

THE UNITED CHURCH OF CANADA

MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL MINUTES

August 6, 2002
(Teleconference Call)

The Sub-Executive of the General Council of The United Church of Canada met from 12:00 p.m. to 1:30 p.m. on Tuesday, August 6, 2002, at 3250 Bloor Street West, Etobicoke, Ontario. The Moderator, The Right Reverend Marion Pardy, presided.

ATTENDANCE

Voting Members

Virginia Coleman, Sheila Duffin, Carol Hancock, Ron Holotuk, Jon Jessiman, Marion Pardy (Chair), Sheila Snelling, Jack Spencer, Peter Wesley.

Regrets

Hazel Bigby, Claire Borel-Christen, Joanna MacQuarrie; Bill Phipps, Karen Ptolemy-Stam (Voting), David Iverson (Corresponding)

CONSTITUTING THE MEETING

The Moderator constituted the meeting with the following words:

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

The Moderator welcomed all members of the Sub-Executive, with a special welcome to Carol Hancock as Acting General Secretary and to Mary-Frances Denis, Communications Officer.

There was a brief check-in, noting that the Moderator was on line from her cottage in Newfoundland and that others had just returned from vacation or looking forward to vacation.

The Moderator opened the meeting with prayer.

OPENING PROCEDURAL MOTION

Minute Secretary

Motion: Ron Holotuk/Sheila Duffin

2002-08-06-0420.PRO

That the minute secretary be Kim Spice.

Carried

APPROVAL OF MINUTES OF PAST MEETINGS OF THE SUB-EXECUTIVE

Errors or Omissions Noted:

Minutes of June 17-18:

Page 155- Add, "press" to sentence, "The staff and press left the meeting" and "The staff and press returned to the meeting"

Page 155 – Correction of spelling of Jack Spencer's name

Minutes of June 27:

Page 164 - Add signatures of Moderator and General Secretary at the end of the Minutes

Motion: Jack Spencer/Peter Wesley

2002-08-06-0421

That the Sub-Executive of the General Council approve the minutes of the Sub-Executive meetings held on June 17-18 and June 27, 2002 as corrected.

Carried

Carol Hancock as Acting General Secretary submitted the following items for discussion and decision making: Interim GCO Personnel Minister Job Description; General Council Minister – Racial Justice position; Resignation of Executive Secretary, Hamilton Conference; Banking Resolution.

INTERIM GENERAL COUNCIL OFFICE PERSONNEL MINISTER

A couple of necessary changes for clarification were noted: page 1 - Reports to General Council Executive through the Sub-Executive of General Council Executive; page 3 "Unit Leaders" - it was noted that we are using Executive Ministers and Unit Leaders interchangeably and the approved terminology needs to be utilized.

There was considerable discussion on supervision. Keeping in mind, the intent of the original motion of General Council Executive to give this person freedom to work and, at the same time, noting that it was not feasible for the Sub-Executive to supervise in relation to church house policies and procedures, it was agreed that supervision needed to include a staff person.

Concern was also raised around the wording "University and dispute resolution training", noting that we need to have greater understanding stated with the terminology being "University graduation and dispute resolution certification".

Job Description**Motion: Carol Hancock/Sheila Duffin****2002-08-06-0422**

That the Sub-Executive of the General Council approve the job description for Interim GCO Personnel Minister with the understanding that the Acting General Secretary, in consultation with Cameron Bourne, Interim Executive Minister, Ministry and Employment Policies and Services (MEPS) would review and revise the position description in light of the above concerns and that supervision would occur by a Supervisory Team consisting of the Acting General Secretary and two members of the Executive or Sub-Executive.

Carried**Supervisory Team for Interim Personnel Minister****Motion: Jon Jessiman/Ron Holotuk****2002-08-06-0423**

That, subject to their approval, Bill Phipps and Karen Ptolemy-Stam be the two members, from the Executive of the General Council, on the Supervisory Team of the General Council Office Interim Personnel Minister.

Carried**GENERAL COUNCIL MINISTER, RACIAL JUSTICE**

Jack Spencer, a member of the Search Committee, addressed questions in relation to this position description and search.

Motion: Jack Spencer/Sheila Duffin**2002-08-06-0424**

That the Sub-Executive of the General Council approve Omega Bula in the position of General Council Minister - Racial Justice, effective October 1, 2002, with the understanding that Omega is a member of The United Church of Canada.

Carried**EXECUTIVE SECRETARY, HAMILTON CONFERENCE**

The Acting General Secretary shared that she had received a letter of resignation from Roslyn Campbell in order for her to take a Presbytery appointment at St. Thomas United Church, Calgary Presbytery.

Resignation of Executive Secretary, Hamilton Conference**Motion: Carol Hancock/Jon Jessiman****2002-08-06-0425**

That the resignation of Roslyn Campbell, Executive Secretary of Hamilton Conference, be accepted with regret, effective October 31, 2002.

Carried**Search for the Executive Secretary, Hamilton Conference****Motion: Carol Hancock/Jon Jessiman****2002-08-06-0426**

That the Sub-Executive of the General Council approve the search for the position of Executive Secretary, Hamilton Conference.

Carried

BANKING RESOLUTION

The Supporting Documentation noted that Steve Adams, Executive Officer, Financial Services had resigned. This is effective August 31, 2002.

It was noted also that the recommended authorized signatures were for interim purposes only, to be updated when a new Acting General Secretary is appointed and when a new lead staff person is employed in Finance.

Motion: Jon Jessiman/Peter Wesley**2002-08-06-0427**

That the following persons be authorized by this Sub-Executive of the General Council to sign banking documents on behalf of The United Church of Canada, and that all banking documents be signed by two persons as follows:

Either of: Carol Hancock, General Council Minister, Regional Relations
David Iverson, General Council Minister, Programs for Mission and Ministry

Together with one of:

Dorianne Boeckler, Manager, Payroll and Expenditure
Dan Foster, Interim Financial Liaison
Sherri Howard, Interim Financial Liaison

Carried**PRELIMINARY REPORT OF THE COMMISSION**

All members of the Sub-Executive had received a copy of the Preliminary Report of the Commission with a covering letter noting that a full report would be available prior to August 19th. The Moderator will express appreciation to the members of the Commission – Peter Bishop, Elizabeth Eberhart-Moffat, Hugh Stansfield - for their work. There was some discussion on the preliminary report. It was agreed that the decision concerning who receives the report would be made when the complete report is received. In the meantime, the Preliminary Report is for Sub-Executive members only.

SCREENING TASK GROUP FOR THE ACTING GENERAL SECRETARY UPDATE

The Moderator reported that the Screening Task Group is on target in relation to their time line and that a recommendation should be available before August 31st.

UNFINISHED BUSINESS

Because of time, the following items were deferred to a future meeting:

MEPS Executive Minister Search - Acting General Secretary - For Information/update at this time, the deferred item will be for action at a future meeting

Planning and Processes Contract - Acting General Secretary - For Information

Updating Executive - Moderator and Acting General Secretary - Discussion re Method and Timing

Agenda and Planning Update - Moderator - For Information

Post General Council Meeting Dates for General Council Executive - Acting General Secretary

Support Team Update - Moderator - For Information

NEXT MEETING DATE

There is a scheduled meeting of the Sub-Executive of General Council on September 10 and 11 (beginning noon and continuing into the evening on September 10th, and on September 11 from 9:30 a.m. to 4 p.m.).

It is expected that another teleconference meeting will be necessary before then and the time and date will be at the call of the Moderator.

ADJOURNMENT

The Moderator thanked all for their participation and declared the meeting adjourned at 1:30 p.m.

Moderator, Marion Pardy

General Secretary, K. Virginia Coleman