

## **THE UNITED CHURCH OF CANADA**

### **MEETING OF THE EXECUTIVE OF THE GENERAL COUNCIL MINUTES May 4–7, 2007**

The Executive of the General Council of The United Church of Canada met from 9:00 a.m. on Friday, May 4 to 4:00 p.m. on Monday, May 7, 2007 at the Holiday Inn Select Toronto Airport, Toronto, Ontario. The Moderator, The Right Reverend David Giuliano, presided.

#### **ATTENDANCE**

##### **Voting Members**

Jim Blanchard, Lynn Boothroyd, Debra Bowman, Heather Burton, Anne-Marie Carmoy, Marion Carr, Shirley Cleave, Brian Cornelius, Cindy Désilets, Dwaine Dornan, Caryn Douglas, David Giuliano, Leah Halliday, Dorothy Hemingway, Fannie Hudson, Don Hunter, Linsell Hurd, Bruce Hutchinson, Amber Ing, Sheryl Johnson, Betty Kelly, Don Koots, Ted Kostecki, Heather Leffler, Mary-Beth Moriarity, Emmanuel Ofori, Scott Parsons, Paul Reed, Louise Rogers, Nora Sanders, Chuck Scott, Allan Seal, Allan Sinclair, Paul Stott, Martha ter Kuile, Stéphane Vermette, Barbara White, Sharon Willis-Whitwell.

##### **Corresponding Members**

David Allen, Bill Bartlett, Wendy Bulloch, Bob Campbell, Sandra Dunning, Bruce Faurschou, Ian Fraser, Catherine Gaw, Doug Goodwin, Bruce Gregersen, Carol Hancock, Jim Jackson, Cheryl Jourdain, Will Kunder, Rosemary Lambie, Sharon Larade, Gordon MacDermid, Lynn Maki, Janet McDonald, Fred Monteith, Michelle Slater, Kim Uyede-Kai, David Woodall.

##### **Regrets**

Lewis Coffman, Diane Dwarka, Aruna Gnanadason, Carmen Lansdowne, Teresa Moysey, Peter Short, Tarance Whiteye.

**Friday, May 4, 2007**

#### **CONSTITUTING OF THE EXECUTIVE**

The Moderator constituted the meeting with the following words:

"Au nom de Notre Seigneur, Jésus-Christ, seul chef souverain de l'Église, et par l'autorité qui m'a été conférée par le 39<sup>ième</sup> Conseil général, je déclare ouvert, par la présente, l'exécutif du Conseil général et ses travaux dans l'intérêt du Royaume de Dieu."

"In the Name of the Lord Jesus Christ the only Sovereign head of the Church, and by the authority vested in me by the 39<sup>th</sup> General Council, I hereby declare this meeting of the 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 the family from far and wide and reminded that the focus of this meeting is the priorities and where the General Council will expend its Spiritual energy and

resources. The Moderator thanked the members of the Priorities Task Group who planned the process for setting priorities at this meeting including worship.

## **PROCEDURAL MOTIONS**

### **Corresponding Members**

**Motion: Nora Sanders/Debra Bowman**

**2007-05-04-113**

That the additional corresponding member for this meeting be: Jim Jackson.

### **Resource Persons**

That Resource Persons for this meeting be Executive Ministers and Officers, and Joan Wyatt (Redesign Evaluation Task Group), Richard Chambers, Steve Willey, Linda Begley, Charlie Black (Pension Board), Pat Lawson-Paul, Keith Howard, Aaron MacCarroll-Gallegos, Mike Milne, David Wilson, David Fines, Diane Bosman, Mary-Frances Denis, and Kate Rodd.

### **Administrative Staff**

That the administrative staff for this meeting be Maggie Barbosa, Terry Beaumont, Robin Chen, Sarah Cooper, Leila De Castro, Merjean Enriquez, Susan Fortner, Joan MacGillivray, and Debbie Siertsema, and that the minute secretary for this meeting be Joan MacGillivray.

### **Reference and Counsel**

That the following persons be the Reference and Counsel Committee for this meeting of the Executive of the General Council: Dorothy Hemingway, Brian Cornelius, and Mary-Beth Moriarity.

### **Friend in Court**

That the Friend in Court for this meeting of the Executive of the General Council be Lynn Boothroyd.

### **Agenda**

That the Executive of the General Council adopt, as circulated, the agenda for this meeting of the Executive of the General Council and that changes to the agenda, which may be necessary as the meeting evolves, be made on the recommendation of the Business Table.

### **Approval of Minutes of the Executive of the General Council**

That the Executive of the General Council approve the minutes of the Executive of the General Council meeting held on November 16–20, 2006.

### **Receiving Minutes of the Sub-Executive of the General Council**

That the Executive of the General Council receive, for information, the minutes of the meetings of the Sub-Executive of the General Council held December 7 and 14, 2006 and February 6, 2007.

### **Business Assigned to Sessional Committees**

That the Executive of the General Council assign correspondence, reports, and proposals to Sessional Committees as reported in the Workbook and

That the Executive of the General Council assign additional reports as follows:

Blue Sessional Committee

- Nominations Committee Report (GCE 5)
- Public Statements or Policies regarding Palestine-Israel (GCE 3)

### **Carried**

The Moderator gave regrets from those unable to attend the meeting and noted the late arrivals and those who will leave early or for part of the meeting. He welcomed Bruce Harding and Lloyd MacLean and thanked them for leading the music throughout this meeting.

The Moderator welcomed Amber Ing to her first meeting of the Executive and welcomed Nora Sanders to her first Executive as the General Secretary, General Council.

### **Worship**

Allan Seal led opening worship with members of the Priorities Task Group and members of the Executive.

### **Priorities Process I**

Heather Burton and Bruce Hutchinson introduced the members of the Priorities Task Group: Heather Burton, David Giuliano, Bruce Hutchinson, Don Koots, Paul Reed, Nora Sanders, Allan Seal, and Barb White and the work they were asked to do. As a result of this work, the Task Group recommends:

- That the Executive set the broad priorities and not review and prioritize individual work plans
- That the General Secretary, General Council take the results of the priority setting process at this meeting and use them in recommending a work plan and budget to the June 21–23 meeting of the Executive of the General Council.

The proposed process was reviewed including the use of the Kerygma Café and knee groups in 4 sessions with the final session to provide direction to the General Secretary, General Council in preparing a work plan and budget.

In the first session, the Executive was asked:

- What headline would you write for The United Church of Canada today and going forward?

Some of the headlines were read and all were posted on the Message Board.

### **Governance Evaluation**

Paul Reed reviewed the processes used to do the work of the church including the role of the parliamentarian, the parliamentary process, and the use of proposals.

### **Moderator's Report**

Don Koots, Alberta and Northwest Conference elected member, assumed the chair for the Moderator's Report.

The Moderator gave his accountability report to the Executive and shared news about his health and his upcoming surgery. He asked for the prayers and patience of the Executive over the next few months.

The Moderator talked about imagining church, listening at the fringes, priorities and imagining how to work differently. He highlighted some of his travels including listening to First Nations communities, the excitement of youth and young adults, and the Spirituality of men and boys.

Don Koots led a prayer of thanksgiving for the Moderator.

The Moderator returned to the chair.

### **General Secretary's Report**

Nora Sanders, General Secretary, General Council, reviewed her experiences as General Secretary to date including the fun of working in a faith community where they intentionally talk about faith.

The General Secretary noted the unique structure of the Permanent Committee on Programs for Mission and Ministry and the questions raised at the last meeting. She noted the concerns were heard and that work is continuing. She noted the correspondence received regarding designated lay ministries and that staff are aware of the questions. Also noted were the processes of the church in action which are still being worked on.

The Moderator thanked Nora for her report and transition as she moved into the position of General Secretary, General Council.

### **Common Groups**

Nineteen groups with something in 'common' (e.g. a Conference group consisting of a Conferences' lay and ministry personnel representatives and the Executive Secretary/Speaker) met and shared back throughout the meeting in 2 minute news flashes: Good news for the Executive to know. (These are collected in Appendix A.)

### **Emerging Spirit**

Keith Howard gave an update on Emerging Spirit. He talked about the right team being in place and their accomplishments including the research, advertising strategy, network, presenters, training events, and resources.

He noted that they are now into the fifth month of the advertising phase with a French version of the WonderCafe.ca being launched this fall. They are also developing new magazine ads, viral videos and looking at on line advertising.

### **Permanent Committee on Finance Report**

Don Hunter, chairperson, presented the report from the Permanent Committee. He noted that the United Church is presently in good financial shape but expressed concern for the future with the reliance on the reserves to fund current operations.

He reviewed ideas for creating a larger trust and endowment fund base and asked for written responses to the following questions:

- what appeals about this idea,
- what concerns do you have,
- what spend money on.

The results will be reported back later in the meeting.

### **Permanent Committee on Programs for Mission and Ministry Report**

Jim Jackson, committee member, presented the report of the Permanent Committee including a presentation on the background, process, and financial implications of the proposal to merge the Support to Local Ministries and Faith Formation and Education Units. The second presentation was on the United for Peace Campaign which calls the church to be involved in peace building.

### **Theological Reflection**

The Moderator read from John 3 and asked table groups the following questions:

- What time of day is it in The United Church of Canada?
- What must we do to see the realm of God?
- What might it mean for us to be born again?

The Executive was invited to the launch of *More Voices* at Islington United Church.

## **Saturday, May 5, 2007**

### **Worship**

Heather Burton led morning worship.

### **Priorities Process II**

Barbara White introduced a priority setting exercise related to five themes from the Call to Purpose. Individually and in two separate groups of four, the Executive began the process to identify constituencies that they may want to consider for more attention during the triennium.

### **Permanent Committee on Ministry and Employment Policies and Services**

Jim Blanchard, chairperson, highlighted the Permanent Committee's report and the ongoing work being carried out by staff included in the General Secretary's Report. He noted that the cost of living adjustment for 2008 will be 2% as determined by policy.

He raised a concern about the number of people on long term disability as a result of physical disorders. With an average age of 52 for ministry personnel, there are more disabilities that are physical. Also of concern is the implications on the pension plan and replacement personnel as these people reach retirement age. The Permanent Committee is doing additional work on this.

Jim expressed appreciation to the staff for the support given to him and to the Permanent Committee.

### **Permanent Committee on Governance, Planning and Budgeting Processes**

Martha ter Kuile, chairperson, reviewed the work of the Permanent Committee working with rules so that the work is done with transparency, coherence, consistency, and pragmatism. She

thanked the nine Committees of the Executive for reviewing and ensuring their terms of references are up to date and to the sub group that reviewed these terms of reference. Martha expressed appreciation to the members of the Permanent Committee and to the staff who offered their support.

### **Israel/Palestine Delegation**

The General Secretary, Allan Seal, and Omega Bula gave their personal reflections on their trip to Israel and Palestine with the Moderator, Jeanette Liberty Dunn, and Wendy Gichuru. The General Secretary showed pictures and talked about the different levels and imagery of the Biblical times and of the living stones of today including many views of the wall which has brought division, hardship, and safety. Allan Seal talked about the realization of how small the area is and the visible demonstration, with different coloured license plates, of profiling to keep certain people out of some areas and roads. Omega Bula shared a poem and talked about the struggles to enable all to journey together.

The Moderator gave an opportunity for questions and comments and thanked all who were on the journey and asked that we hold brothers and sisters of all faiths in prayer.

### **Theological Reflection**

The Moderator invited table groups, in light of the Israel and Palestine presentation, to reflect on:

- Think of a Bible story that might shed some light on our consideration of the situation today in Israel and Palestine.
- How do we express, acknowledge, and respect strong differing views, based on faith, within our Church?
- When we try to achieve balance or fairness when addressing injustices, what are we trying to balance? How is this informed by our faith?

### **Sessional Committees**

The Executive met in three Sessional Committees with the work as assigned.

#### **Blue Sessional Committee**

- Emerging Spirit Report to the General Secretary
- Gender Justice Advisory Committee Report
- Racial Justice Advisory Committee Report
- Residential Schools Steering Committee Report
- World Council of Churches Report
- Proposal GS 34 - Aboriginal Ministries Steering Task Group Request to extend timeline for final report
- Proposal PMM 7 - Accreditation of the Educational Centres
- Proposal PMM 8 - Proposal to Merge Units—SLM and FFE
- Proposal PMM 9 - United for Peace Implementation Plan: Budget Formula and Grant Criteria
- Proposal PMM 10 - Protocol for visits with global partners
- Proposal PMM 11 - Proposal for United Church Of Canada Engagement In “Towards 2010: Mission For The 21st Century” Study And Dialogue Process
- Proposal GCE 3 - Public Statements or Policies regarding Palestine-Israel
- Proposal GCE 5 - Nominations Report

### **Red Sessional Committee**

- Accountability Report of the Moderator
- Moderator’s Advisory Committee Report
- Task Group on Funding the Work of the Church Report
- Task Group of General Council Grant to Conferences Report
- Pension Board Report
- Accountability Report of the General Secretary
- Foundation Report to the General Secretary
- Pastoral Charge Payroll Service Project to the General Secretary
- Staff Council Report to the General Secretary
- General Secretary’s Supervision Committee Report
- Proposal FIN 2 - New Church Development—A Trial Programme
- Proposal FIN 3 - 2008 Budget
- Proposal FIN 4 - Gift Planning Policy
- Proposal GS 37 - Leadership Outcomes Framework
- Proposal GS 38 - Terms of Reference for the Task Group on Educational Institutions
- Proposal MEPS 7 - Requirement to Reimburse “Top Up” Benefits

### **Green Sessional Committee**

- Correspondence from the Executive of Saskatchewan Conference re: New Sexual Abuse Policy (CORR 6)
- Correspondence from St. John’s United Church, Middleton, Nova Scotia re: Emerging Spirit Ad Campaign (CORR 7)
- Correspondence from Chinook Presbytery, Saskatchewan Conference re: 2007 Mandatory Continuing Education Allowance (CORR 8)
- Correspondence from the Executive of Saskatchewan Conference re: Living the Welcome Participant Fees (CORR 9)
- Correspondence from the Executive of Manitou Conference re: The Manitou Art Collection (CORR 10)
- Accountability Report - PC Finance
- Accountability Report - PC Governance, Planning & Budgeting Processes
- Accountability Report - PC Ministry and Employment Policies and Services
- Accountability Report - PC Programs for Mission and Ministry
- General Council Agenda & Planning Committee Report
- Proposal GPBP 4 - Terms of Reference for Committees and Task Groups of the Executive of the General Council
- Proposal GPBP 5 - Accountability Reports
- Proposal GPBP 6 - Process for Naming Executive of the General Council Members to Delegations to Global Partners
- Proposal GPBP 7 - Exemptions to the Guiding Principles, Practices and Processes for members of committees and task groups
- Proposal GS 35 - The United Church of Canada Archival Network Review Report
- Proposal GS 36 - Archives Agreement, The United Church of Canada/Victoria University
- Proposal GS 39 - Redesign Evaluation Task Group Work Plan

**Sunday, May 6, 2007****Worship**

Sunday Worship with Communion was led by the Barbara White and Don Koots. The Moderator presided at Communion.

**Priorities Process III**

Paul Reed gave feedback and an update on the priorities setting process to date.

The Executive reflected individually and in knee groups on the following:

- What do you think the church should look like in 25 years?
- Name 5 things that we must do now (this triennium) to get there.

**39th General Council 2006 Agenda & Planning**

Debra Bowman reflected on the 39th General Council 2006 goal to identify a broad direction for The United Church of Canada through discernment. She reviewed the recommendations from the report and noted that we will have to wait to see if the work done gives enough direction to the church. She noted that Call to Purpose and Kerygma Café are being used throughout the whole church.

Table groups reflected on the conundrums and recommendations from the report with the following questions:

- What response might you offer to the fact that what we want to do costs more time and money than we want to spend?
- What is most precious, and what might we be able to release?

**In Memoriam Gifts**

The Executive of the General Council gratefully acknowledged the following members of our Church family who left bequest gifts, annuity residues and insurance proceeds to The United Church of Canada November 2006–March 2007.

**Mission and Service**

K. Joyce Alexander

Ruth Marie Allen

Jean Elizabeth Black

Eileen Brennan

Maude Buckley

Fred B. Conron

Donald Campbell Crerar

Doris Hastings Evans

Len Frampton

Annie L. Geizer

Doug Gilmour

Alan Harley

Marion I. Laing

Margaret Norine Lauder

Garth Legge

Phyllis Madeline MacLeod

William Stuart MacLeod

Doreen Mann

Muriel McCuaig

Dorothy M. McCutcheon

Evelyn McKean

Donald Beattie MacLeod

Gwendolyn Marie

McMullen

Harold Miller

Mary D. Phillips

Ethel Simpson

Evelyn Sims

Homer Smith

Eric Sweatman

Isabelle Telford

Jessie Watson

Viola M. Wilson

**The United Church of Canada**

Bertha Elizabeth Birce

Orville Lee Drummond

Harold Moddle

Isabel M. Robinson

Doris Swindells Taylor

Lillian Romona Undergood

Williams

Dorothy Evelyn Willmot

Florence Wilson

**Pension Fund**

Lucille Victoria Crowe

Grace Bernice Turner

### **Green Sessional Committee Report**

Dwaine Dornan and Scott Parsons reported on the work of the Sessional Committee. They noted that the material was well prepared and was one of the reasons they were able to finish first.

### **Omnibus Motion**

#### **Accountability Reports**

#### **Motion: Dwaine Dornan/Lynn Boothroyd**

**2007-05-04-114**

That the Executive of the General Council receive for information the accountability reports for the four Permanent Committees (Permanent Committee on Finance, Permanent Committee on Ministry and Employment Policies and Services, Permanent Committee on Programs for Mission and Ministry, Permanent Committee on Governance, Planning and Budgeting Processes) with the following editorial change:

In the Permanent Committee Report on Programs for Mission and Ministry, on Page PMM 1 item 3, line 2, insert “proposed” before “Task Group.”

**Carried**

#### **Revisions for Appeal Process to Accreditation Decisions (Appendix A of the Permanent Committee on Programs for Mission and Ministry)**

#### **Motion: Dwaine Dornan/Dorothy Hemingway**

**2007-05-04-115**

That the Executive of the General Council refer to the General Secretary, General Council the following:

- a. Confirm whether or not authority has been delegated to the Permanent Committee on Programs for Mission and Ministry
- b. Revisit dual responsibility between Conferences and Permanent Committee on Programs for Mission and Ministry
- c. Revisions for Appeal Process to Accreditation Decisions. See Appendix B.

**Carried**

It was noted that no decision was made regarding the specifics of the National Continuing Education Program: United in Learning found as Appendix B in the accountability report of the Permanent Committee on Programs for Mission and Ministry as there was no proposal.

#### **Correspondence—Executive of Saskatchewan Conference—New Sexual Abuse Policy (CORR 6)**

#### **Motion: Scott Parsons/Anne-Marie Carmoy**

**2007-05-04-116**

That the Executive of the General Council receive the correspondence from the Executive of Saskatchewan Conference re: New Sexual Abuse Policy and direct the General Secretary, General Council to correspond acknowledging the receipt and that the concern has been directed to the Project Team.

**Carried**

#### **Correspondence—St. John’s United Church, Middleton, Nova Scotia—Emerging Spirit Ad Campaign (CORR 7)**

**Motion: Scott Parsons/Cindy Désilets** **2007-05-04-117**

That the Executive of the General Council receive the correspondence from St. John's United Church, Middleton, Nova Scotia re: Emerging Spirit Ad Campaign and to direct the General Secretary, General Council to respond to the letter indicating that it has been received and their concern has been heard by the Executive of the General Council.

**Carried**

**Correspondence—Chinook Presbytery, Saskatchewan Conference—2007 Mandatory Continuing Education Allowance (CORR 8)****Motion: Scott Parsons/Dwaine Dornan** **2007-05-04-118**

That the Executive of the General Council receive the correspondence from Chinook Presbytery, Saskatchewan Conference re: 2007 Mandatory Continuing Education Allowance.

**Carried**

**Correspondence—Executive of Saskatchewan Conference—Living the Welcome Participant Fees (CORR 9)****Motion: Scott Parsons/Cindy Désilets** **2007-05-04-119**

That the Executive of the General Council receive the correspondence from the Executive of Saskatchewan Conference re: Living the Welcome Participant Fees.

**Carried**

**Correspondence—Executive of Manitou Conference—The Manitou Art Collection (CORR 10)****Motion: Scott Parsons/Lynn Boothroyd** **2007-05-04-120**

That the Executive of the General Council receive correspondence from the Executive of Manitou Conference re: The Manitou Art Collection and direct the General Secretary, General Council to review the letter for learnings and to correspond acknowledging their pain and to express our appreciation of the grace in which this letter has been written.

**Carried**

**Evaluation of the 39th General Council 2006 Report (report distributed at the meeting on May 4, 2007) (GCE 27-35)****Motion: Scott Parsons/Paul Reed** **2007-05-04-121**

That the Executive of the General Council receive the Evaluation of the 39th General Council 2006 Report for information and refer it to the Permanent Committee on Governance, Planning and Budgeting Processes.

**Carried**

**Terms of Reference for Committees and Task Groups of the Executive of the General Council (GPBP 4)****Motion: Dwaine Dornan/Don Hunter** **2007-05-04-122**

That the Executive of the General Council :

1. Receive the "Terms of Reference Review for Committees and Task Groups of the Executive of the General Council" Report for information.
2. Approve the terms of reference for the following committees and task groups (See Appendix C):

- Permanent Committee on Finance
  - Permanent Committee on Governance, Planning & Budgeting Processes
  - Permanent Committee on Ministry and Employment Policies and Services
  - Permanent Committee on Programs for Mission and Ministry (and with the change in the Specific Responsibilities section, last paragraph, last sentence – change “all” to “appropriate”)
  - Racial Justice Advisory Committee
  - Gender Justice Advisory Committee
  - General Council Agenda and Planning Committee
  - Residential Schools Steering Committee
3. Refer to the Permanent Committee on Governance, Budgeting, and Planning Processes the items recommended for further review in the Report Terms of Reference Review for Committees and Task Groups of the Executive of the General Council:
- Names of Permanent Committees
  - Mandates of Permanent Committees
  - Reporting and advising relationships of the Gender Justice Advisory Committee and the Racial Justice Advisory Committee.

**Carried**

**Accountability Reports (GPBP 5)**

**Motion: Scott Parsons/Cindy Désilets**

**2007-05-04-123**

That the Executive of the General Council:

1. Receive written Accountability Reports for the purpose of obtaining an overview of the responsibilities and actions of the Permanent Committees, the Office of the General Secretary and the Office of the Moderator at each of its regular meetings;

And that the reports normally be completed and presented by each of the Chairs of the Permanent Committees, the General Secretary and the Moderator.

And that the reports be directed to a sessional committee for discussion and any questions arising from the report would be addressed with a proposal as needed including to “receive the report for information”

2. And that the Accountability Reports:
- of the Moderator be a report of the Office of the Moderator;
  - of the General Secretary be a report of the Office of the General Secretary and that it include an overview of the work of the Senior Leadership Team;
  - of the Permanent Committee Chairs include an overview of the work of the Committee and any Committees or task groups accountable to the Permanent Committee or through it to the Executive of the General Council;
3. And further, the accountability reports be clearly identified with Title and Origin and that the body of the report include but not be limited to, as appropriate:
- a. the work is set in the context of the “Call to Purpose”;
  - b. progress of assigned work in general;

- c. highlights of “most important” or “major” work assigned (what are the impacts and/or results);
- d. trend data where applicable;
- e. statement on the general health of the human and asset resources of the church with regard to the working units, or, committees and task groups and the regional components be defined both geographically and culturally;
- f. any other report(s) specifically requested;
- g. analysis of ongoing work:
  - that leads to, or may lead to, significant actions or proposals;
  - that is significant to the governance and oversight functions of the Executive; or,
  - that significantly impacts upon the judgment regarding the efficiency and effectiveness of the Church by others;
- h. forward-looking information regarding significant demands, risks, uncertainties, events, conditions, and trends;
- i. items outside of the current mandate requiring action; and
- j. related proposals for action be assigned to sessional committees.

(The Executive of the General Council recommends the above guidelines for all accountability reports within the church.)

**Carried**

### **Process for Naming Executive of the General Council Members to Delegations to Global Partners (GPBP 6)**

**Motion: Scott Parsons/Stéphane Vermette**

**2007-05-04-124**

That the Executive of the General Council adopt the following process for appointing members of the Executive as participants in delegations to visit global partners:

1. The organizers of the delegation will inform the General Secretary, General Council of the opportunity for a member of the Executive of the General Council to participate as a member of the delegation, providing information on the purpose of the delegation, the expectations and time commitment of members, and the names and roles of the other delegation members.
2. In consultation with delegation organizers and current protocols for visits to global partners, the General Secretary will outline criteria of eligibility and preference for the Executive of the General Council representative(s) on the delegation, taking into consideration the needs and purpose of the delegation and the diversity of the United Church’s representatives.
3. a) An invitation to serve on the delegation, or to nominate others to serve, will be communicated by the Office of Committee Member Services to all voting members of the Executive of the General Council. The Nominations committee will discern and recommend to the Executive representatives from among the interested and willing members.  
 b) If there is insufficient time for an Executive of the General Council-wide invitation to be issued, the Moderator may, in consultation with the General Secretary, General Council, extend an invitation to any suitable member(s) of the Executive of the General Council, and recommend the name(s) to the Executive or Sub-Executive for appointment.

**Carried**

**Exemptions to the Guiding Principles, Practices and Processes for members of committees and task groups (GPBP 7)**

**Motion: Scott Parsons/Cindy Désilets**

**2007-05-04-125**

The Executive of the General Council make the following revision to policy 2004-04-23-115:

“...and that the “Guiding Principles, Practices and Processes” be used for all committees or task groups (not only governance level committees/task groups), ~~unless a case is made by the appropriate Executive Minister to the Senior Leadership Team through the appropriate General Council Minister that the process not be employed on the grounds of time, scope and/or expertise of the committee or task group. In any event, even if this process is not used, the selection process should accord with the principles of the nomination process.~~”

If a committee/task group or position on a committee/task group requires an exemption to the standard practices and processes for the recruitment, selection or appointment of members,

- a) on the grounds of scope and/or expertise, or
- b) on the grounds that the standard practice will not enable the appointment to occur within the necessary timeframe,

and an alternative process has not been previously mandated by the Executive, a case may be made by the committee/task group to the General Secretary to authorize an adapted recruitment, selection and/or appointment process which will reflect the principles for elected and appointed members.

The General Secretary will consult with the chairperson of the parent committee and the chairperson of the Nominations Committee and report any approved exemptions to the Executive of the General Council and to Committee Member Services. Adapted processes which will be recurring will be recorded in the committee’s/task group’s terms of reference.

**Carried**

**The United Church of Canada Archival Network Review Report (GS 35)**

**Motion: Scott Parsons/Leah Halliday**

**2007-05-04-126**

That the Executive of the General Council:

1. Receive “The United Church of Canada, Archival Network Review” Report for information;
2. Commend the Archival Network Review Final Report (2006) to the General Secretary, General Council for implementation consistent with the priorities established by the Executive of the General Council.

**Carried**

**Archives Agreement, The United Church of Canada/Victoria University (GS 36)**

**Motion: Scott Parsons/Leah Halliday**

**2007-05-04-127**

The Executive of the General Council directs that the agreement between The United Church of Canada and Victoria University dated December 1, 1990 and revised on September 1, 1993 to govern the operation of the joint archives be dissolved effective April 30, 2008.

**Carried**

Paul Stott requested that his negative vote be recorded.

**Redesign Evaluation Task Group Work Plan (GS 39)****Motion: Scott Parsons/Stéphane Vermette****2007-05-04-128**

That the Executive of the General Council:

1. Receive the proposed work plan for the redesign evaluation (Appendix H);
2. Designate 90 minutes for focus groups at the November 2007 meeting of the Executive.
3. Designate up to \$50,000 for the research in 2007 and 2008. (\$25,000 was designated for 2007 from the Project Fund).

**Carried**

Ted Kostecki thanked the Green Sessional Committee for their work.

**Blue Sessional Committee Report**

Ted Kostecki and Paul Stott reported on the work of the Blue Sessional Committee.

**Omnibus Motion—Reports****Motion: Ted Kostecki/Louise Rogers****2007-05-04-129**

That the Executive of the General Council receive for information the Emerging Spirit Report, the Gender Justice Advisory Committee Report, the Racial Justice Advisory Committee Report, the Residential Schools Steering Committee Report, and the World Council of Churches Report.

**Carried****Aboriginal Ministries Steering Task Group Request to extend timeline for final report (GS 34)****Motion: Ted Kostecki/Heather Burton****2007-05-04-130**

That the Executive of the General Council

1. Receive the “Aboriginal Ministries Steering Task Group Report to the General Secretary” for information;
2. Extend the timeline for the work of the Task Group to the fall of 2008 (November) at which time the final report will be presented to the Executive of the General Council
3. Direct the General Secretary, General Council, to assign budget for the work of the Task Group.

**Carried****Accreditation of the Educational Centres (PMM 7)****Motion: Ted Kostecki/Fannie Hudson****2007-05-04-131**

That the Executive of the General Council accredit Naramata Centre, PCTC-Calling Lakes Centre, and Tatamagouche Centre as Education Centres of The United Church of Canada.

**Carried****United for Peace Implementation Plan: Budget Formula and Grant Criteria (PMM 9)****Motion: Ted Kostecki/Louise Rogers****2007-05-04-132**

That the Executive of the General Council receive for information the United for Peace Campaign Implementation Report recognizing that authority to implement has been given to the General Secretary, General Council, at the November 2006 meeting of the Executive of the General Council.

**Carried**

### **Public Statements or Policies regarding Palestine-Israel (GCE 3)**

The Sessional Committee had a lengthy discussion on this proposal and noted that there is a policy on making public statements and policies on statements regarding Palestine and Israel.

**Motion: Ted Kostecki/Heather Burton**

**2007-05-04-133**

That the Executive of the General Council take no action on Public Statements or Policies regarding Palestine (GCE 3).

**Carried**

### **Proposal to Merge Units—Support to Local Ministries and Faith Formation and Education (PMM 8)**

**Motion: Paul Stott/ Sharon Willis-Whitwell**

**2007-05-04-134**

That the Executive of the General Council

1. Receive the “Proposal to Merge Units-Support to Local Ministries and Faith Formation and Education” Report for information;
2. Merge the Faith Formation and Education Unit and the Support to Local Ministries Unit into one unit;
3. That the unit be named the Congregational, Educational, and Community Ministries Unit (CECM);
4. That the mandate of the unit be as follows:

### **Foundational Statements**

The unit understands its call and mandate as follows:

#### **Purpose**

The Congregational, Educational, and Community Ministries Unit—elected members and staff in covenant partnership sharing in the ministry of Jesus Christ—is a program unit of the General Council, seeking to contribute to the unity and wholeness of the church, so that the church as a learning community called by God may live into the indigenous and intercultural vision it embraces and strengthen the church’s participation in God’s work of healing and mending creation.

[39th General Council 2006 “Call to Purpose” *We long to embody what we say we believe, to be The United Church of Canada, for our communities, for the world, and for creation.*]

#### **Mission**

The Congregational, Educational, and Community Ministries Unit listens, reflects, discerns, gathers up, and offers resources, knowledge, strategies, policies, **to strengthen and hearten the Body of Christ:** gifted people, people of faith, all ages, lifelong learners, representative of Canada’s rich cultural and social diversity, responding as church to participate in God’s mission.

[39th General Council 2006 “Call to Purpose” *We long for deeper connections with one another. We remember that we encounter Christ in each other.... In our conversations and decision making we will be mindful of our commitment to interculturalism. We want to honour children and youth as a vital part of the church’s present, as well as the promise of the future. All these connections strengthen us to live in our faith and to work for justice and peace as the Body of Christ.*]

## Goals

- **Development of Congregations and Ministries**  
to foster the health and multi-dimensional growth of congregations and varied community ministries of the United Church—birthing, re-birthing, evolving—in order to strengthen the United Church presence for ministry throughout the nation and beyond
- **Faith Formation**  
to welcome and celebrate the thirst for relationship with God by cultivating collective worship and personal spirituality, nurturing faith, and enhancing the ability of all United Church members and adherents as lifelong learners to express their faith and participate faithfully in God’s mission—“the ministry of all”
- **Learning Community**  
to encourage and resource the whole church as a “community of learning” committed to cultivating a culture of ongoing faith formation and learning for participation in God’s mission
- **Leadership Development**  
to call forth and equip members and adherents—lay and ordered, paid and “volunteer,” young and older—gifted for leadership in the ministries of the church
- **Ordered Ministry Formation**  
to articulate for *testamur*-granting schools/programs the church’s needs in relation to formation for ordained and diaconal ministries
- **Stewardship**  
to promote faithful stewardship of God’s gifts and resources for mission by cultivating generosity and accountability, by fostering safe United Church ministry settings, and by making strategic financial investments in congregations, educational centres/schools, and community ministries
- **Educational Organizational Partnership**  
to strengthen partnership relationships with all United Church educational centres/schools offering varied learning opportunities and programs to deepen and equip the ministry of all

## Culture

Unit staff members are committed to modelling in their work and relationship the values and practices they promote for congregational, educational, and community ministries. The work to define the “culture” of the new unit continues and will be ongoing and evolutionary.

5. And that the Executive of the General Council direct the General Secretary, General Council, to implement the new unit structure.

## Carried

Discussion took place on establishing Unit-Wide Committees and it was noted that establishing Unit-Wide Committees is the responsibility of the General Secretary, General Council. Martha ter Kuile agreed to take the concerns raised to the next meeting of the Permanent Committee on Governance, Planning and Budgeting Processes including how the work of Unit-Wide Committees relates to the units and to the Permanent Committees and why these committees are not the same as every other committee.

**Protocol for visits with global partners (PMM 10)**

**Motion: Paul Stott/ Sheryl Johnson**

**2007-05-04-135**

That the Executive of the General Council approve the “Protocol for visits with global partners”. (See Appendix D).

**Carried**

**The United Church Of Canada Engagement In “Towards 2010: Mission For The 21<sup>st</sup> Century” Study And Dialogue Process (PMM 11)**

**Motion: Paul Stott/Shirley Cleave**

**2007-05-04-136**

That the Executive of the General Council:

1. Request the General Secretary, General Council, to ensure the participation of The United Church of Canada in contributing to the "Towards 2010" process, and that this be understood as an integrative process for reflection on The United Church of Canada vision and mission and mutual sharing of insights with the wider church; and
2. Direct the Permanent Committee on Programs for Mission and Ministry, to seek avenues for collaboration with other denominations and faith groups in Canada in the "Towards 2010" process.

**Carried**

**Nominations Committee (GCE 5)**

Louise Rogers declared an interest and abstained from voting on this motion.

**Motion: Paul Stott/ Linsell Hurd**

**2007-05-04-137**

That the Executive of the General Council receive the Nominations Report and appoint the following people to the committees and task groups or as representatives of The United Church of Canada (with the stated terms):

**GC - Theology and Faith Committee (GC40, August 2009)**

- Eloi Gunn (OM LON)

**GC - Judicial Committee – Chairperson**

- Margaret Bain (OM HAM)

**GCE - Task Group to Review the Mandates of the Committees of the General Council (August 2009)**

- Rick Magie (OM BQ)
- Gordon Staples (L TOR)
- Jim Hatt (SA LON)
- John Burton (OM BC)

**GCE - Task Group to Review the Number of Commissioners (August 2009)**

- John Hurst (L HAM)
- Terence McKague (L SASK)
- Catherine Stewart Savage (L HAM)
- John Young (OM BQ)

**GCE - Task Group on General Council Accommodation (August 2009)**

- Kent Ward (OM TOR)

**GCE – Pension Board (June 2010)**

- Glen Elliot (L HAM)

**Re-appointment (June 2010)**

- Charles Black, chair (L HAM)
- Paul Batho (L TOR)
- Gordon Hall (L TOR)
- Nancy Key (L MAR)
- William Tynkaluk (L TOR)

**PB – Pension Plan Advisory Committee (June 2010)**

- Marilyn Johnston (L HAM)

**PB – Investment Committee, Specialist (June 2010)**, as recommended by the Pension Board with authority delegated by the Nominations Committee

- Andy Moysiuk (L)

**PC-PMM – Ethnic Ministries Unit-Wide Committee (June 2010)**

- Ha Na Park (L BC)
- Hannah Lee (L TOR)

**PC-PMM – Justice, Global and Ecumenical Relations Unit-Wide Committee****Re-appointment (June 2010)**

- Marion Davis (OM N&L)
- Dave McColl (L BQ)

**PC-PMM – Worship and Liturgy Advisory Committee (June 2010)**

- Michael Wilson (OM MNWO)
- Gordon Sonmor (L SASK)
- Thierry Delay (OM M&O)
- Amy Lee (OM TOR)

**Re-appointment (June 2008)**

- Joan McMurtry, chairperson (OM BC)

**Re-appointment (June 2010)**

- Inez Penney (L N&L)
- Jane Graham (L LON)
- Sue Browning (DM LON)

**PC-PMM – Duty of Care Program Advisory Committee (June 2010)**

- Jocelyn Rogers (L ANW)

**PC-PMM – The McGeachy Scholarship Committee (June 2010)**

- John Mathew (OM Mtu)
- Paul Stott (L TOR)

**PC-PMM – Partnership Review Task Group (August 2009)**

- Georgina Fitzgerald (OM M&O)
- Mary Gunson (L MNWO)
- Elizabeth Stevenson (OM MAR)
- John Oh (L HAM)

**JGER – Global Partnership Advisory Committee (June 2010)**

- Tiina Cote (SA HAM), Caribbean and Latin America
- Vicki Obedkoff (OM TOR), Middle East
- Bill Phipps (OM ANW), Middle East

**JGER – Representative of The United Church of Canada to KAIROS-Global Economic Justice (June 2010)**

- Clint Mooney (OM ANW)

**JGER – Global Mission Personnel Committee**

**Re-appointment (June 2010)**

- Elaine Smith (OM BQ)
- Ken Torbert (L SASK)

**JGER – Interchurch and Interfaith Committee**

**Re-appointment (June 2008)**

- Bryce Hodder (L N&L)
- Ellie Hummel (OM M&O)

**Re-appointment (June 2010)**

- John Haas, chairperson (OM SASK)
- John Mathew (OM MTU)
- Scott MacAuley (OM MNWO)
- Paul Younger (L TOR)
- Laurelle Callaghan (OM ANW)

**ICIF – Representative of The United Church of Canada to the Roman Catholic-United Church Dialogue (June 2010)**

- Allan Seal (L ANW)
- David Lee (L M&O)
- Gai Burns (OM BC)

**ICIF – Representative of The United Church of Canada to the Anglican Church-United Church Dialogue (June 2010)**

- Russel Burns (L ANC)

**Carried (Louise Rogers abstained)****Motion: Paul Stott/Linsell Hurd****2007-05-04-138**

That the Executive of the General Council receive for information the appointment of the following people to committees and task groups (with the stated terms)

**GC – Transfer Committee, Chairperson** as named by the Transfer Committee

- Bill Ford (OM N&L)

**RSSC – Task Group on Leadership Training in Aboriginal Communities (June 2008)**, as named by the represented organizations

- Jim Angus (L BC) – Vancouver School of Theology Native Ministries Consortium
- Lee Claus (OM HAM) – Francis Sandy Training Centre
- Mary Hannaburg (L M&O) – Ontario & Quebec, Non-aligned
- Frances Patterson (OM SASK) – Dr. Jessie Saulteaux Resource Centre
- Geraldine Robertson (L LON) – Residential School Steering Committee
- Bernice Saulteaux (OM ANC) – All Native Circle Conference
- Jim White (L BC) – BC Native Ministries Council

**PC-PMM – Ethnic Ministries Unit Wide Committee**, as named by the represented associations or Conference

- Michael Blair (OS TOR) – Journeys of Black Peoples (June 2009)
- Pasquale Castellucio (OM M&O) – Coalition (December 2009)
- Archilles Kisitu (L TOR) – Coalition (December 2009)
- Brian Tsai (OM BC) – Coalition (December 2009)
- Everest Kao (OM BC) – Chinese Association (June 2009)
- Joung Joon Lee (L TOR) – Korean Association (June 2009)
- Keiko Norisue (L BC) – Japanese Association (December 2009)
- Jong Bok Kim (OM TOR) – Conference Ethnic Ministries Committee (December 2009, non-renewable)

**Carried****Delegation of Authority****Motion: Paul Stott/Linsell Hurd****2007-05-04-139**

That the Executive of the General Council refer the following to the Permanent Committee on Governance, Planning and Budgeting Processes for review and recommendation:

Delegation of Authority – In response to a recent decision to delegate the authority to recommend a particular appointment, the Nominations Committee discussed clarification of the guidelines for delegating authority with respect to our committee. Rather than specifying criteria for when to delegate authority, the committee would recommend a change to GCE policy 2004-10-29-201 on delegating authority to reflect our understanding of how this is appropriate within our context. The committee believed that bringing appropriate expertise to the table would obviate the need for delegating authority and retain the benefits of the

standard discernment process. We believe that the suggested revision clarifies the approach to delegation:

In exceptional circumstances, and on a case-by-case basis, it is appropriate, in certain cases for, the GCE Nominations Committee ~~to~~ may delegate its authority. In all cases, recruitment must occur through the nominating processes and be congruent with the values of the Guiding Principles, Practices Processes, and ~~a~~ Appointments shall be reported to the GCE Nominations Committee for reporting to the Executive of the General Council for action.

**Carried**

Anne Marie Carmoy expressed gratitude on behalf of the Executive to the members of the Blue Sessional Committee Blue for their work.

**Red Sessional Committee Report**

Marion Carr and Betty Kelly thanked the members, staff and resource people of the Sessional Committee and reviewed the work of the Red Sessional Committee.

**New Church Development—A Trial Programme (FIN 2)**

**Motion: Marion Carr/Betty Kelly**

**2007-05-04-140**

That the Executive of the General Council use its financial resources to provide a loan guarantee for the Symons Valley new church development project in Calgary Presbytery, Alberta and Northwest Conference on the following basis:

- It constitutes a standard commercial loan agreement acceptable to a banking institution,
- The bank will perform due diligence on the project and monitor the cash flows,
- The guarantees will not exceed 60% of the dollar value of the total project,
- Arrangements are satisfactory to Calgary Presbytery and Alberta and Northwest Conference,
- An evaluation of this experimental method of financing new church development be conducted by December 31, 2008 and reported to the Permanent Committee on Finance.

**Carried**

**2008 Budget (FIN 3)**

**Motion: Marion Carr/Betty Kelly**

**2007-05-04-141**

That the Executive of the General Council amend the approved budget assumptions for 2008 on the following basis:

- Mission and Service unified fund receipts be increased from \$29,750,000 to \$30,200,000,
- Mission and Service Operating Fund draw be increased from \$2,200,000 to \$2,400,000,
- UCC Reserve additional draw as per the Fund Policy be increased from \$0 to \$1,003,000,
- All other assumptions remain as approved (2005-04-21-237).

**Carried**

**Gift Planning Policy (FIN 4)**

**Motion: Marion Carr/Betty Kelly**

**2007-05-04-142**

That the Executive of the General Council approve the Gift Planning Policy as found in Appendix E.  
and

That the question of personal archival records as Gifts in Kind be referred to the General Secretary, General Council for the development of appropriate wording for inclusion in the Gift Planning Policy B.9.

**Carried**

**Requirement to Reimburse “Top Up” Benefits (MEPS 7)**

Stéphane Vermette declared an interest in this proposal.

**Motion: Marion Carr/Allan Seal**

**2007-05-04-143**

That the Executive of the General Council take no further action respecting the aforementioned Proposal (MEPS 5 November 2006), and that HR Policy 4.3, Maternity, Adoption and Parental Leave, be amended such that any and all references to paying back “top up” benefits be deleted.

**Carried**

**Leadership Outcomes Framework (GS 37)**

Bruce Hutchinson declared an interest in this proposal.

**Motion: Betty Kelly/Chuck Scott**

**2007-05-04-144**

That the Executive of the General Council:

1. Receive the “Leadership Outcomes Framework Report to the General Secretary” for information.
2. Approve the revised Leadership Outcomes Framework as found in Appendix F and
3. Direct the General Secretary, General Council that policies related to implementation (including but not limited to the candidacy process, the granting of testamur, and the measurement/assessment of outcomes) be developed and/or modified with the understanding that these policies would be approved by the Executive of the General Council prior to implementation.

**Carried**

**General Secretary, General Council Supervision Committee**

**Motion: Nora Sanders/Debra Bowman**

**2007-05-04-145**

That the Executive of the General Council move into an in camera session with the following membership: voting members and Joan MacGillivray, administrative staff.

**Carried**

**Motion: Jim Blanchard/Heather Burton**

**2007-05-04-146**

That the Executive of the General Council receive for information the report as presented by the General Secretary, General Council’s Supervision Committee.

**Carried**

**Monday, May 7, 2007**

**Motion: Nora Sanders/Debra Bowman**

**2007-05-04-147**

That the Executive of the General Council move out of the in camera session.

**Carried**

The Moderator reported on the motion (2007-05-04-145) from the in camera session.

### **Worship**

Heather Burton led worship with the assistance of members of the Executive.

### **Priorities Process IV**

Paul Reed reviewed the priority setting work from this meeting including comments, feedback, and the expression for authentic community. After time for table group discussion, the General Secretary responded to questions and concerns noting that this does give the needed direction for staff.

### **Motion: Nora Sanders/Don Koots**

**2007-05-04-148**

That Cynthia Gunn and George Rogers be resource people to the Executive of the General Council with corresponding privileges.

### **Carried**

The Moderator asked the Executive to remember Floyd Steinhauer, First Nations Elder, who died recently.

### **Red Sessional Committee Report**

#### **Terms of Reference for the Task Group on Educational Institutions (GS 38)**

Paul Stott declared an interest in this proposal.

### **Motion: Marion Carr/Mary-Beth Moriarity**

**2007-05-04-149**

That the Executive of the General Council

1. Receive for information the report on the terms of reference for the proposed Task Group on Educational Institutions and
2. Refer the following work to the General Secretary, General Council and request a proposal to the Executive of the General Council by November 2008 and
  - develop a plan by which the General Council would accord the right to grant the *testamur* for ordained and diaconal ministries to a limited number of educational institutions and/or programs, in light of regional and specific ministry constituency needs (e.g. diaconal, Aboriginal, etc.) and the capacity of the educational institutions to meet the General Council's educational requirements.
  - develop a plan for determining the "limited number of thoroughly equipped" and sustainable educational institutions the General Council has the capacity to support—with due regard to the divergent regional and specific ministry-constituency needs of the Church (*Basis of Union* 14.2) in light of the churches vision in becoming a learning community through grants to the operating budgets of the educational institutions, taking into account other resources available to them (*Basis of Union* 14.4)
3. Refer to the Permanent Committee on Finance for consideration the following
  - to develop a plan to encourage and assist the educational institutions "to obtain permanent endowments for their maintenance" on a sustainable basis (*Basis of Union* 14.5)

**Carried** with 3 abstentions

**OMNIBUS**

Marion Carr introduced the omnibus proposal. The General Secretary, General Council responded to questions regarding her report and gave an update on the planning for the Moderator's absence. Peter Short, Past Moderator, agreed to chair the next meeting of the Executive of the General Council, if necessary, and other former Moderators will assist with visits as needed.

**Motion: Marion Carr/Allan Seal****2007-05-04-150**

That the Executive of the General Council receive the following reports for information:

- Accountability Report of the Moderator
- Moderator's Advisory Committee Report
- Task Group on Funding the Work of the Church Report
- Task Group of General Council Grant to Conferences Report
- Pension Board Report
- Accountability Report of the General Secretary
- Foundation Report to the General Secretary
- Staff Council Report to the General Secretary
- Pastoral Charge Payroll Service Project to the General Secretary

**Carried**

Louise Rogers expressed thanks on behalf of the Executive to the Red Sessional Committee for their work.

**Priorities Process V**

A review of the priority process during the meeting, questions regarding the report from the Priorities Task Group were responded to followed by a time of silence and prayer. The Priorities Task Group, with assistance from others, took the discussion and worked on a new proposal.

**Permanent Committee on Finance**

Don Hunter gave feedback to the questions requested earlier in the meeting regarding a financial campaign for the next generation. A proposal will be brought to the November Executive meeting.

**New Business****Designated Lay Ministry GCE 6 (Appendix G)**

Having considered the Proposal from the Bay of Quinte Conference Executive requesting a moratorium on the implementation of the Designated Lay Ministry changes in *The Manual* on the basis that all implementation pieces will not be in place by July 1, 2007.

Having heard from the Executive Minister, Ministry and Employment Services and Policies Unit as to the plans and efforts to move diligently towards full implementation of Designated Lay Ministry Policy as quickly as possible, recognizing that some pieces will still be in transition as of July 1, 2007.

**Motion: Nora Sanders/Paul Reed**

**2007-05-04-151**

That the Executive of the General Council, having heard the proposal regarding Designated Lay Ministry from Bay of Quinte Conference, take no action.

**Carried** with 3 abstentions

**Pension Board**

Charlie Black gave an overview of the Executive's role as legal administrator of the Pension Plan and an introduction to the Pension Plan Handbook.

**Priorities Process VI**

Paul Reed reported that the Priorities Task Group will be available upon request of the General Secretary until the June meeting of the Executive. The General Secretary, General Council noted that this proposal is a good starting point for staff to begin the sorting process.

**Motion: Heather Burton/Paul Reed**

**2007-05-04-152**

That the Executive of the General Council:

1. Affirm Call to Purpose as a statement of the church to the church for the purposes of determining the allocation of General Council resources;
2. Affirm that planning for the period 2008-2010
  - a. give priority (in no particular order) to that which
    - i. deepens our experience of intentional and authentic communities; stretches us beyond the familiar expressions and concerns of our church; with particular concern for our commitment to youth and young adult ministry, becoming an intercultural church; and living with respect in creation.
    - ii. supports and develops congregational ministries;
    - iii. supports and empowers ministry personnel;
    - iv. addresses the church's brokenness in the relationships with aboriginal peoples and moving towards healing and building right relations
  - b. Retains flexibility to accommodate emergent work appropriately directed;
  - c. Sustains those activities that are required to meet legal and *The Manual* obligations;
  - d. sustains the required core operations; and
  - e. Be informed by the summaries and data gathered by the Priority Setting exercises.
3. Direct that the General Secretary, General Council, develop plans and budgets for the years 2008-2010 for presentation to the June 2007 meeting of the Executive of the General Council.

**Carried** with 1 abstention

Heather Burton thanked everyone for the faithful consideration of the process and ritually and formally handed the Call to Purpose, work plans, and all the work done at this meeting of the Executive of the General Council over to the General Secretary, General Council.

**Governance Evaluation**

Martha ter Kuile led self evaluation on how we are doing. Table groups answered the following questions:

- What governance processes went well for you at this meeting?

- What governance processes can we improve?
  - Decisions
  - Information
  - time allocation
  - Mix of tasks

**Table groups**

Janet McDonald led the table group closure along with information on the Executive of the General Council On Line Community where the meeting evaluation/feedback questions, the draft minutes, and other documents and information between meetings of the Executive will be posted. If you need assistance, contact Merjean Enriquez.

**Theological Reflection**

Brian Cornelius led theological reflection on conversion and grace and asked what conversions are asked of us?

Heather Burton presented prayer shawls to the Moderator and General Secretary and with our prayers.

The Moderator shared a snapshot of Palestine with the Executive and commissioned the Executive to go into the world.

**Authorizing the Sub-Executive of the General Council****Motion: Nora Sanders/Paul Reed****2007-05-04-153**

That the Executive of the General Council authorize its Sub-Executive to deal with the business placed before it by this meeting of the Executive and any emergent business that may arise prior to the next meeting of the Executive of the General Council.

**Carried**

The Moderator adjourned the meeting at 3:45 p.m.

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Moderator, David Giuliano

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General Secretary, Nora Sanders

**List of Appendices:**

	<b>Title</b>	<b>Motion Number</b>
Appendix A	Common Groups Good News	
Appendix B	Revisions for Appeal Process to Accreditation Decisions (Appendix A of the Permanent Committee on Programs for Mission and Ministry)	2007-05-04-115
Appendix C	Terms of Reference for Committees and Task Groups of the Executive of the General Council (GPBP 4)	2007-05-04-122
Appendix D	Protocols for visits with global partners (PMM 10)	2007-05-04-135
Appendix E	Gift Planning Policy (FIN 4)	2007-05-04-142
Appendix F	Leadership Outcomes Framework (GS 37)	2007-05-04-144
Appendix G	Designated Lay Ministry (GCE 6)	2007-05-04-151
Appendix H	Redesign Evaluation Task Group Work Plan (GS 39)	2007-05-04-128

**Appendix A**

**Common Groups Good News**

**Newfoundland and Labrador Conference** – Sunday School teacher’s workshop and 45th anniversary of the United Church Women to be celebrated in Cornerbrook.

**British Columbia Conference** – historic meeting of B.C. Conference Executive in Prince Rupert meeting jointly with the Native Ministries Council.

**Manitou Conference** – a farewell service for Temiskaming Presbytery as it amalgamates with Cochrane Presbytery. Also noted was the gift of the Manitou art collection which is still available.

**Hamilton Conference** – 260 people attended a stewardship event, Learning Circle to bring colleagues together, and a new format of units at Conference.

**Maritime Conference** – educational and leadership training program “Ministry in Changing Times” and a new resource on the Spirituality of church buildings.

**Alberta and Northwest Conference** – regional events on the Changing Church in Changing Times. A visioning day with the Executive looking at the identity of the United Church and how to be more congruent with inclusiveness and social justice work.

**Toronto Conference** – reorganization of presbyteries and staff to allow work that is more creative and the exceptional work of Conference staff.

**Saskatchewan Conference** – payroll project in Twin Valley Presbytery. A pictograph with an Aboriginal notation of the promises in Treaty 4 has been found and will be repatriated back to Canada.

**Bay of Quinte Conference** – successful pilot program that gives opportunities for local congregations to connect with global partners.

**Montreal and Ottawa Conference** – focus on inclusive ministry and Sharing a Vision for French Ministry event.

**All Native Circle Conference** – the geographical challenge was noted and that the ANCC is slowly putting together its Sacred Bundle with care to ensure the elements have the time needed to come together.

**London Conference** –the theme of the Conference is “small things count”. Excitement in youth ministry and a proposal is being developed regarding Fairfield Museum and work in healing with our First Nations brothers and sisters. Three successful amalgamations.

**Manitoba and North Western Ontario** – a choir of Conference reps sang their highlights.

**Motion: 2007-05-04-115**

**Appendix B**

**Title: Revisions for Appeal Process to Accreditation Decisions**

**Origin: Permanent Committee on Programs for Mission and Ministry  
Support to Local Ministries**

### **Background**

In May 2002, the current Administrative Camping Standards Manual was published and distributed to all The United Church of Canada camps with the instructions that all camps were to be accredited by January, 2005. During July and August of 2004, 75 United Church camps were visited by 1 of 6 camp accreditors and received the first accreditation visit. The purpose of the visits was to assess the compliance of the camp in meeting the administrative standards set out by The United Church of Canada. Follow-up visits were made in 2005 and again in 2006.

The Accreditation Process includes the following:

- A site visit by an Accreditor, who completes the Accreditation Site Visit Tool. Conferences were contacted and invited to have a Conference and/or Presbytery representative accompany the Accreditor on the visits.
- Preparation by the Accreditor of a Site Visit Report which includes his/her recommendation for accreditation;
- Submission by each camp of its Annual Reporting Requirements as set out in the Camping Standards Manual, to be received by General Council Offices – Support to Local Ministries, Program Coordinator, Duty of Care;
- Review of the Accreditor’s reports and recommendations by a member of the Duty of Care Program Advisory Committee;
- Consultation by the Duty of Care Program Advisory Committee and consensus on the level of accreditation to be granted;
- Approval of decision by Permanent Committee on Programs for Mission and Ministry (in 2004, this authority was with Executive of the General Council);

- Camp receives letter indicating accreditation decision and action required, if any.

The Administrative Camping Standards are divided into two categories—mandatory and desirable. Mandatory standards are those in which there is a legal obligation or a safety issue related to meeting the standard. The remaining desirable standards are those items which are deemed to promote better programs for both staff and campers. To be eligible for accreditation, camps must meet 100% of the mandatory standards and 80% of the desired standards. Four levels of accreditation currently exist:

Accreditation Level	Requirements	Follow-up Visit
Full	Camp meets 100% of the mandatory and at least 80% of the desirable standards	3 years
Full Subject to Conditions	Upon completion of identified condition(s), camp meets 100% of the mandatory and at least 80% of the desirable standards	3 years
Provisional	Camp has not met all of the mandatory standards but scores indicate many are in place	1 or 2 years
No accreditation	Camp still has a number of items to achieve in order to be accredited	1 year

The accreditation process, currently, is only in place with camping ministries. However, Administrative Standards have been developed and approved for Seniors’ Facilities with implementation commencing in September 2006. Administrative Standards for Outreach Ministries are very near completion. Each of these ministries will have a similar process for accreditation.

Failure to achieve accreditation will result in the ministry—camping, seniors, outreach—losing the right to use the name of The United Church of Canada. This is a significant action and would be done in consultation with the Conference and Presbytery. However, because such a decision has a significant impact on the ministry, the task group charged with the work of developing the Administrative Standards for Camping suggested that there be a process for appeal of a decision. To that end, the Duty of Care Program Advisory Committee brings forward the following proposal for an appeal process that would apply to an accreditation decision.

The approved appeal process includes the following steps:

- An appeal to a decision must be initiated within 30 days of receipt of the letter informing the ministry of the accreditation decision.
- Appeal request is submitted in writing to the chair of the Permanent Committee on Programs for Mission and Ministry. The appeal needs to clearly identify the reason for the appeal and include necessary documentation to support the appeal.
- PC-PMM will name a sub-committee comprised of two members of the permanent committee and a neutral third person named by the PC-PMM chair who would ideally have experience in the field, not be from the same Conference, and at arms length to the ministry.
- The sub-committee will review the appeal requesting additional information and/or documentation from the Duty of Care national staff person as necessary.
- The sub-committee will make a recommendation to the PC-PMM based on their findings.

- The PC-PMM will determine if the decision is to be amended, based on the findings of the sub-committee or to stand as initially determined.
- The decision of the PC-PMM will be communicated to the ministry originating the request for appeal by the chair of PC-PMM. The decision should be in writing and include reasons for the decision. The Duty of Care Program Advisory Committee will also receive a copy of the decision.
- The appeal process, including communication of the decision, is to be completed within 90 days of having received the written request for appeal. (based on recommendation from Legal)
- All correspondence from the General Council will be sent by registered mail.
- Further appeal would follow the appeal processes as defined in *The Manual*.

**Motion: 2007-05-04-122****Appendix C**

## List of Committees:

Permanent Committee on Finance (PC-FIN)  
 Permanent Committee on Governance, Planning and Budgeting Processes (PC-GPBP)  
 Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS)  
 Permanent Committee on Programs for Mission and Ministry (PC-PMM)  
 Racial Justice Advisory Committee  
 Gender Justice Advisory Committee  
 General Council Agenda and Planning Committee  
 Residential Schools Steering Committee

**Permanent Committee on Finance (PC-FIN) Terms of Reference****Mandate**

The mandate of each of the four permanent committees is to be a resource to the Executive of the General Council, to make possible and effective the role of the Executive of the General Council. Permanent Committees shall not manage the work of the General Council working units. The duties of a Permanent Committee shall be:

- a. to review work coming before the Executive of the General Council;
- b. to be the means by which all the work of the working units is prioritized and comes to the Executive in a coherent, integrated, and manageable form;
- c. to co-ordinate and present policy recommendations;
- d. to make Decisions as delegated in the area assigned, and to delegate other functions to working units, sub-committees, or other Task Groups;
- e. to ensure and to model the principle of collaboration between staff and elected members;
- f. to advise and to guide the Executive of the General Council on matters relevant to the mandate of the Permanent Committee; and
- g. to carry out other duties as requested.

For the purpose of carrying out its responsibilities, a Permanent Committee may establish and thereafter maintain such Committees as are deemed necessary, the members being chosen for their special qualifications; and may establish Task Groups for carrying out specific time-limited mandates. (*The Manual* 603–604)

The Permanent Committee on Finance has the responsibility to provide advice to the Executive of the General Council; to oversee and monitor the financial life and policies of the General Council including assets, liabilities, income, expenditures, considerations of its short- and long-term financial issues, risk management, and the management of its investments and funds; and to exercise due diligence on behalf of the Executive in the areas of finance. This committee pays particular attention to the financial health of the church.

### **Specific Responsibilities**

- Oversees the long-term financial planning of The United Church of Canada
- Works with the Permanent Committee on Governance, Budgeting and Planning Processes recommending the assumptions on which the annual budget is prepared
- Recommends the overall expenditure and income budget to the Executive
- Monitors income, expenditures, assets, liabilities, and capital initiatives and reports them regularly to the Executive of the General Council
- Recommends financial strategies
- Ensures accountability for delegated tasks

This committee has a responsibility to report regularly to the other permanent committees and the General Council Ministers on the church's financial health and to ensure that the ministers brief the working units. The committee also has a relationship with Financial Stewardship. This committee ensures that the Executive of the General Council briefs the church on a regular basis on its financial health.

### **Membership**

The committee consists of 9 to 12 voting members who reflect the diversity of The United Church of Canada (diversity with respect to sex, race, age, geography, and vocation) and three voting members of the Executive of the General Council. Resource staff include the General Council Minister, Resources for Mission and Ministry; Executive Officer, Financial Services; Executive Minister, Financial Stewardship; and additional staff as may be appointed by the General Secretary. Resource staff shall work in conjunction with the chairperson in organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and staff support are available.

The chairperson is appointed as a voting member of the Executive of the General Council and a voting member of the Executive of the General Council Agenda, Planning and Business Committee.

### **Member Skills and Experience**

Specific skills that would be an asset to this work include financial experience and skills, theological reflection skills and experience, and stewardship knowledge and experience.

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God's yearnings for this work.

The chairperson of this committee will have good communication, facilitation, and process skills, as well as a broad vision of the financial health and the program work of the church. The chairperson will be a member of The United Church of Canada.

### **Expectations and Term**

This committee meets twice a year at the General Council Office in Toronto or by conference call, depending on agenda items. Additional committee and task group meetings will be used for items specific to agenda projects where warranted. The term of the appointment is until the rise of the next General Council, with the possibility of renewal for an additional term.

### **Accountable to the Executive of the General Council**

*Terms of Reference written April 2003, GCE*

*Membership revised October 2005, GCE (2005-10-28-304)*

*Terms of Reference reviewed, PC-GPBP, March 2007*

### **Permanent Committee on Governance, Planning and Budgeting Processes (PC-GPBP) –**

#### **Terms of Reference**

#### **Mandate**

The mandate of each of the four permanent committees is to be a resource to the Executive of the General Council, to make possible and effective the role of the Executive of the General Council. Permanent Committees shall not manage the work of the General Council working units. The duties of a Permanent Committee shall be:

- a. to review work coming before the Executive of the General Council;
- b. to be the means by which all the work of the working units is prioritized and comes to the Executive in a coherent, integrated, and manageable form;
- c. to co-ordinate and present policy recommendations;
- d. to make Decisions as delegated in the area assigned, and to delegate other functions to working units, sub-committees, or other Task Groups;
- e. to ensure and to model the principle of collaboration between staff and elected members;
- f. to advise and to guide the Executive of the General Council on matters relevant to the mandate of the Permanent Committee; and
- g. to carry out other duties as requested.

For the purpose of carrying out its responsibilities, a Permanent Committee may establish and thereafter maintain such Committees as are deemed necessary, the members being chosen for their special qualifications; and may establish Task Groups for carrying out specific time-limited mandates. (*The Manual* 603–604)

The Permanent Committee on Governance, Planning and Budgeting has the responsibility to create and recommend strategies to enable the General Council and its Executive to set priorities, directions and budgets in keeping with current vision and purpose statements.

### **Specific Responsibilities**

- Oversees and co-ordinates processes that enable the integration of the work of the General Council

- Develops strategies for effective communication between the General Council and the entire church
- Oversees the planning and flow of the meeting life of the General Council and its Executive
- Ensures that the budget planning takes place in keeping with the priorities of the United Church
- Assists with the planning functions of all committees within the General Council
- Ensures the Executive of the General Council communicates its plans to the whole church
- Ensures accountability for delegated tasks

### **Membership**

The committee is made up of seven voting members who reflect the diversity of The United Church of Canada (diversity with respect to sex, race, age, geography, and vocation) and five voting members of the Executive of the General Council. Resource staff will be appointed by the General Secretary.

The chairperson is appointed as a voting member of the Executive of the General Council and a voting member of the Executive of the General Council Agenda, Planning and Business Committee.

The General Council Minister, Planning Processes, is resource staff to this committee. Additional staff may be appointed by the General Secretary. Resource staff shall work in conjunction with the chairperson in organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and staff support are available.

### **Member Skills and Experience**

Specific skills and experience that would be an asset to this work include some of the following: not-for-profit governing boards (in and outside the faith community), commitment to building relationships among staff and committee members, and change management.

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God's yearnings for this work.

The chairperson of this committee will have excellent communication, facilitation, and process skills, as well as strong skills in organizational planning. This person will also require proven leadership abilities. The chairperson will be a member of The United Church of Canada.

### **Expectations and Term**

This committee meets twice per year, typically for two to three days per meeting at the General Council Office in Toronto. Conference calls may occur between meetings. The term of the appointment is until the rise of the next General Council, with the possibility of renewal for an additional term.

### **Accountable to the Executive of the General Council**

*Terms of Reference written April 2003, GCE*

*Membership revised October 2005, GCE (2005-10-28-304)*

*Terms of Reference reviewed, PC-GPBP, March 2007*

## **Permanent Committee on Ministry and Employment Policies and Services (PC-MEPS) – Terms of Reference**

### **Mandate**

The mandate of each of the four permanent committees is to be a resource to the Executive of the General Council, to make possible and effective the role of the Executive of the General Council. Permanent Committees shall not manage the work of the General Council working units. The duties of a Permanent Committee shall be:

- a. to review work coming before the Executive of the General Council;
- b. to be the means by which all the work of the working units is prioritized and comes to the Executive in a coherent, integrated, and manageable form;
- c. to co-ordinate and present policy recommendations;
- d. to make Decisions as delegated in the area assigned, and to delegate other functions to working units, sub-committees, or other Task Groups;
- e. to ensure and to model the principle of collaboration between staff and elected members;
- f. to advise and to guide the Executive of the General Council on matters relevant to the mandate of the Permanent Committee; and
- g. to carry out other duties as requested.

For the purpose of carrying out its responsibilities, a Permanent Committee may establish and thereafter maintain such Committees as are deemed necessary, the members being chosen for their special qualifications; and may establish Task Groups for carrying out specific time-limited mandates. (*The Manual* 603–604)

The Permanent Committee on Ministry and Employment Policies and Services has the responsibility to provide advice to the Executive regarding ministry and employment policies and services. This committee assists the Executive of the General Council in its responsibilities as the legal employer of a considerable number of staff and ensures that all the various personnel systems have fair, equitable, and consistent values.

### **Specific Responsibilities**

- Provides oversight of policies in relation to ministry personnel, General Council Office and Conference staff, overseas personnel, KAIROS, and the group insurance plans of The United Church of Canada
- Ensures accountability for delegated tasks

This committee is in regular communication within the ministry personnel network.

### **Membership**

The committee is made up of 12 voting members who reflect the diversity of The United Church of Canada (diversity with respect to sex, race, age, geography, and vocation) and three voting members of the Executive of the General Council. The General Council Minister, Resources for Mission and Ministry, and the Executive Minister, Ministry and Employment Policies and

Services, are resource staff to this committee. Additional staff may be appointed by the General Secretary. Resource staff shall work in conjunction with the chairperson in organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and staff support are available.

The chairperson is appointed as a voting member of the Executive of the General Council and a voting member of the Executive of the General Council Agenda, Planning and Business Committee.

### **Member Skills and Experience**

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God's yearnings for this work.

Specific skills and experience that would be an asset to this work include some of the following: conflict resolution, employee relations, the pastoral relations system of The United Church of Canada, human resources, and experience with overseas personnel.

The chairperson of this committee will have process and conflict resolution skills and must be well-versed in human resource issues. The chairperson will be a member of The United Church of Canada.

### **Expectations and Term**

This committee meets three to four times per year, typically for two days per meeting at the General Council Office in Toronto. Conference calls may occur between meetings. The term of the appointment is until the rise of the next General Council, with the possibility of renewal for an additional term.

### **Accountable to the Executive of the General Council**

*Terms of Reference written April 2003, GCE*

*Membership revised October 2005, GCE (2005-10-28-304)*

*Terms of Reference reviewed, PC-GPBP, March 2007*

### **Permanent Committee on Programs for Mission and Ministry (PC-PMM) – Terms of Reference**

#### **Mandate**

The mandate of each of the four permanent committees is to be a resource to the Executive of the General Council, to make possible and effective the role of the Executive of the General Council. Permanent Committees shall not manage the work of the General Council working units. The duties of a Permanent Committee shall be:

- a. to review work coming before the Executive of the General Council;
- b. to be the means by which all the work of the working units is prioritized and comes to the Executive in a coherent, integrated, and manageable form;
- c. to co-ordinate and present policy recommendations;

- d. to make Decisions as delegated in the area assigned, and to delegate other functions to working units, sub-committees, or other Task Groups;
- e. to ensure and to model the principle of collaboration between staff and elected members;
- f. to advise and to guide the Executive of the General Council on matters relevant to the mandate of the Permanent Committee; and
- g. to carry out other duties as requested.

For the purpose of carrying out its responsibilities, a Permanent Committee may establish and thereafter maintain such Committees as are deemed necessary, the members being chosen for their special qualifications; and may establish Task Groups for carrying out specific time-limited mandates. (*The Manual* 603–604)

The Permanent Committee on Programs for Mission and Ministry has the responsibility to provide advice with respect to the program life and work of the General Council. This committee coordinates and integrates the directions and priorities set by the Executive of the General Council for the program work including resource production and distribution.

### **Specific Responsibilities**

- Maintains an active dialogue with the units
- Ensures that the work of all the program units is held up and made visible to the Executive
- Brings to the Executive coherent, integrated, and manageable recommendations regarding program priorities
- Ensures that resources are created and distributed in keeping with the program priorities
- Supports the program and resource units as they carry out their work with creativity and collaboration
- Ensures accountability for delegated tasks

This committee maintains a constructive dialogue with the unit leaders of the program and resource production units as well as the Permanent Committee on Governance, Planning and Budgeting Processes. This committee maintains connections with education and outreach personnel and also maintains connections with ~~all~~ appropriate committees throughout the church.

### **Membership**

The committee is made up of 12 voting members who reflect the diversity of The United Church of Canada (diversity with respect to sex, race, age, geography, and vocation) and three voting members of the Executive of the General Council. The chairperson is appointed as a voting member of the Executive of the General Council and a voting member of the Executive of the General Council Agenda, Planning and Business Committee. The General Council Minister, Programs for Mission and Ministry, is resource staff to this committee. Additional staff may be appointed by the General Secretary. Resource staff shall work in conjunction with the chairperson in organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and staff support are available.

### **Member Skills and Experience**

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork,

sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God’s yearnings for this work.

Specific skills and experience that would be an asset to this work include some of the following: faith formation, congregation development, support to local ministries, institutional ministries, ethnic ministries, francophone ministries, justice, global and ecumenical relations, and Aboriginal ministries.

The chairperson of this committee must be theologically articulate and is required to have process and conflict resolution skills. The chairperson will be a member of The United Church of Canada.

### **Expectations and Term**

This committee meets twice per year, typically for three to four days per meeting at the General Council Office in Toronto. Conference calls may occur between meetings. The term of the appointment is until the rise of the next General Council, with the possibility of renewal for an additional term.

### **Accountable to the Executive of the General Council**

*Terms of Reference written April 2003, GCE*

*Membership revised October 2005, GCE (2005-10-28-304)*

*Terms of Reference reviewed, PC-GPBP, March 2007*

### **Racial Justice Advisory Committee – Terms of Reference**

#### **Mandate**

Building on its tradition of engagement with social justice issues rooted in the social gospel movement of the early 20th century, The United Church of Canada adopted an Anti-Racism Policy at the 37th General Council in 2000, recognizing its need to address racism within and outside of ourselves. The Racial Justice Advisory Committee helps the church “live out commitments made on paper and in resolutions” with respect to racism, cultural diversity, and human rights and to move toward right relations with Aboriginal peoples and others who have been racially marginalized. The committee

- assists the General Council Minister for Racial Justice and Gender Justice in the development of a strategic plan for the denomination to provide direction and guidance to the wider church on issues of racism, cultural diversity, and human rights
- works with the church in the development of strategic direction for advocacy and educational work
- provides counsel on emerging issues and specific plans or initiatives related to strategy development, networking, and education
- monitors that racial justice issues and concerns are reflected in the design, development, and implementation of educational programs and resources for the denomination and acts as a resource in their development
- participates in the development and maintenance processes for the evaluation and analysis of the work of racial justice of the denomination

- identifies and works with the church to overcome systemic barriers in the church's system related to issues of race
- provides theological leadership and educational expertise in the work of racial justice and interpret its imperatives for polity, programs, and public witness of The United Church of Canada
- inspires commitment to the vision of becoming an anti-racist faith community among elected, appointed, and staff members of The United Church of Canada

### **Membership**

The committee is made up of six to eight members who reflect the diversity of The United Church of Canada (diversity with respect to gender, race, age, geography, and vocation), with particular attention to the United Church's Anti-Racism policy of "encouraging the effective participation of Aboriginal and First Nations peoples and people of racial and ethnocultural minorities...in leadership" and "making an active effort to recruit...Aboriginal and First Nations persons and persons of racial and ethnocultural minorities for various positions within the church."

The committee will be made up of two Aboriginal members, three racialized (racial minority) members, two racial majority members, and one member of the Executive of the General Council. The committee will strive for an intentional diversity of members who are deeply rooted in different racial and ethnocultural heritages, e.g., Aboriginal, Asian, Black, African, Caribbean, ethnic majority European, bi- or multi-racial.

The chairperson will be a recognized and collaborative leader from an Aboriginal or racial minority community. The General Council Minister, Racial Justice and Gender Justice, is resource staff to this committee. Additional staff may be appointed by the General Secretary. Resource staff shall work in conjunction with the chairperson in organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and staff support are available.

### **Member Skills and Experience**

Members of this committee will bring

- commitment to anti-racist practices and a racial justice vision for The United Church of Canada and openness to transformative teachings and learnings
- lived and reflected awareness and experience as an ethnic majority, Aboriginal, or racialized person in The United Church of Canada, and the ability to articulate racial justice issues from his/her perspectives
- experience as leading voices in their congregations and communities for inclusivity and justice, and against discrimination in all its forms
- sensitivity to intercultural communication styles and patterns
- connection to relevant networks within and outside of the church
- strong abilities as conceptual thinkers and a predisposition to collaboration and teamwork
- deep respect of a wide diversity of cultural values and experiences and peoples
- knowledge and understanding of racial justice and anti-racism in the history of the United Church
- The chairperson will be a skilled facilitator of small groups able to enable dialogue between and among members

- a discerning listener who invites members to make their optimal contribution
- a builder of shared conceptual frameworks among individuals, rooted in different contexts, perspectives, and disciplines
- an articulate and passionate advocate for the vision and theology of a racially just United Church

Members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God’s yearnings for this work.

### **Expectations**

The committee meets twice a year, typically for two and a half days per meeting on a weekend. Meetings are usually held at the General Council Office in Toronto, and occasionally at other locations. Conference calls and e-mail consultations may occur between meetings. The term of the appointment is until the rise of the next General Council, with the possibility of renewal for an additional three-year term.

### **Accountable to the Executive of the General Council**

*Committee established by GCE, April 2003*

*Terms of Reference reviewed, PC-GPBP, March 2007*

### **Gender Justice Advisory Committee – Terms of Reference**

#### **Mandate**

Together with the General Council Minister, Racial Justice and Gender Justice, the committee has an advisory role to all of the units of the General Council Office and Conferences, challenging and ensuring that policies and programs of the General Council reflect the church’s commitment to gender justice. To this end, the committee is mandated

- to witness to our recognition that the pain caused by gender injustice is still a very present reality in our church and society
- to promote a better understanding of issues around gender justice, recognizing there are changes in how the word “gender” is interpreted and building on the strength of past witness
- to advocate for those marginalized by gender injustice and to work in a collaborative way in order to bring about change in our church and in society

#### **Membership**

The committee is made up of up to eight members, including one representative of the Executive of the General Council, reflecting the diversity of The United Church of Canada (diversity with respect to sex, race, age, geography, and vocation). The General Council Minister, Racial Justice and Gender Justice, is resource staff to this committee. Additional staff may be appointed by the General Secretary. Resource staff shall work in conjunction with the chairperson in organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and staff support are available.

#### **Member Skills and Experience**

Specific skills for this work include being a leading voice in congregations and communities for inclusion and against discrimination, being sensitive to cross-cultural styles and patterns, having a deep commitment to and passion for gender justice, and being connected to relevant networks in and outside the church at local, Conference, and national levels. It is expected that committee members will bring an understanding of and commitment to a broad range of gender justice issues.

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues particularly as they relate to gender, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God's yearnings for this work.

### **Expectations and Term**

This committee meets two times a year, typically for three days per meeting at the General Council Office in Toronto. Conference calls may occur between meetings. Electronic communication (e-mail and online communities) will enable ongoing contact between meetings. The term of the appointment is until the rise of the next General Council, with the possibility of renewal for an additional term.

### **Accountable to the Executive of the General Council**

*Terms of Reference approved October 2004, GCE (2004-10-29-204/PMM 108)*

*Membership revised October 2005, GCE (2005-10-28-304)*

*Terms of Reference reviewed, PC-GPBP, March 2007*

### **General Council Agenda and Planning Committee – Terms of Reference**

#### **Mandate**

On behalf of the Executive of the General Council, to plan and execute the meeting of the General Council. This committee is responsible for the planning of the Council and implementation of the agenda of a General Council meeting.

This committee shall have the following responsibilities:

- to plan the Council and agenda where the commissioners engage in the continuous work of discernment, visioning, and direction-setting and legislate on matters respecting the doctrine, worship, membership, and government of the United Church
- to plan a Council and agenda where the commissioners may fulfill the powers and duties outlined in *The Manual*
- to integrate and coordinate the elements of the Council, including children and young teens, youth, worship, the business of the Council, local arrangements, and invited guests (such as global and ecumenical partners)
- to manage the flow of the agenda at the Council and respond to emergent business in consultation with the General Secretary
- to assess and take into consideration on-site logistics and past evaluations
- to document the planning of the Council and evaluate all elements of the Council

## **Membership**

The committee is made up of

- chairperson (appointed through the nominations process)
- the chairperson of the Executive of the General Council Business Table (corresponding)
- the Moderator
- up to eight members to coordinate a specific role or function of the Council (such as business processes/agenda flow, worship, theme, local arrangements, children and young teen program, youth program)—including one representative each of Aboriginal ministries, ethnic ministries, and francophone ministries provided such representatives are willing and able to serve

The General Secretary and the Conference Executive Secretary of the host Conference will serve on this committee. The General Council Minister, Planning Processes, is resource staff to this committee. Additional staff may be appointed by the General Secretary. Resource staff shall work in conjunction with the chair in organizing meetings, developing agendas, preparing minutes, and ensuring appropriate resources and staff support are available.

The chairperson of the General Council Agenda and Planning Committee will be appointed for two terms. In the first term, lasting until the rise of the next General Council, the chairperson will also serve as a member of the Agenda Planning and Business Committee of the Executive of the General Council. In the second term, this person will assume the role of chairperson of the Business Table of the Agenda Planning and Business Table of the Executive of the General Council and serve as a corresponding member to the General Council Agenda and Planning Committee. The chairperson of the Agenda and Planning Committee is also a corresponding member of the Permanent Committee on Governance, Planning and Budgeting Processes.

Duties of related roles

- the Moderator will preside at the meeting of the Council
- the General Secretary is responsible for the preparatory work of the meeting of the General Council, including the preparation of agendas, printed reports and other documentation
- the General Secretary establishes procedures for the monitoring of decisions of the Council
- the General Secretary arranges for facilities, works with the local arrangements committee, and manages the budget of the Council

## **Member Skills and Experience**

Members will bring skills and experience suitable for providing leadership for the particular role or function that they will coordinate.

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God's yearnings for this work.

## **Expectations and Term**

This committee meets approximately three times a year, typically for two or three days per meeting. Conference calls may occur between meetings. Travel is expected. The term of the appointment is until the rise of the next General Council.

**Accountable to the Executive of the General Council**

*References: ROP GC29 1982 / GCE 1997-04, pg 223 / GCE 2003-04-25-0590 / GCE 2004-10-29-199*

*Membership (GCE 1997-04, p. 223)*

*Role of Chairperson (GCE 2003-04-25-0590)*

*Mandate approved, (GCE 2004-04-23-116)*

*Terms of Reference reviewed, PC-GPBP, March 2007*

**Residential Schools Steering Committee – Terms of Reference****Mandate**

The mandate of this committee is to co-ordinate all aspects of the issues related to residential schools, including the legal, pastoral, communications, alternate dispute resolution possibilities and healing initiatives and financial planning; to make recommendations, as required to the Sub-Executive of the General Council; to make full reports and recommendations as required to each meeting of the Executive of the General Council. (GCSE June 28, 1998)

**Membership**

The committee will consist of up to seven appointed members: two appointed by All Native Circle Conference, at least one of whom is a former residential school student; two appointed by B.C. Native Ministries Council, at least one of whom is a former student; two members from non-associated Aboriginal congregations, at least one of whom is a former student; and one member of the Executive of the General Council. The Moderator and the General Secretary are ex-officio members of the committee. The General Council Archivist is a corresponding member of this committee.

Resource staff include the Special Advisor: Residential Schools, General Council Legal/Judicial Counsel, Coordinator of Aboriginal Ministries, General Council Minister for Racial Justice and Gender Justice, the Communications Officer, and additional staff as may be appointed by the General Secretary.

The committee maintains a liaison relationship with the Healing Fund Council.

**Member Skills and Experience**

Members will have a general awareness of Aboriginal justice issues and, in particular, familiarity with the legacy of the Indian residential school system. At least three members of the committee will be former students of the residential schools system.

Committee members will be active participants in a local pastoral charge or ministry, familiar with the polity of The United Church of Canada, predisposed to collaboration and teamwork, sensitive to diversity issues, leaders in a court of the church, passionately committed to the mission of The United Church of Canada, and willing to discern God's yearnings for this work.

**Expectations and Term**

The committee will normally meet three times a year for three days, usually during weekdays. Members may meet by conference call if required and use electronic communication.

Occasionally, members of the committee may be called upon to represent the Steering Committee at conferences or meetings with representatives of government, Aboriginal organizations or other churches. On rare occasions, members will participate in short-term project-oriented task groups.

The term of the appointment is for three years, with the possibility of renewal for an additional term.

### **Accountable to the Executive of the General Council**

*Mandate established GCE, June 1998 (in-camera meeting, action 7)*

*Terms of Reference written April 2003, GCE*

*Membership revised October 2005, GCE (2005-10-28-304)*

*Terms of Reference reviewed, PC-GPBP, March 2007*

### **Motion: 2007-05-04-135**

### **Appendix D**

#### **Protocol for visits with global partners (PMM 10)**

##### **Introduction**

On behalf of General Council, the Justice, Global and Ecumenical Relations (JGER) Unit has lead responsibility for justice initiatives, global partnerships and ecumenical and interfaith relations. It offers leadership that strengthens the church's engagement in God's mission embodied in Jesus Christ of justice, peace, and care of creation, locally and globally, facilitating the sharing of resources with global, ecumenical and interfaith partners.

The JGER Unit is responsible for ensuring that appropriate visits with global partners happen. It is also responsible for ensuring that the process for determining who will visit from the United Church reflects United Church commitments to equity, inclusion, representation, and is perceived to be consultative, fair, and transparent.

This protocol is intended to guide the process related to (i) The United Church of Canada General Council-related delegations to Global Partners and (ii) Global education and exposure opportunities for elected members and General Council staff.

While this protocol may provide helpful guidance, it is not intended to apply to delegates participating in global ecumenical events as official representatives of the United Church (such as the World Council of Churches' General Assembly). Recruitment and selection of these delegates are coordinated through the Office of Moderator and General Secretary—Elected Member Services Portfolio.

#### **Protocol for visits with global partners (PMM 10)**

##### **1. Theological Rationale for Visits with Global Partners**

###### **1.1 Visits with global partners are opportunities to deepen understanding of United Church participation with others in God's mission to the world.**

The United Church is committed to partnership as a way of participating in God's mission – which for Christians is embodied in Jesus Christ. This mission is characterized by justice, peace, and care of creation. Partnership means becoming involved with others in the God's

mission of wholeness of life, especially on behalf of the poor and powerless. Engaging with partners from the global south brings United Church people into a relationship within which mutual empowerment through the sharing of gifts can take place. Engaging with global partners presents United Church people with opportunities to “be compassionate as God is compassionate” (Luke 6:36) as hospitality is given and received, and mutual effort undertaken to join love and justice for the sake of God’s peace.

### **1.2 Visits with global partners embody United Church Values**

One way in which United Church elected members and GC staff develop and enhance global relationships is through visits with partners. Respectful, intentional encounter provides opportunities for elected members and staff to embody United Church commitments to Living the Faith, Whole World Ecumenism, Faithful Stewardship, Inclusiveness, Partnership, Community/Collegiality/Respect, Prophetic Witness/Justice, and Service to Others (‘Values’ adopted by GCE, 2001)

### **1.3 Visits with global partners embody solidarity as the Children of a Just God**

At particular times in the life of a global partner the political, economic and/or social situation is characterized by extreme danger or threat. At times partners experience tragedy, calamity and disaster. In those times visits can be a living expression of solidarity for other parts of God’s world which are suffering. (1 Corinthians 12)

### **1.4 Visits with global partners embody Living Faithfully in the Context of Empire**

The United Church of Canada has made a specific commitment to recognizing its complicity in Empire and striving to live faithfully in the context of Empire (39th General Council 2006). Visits with global partners provide unique opportunities for confronting our own complicity as church and hearing the voices of those who suffer under the domination of Empire as they guide us in resistance to our own complicity.

## **2. The United Church of Canada Delegations to Global Partners**

### **2.1.1 Purpose of The United Church of Canada General Council-related Delegations to Global Partners**

The United Church of Canada at the General Council level participates in or organizes delegations to Global Partners for a number of reasons, among them:

1. To develop and enhance partner relationships
2. To provide safety to partners in times of threat
3. To support partners and others in situations of hardship, injustice and isolation, and express compassion and solidarity at a time of crisis (pastoral visit)
4. To work in solidarity with partners on common issues
5. To celebrate a significant event in the life of the partner church or organization
6. To deepen the United Church’s commitment on a specific issue or region (fact-finding)
7. To provide opportunities for media exposure, public education and advocacy on issues important to the United Church and its partners
8. To provide the United Church a concrete opportunity to express a response on critical global issues
9. To enable the United Church to gain experience from a situation it is called/mandated to address

10. To deepen the United Church's strategic working relationships with other organizations participating in the delegation
11. To educate participants and deepen their commitment to system justice through partnership

### **2.1.2 Initiation of Delegations**

Delegations may be undertaken:

1. At the request and invitation of (a) global partner(s),
2. At the initiation of the United Church-JGER Unit in consultation with (a) global partner(s),
3. At the initiation of a Canadian (e.g. KAIROS) or global (e.g. WCC) ecumenical partner.

### **2.1.3 Composition of Delegations:**

Delegations are usually composed of a combination of United Church members and United Church GC staff.

## **2.2 PROCESS for Coordination of The United Church of Canada—General Council related Delegations**

### **2.2.1 JGER coordination group**

The United Church of Canada—General Council related Delegations are coordinated by a JGER coordination group composed of:

1. Regional Program Coordinator responsible for the region being visited
2. People in Mission Program Coordinator
3. Executive Minister
4. Others as identified, including GC staff colleagues from other Units to complete delegate selection well (determined by the coordination group)

The **role** of the coordination group is to ensure mutually beneficial visits with partners by United Church members and staff by coordinating the **PLANNING** of delegations and the **SELECTION** of delegation participants.

### **2.2.2 PLANNING of Delegations**

The JGER delegation coordination group shall ensure visit proposals

1. Identify clear objectives and goals for the visit(s)
2. Identify expected results of the visit
3. Identify the characteristics, skill and experience needed by participants
4. Reflect the needs of partners and are coordinated with respect to partners' schedules and ongoing work
5. Name any security concerns for hosting partner(s) and participants
6. Name liability concerns for the United Church as well as steps to be taken to minimize exposure to liability—i.e. ensure waivers are signed
7. Identify costs, and provide clarity about sources of financing
8. Identify budget available in JGER, other GC Units, and other sources
9. Outline implications for JGER staff time
10. Include preparatory orientation/briefing plans

11. Identify expectations for follow-up by elected members and JGER staff, including a media strategy if appropriate, and educational and mission interpretation requirements
12. Identify a process for debriefing and post-visit evaluation with participants
13. Identify process to invite partner participation in the post-visit evaluation
14. Ensure that orientation, debriefing, evaluation and follow-up happen.

### **2.2.3 SELECTION of Delegation participants**

Giving priority to the context and needs of both the partners visited and The United Church of Canada, selection of delegation participants shall strive to honour the following balances:

1. Lay and Ordered
2. Gender
3. Geographic
4. Age
5. Ethnic
6. Staff and United Church Members
7. Type of life experience
8. Previous experience with global partner visits

Notes:

1. Some delegations may encounter rigorous physical challenges not appropriate for all individuals. Such realities must be communicated clearly and be reflected in the delegate selection criteria.
2. Some delegations organized by the United Church may require the participation of ecumenical colleagues, or other resource people, and/or partner personnel from the Global South because of the delegation's particular goals and objectives.

## **3. Global Education and Exposure Opportunities for Elected Members and GC Staff**

### **3.1 Purpose of Global education and exposure opportunities for elected members and GC staff.**

Visits with United Church partners provide opportunities for elected members and staff to:

1. Develop and enhance partner relationships
2. Experience first-hand the complexities, challenges and value of working in partnership
3. Engage in an unparalleled opportunity for experiential and transformative learning
4. Encounter the breadth of partners' work
5. Deepen understandings of partner(s)' context and challenges,
6. Relate these contexts and challenges to the Canadian context and GC work, enhancing integration and collaboration
7. Increase a shared sense among United Church leaders of the Oikoumene -- a broad community of faith and common witness
8. Bring a global perspective to a variety of GC decision making processes beyond global partnership work – for example, decisions on governance and finance
9. Develop enhanced United Church leadership, capacity and commitment for all mission engagement, in Canada and globally
10. Advocate for transformation towards God's shalom in Canada and globally

These education and exposure opportunities are usually in the form of accompanying a JGER Regional Coordinator.

### **3.2 Process for Global Education and Exposure for *General Council Elected Members***

The JGER coordinating staff group shall coordinate the process for Visit Planning and Elected Member selection as outlined for **Delegations (2.2)** and the guidelines following.

### **3.3 Process for Global Education and Exposure for *General Council Staff***

Global education and exposure for GC Staff is considered fundamental orientation, learning and context setting for the work of GC leadership and program staff. The JGER coordinating staff group shall coordinate the process for Visit Planning and GC Staff selection as outlined for **Delegations (2.2)** and the guidelines following.

In its triennial goals and annual work plans, the JGER Unit through the oversight of its **Executive Minister** shall systematically include plans for global education and exposure opportunities for:

1. The **Moderator** (1-2 visits per 3 year term)
2. Members of the **Senior Leadership Team** (min 1 per year)—staff person(s) determined in consultation with the SLT
3. **GC colleagues** (min 1 per year)—staff person(s) determined in consultation with the General Council Staff Program Coordinating Group,.
4. **Conference colleagues** (min 1 per year)—staff person(s) determined in consultation with the JGER Staff Program Coordinating Group with Conferences and with the General Council Minister, Regional Relations.
5. **JGER program colleagues** not directly involved in global partner relations (min 1 per year)—staff person(s) determined in consultation with the JGER Staff Program Coordinating Group.

#### **4. Oversight and Review of Protocol**

- The oversight for this protocol shall be the responsibility of the **JGER Executive Minister**
- Review of this protocol shall be the responsibility of **JGER Staff Program Coordinating Group** and shall be undertaken every five years.

**Motion: 2007-05-04-142**

**Appendix E**

### **Gift Acceptance Policies and Guidelines The United Church of Canada February 2007**

#### **Purpose of Policies and Guidelines**

The United Church of Canada (Church) is authorized to accept both outright and deferred gifts from donors. An outright gift refers to a contribution of cash or property (gifts-in-kind), which can be used immediately by the Church. Securing outright gifts is a priority and donors who are able to make outright gifts will be encouraged to do so. Deferred gifts include bequests;

charitable gift annuities; life insurance policies; proceeds from RRSPs and RRIFs; gifts of residual interest in real property and charitable remainder trusts; gifts of securities; and endowments and named endowments. All programs, solicitation plans, and activities shall be subject to the oversight of the Permanent Committee on Finance (or as delegated by the Permanent Committee to the Gift Planning Committee).

The purpose of the following policies and guidelines is to identify the various types of gifts to be offered and the general policies applicable to those gifts. The policies assure that planned gifts accepted will be cost-effective, will not entail undue liability, and will be in accordance with the guidelines of the Canada Revenue Agency (CRA). This document outlines the role of the Gift Planning Committee and the staff. The intent of the document is also to provide assurance to our governing bodies and donors.

When there are concerns not covered by this policy, the Gift Planning Officer will consult with the Executive Minister of Financial Stewardship and the Executive Officer of Financial Services about the wisdom of accepting or declining a gift. A recommendation will then be forwarded to the Gift Planning Committee. If necessary, the Committee will deal with the situation through e-mail or conference call.

## **A. General Policies**

### **A.1 Responsibility to Donors**

The policy of the United Church is to inform, serve, guide, or otherwise assist donors who wish to support the United Church's activities, but never to pressure or unduly persuade. All persons acting on behalf of the Church will conduct themselves in accordance with accepted standards of accuracy, truth, and integrity.

In all matters involving the donor, the interest and well-being of the donor must take precedence. In cases of potential or actual conflict of interest, those acting on behalf of the Church must declare the conflict and allow someone else to act on behalf of the Church.

Persons acting on behalf of the Church shall in all cases encourage the donor to discuss the proposed gift with independent legal and/or tax advisors of the donor's choice and at the donor's expense, to ensure that the donor receives a full and accurate explanation of all aspects of the proposed charitable gift. In some cases, the Church may decline a gift if the donor has not obtained independent advice.

### **A.2 Authorization**

The Gift Planning Officer and the Regional Gift Planners are authorized to seek and accept outright gifts and deferred gift arrangements with prospective donors, following the gift policies and guidelines outlined in this document as approved by the Permanent Committee.

All Planned Giving contracts requiring execution by the Church shall first be reviewed and approved as to the form by the Church's legal counsel. Where substantially the same agreement is used repeatedly, only the prototype needs to be approved.

The following Planned Gifts must be approved by the Gift Planning Committee. Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal secured by the donor. The Church reserves the right to secure its own appraisal. The Church shall be satisfied concerning any appraisal. These gifts include:

- Gifts of real estate, shares in privately owned companies, stock options, tangible personal property, partnership interest, and other property interests not readily negotiable
- Gifts of residual interest in real property or an equitable interest in a trust

Gifts of cash, publicly traded securities, life insurance, United Church charitable gift annuities and charitable remainder trusts do not require approval by the Gift Planning Committee. Any gift, however, may be referred to the Gift Planning Committee if subject to possibly unacceptable restrictions or if it may create an undesired financial burden for or jeopardize the tax-exempt status of the Church.

### **A.3 Declining a Gift**

At times, The United Church of Canada may choose to decline a gift if one of the following conditions were known:

- There are conditions to a gift and its designation which are not consistent with the objectives, values, and goals of the Church
- The gift could financially jeopardize the donor or the Church
- The gift or terms are illegal
- The Church does not have the resources to honour the terms of the gift
- An appropriate fair market value cannot be determined, or will result in unwarranted or unmanageable expense to the Church
- There are physical or environmental hazards
- Where false promises have been made
- The gift could jeopardize the tax-exempt status of the Church
- The gift could improperly benefit any individual

If the decision is to decline a gift, the donor, or executor where applicable, will be informed as soon as possible but no later than 60 days from the date on which the Church received detailed information in writing about the proposed gift.

### **A.4 Official Tax Receipt**

The Church has been issued a Charitable Registration Number by the CRA, which permits the Church to issue charitable donation or gift receipts for tax purposes. The privilege is governed by federal statute and internal policy. CRA defines a gift as “generally a voluntary transfer of property for which the donor expects and receives nothing of value in return.”

### **Policy**

The Church will issue an official receipt for donations that qualify as charitable gifts, as per the Income Tax Act and CRA’s IT-110R3, Gifts and Official Donation Receipts ([www.cra-arc.gc.ca/E/pub/tp/it110r3/README.html](http://www.cra-arc.gc.ca/E/pub/tp/it110r3/README.html)). The Church will consider charitable gifts to be those that are unencumbered and those over which the donor has no jurisdiction or signing authority.

### **Guidelines**

When a gift is received by the Church, it is the responsibility of Church employees to ensure that the gift is acceptable and that the donation qualifies as a charitable gift.

If there is any uncertainty as to whether a donation qualifies as a charitable gift, advice will be sought from an independent tax consultant or from qualified legal counsel.

### **A.5 Confidentiality of Information**

Charitable giving is a personal and sensitive issue. To ensure the privacy of donor information, it is necessary to control access to donor and donation information.

#### **Policy**

All information pertaining to donors and donations received by the United Church is confidential and is subject to the Privacy Policy of The United Church of Canada.

#### **Guidelines**

All necessary steps will be taken to ensure that all information will be kept confidential. The United Church is charged with maintaining accurate and complete records of all donors and donations committed and/or received.

A donor may request that her/his gift and/or information pertaining to that gift remain anonymous. A donor may also request that his/her gift not be publicly recognized. Public recognition will be extended to donors in accordance only when negotiated with the donor as part of the gifting process or with permission acquired later.

The United Church's lists, records, and mailing information will never be sold or exchanged.

### **A.6 Direction of Gifts**

The United Church has a responsibility to handle all monies put into its trust in accordance with the directions of the donor who made the gift. It also must adhere to all applicable laws, federal and provincial.

All gifts received by the Church should be directed to purposes that are in accordance with the mission, vision, and values of the United Church.

#### **Policy**

All donors can choose to have their gift fully expended or endowed and can direct their gift to a specific program, fund, or project. The use of the gift may affect whether it can be expended or endowed. A gift may be declined as a result of the restrictions on the gift.

#### **Guidelines**

Unrestricted gifts—gifts with no designation specified—are allocated to the United Church Reserve. Gifts designated to a program or fund are allocated to the program or fund account. Gifts restricted to a specific project are allocated to the project account.

### **A.7 Amendments**

These policies and guidelines may be amended at any time to meet changing circumstances by the Gift Planning Committee, and the amendments will be reported to the Executive of the General Council through the Permanent Committee on Finance.

## **B. Acceptance Policies**

### **B.1 Gifts of Cash**

#### **Definition**

Cash may include cheques, money orders, currency, or other legal tender.

#### **Policy**

Cash donations are welcomed by the United Church and an appropriate official donation receipt will be issued.

#### **Guidelines**

Financial Services deposits the gift in accordance with established procedure and prepares the official donation receipt. The staff records the gift in the database and prepares the appropriate acknowledgement.

### **B.2 Bequests**

#### **Definition**

A bequest is a specific provision in a Will, directing assets from the estate to The United Church of Canada. The amount of the bequest may be specified or the bequest may be a residual interest after all debts, taxes, and other specific bequests have been paid.

#### **Policy**

Bequests made to the United Church may qualify as a charitable gift, if the terms and conditions of the bequest are consistent with the needs of the United Church. Official tax receipts will be issued to the estate of the deceased.

#### **Guidelines**

Sample bequest language will be made available to donors and their lawyers to ensure that bequests are properly designated and the proper legal title for the United Church is used. Staff will not become involved in the final preparations, execution, or witnessing of a Will in which the United Church is named as a beneficiary.

Communications to the United Church (letters, copy of the Will, and/or estate account summaries) received from the executors, trustees, or legal counsel will be reviewed by the United Church's legal department. The purpose of the bequest will be reviewed to ensure that it is not in conflict with the mission, vision, and values of the United Church. Legal counsel and the Gift Planning Officer will review any bequests that are in conflict with the policies of the United Church, and an appropriate action plan will be established.

The United Church will maintain the ongoing file of all estates and will ensure that all correspondence is dealt with expeditiously and in accordance with United Church policy.

### **B.3 Charitable Gift Annuity**

**Definition**

The charitable gift annuity is a contractual arrangement whereby a donor(s) transfers assets to the Church in exchange for fixed, guaranteed payments for the life of the annuitant(s).

**Policy**

Determination of the gift receipt and taxation of annuity payments will be in accordance with IT-Technical News No. 26, issued by Revenue Canada ([www.cra-arc.gc.ca/E/pub/tp/itnews-26/itnews-26-e.html](http://www.cra-arc.gc.ca/E/pub/tp/itnews-26/itnews-26-e.html)), or its amendments and replacements.

**Guidelines**

The Gift Planning Officer or designated Financial Stewardship representative must approve all charitable gift annuities.

- i. The minimum amount the Church will accept for a gift annuity is \$5,000.
- ii. The gift annuity rates offered by the Church shall not exceed those recommended by the Canadian Charitable Annuity Association for self-insured gift annuities.
- iii. Donors may designate the purpose for which the gift annuity residue is used anywhere within The United Church of Canada. The residue refers to the amount of the original contribution retained by the Church after satisfying all annuity payment obligations.

**B.4 Gifts of Life Insurance****Definition**

A donor may choose to donate an existing life insurance policy or purchase a new policy for the Church. The donor can name the Church the owner and beneficiary or just the beneficiary under the policy. There are different tax implications depending on the donor's choices.

**Policy**

If the donor donates an existing policy:

- A fully paid-up policy transferred to the Church provides the donor with a tax receipt for the cash surrender value of the policy, as calculated on the date of ownership transfer, provided the Church is named the owner and beneficiary of the policy. Upon the donor's death, the Church receives the death benefit of the policy.
- If an individual has an existing policy on which premiums are still owing and the Church is named the owner and beneficiary, the Church may issue a tax receipt for the cash surrender value when the policy ownership is transferred and tax receipts for subsequent premium payments paid by the donor.

If the donor donates a new policy:

- When a donor purchases a new policy and names the Church the owner and beneficiary, the donor receives a tax receipt for the annual premium payments paid on the policy. Unless otherwise requested, the donor makes premium payments directly to the insurance company. Upon the donor's death, the Church receives the death benefit of the policy.

The donor can also choose to name the Church the beneficiary only. In this case, the donor's estate would receive the tax receipt for the proceeds of the policy.

### **Guidelines**

The Gift Planning Officer or designated Financial Stewardship representative must approve all gifts of life insurance. The Church will confirm annually with the appropriate insurance companies that premium payments were made. In cases where the donor does not make premium payments, the Church may elect to continue the premium payments, to retain the policy with a “paid-up” face value, or to cash in the policy.

### **B.5 Gifts of Retirement Savings Plan/Income Fund Proceeds (RRSPs/RRIFs)**

#### **Definition**

A donor may choose to donate the proceeds of an existing RRSP or RRIF plan to the United Church. The donor can name the United Church the beneficiary of the plan for all or part of the proceeds invested. Upon the donor’s death, the proceeds are paid directly to the United Church and an official donation receipt will be issued to the estate for the full value of the gift.

#### **Policy**

RRSP/RRIF proceeds are welcomed by the United Church and an appropriate official donation receipt will be issued.

#### **Guidelines**

Under legislation proposed in the Federal Budget of February 2000, retroactive to January 1, 1999, new rules allow an individual to also directly designate a charity as beneficiary of a registered retirement savings plan (RRSP) or registered retirement income fund (RRIF) and have the tax credits available in the year of death.

The rules allow payments to go directly to the United Church, avoiding the possibility of creditors seizing funds or challenges to the will.

- When a prospective donor provides written advice that the United Church has been named as a beneficiary of an RRSP/RRIF fund, the information should be recorded as a “pledge.” If the amount is known, it should be entered; otherwise an estimated amount should be used.
- When the gift of RRSP/RRIF proceeds is actually received by the United Church, it will likely flow from a third party source (i.e., an investment firm, bank, brokerage house, or trust company, where the donor has documented the beneficiary designation on file).
- In such cases, it will be important to acknowledge receipt of the gift from the financial institution, and it is usually appropriate to advise the estate executor (if known) and/or immediate family of the gift being received.
- The proceeds of such gifts should be recorded as an outright gift of cash when received, and a gift receipt for the full amount received should be issued to the estate.

### **B.6 Gifts of Residual Interest in Real Property and Charitable Remainder Trusts**

#### **Definition**

A “residual interest in real property” gift refers to an irrevocable legal arrangement under which property is deeded to the United Church but the donor retains use of the property for life or a term of years after which time the United Church takes possession.

A charitable remainder trust is a form of residual interest gift in which the property is transferred to the United Church or to a trustee who holds and manages it for the specified period. The United Church is named the beneficiary of the trust. The income from the trust can be paid to the donor, to a designate of the donor, or be directed back to the trust. When the trust is terminated (on death or following the specified term of years), the trust remainder is transferred to the United Church.

### **Policy**

At the time of the gift, an official receipt will be issued for the present value at the time of irrevocable transfer in accordance with CRA guidelines. If the income is redirected to Church or back to the trust, the donor will be issued official receipts for this amount.

The minimum Charitable Remainder Trust size is \$10,000.

### **Guidelines**

The Planned Giving Officer or designated Financial Stewardship representative must approve all charitable remainder trusts and gifts of residual interest. It is recommended that the legal agreement be reviewed by the donor's legal counsel or other professional. The United Church is able to provide prototype agreements and financial illustrations.

For gifts of residual interest, the terms of the gift and responsibilities for expenses shall be specified in a deed of gift executed by the donor and the United Church. The United Church reserves the right to inspect the property from time to time to ensure that its interest is properly safeguarded. If the asset is real estate, the gift is subject to the provisions outlined in section B.9.

## **B.7 Gifts of Securities**

### **Definition**

Examples of securities are shares of stock in a corporation, bonds, treasury bills, stripped bonds, other documents evidencing a liability, or mutual funds. Some securities may be publicly traded, i.e., listed on a recognized securities exchange. Gifts of publicly traded securities receive certain preferential tax treatment when donated to a charitable institution.

### **Policy**

The United Church will accept securities as "gift-in-kind" charitable donations. The United Church reserves the right to sell securities and manage the funds according to its investment policy. The amount of the tax receipt is determined by:

- the market value of the securities at the close of business on the day they are received by the custodian of the United Church's investment counsel
- for non-marketable securities, the fair market value on the date of transfer provided through a written evaluation prepared by an independent appraiser who is qualified to evaluate such securities

The gift of securities will be acknowledged and receipted at the market value as detailed above, regardless of the date on which they are sold by the United Church. Any fees associated with the sale are costs to the United Church and have no impact on the gift receipt.

Gifts of shares in a privately owned company will be accepted as long as the United Church assumes no liability in receiving them. Each gift of private shares will be reviewed by the Executive Officer of Financial Services, legal counsel and approved by the Gift Planning Committee as to valuation, marketability, and liability concerns.

### **Guidelines**

- i. All gifts of publicly traded securities will be reviewed to ensure the securities are marketable and acceptable. Any gift where there is concern of volatility (e.g., illiquid securities) or where the securities are not components of the S&P/TSX Composite Index will be reviewed with the Executive Officer of Financial Services and the Chair of the Permanent Committee on Finance. A listing of the components of the S&P/TSX Composite Index can be found on the internet at: <http://www.globeinvestor.com/static/hubs/indexes.html>
- ii. Shares in private companies may be accepted if they likely can be sold in the near future to other shareholders or others interested in acquiring an interest in the corporation or redeemed by the corporation. Alternatively, such shares may be accepted if an arrangement is made to redeem the shares upon the death of the shareholder. The Permanent Committee on Finance will review all gifts of private shares.

## **B.8 Endowments and Named Endowments**

### **Definition**

An endowment is an investment fund set aside for the long-term support of the United Church. The principal is protected, and only the income or a portion of the income, is expended. The uses of the income are controlled either by the donor's restrictions or by the Executive of General Council where the endowment includes wording to the effect that The United Church of Canada may redirect the income if the original purpose ceases to exist.

### **Policy**

A charitable donation receipt will be issued for the amount received by the donor to set up the endowment. If a donor chooses to add to the endowment, charitable donation receipts will be issued for these amounts.

It is recommended that the minimum endowment be \$10,000. For a named endowment, the donor has five years to build up to \$10,000.

### **Guidelines**

The Planned Giving Officer or other representative from Financial Stewardship must approve all endowments and named endowments. The United Church is able to provide prototype agreements and financial illustrations.

## **B.9 Gifts-in-Kind**

### **Definition**

Gifts-in-kind can refer to gifts of real property, such as real estate, as well as personal property such as art, books, jewellery, and other valuable items.

## Policy

The United Church welcomes gifts of all kinds and will issue a tax receipt for the gift as long as the gift is consistent with the needs of the Church or can be sold quickly. The amount of the official receipt will be determined according to CRA guidelines for the fair market value on the date the gift is transferred. The United Church may retain the gift or sell it and use the proceeds where they are needed the most or as designated by the donor.

## Guidelines

In order to issue a tax receipt for a gift-in-kind, the United Church requires that:

- A minimum of one independent appraisal is acquired from a reputable appraiser. Original appraisal documents must be in hand as well as a deed of gift, making the Church irrevocably the owner of the gift. Appraisals are at the cost of the donor.

Gifts of real estate, whether outright or in some form of residual interest gift, will be subject to the following. The United Church shall ascertain:

- Whether the donor has clear title to the property
- Whether there are any encumbrances on the title, including tax arrears
- That acceptance of the gift would be in the Church's best interest after consideration of such factors as zoning restrictions, marketability, current use, and cash flow
- That the Church will assume no liability whatsoever as a result of environmental conditions of the property. The United Church may require an environmental assessment including an environmental audit, to determine that it will assume no liability. Any such assessment or audit will be at the cost of the donor.

**Motion: 2007-05-04-144**

**Appendix F**

## Leadership Outcomes Framework (GS 37)

### GOAL AREA 1: SPIRITUAL, VOCATIONAL, AND PERSONAL FORMATION

**General Learning Outcome:** At the completion of the program, the graduate will be able to demonstrate their personal faith and vocational identity, and, display emotional maturity and moral integrity in themselves and in relation to others. It is understood that personal faith is inherently relational as one interacts with the Divine and Others (both human and the cosmos).

<i>Learning Outcome Elements</i>	<i>Examples for the Implementation of the Learning Outcome Elements</i>
1.1.a. Discern one's own process of spiritual health and growth (use of spiritual direction, spiritual formation, discipline, prayer life)	<ul style="list-style-type: none"> <li>• <i>Be clear about one's sense of call and be able to continually discern and articulate it.</i></li> <li>• <i>Know and have experience with diverse forms of prayer and spiritual practice.</i></li> <li>• <i>Develop practices of regular spiritual discipline.</i></li> <li>• <i>Know the works of the main spiritual disciplines.</i></li> <li>• <i>Develop personal habits that support mental, physical, emotional, sexual, financial, and spiritual health.</i></li> <li>• <i>Understand the implications for ministry of one's own race, class,</i></li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
	<p><i>age, sexual orientation, gender, culture, language, and religion.</i></p> <ul style="list-style-type: none"> <li>• <i>Acknowledge one’s own strengths and weaknesses.</i></li> </ul>
1.1.b. Nurture personal and professional relationships.	<ul style="list-style-type: none"> <li>• <i>Intentionally develop and maintain personal relationships that are supportive to one’s emotional, physical, mental, and spiritual health and growth.</i></li> <li>• <i>Develop supportive professional relationships with ministry personnel and others.</i></li> <li>• <i>Develop skills for critical analysis.</i></li> <li>• <i>Monitor time to ensure balance of work, recreation, spiritual discipline, family, and friends.</i></li> </ul>
1.1.c. Risk Authenticity	<ul style="list-style-type: none"> <li>• <i>Identify and accept one’s own personal and role privilege, power, and vulnerability.</i></li> <li>• <i>Develop confidence in one’s own personhood (self-differentiate) in order to be authentic and open to difference in others.</i></li> </ul>
1.1.d. Articulate clearly the role of God, Jesus Christ and the Spirit in one’s spiritual life and the life of others.	<ul style="list-style-type: none"> <li>• <i>Demonstrate a comprehensive understanding of Christian Trinitarian theologies and discern how they are integrated into one’s faith.</i></li> <li>• <i>Describe the experience of the Spirit in one’s life and in others.</i></li> <li>• <i>Reflect on the lives of those who exemplify a faith filled life.</i></li> </ul>
1.1.e. Embody the call to a Diaconal Ministry of Education, Service and Pastoral Care OR an Ordained Ministry of Word, Sacrament and Pastoral Care.	<ul style="list-style-type: none"> <li>• <i>Identify and articulate one’s own role and identity in diaconal ministry and within the diaconal tradition.</i></li> <li>• <i>Understand and be committed to diaconal perspectives on ministry OR</i></li> <li>• <i>Understand and value the history of ordained ministry as it informs one’s own practice of ministry.</i></li> <li>• <i>Understand oneself as an Ordained/Diaconal minister and relate to others within that role</i></li> </ul>

**GOAL AREA 2: TEACH AND FACILITATE LEARNING IN AND OF THE CHRISTIAN FAITH**

**General Learning Outcome:** At the completion of the program, the graduate will be able to implement a continuous learning plan for her/his own development in the faith, and to work with the faith community to establish a learning community to enable the community’s growth in understanding of their personal and collective faith.

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
2.1.a. Appreciate one’s own learning style and commitment	<ul style="list-style-type: none"> <li>• <i>Integrate one’s learning through various learning methods and styles of research.</i></li> <li>• <i>Use the knowledge of one’s own learning style to develop a plan for</i></li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
to life long learning.	<p><i>personal growth and continuing education.</i></p> <ul style="list-style-type: none"> <li>• <i>Approach learning and leadership as a co-learner with others.</i></li> <li>• <i>Facilitate one's own learning using a variety of formal and informal methods.</i></li> <li>• <i>Practice a variety of methods of self-directed study.</i></li> <li>• <i>Incorporate scholarly activity into one's practice of ministry.</i></li> </ul>
2.2.a Be committed to the learning of the faith community.	<ul style="list-style-type: none"> <li>• <i>Assess the learning needs and goals of one's faith community.</i></li> <li>• <i>Provide a variety of learning opportunities.</i></li> <li>• <i>Practice a process for establishing personal and community learning covenants.</i></li> <li>• <i>Integrate diaconal conviction to empower, through education, the whole community of ministry.</i></li> </ul>
2.2.c. Interpret the Bible and make it accessible to the community.	<ul style="list-style-type: none"> <li>• <i>Model significant, relevant, and thorough ways to engage the Bible.</i></li> <li>• <i>Present the Bible as the foundational text for Christian engagement with God.</i></li> <li>• <i>Apply interpretive methodologies to the biblical witness.</i></li> <li>• <i>Contrast and compare various historical interpretations and structures of the Bible.</i></li> <li>• <i>Demonstrate a theology of respect for Creator and creation.</i></li> </ul>
2.2.d. Provide training and support for leadership and participation in church governance	<ul style="list-style-type: none"> <li>• <i>Know The United Church of Canada structures and communicate their relationship to the mission and ministry of the church.</i></li> <li>• <i>Understand and communicate the significance of actions taken by the courts of the church.</i></li> <li>• <i>Utilize current United Church of Canada study documents and resources in educational ministry.</i></li> </ul>
2.3.a. Value the heritage of the Christian traditions.	<ul style="list-style-type: none"> <li>• <i>Articulate the core historical doctrines of the Christian Church.</i></li> <li>• <i>Develop an ability to identify operative doctrine of the Church in current and historical situations – e.g. the wide consensus and declaration about apartheid being a heresy.</i></li> <li>• <i>Articulate his/her relationship to the historical and current doctrines of the Church and identify what influences that relationship.</i></li> <li>• <i>Appreciate that the heritage of the Christian church and its practice is continually in flux.</i></li> <li>• <i>Empower the faith community to develop its own theology within its current socio-ecological context (social, political, economic and ecological), within United Church ethos.</i></li> <li>• <i>Recognize that increased diversity brings a variety of faith traditions into The United Church of Canada, which has the</i></li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
	<i>potential to enrich and renew the church.</i>
2.3.b. Teach the heritage of the Christian traditions and The United Church of Canada tradition in particular in the context of world ecumenism.	<ul style="list-style-type: none"> <li>• <i>Articulate the faith traditions of The United Church of Canada.</i></li> <li>• <i>Know and teach the significance of historic documents, policy statements and actions of The United Church of Canada.</i></li> <li>• <i>Demonstrate a basic understanding and respect for other major world religions.</i></li> <li>• <i>Demonstrate a basic understanding of the historic documents and debates of the Christian faith.</i></li> <li>• <i>Understand the importance and implication of mission history.</i></li> </ul>
2.3.c. Respect traditions of non-Christian faiths and practices.	<ul style="list-style-type: none"> <li>• <i>Comprehend the essential tenets of the major faith traditions of the world.</i></li> <li>• <i>Recognize the interconnections of all major faith traditions.</i></li> <li>• <i>Encourage the faith community in the study of other faith traditions.</i></li> <li>• <i>Dialogue with the significant faith traditions within the faith community's context.</i></li> </ul>

**GOAL AREA 3: CULTURAL AND CONTEXTUAL SENSITIVITIES AND ANALYSES**

**General Learning Outcome:** At the completion of the program, the graduate will be able to understand and relate to the cultural and systemic realities of the environment in which The United Church of Canada lives and carries out its mission.

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
3.1.a. Conduct contextual/critical analysis to inform/guide participation in God's mission in the world.	<ul style="list-style-type: none"> <li>• <i>Display effective observation and analytical skills when interacting with others.</i></li> <li>• <i>Demonstrate an ability to discern current reality of one's faith community.</i></li> <li>• <i>Demonstrate an ability to articulate a clear understanding of the vision and mission of a community of faith.</i></li> <li>• <i>Demonstrate an ability to help a faith community live out its vision and find the needed resources.</i></li> <li>• <i>Integrate theological belief which addresses systems of injustice and exclusion, such as sexism, racism, hierarchy and heterosexism.</i></li> <li>• <i>Understand social analysis and facilitate others in doing social analysis</i></li> </ul>
3.1.b. Provide theological insight, guidance, and wisdom to church committees and Boards in respect	<ul style="list-style-type: none"> <li>• <i>Empower and enable committees and Boards to see all of their work within the context of the community.</i></li> <li>• <i>Articulate theological issues that impact upon or arise from the decision making process from a cultural-contextual perspective.</i></li> <li>• <i>Facilitate and lead, where appropriate, an effective meeting.</i></li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
to their mandate and God's mission.	<ul style="list-style-type: none"> <li>• Know the policies of the United Church of Canada regarding current theological, social, and economic issues and advise accordingly.</li> </ul>
3.1.c. Engage the community with a gospel vision to recognize and respond to needs beyond their own.	<ul style="list-style-type: none"> <li>• Empower the development and pursuit of social justice, advocacy, and outreach programs consistent with the United Church ethos.</li> <li>• Empower the development and pursuit of eco-sustainable ways of living a life of faith.</li> <li>• Empower lay participation and leadership in developing and articulating its vision.</li> <li>• Committed to social ministry as an essential part of diaconal ministry.</li> </ul>
3.1.d. Engage with the church and the broader ecumenical and inter-faith community.	<ul style="list-style-type: none"> <li>• Participate in ecumenical and inter-faith activities for one's own spiritual development and the development of the community.</li> <li>• Demonstrate an ability to engage in respectful dialogue with other faith traditions.</li> <li>• Familiar with diaconal networks denominationally, regionally and internationally.</li> </ul>

#### **GOAL AREA 4. LEADERSHIP WITHIN THE FAITH COMMUNITY AND WIDER COMMUNITY**

**General Learning Outcome:** At the completion of the program, the graduate will be able to practice ministry and provide leadership in both ecclesial and public contexts.

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
4.1.a. Bear witness of one's faith for the encouragement of others.	<ul style="list-style-type: none"> <li>• Be open about one's own faith journey and ongoing discernment.</li> <li>• Share faith stories that inspire and challenge.</li> <li>• Preach and teach with passion, compassion, sensitivity, insight, biblical, prophetic, and contextual relevance.</li> <li>• Seek feedback from those with whom one witnesses.</li> <li>• Understand sacramental responsibility exercised on behalf of the whole community.</li> </ul>
4.1.b. Encourage discernment of the role of God, Jesus Christ and Spirit in the life of the community.	<ul style="list-style-type: none"> <li>• Listen to the faith stories of others.</li> <li>• Describe how the teachings and presence of Jesus and the Holy Spirit influence his/her life.</li> <li>• Recognize, respect, and articulate the different understandings of Jesus in the faith community.</li> <li>• Enable the faith community to articulate the roles of God, Jesus Christ, and the Spirit in their lives.</li> <li>• Encourage the emergence of faith stories.</li> </ul>
4.1.c. Actively	<ul style="list-style-type: none"> <li>• Participate in activities within a faith community or other ministry</li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
participate in the life of the faith community.	<p><i>settings.</i></p> <ul style="list-style-type: none"> <li>• <i>Encourage and facilitate the faith community’s activities.</i></li> <li>• <i>Theologically reflect on and participate in community activities outside of the faith community.</i></li> <li>• <i>Encourage opportunities for the faith community to connect to the wider United Church.</i></li> <li>• <i>Participate in and understand the life functions of the Presbytery, Conference, and General Council.</i></li> </ul>
4.2.a. Articulate and apply an ethical framework to personal decision making and action.	<ul style="list-style-type: none"> <li>• <i>Achieve a level of self-awareness that enables working for the greater good of others.</i></li> <li>• <i>Be intentional about one’s accountability to self, God, and church.</i></li> <li>• <i>Identify conflicts of interest or bias, real or perceived.</i></li> <li>• <i>Behave with personal integrity that seeks to act within the law.</i></li> <li>• <i>Know, understand, and respect personal boundaries.</i></li> <li>• <i>Know, understand, and respect the role of professionals and professional boundaries.</i></li> <li>• <i>Be aware of the consequences to self, church, and community of any action(s) that contravenes or appears to contravene the law.</i></li> <li>• <i>Acknowledge one’s own limitations and skills.</i></li> <li>• <i>Know and practice the Exercise of Discipline of Ministry Personnel within The United Church of Canada.</i></li> </ul>
4.2.b. Enable the faith community to design and apply an ethical decision making process to community issues.	<ul style="list-style-type: none"> <li>• <i>Facilitate theological reflection and exploration of ethical frameworks to current issues.</i></li> <li>• <i>Discern and make connections between sociological issues that impact and arise from ethical decision making.</i></li> <li>• <i>Empower the community to design ethical decision-making processes/practices for the life of the community.</i></li> <li>• <i>Articulate one’s own understanding of the impact of the gospel on daily life and engage the community in examining current issues in light of the gospel.</i></li> <li>• <i>Discern in the community when leadership requires prophetic action and risk.</i></li> </ul>
4.2.c. Participate in the ethical decision making of the wider community.	<ul style="list-style-type: none"> <li>• <i>Demonstrate an awareness of and sensitivity to a variety of ethical decision making decision-making frameworks.</i></li> <li>• <i>Articulate a faith-based understanding of justice and how it relates to the wider community.</i></li> </ul>
4.3.a. Communicate effectively.	<ul style="list-style-type: none"> <li>• <i>Use a variety of communication methods, including silence, with competence.</i></li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
	<ul style="list-style-type: none"> <li>• <i>Listen actively.</i></li> <li>• <i>Speak clearly and concisely.</i></li> <li>• <i>Reframe comments to elicit meaning.</i></li> <li>• <i>Write with clarity for a variety of purposes.</i></li> <li>• <i>Comprehend and interpret complex theological ideas.</i></li> </ul>
4.3.b. Demonstrate cultural and intercultural sensitivity.	<ul style="list-style-type: none"> <li>• <i>Use United Church of Canada guidelines on inclusivity to insure communication that is culturally sensitive and avoids ageism, heterosexism, sexism, classism, and religious discrimination.</i></li> <li>• <i>Demonstrate the intercultural, and cross-cultural, skills to offer effective ministry in the ethnically and racially diverse Canadian context.</i></li> <li>• <i>Demonstrate an understanding of the social, theological, and pastoral dimensions of racial justice.</i></li> </ul>
4.4.a. Lead worship consistent with traditions and guidelines of The United Church of Canada.	<ul style="list-style-type: none"> <li>• <i>Integrate the history, liturgy, sacraments, and preaching of the church into worship.</i></li> <li>• <i>Use United Church of Canada and other appropriate worship resources.</i></li> <li>• <i>Describe the role of ministry personnel in enabling the conduct of worship.</i></li> <li>• <i>Appreciate the responsibility, power and authority of sacramental leadership.</i></li> <li>• <i>Design worship that is sensitive, responsive, and contextual.</i></li> <li>• <i>Facilitate the faith community's efforts to identify and shape worship that is faithful and meaningful for their context.</i></li> <li>• <i>Create appropriate prayers and liturgical elements.</i></li> <li>• <i>Encourage and support lay participation and leadership in worship.</i></li> <li>• <i>Design worship that is creative and will engage the passion and creativity of the participants.</i></li> </ul>
4.5.a. Design and facilitate processes for on-going pastoral care.	<ul style="list-style-type: none"> <li>• <i>Provide and receive pastoral care.</i></li> <li>• <i>Engage the faith community in identifying the components of pastoral care required by the community.</i></li> <li>• <i>Enable and support the faith community to be a community of pastoral care.</i></li> <li>• <i>Facilitate lay involvement in receiving and offering pastoral care.</i></li> </ul>
4.5.c. Seek justice and equity in all relationships.	<ul style="list-style-type: none"> <li>• <i>Understand issues of discrimination and inequity theoretically and theologically.</i></li> <li>• <i>Represent one's skills, knowledge, and abilities truthfully and accurately to others.</i></li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
	<ul style="list-style-type: none"> <li>• <i>Be clear and transparent about the nature of relationships.</i></li> <li>• <i>Self disclose appropriately.</i></li> <li>• <i>Be aware of the needs and vulnerabilities of others.</i></li> <li>• <i>Seek to provide ministry to all regardless of personal bias and know when to refer to other professionals.</i></li> </ul>
<p>4.5.d. Encourage an openness to the leading of the spirit towards the transformation of the community.</p>	<ul style="list-style-type: none"> <li>• <i>Model ongoing spiritual growth and transformation within oneself.</i></li> <li>• <i>Respond appropriately to the spiritual needs of others.</i></li> <li>• <i>Encourage spiritual growth in others.</i></li> </ul>
<p>4.6.a. Model effective leadership.</p>	<ul style="list-style-type: none"> <li>• <i>Demonstrate an ability to offer leadership that is visionary, prophetic, and pastoral.</i></li> <li>• <i>Assess and apply appropriate leadership theories.</i></li> <li>• <i>Delegate appropriately.</i></li> <li>• <i>Build relationships of respect with other ministry personnel and members/adherents of the faith community.</i></li> <li>• <i>Demonstrate an integrated understanding of the call to ordered ministry.</i></li> <li>• <i>Respect the call and placement of other ministry personnel.</i></li> <li>• <i>Manage time effectively including time for self-care.</i></li> <li>• <i>Behave ethically according to the standards of The United Church.</i></li> </ul>
<p>4.6.b. Evaluate and enable the leadership gifts in the faith community.</p>	<ul style="list-style-type: none"> <li>• <i>Nurture a healthy ministry of the whole people of God.</i></li> <li>• <i>Work with the faith community to identify its leadership needs.</i></li> <li>• <i>Facilitate a process for developing leadership in the faith community</i></li> <li>• <i>Encourage and enable the leadership gifts of the laity.</i></li> <li>• <i>Examine the relationship of ministry personnel and lay leadership.</i></li> <li>• <i>Demonstrate an awareness of clericalism and conduct ministry that empowers others.</i></li> </ul>
<p>4.6.c. Work in and with teams effectively.</p>	<ul style="list-style-type: none"> <li>• <i>Work effectively and appropriately with volunteer boards.</i></li> <li>• <i>Give and receive feedback respectfully.</i></li> <li>• <i>See ministry leadership as a shared experience among all the leaders and participants.</i></li> <li>• <i>Develop, articulate, and practice effective methodologies for teams.</i></li> <li>• <i>Work in a collegial way with other ministry personnel.</i></li> </ul>
<p>4.6.d. Respond to and manage conflict</p>	<ul style="list-style-type: none"> <li>• <i>Identify one's own preferred response(s) to conflict and how that may impact a situation.</i></li> </ul>

<b>Learning Outcome Elements</b>	<b>Examples for the Implementation of the Learning Outcome Elements</b>
constructively	<ul style="list-style-type: none"> <li>• <i>Understand conflict as an engaged process that can lead to effective change.</i></li> <li>• <i>Be prepared to name conflict and model that working with conflict is a necessary part of the leadership.</i></li> <li>• <i>Understand and have the ability to practice various methods of dealing with conflict and reconciliation.</i></li> </ul>
4.6.e. Carry out administrative responsibilities	<ul style="list-style-type: none"> <li>• <i>Describe and accept the legal responsibilities of ministry personnel in both the secular and church context.</i></li> <li>• <i>Understand the role and responsibilities of the Courts of the Church.</i></li> <li>• <i>Understand the role and responsibilities of officers of the Courts (Chair, secretary, etc.).</i></li> <li>• <i>Describe and locate required legal documents.</i></li> <li>• <i>Complete and file documentation in a timely manner.</i></li> <li>• <i>Demonstrate understanding in how to develop, and implement process and committee structures where gaps exist.</i></li> <li>• <i>Be able to read and interpret financial statements and budgets, and relate them to the mission of the church.</i></li> </ul>
4.7.b. Engage the community with a gospel vision to recognize and respond to needs beyond their own.	<ul style="list-style-type: none"> <li>• <i>Integrate knowledge of the relationship between Christianity and other world religions in order to interpret, and empower present and future mission.</i></li> <li>• <i>Interpret the needs, hopes, and concerns of the world to the church.</i></li> <li>• <i>Understand the complexities of, and be committed to, a ministry of solidarity.</i></li> </ul>

**Motion: 2007-05-04-151****Appendix G****Designated Lay Ministry GCE 6**

Whereas the implementation pieces for the Designated Lay Ministry as outlined in Section 343 of The Manual 2007 are not yet in place; and

Whereas the requirements for a Congregational Designated Minister involves two years of membership and active service and a year of intentional discernment which is a new requirement and places added stress on Presbytery and Congregation Discernment Committees and appears prohibitive for a position which might be for part –time and/or of short duration; and

Whereas there is neither a criteria or process for a prior learning assessment nor the establishment of criteria for an equivalent program of study; and

Whereas the implementation of the Designated Lay Ministry Program adds a greatly increased work load for Education & Students and Pastoral Relations Convenors; and

Whereas there is presently no criteria for how to identify and/or designate a ministry position as a Presbytery Designated or Congregational Designated Lay Ministry; and

Whereas there are no clear guidelines for moving people who are in existing lay ministry positions to a Designated Lay Ministry position ; and

Whereas to date there has been no course of study outlined for a Licensed Lay Worship Leader by the appropriate General Council Working Unit or a set of guidelines to establish equivalency

Therefore, the Bay of Quinte Conference proposes that the General Council Executive place a moratorium on the implementation of the Designated Lay Ministry changes in *The Manual* 2007 for the Bay of Quinte Conference and/or the 13 Conferences of the United Church of Canada until all the implementation pieces are in place.

**Motion: 2007-05-04-128**  
**Redesign Evaluation Task Group Work Plan (GS 39)**

**Appendix H**

TITLE: Redesign Evaluation Task Group Work Plan		March 2007
PURPOSE / GOAL: <u>To evaluate the effectiveness of the redesign structure and its implementation to enable The United Church of Canada to continue to develop and live its vision and mission and faithfully live out its ever changing vision and mission.</u>		
OUTCOMES EXPECTED: In general, the evaluation will impact the senior leadership in governance and administration and how their work and work together enables the General Council Offices to participate in God’s mission in a more collaborative, flexible, efficient and integrated way. Directly impacted will be Executive of the General Council who will receive and respond to the final evaluation with its findings and possible future directions. Indirect impacts include those not part of the General Council governance and administrative leadership roles or directly related to Church House.		
CONTEXT: November 2001 GCE passed the motion to create an Evaluation Project Team. April 2005 GCE authorized establishment of a Redesign Evaluation Task Group to: <ul style="list-style-type: none"> <li>• Oversee the process to evaluate the redesign of the General Council Office staff model and the governance of the General Council and its Executive</li> <li>• Review relevant documents</li> <li>• Comment on the ongoing implementation of the redesign evaluation</li> <li>• Propose a plan for the comprehensive evaluation of the redesign to be completed by fall 2008</li> </ul>		
Key Strategy(s)	Reach – WHO	Results – WHAT
<p>The evaluation plan is based on the logic model. It includes both qualitative and quantitative methods to reach primary and secondary stakeholders for systematic data collection. Data collected will be analyzed and interpreted using the context of the background documents and “best practices” in governance and leadership for achieving the mission and vision of The United Church of Canada.</p> <p>Three evaluation questions to be addressed are:</p> <ol style="list-style-type: none"> <li>1. To what extent was the redesign implemented—not implemented?</li> <li>2. What is the effectiveness of the implemented design? (the current situation/design)</li> <li>3. What were the unanticipated outcomes and what was their effect?</li> </ol>	<p>Primary Stakeholders include:</p> <ul style="list-style-type: none"> <li>• General Secretary (current and recent past)</li> <li>• Moderator (current and recent past)</li> <li>• Executive of the General Council (current and recent past)</li> <li>• Sub-Executive of the General Council</li> <li>• Permanent Committees (4)</li> <li>• Executive Ministers/Officers (9)</li> <li>• Conference Executive Secretaries/Speaker</li> <li>• General Council Ministers</li> <li>• <u>BC Native Ministries Representatives</u></li> <li>• <u>All Native Circle Representatives</u></li> </ul> <p>Secondary Stakeholders include:</p> <ul style="list-style-type: none"> <li>• <del>Committees and task groups</del></li> <li>• <u>Conference Presidents/Leading Elders</u></li> <li>• All General Council Staff</li> </ul> <p>The task group needs the support of Church House staff for infrastructure support and the stakeholders for data collection.</p>	<ul style="list-style-type: none"> <li>• The evaluation design plan was finalized at the March 2007 meeting of the Task Group.</li> <li>• Systematic data collection started with a focus group interview with the Conferences Executive Secretaries/Speaker gathering on March 8 2007. Other focus group interviews are planned for the Executive Ministers/Officers (spring 2007), the four permanent committees (fall 2007), Executive (fall 2007).</li> <li>• Interviews will be scheduled with the General Secretaries, Moderators, and General Council Ministers beginning in spring 2007.</li> <li>• Questionnaires are planned for the Executive, sub-executive, <del>committees and task groups</del>, General Council staff, <u>Conference Presidents/Leading Elders</u> (fall 2007)</li> <li>• A Request for Proposals is being developed to hire a research specialist to assist the task group with data collection, management, interpretation and synthesis, <del>and report writing.</del></li> <li>• Information from previous requested meetings with staff and groups and review of relevant <u>data and</u> documents will be <del>collected</del>, synthesized and used as part of the contextual <del>description</del> of background of the evaluative process.</li> </ul>

COMMITTEE(S) / TASK GROUP(S) / WORK GROUPS: Accountable to the Executive of the General Council; Reports to Permanent Committee Processes

TITLE: Redesign Evaluation Task Group Work Plan				March 2007	
Resources – HOW					
	2006 Actual	2007 Budget	2008 Projected		
1	Staff FTE (1-6)	0	.1	.1	
2	Staff FTE (7&+)	.1	.1	.1	
3	Grants \$	\$7,000/(\$25,000)✓	(\$25,000)✓	TBA	
4	Meeting Expenses \$	\$9,900	\$9,000	\$9,000	
5	B Other\$				

Notes:

✓Grants: The Executive of the General Council directed \$25, 000 in 2006 and \$25,000 in 2007 from the Project Fund to this work.