

## **THE UNITED CHURCH OF CANADA**

### **MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL MINUTES July 22, 2005 (Teleconference Call)**

The Sub-Executive of the General Council of The United Church of Canada met from 11:00 a.m. EDST until 12:35 p.m. on Friday, July 22, 2005, by teleconference call. The Moderator, The Right Reverend Peter Short, presided.

#### **ATTENDANCE**

##### **Voting Members**

Anne-Marie Carmoy, Donald Koots, Stephen Mabee, Peter Short, Jim Sinclair, Michelle Slater, George Takashima, Kent Ward.

##### **Corresponding Members**

Ian Fraser, Bruce Gregersen, Wenh-In Ng, Michael Burke.

**Regrets:** Lynn Boothroyd, David Giuliano, Carol Hancock, Jim Jackson, Marion Pardy, Barbara Rafuse.

#### **CONSTITUTING THE MEETING**

The Moderator constituted the meeting with the following words followed by a prayer:

"Au nom de Notre Seigneur, Jésus-Christ, seul chef souverain de l'Église, et par l'autorité qui m'a été conférée par le 38<sup>ième</sup> Conseil général, je déclare ouvert, par la présente, le sous-exécutif du Conseil général et ses travaux dans l'intérêt du Royaume de Dieu."

"In the Name of Jesus Christ, the head of the Church, and by the authority vested in me by the 38<sup>th</sup> 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 General Secretary reviewed the agenda for the meeting.

#### **PROCEDURAL MOTIONS**

##### **Corresponding Members**

**Motion: Jim Sinclair/George Takashima**

**2005-07-22-257**

That Michael Burke, Ian Fraser, Bruce Gregersen, and Wenh-In Ng 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**

The following errors in names were noted:

Page 283 – spelling of Anne Kline

Page 282 – spelling of Mohamed Cherfi

**Motion: Jim Sinclair/Don Koots**

**2005-07-22-258**

That the minutes of the Sub-Executive of the General Council for June 7, 2005 be adopted as corrected.  
Carried

#### **APPOINTMENT (Appendix A)**

##### **Executive Officer, Information Technology Services**

The background on the process was circulated (Appendix A) and Ian Fraser gave the background and experience of Steve Driz. The start date is to be negotiated around the beginning of September.

Questions and comments from the Sub-Executive were responded to. Michael Burke noted that all three searches followed United Church policies including having a member of the Executive of the General Council on the Search Committees. On the question of discrepancies between job titles of Executive Ministers and Executive Officers, it was noted that the title of Executive Officer is more easily understood within the professional communities of Information Technology and the Chief Financial Officer.

**Motion: Michelle Slater/Kent Ward**

**2005-07-22-259**

That the Sub-Executive of the General Council approve the appointment of Steve Driz as the Executive Officer, Information Technology Services.

**Carried**

**TASK GROUP ON FUNDING THE WORK OF THE CHURCH (Appendix B)**

Ian Fraser reviewed the report and background on the preparation of the mandate for the Task Group on Funding the Work of the Church. He noted that this is the first step to enable the recruiting process to begin with nominations to the task group presented to the Executive at its Fall meeting.

Questions and comments were responded to. There was a concern that unified funding is part of the ethos of the United Church and could lead to a change in identity. It was noted that the report to the General Council could ask for the wisdom of the General Council to empower the Executive to enact change or to request any changes to go back to General Council.

In discussion about missiological understanding and history of the United Church it was agreed to change the Composition of the Task Group.

**Motion: Don Koots/Stephen Mabee**

**2005-07-22-260**

That the Sub-Executive of the General Council approve the following mandate for a Task Group on Funding the Work of the Church as amended:

**Scope of the Task Group's Work**

1. To ascertain and clarify the authority to raise, assess and distribute funds in the church from the Basis of Union, the By-Laws, and tradition.
2. To examine alternatives to the current unified fund, such examination to consider our theological understandings of funding, the current fundraising methodologies used by other charitable and not-for-profit institutions, other faith communities and what is happening demographically in Canada.
3. To ascertain the possibilities for new approaches (and/or impediments) within this authority for fund raising and distribution.
4. To explore the connections between strategic planning, fund raising and a communications plan and if applicable, to ascertain the method of integrating these activities to further the mission of the church.
5. To review revenue sharing and distribution processes in the church and consider a process/system to enable needs to be met.
6. To review the role of the various funds of the church (UCC Reserve, M&S Operating Fund, Morrison Bequest, and other reserves) for the future funding of the church.
7. To explore the disconnection between the "donors" and the "spenders" of the dollars and consider ways to close the gap.
8. To consider the communication, missiological and methodological changes that will engage supporters to connect the work of the church and its need for further funds.
9. To consider the role of The United Church of Canada Foundation in all of the above.
10. To make specific and comprehensive recommendations on all matters considered and explored.
11. To develop the Task Group's work plan and communicate that plan regularly to the Executive of the General Council.

**Reporting Relationship**

The Task Group will report progress to each meeting of the Executive of the General Council and recommendations, when available, to the Executive.

The final report to be completed and submitted to the Executive for the Fall 2007 meeting.

**Composition**

Members (~~6~~ 7): one voting member of the Executive of the General Council and ~~five~~ six people with experience (collectively) in theological reflection, *mission practice and history*, fundraising methodologies including professional fundraising in the charitable sector, communications, and planning.

Staff resource (4): General Council Minister Resources for Mission and Ministry, Executive Minister Financial Stewardship Unit, one Conference Executive Secretary, Executive Officer Finance.

**Anticipated Frequency and Style of Meetings**

Two face to face meetings of 2-3 days each in Toronto per year, other meetings by conference call and email exchange.

**Budget**

Assigned in consultation with the Office of the General Secretary, General Council and consistent with the Task Group's work plan once it is developed.

**Carried**

**NOMINATIONS REPORT (Appendix C)**

The General Secretary reviewed the report from the Nominations Committee. Don Koots reviewed the discernment process and responded to questions.

**Motion: Don Koots/Anne-Marie Carmoy**

**2005-07-22-261**

That the Sub Executive of the General Council appoint the following people to the committees (with the stated terms):

**Delegates of The United Church of Canada to the World Council of Churches 9th Assembly February 2006**

- Wendy Evans (Lay, Tor)
- Janet Sigurdson (OM, ANCC)

**FFE/ECL Support, Accreditation and Funding Committee (2008, December)**

- Darrell Reine (Lay, Sask)

**Carried**

**ARCHIVES AND HISTORY (Appendix D)**

Ian Fraser reviewed the background from the Committee on Archives and History to fund an Archives Toolkit - *Archives and Recordkeeping: A How-to Guide for Congregations and Conferences Committee on Archives and History*.

Comments included that record keeping is important for all congregations across the country. The Committee on Archives and History will be asked to consider how this material could be made available to congregations within the United Church whose language is neither English nor French.

**Motion: Stephen Mabee/George Takashima**

**2005-07-22-262**

That the Sub-Executive of the General Council approve support to a maximum of \$8000 from the Project Fund to complete the English print edition and French language translation of the 2005 resource *Archives & Recordkeeping: A How to Guide for Congregations and Conferences*.

**Carried**

**GENERAL COUNCIL OFFICE ACCOMMODATION**

The General Secretary reported for the information of the Sub Executive, the recent enquiries about relocating the General Council Office when the lease expires in 2015. Enquiries have been received from both Bloor Street United Church and Deer Park United Church in Toronto who are both looking at redevelopment. Also the United Church Archives at Victoria University is quickly out-growing its space.

**APPOINTMENTS (Appendix E)**

The General Council Ministers, Ian Fraser, Bruce Gregersen, and Wenh-In Ng left the meeting.

**General Council Minister, Racial and Gender Justice**

The General Secretary reviewed the background and experience of Kim Uyede-Kai. Michael Burke reviewed the background on the Search and Selection process including the role of Renée Bazile-Jones on the Selection Committee.

During questions and comments it was noted that the position was not advertised in Aujourd'hui Credo. Michael Burke noted that when possible, ~~to meet timelines~~, Aujourd'hui Credo will be used.

**Motion: George Takashima/Anne-Marie Carmoy 2005-07-22-263**

That the Sub-Executive of the General Council approve the appointment of Kim Uyede-Kai as the General Council Minister, Racial and Gender Justice.

**Carried**

It was noted that Wenh-In Ng has agreed to continue in an acting capacity until the end of October. Kim's starting date will be negotiated so that she can complete her current project.

**General Council Minister, Planning Processes**

The General Secretary reviewed the background and experience of Janet McDonald and the process of the Search and Selection Committee.

Comments of the Sub-Executive included discussion on ministry couples and working relationships. It was noted that the Search and Selection Committee carefully considered the boundary issues and all policies of the United Church were adhered to.

**Motion: Michelle Slater/Don Koots 2005-07-22-264**

That the Sub-Executive of the General Council approve the appointment of Janet McDonald as the General Council Minister, Planning Processes effective August 1, 2005.

**Carried**

The General Secretary expressed appreciation for the work of David Allen as his work with the planning of the General Council and its Executive comes to a close. He also thanked Toronto Conference for their assistance in allowing David to be with us part-time.

**NOMINATIONS**

Michael Burke reported on the need of both the Pension Board and the Permanent Committee on Ministry and Employment Policies and Services (PC MEPS) for a member of the Executive of the General Council on their Committees. Linsell Hurd, an Executive member from Saskatchewan was approved by the Nominations Committee for both the Pension Board and PC MEPS. Linsell was appointed by the Sub-Executive to the Pension Board and has now agreed to let his name stand for an appointment to PC MEPS. It was noted that the Nominations Committee had screened and approved Linsell Hurd for both Committees.

**Motion: George Takashima/Don Koots 2005-07-22-265**

That the Sub Executive of the General Council appoint Linsell Hurd, as a member of the Executive of the General Council, to the Permanent Committee on Ministry and Employment Policies and Services.

**Carried**

The Moderator gave an update on the Arnprior Assembly Project.

Anne-Marie Carmoy was happy to announce that Mohamed Cherfi has left detention centre and is free in the United States.

The Moderator thanked the members of the Sub Executive for being present and closed with a blessing. The Moderator adjourned the meeting at 12.35 p.m. with a blessing and thanking the members of the Sub-Executive for their presence.

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Moderator, Peter Short

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General Secretary, Jim Sinclair

**Appendix A****Re: Executive Officer, Information Technology Services**

**Recommendation:** That the Sub-Executive of the General Council appoint \_\_\_\_\_ to the position of Executive Officer, Information Technology Services.

**Background:**

The incumbent to this position directs the work of the Information Technology Services Unit of the General Council Office, supervises six staff of the unit and reports to the General Council Minister Resources for Mission and Ministry.

This position is presently vacant due to the resignation of Peter Tebbutt effective May 27, 2005.

The vacancy was advertised on the General Council's web site and to all staff. An executive search firm specializing in technology careers was engaged to seek out potential applicants, receive applications, and pre-screen applicants suitable for interviewing.

The Sub-Executive (2005-06-07-256) approved the composition of the selection committee being Anne Kline (Permanent Committee on Finance), Shawn Keown (Permanent Committee on Finance), Paul Stott (Executive of the General Council), Ian Fraser (Supervisor), Jim King (Ministry and Employment Policies and Services) and Peter Tebbutt (advisor). The committee gratefully acknowledges Peter Tebbutt's valuable contribution to the selection process.

The selection committee met on June 28, 2005, interviewed four candidates and recommended \_\_\_\_\_ subject to reference checking and the ability to negotiate a satisfactory offer.

The Ministry and Employment Policies and Services unit conducted reference checks with positive results. Subsequently, on July 5, 2005 Jim King, Ron Olsen, Executive Officer Finance and Ian Fraser conducted a second interview with \_\_\_\_\_ resulting in a positive outcome.

An offer of employment, subject to appointment by the Sub-Executive, is acceptable to the candidate.

Prepared by: General Council Minister, Resources for Mission and Ministry  
Date prepared: July 12, 2005.

## Appendix B

**Recommendation:** That the Sub-Executive of the General Council approve the following mandate for a Task Group on Funding the Work of the Church.

**Background to the recommendation:**

In the fall of 2000, the Executive of the General Council established a task group on “funding options for the work of the United Church” (2000-11-03-0051) and in the spring of 2001 appointed three people to the task group (2000-04-27-0136). The mandate established at the time was “to explore options for funding the work of the United Church, to report back to the 38<sup>th</sup> General Council with resolutions for its consideration”. There is no record of this task group having met.

The Executive of the General Council in April 2005, authorized a “process for the establishment of a Task Group on Funding the Work of the Church”, which saw:

- a) the development of a mandate for this work, such mandate to be considered by the Sub-Executive in June of 2005, and;
- b) recruitment to the Task Group through the usual General Council Nominations process for the fall of 2005.

This recommendation is being brought forward in accordance with part a) of the process approved in April 2005. The following people were involved through email and conference call in the drafting of this mandate:

Don Dale	Member, Permanent Committee on Programs for Mission and Ministry
Don Koots	Voting member, Executive of the General Council
Doug Einarson	Chair, Permanent Committee on Finance
Doug Flanders	Director of Legacy Giving, The Royal Conservatory of Music, (member at large)
Peter Scott	Conference Executive Secretary (member at large)
Gary Magarrell	Interim Executive Minister, Financial Stewardship Unit
Ian Fraser	General Council Minister, Resources for Mission and Ministry

### **Mandate of the Task Group on Funding the Work of the Church**

#### **Background**

For many years, the Executive of the General Council has expressed concern about the future funding of all levels of the church's work. Also, the church's Permanent Committee on Finance has indicated there will be serious financial challenges to the General Council's operations beginning in 2007 and beyond. Given the current nature of fundraising practices and the levels of revenue now being generated.

Because of this, the General Council Executive has identified funding the work of the church beyond the local congregation as a major focus. It is perceived that funding future work will involve fund raising, including new methods of fundraising and varying sources of revenue, as well as linking the work of the church and the need for the funds through communication.

The actions to prepare a strategic plan that the Executive has adopted call for the General Council in 2006 to discern directions, and the Executive, in the fall of 2006, to shape those directions into a strategic plan (2004-10-19-199). Undertaking initiatives that explore the issues and possibilities of funding will be helpful preparatory work for both the General Council and its Executive as this discerning and planning takes place. Creating a communications plan to accompany a financial plan, which in turn connects to the church's overall strategic plan, is considered crucial to the success of raising necessary funds.

Also in the fund development sphere, General Council 38 authorized the establishment of The United Church of Canada Foundation. It was created, a Board of Directors appointed, a President hired and a successful Founders' Campaign launched and completed. A major endowment appeal is likely in the near future.

A review of the Financial Stewardship Unit undertaken in 2004 studied the current unified fund approach. This review affirmed the unified approach but recommended the need to find a way to add donor choice to the system. More importantly, it indicated the church's need for money was larger than the current unified fund's ability to raise. The review recommended, therefore, "The United Church embark as soon as possible on a major study of the funding of the work of the church at the congregational, presbytery, conference and General Council levels to recommend action to establish a viable way to fund ministry and mission of the United Church in the future".

To this end, a Task Group on Funding the Work of the Church is to be organized and the suggested scope of the Task Group's work is outlined below:

#### **Scope of the Task Group's Work**

1. To ascertain and clarify the authority to raise, assess and distribute funds in the church from the Basis of Union, the By-Laws, and tradition.
2. To examine alternatives to the current unified fund, such examination to consider our theological understandings of funding, the current fundraising methodologies used by other charitable and not-for-profit institutions, other faith communities and what is happening demographically in Canada.
3. To ascertain the possibilities for new approaches (and/or impediments) within this authority for fund raising and distribution.
4. To explore the connections between strategic planning, fund raising and a communications plan and if applicable, to ascertain the method of integrating these activities to further the mission of the church.
5. To review revenue sharing and distribution processes in the church and consider a process/system to enable needs to be met.
6. To review the role of the various funds of the church (UCC Reserve, M&S Operating Fund, Morrison Bequest, and other reserves) for the future funding of the church.
7. To explore the disconnection between the "donors" and the "spenders" of the dollars and consider ways to close the gap.
8. To consider the communication, missiological and methodological changes that will engage supporters to connect the work of the church and its need for further funds.
9. To consider the role of The United Church of Canada Foundation in all of the above.
10. To make specific and comprehensive recommendations on all matters considered and explored.

11. To develop the Task Group's work plan and communicate that plan regularly to the Executive of the General Council.

**Reporting Relationship**

The Task Group will report progress to each meeting of the Executive of the General Council and recommendations, when available, to the Executive.

The final report to be completed and submitted to the Executive for the Fall 2007 meeting.

**Composition**

Members (6): one voting member of the Executive of the General Council and five people with experience (collectively) in theological reflection, fundraising methodologies including professional fundraising in the charitable sector, communications, and planning.

Staff resource (4): General Council Minister Resources for Mission and Ministry, Executive Minister Financial Stewardship Unit, one Conference Executive Secretary, Executive Officer Finance.

**Anticipated Frequency and Style of Meetings**

Two face to face meetings of 2-3 days each in Toronto per year, other meetings by conference call and email exchange.

**Budget**

Assigned in consultation with the Office of the General Secretary, General Council and consistent with the Task Group's work plan once it is developed.

**Appendix C****Background**

The Nominations Committee uses the practices of spiritual discernment to select spiritual leaders for the church. Further to the discernment processes of the Nominations Committee in April 2005, further background information was provided and the committee consulted via e-mail to recommend Darrell Reine.

Secondly, in July 2004, the Sub-Executive of the General Council named the following people as delegates and alternatives to the World Council of Churches: Carmen Lansdowne (delegate), Susan Tough (delegate), Wendy Evans (alternate), Janet Sigurdson (alternate). In June 2005, the World Council of Churches named additional delegates to balance the initial delegations in terms of youth and gender. Wendy Evans (one of our alternates) was named as an additional delegate. On June 30<sup>th</sup> Susan Tough (delegate) gave her regrets and is unable to accept this appointment. Janet Sigurdson will replace Susan Tough as a delegate of The United Church of Canada. Thus, subject to the recommendation of the Sub-Executive of the General Council, the delegates of The United Church of Canada will be: Carmen Lansdowne, Wendy Evans and Janet Sigurdson.

**Proposal from the discernment of the GCE Nominations Committee:**

The Nominations Committee of the Executive of the General Council proposes that ...

the Sub Executive of the General Council appoint the following people to the committees (with the stated terms):

**Delegates of The United Church of Canada to the World Council of Churches 9<sup>th</sup> Assembly February 2006**

- Wendy Evans (Lay, Tor)
- Janet Sigurdson (OM, ANCC)

**FFE/ECL Support, Accreditation and Funding Committee (2008, December)**

- Darrell Reine (Lay, Sask)

Faithfully submitted by,  
Marion Pardy, Chairperson  
Nominations Committee

**Appendix D**

**Re: Archives and Recordkeeping: A How-to Guide for Congregations and Conferences  
Committee on Archives and History**

**Origin: Committee on Archives and History**

**Recommendation:**

That the Sub-Executive of the General Council approve support to a maximum of \$7350 from the Project Fund to complete the English print edition and French language translation of the 2005 resource *Archives & Recordkeeping: A How to Guide for Congregations and Conferences*.

**Background:**

At the October 2004 meeting of the Executive of the General Council, a new resource for congregations and conferences was approved, to be paid from the Project Fund of the Executive of the General Council Executive. At the time, our proposal requested \$5000 funding. The following motion (2004-10-29-195) approving the expenditure was carried.

That the Executive of the General Council approve the production of a print, and web-based *Archives Toolkit* for the Church [expanding the content of earlier resources *Records of Congregations: What Does the Archives Want (1988)*, *Guidelines for Recordkeeping in the United Church of Canada (1996)* and *Managing Your Congregations Records (1997)*], and to communicate new practices regarding electronic records, privacy and personal information, to be funded from the Project Fund of the Executive of the General Council.

This resource's English print edition is now available. Costs to date are \$3928. Thanks to the coordinated efforts of Resource Production and Distribution staff, the resulting resource is a very professional guide for the Church Archives Network which will be distributed among other UCRD titles.

Archives and Recordkeeping: A How-to Guide for Congregations and Conferences (2005) <[http://www.united-church.ca/archives/pdf/archives\\_toolkit.pdf](http://www.united-church.ca/archives/pdf/archives_toolkit.pdf)> [60 pp. / 636KB] is an accessible and detailed guide for archivists and staff who create, manage, and preserve church records. It updates and replaces previous archives booklets, including *Guidelines for Record Keeping in The United Church of Canada* and *Managing Your Congregation's Records*. An indexed .pdf version is available at <http://www.united-church.ca/archives/resources/home.shtm>

Additional online resource material is being added throughout the summer, including the File Classification Plans for Congregations and Conferences. Regional samples of resources will also be added at a later date. To order a print copy, please contact UCRD <<http://www.united-church.ca/ucrd/>> . Product code: CH10079 Price: \$8.00

The Committee on Archives & History Executive met on June 29, 2005, and recommends that the resource be translated into French and made available as a web-only product without printing a hard-copy French edition. This is a resource for all in the Church; a French language version will be important for francophone pastoral charges in the Church, as well as francophones in anglophone congregations who may serve on Conference and Presbytery Archives Committees, or help to prepare records of a pastoral charge.

Ministries in French (UMiF) has quoted \$3400 for the translation of this edition.

**Appendix E****Re: General Council Minister, Planning Processes**

**Recommendation:** That the Sub-Executive of the General Council appoint \_\_\_\_\_ to the position of General Council Minister, Planning Processes effective \_\_\_\_\_.

**Background:**

This General Council Minister is a member of the senior leadership team and has individual and collective responsibility for demonstrating theological leadership, modeling teamwork by working with others to facilitate work and communications, enabling strategic planning and priority setting and caring for the whole of The United Church of Canada.

Reporting to the General Secretary and working collaboratively with other senior leaders, the incumbent to this position takes the lead in establishing the processes needed for strategic planning, facilitation of meetings of the General Council, Development, monitoring and tracking triennium work plans, overseeing research and environmental scans, budgeting, evaluation and communication. The position serves as lead staff support to the Executive's Governance, Planning and Budgeting Processes Committee, enabling the General Council Executive to analyze its context and develop strategies for future directions.

This position is presently vacant due to the departure of Vicki Obedkoff in May, 2004.

The vacancy was advertised on the General Council's web site, to all staff and Conferences, in *The United Church Observer*, *Globe and Mail*, and *Workopolis*.

The Executive of the General Council approved the job description (2005-04-21-247) and authorized an immediate search for this position (2005-04-21-248). The Sub-Executive of the General Council (2005-06-07-256) approved the composition of the selection committee being Martha ter Kuile (Permanent Committee on GPB Processes), Paul Reed (Executive of the General Council), Walter Sowa (Executive of the General Council), Betsy Anderson (UCC Member with experience), Jean Wilson (UCC Member with experience), Jim Sinclair (Supervisor), Jim King (Ministry and Employment Policies and Services), and Carol Hancock (Appointment by the General Secretary).

The selection committee met on June 27, 2005, interviewed three candidates and recommended \_\_\_\_\_ subject to reference checking and the ability to negotiate a satisfactory offer.

The Ministry and Employment Policies and Services unit conducted reference checks with positive results.

An offer of employment, subject to appointment by the Sub-Executive, is acceptable to the candidate.

Prepared by: General Secretary, General Council  
Date prepared: July 15, 2005.

**RE: General Council Minister, Racial and Gender Justice**

**Recommendation:** That the Sub-Executive of the General Council appoint \_\_\_\_\_ to the position of General Council Minister, Racial and Gender Justice effective \_\_\_\_\_.

**Background:**

Reporting to the General Secretary, this General Council Minister is a member of the Senior Leadership Team and has individual and collective responsibility to demonstrate theological leadership, to model teamwork by working with others to facilitate work and communications, to enable strategic planning and priority setting and to care for the whole of The United Church of Canada. This senior leader is a change agent who will give leadership and assist the United Church in becoming an anti-racist and anti-sexist faith community. This person will help us to live out the commitments we have made to walk a new path toward reconciliation with peoples of First Nations and with others who have been marginalized. This leader will work with staff, with Ethnic Ministries, Aboriginal Ministries, and with others in enabling the church on this journey. Working with an advisory group in each area (i.e. racial justice and gender justice), the Racial Justice and Gender Justice Minister will develop strategies and tools to enable changes in policy and practices.

This position is presently vacant due to the Executive of the General Council approving the appointment of Omega Chilufya Bula as the Executive Minister, Justice Global and Ecumenical Relations Unit (2004-10-29-170)

The vacancy was advertised on the General Council's web site, to all staff and Conferences, in *The United Church Observer*, *Globe and Mail*, and *Workopolis*.

The Executive of the General Council approved the job description (2005-04-21-243) and authorized an immediate search (2005-04-21-248) for this position. The Sub-Executive of the General Council (2005-06-07-256) approved the composition of the selection committee being Diane Dwarka (Permanent Committee on Programs), George Takashima (Executive of the General Council), Dorothy Hemingway (Executive of the General Council), Karen Rolston (UCC Member with experience), Hyuk Cho (UCC Member with experience), Jim Sinclair (Supervisor), Renée Bazile-Jones (Ministry and Employment Policies and Services), Bruce Gregersen (Appointment by the General Secretary), Lorna Pawis (Aboriginal Appointment by the General Secretary).

The selection committee met on June 28, 2005, interviewed two candidates and recommended \_\_\_\_\_ subject to reference checking and the ability to negotiate a satisfactory offer.

The Ministry and Employment Policies and Services unit conducted reference checks with positive results.

An offer of employment, subject to appointment by the Sub-Executive, is acceptable to the candidate.

Prepared by: General Secretary, General Council

Date prepared: July 15, 2005.