
through dialogue, financial commitments, and communicating with other churches /
organizations to seek out best practices.