

THE UNITED CHURCH OF CANADA

MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL MINUTES

December 19, 2002
(Teleconference Call)

The Sub-Executive of the General Council of The United Church of Canada met from 12:00 noon to 2:45 p.m. on Thursday, December 19, 2002, by teleconference call. The Moderator, The Right Reverend Marion Pardy, presided.

ATTENDANCE

Voting Members

Hazel Bigby, Claire Borel-Christen, Sheila Duffin, Ron Holotuk, Jon Jessiman, Joanna MacQuarrie, Bill Phipps, Marion Pardy (Chair), Jim Sinclair, Sheila Snelling, Jack Spencer, Peter Wesley.

Corresponding Members

David Estey, Ian Fraser, Carol Hancock, Bob Johnstone, Mary Frances Denis.

Diane Baker, Alan Hall, Richard Chambers, Patti Talbot attended this meeting as resource people.

Regrets

Karen Ptolemy-Stam, Omega Bula.

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."

And opened the meeting with a prayer.

PROCEDURAL MOTIONS

Corresponding Members

Motion: Jim Sinclair/Bill Phipps

2002-12-19-0540.PRO

That Carol Hancock, David Estey, Ian Fraser, and other persons attending the meeting as a resource to the Sub-Executive be made corresponding members for this meeting and that Joan MacGillivray be the recording secretary for this meeting of the Sub-Executive.

Carried

Minutes of the Sub-Executive of the General Council - September 10-11, 2002

Motion: Hazel Bigby/Sheila Duffin

2002-12-19-0541.PRO

That the minutes of the Sub-Executive of the General Council for September 10-11, 2002 be adopted as circulated.

Carried

APPOINTMENTS

General Council Minister: Resources for Mission and Ministry and the Executive Minister for Ministry and Employment Policies and Services - Telephone Poll

Motion: Jim Sinclair/Jack Spencer

2002-12-19-0542

That the results of the November telephone poll regarding the appointments of the General Council Minister: Resources for Mission and Ministry (Ian Fraser), and the Executive Minister for Ministry and Employment Policies and Services (Michael Burke) be recorded in the minutes of this meeting.

Carried

Conference Executive Secretary, Newfoundland and Labrador Conference

Carol Hancock reported on the recommendation from the Search and Selection Committee for the Newfoundland and Labrador Conference Executive Secretary, chaired by Claude Henders.

Carol gave a short bio for Rev. Bill G. Bartlett who was ordained by the United Church in 1974. Bill has served pastoral charges in Newfoundland and Ontario as well as two positions as Director of Pastoral Care and as Director of Pastoral Education. Since 1996 Bill has been the Provincial Coordinator for Pastoral/Spiritual Care, Newfoundland and Labrador Health Boards Association. Bill brings extensive administrative, educational, liturgical, and pastoral experience to this new appointment.

Motion: Bill Phipps/Sheila Duffin

2002-12-19-0543

That the Sub-Executive of the General Council appoint Rev. Bill G. Bartlett to the position of Executive Secretary, Newfoundland and Labrador Conference effective April 1, 2003.

Carried

Carol reported that after consultation with the Conference Executive of Newfoundland and Labrador Conference, Hubert Norman will be appointed as Acting Executive Secretary from January 1, 2003 to March 31, 2003. Hubert was the first lay President of the Conference, has been a commissioner to three General Councils and was Chair of the Conference Staff Committee for a number of years. Hubert has also served the church on other committees and task forces and brings an extensive background to this appointment.

Conference Executive Secretary, Hamilton Conference

Carol Hancock reported on the recommendation from the Search and Selection Committee for the Hamilton Conference, Executive Secretary, chaired by Barbara Bitzer.

Carol gave a short bio for Rev. Fred Monteith who was ordained by the United Church in 1989, after earlier employment in the retail and insurance industries. Fred has served pastoral charges in Quebec and Ontario. In 1997, Fred joined the staff of Hamilton Conference as Minister for Congregational Support. As part of the staff team he has provided assistance to congregations and Presbyteries in visioning, planning, mission support, and conflict resolution. He has been the Acting Executive Secretary since October 2002.

Motion: Joanna MacQuarrie/Ron Holotuk

2002-12-19-0544

That the Sub-Executive of the General Council appoint Rev. Fred Monteith to the position of Executive Secretary, Hamilton Conference effective December 20, 2002.

Carried

Sheila Duffin left the call.

GENERAL SECRETARY, GENERAL COUNCIL SEARCH COMMITTEE MEMBERSHIP

Alan Hall presented the suggested names to the Search Committee for the General Secretary, General Council. A concern was raised that the suggested names do not represent Canada west of London Conference. The Sub-Executive discussed this omission including flexibility in the number of people on the Committee. A caution to additional members on an already large Committee was raised. Another suggestion was that one or two people be asked to step aside – Jack Spencer said that he would be willing. Also Conference Executive Secretaries, if informed of this representational concern, may choose another representative from a western Conference. Another concern was that the January 9th meeting of the Search Committee goes ahead as planned.

Motion: Joanna MacQuarrie/Hazel Bigby

2002-12-19-0545

That the Sub-Executive of the General Council approve the appointment of Sheila Duffin, David Ambrose, Kay Cho, and Alf Dumont to the Search Committee for the General Secretary, General Council with the addition or replacement of 1 or 2 members at the Moderator's discretion. The purpose is to provide representation from the western portion of our church. The Executive of the General Council will ratify these names when it meets in January.

Carried

OVERSEAS PERSONNEL PENSION BENEFITS (5a, b, c)

Alan Hall, Diane Baker, Richard Chambers, and Patti Talbot joined the call and raised concerns from the Justice, Global and Ecumenical Relations Unit (JGER) and the Human Resources Committee (HRC) perspectives. The Moderator clarified that the Executive of the General Council had instructed the Sub-Executive to act before January 1.

It was noted that the Sessional Committee at the Executive of the General Council spent considerable time on this proposal and the consensus was that the Sessional Committee favoured the direction of the HRC proposal but wanted to know the cost implications before giving final approval. The HRC proposal states that because of the costs involved this proposal cannot go ahead until 2004.

Motion: Jon Jessiman/Peter Wesley

2002-12-19-0546

That having regard to the action taken by the November 2002 Executive of the General Council approving in principle Proposal 20,

The Sub-Executive of the General Council approves the Human Resources Committee proposal to proceed to implement Proposal 20 effective January 2004 as follows:

- a) Whether the appointment be a team appointment or a dual appointment, each partner in an overseas appointment receive a 1.0 stipend; and
- b) In the case of a team appointment, the couple sent may elect instead that one partner only receive a 1.5 stipend (with additional provisions where there are children in the household).

Carried

The Moderator thanked Diane, Patti, Richard and Alan for their work and participation.

GENERAL SECRETARY, GENERAL COUNCIL POSITION DESCRIPTION (3b, 3c)

Alan Hall reviewed the work that has taken place on this position description including naming the role of leadership.

A concern was raised about responsibility and accountability for the budget since, legally, the General Secretary is responsible for all the income and expenditures of the church.

Sheila Snelling left the call.

Motion: Jack Spencer/Hazel Bigby

2002-12-19-0547

That the Sub-Executive of the General Council approve the revised General Secretary of the General Council draft job description with the revisions as noted.

- In the Summary, delete "direct" and substitute team for leaders - "He/she develops and manages the senior team in order to enable the work of the General Council."
- Add - Accountability for the budget.
- Under Education and Experience add - "Commitment to the First Nations and francophone constituency and to the cultural diversity of our church."

Carried

APPOINTMENTS

General Council Minister, Programmes For Mission And Ministry Search Committee

Motion: Bill Phipps/Claire Borel-Christen

2002-12-19-0548

That the Sub-Executive of the General Council appoint to the Search Committee for the General Council Minister, Programmes for Mission and Ministry:

- | | |
|-----------------|--|
| Sheila Snelling | Lay member to the Executive of the General Council from Montréal and Ottawa Conference |
| Barbara Rafuse | Lay member of the Executive of the General Council from Maritime Conference |

and further propose that Michael Burke, Executive Minister, Ministry and Employment Policies and Services Unit (MEPS), be appointed to facilitate this search.

Carried

Claire Borel-Christen left the call. A quorum check was called - 7 voting members of the Sub-Executive were present.

GENERAL COUNCIL AGENDA AND PLANNING REPORT

Bob Johnstone reviewed the draft agenda for the General Council (attached to minutes as Appendix A).

Motion: Jon Jessiman/Jack Spencer**2002-12-19-0549**

That the 38th General Council be a Council of 7 full days (August 10 to 16) with travel days on August 9 and 17.

That the theme "There Is Hope" be approved.

That the Executive of the General Council identify to the Agenda and Planning Committee the issues it deems to be of "denominational shaping" import.

Carried**BUSINESS COMMITTEE CHAIR****Motion: Bill Phipps/Jim Sinclair****2002-12-19-0550**

That due to the increased workload of chairing the Agenda and Planning Committee leading up to the 38th General Council,

That the Sub-Executive of the General Council thank Peter Short for his work and accept his resignation as chair of the Business Committee of the Executive of the General Council.

Carried**Motion: Bill Phipps/Jim Sinclair****2002-12-19-0551**

That the Sub-Executive of the General Council appoint Jamie Scott as Chair of the Executive of the General Council Business Committee, effective immediately and until the rise of the 38th General Council.

Carried**GENERAL SECRETARY, WORLD COUNCIL OF CHURCHES NOMINATION**

Jim Sinclair reported that Bread for the World has nominated Chris Ferguson as a candidate for the position of General Secretary of the World Council of Churches. The JGER Unit Committee was polled and has given their unanimous approval and is asking the Sub-Executive to endorse this nomination. Chris has significant support in Latin and Central America as well as Africa. Chris' diplomatic skills in international situations were noted.

Motion: Bill Phipps/Jon Jessiman**2002-12-19-0552**

That the Sub-Executive of the General Council endorse the nomination of Chris Ferguson as General Secretary of the World Council of Churches.

Carried

Jon Jessiman left the call.

NOMINATION SYSTEM DESIGN PROJECT

Jim Sinclair gave an overview of this major part of the implementation project that is lagging.

Motion: Peter Wesley/Ron Holotuk**2002-12-19-0553**

That the Sub-Executive of the General Council authorize a Nominations System Design Project, funded up to \$25,000 from the General Council Project Fund for 2003, to be completed within the 2003 calendar year and that a status report be delivered to the Executive of the General Council at its April 2003 meeting.

Carried**ADJOURNMENT**

After thanking and wishing the members of the Sub-Executive a joyous and blessed Christmas, the Moderator declared the meeting of the Sub-Executive adjourned.

Moderator, Marion Pardy

Acting General Secretary, Jim Sinclair

THE UNITED CHURCH OF CANADA
POLL OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL
November 26, 2002

The Sub-Executive of the General Council of The United Church of Canada was sent 2 motions via e-mail on Tuesday, November 26, 2002 from 3250 Bloor Street West, Etobicoke, Ontario. The Moderator, The Right Reverend Marion Pardy, gave authorization.

E-MAIL RECIPIENTS

Hazel Bigby, Claire Borel-Christen, Sheila Duffin, Ron Holotuk, David Iverson, Jon Jessiman, Joanna MacQuarrie, Marion Pardy (Chair), Karen Ptolemy-Stam, Sheila Snelling, Jack Spencer, Peter Wesley, Bill Phipps, Jim Sinclair

Members voting in the affirmative

Claire Borel-Christen, Sheila Duffin, Jon Jessiman, Joanna MacQuarrie, Karen Ptolemy-Stam, Sheila Snelling, Jack Spencer, Peter Wesley, Bill Phipps, Jim Sinclair

Members voting in the non-affirmative

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The Preamble

As we have been preparing an agenda for the Sub-Executive Conference Call on December 19th (details to follow) two time sensitive matters have arisen that we would like to act on as soon as possible. After consultation with the Moderator and Cynthia Gunn you are being polled now about the following recommendations from recent search committees.

MOTION NO. 1

(Please refer to motion 2002-12-19-0542)

From the Search and Selection Committee for

Executive Minister Ministry and Employment Policies and Services (M level)

In a communication from Alan Hall, Chair of Human Resources (and currently on vacation) "The Committee recommends to the Sub-Executive of the GCE that Michael Burke be appointed Executive Minister, Ministry and Employment Policies and Services."

Michael came from SBR Global, a professional services management firm where he has been employed as Programme Manager, Human Resources Practice. Prior to SBR Global, he was employed as Principal, Ontario HR Group Practice with Morneau Sobesco/Deloitte & Touche, one of Canada's largest human resource and actuarial firms, and as Vice President, Client Services with Warren Shepell Consultants, the United Church of Canada's Employment Assistance Provider.

In addition to experience providing HR services to Not-For-Profit clients through these positions, Michael has worked as Director of Human resources with the Providence center, an 1100 employee-health care facility.

He is a graduate of the University of Western Ontario where he was awarded a Master of Arts degree, and from Concordia University where he received his BA (Honours). He also holds a certificate in HR Management from Ryerson University.

The committee was impressed with Michael's energy, his broad grasp of issues, and the value he associates with human resource practice being about consensus building, shepherding, and enhancing the integrity of both policy and practice.

Motion: Jim Sinclair/Jack Spencer

2002-12-19-0542 (a)

"That the Sub-Executive of the General Council Executive authorizes the appointment of Michael Burke as Executive Minister, Ministry and Employment Policies and Services effective 13 December 2002."

Carried

MOTION NO. 2**(Please refer to motion 2002-12-19-0542)**

From the Search and Selection Committee for

General Council Minister: Resources for Mission and Ministry (N level)

The Committee is recommending to the Sub-Executive of the GCE that Ian Fraser be appointed General Council Minister; Resources for Mission and Ministry.

Ian comes to the position out of a wide variety of work in administration and general management, Human Resource management, communications as well as systems and data processing. Most recently he has served with Edmonton Presbytery as Program Coordinator. He has an extensive history as Director of Stores and Warehousing, Manager of Systems development and Planning Analyst with the Alberta Liquor Control Board. He has worked as the Branch Manager and a Senior Consultant with Smith Peterson and Associates in Edmonton, management and Information technology Consultants. He also served as the Executive Assistant to the Chief Commissioner of the City of Edmonton.

With a B. Sc. in electrical engineering from the University of Alberta with certificates from the Banff Center for management in Strategic Planning and Evaluating Programs and Services for the Non-Profit Sector, Ian has been active in the life of the church in many different ways.

The committee appreciated Ian's relevant experience and competence in all areas of work within the portfolio as well as within the life of the United Church itself. It was impressed with his positive attitude, his sense of call to the position and his ability to look at the big picture.

Ian has occupied this role on a contract basis since 1 October 2002 and has demonstrated the above qualities in the work place during that time.

Motion: Jim Sinclair/Jack Spencer**2002-12-19-0542 (b)**

"That the Sub-Executive of the General Council Executive authorizes the appointment of Ian Fraser as General Council Minister: Resources for Mission and Ministry effective 1 January 2003.

Carried

**PROPOSED DRAFT AGENDA
38TH GENERAL COUNCIL MEETING
AUGUST 10-16, 2003**

SATURDAY, AUGUST 9		
<p>TRAVEL DAY</p> <p>Late afternoon and/or Evening Orientation Training Sessions for:</p> <ul style="list-style-type: none"> • Stewards • Commission Chairs • Commission Secretaries • etc. 		
<i>Morning</i>	<i>Afternoon</i>	<i>Evening</i>
SUNDAY, AUGUST 10		
<p>8:45 Constitute the Court</p> <p>Table Groups</p> <p>Opening Worship</p> <p>Orientation</p> <p>11:45 Opening Motions</p>	<p>12:00 Lunch</p> <p>1:30 Local Greetings</p> <p>1:45 Procedural Motions</p> <p>Introduction to Decision-making</p> <p>3:00 Theme #1</p> <p>4:45 Break/Dinner</p>	<p>7:00 Berwick Camp Experience</p> <p>Wesley 300th Anniversary Celebrations</p>

<i>Morning</i>	<i>Afternoon</i>	<i>Evening</i>
MONDAY, AUGUST 11		
8:45 Worship Table Group Check-in 9:30 Issue #1 11:00 Moderator's Report Acting General Secretary's Report	12:00 Lunch 1:30 Omnibus Motion #1 2:30 Issue #2 4:00 Appointment of General Secretary, General Council 4:15 Residential Schools 4:45 Break/Dinner	7:00 Omnibus Motion #2 8:00 Candidates for Moderator 8:45 Closing Worship
TUESDAY, AUGUST 12		
8:45 Worship Table Group Check-in 9:20 Ballot for Elections of Moderator 9:30 Theme #2 11:30 Ballot for Elections of Moderator 11:45 Break	1:30 Ballot for Elections of Moderator 1:45 Issue #3 3:15 Issue #4 4:45 Break/Dinner	7:00 Introduce Commissions Table Groups 8:45 Closing Worship

<i>Morning</i>	<i>Afternoon</i>	<i>Evening</i>
WEDNESDAY, AUGUST 13		
COMMISSIONS		
THURSDAY, AUGUST 14		
8:45 Worship Table Group Check-in 9:20 Theme #3 11:00 Local Experience (Includes lunch and dinner)		7:00 Reading & Reporting #1 8:30 Celtic worship Adjournment 9:45 Ceileidh (Locally flavoured entertainment)
FRIDAY, AUGUST 15		
9:00 Worship Table Group Check-in 9:20 Reading & Reporting #2 10:50 Reading & Reporting #3	12:00 Lunch 1:30 Theme #4 3:30 Reading & Reporting #4 4:45 Break/Dinner	7:00 Commission A Report 8:00 Commission B Report 9:00 Closing Worship

<i>Morning</i>	<i>Afternoon</i>	<i>Evening</i>
SATURDAY, AUGUST 16		
<p>9:00 Worship</p> <p>Table Group Check-in</p> <p>9:20 Commission C Report</p> <p>10:20 Theme #5</p>	<p>12:00 Lunch</p> <p>1:30 Unfinished Business</p> <p>4:15 Courtesies/Closing Motions</p> <p>4:45 Break/Dinner</p>	<p>7:00 Installation of Moderator and General Secretary, General Council</p> <p>Covenant with GCE</p> <p>Reception</p>
SUNDAY, AUGUST 17		
TRAVEL DAY		