

## THE UNITED CHURCH OF CANADA

### MEETING OF THE SUB-EXECUTIVE OF THE GENERAL COUNCIL MINUTES

September 1, 2005  
(Teleconference Call)

The Sub-Executive of the General Council of The United Church of Canada met from 11:00 a.m. EDT until 11:55 a.m. on Thursday, September 1, 2005, by teleconference call. The Past Moderator, The Very Reverend Marion Pardy, presided.

#### ATTENDANCE

##### Voting Members

Anne-Marie Carmoy, Ian Fraser, David Giuliano, Jim Jackson, Donald Koots, Stephen Mabee, Marion Pardy, Barbara Rafuse

##### Corresponding Members

Catherine Gaw, Janet McDonald, Wenh-In Ng

**Regrets:** Lynn Boothroyd, Peter Short, Jim Sinclair, Michelle Slater, George Takashima, Kent Ward, Bruce Gregersen, Carol Hancock

#### CONSTITUTING THE MEETING

The Very Reverend Dr. Marion Pardy, the Past Moderator, constituted the meeting with the following words followed by a prayer:

"In the Name of Jesus Christ, the head of the Church, and by the authority vested in me by the 37<sup>th</sup> General Council and the Sub-Executive of 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."

#### PROCEDURAL MOTIONS

##### Corresponding Members

**Motion: Jim Jackson/Barbara Rafuse**

**2005-09-01-266**

That Janet McDonald, Wenh-In Ng, and Catherine Gaw be made corresponding members for this meeting and that Terry Beaumont be the recording secretary for this meeting of the Sub-Executive.

**Carried**

##### Minutes of the Sub-Executive of the General Council – July 22, 2005

An error in the spelling of Anne Kline's name on page 292 in Appendix A was noted. "To meet timelines" was also removed from the General Council Minister, Racial and Gender Justice discussion on page 290.

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

**2005-09-01-267**

That the minutes of the Sub-Executive of the General Council for July 22, 2005 be adopted as corrected.

**Carried**

#### WINDSOR ELMS, UNITED CHURCH SENIOR CITIZENS' HOME

WHEREAS United Church Senior Citizens' Home, Windsor, Nova Scotia, known as Windsor Elms is a corporation under Appendix IV of The United Church Manual which operates a residential care facility for seniors in Windsor, Nova Scotia,

AND WHEREAS Windsor Elms intends to modernize and expand the existing facility in order to provide additional residential space and services and in order to comply with provincial Ministry of Health requirements,

AND WHEREAS Windsor Elms has requested and obtained the approval of the Maritime Conference, the Supervising Court for Windsor Elms to the request to increase the total indebtedness of Windsor Elms to \$1,500,000,

**Motion: Barbara Rafuse/Stephen Mabee**

**2005-09-01-268**

That the Sub-Executive of the General Council of The United Church of Canada give administrative approval to the request to increase Windsor Elms' total indebtedness to \$1,500,000 with the loan to be guaranteed by the Province of Nova Scotia.

**Carried**

**APPOINTMENT**

**Executive Minister, Financial Stewardship(Appendix A)**

**Motion: Stephen Mabee/Barbara Rafuse**

**2005-09-01-269**

That the Sub-Executive of the General Council appoint Bill Steadman to the position of Executive Minister, Financial Stewardship, exact date to be determined but expected to be about January 1, 2006.

**Carried**

**REDESIGN EVALUATION TASK GROUP (Appendix B)**

**Motion: Jim Jackson/David Giuliano**

**2005-09-01-270**

That the Sub-Executive of the General Council approve the following terms of references for the Redesign Evaluation Task Group.

**Carried**

**Terms of Reference  
Redesign Evaluation Task Group**

**Mandate**

1. The focus of the task group is to oversee the process to evaluate the redesign of the General Council Office staff model and the governance of the General Council and its Executive.  
The task group will prepare a baseline document for the evaluation by reviewing the following materials:
  - GC37 2000 - Background and recommendations for the redesign
  - Future Directions Report - June 2001
  - Revised Future Directions Report – November 2001
  - Report of the Listening Team – April 2002
  - Called to the Table – Commission Report – August 2002
  - Other relevant documents
2. The task group will comment on the ongoing implementation of the redesign to the Executive of the General Council annually (Spring 2006, Spring 2007, Spring 2008).
3. The task group will propose to the Executive of the General Council by the fall of 2006 the project plan for the comprehensive evaluation of the redesign to be completed by Fall 2008. The proposal for the evaluation of the redesign will include the criteria for evaluation, stakeholders, methodologies, work plan and resources required. The task group will oversee this project. The task group will bring the report of the evaluation to the Executive of the General Council for Fall 2008.

**Reporting Relationship**

The task group will report to each meeting of the Permanent Committee on Governance, Planning & Budgeting Processes and recommendations will be brought as a proposal to the Executive of the General Council.

**Task Group Membership**

There will be six members: one voting member of the Executive of the General Council and five members with skills and experience (collectively) in organizational development and change, governance, theological reflection, research and evaluation. Staff resource to this task group will be assigned by the General Secretary.

**Expectations**

This task group will meet three times per year for two day meetings (usually Friday and Saturday) in Toronto. Telephone conference calls and e-mail exchange is expected. The term of appointment is to December 2008. The first meeting of this task group is November 18-19, 2005 in Toronto.

**Budget**

Assigned annually in consultation with the Office of the General Secretary.

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Past Moderator, Marion Pardy

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Acting General Secretary, Ian Fraser

**Appendix A**

**Recommendation:** That the Sub-Executive of the General Council appoint Bill Steadman to the position of Executive Minister, Financial Stewardship, exact date to be determined but expected to be about January 1, 2006.

**Background:**

The incumbent to this position directs the work of the Financial Stewardship Unit which comprises primarily direct giving, planned giving, and the Mission and Service Fund. This person supervises three staff directly and ten staff indirectly, and reports to the General Council Minister, Resources for Mission and Ministry.

This position is presently vacant due to the retirement of Elsie Manley-Casimir and the subsequent completion of Gary Magarrell's interim appointment.

The vacancy was advertised on the General Council's web site, to all General Council staff, through the Conference offices and in the Globe and Mail.

The Sub-Executive (June 7, 2005) approved the composition of the selection committee being Anne Kline and Ted Alexander (Permanent Committee on Finance), Heather Leffler (Executive of the General Council), Ian Fraser (Supervisor), Jim King (Ministry and Employment Policies and Services) and Gary Magarrell (advisor).

The selection committee met on June 23, 2005, interviewed two candidates and decided to leave the competition open for further candidates. The committee met again on August 22, 2005, interviewed two candidates and recommended Bill Steadman subject to reference checks. 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 Council Minister, Resources for Mission and Ministry  
Date prepared: August 29, 2005.

## Appendix B

**Recommendation:** That the Sub-Executive of the General Council approve the following terms of references for the **Redesign Evaluation Task Group**

### Background to the recommendation:

In November 2001, the Executive of the General Council passed the following motion:

“That the Executive the General Council create an **Evaluation Project Team** to guide the ongoing evaluation of the redesign and carry out an evaluation by a future date to be determined by the Executive but not before five years from the April 2002. This group will clarify the goals and objectives of the redesign project with the former Directions Committee in order that these may be clear before any methodology is chosen. The Team will design an evaluative process that allows for an annual qualitative evaluation process, so that improvements, changes and adjustments can be made on an ongoing basis, with particular attention to how the work of theology, faith and ecumenism is carried out. After at least five years, an evaluation will be undertaken to reassess the entire project and examine such things as culture change, which will not be evident in the shorter term. As these assessments are undertaken, findings and recommendations will be reported to the Executive of the General Council.” (2001-11-02-0260).

The Permanent Committee on Governance, Planning and Budgeting Processes has assumed this role but without clarity of mandate. The Senior Leadership Team and the Permanent Committee on Governance, Planning and Budgeting Processes could use this group as a reference group. The Executive of the General Council in April 2005, authorized a process to establish this task group.

This recommendation was developed by:

- Martha ter Kuile - Permanent Committee on Governance, Planning & Budgeting Processes
- Mark Ferrier - Permanent Committee on Governance, Planning & Budgeting Processes
- Ian Fraser - General Council Minister, Resources for Mission and Ministry
- Janet McDonald - Manager, Committee Member Services

### Terms of Reference Redesign Evaluation Task Group

#### Mandate

1. The focus of the task group is to oversee the process to evaluate the redesign of the General Council Office staff model and the governance of the General Council and its Executive.
2. The task group will prepare a baseline document for the evaluation by reviewing the following materials:
  - GC37 2000 - Background and recommendations for the redesign
  - Future Directions Report - June 2001
  - Revised Future Directions Report – November 2001
  - Report of the Listening Team – April 2002
  - Called to the Table – Commission Report – August 2002
  - Other relevant documents
3. The task group will comment on the ongoing implementation of the redesign to the Executive of the General Council annually (Spring 2006, Spring 2007, Spring 2008).
4. The task group will propose to the Executive of the General Council by the fall of 2006 the project plan for the summative evaluation of the redesign (to be completed by Fall 2008). The proposal for the evaluation of the redesign will include the criteria for evaluation, stakeholders, methodologies,

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work plan and resources required. The task group will oversee this project. The task group will bring the report of the evaluation to the Executive of the General Council for Fall 2008.

### **Reporting Relationship**

The task group will report to each meeting of the Permanent Committee on Governance, Planning & Budgeting Processes and recommendations will be brought as a proposal to the Executive of the General Council.

### **Task Group Membership**

There will six members: one voting member of the Executive of the General Council and five members with skills and experience (collectively) in organizational development and change, governance, theological reflection, research and evaluation. Staff resource to this task group will be assigned by the General Secretary.

### **Expectations**

This task group will meet three times per year for two day meetings (usually Friday and Saturday) in Toronto. Telephone conference calls and e-mail exchange is expected. The first meeting of this task group is November 18-19, 2005 in Toronto.

### **Budget**

Assigned annually in consultation with the Office of the General Secretary.