

THE UNITED CHURCH OF CANADA

MEETING OF THE EXECUTIVE OF THE GENERAL COUNCIL DRAFT MINUTES November 16–19, 2007

The Executive of the General Council of The United Church of Canada met from 8:30 a.m. on Friday, November 16 to 4:00 p.m. on Monday, November 19, 2007 at the Holiday Inn Select Toronto Airport, Toronto, Ontario. The Moderators, The Right Reverend David Giuliano and the Very Reverend Peter Short, presided.

ATTENDANCE

Voting Members

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

Corresponding Members

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

Regrets

Leah Halliday, John McGonigle.

Friday, November 16, 2007

The Moderator, the Right Reverend David Giuliano, welcomed the Executive and invited them to gather to continue the work begun at General Council.

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^{ième} 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 39th 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."

PROCEDURAL MOTIONS

Corresponding Privileges

Motion: Nora Sanders/Paul Reed

2007-11-16-194

That specific corresponding privileges for a presentation of approximately 15 minutes on Friday morning, November 16 followed by a 15 minute question period as well as taking part in the sessional committee when the United for Justice Network correspondence is on the agenda be given to: Sharon Moon, Susan Eagle, Sue Jackson, and Brian MacIntosh.

Carried

Resource People

Motion: Nora Sanders/Paul Reed

2007-11-16-195

That Resource Persons for this meeting be Michael Blair, Bishop Juan Alberto Cardona, George Rodgers, Linda Anderson, Jane Johnson, Joan Wyatt, Grafton Antone, Jean Brown, Heather Clarke, and Moses Kanhai.

Carried

Motion: Nora Sanders/Paul Reed

2007-11-16-196

Worship and Music Resource

That the Worship and Music Resource persons for this meeting be: Michael Shewburg, Chris Giffen, Gord Oaks, Julian Pattison, and Josh McHan.

Resource Staff

That Resource Staff for this meeting be Executive Ministers and Officers, Laverne Jacobs, Mary-Frances Denis, Diane Bosman, David MacDonald, Cynthia Gunn, Kathy McDonald, Jim Hodgson, and Nan Hudson.

Administrative Staff

That the administrative staff for this meeting be Terry Beaumont, Leila De Castro, Merjean Enriquez, Susan Fortner, Joan MacGillivray, Bernie Granka, Geoffrey Granka, 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: Linsell Hurd, Lynn Boothroyd, and Marion Carr.

Friend in Court

That the Friend in Court for this meeting of the Executive of the General Council be Don Koots.

Sessional Committee Co-Chairs

That the Co-Chairs of Sessional Committees for this meeting of the Executive of the General Council be:

Blue Sessional Committee – Cindy Désilets and Stéphane Vermette;

Green Sessional Committee – Mary-Beth Moriarity and Brian Cornelius;

Red Sessional Committee – Shirley Cleave and Bruce Hutchinson.

Carried

Agenda

Motion: Nora Sanders/Heather Burton 2007-11-16-197

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.

Carried

Minutes of the Executive of the General Council

Motion: Nora Sanders/Paul Stott 2007-11-16-198

That the Executive of the General Council approve the minutes of the Executive of the General Council meeting held on June 21–23, 2007.

Carried

Minutes of the Sub-Executive of the General Council

Motion: Nora Sanders/Don Koots 2007-11-16-199

That the Executive of the General Council receive, for information, the minutes of the meetings of the Sub-Executive of the General Council held July 30, August 22, September 21, and October 18, 2007.

Carried

Sessional Committee Business Assignments

Motion: Nora Sanders/Lynn Boothroyd 2007-11-16-200

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

Assign correspondence received after the workbook was issued to the Red Sessional Committee. See Appendix B.

Carried

The Moderator thanked the Very Reverend Peter Short for assisting and sharing the chairing of this meeting of the Executive.

Table Groups

Deb Bowman asked table groups to reflect together on:

- What are the joys and/or pinches that you experienced through the summer and fall?

Worship and Theological Reflection

Michael Shewburg led worship and theological reflection throughout the meeting. He asked table groups to reflect on the scripture reading, Exodus 16, and how it “impacts you today”. Table groups shared insights followed by time to “create a quiet centre”.

Chris Giffen, Gord Oaks, Julian Pattison, and Josh McHan, members of rEvolve, provided music leadership throughout worship and the meeting.

The Moderator led the Executive in covenanting with God and each other. The General Secretary, General Council presented Michael Blair, Executive Minister, Ethnic Ministries Unit and the Executive covenanted with him.

Moderator's Accountability Report

The Very Reverend Peter Short assumed the chair for the Moderator's Report and additional parts of the meeting.

The Moderator reported and talked about not being able to choose how God uses each one of us. He noted that his call to participate in the transformation and understanding of church has changed into listening to what it means to be wounded, fragile, and vulnerable.

He talked about the importance of being with the Executive this weekend to show the interdependence of weakness and strength which are both necessary to build an authentic community. The Moderator reminded everyone that weakness is part of the body and is not to be hidden away.

Peter Short invited the Executive to a moments silence to receive the Moderator's words and noted the strengths and deliverables of the Moderator.

The Executive responded to the Moderator with appreciation for his willingness to be the face of the church and for his wisdom to show the strength of humility.

The Moderator thanked Sue Fortner for her work and assistance.

Peter Short thanked the Moderator and invited him to move in and out of the meeting, as he needed. He thanked the Moderator for the time shared. The Moderator's Accountability Report was sent to the Blue Sessional Committee.

Announcements

Deb Bowman made announcements throughout the meeting and noted changes to the agenda.

Priorities, Planning, Goals

Deb Bowman reminded each table group of the practices of "holy manners".

After a moment's silence, table groups considered the following questions:

- What has been your experience of the responses to the decisions made in May and June?
- What do you need to shed, to let go of, in order to be opened to new insights?
- What do you hope happens at this meeting so you can continue to feel faithful in your leadership?

Table groups reported back to the commons and noted a variety of experiences from feelings of attack and hurt, not being trusted, as well as fruitful conversations. Hope was expressed as the church moves in the grieving process from real loss, grieving, and anger to its purpose. The importance of communication with one another, across groups, and beyond was stressed. The

church is now engaged in an ongoing dialogue and this is celebrated. Trust was also identified as an issue within the church.

United for Justice Network

Sharon Moon and Susan Eagle presented the concerns on behalf of the United for Justice Network (an advocacy group from across the church of about 90 people). The group requested that the Executive stop the cuts to grants and programming scheduled for 2009. They also asked for a moratorium on all further mission funding cuts until the priorities of the church can be discerned in a transparent consultation process including a consultation across the church “to discern the mission and ministry priorities of the General Council office” in the context of scripture and using the lens of empire.

Peter Short noted that the correspondence related to this discussion will be reviewed in the Red Sessional Committee. He thanked Sharon and Susan for their presentation and for their passion for the church.

Before lunch and throughout the meeting Michael Shewburg and rEvolvE led grace before meals.

Governance Education

Deb Bowman reviewed governance, management, and the role of General Council as well as the journey we are moving on together.

Planning, Priorities and Goals

Martha ter Kuile led a “lessons learned exercise” looking towards the next triennium.

Table groups discussed the following questions:

1. What lessons have we learned on processes for purpose and broad directions (General Council)?
 - What are the elements that you would affirm and want to see maintained?
 - What elements might be added?
2. What lessons have we learned on processes for priority-setting (GCE)?
 - What are the elements that you would affirm and want to see maintained?
 - What elements might be added?

The Permanent Committee on Governance, Planning, and Budgeting Processes will bring a proposal on processes to the next Executive meeting.

Michelle Slater, chair of Agenda and Planning for the 40th General Council 2009, noted that this committee will begin their work to follow up on, build on, and grow from the work of the 39th General Council 2006. She noted that the 39th General Council 2006 directed the 40th General Council 2009 to be an intercultural meeting and asked the Executive to think about what this means.

Prayer Quilt

Dorothy Hemmingway presented a prayer quilt to the Moderator and invited everyone at the meeting to add their stitches and prayers.

Emerging Spirit

Keith Howard gave an update on Emerging Spirit and WonderCafé.

General Secretary's Accountability Report

The General Secretary, General Council reflected over the past year and gave an overview of the work over the summer, fall, and next steps. The report will be going to the Red Sessional Committee.

The General Secretary, General Council introduced the "2008 Operating Budget and 2008 to 2010 Financial Projections" as a work in progress. Ian Fraser gave the context and overview of the Operating Budget and Financial Projections. Copies of the budget docket were distributed

In the 2008 budget, meeting costs for the committees and task groups of the Executive needs to be reduced by \$50,000.00 to \$741,000.00. A questionnaire to get the preferences of the Executive was distributed to inform the decisions to make this reduction

In order to facilitate communications with members of the Executive of the General Council, Janet McDonald reviewed the privacy policy and distributed a form for members of the Executive requesting preferences and permission for how their contact information can be shared on the General Council website and as requested.

General Secretary's Supervision Committee

Louise Rogers gave the report of the General Secretary's Supervision Committee and noted that the Committee does this work on behalf of the Executive. She reviewed the functions of the Committee and the priorities for the General Secretary. The Report was sent to the Red Sessional Committee.

Saturday, November 18, 2007

Worship

The Moderator welcomed the representatives from the Ontario and Quebec Aboriginal Congregations who joined the Executive for worship. Michael Shewburg led worship with the prayer from a Call to Purpose and concluded with time for table groups to discuss the scripture reading.

2008 Budget

Conversations on the budget docket continued and Ian Fraser responded to questions.

Common Groups

Paul Reed introduced the role of the common groups and the role of members of the Executive for communicating concerns of the church to the Executive and for taking the decisions of the Executive back to the church. He invited common groups to prepare stories from the church that are important to share with the Executive to inform decision making. Report backs were shared throughout the meeting. See Appendix C.

Permanent Committee on Finance Accountability Report

Don Hunter, chair of the Permanent Committee on Finance, gave the Permanent Committee's report. Don noted, in light of the question raised regarding reserve funds, more time will be spent at the next meeting reviewing the purpose and limits of the reserve.

He reported on the Self Insurance Feasibility Study and the Fundraising Campaign Study. He also noted that the Permanent Committee reviewed the detailed budget and confirmed that it is consistent with the "Plans Towards 2010" and the priorities established by the Executive.

Don responded to questions and noted that this report will go to the Green Sessional Committee.

Funding the Work of the Church Task Group

George Rodgers reported on the work of the Task Group authorized by the Executive of the General Council in 2005. He noted that the report will go to the Green Sessional Committee.

Proposals from Conferences (NEW 6)

The disposition of the seven proposals from Conferences will be dealt with seriatim.

Motion: Betty Kelly/Deb Bowman 2007-11-16-201

That the Executive of the General Council receive SK 2009-1 Climate Change and refer the proposal to the Blue Sessional Committee for recommendation.

Defeated

Motion: Betty Kelly/Deb Bowman 2007-11-16-202

That the Executive of the General Council receive TOR 2009-1 Public Intervention on behalf of Omar Khadr and refer the proposal to the Blue Sessional Committee for recommendation.

Carried

Motion: Betty Kelly/Deb Bowman 2007-11-16-203

That the Executive of the General Council receive TOR 2009-2 Equal Political Power for Women and Men and refer the proposal to the Blue Sessional Committee for recommendation.

Defeated

Motion: Betty Kelly/Deb Bowman 2007-11-16-204

That the Executive of the General Council receive MAR 2009-1 Pastoral Charge Payroll Service and refer the proposal to the Red Sessional Committee for recommendation.

There was a request for a ruling from the General Secretary, General Council on whether the Executive of the General Council has the power to reflect and discuss this proposal.

The motion was tabled for a ruling from the General Secretary, General Council.

Motion: Betty Kelly/Deb Bowman 2007-11-16-205

That the Executive of the General Council receive MAR 2009-2 Response to Executive of the General Council action of June 23, 2007 and refer the proposal to the Red Sessional Committee for recommendation.

Carried

Motion: Betty Kelly/Deb Bowman

2007-11-16-206

That the Executive of the General Council receive MAR 2009-3 Reductions within Justice, Global and Ecumenical Relations Unit and refer the proposal to the Red Sessional Committee for recommendation.

Carried

Motion: Betty Kelly/Deb Bowman

2007-11-16-207

That the Executive of the General Council receive MAR 2009-4 General Council Process and refer the proposal to the Green Sessional Committee for recommendation.

Carried

The General Secretary ruled that Proposal MAR 2009-1 is in order and that the Executive of the General Council has the ability to deliberate on the motion.

Motion: Betty Kelly/Deb Bowman

2007-11-16-204

That the Executive of the General Council receive MAR 2009-1 Pastoral Charge Payroll Service and refer the proposal to the Red Sessional Committee for recommendation.

Carried

Permanent Committee on Ministry and Employment Policies and Services Accountability Report

Jim Blanchard, chair of the Permanent Committee, gave the report noting the Demographic Analysis of Ministry Personnel serving The United Church of Canada and the increase in insurance benefits. He commended the staff for their work.

Jim responded to questions and noted that the report will go to the Red Sessional Committee.

Permanent Committee on Governance Planning and Budgeting Accountability Report

Martha ter Kuile, chair of the Permanent Committee, reported. She reviewed the nomenclature of models of governance and noted that conciliar is one model of governance. Martha reviewed agenda items that will come to the May 2008 meeting of the Executive of the General Council including a proposal from the input received yesterday outlining a process for 40th General Council 2009.

The report was forwarded to the Green Sessional Committee.

Permanent Committee on Programs for Ministry and Mission Accountability Report

Diane Dwarka, chair of the Permanent Committee, reported, and thanked all the staff for their work over the past few months. She talked about the ongoing work of the Permanent Committee including Funding New Congregations and Ministries Task Group.

The report was forwarded to the Red Sessional Committee.

Extra Measures Project, Bay of Quinte Conference

Omega Bula, Executive Minister, reviewed the Extra Measures Project and the initiative through the Justice, Global, and Ecumenical Relations Unit. Wendy Bulloch, Conference Executive Secretary, remembered David McColl, a member of Bay of Quinte Conference, who was committed to the Extra Measures Project. Nan Hudson, conference staff for Bay of Quinte Conference, reviewed the pilot project in Bay of Quinte whose goal is to connect and engage congregations with mission.

General Council Grants to Conference Task Group

Jane Johnson and Linda Anderson reported on the work of the Task Group and reviewed the recommendations. This report will go to the Green Sessional Committee.

Theological Reflection

Michael Shewburg led theological reflection on unusual gain and giving back to God and the church.

Sessional Committees

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

Sunday, November 18, 2007

Worship/Theological Reflection

Michael Shewburg led communion worship with theological reflection. The Moderator presided at Communion.

The Friend in Council, Don Koots, offered prayers and invited everyone to add their prayer and stitch to the prayer quilt made by Dorothy Hemingway for the Moderator.

Governance Meetings Options

Janet McDonald reported back on the survey on meeting options filled out earlier in the meeting. The General Secretary, General Council noted that different arrangements will be investigated for the next meetings of the Executive. The summary of the responses are in Appendix D.

Green Sessional Committee

Mary-Beth Moriarity, co-chair, thanked the members of Sessional Committee and staff for their work in the Sessional Committee. She also thanked Brian Cornelius for his assistance as co-chair. Mary-Beth and Brian reported on the work of the Sessional Committee

Permanent Committee on Finance Accountability Report

Motion: Mary-Beth Moriarity/Chuck Scott

2007-11-16-208

That the Executive of the General Council receive the Permanent Committee on Finance Accountability Report noting the following correction on page FIN 1 that “no additional reductions” should read “\$600,000 reduction in expenses: program for 2010.”

Carried

Funding the Work of the Church Task Group Final Report

Motion: Brian Cornelius/Barbara White

2007-11-16-209

That the Executive of the General Council receive the Funding the Work of the Church Task Group Final Report.

Carried

Funding the Work of the Church (GCE 8)

Motion: Brian Cornelius/Marion Carr

2007-11-16-210

That the Executive of the General Council:

1. Affirm the work currently being done throughout the church and the faithful people who annually give approximately \$30,000,000 to the Mission and Service Fund.
2. Affirm the continued use of a unified fund, such as the Mission and Service Fund, as the primary vehicle for funding the Church's work.
3. Direct the General Secretary, General Council to
 - a. Ensure and enhance the promotion of the work supported by the Mission and Service Fund through increased personalized storytelling by those who participate in the Church's wider work.
 - b. Ensure that timely and appropriate acknowledgement and appreciation are made for those contributing financially to the Church's life and work.
 - c. Develop additional ways and means by which The United Church of Canada can report to its constituency and beyond, its work, challenges, and future directions in formats that are informative, accessible, and inviting.
 - d. Conduct a review of the trusts, endowments, reserves, and property funds held by the General Council with particular attention to the effectiveness of their use, and how their use relates to the priorities established by the Executive of the General Council.
 - e. Initiate a conversation with Conferences on how congregational and other properties and endowments held in the name of The United Church of Canada can best support the work of the whole church, including the disposition of proceeds from church property sales.
 - f. Clarify and communicate in a clear, concise and transparent way how the various fundraising arms of the church (e.g. Foundation, Gift Planning, and Mission and Service) relate both to each other and to the work and ministry of the Church.
 - g. Ensure that any major stewardship program involve all aspects of the church's fundraising arms, including but not limited to Gift Planning, Mission & Service Fund, congregations, community ministries, educational institutions, and The United Church Foundation.
4. As a means of supporting and undergirding all of the above, and with an awareness of the key role ministry personnel play in the practice and understanding of stewardship in the Church, direct the General Secretary, General Council to develop ways and means by which greater attention is given to stewardship development and education at all levels of the Church with particular emphasis on the theology of stewardship.
5. Extend gratitude for the service of the members of the "Funding the Work of the Church Task Group."

Carried

Boosting Mission and Service Givings for 2007 (GS 43)

Motion: Brian Cornelius/Betty Kelly 2007-11-16-211

That the Executive of the General Council approve givings to the Mission and Service Fund for 2007 in excess of \$30,200,000 be set aside to reduce, equally, the planned 2009 reductions in grants to Global Partners and Mission Support Grants.

Carried

Funding Reductions in the 2009 Global Partnership and Mission Support Grants (GS 44)

Motion: Mary-Beth Moriarity/Allan Seal 2007-11-16-212

That the Executive of the General Council direct the General Secretary, General Council to bring a recommendation to the Executive of the General Council regarding the criteria and principles applied to determine the funding reductions in the 2009 Global Partnership Grants and Mission Support Grants and an identification of the elected and appointed member bodies and others consulted in developing the criteria and their application.

Also the General Secretary, General Council communicate broadly the above information.

Carried

Permanent Committee on Governance, Planning and Budgeting Processes Accountability Report

Motion: Brian Cornelius/Amber Ing 2007-11-16-213

That the Executive of the General Council receive the Permanent Committee on Governance, Planning and Budgeting Processes Accountability Report.

Carried

Governance Policy Handbook (GPBP 9)

Motion: Mary-Beth Moriarity/Allan Seal 2007-11-16-214

That the Executive of the General Council

1. Receive the report on the Governance Policy Project from Tom Forgrave.
2. Adopt the format of the Governance Policy Handbook
3. Approve the new policies: (See Appendix E)
 - GG001 Governance Policy Development (new)
 - GG002 Principles of Conduct (new)
 - GG003 Conflict of Interest (new)
 - FM008 Reimbursement of Expenses (new)
4. Receive for information the existing policies in the new format.
 - GG004 Personal Information Protection
 - GG005 General Council Processes
 - GG007 Committees
 - GG008 Committee Membership
 - CC001 Executive of the General Council
 - CC002 Sub-Executive of the General Council
 - CC003 Nominations Committee
 - CC201 Permanent Committee on Finance
 - CC202 Permanent Committee on Governance, Planning and Budgeting Processes
 - CC203 Permanent Committee on Ministry and Employment Policies and Services

CC204 Permanent Committee on Programs for Mission and Ministry

Other Committees of the Executive of the General Council:

CC302 Gender Justice Advisory Committee

CC303 General Secretary's Supervision Committee

CC304 Moderator's Advisory Committee

CC305 Racial Justice Advisory Committee

CC306 Residential Schools Advisory Committee

CC307 General Council Agenda & Planning Committee

Task Groups:

CC401 Aboriginal Ministries (2008 December)

CC402 Review of Mandates of General Council Committees (2009 March)

CC403 Review of the Number of Commissioners (2009 March)

CC404 General Council Office Accommodation (2010 December)

CC405 Powers and Duties of the Executive (2009 March)

CC406 Redesign Evaluation (2008 December)

Sub-committees

CC501 Gift Planning

5. Recommend that all amendments and new policies use this format.
6. Direct the Permanent Committee on Governance, Planning and Budgeting Processes to develop a correspondence policy for the Executive of the General Council.

Carried

Aligning the work of committees and task groups with the priorities of the Executive of the General Council (GPBP 8)

Motion: Brian Cornelius/Lynn Boothroyd

2007-11-16-215

That the Executive of the General Council request that in and for 2008, all General Council parent committees, including the Executive of the General Council, frame a discussion around aligning the ongoing work of committees, task groups and representative roles using the following criteria:

1. Is the committee, task group, or role **REQUIRED**?
(Is it required by The Manual or other legal requirements? Does it continue to be required?)
2. Is the committee, task group, or role **RELEVANT**?
(Which of the priorities or foundations of the Executive are addressed through the work of this committee, task group, or role?)
3. Is the committee, task group, or role **RESOURCE-RESPONSIBLE**?
(What staff, membership, or expense changes would allow this work to be effectively carry out more efficiently? Can the work be located with another group? Should this work be carried out regionally instead of nationally?)

These three broad questions should inform the evaluative process. Parent committees would not be limited to these questions but could see those listed as illustrative of the discussion required.

To effect these questions, parent committees will consult with:

1. Membership (as appropriate, including current members, past members, staff and past staff)
2. Partners and Constituents (including identifiable partners and constituencies, such as camps and analogous presbytery committees)

And that the Permanent Committee on Governance, Budgeting and Planning Processes receive this information back from the parent committees and be the coordinating body for this work.

And that the Permanent Committee on Governance, Budgeting and Planning Processes report to the Executive with recommendations in May 2008.

Carried with one abstention

Policy for The United Church of Canada's Incorporated Ministries (GS 46)

Motion: Mary-Beth Moriarity/Chuck Scott 2007-11-16-216

That the Executive of the General Council approve the policy guidelines as required by Section 429 of *The Manual* for Category 1: The United Church of Canada Incorporated Ministries and for Category 2: Multi-Party Incorporated Ministries with Multiple Participants. See Appendix F.

Carried

Mission Theme Selection Process (PMM 13)

The Sessional Committee reported on their conversations including the procedures in place for delegating authority.

Motion: Mary-Beth Moriarity/Lewis Coffman 2007-11-16-217

That the Executive of the General Council take no action on PMM 13 to delegate authority to the Permanent Committee on Programs for Mission and Ministry for selecting the Mission Theme.

Carried with 2 abstentions

Mission Theme 2009-2011 (NEW 3)

Motion: Mary-Beth Moriarity/Allan Seal 2007-11-16-218

That a Mission Theme for 2009–2011 be brought to the May 2008 meeting of the Executive of the General Council.

Carried

Nominations Committee Report (GCE 9)

Corrections to the report were noted and corrected.

Motion: Brian Cornelius/Marion Carr 2007-11-16-219

That the Executive of the General Council receive the Nominations Committee Report and

That the Executive of the General Council 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 (to GC40, August 2009)

- Arlyce Schiebout (OM BQ), Chairperson
- Loraine MacKenzie Shepherd (OM MNWO)

GCE - General Council 40, Agenda and Planning Committee (GC 40, August 2009)

- Paul Reed (OM BQ), Business Processes
- Karen Bridges (DLM ANW), Youth Forum
- Kim McKellar (Lay Ham), Children & Teens

- Ha'eis Clare Hill (DLM BC), Worship
- Jim White (Lay BC), Aboriginal
- Larissa Kanhai (Lay Tor), Ethnic Ministries

GC A&P - General Council 40, Youth Forum Design Team (GC 40, August 2009)

- Charley Switzer (Lay ANW)
- Sarah Bruer (DM ANW)
- Emily Duggan (Lay Mtu)
- Leanne Douglas (Lay MNWO)
- Adam Hanley (Lay BQ)
- Jamie Wood (Lay Lon)
- Laura Hofer (Lay Lon)
- Daniel Crawford (Lay Tor)

GCE - General Secretary, General Council Supervision Committee (December 2010)

- Nobuko Iwai (OM Sask)

GCE - Pension Board (December 2010)

- Gordon C. How (OM BC), 2nd term
- Reta Robertson (Lay BC), 2nd term

GCE - Task Group on General Council Accommodation (December 2010)

- William Legge (Lay N&L)
- Karen L MacNeill (OM Mar)

GCE - Task Group to Review the Duties and Powers of the Executive (August 2009)

- John Hurst (Lay Ham)
- Walter Sowa (Lay Ham)
- Marion Pardy (OM N&L)

PC-MEPS - Financial Assistance Committee (December 2010)

- R.G. Madziya (Lay BC)
- James Hercus, Chairperson (Lay MNWO), 2nd term

PC-PMM - Justice, Global and Ecumenical Relations Unit-Wide Committee (December 2010)

- William James Thomas (OM Mar), Chairperson
- Emily Maddocks (Lay M&O)
- Patricia Robertson (Lay ANW), 2nd term
- Cornelia Van Bentum (OM BC), 2nd term
- Susan Eagle (OM Lon), 2nd term

PC-PMM - Ministries in French Unit-Wide Committee (December 2010)

- Stéphane Vermette (OM BQ), Chairperson
- Claire Borel-Christen (Lay M&O), 2nd term

PC-PMM - Intercultural Ministries Task Group (December 2010)

- Elaine Jacobs (Lay ANC), Aboriginal
- Salvador Taylor (Lay ANC), Aboriginal
- Margaret Brigham (Lay Ham), Aboriginal
- Thierry Delay (OM M&O), Francophone
- Gisèle Gilfillan (OM M&O), Francophone
- Marie-Claude Manga (OM BQ), Francophone
- Claudette Esterine (Lay ANW), Ethnic Minority
- Maki Fushii (OM BC), Ethnic Minority
- Su Won Hong (OM Tor), Ethnic Minority
- Helen Bickle (DLM BQ), Ethnic Majority - Deaf
- Ettie Gordon (OM N&L), Ethnic Majority
- Martin Rumscheidt (OM Mar), Ethnic Majority

PC-PMM - Camping Task Group (December 2010)

- Joe Richards (Lay Lon)
- Gordon Dunbar (OM Ham)
- Bill Stevens (Lay Tor)
- Judy Symington (Lay BC)
- Christie Chisholm (Lay Mar)
- Barry Waito (Lay MNWO)
- Linda Atkinson (Lay Mar)

PC-PMM - Congregational Renewal and Community Development Advisory Committee (December 2010)

- Hugh John Cook (Lay Lon)
- Martha Martin (DM Mar)
- Joan Small (Lay Mar)
- Barry Rieder (DLM Tor)
- Jean Hutchinson (OM M&O)
- Kathy Douglas (Lay MNWO)
- Kay de la Ronde (Lay ANW)
- Boyd Drake (OM BC)
- Bob Fillier (OM BQ)

PC-PMM - Education and Vocations Advisory Committee (December 2010)

- Lloyd Bruce (OM Mar)
- Ross Lockhart (OM BQ)
- Linda Lee Henriksen (Lay BC)
- Robert (Bob) Lockhart (OM Mar)
- Nel Ouwens (OM ANW)
- Guy Matthews (OM N&L)
- Beth Bourke (Lay BC)
- Vic Wiebe (Lay Sask)
- Elizabeth McAdam (Lay Sask)

PC-PMM Gathering Advisory Board (December 2010)

- Bob Root (OM BQ)
- Teresa Burnett-Cole (OM Tor)
- Ray Grant (Lay Mar)
- David Sparks (OM MNWO)
- Keri Wehlander (Lay BC)

PC-PMM - McGeachy Scholarship Advisory Committee (December 2010)

- Prince Conteh (OM Ham)

PC-PMM - Worship and Music Advisory Committee (December 2010)

- Nancy Hardy (OM Tor)
- Ron Klusmeier (Lay BC)

PC-PMM - Stewardship Development Advisory Committee (December 2010)

- Sheila Campbell (Lay Tor), Stewardship Development
- William Unger (OM ANW), Stewardship Development
- Jan Bihl (OM BC), Stewardship Studies

ICIF – Nomination to the World Council of Churches: Commission on International Affairs (WCC Assembly 2013)

- Kathryn Fournier (Lay M&O)

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

- Andrew O'Neill (OM Mar)

PC-PMM Canadian Forces Chaplaincy

- S. Marlyne Myles (DM Mar), 2nd term - June 2008
- David Bruce McLeish (OM Lon), 2nd term - June 2009

2. Other Appointments

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 – Archives and History Committee (GC40, August 2009) as named by Conference

- Darlene Goodwillie (Lay Sask) – Saskatchewan Conference

GCE – Residential Schools Steering Committee (November 2010), as named by the represented groups

- Alvin Dixon (OM BC), chairperson – British Columbia Native Ministries, 2nd term
- Louisa Smith (Lay BC) – British Columbia Native Ministries
- Elizabeth Pike (Lay ANC) – All Native Circle Conference
- Tom Little (OM ANC) – All Native Circle Conference
- Geraldine Roberts (Lay London) – Ontario/Quebec Aboriginal Congregations, 2nd term.

PC-PMM – Ethnic Ministries Unit Wide Committee, as named by the represented association

- Alydia Smith (Lay Tor) – Journeys of Black Peoples (December 2010)

PC-PMM – Canadian Forces Chaplaincy Committee, as named by the College of The United Church of Canada Chaplains

- Harry Crawford (OM Mar)
- Laurelle Callaghan (OM M&O)

Carried

Appointment of Foundation Director (GS 49)

Motion: Mary-Beth Moriarity/Don Koots

2007-11-16-220

That the Executive of the General Council approve the appointment of Robert F. Richards of Toronto as a Director of The United Church of Canada Foundation.

Carried

Blue Sessional Committee

Stéphane Vermette thanked the members of the Sessional Committee for their work, staff for their assistance, and Cindy Désilets for co-chairing. He reminded proposal writers to remember that the Executive is a governing body that does not fine tune the work of staff or elected members.

Refugee and Immigration Policy: Access, Rights in Canada, Removal (PMM 12)

Motion: Heather Leffler/Anne-Marie Carmoy

2007-11-16-221

That the Executive of the General Council:

1. Receive the “Refugee and Immigration Policies: Access, Rights in Canada, Removal” Report for information
2. Adopt the “Refugee and Immigration Policies: Access, Rights in Canada, Removal”. And request that grammatical changes be made to Section B.1.2 (see Appendix G).

Carried

Youth United For Peace” Global Partner Exposure Visits (PMM 14)

Motion: Carmen Lansdowne/Dorothy Hemingway

2007-11-16-222

That the Executive of the General Council receive the document the “Youth United for Peace” Global Exposure Visits for information.

Carried

Youth Year of Service Program (GS 47)

Motion: Anne-Marie Carmoy/Dwaine Dornan

2007-11-16-223

That the Executive of the General Council affirm the Youth Year of Service program, including the implementation of a pilot project and that the General Secretary identify sources of funding other than the Reserve Fund.

Carried

Healing, Reconciliation and Right Relations Work (GS 48)

Motion: Carmen Lansdowne/Caryn Douglas **2007-11-16-224**

That the Executive of the General Council approve a draw from the Morrison Bequest to the Residential School Fund of up to \$643,000 in 2008 and up to \$705,000 in 2009 to enable Healing, Reconciliation and Right Relations Work.

Carried

Public Intervention on behalf of Omar Khadr (TOR 2009-1)

Motion: Carmen Lansdowne/Dorothy Hemingway **2007-11-16-225**

That the Executive of the General Council request that the General Secretary, General Council ask the Canadian Government

1. To intervene with the United States on behalf of Omar Khadr with the following considerations:
 - That Omar Khadr be released or be returned to Canada for a fair trial;
 - That Omar Khadr is afforded adequate contact with his family;
 - That, if returned to Canada, Omar Khadr will be released or charged with a recognizably criminal offence and given a fair trial, and that no evidence obtained under torture will be used in any proceedings; and further
2. Call for an independent investigation into the Canadian government's involvement in Omar Khadr's detention, interrogation, and torture.

Carried

Accountability Reports

Motion: Cindy Désilets/ Stéphane Vermette **2007-11-16-226**

That the Executive of the General Council receive the Moderator's Accountability Report for information.

Que l'exécutif du Conseil Général reçoit le compte-rendu du Modérateur pour information.

Carried

Motion: Allan Sinclair/Paul Reed **2007-11-16-227**

That the Executive of the General Council receive the Residential Schools Steering Committee Accountability Report for information.

Carried

Motion: Anne-Marie Carmoy/Heather Leffler **2007-11-16-228**

That the Executive of the General Council receive the World Council of Churches Executive Committee Report for information.

Carried

Motion: Paul Reed/Stéphane Vermette **2007-11-16-229**

That the Executive of the General Council receive the Emerging Spirit Report for information.

Carried

Motion: Allan Sinclair/Anne-Marie Carmoy **2007-11-16-230**

That the Executive of the General Council receive the

- Permanent Committee on Programs for Mission and Ministry Accountability Report

- Appendix A Educational Resources Evaluation Process
- Appendix B Extra Measures
- Appendix C Refugee and Immigration Policy: Access, Rights in Canada, Removal for information.

Carried

Alan Seal offered the thanks of the Executive for the work of the Blue Sessional Committee.

Green Sessional Committee

General Council Process (MAR 2009-4)

Motion: Brian Cornelius/Barbara White

2007-11-16-231

That the Executive of the General Council, having heard the concerns raised in Proposal MAR 2009-4, refer the following to the Permanent Committee on Governance, Planning and Budgeting Processes: for consideration and to report, with recommendations, back to the Executive of the General Council prior to the 40th General Council 2009.

Offer a clear procedure for the next General Council meeting to evaluate the actions regarding the reduction of programming staff positions by the Executive of the General Council at its June 2007 meeting and how these actions reflect the priorities of the United Church.

Provide a clear procedure and sufficient time commitments for the 40th General Council 2009 meeting to wrestle with the specifics of adapting priorities to budgetary realities.

Carried

General Council Grants to Conferences (GCE 7) (NEW 2)

Motion: Mary-Beth Moriarity/Don Koots

2007-11-16-232

That the Executive of the General Council:

1. Affirm the directions outlined in the Task Group on General Council Grants to Conferences Report.
2. Direct the General Secretary, General Council to implement a process which tests the directions as well as the following specific recommendations outlined in the report:
 - a. That 60% of the total Mission and Service funding designated to Conferences be distributed equally between the 13 Conferences, to cover (approximately) 50% of the cost of funding a minimum staff (e.g., one Executive Secretary/Speaker, two program staff and three support staff).
 - b. That 38% of the total Mission and Service funding designated to Conferences be a Flex Fund to be distributed according to relative need, as determined through a process of consultation, to make up as much of the other 50% cost of minimum staff as each Conference needs.
 - c. That 2% of the total Mission and Service funding designated to Conferences be held in reserve, for short term extenuating circumstances. Any unused amount would be carried forward.
 - d. That this consultation shall consist of the Executive Secretary/Speaker of each Conference and a representative chosen by the Conference, other than the current Conference representatives to the Executive of the General Council; plus a team of

facilitators who have a working understanding of the principles and process of discernment, deliberation and consensus.

- e. That this consultation would follow the following Guiding Principles:
 - The work of the Conferences is of value to the whole church.
 - We recognize the interdependence of Congregations, presbyteries, conferences and the General Council and value their connections.
 - Justice must permeate all discussions and decision making.
 - Recognizing the need for collective wisdom, conversations will be held in the atmosphere of an Upper Room – striving for honesty, openness, trust, non-competitiveness, servanthood, respect
 - We trust in the presence of the Holy, making room for Grace.
 - The discernment process will be evolutionary, rather than revolutionary and there will be time for transition and modification.
 - Decisions will allow for financial stability; sufficient that Conferences may rely on it to enable long range financial planning (at least three years).
 - The discernment process will address imbalances such as: alternate financial resources, population, geography, demographics, the ability to raise money and presence of expertise within the Conference.and distribute the Flex Fund to address imbalances and variances among Conferences.
 - f. This consultation would meet every three years, beginning in 2008, in order to enable three year financial planning.
3. Direct the General Secretary, General Council to bring a preliminary report which includes input from the Conferences to the May 2008 Executive of the General Council.
 4. To refer the following recommendations of the Task Group on General Council Grants to Conferences to the General Secretary, General Council to inform the budgeting process
 - a. That by 2010, the share of Mission and Service Funding designated for Conference work be increased substantially, at least to the level of \$5 million.
 - b. Reinstate the practice of adding the cost of living increase to the base funding each year, beginning with the 2008 budget and this practice to be reviewed with every discernment cycle.

Carried

Motion: Mary-Beth Moriarity/Don Koots

2007-11-16-233

That the Executive of the General Council take no action on Proposal GCE 7 General Council Grants to Conferences Report.

Carried

Ted Kostecki thanked the members of the Green Sessional Committee for their work. The Moderator rose on a point of personal privilege and thanked Dorothy Hemingway for the prayer quilt.

Red Sessional Committee

Human Resources Policies (MEPS 8)

Motion: Shirley Cleave/Sharon Willis-Whitwell **2007-11-16-234**

That the Executive of the General Council adopt the following policies:

Policy 1.10 Transfer Policy: now part of the combined Recruitment Policy 1.7

Policy 1.7 Recruitment Categories 1-6 and Policy 1.8 Recruitment of Staff Categories 7 and Higher: recruitment policies now combined

Policy 2.5 Banking of Hours: policy deleted and covered in Policy 3.3 Overtime

Policy 2.8 Early Closing: policy eliminated and a statement added to Policy 2.7 Holidays giving the General Secretary the option of declaring

The revised policies are: (See Appendix H)

- 1.6 Employment of Relatives
- 1.7 Recruitment and Selection of Staff
- 2.7 Holidays
- 3.3 Overtime
- 4.4 Bereavement
- 4.5 Court Duty
- 4.6 Unpaid Leave of Absence
- 6.3 Termination

Carried

Demographics of Ministry Personnel (MEPS 9)

Motion: Shirley Cleave/Sheryl Johnson **2007-11-16-235**

That the Executive of the General Council direct the Permanent Committee on Ministry and Employment Policies and Services to implement a comprehensive study of the factors that have created the current demographic of ministry personnel. Further, the study will examine the impact this demographic has on many areas of the church's life including, but not limited to, congregational leadership, disability management, pension costs, and Emerging Spirit. The study will then compare the findings to current General Council programs and practices that influence the future demographic of ministry personnel, necessitating collaboration with Ministry Vocations, the "Meaning of Ministry" study, programs for youth and young adults, and other relevant committees and unit programs. Permanent Committee on Ministry and Employment Policies and Services will bring any final recommendations to the Executive of the General Council by November 2010.

Carried

Review for Disposition of "Simplifying Policies and Procedures Related to Pastoral Relations" Report and Resolutions (38th General Council 2003) (MEPS 10)

Motion: Shirley Cleave/Bruce Hutchinson **2007-11-16-236**

That the Executive of the General Council:

1. Acknowledge those involved in the original "General Council Task Group on Simplifying Policies and Procedures Related to Pastoral Relations".
2. Take action on the outstanding resolutions of the 38th General Council 2003 "Simplifying Policies and Procedures Related to Pastoral Relations Report" as follows:

3. Affirm intent and refer to the General Secretary, General Council for consideration in existing work and reviews:

R65 Crisis Work

Addresses the concern that conflict and crisis work takes up much time and resources at the Presbytery level and is sometimes beyond the expertise available.

Recommends that Permanent Committee on Ministry and Employment Policies and Services develop more effective and efficient means of addressing pastoral relations crises, freeing presbyteries to focus on prevention.

R67 Training: Training and Resources

Addresses the concern that Presbyters are often not adequately trained for the work required by Pastoral Relations Committees.

Recommends that video and print resources be prepared to train Presbyters in their pastoral relations roles.

R74 Discontinuation or Non-Renewal of Presbytery Appointments

Addresses the concern that many pastoral charges are unaware of the procedures for discontinuing or not renewing Presbytery appointments.

Recommends that clarity be brought to the criteria and protocol for the discontinuation or non-renewal of pastoral appointments.

R53 Discernment Committees

Addresses the lack of training for some members of Discernment Committees.

Recommends that Conferences train Presbytery representatives on Discernment Committees.

R58 Oversight Priority

Addresses the need to be proactive rather than reactive in the relationship between Presbytery and Pastoral Charges.

Recommends that the Church give a higher priority to proactive Oversight functions. (See also R63 and R64 following)

R63 Joining Joint Needs Assessment and Oversight

Addresses the lack of standard resources for Pastoral Oversight triennial visits and the duplication of the work of Joint Needs Assessment and Pastoral Oversight visits.

Recommends the integration of JNAC practices and the triennial Oversight review. (See also R58 and R64)

R64 Resources for Oversight

Addresses the limited resources and guidelines available for Pastoral Oversight duties and no national staff responsible for Pastoral Oversight.

Recommends funding be committed to developing practices and resources for more focused and effective Pastoral Oversight practices and that a national committee and staff person be assigned this responsibility. (See also R58 and R63)

R57 Oversight Definition

Addresses clarity in usage of the terms “oversight” and “pastoral oversight” in *The Manual*.

Recommends that specific definitions of “oversight” and “pastoral oversight” be included in *The Manual*.

R59 Separation of Oversight Roles

Addresses the lack of clarity and distinction between the role of oversight and Pastoral Oversight in *The Manual*.

Recommends that the oversight responsibilities identified in *The Manual* be itemized into four specific elements, each with a specific set of duties:

Oversight responsibilities of Presbytery or its Executive;

Oversight of the reorganization of Pastoral Charges;

Oversight of the Religious Life of Pastoral Charges; Mission Units and Ministries;

Oversight of Pastoral Relationships.

Refer to Permanent Committee Ministry and Employment Policies and Services for further consideration and to report back to the Executive of the General Council if the Permanent Committee Ministry and Employment Policies and Services recommendation is to take action

R81 Staffing Levels

Addresses the concern that Pastoral Relations, Oversight and Ministry Vocation presbytery work is often difficult, draining, and overwhelming.

Recommends that complex pastoral relations policy implementation be lodged with Conference and General Council staff positions freeing pastoral charges and presbyteries to nurture strong pastoral relations.

Refer to the Permanent Committee on Programs for Mission and Ministry for consideration and to report back to the Executive of the General Council if the Permanent Committee on Programs for Mission and Ministry recommendation is to take action

R52 Oversight of Candidacy

Addresses the concern for the number of volunteers needed in the Candidacy process and the lack of clarity about accountability for Ministry Personnel.

Recommends that Conference and Presbytery Education and Students Committees and Conference Interview Board be combined, creating one body supporting, and assessing individuals.

Refer to *The Manual* Committee and the General Secretary, General Council for consideration and recommendation back to the Executive of the General Council

R76 *The Manual*

Addresses what it describes as the confusing and often overwhelming nature of *The Manual*. Recommends that *The Manual* be substantially redesigned to make it user-friendly. No Additional Action be taken

R49 Entry to Ministry Education and Appointments

Addresses the complicated systems for entry to various categories of ministry (both ordered and lay).

Recommends a common standard of admission for any form of ministry (member of the United Church, appropriate educational standards, one year discernment process) to simplify the process for Presbytery Education and Students Committees.

Intent has been included in Designated Lay Ministry work presently being implemented and current admission programs to all forms of ministry in the United Church.

R50 Education for Designated Lay Ministers

Addresses the lack of oversight and clarity in educational requirements for Lay Pastoral Ministers, Lay Pastoral Ministers in Training, Staff Associates and lay people serving in Presbytery/District recognized ministries including youth and young adult ministries, Parish Nurses, Outreach Ministries, chaplaincies, educational and administrative ministries.

Recommends clarity in and accessibility to educational programs and standards for all Designated Lay Ministers.

This is included in Designated Lay Ministry work being implemented.

R51 Prior Learning Assessment

Addresses the lack of assessment tools to determine prior learning and past experience for those considering Lay or Ordered Ministry in the United Church.

Recommends the Shorter Course Committee use better resources to assess individuals for ministry.

The Provisional Committee is doing this work (Shorter Course Committee no longer exists).

R54 Preparation Through Engagement in Practice of Ministry

Addresses the diverse elements of the various engagement programs (field education, internships, integrated practice of ministry training, educational supervision, and community

based educational programs) and the complex system of accountability and responsibility (where each program is accountable to a different body).

Recommends a common standard for all programs with simple and transparent criteria that fulfil the requirements for Ordination and Commissioning, and that common and simple forms be developed.

The Ministry Vocations process is already implementing changes to the criteria, standards, internships and placements for this part of the program.

R55 Timing of Lay Pastoral Minister in Training Program

Addresses the length of time Lay Pastoral Ministers in Training are in their placement before the first residential events occur.

Recommends a change in the annual residential dates to a more suitable time.

This has been completed and implemented.

R56 Admissions from Other Denominations

Addresses the complex multi-level process and large number of volunteers for the appointment process for those from another denomination.

Recommends clarifying and simplifying the accountability and assessment process.

This is now current practice and the process is accountable to the Ministry and Employment Policies and Services unit.

R60 Oversight Committees

Addresses the complex and varied roles of Presbytery Oversight Committees.

Recommends that each Presbytery determine their own structures for Pastoral Oversight Committees that cover the responsibilities for Reorganization of Pastoral Charges, Religious Life of Pastoral Charges, Mission Units, and Ministries within its bounds.

This has been addressed by a ruling of the General Secretary.

R61 Oversight of the Reorganization of Pastoral Charges

Addresses the lack of direction and information for the closure, amalgamation, changing Pastoral Charge configurations, and the formation of new Pastoral Charges.

Recommends clear and positively phrased policies in The Manual concerning these situations and accountability concerning existing and remaining funds.

This is being done by Support to Local Ministries and Conferences.

R62 Oversight of Religious Life of Pastoral Charges, Mission Units, and Ministries Within Presbytery Bounds

Addresses the sporadic and ineffective collection and evaluation of pastoral charge annual reports by Presbytery.

Recommends that pastoral charges only forward annual reports to Presbytery when requested and that pastoral charges keep copies of their annual reports for seven years and then forward them to Conference archives.

There continues to be value in retaining the practice of collection and evaluation of annual reports by Presbytery. It contributes to the information available for pastoral oversight committees and affirms the oversight responsibility of Presbytery.

R66 Joint Needs Assessment Timing

Addresses the sometimes cumbersome and time consuming process for Joint Needs Assessment.

Recommends changes to the handbook to emphasize a timely completion of the work, membership on Joint Needs Assessment Timing and JSC, and the time for calling a congregational meeting.

This work has been completed and the Joint Needs Assessment handbook reflects these recommendations.

R68 Designated Lay Ministers Appointments

Addresses the length of time for people to enter the Lay Pastoral Minister in Training programs and serve congregations.

Recommends changes in the guidelines for interviews and decisions concerning suitability for ministry.

This work is included in the Designated Lay Ministry program.

R69 Congregational Accountable Ministers

Addresses the inequality present for lay people working less than 14 hours per week.

Recommends that congregations may appoint lay people who work less than eight hours per week.

This work is included in the Designated Lay Ministry program.

R70 Parish Nurse Designation

Addresses a concern about lack of documentation for Parish Nurses.

Recommends that Parish Nurses be included in the Designated Lay Ministry category with clear guidelines about education.

This work is included in the Designated Lay Ministry program.

R71 Accountability

Addresses the ambiguity and conflict that can arise when ministry personnel find themselves in multiple roles of accountability, discipline, and pastoral care.

Recommends the affirmation of this inevitable (and essential) reality.

This concern is identified in and will be addressed with the implementation of the recommendations of the Isolation in Ministry Report.

R72 Discontinued Service List

Addresses the lack of clarity about people on the Discontinued Service list who chose to leave ministry voluntarily and those who are removed by disciplinary action.

Recommends two categories for the Discontinued Service list for ordered and lay ministry.

Recent actions and opinions have addressed this concern.

R73 Retirement

Addresses the accountability and appointment of those over 65 years of age.

Recommends that no one over 65 be eligible for a call.

Mandatory retirement no longer exists therefore this recommendation requires no further action.

R75 Sabbaticals

Addresses the need for a Sabbatical policy.

Recommends exploring options for sabbatical leaves.

A Sabbatical Policy has been developed by Permanent Committee on Ministry and Employment Policies and Services.

R77 Training

Addresses the lack of training available for volunteers serving the church at all levels.

Recommends giving priority to a policy for training for all facets of work related to Pastoral Relations, Pastoral Oversight and Ministry Vocations.

Training resources have already been developed and are being implemented by Pastoral Relations, Pastoral Oversight and Ministry Vocations.

R78 Administration: Forms

Addresses the overwhelming and unclear number of forms for Pastoral Relations and Ministry Vocations.

Recommends reducing and simplifying the forms.

This simplification and clarification of forms for Pastoral Relations and Ministry Vocations is on-going.

R79 Administration: Time Lines for Work

Addresses a concern regarding the limited time available for task groups to adequately complete work designated by General Councils.

Recommends General Council set realistic times lines for task groups.

This work was addressed and completed by the last General Council.

R80 Administration: Resource Distribution

Addresses a concern that access to information from General Council staff is often complicated and time consuming (and frustrating).

Recommends clear and updated access to policy and procedures by committees.

This work is on-going.

R82 Volunteers/Elected Members

Addresses the concern that volunteers/elected members do not have clear guidelines, expectations, and training to do the work of the church.

Recommends the development of policies that ensure clear job descriptions, adequate training, and encourage the use of new technology.

This work is being done throughout the church.

Carried

General Secretary Accountability Report

Editorial changes were noted including Appendix A “identify congregations as a priority”. Appendix F “conduct further analysis on the following and report back to the Executive of the General Council for decision”.

Motion: Ted Kostecki/Heather Burton

2007-11-16-237

That the Executive of the General Council receive the General Secretary, General Council Accountability Report.

Carried

Pastoral Charge Payroll Service (MAR 2009-1)

Motion: Jim Blanchard/Ted Kostecki

2007-11-16-238

That the Executive of the General Council receive and take no action on Proposal MAR 2009-1

To exercise its authority to delay the nationwide implementation of the Pastoral Charge Payroll Policy until a complete report on the Saskatchewan Conference implementation can be received and evaluated by the 40th General Council 2009.

Carried

Group Insurance Plan Design Changes (MEPS 11)

Motion: Jim Blanchard/Louise Rogers

2007-11-16-239

That the Executive of the General Council approve the Group Insurance Plan design changes outlined below:

PLAN IMPROVEMENT	PROJECTED COST
2.0% increase in Long Term Disability benefits to plan members who are receiving LTD benefits on December 31, 2007, with the increase to be effective January 1, 2008, and a corresponding increase in pension accrual for these individuals.	\$351,000
It is recommended the active employee booklet be amended to detail the current exception process, so all members are aware that should circumstances warrant, coverage may be provided for other licensed professionals.	\$0
Change the referral requirement (under the Active and Pensioner plans) for paramedical practitioners (massage therapists, acupuncture therapists, speech therapists and physiotherapists) from once every six months to once every 12 months.	\$0

Carried

Group Insurance Plan Premium Changes (MEPS 12)

Motion: Shirley Cleave/Jim Blanchard

2007-11-16-240

That the Executive of the General Council receive for information changes to the Group Insurance Plan premium collected from employers and members as outlined in the chart below:

EMPLOYER ASSESSMENT	2008	2007	Amount of Change
Core Member Life Insurance	0.46% of PE	0.46% of PE	No Change
Core Family Life Insurance	0.03% of PE	0.03% of PE	No Change
Retiree Life Insurance	0.19% of PE	0.19% of PE	No Change
Core AD&D	0.03% of PE	0.03% of PE	No Change
Core Health & Dental	4.11% of PE	3.85% of PE	+ 0.26% of PE
Pensioner Health & Dental Support	0.33% of PE	0.30% of PE	+ 0.03% of PE
Emergency Travel Assistance (ETA)	0.01% of PE	0.01% of PE	No Change
Employer Sub-Total Premium Paid	5.16% of PE	4.87% of PE	+ 0.29% of PE
Plus where applicable			
Employer Indemnity	0.12% of PE	0.12% of PE	No Change
Weekly Indemnity	1.55% of PE	1.15% of PE	+ 0.40% of PE
Short Term Disability	0.46% of PE	0.34% of PE	+ 0.12% of PE

MEMBER ASSESSMENT	2008	2007	Amount of Change
Long Term Disability	3.00% of PE	2.70% of PE	+ 0.28% of PE
Pensioner Health & Dental Support	\$4.00	\$4.00	No Change
Optional Health & Dental (if elected)			
- Single	\$41.92	\$41.92	No Change
- Family	\$119.51	\$119.51	No Change
Optional Life Insurance (if elected)	No Change	No Change	No Change
Optional AD&D (if elected)			
- Single	\$0.33/\$10,000	\$0.33/\$10,000	No Change
- Family	\$0.56/\$10,000	\$0.56/\$10,000	No Change
PENSIONER ASSESSMENT			
Pensioner's Health and Dental			
- Single	\$52.07	\$47.77	+ \$4.30
- Family	\$105.03	\$96.36	+ \$8.67

PE = Pensionable Earnings

Employee Assistance Program (EAP) Contribution Rate: \$8.00 per month (no change).

Restorative Care Plan (RCP): 1.15% of PE (no change).

Carried

Pension Board Accountability Report

Motion: Jim Blanchard/Linsell Hurd

2007-11-16-241

That the Executive of the General Council receive the Pension Board Accountability Report.

Carried

General Secretary's Supervision Committee Report

Motion: Louise Rogers/Paul Stott

2007-11-16-242

That the Executive of the General Council receive the General Secretary's Supervision Committee Report.

Carried

The United Church of Canada Foundation Report

Motion: Heather Burton/Sheryl Johnson

2007-11-16-243

That the Executive of the General Council receive the Report of The United Church of Canada Foundation to the General Secretary, General Council.

Carried

Meaning of Ministry Study (GS 45)

Motion: Ted Kostecki/Heather Burton

2007-11-16-244

That the Executive of the General Council direct the General Secretary, General Council to implement the Meaning of Ministry Study as outlined:

A joint Task Group comprised of two representatives each from the Committee on Theology and Faith, Permanent Committee on Ministry and Employment Policies and Services, Permanent Committee on Programs for Mission and Ministry, and the Executive of the General Council be formed.

With input from the parent bodies and reference to historical studies on ministry, the Task Group frames four or five discernment (foundational) questions on the meaning of ministry in The United Church Of Canada to be distributed widely in the church

An invitation is offered in the study to identify other questions for consideration and to rank the questions for importance to the discernment process.

Groups and individuals are requested to reflect on and respond to at least their top ranked question in one page of written text.

Parent committees, if time permits, review responses.

Task Group prepares final report for General Secretary, General Council.

General Secretary presents final report to March 2009 meeting of the Executive of the General Council.

Carried

Conference Boundaries (NEW 4)

Motion: Paul Stott/Louise Rogers

2007-11-16-245

That the Executive of the General Council refer CORR102, Conference Boundaries from David Allen, Executive Secretary, Toronto Conference to the General Secretary, General Council to provide background information to the Executive of the General Council by May 2008.

Carried with one abstention

John Calvin Quincentenary Anniversary (NEW 5)

Motion: Louise Rogers/Linsell Hurd

2007-11-16-246

That the Executive of the General Council refer the correspondence from Peter Wyatt with respect to the quincentenary celebrations to the General Secretary, General Council for action.

Carried

Greeting from Global Partner

Jim Hodgson introduced Bishop Juan Alberto Cardona, head of the Methodist Church of Columbia.

Bishop Cardona brought greetings from the Methodist Church of Columbia and talked about the hope for a just peace in Columbia.

The Moderator thanked Bishop Cardona and presented him with a gift of welcome on behalf of The United Church of Canada and a United for Peace pin.

United for Peace Campaign Launch

Omega Bula and Mary Frances Denis introduced the United for Peace Campaign and the goal to raise \$2 million in the next 2 years.

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 April to October 2007.

Mission and Service

Vera Alber
Violet E. Barker
Jean E. Barlow
Mildred Louise Begg
Ruth M. Briston
Douglas A. Brydon
Robert Wallace Burgess
Lorna Corcoran
Gordon S. Cowan
Ivan E. Cumming
Bente Cunnings
Kathleen I. Dawes
Marion Graves
Norma Jane Hall
Muriel E. Harbor
Muriel Marling Kilgour

Lloyd G. Lee
George W. Lindsay
Marshall H. Lowick
Dorothy Martin
Frank McPhee
Rachael Parker
Belva Piercy
Ellena A. Raffan
Geraldine G. Reid
Annie M. Snobelen
Daphne Althea Stevenson
Ellen A. Tatham
Katharine A. Wallace
Blake and Norma Witmer
Ida G. Wotherspoon

The United Church of Canada

Alma Nancy Blashok
Lulu R. Gibson
Alfred Nelson
Leona Irene Scott
Pearl Tomey
Pauline Topp

Pension Fund

Cynthia Irene Sparby
Gertrude Watkins

Division of World Outreach

Dorothy Kimberly Blackall
Helen Caroline Clint
Florence Elaine Kitney

Monday, November 19, 2007

Worship

Michael Shewburg led worship and theological reflection.

The Moderator welcomed everyone and thanked Peter Short for the honour of chairing the meeting with him. The Moderator thanked the administration staff for their work.

World Council of Churches

Carmen Lansdowne gave her report from the World Council of Churches (WCC). She expressed appreciation to the United Church for staffing the United Nations office of the World Council of Churches and the advocacy work for indigenous people in Canada. She noted that many of the processes and accountability for the work of the WCC in the United Church happens behind the scenes between staff. She invited the Executive to look creatively for ways that the governance of the United Church and the WCC can be linked.

Correspondence to the Executive of the General Council (NEW 6)

The proposal was introduced.

Motion: Martha ter Kuile/Chuck Scott

That we reconsider motion (2007-05-04-141) from the Executive of the General Council meeting in May 2007.

The Moderator ruled the motion to reconsider out of order.

Whereas the Executive of the General Council, the Moderator, and the General Secretary, General Council have received a substantial number of communications from members and courts of The United Church of Canada around the processes used and decisions made in June 2007 that affected staffing, programs and planned grant reductions most of which expressed disagreement and concern, and

Whereas the Executive of the General Council received a presentation at their November 2007 meeting from the Rev. Sharon Moon and the Rev. Susan Eagle, who had been asked to speak on behalf of a group identifying itself as the United for Justice Network, asking that the planned reductions to global partners and mission support grants be delayed until further consultation takes place, and

Whereas the outpouring of passion, concern and insight constrains the church to engage in faithful consideration of the relationship between mission and stewardship;

Motion: Emmanuel Ofori/Jim Blanchard

2007-11-16-247

That the Executive of General Council:

Receive for information and reflection all correspondence on the reductions to staff and programs and planned grant reductions in 2009.

Express appreciation for the passion and concern of members of The United Church of Canada for the justice and mission work of the Church.

Express appreciation for the work done by the General Council Office staff in developing implementation strategies in light of the June 2007 decisions.

Encourage the General Council Office and all courts of the church to enter into a dialogue about faithful stewardship in order to be a justice enabling people in all that we do.

Uphold the principles of transparent and open communication and consultative dialogue recognizing the established responsibility and authority of the Executive of the General Council for making decisions on priorities and setting the triennium budget.

Direct the General Secretary, General Council to provide an appropriate response to all correspondence raising concerns with the June 2007 decisions, which has not yet been answered.

Affirm the work done in implementing the decisions taken at the May and June 2007 meetings of the Executive of the General Council.

Affirm an ongoing commitment to “seeking justice and peace, locally, globally and ecumenically” through the identification of this commitment alongside the priorities established by the Executive of the General Council within the Executive’s budget reports.

Draw attention to the following action of the November 2007 meeting of the Executive of the General Council, which was taken in response to suggestions from members of Selkirk Presbytery of the Conference of Manitoba and Northwestern Ontario:

The Executive of the General Council approved that givings to the Mission and Service Fund for 2007 in excess of \$30,200,000 be set aside to reduce, equally, the planned 2009 reductions in Global Partners Grants and Mission Support Grants.

Affirm and emphasize the following directions from the *Plans Towards 2010* document:

- the direction to the General Secretary, General Council for an “efficiency study” of our administrative practices.
- the commitment to consider whether we have the appropriate balance of management and non-management staff.
- the review of governance processes of General Council, including clarification of roles and practices of its committees and support to committees.

Affirm our commitment to provide input as well as to welcome the insights and wisdom from the Redesign Evaluation Task Group.

Reaffirm our commitment to a balanced budget while simultaneously encouraging the people of The United Church of Canada in our collective stewardship by increasing our 2008 and 2009 Mission and Service goal from \$30.5 million to \$31.5 million in 2008 and to \$32.5 million in 2009 (a 3% increase per year) in order to enable us to do additional work in furthering the priorities established by the Executive of the General Council.

Set aside time at the May 2008 meeting of the Executive of the General Council for reflection on lessons learned from the priority-setting and budget process.

Carried unanimously

Reductions within the Justice, Global and Ecumenical Relations Unit (MAR 2009-3)

Response to the Executive of the General Council action of June 23, 2007 (MAR 2009-2)

Motion: Bruce Hutchinson/Shirley Cleave

2007-11-16-248

Having heard proposals MAR 2009-2 and MAR 2009-3

Be it resolved that the Executive of the General Council take no action on Proposals MAR 2009-2 and MAR 2009-3.

Carried

Caryn Douglas brought the gratitude of the Executive to the Red Sessional Committee and to the co-chairs, Bruce Hutchinson and Shirley Cleave, for their flexibility.

Global Partner

Aruna Gnanadason thanked the Executive of the General Council for the privilege of being part of the family of the United Church for the past three meetings. Aruna's closing remarks are in Appendix I.

The Moderator thanked Aruna for her sharing and the blessings she has brought and presented her with a gift of remembrance.

Front Runners

Jamie Scott introduced the film "Front Runners" dramatising the experiences of former Residential Schools students who carried the torch to the stadium door of the Pan American Games in Winnipeg in 1967.

Redesign Evaluation Task Group

Joan Wyatt reported on the work of the Redesign Evaluation Task Group and introduced the focus group interviews for elected and appointed members of the Executive. The Task Group will bring interim report to the May 2008 meeting of the Executive with the final report to the meeting of the November 2008 Executive.

Business Table

Motion: Mary-Beth Moriarty/Brian Cornelius

2007-11-16-249

That the Executive of the General Council extend their gratitude for the service of the members of the Task Group on General Council Grants to Conferences.

Carried

Motion: Caryn Douglas/Don Koots (NEW 7)

2007-11-16-250

That the Executive of the General Council

Direct the Committee on Theology and Faith to reflect on the General Council governance model and our understanding of the conciliar church and report in writing to the May 2008 Executive of the General Council meeting.

Carried

The Moderator thanked Gordon MacDermid for his 6 years on the Theology and Faith Committee. He also thanked the representatives of the United for Justice Network for being with the Executive this weekend.

Worship and Theological Reflection

Michael Shewburg led closing worship and theological reflection including time in table groups for closing.

The Moderator thanked rEvolve and Michael Shewburg for their leadership. He asked the Executive to hold the work in their prayers over the coming months and to continue their discernment of community.

Closing Procedural Motion

Authorizing the Sub-Executive of the General Council

Motion: Nora Sanders/Allan Seal

2007-11-16-251

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 thanked the business table for their work.

The Moderator adjourned the meeting at 4:10 p.m.

Moderator, David Giuliano

General Secretary, Nora Sanders

List of Appendices:

Appendix A	Sessional Committee assignments
Appendix B	Correspondence received after the Workbook was issued
Appendix C	Common Groups – Good News
Appendix D	Governance Meeting Options
Appendix E	Governance Handbook Policies
Appendix F	Policy on Incorporated Ministries
Appendix G	Refugee and Immigration Policy
Appendix H	Human Resources Policies
Appendix I	Aruna Gnanadason’s Closing Remarks

Appendix A

Sessional Committee Assignments

Blue Sessional Committee

- GS 47 Youth Year of Service Program
- GS 48 Healing, Reconciliation and Right Relations Work
- PMM 12 Refugee and Immigration Policy: Access, Rights in Canada, Removal
- PMM 14 “Youth United For Peace” Global Partner Exposure Visits
- TOR 2009-1 Public Intervention on behalf of Omar Khadr
- Moderator’s Accountability Report
- Permanent Committee on Programs for Mission and Ministry Accountability Report
- Residential Schools Steering Committee Accountability Report
- World Council of Churches Executive Committee Report
- Emerging Spirit Report

Green Sessional Committee

- GCE 7 General Council Grants to Conferences
- GCE 8 Funding the Work of the Church
- GCE 9 Nominations Report
- GPBP 8 Aligning the work of committees and task groups with the priorities of the Executive of the General Council
- GPBP 9 Governance Policy Handbook
- GS 43 Boosting Mission and Service Givings for 2007
- GS 44 Funding Reductions in the 2009 Global Partnership and Mission Support Grants
- GS 46 Policy for The United Church of Canada’s Incorporated Ministries
- GS 49 Appointment of Foundation Director
- PMM 13 Mission Theme Selection Process
- MAR 2009-4 General Council Process
- Permanent Committee on Finance Accountability Report

- Permanent Committee on Governance, Planning and Budgeting Processes Accountability Report
- Funding the Work of the Church Task Group Final Report
- Task Group on General Council Grants to Conferences Report

Red Sessional Committee

- GS 45 Meaning of Ministry Study
- MEPS 8 Human Resources Policies
- MEPS 9 Demographics of Ministry Personnel
- MEPS 10 Review for Disposition of “Simplifying Policies and Procedures Related to Pastoral Relations” Report and Resolutions (38th General Council 2003)
- MEPS 11 Group Insurance Plan Renewal effective January 1, 2008
- MEPS 12 Group Insurance Plan Premium Changes
- MAR 2009-1 Pastoral Charge Payroll Service
- MAR 2009-2 Response to Executive of General Council action of June 23, 2007-12-04
- MAR 2009-3 Reductions within Justice, Global and Ecumenical Relations Unit
- General Secretary’s Accountability Report
- General Secretary’s Supervision Committee Report
- Pension Board Accountability Report
- Permanent Committee on Ministry and Employment Policies and Services Accountability Report
- The United Church of Canada Foundation Report
- Correspondence to the Executive of the General Council

Appendix B

Correspondence

The following correspondence was received after the Workbook was issued.

- Albert Schenk – 2009 Budget considerations
- Bev McDonald – Refugee Resolution
- Diane Cooper
- David Allen re Conference Boundaries
- Linda Scherzinger
- Susan Lindenberger
- Evelyn and Ken Paton – Concern for Cutbacks
- Howard Clark
- Muriel and John Anderson
- Onslow-Belmont Pastoral Charge, Truro, NS
- Mary J. White – Commissioner
- Selkirk Presbytery
- Toronto Conference Boundaries
- Toronto Conference Peace and Justice Working Group

Copies of responses to letters from Nora Sander's to:

- Albert Schenk
- Bev McDonald
- Dianne Cooper
- Evelyn and Ken Paton
- MaryWhite
- Muriel and John Anderson
- Onslow-Belmont Pastoral Charge
- Virginia Mills
- Mary J. White

Appendix C

Good News from Common Groups

Bay of Quinte Conference

The Conference celebrated the new staff people in Bay of Quinte Conference, David King, and Jackie Harper, that brings the Conference to a full staff complement. New committee structures are stressing small interest working groups including work on right relations and the 10 x 10 challenge which is challenging the Conference to have 10 affirming congregations by 2010.

Toronto Conference

The Conference is moving from 9 to 4 presbyteries and moving conference staff, except for the Conference Executive Secretary and support staff, into the presbyteries. The only Conference level committees will be those mandated. The goal is communication and to be more responsive to the needs of the church.

All Native Circle Conference

The All Native Circle Councils are working on their terms of reference including reviewing the original circle diagram and model. Conference Staff are doing needs assessment workshops. They are assessing properties in Aboriginal communities with respect to ministry and community needs. A big impact has been continuing education for clergy, and although there is often not a lot available, clergy did take advantage of the funding and the response has been “amazing”.

The Conference of Manitoba and Northwestern Ontario reported on the good news in the Conference including that the first affirming church in Manitoba hosted James Loney. The positive work in presbyteries includes “Exploring Church in 2020”, sacramental elders, new churches, and inter faith relation building. Young people in the Conference visited Zambia to orient them to life in Africa as well as moving into deeper mission. The Conference is hosting a Youth Conference with a huge response.

Appendix D

Meeting Options Results

1. The present four day meeting costs about \$80,000. About \$20,000 for travel about \$21,500 for accommodation at the Holiday Inn about \$28,500 for meals and breaks at the Holiday Inn, about \$10,000 for meetings costs (Music, worship, AV, WKBK) Which cost is a priority to reduce?					
	Highest Priority	Second Priority	Third Priority	Lowest Priority	Response Count
Travel costs	5.4% (2)	10.8% (4)	24.3% (9)	59.5% (22)	37
Accommodation costs	46.2% (18)	35.9% (14)	17.9% (7)	0.0% (0)	39
Meals and breaks costs	39.5% (15)	42.1% (16)	15.8% (6)	2.6% (1)	38
Meeting costs	18.4% (7)	26.3% (10)	28.9% (11)	26.3% (10)	38
Comments (below)					8
answered question					39
skipped question					3

Comment Text

1. I don't know how we would reduce travel costs
2. note: accommodation cost-3250?
3. How about an option to receive documentation electronically (pdf or word format)? Also to receive electronically but have printed copy available on request on arrival at meeting (no courier costs)
4. I suspect accommodation and meals are tied together at present location
5. People who wish private accommodation could be invited to pay half the bill
6. Meeting costs - lowest priority, if you mean AV and Staff support
7. seems all would be high priority to make savings where possible
8. Realize that reducing days will not reduce travel costs

2. If accommodation costs were to be reduced, my preferences would be					
	Highest priority	Second priority	Third priority	Lowest priority	Response Count
Alternative location like Queen of Apostle	55.0% (22)	37.5% (15)	2.5% (1)	5.0% (2)	40
Alternative location less expensive hotel	42.1% (16)	50.0% (19)	7.9% (3)	0.0% (0)	38
Billeting	3.0% (1)	3.0% (1)	24.2% (8)	69.7% (23)	33
Two people sharing one room	11.8% (4)	8.8% (3)	47.1% (16)	32.4% (11)	34

	Comments (below)	14
	answered question	40

Comment Text

1. if another venue is chosen, the cost of transferring participants from airport to venue would have to be taken into account
2. is this shared accommodation, bathrooms/showers?
3. Do not mind sharing across the board though am more than willing to do that. willing to do it with any of the options above
4. UC Conference centre, 5 Oaks
5. Tenting
6. A residence location could be very suitable (& my first choice) if it had bathrooms attached to single rooms (at least toilet and sink)
7. Location closer to amenities would be nice psychologically
8. note: alternate location-Q of A=3250?
9. What about the learning centers in Ontario 5 Oaks/I can't remember the other name
10. Community is better built when we meet in same place as we stay overnight. Exception cases where health concerns prohibit
11. I don't know if we can find a less expensive hotel that would be acceptable-safe, clean. I don't see how we can require people to share-though we could encourage it more, perhaps Billeting probably puts the greatest pressure on a few congregations.
12. would stay anywhere as long as single room, safe and not too difficult to get there
13. Is Hockley Hills an option?
14. a residential experience is so important for relationship building and conversation of energy

3. If meal costs were to be reduced, my preferences would be					
	Highest priority	Second priority	Third priority	Lowest priority	Response Count
Stay in hotel, meet at Church House	48.7% (19)	35.9% (14)	15.4% (6)	0.0% (0)	39
Stay in hotel, meet in a Church	13.2% (5)	31.6% (12)	44.7% (17)	10.5% (4)	38
Stay in hotel, request lighter meals	50.0% (17)	23.5% (8)	26.5% (9)	0.0% (0)	34
Stay in hotel, bring your own	5.9% (2)	5.9% (2)	0.0% (0)	88.2% (30)	34
	Comments (below)				10
	answered question				41
	skipped question				1

Comment Text

1. I think participants would not be averse to covering 1 or 2 meals on their own. Not offering breakfast would be another option.
2. request lighter meals could be considered in our staying in hotel. yet need to do so much with "health" considerations (need to be aware of protein issues)
3. If we not at a location on the subway, I would stay at home
4. Highest/second priority are interchangeable (church house/in a church) easiest and closest
5. we are given a lot of extra food that goes to waste-lighter meals, no need for dessert at lunch
6. Is there anyway to remove the heavy perfumed fresheners from the bathrooms at church house, to cut done on breathing problems?
7. Church hose would still necessitate catering - space?? Time for travel, Bring your own - difficult for out of towners
8. especially breakfast-cereals, toast, fruit only
9. lighter meals, don't need sweets after every meal
10. I could if we were closer to a LCBO

4. Another option is reducing the number of days of the meeting. A four day meeting cost \$80,000, a three day meeting costs \$60,000, a two day meeting costs \$45,000. My preferences for meeting is					
	Highest priority	Second priority	Third priority	Lowest priority	Response Count
Twice a year - 4 day meetings	24.2% (8)	39.4% (13)	21.2% (7)	15.2% (5)	33
Once a year - 4 day meeting & conference calls	0.0% (0)	8.8% (3)	29.4% (10)	61.8% (21)	34
Twice a year - 3 day meetings	72.5% (29)	22.5% (9)	2.5% (1)	2.5% (1)	40
Twice a year - 2 day meetings	8.8% (3)	26.5% (9)	38.2% (13)	26.5% (9)	34
Comments (below)					8
answered question					40

Comment Text

1. The hours we meet now are maximal. Three day meetings with longer hours would be painful
2. if we maintain 4 day meeting, I am assuming there will be other cost cutting measures
3. could still also use emails to "pinging" in reduce amount of work and shorter meetings
4. I doubt agenda could be met in 2 days, twice a year
5. Would be prepared, to meet for whatever time it takes to cover the business
6. Twice a year for 3 long days. Work day - if 4 days: 7:30-5pm or 8:30-6pm, if 3 days 7:30-8 or 9-9
7. consider once a year - 5 day meetings and reduced volume of work
8. relationship building is vital and since travel costs don't change it seems go use of money to have longer meetings once we've already brought people together.

5. My preference for a work day is		
	Response Percent	Response Count
7:30 to 5:00 (1 hour lunch and dinner)	2.9%	1
8:30 to 6:00 (1 hour lunch and dinner)	48.6%	17
7:30 to 8:00 (1 hour lunch and dinner)	8.6%	3
9:00 to 9:00 (1 hour lunch and dinner)	40.0%	14
	answered question	35
	skipped question	7

6. My preferences for breaks is		
	Response Percent	Response Count
two 15 minute breaks per day	33.3%	14
two 30 minute breaks per day	50.0%	21
three 15 minutes breaks per day	16.7%	7
three 30 minute breaks per day	0.0%	0
	Comments (below)	7
	answered question	42

Comment Text

1. depending on the length of work day
2. those staying in the hotel could bring our coffee makers & free coffee from our rooms to the meeting (just kidding)
3. longer breaks if working evening
4. a short break is needed just for the brain to re-set, so when can absorb the material, short is fine
5. Even at 30 minutes, seems difficult to gather and get started on time
6. 2-15 minute, if in the same room or 2, 30 minute if moving is required
7. Work day preference 8:30am-8pm If refreshments were available in meeting location, a 15 minute break would be enough

7. To hold the governance meetings costs constant, which of the following strategies do you prefer?			
		Response Percent	Response Count
mandate only task groups (time certain)		38.5%	10
maintain the number of task groups		15.4%	4
reduce the membership of task groups		46.2%	12
Comments (below)			11
answered question			26
skipped question			16

Comment Text

1. hard to answer this question in this context. Much longer question
2. need to prune number of committees & numbers of task groups
3. This question is not clear
4. establish a global budget for task groups and limit the number of task groups to work within that budget
5. as well examine mandate and activities of each committee & task group to ensure work is still pertinent ie: Challenge-What would happen if we did not meet?
6. consider appointment of task group members from one local area to drastically reduce travel and accommodation costs
7. reduce number of meetings for some
8. I would be willing to forego an evening off for a concert. One evening free is a great gift. We don't need 2. It would be great to use this extra time for Kerygma Cafe
9. Review number and value of committees and consultations- e.g. membership on the Canadian Ecumenical Committee that meets in Montreal
10. Assuming we have only the task groups we require for the tasks needed could some face to face meetings be back to back with others or held by conference call
11. regionalize membership of task groups to contain meeting costs and integrate conference calling to ensure non-regional input as required

8. The size of membership of the Executive (43 voting members and 24 corresponding members) could be reduced.						
	Strongly Disagree	Disagree	Agree	Strongly Agree	Rating Average	Response Count
Stay the same	6.5% (2)	16.1% (5)	38.7% (12)	38.7% (12)	3.10	31
Decrease the number of voting members	75.8% (25)	21.2% (7)	3.0% (1)	0.0% (0)	1.27	33

Decrease the number of corresponding members	15.6% (5)	37.5% (12)	34.4% (11)	12.5% (4)	2.44	32
Decrease the number of both voting and corresponding members	48.5% (16)	36.4% (12)	9.1% (3)	6.1% (2)	1.73	33
Comments (below)						6
answered question						39
skipped question						3

Comment Text

1. perhaps executive secretaries could offer more logistic support
2. exec too large to be executive
3. The rich diversity of voices is important it adds to the quality (and perception of quality). Surely we can meet more cheaply and keep the membership
4. This is a quite relative and based on how meetings are conserved (?) and run. My answers are based on current operations
5. Membership worth looking at - would certainly help costs
6. we are not a big group to represent people from across the country and across a wide variety of cultures

9. Would you prefer more or less or the same amount of time be devoted to the following components of the GCE agenda					
	Less	Same	More	Rating Average	Response Count
Theological Reflection	16.1% (5)	61.3% (19)	22.6% (7)	2.06	31
Worship	9.4% (3)	81.3% (26)	9.4% (3)	2.00	32
Discernment	20.0% (6)	46.7% (14)	33.3% (10)	2.13	30
Sessional Committees	17.2% (5)	72.4% (21)	10.3% (3)	1.93	29
Commons Decision Making	13.3% (4)	63.3% (19)	23.3% (7)	2.10	30
Accountability Reports	56.3% (18)	43.8% (14)	0.0% (0)	1.44	32
Governance Education	45.5% (15)	51.5% (17)	3.0% (1)	1.58	33
Consent Agenda	33.3% (8)	37.5% (9)	29.2% (7)	1.96	24
Governance Evaluation	51.6% (16)	45.2% (14)	3.2% (1)	1.52	31
Planning & Priorities	16.1% (5)	74.2% (23)	9.7% (3)	1.94	31
Table Groups	40.0% (12)	60.0% (18)	0.0% (0)	1.60	30

Common Groups	39.3% (11)	53.6% (15)	7.1% (2)	1.68	28
Comments (below)					11
answered question					36
skipped question					6

Comment Text

1. To be consistent with my answers to print 4(?), if the meetings are shortened in time (# of days) all other aspects must thin as well
2. More consent agenda=less time. Remove mandates 1/7th alternate education, others between meetings. Introduction, music, table groups 1 1/2 hrs could be condensed
3. Amount of time spent in each thing is dependent on the purpose/focus of meeting
4. Is there already an expectation that the regional meeting of the GCE (away from Toronto) will NOT happen this triennium? This would be, for me, a way of cutting expenses
5. As a member at large, I find common groups not necessarily the more useful, practically because ours is so large. Preferred when I got to meet with my conference.
6. integrate, theological reflection, worship and discernment
7. It took 4 years for the Executive to achieve this new working relationship within itself and staff. Discernment and trust instead of fighting for what we perceived we needed in our own neck of the woods. Wherever we go next to meet, maybe allow this fragile new working relationship to continue.
8. Less - rely on written reports more
9. I think if we have a pretty good balance now. If we need to reduce time, I'd do it proportionately
10. less FREE time
11. Theological reflection could be at the end of the day's business. The reflector could help us articulate the day's work in the light of Scripture/Theological understanding. What God seems to be telling us at every stage of our work The theological reflection will serve as a Theological/Biblical mirror

Appendix E

Governance Policy Handbook

POLICY NO. GG001

GOVERNANCE POLICY DEVELOPMENT

Policy Statement

The United Church of Canada is a faith community and a corporation. These two realities interact in governance decisions, where the Executive of the General Council seeks to carry out General Council’s vision of the mission of the Church while acting as responsible stewards of the gifts God has made available to us and respecting the secular authorities under which the Church operates.

Governance policies enable the orderly conduct of the business of the General Council in support of God’s mission.

General Provisions

1. The Executive of the General Council is responsible for the development and approval of General Council governance policy. The General Secretary, General Council is responsible for implementation of approved governance policies and is accountable to the General Council through its Executive.
2. No person, group, agreement, publication, appointment or any other activity done on behalf of The United Church of Canada will compromise the spirit and intent of established Executive of the General Council governance policies.
3. The purpose of the Executive of the General Council governance policies is to identify and provide for consistent practices in the governance of the General Council so that, as far as possible, members of the Executive may focus their time and energy on articulating and translating into action the vision set by General Council.
4. In any governance policy
 - (a) “**Church**” means The United Church of Canada.
 - (b) “**General Council**” means the General Council of the Church.
 - (c) “**Executive**” means the Executive of the General Council and includes the Sub-Executive of the General Council acting on its behalf.
 - (d) “**General Secretary**” means the General Secretary, General Council and a reference to the General Secretary includes any General Council Minister or other staff person to whom the General Secretary delegates a responsibility.

Governance Policy Development

5. Preparation of draft governance policies may be initiated by
 - (a) the General Council
 - (b) the Executive of the General Council
 - (c) a Permanent Committee of the Executive of the General Council or
 - (d) the General Secretary

6. General Council expects that advice will be sought from as broad a base as possible and practical, including Permanent Committees and the Senior Leadership Team, to ensure that any contemplated governance policy is desirable, feasible, and acceptable.
7. The General Secretary will prepare draft governance policies for consideration by the Executive of the General Council.
8. A draft governance policy, which has been prepared by the General Secretary, may be recommended to the Executive of the General Council by a Permanent Committee or by the General Secretary.
9. The Executive of the General Council will consider recommended governance policies and when satisfied will approve the governance policy or recommend the governance policy for consideration by General Council.
10. The General Secretary will ensure that approved governance policies and all revisions approved from time to time will be inserted in a Governance Policy Handbook. A master index will be included to facilitate access to policy provisions.
11. The General Secretary will ensure that each member of the Executive, every employee and any consultant or contractor is aware of governance policies affecting their work.
12. Policies will be numbered and filed in the Governance Policy Handbook according to the following system:
 - GG000 – policies related general governance of the General Council
 - CC000 – policies related to the terms of reference of Committees and task groups
 - FM000 – policies related to the General Council’s financial resource management
13. Governance Policies will be published using the format used for this policy.
14. When General Council or its Executive makes a decision which has the effect of amending a governance policy, the General Secretary will incorporate the amendment in the relevant policy and insert the amended policy in the Governance Policy Handbook.
15. The General Secretary will establish Administrative Procedures to guide staff in the implementation of Governance policies.

The Manual Reference: Section 513, 524

Approved 2007-11-16-214
Amended

Moderator

General Secretary, General Council

POLICY NO. GG002

PRINCIPLES OF CONDUCT

Policy Statement

These Principles of Conduct provide members of the Executive of the General Council, and all committees, sub-committees and task groups with a general overview of their expectations as stewards of the Church. These statements are intended to complement any specific policies approved by the Executive of the General Council. Any discrepancy between these general principles of conduct and specific policies will be decided in favour of the specific policy.

Governance Duties

1. In this policy
 - (a) “**Members**” refers to persons elected or appointed to the Executive of the General Council and all committees, sub-committees and task groups as voting and corresponding members.
2. Members of Executive of the General Council and all committees, sub-committees and task groups are involved in the governance of the General Council. Good governance practices are an important part of articulating and translating into action the vision set by General Council.
3. Ethical performance of the governance function requires that members
 - (a) prepare for meetings by considering all information available to them
 - (b) attend and participate in meetings regularly
 - (c) act in good faith and in the best interests of the Church including inquiring into the affairs of the General Council
 - (d) honour policies regarding participating in discussions or decision-making that may benefit them or someone close to them
 - (e) keep confidential all information provided at an in camera meeting, all information subject to the General Council’s Privacy Standards and any information which is otherwise confidential
 - (f) use the level of skill that may reasonably be expected of someone with their experience and expertise
4. General governance principles require that each member
 - (a) recognize that decision-making is a function of the group as a whole and not any one individual member of the group
 - (b) be prepared for meetings
 - (c) be punctual at every meeting the member is to attend
 - (d) be considerate of the diverse points of view given by other members
 - (e) use reasonable efforts to build consensus on issues
 - (f) respect the majority vote of the group
5. It is the responsibility of the Chair to work with Members to fulfill these duties.

The Manual Reference: Section 524

Approved 2007-11-16-214
Amended

Moderator

General Secretary, General Council

POLICY NO. GG003

CONFLICT OF INTEREST

Policy Statement

The United Church of Canada is a corporation. The Executive of the General Council serve as its board of directors. The Executive of the General Council also serves as an administrative decision-making body for the United Church. As they serve in both these roles, the members of the Executive of the General Council owe a duty of undivided loyalty to the United Church, as represented by the General Council. Members of the Executive of the General Council must not put themselves in a position where their own interests may conflict with their duty to act in the best interests of the United Church.

General

1. A conflict of duty may be monetary or non-monetary.
 - (a) A **monetary conflict** arises where the Executive of the General Council is considering a decision that may have a monetary effect, either positive or negative, on a member of the Executive of the General Council or a person close to the member (relative or friend).
 - (b) A **non-monetary conflict** arises in any circumstance where a member of the Executive of the General Council is constrained in any way from acting in the best interests of the United Church. That could occur where a member of the Executive of the General Council or person close to the member stands to gain a benefit in some non-monetary way from a decision that the Executive of the General Council is considering (e.g. appointment to a particular elected position).
2. Members of the Executive of the General Council must also avoid situations where their duty to the United Church is in conflict with the duty they owe to another organization. That could happen where a member of the Executive of the General Council serves another organization (e.g., theological school, church-affiliated corporation) as an employee, contractor or in an elected leadership role.
3. This policy applies to the Executive of the General Council and all committees, task groups and commissions accountable to it (referred to generically here as an **“Elected Body”**).

Principles

4. Members of an Elected Body must not participate in any decision by the Elected Body that could result in direct or indirect benefit to them.
5. Members of an Elected Body must not give, in the performance of their duties for the Elected Body, preferential treatment to relatives or friends or any other organization in which they have an interest.
6. Members of an Elected Body must not benefit from the use of information acquired during the course of their participation on the Elected Body, if that information is not generally available to the wider church.
7. Members of an Elected Body must not use any property provided for the Elected Body for any kind for activities other than the work of the Elected Body.
8. Members of an Elected Body must not accept or offer, or agree to accept from a person who has dealings with the Elected Body, any reward, advantage or benefit or any kind, either directly or indirectly.
9. Members of an Elected Body must not place themselves in a position where they are under obligation to another person who might benefit from special consideration or favour, or who might seek preferential treatment by the Executive of the General Council.
10. There are exceptions to situations that might otherwise be considered a conflict of interest
 - (a) *Monetary conflicts* – It is not a conflict of interest, if, in the opinion of the Elected Body, the member’s monetary interest is substantially the same as the monetary interest of all other members of the Elected Body.
 - (b) *Non-monetary conflicts* – It is not a conflict of interest if, in the opinion of the Elected Body, the member’s conflict is so remote that it is not likely to affect the member’s decision.
 - (c) *Conflicts where representation from other organizations* – Membership in the Elected Body may include intentional representation from particular church courts, committees or other organizations. For example, the membership of the Executive of the General Council includes a representative to the Central Committee of the World Council of Churches (when a member of the United Church). A member who represents another organization on the Elected Body brings the perspective of the other organization to the decision-making of the Elected Body. That is a key purpose of having intentional representation from other organizations. As such, it is not a conflict of interest for such a member to participate where the Elected Body is considering a decision that affects the other organization.
 - (d) *Waiver of conflicts* – In any situation where a member has an apparent conflict of interest, the Elected Body may waive the conflict of interest and allow the member to participate in the decision-making. The Elected Body must be satisfied that waiving the conflict will not negatively impact on the transparency and integrity of the Elected Body’s decision-making.

Practice

11. *Knowledge/awareness of conflicts* – Members of an Elected Body must be constantly aware of the need to avoid situations that might result in a conflict of interest. Orientation/education is important.
12. *Identifying conflicts* – As members participate in the work of the Elected Body, they consider whether any particular item of business presents a conflict situation for them. If unsure, the member may seek advice in discerning whether a conflict exists.
13. *Disclosing conflicts* – A member informs the Elected Body of the conflict at the earliest opportunity once the member becomes aware of the conflict.
14. *Refrain from all participation* – The conflict of interest may involve a situation where the member stands to gain personally, or where the member’s relatives or close friends stand to receive a benefit (either monetary or non-monetary). In such case, the member withdraws from any participation in the decision-making on any matters to which the conflict of interest relates. That includes leaving the room while the matter is under discussion, as well as abstaining from the actual vote.
15. *Refrain from voting (but not discussion)* – The conflict of interest may involve a situation where the member’s duty to the Elected Body is in conflict with the duty the member owes to another body. In such case, the member may participate in the Elected Body’s discussions on any matters to which the conflict of interest relates. The member must, however, abstain from the actual vote.
16. *Responsibility of other members* – If the member fails to notice, or to declare, a conflict of interest, any other member may raise the matter with the Elected Body. Once the issue has been raised by another member, the member with the potential conflict may acknowledge the conflict and withdraw from participation and/or voting, as per items 14 and 15.
17. *Decision by Elected Body* – If the member with the potential conflict disagrees that a conflict exists and/or does not withdraw from participation in the decision-making to the extent required, it is up to the Elected Body to determine the issue before proceeding with the item of business. If the Elected Body decides that a conflict exists, and makes no decision to waive it, the member is excluded from participation in the decision-making to the extent required under items 14 and 15. The member is required to leave the room while the matter is under discussion and/or to abstain from voting, as per items 14 and 15.
18. *Documenting* – The minutes of the meeting record all disclosures of conflicts of interest, all abstentions in voting based on a conflict of interest, and all decisions by the Elected Body with respect to conflicts of interest, including the determination of any exceptions that apply.

The Manual Reference: Section 524

Approved 2007-11-16-214
Amended

Moderator

General Secretary, General Council

POLICY NO. FM008

REIMBURSEMENT OF EXPENSES

Policy Statement

Persons serving on the Executive of the General Council, a committee, sub-committee, or task group will be reimbursed for expenses incurred on Church business in accordance with this policy.

The Mission and Service Fund makes possible the opportunities for people from across the country to meet and contribute to the faithful work of the General Council and its Executive. As good stewards of abundant resources, we are grateful for the Spirit given gifts shared as we discern God's call for the Church.

Expenses

1. Any portion of any expense described in this Policy which is paid for by a third party shall not be claimed for reimbursement from the Church.
2. Any portion of any expense described in this Policy which is paid directly by the Church shall not be claimed for reimbursement.

Transportation

3. Persons should travel by the most economical means related to the schedule and purpose of the travel.
4. Travel by private vehicle or the actual costs of a taxi or public transportation will be reimbursed for travel between home or office and the point of departure of a commercial carrier and for travel at the destination from the point of arrival to the hotel or meeting location.
5. The General Council will reimburse the actual cost of travel on Church business by commercial carriers. Persons should take advantage of senior citizen discounts, seat sales or any other discounted rates or fares for which they are eligible.
6. Travel by air will be reimbursed for economy airfare and taxes. If travel is by Air Canada Tango or other discounted rate, the seat selection charge will be reimbursed.
7. Travel by rail will be reimbursed at the lesser of the actual cost or the cost of an economy airfare for the same trip.

8. Travel by private vehicle, when it is the most economical option, will be reimbursed at the rate set out in the schedule to this Policy for a return trip of not more than 1000 kilometres. When several people travel together in the same vehicle, the owner but not the passengers will be entitled to reimbursement.
9. Persons attending meetings are encouraged to use public transportation at the meeting location whenever available. For meetings in Toronto, a supply of TTC tokens is available at the reception desk at the General Council Office. There is also a 24-hour Airport Shuttle Bus available to and from the Delta Chelsea that departs every 30 minutes.
10. Underground parking at the General Council Office is available and the parking ticket is stamped at the reception desk.
11. Parking at hotels is available and may be charged to the hotel account at designated hotels.

Accommodation

12. Accommodations are selected which are reasonable, conveniently located, safe and accessible. The accommodation for most meetings is determined based on availability and group rates with designated hotels and centres. The normal accommodation is single person occupancy; there is provision for sharing upon request.
13. If a person chooses to stay in other accommodation, the person will be reimbursed for the actual cost to the maximum rate set out in the schedule. Persons should take advantage of senior citizen, group, or any other discounted rates for which they are eligible.
14. A person travelling to meetings who stays with a relative or friend in lieu of designated accommodation, may claim the cost of a token of appreciation (not alcoholic beverages) according to the hospitality rate set out in the schedule to this Policy. Receipt required.

Meals

15. Meals are reimbursed on the basis of the actual cost (including tax and tip). Receipts required.
16. Alcoholic beverages shall not be included in any meal claim.
17. The cost of meals obtained through room service at a hotel is reimbursable for the actual cost (including tax and tip) to the maximum rate set out in the schedule.
18. When a group of persons who are members of a committee or task group eat together, the total cost may be claimed by one of the persons providing that persons whose meals are covered are identified by the claimant.

Telephone Expenses

19. The General Council provides a toll free phone number (1-800-268-3781) to provide communication with General Council staff.

20. Guest facilities are available at the General Council Office to make long distance telephone calls which are covered the General Council's long distance plan.
21. When a person is travelling or at a meeting, the cost of long distance calls to the person's home (using a personal calling card or a General Council Calling Card) and the cost of local calls from a hotel are reimbursable.

Dependent Family Care

22. A person may claim the cost of care arrangements for a family member or other significant person when traveling on church business.
23. This expense must be approved with Committee Member Services prior to making travel arrangements.

Pulpit Supply

24. The pastoral charge will be reimbursed for the cost of pulpit supply at the rate set out in the schedule.

Non-Reimbursable Personal Expenses

25. The following are considered personal expenses and are not normally reimbursable
 - (a) personal entertainment
 - (b) car rentals
 - (c) excess/overweight baggage charges
 - (d) personal life insurance
 - (e) trip cancellation insurance
 - (f) traffic fines
 - (g) laundry or dry-cleaning
 - (h) internet charges
 - (i) all expenses related to a companion
 - (j) change fees for bookings for personal reasons

Expense Claims

26. Persons shall submit Travel Expense Claims to the General Council office within thirty (30) days of completing their travel together with required receipts, a record of kilometres traveled by private vehicle and any other detailed information which a signing officer may require to determine that the expenses were reasonable.
27. Persons submitting expense claims electronically must either scan the related receipts and include them in the electronic submission or otherwise ensure the receipts are delivered to the General Council office as soon as possible.
28. To obtain reimbursement a person must submit receipts for the following expenses
 - (a) travel by commercial carrier unless purchased or provided by the Church
 - (b) any transportation costs not included in the basic fare
 - (c) taxi fares
 - (d) parking charges in excess of five dollars (\$5.00)

- (e) accommodation in excess of the rate set out in the schedule for staying with a relative or friend
- (f) long distance telephone calls

Exceptions

29. All exceptions to this policy must be approved prior to the travel beginning by Committee Member Services.

Approved 2007-11-16-214
Amended

Moderator

General Secretary, General Council

Schedule Policy FM008
Use of Private vehicle (Item 8)
\$0.39 per kilometre

Maximum Hotel Rate (Item 13)
\$90.00 plus tax per day in the Toronto area

Hospitality Rate (Item 14)
\$25.00 per night to a maximum of \$100 per meeting

Standard Meal Allowance (Item 15)
Breakfast \$10.00
Lunch \$15.00
Dinner \$25.00
Maximum Daily Claim \$50.00 including tax and tip

Pulpit Supply (Item 24)
Worship leadership and preaching
\$107.00 plus incidental expenses and mileage (maximum \$150.00)

Weekend Supply (Preaching and pastoral care)
\$214.00 plus incidental expenses and mileage (maximum \$275.00)

Appendix F

Policy for The United Church of Canada's Incorporated Ministries

Category 1: The United Church of Canada Incorporated Ministries

1. This category affirms the close and vital relationship of the church to the corporation.
2. These corporations shall comply with the requirements of *The Manual section 429*.
3. A majority of Board members shall be approved by the supervising Conference of The United Church of Canada and the Executive Secretary of the supervising Conference shall be *ex-officio* a corresponding member of the board of the Corporation (receives notices of meetings, minutes of meetings, has right to attend all meetings, but non-voting.)
4. There shall be annual reporting to the supervising Conference of the membership of the board, the minutes of the annual meeting, financial statements (audited / independently reviewed by a qualified person) and insurance coverage (including the naming of The United Church of Canada as co-insured).
5. The supervising Conference shall determine acceptable levels of insurance coverage.
6. The supervising Conference has authority to permit the Corporation to determine its own manner of determining the membership of the Corporation. The majority of the membership of the incorporated ministry shall not be members of the supervising Conference or, in the case the Conference delegates to another court its supervising role, the majority of the incorporated ministry membership shall not be members of that supervising court.
7. Approval from the supervising Conference and higher court is required for changes to articles of incorporation, and changes to corporate by-laws.
8. Approval from the supervising Conference is required in advance for capital fundraising initiatives and appeals affecting other parts of The United Church of Canada.
9. Indebtedness may be subject to prescribed limits as deemed appropriate by the supervising Conference.
10. The supervising Conference as part of its oversight role shall ensure that a periodic review of the purpose, goals, and mission of the Incorporated ministry takes place, including a pastoral visit to the incorporated ministry. The Conference may delegate this responsibility to another court.
11. These ministries will adhere, at all time, to the applicable policies, standards and regulations as they may be enacted by the General Council or its Executive from time to time.
12. The assets of these corporations shall vest in The United Church of Canada in the event that the corporation ceases to function or its corporate existence is terminated.
13. Any corporations created by Category 1 corporations shall be organized and supervised according to *The Manual Section 429*.
14. Any sale, transfer, mortgaging, acquisition or leasing of land must have the prior written consent of the Supervising Conference.
15. The incorporated ministry shall not, without the prior written consent of the supervising Conference, initiate, or in any way engage in, proceedings that might result in the voluntary winding up of the corporation.
16. The provisions of each of the preceding paragraphs herein may be changed or modified only with the prior written consent of the supervising Conference and the administrative approval of the General Council.

Category 2: Multi-Party Incorporated Ministries with Multiple Participants

1. This category acknowledges The United Church of Canada as one of two or more participants in a corporation (a “Participant”).
2. The level of representation of corporation members and Board of Directors will be identified in the by-laws of the incorporated ministry and will normally be in proportion to the level of participation of the United Church. The representative members will be approved by the supervising Conference of The United Church of Canada.
3. There will be annual reporting to the supervising Conference of the membership of the board, the minutes of the annual meeting, financial statements (audited/independently reviewed by a qualified person), insurance coverage (including the naming of The United Church of Canada as co-insured), and the current operating agreement. Similar reporting may be required by the supervising body of other Participants.
4. The Participants, with a view to incorporating, shall enter into an operating agreement, a copy of which shall be included with the documents required for approval by the supervising Conference to incorporate in this category. This operating agreement shall include the extent to which the Participants will contribute to and participate in the realization of the mission of the incorporated ministry, and determine the policies and administrative standards that shall apply to the incorporated ministry and its operations. (These guidelines shall be informed by and comparable to the standards and policies approved by the parent bodies).
5. Oversight visits shall take place as determined by the supervising Conference in consultation and collaboration with other Participant(s).
6. The incorporated ministry will determine whether to participate in The United Church of Canada’s policies standards and regulations or whether to participate in another Participant’s comparable or more rigorous applicable policies, standards and regulations as they may be enacted from time to time.
7. The operating agreement will set out the distribution of assets in the event that the corporation ceases to function or its corporate existence is terminated.
8. Any corporations created by Category 2 corporations will be organized and supervised according to *The Manual* Section 429.

Appendix G

Refugee and Immigration Policy: Access, Rights in Canada, Removal

Access to Canada:

1. Facilitate access to Canada for refugees: refugees applying for resettlement from abroad (whether being processed as a group or individually determined) and refugee claimants within Canada.
2. Not apply a safe-third-country rule to block refugees access to Canada when the transit country does not interpret the refugee claim in a manner consistent with Canada or poses significant cultural and political integration barriers for the refugees—i.e. Colombian refugees who have been refused asylum in the United States; refugees, who have been refused asylum in Europe, but who would qualify for resettlement according to Canadian eligibility criteria; French-speaking refugees; refugees with strong political opposition to policies of the US government and desire to live in another country.
3. Increase the number of refugees admitted to Canada annually through its Refugee and Humanitarian Resettlement Program.
4. Respect the principle that private refugee sponsorships are additional to the government quota.
5. Respect sponsors' right to name "refugees in need of resettlement" (those who meet the eligibility criteria) for private refugee sponsorship.
6. Resource embassies abroad to facilitate both faster processing of sponsor-referred refugees and sponsoring organizations' access to refugees selected for admission to Canada who are in need of a sponsor, both individual and group Visa Office Referred cases.
7. Recognize the importance of extended family to the settlement process by establishing a special humanitarian program that allows Canadians to sponsor their extended family members to Canada.

Rights within Canada:

B.1. Regularization

That The United Church of Canada urge the government of Canada to *regularize* non-status individuals in the following circumstances by creating regulations consistent with the Immigration and Refugee Protection Act of 2002 to allow people in these circumstances to apply to remain legally in Canada:

1. Refugees who have been refused status due to flaws in the determination system and who, in all probability, would have been granted status if the Refugee Appeal Division was implemented.
2. Survivors of trafficking
 - should have access to the permanent protection of Canada (be eligible for permanent residence through a special regulatory class);
 - be exempt from the 'right of landing fee' and inadmissibility bars
 - enjoy the rights of family reunification that apply to a protected person.
 - Canada's protection should NOT be conditional upon the trafficked person's agreeing to testify or being cooperative with prosecution. (agreeing to identify the trafficker)
3. Persons with close family members who have refugee or permanent status in Canada—i.e. a Best Interests of the Child mechanism can be used to determine if in a particular case, the child's right to remain in Canada should extend to her/his parents.

4. Stateless persons.
5. Women and men who were under a family sponsorship but who have subsequently left their spouse due to domestic violence. (This is necessary in cases of domestic violence where withdrawal of a spousal sponsorship is used as a threat)
6. Survivors of rape or torture who are at risk of being sent back to the country in which they suffered rape or torture. (Convention Against Torture)
7. People whose removal from Canada would involve a serious right's violation (e.g. Right to Life: an individual may not be able to access appropriate medical treatment on her return and so face long term suffering or death if removed.)
Provision can be made for an independent and objective verification of a serious right violation.
8. Persons from countries to which Canada generally does not deport because of a situation of generalized risk.
(Canada's current list of moratorium countries: Afghanistan, Burundi, Democratic Republic of Congo, Haiti, Iraq, Liberia, Rwanda, and Zimbabwe. (2007))
9. People who have been continuously in Canada for several years.
10. Migrant workers—persons who have worked for some years on temporary worker programs (i.e. Seasonal Agricultural Worker Program)

B.2. Security Certificate

That The United Church of Canada urge the government of Canada to:

1. Not amend the Immigration and Refugee Protection Act of 2002 to adapt the existing security certificates.
2. But if immigration procedures continued to be used for addressing national security concerns (processes akin to security certificates), amend their use by
 - a strictly limiting them to cases involving allegations of actual threats to Canada's national security interests
 - b designing them to be in accord with natural justice¹, the requirements of the *Charter* and international law and include these five key elements:
 - i. a prohibition on the use of *in camera*, *ex parte*² procedures except in circumstances where the government has clearly demonstrated a legitimate national security interest;
 - ii. the right to effective legal representation including measures, carefully tailored on a case-by-case basis, to protect to the greatest extent possible, the client's right to respond to the government's case;
 - iii. the substitution of the current "reasonable grounds to believe" standard used in the review of immigration security certificates with a more rigorous standard that is the equivalent of the civil balance of probabilities;
 - iv. clear restrictions on the use and length of detention; authorities should be required to establish the reasons why a person should not be granted gradual or eventual release.
 - v. access to judicial review and a further right of appeal consistent with the general rules for judicial review in the Immigration & Refugee Protection Act.

¹ The rules of natural justice (rooted in common law principles) require a hearing, unbiased adjudication, and a fair procedure.

² Latin for "in chambers." A legal proceeding is *in camera* when a hearing is held before the judge in her private chambers or when the public is excluded from the courtroom. With security certificates, this refers to the exclusion of the non citizen, being held as a security risk, and his/her lawyer to the details of the case against him/her. Latin for "one party only." *Ex parte* refers to those proceedings where one of the parties is neither present nor represented

B. 3. Indiscriminate Detention

That The United Church of Canada urge the government of Canada to:

1. Cease indiscriminate detentions and **insist**, as a matter of principle, that undocumented migrants and asylum-seekers be detained only in exceptional circumstances and that in those exceptional circumstances, people are detained for only a limited time and can avail themselves of judicial review and legal advice.
2. Under no circumstances should conditions of detention for migrants and asylum-seekers be lower than that for convicted criminals.
3. Cease racial profiling: over-detention based on identity (ethnicity, nationality, religion) which tends to be used against asylum seekers, especially the most vulnerable.
4. Cease housing immigration detainees with criminal detainees.

B. 4. Sanctuary

That these three recommendations inform congregation decisions

1. That the congregation consults with the General Council office Refugee & Migration Program Coordinator before it decides if the case warrants exceptional intervention. An appeal to the Federal Minister of Immigration may prevent the need for sanctuary.
2. That the congregation consults with Amnesty International (Canada) concerning the credibility and strength of the refugee applicant's case before making the decision to accept the refugee applicant into sanctuary.
(Amnesty is a reliable source of independent, objective advice and influence; without their support the action of sanctuary may be futile).
3. That the congregation takes a full two weeks to discern whether to accept a refugee applicant into 'sanctuary' and resist coercion. (even if the removal date has past)

Removal

That The United Church urge the government of Canada to:

1. Abide by the spirit and terms of the Convention Against Torture and specifically:
 - a. not return people to possible conditions of torture or inhuman, degrading treatment
 - b. not return non-citizens/citizens to a country where they will face possible conditions of torture or inhuman, degrading treatment as a result of secondary removal (from that country) to a third country or country of origin.
2. Implement a Best Interests of the Child mechanism to determine when/if in a particular case, the child's right to remain in Canada should extend to her/his parents.

Appendix H

Human Resources Policies

Employment of Relatives Policy 1.6

Page 1 of 1

Applies to All Staff

Reviewed March 2007

Employment of Relatives

Purpose

Employment of relatives which have the potential of creating difficulties in supervision, hindering conflict resolution, or creating a conflict of interest, are not permitted. Extreme care and judgment must be exercised by employing units to ensure that neither employees nor the church are placed in such potentially difficult situations.

Policy

No employee shall be directly or indirectly supervised by a relative. Relatives of staff with hiring authority in an employing unit shall not be employed in the same employing unit, unless approved by the General Council Minister on the advice from the MEPS unit.

Employment of relatives by the same employing unit or in other employing units is prohibited in cases where one party has access to information that may be prejudicial to the other, thereby creating a conflict of interest.

Procedures

1. In order to help protect the employee(s) and the General Council system from adverse criticism, open disclosure of situations as stated above is required prior to hiring. During the recruitment process, reasonable steps will be taken to ensure that there is no conflict of interest. Employing units must consult with the MEPS unit before proceeding with a hiring in such situations.
2. For purposes of this policy, a “relative” means a member of the employee’s immediate family, usually considered to be the partner or spouse, child, stepchild, birth or adoptive parent, father-in-law, mother-in-law, sister, brother, grandparents, or stepparents.

Recruitment and Selection of Staff Policy 1.7

Page 1 of 5

Applies to All Staff

Reviewed March 2007

Recruitment and Selection of Staff

Purpose

This policy helps to ensure a fair and consistent recruitment and hiring process in all units and at all occupational levels in the General Council system.

Policy

When a vacancy occurs, a review of the job description will be done by the employing unit. If required, a new/revised job description will be prepared by the employing unit, and a signed, dated copy will be sent to the MEPS unit. Approval levels are indicated on the job description

form. Proposals for new staff positions must be approved as indicated on the appropriate form, prior to submission for categorization (see Policy 1.2, “Position Approval”).

The MEPS unit is responsible for ensuring that the appropriate procedures are followed in all recruitment and selection processes.

Procedures

1. A recruitment requisition must be completed, authorized as indicated on the appropriate form, and sent to the MEPS unit to initiate the recruitment process for all positions in the General Council system.
2. Recruitment for all positions will include postings (internal and external), advertisements, and the use of agencies as deemed suitable. For internal candidates, please refer to the Transfers section in this policy.
3. The management level with the authority to hire is listed on Table 1a and 1b.
4. Candidates will be interviewed by a Selection Committee, the members of which are listed on the “Committee Representation”, Tables 2a and 2b. The MEPS unit will provide the Hiring Committee with guidelines.
5. Qualified internal candidates will be given special consideration.
6. Hiring authority for all positions are as follows:

Hiring Authority – General Council Office Table 1a
Categories 1-6 <ul style="list-style-type: none"> • Hiring Supervisor
Categories 7-9 <ul style="list-style-type: none"> • Executive Minister
Categories 10-14 <ul style="list-style-type: none"> • General Secretary and the Executive of the General Council (GCE)
Category 15 <ul style="list-style-type: none"> • Executive of the General Council (GCE)

Hiring Authority - Conference Offices
Categories 1-6 <ul style="list-style-type: none"> • Conference Executive, although hiring authority may be delegated to the Search and Selection Committee
Categories 7-9 <ul style="list-style-type: none"> • Conference Executive
Category 10 and up <ul style="list-style-type: none"> • General Council Minister, Regional Relations and the Executive of the General Council (GCE)

1. Search and Selection Committee Representation (Minimum Requirements):
Members may reflect regional representation, lay/ordered, ethnic diversity, and gender balance. Depending upon the nature of the position, members with appropriate technical skills may also be represented.

Committee Representation – General Council Office	Table 2a
<p>Categories 1-6</p> <ul style="list-style-type: none"> • Immediate supervisor • One MEPS unit facilitator (acts as staff resource) 	
<p>Categories 7-9</p> <ul style="list-style-type: none"> • Immediate supervisor • One representative as determined by the Chair of a related Executive of the General Council committee • One MEPS unit facilitator (acts as staff resource) <p style="text-align: center;"><i>The General Council Minister, in consultation with the MEPS unit, will determine the committee size.</i></p>	
<p>Categories 10 and Up</p> <ul style="list-style-type: none"> • Chair of related Permanent Committee or designate • Immediate supervisor • One Executive of the General Council member as designated by the Moderator or his/her designate • One MEPS unit facilitator (acts as staff resource) <p style="text-align: center;"><i>The General Council Minister, in consultation with the MEPS unit, will determine the committee size.</i></p>	
<p>Executive Ministers/Officers</p> <ul style="list-style-type: none"> • Chair of related Permanent Committee or designate • Immediate supervisor • Two Executive of the General Council members as designated by the Moderator or his/her designate • One MEPS unit facilitator (acts as staff resource) <p style="text-align: center;"><i>The General Council Minister, in consultation with the MEPS unit, will determine the committee size.</i></p>	
<p>General Council Ministers</p> <ul style="list-style-type: none"> • General Secretary • Two members appointed by the Moderator or his/her designate • Chair of the related General Council committee, or a designate • One MEPS unit facilitator (acts as staff resource) or an executive search professional <p style="text-align: center;"><i>The General Council Minister, in consultation with the MEPS unit, will determine the committee size.</i></p>	

Committee Representation – Conference Offices	Table 2b
<p>Categories 1-6</p> <ul style="list-style-type: none"> • Conference Executive Secretary • One MEPS unit facilitator (acts as staff resource) <p style="text-align: center;"><i>The Conference Executive, in consultation with the MEPS unit, will determine the committee size.</i></p>	
<p>Categories 7-9</p> <ul style="list-style-type: none"> • Conference Executive Secretary • One representative selected by the Conference Executive, or designate • One representative of a Conference unit to whom the staff person will be in primary 	

<p>relationship</p> <ul style="list-style-type: none"> • One MEPS unit facilitator (acts as staff resource) <p><i>The Conference Executive, in consultation with the MEPS unit, will determine the committee size.</i></p>
<p>Category 10 and Up - Conference Executive Secretary</p> <ul style="list-style-type: none"> • General Council Minister, Regional Relations • Three representatives selected by the Conference Executive, or designate • One MEPS unit facilitator (available as required) <p><i>The General Council Minister, in consultation with the MEPS unit, will determine the committee size.</i></p>

- Reference checks with past/current supervisors are required in the case of all hirings (internal transfers/promotions and external candidates). This will be coordinated through the MEPS unit.
- Transfers:
 - An eligible internal candidate **must** advise his/her supervisor of his/her intent to apply prior to submitting his/her application.
 - All internal candidates in all employing units will be given consideration for any vacancies for which they are qualified. In instances where an internal and external candidate is deemed to be equally qualified, the internal candidate will be offered the position first.
 - For transfers of categories 1-6 which occur within the immediate employing unit, staff may be moved directly into a vacant position without posting the position.
 - Employing unit-to-employing unit position changes within the General Council system are considered transfers or promotions.
 - Reference checks with past/current supervisors are required in the case of all internal transfers and promotions. The hiring employing unit has the option of doing this directly with the current supervisor or having the MEPS unit act on its behalf.
 - Relevant work history, or details from employee files that may have a bearing on the position being pursued, may be shared with the hiring employing unit at the discretion of the MEPS unit. Unless such information has a direct bearing on the position being pursued, confidentiality of employee files will be maintained in relation to hiring employing units.
 - Start dates will be negotiated between the supervisors, in consultation with the MEPS unit.
 - Staff transferring to a new position may be subject to a probationary period, at the discretion of the employing unit. (See Policy 1.10, Probation).
- All terms of appointment and letters of offer are finalized by the MEPS unit.

Holidays

Purpose

To give employees time for rest and recreation, and in keeping with legislation, The United Church of Canada provides time off with pay for holidays.

Policy

Employees in every province are entitled to holidays as determined by provincial legislation. In addition, the General Council system will be closed between Christmas and New Year's. Holidays, including the week between Christmas and New Year's, are granted with pay to all permanent and term full-time employees. The policy recognizes provincially legislated holidays.

When Remembrance Day falls on a work day, staff in the General Council system in Ontario and Quebec will receive that day off, unless contrary to provincial legislation.

The General Secretary has the discretion to determine an early closing prior to a General Council system holiday.

Other Religious or Ethnic Holidays

Employees who wish to take time off to celebrate religious or ethnic holidays not included on the list above may use other leave provisions.

Extra Holidays

3 days between Christmas and New Year's
 1 day at the discretion of the General Secretary

Holiday Schedule - For Information

Holiday	BC, MB, Yukon & Nunavut	ALTA & SK	QC	ON	NB, NS, NFLD & PEI
New Year's Day	1	1	1	1	1
Family Day	--	1	--	1	--
Good Friday	1	1	1	1	1
Easter Monday	1	1	1	1	1
Victoria Day	1	1	1	1	1
St. John Baptist Day	--	--	1	--	--
Canada Day/Memorial Day	1	1	1	1	1
Civic Holiday or August Holiday (name varies from province to province)	1	1	--	1	1
Labour Day	1	1	1	1	1
Thanksgiving Day	1	1	1	1	1
Remembrance Day	1	1	*	*	1

Christmas Day	1	1	1	1	1
Boxing Day	1	1	1	1	1
Total days	11	12	11*	12*	11

*When Remembrance Day falls on a week day, staff in the General Council system in Ontario and Quebec will receive that day off, unless contrary to provincial legislation.

Overtime Policy 3.3
Page 1 of 1
Applies to All Staff
Reviewed March 2007

Overtime

Purpose

At times, excessive workload will make it necessary for employees to work beyond their normal working hours. However, the need for overtime should be a temporary situation. Excessive overtime can be stressful, contribute to an unequal distribution of work, and lead to an unhealthy working style. Because of this, it is important that overtime be monitored, approved, and recorded.

Definition of Work Week

A work week is defined as Monday to Sunday, except in British Columbia and Saskatchewan where, according to the Provincial Employment Standards Act, the work week is defined as Sunday to Saturday.

Policy

All overtime hours must be approved, in writing, in advance by the supervisor. The approval MUST specify the number of hours being approved. Overtime which is not approved in advance will not be compensated.

Staff in categories 1-6 will be paid for overtime, as per government legislation, or be given compensating time for overtime hours worked, if requested by the employee in writing.

Overtime pay will be at the employee's regular hourly rate of pay up to 44 hours per week. For time worked in excess of 44 hours per week, overtime will be calculated at one and one half (1 ½) the hourly rate.

Compensating time off will be on an hour-for-hour basis up to 44 hours per week. For time worked over 44 hours per week, compensating time off will be calculated at one and one half (1 ½) hours.

Staff in categories 7 and higher, are not eligible for overtime pay. For intensive overtime, at the initiation of the employing unit, (i.e. excessive workload such as back-to-back meetings or assignments that makes it necessary for an employee to work long hours for an extended period of time, possibly including evenings or weekends) employees will get compensating time off as agreed to with the employing unit.

Procedures

1. For categories 1-6 the number of overtime hours and compensating time must be recorded, approved in advance by the employing unit, and reported to the MEPS unit.
2. Compensating time for all categories must be taken within three (3) months of the week in which the overtime was earned or, if the employee puts it in writing, and the supervisor concurs, it can be taken within twelve (12) months. This must also be reported to the MEPS unit for all categories.

Bereavement Leave Policy 4.4

Page 1 of 1

Applies to All Staff

Reviewed March 2007

Bereavement Leave

Purpose

The United Church of Canada is committed to supporting its employees during times of loss and provides bereavement leave to those who require it.

Policy

Up to four days of bereavement leave with pay is provided to all employees upon the death of a member of their immediate family or significant person.

The immediate family is usually considered to be the partner or spouse, child, stepchild, birth or adoptive parent, father-in-law, mother-in-law, sister, brother, grandparents, or stepparents.

A significant person is usually a relative not included in the above, or a close friend.

Procedures

1. All leaves granted will be reported by the employing unit to the MEPS unit.
2. Depending on the circumstances, this policy may be combined with other leave policies if the employing unit and the MEPS unit consider it appropriate.
3. Allowances may also be made by the Supervisor for travel, in consultation with the MEPS unit, in extenuating circumstances.

Court Duty Policy 4.5

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Applies to All Staff

Reviewed March 2007

Court Duty

Purpose

The United Church of Canada is committed to supporting the civic responsibilities of its employees and provides leave for jury and witness duty to those who are called to serve.

Policy

Employees who miss work for court duty will receive full salary and benefits as usual. Absence for subpoenaed witness duty is treated the same as jury duty. Employees are expected to return to work as soon as court duty has been completed.

Procedures

1. Any fees an employee may receive for being on court duty may be retained by the employee.
2. Court duty must be reported to the MEPS unit.

Unpaid Leave of Absence Policy 4.6

Page 1 of 1

Applies to All Staff

Reviewed March 2007

Unpaid Leave of Absence

Purpose

The United Church of Canada is committed to supporting its employees and provides for a leave of absence for those who require it.

Policy

All employees may be granted a leave of absence without pay with the approval of the corresponding General Council Minister, with advice and consultation from the MEPS unit.

Vacation and sick leave credits do not accrue during a leave of absence without pay.

The policy regarding benefit and pension coverage during a leave of absence is as follows:

1. A leave of absence of more than 30 calendar days will be considered a break in continuous service for the purpose of benefit entitlement. The employee will keep benefits and service earned up to that date.
2. In order to maintain provincial health care coverage, the employee will pay the full premium (employee and employer portions) directly to the payroll office. This applies only in provinces where health care premiums are paid by individuals.
3. In order to maintain benefit coverage and membership in the pension plan, the employee will pay the full premium(s) (employee and employer portions) directly to The United Church of Canada's Pension and Benefits Centre, our third-party pension and benefits administrator.

Procedures

1. If an economic adjustment is due during the leave of absence, it will take effect on the date the employee returns to work.
2. Any anniversary review and salary range increase due during the leave period will be postponed until after the employee returns to work. If the leave of absence is more than 30 days, the anniversary date is moved forward by the length of the leave, after which time the increase becomes effective. Subsequent anniversary dates will occur every 12 months (providing employment is continuous) from the new anniversary date.
3. All benefits will be reinstated and the usual payroll deductions made upon the employee's return to work.

Termination Policy 6.3

Page 1 of 1

Applies to All Staff

Reviewed March 2007

Termination

Purpose

This outlines the policy and procedures related to the termination of an employee.

Policy

In all cases of termination, payment in lieu of notice, and amount of severance shall follow government regulations, employment standards, and case law where appropriate, with consideration given to such factors as length of service, career relocation prospects, reason for termination, and other circumstances prevailing at the time. As a general guideline, consideration should be given to providing one month of notice (or pay in lieu thereof) for every year of service. However, this amount is subject to review and adjustment in any particular case, and in light of the considerations noted above.

In the event that the termination is “for cause”, the preceding may not apply.

Procedures:

1. The MEPS unit will make reasonable efforts to ensure that the employing unit manager has taken all the appropriate supervisory steps leading to a decision to terminate an employee.
2. Terminations can be moved forward only after consultation with the MEPS unit.
3. All termination decisions must be approved by the General Council Minister of the affected employing unit.
4. The Executive Minister of the MEPS unit will meet with the General Secretary to review and seek approval for the pending action in advance of the termination date.
5. The MEPS unit will advise and work with the employing unit manager to ensure appropriate support is in place for the termination meeting.

Appendix I

Aruna Gnanadason, Global Partner

Closing Remarks at the Meeting of the Executive of the General Council – November 2007

Thank you for the privilege of being part of the life of the Executive of the General Council for the past three meetings at this crucial time in the church.

As I have said before, I have been inspired by the way you operate as a family and for the Spirituality that surrounds your work together. Thank you to rEvolve and Michael Shewburg for offering their gifts in Spirituality to us. Also thank you to my table group, they have been important in my own journey with you.

Without sounding condescending, can I say – “how good it is that we trust our youth”.

My participation with you has made me keenly aware of the great heritage of the United Churches – yours and mine! (Church of South India) It has also once again underlined for me, the great contributions your church has made to the ecumenical movement. Thank you!

I have watched with admiration, all the passion in the discussions you have had, and the correspondence you have received regarding the justice edge of the United Church. All power to you as you wrestle with the complex questions regarding this.

I do want to challenge you once again for not too quickly linking money to your commitments to justice and mission. I have a simple question – “is your solidarity with the world to be counted in dollars? Should it not be counted in your continuing public witness to challenge injustice that creates exclusion, war, conflict, and poverty?”

I grew up in a country that was poor and continues to have mass levels of poverty. Growing up in the midst of poverty made me immune to the poverty around me. Sometimes acts of charity appeased my conscience. Now I live in one of the richest countries in the world and I realise that people around me have become immune to wealth and the impact of their lifestyles on the earth and the peoples of the earth.

The World Council of Churches has been strongly influenced by The United Church of Canada in being a justice seeking church. I have also been influenced through your work with empire and the decisions to work closely with the World Council of Churches and other ecumenical partners on poverty, wealth, and ecology. This is the way forward, and I hope you will recognise this.

We need to renew our understandings of partnership, solidarity, and mission. Going towards the 2010 mission event in Edinburgh, we will be learning how to reinterpret mission for today and how to challenge ourselves about the past. It has taught us how to deal with the heritage of the indigenous people and what the church did to help. We need the opportunity to rethink and come out more strongly as a public witness in the world, and what should be done in mission without reducing it to money. We need to talk about ecology and justice in the same breath.

The discernment processes will lead us forward and help to strengthen ecumenical commitment with people all over the world. We will continue to pray for God's continued presence to be with you as we move forward in our journey. I will miss all of you, but now that I am part of the family, I know we will never say goodbye, only I'll be seeing you!