

THE UNITED CHURCH OF CANADA

MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL MINUTES

June 17-18, 2002

The Sub-Executive of the General Council of The United Church of Canada met from 9:30 a.m. on Monday, June 17, 2002 to 4:30 p.m. on Tuesday, June 18, 2002, at 3250 Bloor Street West, Etobicoke, Ontario. The Moderator, The Right Reverend Marion Pardy, presided.

ATTENDANCE

Voting Members

Hazel Bigby, Virginia Coleman, Ron Holotuk, Jon Jessiman, Marion Pardy (Chair), Karen Ptolemy-Stam, Sheila Snelling, Jack Spencer, Peter Wesley.

Corresponding Members

Carol Hancock, David Iverson, David Barnes (Resource), Richard Chambers (Resource), Steven Chambers (Resource), Cynthia Gunn (Resource), Alan Hall (Resource)

Regrets

Claire Borel-Christen, Sheila Duffin, Joanna MacQuarrie, Bill Phipps (Voting)

MONDAY - JUNE 17, 2002

CONSTITUTING THE MEETING

The Moderator constituted the meeting with the following words:

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

The Moderator welcomed all members of the Sub-Executive and Mike Milne, Observer Press. She then led in an opening worship of Bible reading and prayer.

OPENING PROCEDURAL MOTION

Corresponding Members and Minute Secretary

Motion: Virginia Coleman/Peter Wesley

2002-06-17-0389.PRO

That the corresponding members for this meeting of the Sub-Executive of the General Council be Carol Hancock and David Iverson for the whole meeting and Cynthia Gunn as resource for the Commission, Alan Hall as resource for Human Resource Committee items, David Barnes as resource for Human Resources, Steven Chambers as resource for Faith Formation and Education items, and Richard Chambers for the Justice Global and Ecumenical Relations items, and that the minute secretary be Kim Spice.

Carried

APPROVAL OF MINUTES OF PAST MEETINGS OF THE SUB-EXECUTIVE

Motion: Jon Jessiman/Ron Holotuk

2002-06-17-0390

That the Sub-Executive of the General Council approve the minutes of the Sub-Executive meetings held on February 12, March 7, and April 18, 2002.

Carried

COMMISSION

Cynthia's role with the Commission was clarified.

Motion: Jon Jessiman/Peter Wesley

2002-06-17-0391

That the Sub-Executive of the General Council move into an "in Camera" session with the press and staff absent, with the exception of Cynthia Gunn.

Carried

The staff and press left the meeting.

Motion: Karen Ptolemy-Stam/Jack Spencer

2002-06-17-0392

That the Sub-Executive of the General Council move out of "in Camera".

Carried

The staff and press returned to the meeting.

Motion: Jon Jessiman/Peter Wesley

2002-06-17-0393

That the Terms of Reference for the Commission be:

1. To review the Listening Team Report and the Accountability Report of the General Council Secretaries Group November 2001-January 31, 2002 with due regard to the work and wisdom of their authors, but recognizing the Commission's responsibility is to reach its own independent findings of fact after affording to the persons affected by the review and others a reasonable opportunity to be heard;
2. Having regard to the issues identified in the two documents, identified in (1) above, to inquire into
 - (a) the effectiveness of the General Secretary and General Council Secretaries who have held office at any time in the last twelve months, and their ability to maintain the peace and welfare of the church; and
 - (b) Such other matters, as the Commission may perceive as fostering or limiting the ability of the senior leadership of the church to maintain the peace and welfare of the church;
3. If the Commission finds that the General Secretary and the former General Council Secretaries are not impaired in their ability to maintain the peace and welfare of the church by any personnel-related or other institutional dysfunction, then conclude its work with that decision;
4. If the Commission finds that the General Secretary and the former General Council Secretaries are or have been in fact impaired in their ability to maintain the peace and welfare of the church, whether by personnel-related or other institutional dysfunction, then make decisions to:
 - (a) The nature and the cause and the effect(s) of that dysfunction; and
 - (b) What remedial and restorative actions might be undertaken by the Executive and/or the senior leadership of the church to preserve the peace and welfare of the church; and
5. Report its decisions to the Sub-Executive by July 31, 2002, and subsequently to the Executive;
6. That staff resource is provided by Legal/Judicial Counsel.

Carried

PERSONAL LETTER FROM MODERATOR TO GENERAL SECRETARY

The Moderator shared with the Sub-Executive that, after the General Council Executive meeting in April, she wrote a personal letter to the General Secretary. In the letter she expressed her regret to Ginny about the timing of the Notice of Motion concerning the Commission and the order of the day to deal with it during the closing hours of the Executive meeting on April 29th, aware that this was the last meeting that Ginny would have with us as General Secretary. She also thanked Ginny for the strength and courage in leadership she has demonstrated since that time.

The Moderator welcomed David Barnes, Interim Executive Minister, Human Resources, as resource for items related to Human Resources.

Background information was shared pertaining to Carol Gierak, B.A., M.Div., M.R.E., D. Min. for the position of Pastoral Relations Policy Specialist.

Motion: Virginia Coleman/Peter Wesley

2002-06-17-0394

That Carol Gierak be appointed to the position of Pastoral Relations Policy Specialist, effective September 1, 2002.

Carried

FOLLOW-UP ACTIONS OF THE EXECUTIVE OF THE GENERAL COUNCIL RE THE LISTENING TEAM REPORT

An initial estimated budget for the follow up of the actions taken at the General Council Executive, April 26-29, 2002 with respect to the Listening Team is estimated to be \$457,000.00. There is a proposal from David Barnes and Ginny Coleman with respect to the Interim Personnel Minister position, pending the decisions of the Sub Executive, which would reduce this amount by approximately \$75,000.00, leaving an

estimated budget of \$382,000.00. The budgeted amount for Governance Review is \$25,000.00 and this appears to be sufficient.

Sub-Executive members received a document prepared for David Barnes on "Terms of Reference For An Ombudsman" and considerable discussion followed. With appreciation for the wealth of information contained in this document, it was agreed to follow the terms of reference as approved by the General Council Executive. It was further noted that, in relation to budget available, this would need to be a part-time position. Because this is a contract position, a full search will not be necessary and an appointment could be made as soon as possible.

Motion: Duly moved and seconded

2002-06-17-0395

That the report on "Terms of Reference For An Ombudsman" be received for information, with appreciation to David Barnes and Fiona Crean, Consultant.

Carried

Motion: Virginia Coleman/Jon Jessiman

2002-06-17-0396

That the position for the Interim Personnel Minister be no less than ½ time and that authorization be given for David Barnes, or his successor, to develop a position description based on this conversation with the Sub-executive and that the position description be brought before the Sub-Executive for approval.

Carried

Oversight & Support Team

The Moderator reported that she is in the process of recruiting members for this Team.

Position Audit

The motion as approved by General Council Executive in April 2002 was "that within six months the General Secretary, General Council ensure a position audit is conducted for all positions to ensure accuracy and consistency across working units; and that the use of an outside consultant to undertake this work be considered." It was noted that this is labour intensive and costly work; proceeding will be difficult, even with an outside consultant, until we have some of the vacancies filled in Human Resources.

Motion: Jon Jessiman/Peter Wesley

2002-06-17-0397

That the General Secretary delay implementation of the motion concerning the Position Audit until the September meeting of the Sub-Executive in order that the Sub-Executive may hear the results of the staffing plan and the 2003 budget.

Carried

Full Review Of Human Resources

It was noted that this item was postponed definitely by the April meeting of the General Council Executive until the November meeting of the General Council Executive.

Supervision Training

The estimated budgeted amount for this item is \$30,000.00. Carol Hancock suggested that the Johnson Hall Bursary Fund might be a source of funding for supervision training and she agreed to check on this item.

Supervision training has been recognized as an important item and needs to be addressed.

The Proposal to Redevelop the Job Evaluation System for The United Church of Canada was shared for information by David Barnes. David also shared that a priority for Human Resources is to have the Executive Minister position filled and then the Compensation and Benefits position.

Before leaving the meeting, the General Secretary thanked David Barnes for his competent and sensitive work among us. The Moderator echoed these comments, adding thanks on behalf of the General Council Executive.

Budget

Financial Resource to support Listening Team Recommendations:

- At present there is no source of funding for the approved items resulting from the Listening Team Report

- The funds set aside for “Transition” costs resulting from the re-design process cannot provide the financial support needed for the response to the Listening Team Report.
- Other sources will need to be explored such as ‘unspent’ amounts that can be identified in the 2002 budget.

At this point, Virginia Coleman left the meeting to participate in a conference call relating to other work. Dave Iverson assumed the chair.

NOMINATIONS

The Moderator welcomed Steven Chambers, Executive Minister, Faith Formation and Education, as resource for the items relevant to his portfolio.

Motion: Duly moved and seconded

2002-06-17-0398

That the Sub-Executive of the General Council approve the following to the Faith Formation and Education Unit Committee: Joyce Holden (L) Bay of Quinte Conference; James Lepard, (O) Toronto Conference; Judith Johnson (SA) Hamilton Conference; Maya Landell (L) London Conference; Elinor Townend (L) Alberta and Northwest Conference; Craig Goudie (L) Newfoundland and Labrador Conference; Michael Wilson (O) Manitoba and Northwestern Ontario Conference.

Carried

It was noted that the term of this membership is until the 38th General Council.

Motion: Duly moved and seconded

2002-06-17-0399

That Martin Goerzen be appointed to the Interfaith Committee on Chaplaincy for Correctional Service of Canada.

Carried

Motion: Duly moved and seconded

2002-06-17-0400

That the Sub-Executive of the General Council approve the appointment of the Rev. Lee Claus and the Rev. Maggie McLeod in a shared position as Keepers-of-the-Vision for the Francis Sandy Theological Centre, 10 hours each per week, effective September 1, 2002.

Carried

Motion: Duly moved and seconded

2002-06-17-0401

That the Sub-Executive of the General Council acknowledge the appointment of the Rev. Christopher Brittain to the Faculty of the Atlantic School of Theology in the area of pastoral theology effective July 1, 2002.

Carried

Motion: Duly moved and seconded

2002-06-17-0402

That the Sub-Executive of the General Council approve the appointment of John Craig to the Board of the United Theological College.

Carried

Motion: Duly moved and seconded

2002-06-17-0403

That the Sub-Executive of the General Council approve the appointment of Dr. Wenh-In Ng, Rev. Dr. Hanns Skoutajan, Mr. Wayne Tomkins, Rev. Camille Lipsett and Ms. Linda Tomlinson to the Board of Queen's Theological College.

Carried

Motion: Duly moved and seconded

2002-06-17-0404

That the Sub-Executive of the General Council approve the appointment of Dr. Glenn Nicholls, Ms. Hope Hedekel, Mr. David Sellen, and Ms Nancy Finlayson to the University of Winnipeg Board of Regents.

Carried

Motion: Duly moved and seconded

2002-06-17-0405

That the Sub-Executive of the General Council approve the appointment of Ms Lynda Franklin, Ms Anne Liphardt, and Ms Tigert to the Board of Regents at Victoria University of the University of Toronto.

Carried

Motion: Duly moved and seconded**2002-06-17-0406**

That the Sub-Executive of the General Council approve the affiliation between St. Mary's University and the Atlantic School of Theology.

Carried

The Moderator expressed appreciation to Steven Chambers for his helpfulness in his time among us and welcomed Richard Chambers, of the Justice, Global, and Ecumenical Relations Unit.

Motion: Duly moved and seconded**2002-06-17-0407**

That the Sub-Executive of the General Council approve that The United Church of Canada enter into a bi-lateral dialogue with the Anglican Church of Canada to identify those issues affecting our relationship, with special reference to the ICIF Minutes of January 2002 as attached, and matters raised by our Anglican colleagues.

Carried**KAIROS LINE OF CREDIT****Motion: Duly moved and seconded****2002-06-17-0408**

That the Sub-Executive of the General Council approves an application by The United Church of Canada for a \$250,000.00 line of credit for KAIROS office construction guaranteed by the KAIROS General Endowment Fund. This approval is subject to the KAIROS agreement to immediately discharge the line of credit from its general endowment fund should the prime interest rate exceed The United Church of Canada's pooled rate of interest.

Carried

The Moderator thanked Richard Chambers for providing helpful background information for the above items.

PROGRESS REPORT RE: BUDGET**2002 Budget**

- Budget migration from the former Divisional cost centres is close to completion. The Financial Liaison staff have worked with each of the new Units to confirm the budget transfers to their cost centres.
- Year to date expenditures for each Unit is to be available by the end of July. Loading of the 2002 budget could not take place until budget migration process was completed.
- Preliminary estimates point to an increase of \$700,000 in the Staffing Plan compared to the projected Salary and Benefits budget for 2002. More work needs to be done in this area. However, a dramatic upward movement in position 'categories' is a contributing factor. This will require a review of the Job categorization process and its impact on the re-design process and budget.

2003 Budget

- The interim Budget Planning Forum group will meet by conference call on Saturday June 22.
- Initial estimates suggest a 'revenue shortfall' from 2% - 5% for 2003.

TUESDAY - JUNE 18, 2002**MORNING WORSHIP**

Worship was led by Karen Ptolemy-Stam.

Virginia Coleman returned to the meeting.

The Moderator welcomed all with a special welcome to Alan Hall, Chairperson, Human Resources Committee.

Motion: Duly moved and seconded**2002-06-17-0409**

That the Sub-Executive of the General Council appoint Alan Hall, Chairperson Human Resources Committee, Jamie Scott, Kathy Chenier, Ian Fraser, and Ruth Nicholls to the Screening Task Group for an Acting General Secretary.

Carried

Alan raised a question concerning what should happen if any of the committee members cannot complete their appointment. Should the Screening Task Group continue with the remaining members or should the Moderator be authorized to appoint a new member?

Motion: Duly moved and seconded**2002-06-17-0410**

That the Moderator be authorized to name an alternate to the Screening Task Group for an Acting General Secretary as soon as possible.

Carried**SCREENING PROCESS FOR AN ACTING GENERAL SECRETARY**

Alan shared that the "permanent" position description is in place but not a specific one for an Acting position. The expectations of the Screening Task Group for the Acting General Secretary are defined as per the Minutes of General Council Executive, April 26-29, 2002; priorities will need to be set within those qualities and tasks.

The Executive of the General Council approved the action that the Acting General Secretary would be eligible to apply for the permanent position; within that, there needs to be recognition of a fair process. The notice of the available position for Acting General Secretary will be via email and national networks. The suggested names put forward for this position will be dealt with on a proactive basis by sending a notice of the position directly to the individuals.

Motion: Duly moved and seconded**2002-06-17-0411**

That the Sub-Executive of the General Council authorize the search for the position of General Secretary, in order that a name is presented to the 38th General Council, 2003, for appointment.

Carried

The General Secretary reported that following normal practice, she has appointed Dave Iverson to fill the role of Acting General Secretary for the month of July 2002, and Carol Hancock for the month of August 2002. Should an Acting General Secretary not be named by the Sub Executive for September 1, 2002, the Sub-Executive will need to appoint either Dave or Carol to fill the role for a specified period of time.

Before Alan left the meeting the Moderator acknowledged with appreciation the immense amount of time and work Alan has committed as Chair of the Human Resources Committee, especially since January, and, thus, St. Mark's United Church. Alan expressed gratitude for the letter of appreciation that the Moderator sent to St. Mark's United.

Motion: Virginia Coleman/Jon Jessiman**2002-06-17-0412**

That we move into an "in Camera" session with all staff present.

Carried**Motion: Duly moved and seconded****2002-06-17-0413**

That the General Council Ministers and the General Secretary, General Council select up to three persons, at least one of which is a member of the Executive of the General Council, for individual support.

Carried**Motion: Virginia Coleman/Hazel Bigby****2002-06-17-0414**

That the meeting of the Sub-Executive of the General Council move out of "in Camera".

Carried

During the "in Camera" session, Virginia Coleman and Dave Iverson both addressed the Sub-Executive with some reflections, both personal and position-related, on the April 26-29, 2002, meeting of the Executive.

LEGAL AID FUND (GC 82-83)

The Sub-Executive considered the proposal that came before the April 2002, meeting of the Executive and approved the following motion:

Motion: Duly moved and seconded

The task group proposes:

1. That an amount of \$500,000 be taken from the Reserves to establish the Legal Aid Fund;
2. That the Legal Aid Fund be established to commence January 1, 2003;
3. That the cost of legal proceedings for courts of the church commenced on or after January 1, 2003 would be eligible for payment out of the Legal Aid Fund. That there will be no retroactive payments out of the fund, that is, no payments will be made for actions commenced prior to January 1, 2003. The "legal proceedings" eligible for payment are Formal Hearings under Section 075 of The Manual and Appeals under Section 076 of The Manual. A legal proceeding will be considered "commenced" on the day that (i) a Court orders a Formal Hearing under Section 075 of The Manual or (ii) a Notice of Appeal is given under Section 076 of The Manual;
4. That applications to the Fund may be made by Presbyteries and Conferences to cover the costs of legal bills incurred for Appeals under Section 076 of The Manual and Formal Hearings under Section 075 of The Manual. Legal bills includes fees and disbursements;
5. That applications to the Fund would be made to Legal/Judicial Counsel of the General Council Office. Applications are to consist of the lawyer's account submitted to the church court for payment, together with the cheque for \$3.00 per resident member within the bounds of the church court, as set out in the current Yearbook of The United Church of Canada. The fees will then be paid to the lawyer from the General Council Office. Lawyer's bills are subject to being taxed (that is reviewed by the appropriate civil court of the province in question) at the option of the General Council Office;
6. That courts of the church only be required to pay the \$3.00 per resident member charge once per calendar year and only if making an application to the Fund;
7. That no limit be placed on the number of claims a court may have for that same calendar year;
8. That each year, at the end of the calendar year, an amount be drawn from the United Church Reserves to keep the Legal Aid Fund at the \$500,000 level.
9. That should the Fund be exhausted before the end of the calendar year, the General Secretary shall ask the Executive or Sub-Executive of the General Council to determine what to do in that situation.

Carried

QUEEN'S THEOLOGICAL COLLEGE SPECIAL APPEAL REQUEST**Motion: Duly moved and seconded**

Having consulted with Bay of Quinte and Montreal & Ottawa Conferences, and having received the recommendation from the Executive Officer, Finance, the Sub-Executive of the General Council approve a special appeal for funds as requested by Queen's Theological College.

Carried

SASKATCHEWAN CONFERENCE PETITION CONCERNING ROBERT LATIMER

A letter and supporting material was received from the Executive Secretary of Saskatchewan Conference containing the Resolution from their Annual Meeting that passed with a strong majority. The motion reads:

1. "That Saskatchewan Conference, in the spirit of restorative justice, call upon the Government of Canada to take whatever steps are necessary to grant Robert Latimer executive clemency so that his sentence is immediately and substantially reduced and:
2. That this resolution be forwarded immediately to the Executive of General Council urging the General Council, through the office of the Moderator and whatever other means it deems appropriate, to be proactive in this instance."

Because of the fullness of our agenda and the small number of representation across our church, it was agreed to refer the matter to the next meeting of the General Council Executive.

Motion: Virginia Coleman/Ron Holotuk**2002-06-17-0415**

That the Sub-Executive of the General Council refer the Saskatchewan Conference Petition concerning Robert Latimer to the Executive of the General Council.

Carried

MEETING PATTERNS AND FUTURE DATES

The Sub-Executive expressed the value of meeting in person, especially for meetings with substantive agenda items, noting that there will be budget concerns involved.

The financial report will be available after September 21st; therefore, it was agreed that the Sub-Executive should meet in person after that date. The financial actuals will be available at the end of June requiring the Sub-Executive to meet at the beginning of September as well.

NEXT MEETING DATES

June 27, 2002 at 11:00 a.m. Toronto time, by phone.

August 6, 2002 at 12:00 p.m. Toronto time, by phone.

September 10 and 11, 2002 at 12:00 p.m. in Toronto, in person.

CLOSING WORSHIP

The Moderator acknowledged that this was the last Sub-Executive meeting that Ginny would attend in person as the General Secretary and, on behalf of the Sub-Executive, expressed her appreciation to her. The Moderator then led us in a "liturgy to mark the end of the Covenant" with the General Secretary, followed by a time for exchange of peace and for Sub-Executive members to express appreciation and farewell informally.

ADJOURNMENT

The Moderator declared the meeting adjourned at 4:30 p.m.

Moderator, Marion Pardy

General Secretary, K. Virginia Coleman