

THE UNITED CHURCH OF CANADA

MEETING OF THE EXECUTIVE OF THE GENERAL COUNCIL

MINUTES

November 15 – 17, 2008

The Executive of the General Council of The United Church of Canada met from 8:30 a.m. on Saturday, November 15 to 4:00 p.m. on Monday, November 17, 2008 at Campus-Notre-Dame-de-Foy, Quebec City, Quebec. The Moderator, The Right Reverend David Giuliano, presided.

ATTENDANCE

Voting Members

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

Corresponding Members

Susie Ibutu, Joyce MacKinnon, Teresa Moysey, Arlyce Schiebout, Michelle Slater, Ian Fraser, Bruce Gregersen, Carol Hancock, Janet McDonald, Kim Uyede-Kai, David Allen, Bill Bartlett, Wendy Bulloch, Bruce Fauschou, Catherine Gaw, Doug Goodwin, Will Kunder, Cheryl Jourdain, Rosemary Lambie, Lynn Maki, Joan McConnell, Fred Monteith, David Woodall.

Regrets

Diane Dwarka, Leah Halliday, Ted Kostecki.

Saturday, November 15, 2008

The Moderator, the Right Reverend David Giuliano, welcomed all to this place at this time and invited everyone to be still in God's and in one another's presence followed by prayer. 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

Motion: Nora Sanders/Paul Reed

2008-11-15-316

Worship and Music Resource

That the Worship and Music Resource persons for this meeting be: David-Roger Gagnon, David Fine, Bruce Harding, Lloyd McLean, Stéphane Vermette, Anne-Marie Carmoy, Pierre Goldberger, and Rosemary Lambie.

Resource People

That Resource people for this meeting be Executive Ministers and Officers, Diane Bosman, Bill Kennedy, Peggy Monague, Jamie Scott, Steve Willey, Alberta Billy, Gloria Cook, Lee Claus, and Joan Wyatt.

Administrative Staff

That the administrative staff for this meeting be Terry Beaumont, Sarah Bernath, Susan Fortner, Joan MacGillivray, and Debbie Siertsema and that the minute secretary for this meeting be Joan MacGillivray.

Reference and Counsel

That the following persons be the Reference and Counsel Committee for this meeting of the Executive of the General Council: Dwaine Dornan, Chuck Scott, and Martha ter Kuile.

Friend in Court

That the Friend in Court for this meeting of the Executive of the General Council be Caryn Douglas.

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 – Heather Burton and Betty Kelly;

Green Sessional Committee – Bruce Hutchinson and Emmanuel Ofori;

Red Sessional Committee – Allan Buckingham and Cindy Désilets.

Agenda

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

Minutes of the Sub-Executive of the General Council

That the Executive of the General Council receive, for information, the minutes of the meetings of the Sub-Executive of the General Council held May 22 and June 17, 2008.

Sessional Committee Business Assignments

That the Executive of the General Council assign:

1. correspondence, reports, and proposals to Sessional Committees as reported in the Workbook and

That the Executive of the General Council assign:

2. Giving Voice to a Vision – Aboriginal Ministries - Blue Sessional Committee.
3. Redesign Evaluation Task Group Report – Next Steps - Green Sessional Committee.
4. Correspondence from Carol E. Mullin regarding Chignecto Presbytery – Green Sessional Committee.
5. Corresponding Member – Chief Archivist – Green Sessional Committee.
6. Guidelines for Presbytery/District Recognized Ministries - Blue Sessional Committee.

Carried

The General Secretary, General Council referenced the handouts and replacement pages handed out this morning.

The Moderator introduced people who are at the meeting for the first time, Susi Ibutu, Andy Wright, Bill Rogers, Joyce MacKinnon, Joan McConnell, and the members of the Aboriginal Steering Committee – Alberta Billy, Lee Claus, and Gloria Cook.

The Moderator gave the regrets and asked the Executive to hold Ted KostECKi and Laverne Jacobs in our prayers.

Simultaneous Interpretation Information

Simultaneous interpretation in both English and French, to be used throughout the meeting, was explained. Comments by members included the blessings simultaneous interpretation brings including the importance of being in a deeper relationship with one another by creating an inclusive space for everyone. This step also recognizes that language is a significant part of the journey towards an intercultural church.

Consent Agenda

Motion: Nora Sanders/Cindy Desilets

2008-11-15-317

That the Executive of the General Council:

1. Approve the minutes of the Executive of the General Council meeting held on May 2-4, 2008.
2. Receive for information the following reports:
 - World Council of Churches
 - General Council Agenda and Planning
 - General Secretary's Supervision Committee
 - Pension Board
 - Residential Schools Steering Committee
 - Committee on Theology and Faith
 - Task Group on General Council Office Accommodations
 - Task Group on the Number of Commissioners
 - Task Group on Duties and Powers of the Executive of the General Council
 - Task Group on the Meaning of Ministry
 - Task Group on the Review of Mandates of General Council Committees
 - Redesign Evaluation Task Group Reports
 - Correspondence to the Executive
 - Aboriginal Ministries Steering Group
 - Emerging Spirit

- Group Insurance Plan Annual Renewal
3. Adopt the recommendations in the following proposals:

Ethical Fundraising Code

That the Executive of the General Council adopt Imagine Canada's Ethical Fundraising and Financial Accountability Code as its policy.

Letter of Appreciation – Kathy Hogman

That the Executive of the General Council send a letter of appreciation and acknowledgement to Reverend Kathy Hogman and leaders of the congregational group, with a copy to Alberni Valley United Church.

General Secretary's Supervision Committee – Revised Policy 3.11

That the Executive of the General Council amend Governance Policy 3.07 Item 3(k) to read: ensure the human resources policies of the United Church are fairly and consistently applied to the position of the General Secretary.

Response to Correspondence from Affirm United April 15, 2008

That the Executive of the General Council

1. encourage members of Affirm United to seek membership on committees and task groups of the General Council and its Executive and that Committee Member Services send the invitations to serve to Affirm United
2. not recommend to the General Council to add corresponding members to the Executive and that Affirm United be encouraged to correspond in writing with the Executive as required
3. not add reports to the General Council workbook. Reports of committees and task groups established by and accountable to the General Council and its Executive are received for information. Affirm United be encourage to register for a display space/table at the General Council.

Committees (Revised Policy 1.07)

That the Executive of the General Council adopt the amendments to governance policy 1.07 Committees. (Appendix C)

Refer Correspondence from Affirm United October 15, 2008

That the Executive of the General Council refer the correspondence from Affirm United dated October 15 to the Committee on Theology and Faith for a recommendation to the March 2009 meeting of the Executive.

2007 Audited Financial Statements

That the Executive of the General Council approve the 2007 audited financial statements of the Accounts of The United Church of Canada.

Group Insurance Plan Design Changes

That the Executive of the General Council approve:

1. A 2.2% 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, at a total

cost of \$320,000. There will also be a corresponding increase in the pension accrual for this group.

2. The requirement that acupuncture services be performed by a licensed MD be replaced with the requirement that the acupuncture practitioner be licensed by the appropriate governing body and be practicing within the scope of their license at zero cost.

Pastoral Charge Supervisor (Manual Change)

That the Executive of the General Council recommend to the 40th General Council 2009 that wording changes be made to section 341 (a) of *The Manual*:

1. adding in (a) subsection vi. a lay worship leader; or viii. no regular appointment, and
2. under (b) v. that the word “confidential” be removed and “be forwarded to the Presbytery Pastoral Relations Committee” be added.

Continuing Education Allowance

That the Executive of the General Council approve the policy that the minimum Continuing Education Allowance be amended annually by the cost of living increase applied to salary scales, rounded to the nearest \$25.00, effective the year of adoption by the Executive of the General Council.

Triennium Orientation

That the Executive of the General Council

1. Provide orientation to the governance principles and processes for the members of the Executive of the General Council at the first meeting of the triennium.
2. Provide a one day common orientation for all members of Permanent Committees on September 23, 2009 at Church House
3. Provide an orientation and equipping session for all Chairpersons of Committees of the Executive on September 8, 2009 at Church House
4. Direct the Permanent Committee on Governance, Planning and Budgeting to coordinate and oversee the design of these orientations to governance principles and processes.

Carried

Table Group Check-in and Announcements

Deb Bowman made announcements throughout the meeting including changes to the agenda. Deb introduced time in table groups.

Worship and Theological Reflection

Throughout the meeting and during worship, music was provided by David-Roger Gagnon, Bruce Harding, and Lloyd MacLean.

Stéphane Vermette and Anne-Marie Carmoy led worship.

The Moderator and the Executive of the General Council covenanted with their new members: Susie Ibutu, Andy Wright, Bill Rogers, Arlyce Schiebout, and Joyce MacKinnon.

Stéphane Vermette led theological reflection beginning with his personal story about his ordination and the lack of knowledge of the United Church by the people of Quebec. In table

groups, Stéphane asked the Executive to reflect on how we move both individually and collectively, from the idea of the church's mission to God's mission in order to share the Good News.

Moderator's Accountability Report

Peter Short assumed the chair for the Moderator's Accountability Report.

The Moderator reported that he is feeling well and reviewed some of his experiences since the last meeting of the Executive. He noted one experience in Montreal and Ottawa Conference that brought together many of his experiences. Erskine and American United Church, a powerful presence for the English United Church in Montreal, transitioned from a church to a museum to display Quebec art. As the church members gathered for this last United Church gathering at Erskine and American there was a sense of the Spirit's presence. As the gathering locked the door and walked out into the sunshine and bustle of everyday life the Moderator felt that now he was on holy ground and in a holy place. He noted that this is where the church is, adventuring out of the familiar into the unfamiliar with knowledge that God is with us.

The Moderator responded to questions from the Executive.

The Moderator resumed the chair.

General Secretary, General Council Accountability Report

The General Secretary talked about the honour of being in Quebec at the time of the 400th anniversary which honoured both the Quebecois who first settled in this area and also the Indigenous people.

The General Secretary reported to the Executive for information on the results of the six remits.

Remit No. 1. Licensed Lay Worship Leaders

Remit No. 2. Retired Lay Pastoral Ministers and Staff Associates

Remit No. 3. Presbytery Membership for Lay Past Presidents

Remit No. 4. Permanent Committee Chairpersons as Commissioners

Remit No. 5. General Secretaries as Commissioners

Remit No. 6. Ex Officio Commissioners to the General Council

The results of the remits will be reported to the General Council and the General Council may enact the proposed law or rule contained in the remits.

The General Secretary reported on the budget and the Vision and Action Working Group which are before the Executive. She noted that information will be brought to the next meeting on a communications strategy.

Appointment, Executive Officer, Finance

Motion: Nora Sanders/Don Hunter

2008-11-15-318

The Executive of the General Council appoint William R. Kennedy to the position of Executive Officer, Finance, effective January 1, 2009.

Carried

The General Secretary responded to questions from the Executive. In conclusion, the General Secretary thanked her Supervision Committee for their work and support.

Global Partner

Omega Bula, Executive Minister, Justice, Global and Ecumenical Relations Unit, introduced Susie Ibutu our global partner from the National Council of Churches in Kenya.

Susie Ibutu thanked the United Church for inviting her to be part of the meeting. Susie brought greetings from the National Council of Churches in Kenya and also from the General Secretary of the church who asked her to share the appreciation of the church in Kenya for the solidarity and support of the United Church during the crisis over the summer. She noted that it was encouraging for the people of Kenya to know that people across the world were praying with them and the message of hope that this brought to the people.

World Council of Churches

Carmen Lansdowne highlighted her report and encouraged everyone to visit the World Council of Churches website and register for the ecumenical newsletters. Carmen talked about the importance of the United Church's participation in the World Council of Churches including what it means to be ecumenical in the universal church. The different world views and diversity of the world-wide churches helps the world to love one another, as all are part of the body of Christ.

Permanent Committee on Ministry and Employment Policies and Services Report

Jim Blanchard, chair of the Permanent Committee, reported with highlights from their report including testing the group insurance plan to ensure that the church is getting the best value for their money. He also noted the sexual abuse policy, Isolation in Ministry, Designated Lay Ministry, and Transfer and Settlement. One of the issues he noted is the lack of understanding of the history of the United Church and often decisions are made on beliefs based in the Methodist and Presbyterian traditions rather on what the United Church is today.

Jim Blanchard noted and was pleased with the excellent work being done collaboratively between the units. He praised the staff in the Ministry and Employment Policies and Services office and all the staff in the General Council Office for their work.

Greetings

The General Secretary, General Council read greetings from the Council of General Synod of the Anglican Church of Canada sent by their General Secretary, Michael Pollesel. The General Secretary noted that she had sent similar greetings to the General Synod.

The General Secretary, General Council acknowledged that the Executive was meeting on the traditional territory of the Huron Wendat Nation.

Permanent Committee on Programs for Mission and Ministry Report

Barbara White, a member of the Permanent Committee on Programs, presented their report including information on the Peace Policy and the Global Partnership Review. She reviewed the proposals that are before the Executive and responded to questions.

Redesign Evaluation Task Group Report

Joan Wyatt, chair of the Task Group, introduced their final report and noted some of the conclusions reached. After time in table groups, Joan responded to questions. She encouraged the Executive to read the report carefully and noted that while the report names some things that are not working; it does name many things that are working well.

Joan Wyatt thanked the staff who worked with the Task Group and all the members of the General Council Office.

The Moderator gave the thanks of the Executive to all the members of the Redesign Evaluation Task Group.

Aboriginal Ministries Steering Committee Report

Kim Uyede-Kai introduced the members of the Aboriginal Ministries Steering Committee and their work.

Lee Claus told stories of origin that were shared so that each person knew the other and could be in good relationship. When the people came from Europe they didn't take the time to listen to the First Nations story of origin. Lee shared the story of origin of the Mohawk and Iroquois people.

Gloria Cook spoke on behalf of Russ Burns, a member of the Steering Committee, who was unable to attend. Speaking for Russ, Gloria shared the vision of working together, moving in the same direction and leadership. With the story of geese flying in formation, Gloria illustrated the benefits of working together and sharing leadership.

Gloria Cook shared her story of growing up in a community of church and of the children looking for a connection and Spirituality at Sunday School. She talked about the need for accountability and sustainability.

Alberta Billy shared her story of challenging the United Church to apologize for its part in residential schools. She reminded everyone that we are only visiting this place and we need to care for the earth and creation. She reflected on the last meeting of the Steering Committee when they knew that they had done all that they could do. She thanked all the people who helped with the work including the members of the Steering Committee and the Moderator, General Secretary, and the staff who worked with the Committee – Kim Uyede-Kai, Laverne Jacobs, Debbie Siertsema, and Patti Rodgers.

The Moderator invited table groups to discuss “Where you and your community are in work for right relations and what is the next step in the journey?” The Steering Committee responded to questions.

Permanent Committee on Governance, Planning and Budgeting Processes Report

Martha ter Kuile, chair of the Permanent Committee, invited the Executive to look at the Self-Assessment sheet that was circulated and the 12 questions. Martha reviewed the work of the Permanent Committee to achieve transparency and the bylaws, policies, procedures, and

guidelines which the Permanent Committee has been working to ensure that they are accessible to everyone. She reviewed the proposals the Permanent Committee is bringing to the Executive.

Document Management System

Janet McDonald gave information on the document management system which gives access over the internet to all documents and minutes. She responded to questions from the Executive. All technical problems and questions should be forwarded to Janet.

Permanent Committee on Finance Report

Don Hunter, chair of the Permanent Committee on Finance, presented their report. He noted that since their report was printed the budget has been completed. The Permanent Committee met and tested the budget against the assumptions from the Executive and commends the adoption of the budget.

Don Hunter noted that there will be cost issues in the next triennium as costs are rising, including the addition of new projects, and revenues are staying the same. The Permanent Committee will be working on possible options as well as to update the budget assumptions for the March meeting including more information on fund raising. Don also gave an update on the Foundation and the need to simplify the structure.

Don thanked the staff for their diligence and support of the Permanent Committee. Don responded to questions.

Sunday, November 16, 2008

Worship

The Executive worshipped with the congregations at Chalmers-Wesley United Church and Église Unie Saint-Pierre in Quebec City.

Emerging Spirit Report

Keith Howard gave an update and highlighted current developments in Emerging Spirit including an update on the redesign and retooling of Wonder Café. He noted that Emerging Spirit and Wonder Café are illustrating who we are as a denomination with our willingness to move ahead and not be afraid to be first.

After responding to questions, Janet McDonald noted that time will be spent at the March meeting on the evaluation of Emerging Spirit.

Friend in Court

Throughout the meeting, Caryn Douglas shared good news and gave updates on members and their family for us to hold in our prayers.

Vision and Action Working Group

Don Hunter and Brian Cornelius reported the Working Group's response to the KMA Report including the paper "Called to be Church" for the commissioners of the 40th General Council 2009.

General Council Agenda and Planning

Michelle Slater reported on the thinking of the group when they looked at the whole of the General Council meeting and the need to balance all values including discernment, learning, and decision making processes. More information will be before the Executive in March including looking at outcomes. Michelle reviewed the 3 proposals before this Executive meeting.

Table groups discussed how to take the State of the Church report forward and reported back.

The Court moved into 3 Sessional Committees.

The Moderator met informally with Voting Members.

Monday, November 17, 2008

Worship

Stéphane Vermette led worship and a Service of the Table.

Red Sessional Committee Report

Allan Buckingham and Cindy Désilets, co chairs of the Red Sessional Committee thanked the members of the Sessional Committee for their work and presented the revised proposals.

Funding for the United Church of Canada Foundation

Motion: Allan Buckingham/Cindy Désilets

2008-11-15-319

1. That the Executive of the General Council approve an expenditure from The United Church of Canada Reserve of up to \$150,000 in support of funding The United Church of Canada Foundation for the first six months of 2009, and,
2. That the Executive of the General Council consider requests for funding for the second half of 2009 and beyond, at the meeting of the Executive in March 2009.

Carried

2009 General Council Operating Budget

Motion: Allan Buckingham/Cindy Désilets

2008-11-15-320

That the Executive of the General Council adopt the 2009 Operating Budget as set out in schedules A and E of the document “General Council 2009 Operating Budget and Work plans” attached as Appendix A.

Carried

Permanent Committee on Finance Accountability Report

Motion: Allan Buckingham/Cindy Désilets

2008-11-15-321

That the Executive of the General Council receive with appreciation the Permanent Committee on Finance Accountability Report for information

Carried

Human Resources Policies

Motion: Allan Buckingham/Cindy Désilets

2008-11-15-322

That the Executive of the General Council adopt the following policies (Appendix D):

1. 2.1 Working Hours

2. 3.5 Acting Pay
3. 4.2 Sick Leave
4. 4.7 Compassionate Leave
5. 4.8 Extended Compassionate Leave
6. 4.10 Sabbatical Leave
7. 4.11 Vacation

That the words “they are ordained into” be deleted and replaced by “of ordination or commissioning to diaconal ministry into The United Church of Canada; or admission from another denomination”

8. 5.12 Continuing Education

And that the Executive of the General Council delete the following policies:

1. 3.6 Garnishment of Wages/Enforcement Orders
2. 3.8 Personal Property Insurance
3. 5.3 Attendance at Participatory Events
4. 5.4 Personal Activities

And that the Permanent Committee on Ministry and Employment Policies and Services will undertake to review existing Human Resource Policies to ensure references to Ordered Ministry include Ordained and Diaconal Ministers.

Carried

Permanent Committee on Ministry and Employment Policies and Services Accountability Report

Motion: Allan Buckingham/Cindy Désilets **2008-11-15-323**

That the Executive of the General Council receive with appreciation the Permanent Committee on Ministry and Employment Policies and Services Accountability Report for information and forward all relevant comment sheets.

Carried

Debt of Theological Students

Motion: Cindy Désilets/Allan Buckingham **2008-11-15-324**

That the Executive of the General Council direct the Permanent Committee on Programs for Mission and Ministry to review the existing study of the debt of theological students and the implications for the United Church. Recommendations are to be brought to the March 2009 meeting of the Executive.

Carried

Transfer and Settlement Review

Motion: Cindy Désilets/Allan Buckingham **2008-11-15-325**

That the Executive of the General Council place the following proposals before the 40th General Council 2009.

The policies related to the Transfer and Settlement of ordinands and commissionands be amended as follows:

1. Retain the Transfer and Settlement processes, but change the policy to provide the flexibility that allows Candidates the same choice that is provided to pastoral charges, and no longer require individuals to agree to accept the Transfer and Settlement system at the time they become Candidates. Instead, by February 1 of the year of anticipated ordination or commissioning they must choose transfer and settlement or call/appointment. This choice would be final for that year.
2. Since candidates will now have the option of pursuing a call, the Transfer Committee will no longer use the formal term “limiting conditions.” The process will continue to honour reasonable accommodation, especially, but not exclusively, related to human rights concerns.
3. Incentives to choosing transfer and settlement be explored.
4. Such policy changes be evaluated, to determine whether they meet the diverse needs of the church, following five and ten years of implementation. The results of such an evaluation be reported to the following General Council.
5. The Permanent Committee on Ministry and Employment Policies and Services initiate and encourage the communication and integration of this report with related work being done through the Executive of the General Council.
6. Should a remit be required, a remit to test the will of the church on this issue and that the results of the remit be implemented immediately upon receipt of the Decision. (inclusion will be based on the results of motion 2008-11-15-326.)

Carried

Ruling by General Secretary

Motion: Cindy Désilets/Allan Buckingham

2008-11-15-326

Request the General Secretary, General Secretary to rule whether the changes proposed to Transfer and Settlement (2008-11-15-325) require a remit (Basis of Union 9.9).

Carried

Proposal to delete from *The Manual*, Section 29 (g)

Motion: Cindy Désilets/Allan Buckingham

2008-11-15-327

That the Executive of the General Council place the following proposal before the 40th General Council 2009. The *Manual*, Section 29 (g) be deleted. (It states, “Candidates shall not normally be placed into Pastoral Charges or other ministry settings where they have served a Candidate Supply or Student Supply appointment, or internship, field placement, or internship. Placements shall not be arranged or assumed prior to the annual placement meeting.”)

Carried

Interim Ministry

Motion: Allan Buckingham/Cindy Désilets

2008-11-15-328

That the Executive of the General Council

1. Recommend an addition to Section 389 (b) of *The Manual 2007* charging Presbytery/District Pastoral Relations Committees to engage a potential interim minister in a formal process of exploration about their suitability for working with congregations in transition, and the possibility of being available throughout The United Church of Canada.
2. Recommend amending Section 077 of *The Manual 2007* to state that decisions made by presbytery/district about applications for designation cannot be appealed.

Carried

Sabbatical for Interim Ministers**Motion: Allan Buckingham/Cindy Désilets****2008-11-15-329**

1. That the Executive of the General Council establishes the policy that active Interim Ministers are entitled to Sabbatical Leave with the following terms:
 - a) a person is eligible if sixty (60) months of service as an Interim Minister are acquired over a period of eight years or less;
 - b) the sabbatical is a maximum of three months in duration;
 - c) The focus of the study is to be approved by the Conference Interim Ministry Committee in which they have most recently served before submission to a working group of the Permanent Committee on Ministry and Employment Policies and Services.
 - d) the leave is taken at a time the Interim Minister is not in appointment to an interim ministry position so that an appointment is not interrupted;
 - e) a recipient of a sabbatical leave agree to remain in active ministry
2. That a national Interim Ministry Sabbatical Fund be established to cover salaries and benefits for ministers taking Sabbaticals under the following terms:
 - a) all pastoral charges who receive the services of an interim minister be required, as a condition of appointment, to provide a payment of the equivalent of two (2) weeks salary and benefits per year, or prorated for service of less than a year, to a national Interim Ministry Sabbatical Leave Fund, intended to be self-sustaining;
 - b) a maximum of three (3) sabbatical leaves be granted in any calendar year from this fund, for the first five (5) years, to be reviewed after three (3) years;
 - c) applications be submitted by April 1 for a sabbatical in the coming church year, July 1 – June 30, for review by a working group after April 1;
 - d) in the event that more than three (3) applications are received, applicants who have not had sabbatical shall be given preference;
 - e) in the event that more than three (3) applications are received by April 1 for sabbaticals in the next church year, that priority for sabbatical be determined by seniority; that is, those with longest service in interim ministry will be considered first for sabbatical;
 - f) The program is administered on a national basis through a working group of Permanent Committee on Ministry and Employment Policies and Services.
3. Direct the General Secretary, General Council to identify \$75,000 as seed money to start the Interim Ministry Sabbatical Fund
4. And that the Executive of the General Council affirm the Application of Sabbatical Beyond the Pastoral Charge as follows:

Presbytery Recognized

Under this heading we have listed Camp/Retreat Manager (FT); outreach: street, missions; hospital chaplain; senior care homes; and presbytery ministry.

We are considering these positions under two categories: employed by presbytery and employed by a body other than presbytery.

Employed by Presbytery:

Presbytery would be responsible for providing sabbatical leaves to employees who are ministry personnel under the same conditions as applicable to congregations – costs would be the responsibility of presbytery

Employed by a body other than Presbytery:

In the case of a presbytery recognized ministry that is not operated by presbytery and the ministry personnel are not employed by presbytery, the church would recommend and urge the employing body to make a sabbatical program similar to that offered by the United Church to ministry personnel at the congregational level.

Retained on the Roll

Included under this heading were Hospital and Prison Chaplains. We suggest the United Church has no obligation to provide a sabbatical program to ministry personnel in these positions. It would seem reasonable for the Church to recommend to the employing bodies that a sabbatical program, similar to that which is available to ministry personnel at the congregational level, be made available to such Chaplains.

Lay Under Appointment

Included under this heading were Staff Associate and LPM. The definition of Designated Lay Ministers includes these positions, and they are deemed to be ministry personnel as defined in *The Manual*; thus, they have access to the sabbatical policy at the congregational level, and would have access at the presbytery level, if the suggestion made above re presbytery employees was adopted.

Overseas Personnel

The working group concluded the benefits package for overseas personnel has an equivalent program to a sabbatical leave program; therefore, it is not necessary for this designation to receive further consideration by the working group.

Carried

Paul Stott led prayer for the members and staff of the Red Sessional Committee.

Green Sessional Committee

The co-chairs of the Green Sessional Committee, Bruce Hutchinson and Emmanuel Ofori, reviewed the work of the Committee.

Nominations Committee

Motion: Linsell Hurd/Heather Leffler

2008-11-15-330

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

GCE – Permanent Committee Programs for Mission and Ministry, Chairperson (GC40 August 2009 to GC41 August 2012)

- Christine Williams (DLM M&O), appointment as chairperson

GCE – Permanent Committee on Finance, Chairperson (GC40 August 2009 to GC41 August 2012)

- Don Hunter (Lay Tor), reappointment as chairperson

**GCE – Permanent Committee on Ministry and Employment Policies and Services,
Chairperson (GC40 August 2009 to GC41 August 2012)**

- Tracy Murton (Lay Sask), appointment as chairperson

GCE – Nominations Committee, Chairperson (GC40 August 2009 to GC41 August 2012)

- Bruce Hutchinson (Lay BQ), appointment as chairperson

GCE – Gender Justice Advisory Committee, Chairperson (GC40 August 2009 to GC41 August 2012)

- Maureen Finlayson (Lay Mar), reappointment as chairperson

RSSC – Living into Right Relations Task Group (December 2013)

- Maggie McLeod (OM Ham), co-chairperson
- Russell Daye (OM Mar), co-chairperson
- Marion Best (Lay BC), non-Aboriginal member

PB – Investment Committee (December 2011)

- David Lemmon (Lay Tor), reappointment as chairperson
- Clive Curtis (Lay Tor), reappointment
- Douglas D. Greaves (Lay Tor), reappointment
- Alex Macdonald (Lay Tor), reappointment
- Diane Urquhart (Lay Ham), reappointment
- Gordon O'Reilly (Lay Tor), reappointment
- Edward (Ted) Carmichael (Lay Tor), reappointment

PC PMM – Stewardship Development Advisory Committee (December 2011)

- Patricia Bell (Lay Mar)
- Catherine MacDonald (OM Mar), reappointment
- Andrew Richardson (OM Mar), reappointment

PC PMM – Mission Through Finance Advisory Committee (December 2011)

- Frank Antle (Lay N&L)

PC MEPS – Financial Assistance Committee (December 2011)

- Audrey Louder (OM BQ)

PC MEPS – Task Group on Demographics of Ministry Personnel (June 2010)

- David Ewart (OM BC)
- Steve Longmoore (OM Mar)
- Lillian S. Roberts (OM M&O)
- Roy West (Lay N&L)
- Ian March-MacCuish (OM N&L)
- Dave Denholm (OM ANW)
- Brian Copeland (OM M&O), appointed by PC-MEPS
- Jim Jackson (Lay MNWO), appointed by PC-PMM

PC PMM – Justice, Global and Ecumenical Relations Unit-Wide Committee

- Elizabeth Dollaga (Lay BC), reappointment to December 2010
- Arthur Walker-Jones (Lay MNWO), reappointment to December 2010
- Bonnie Morton (DLM Sask), reappointment to December 2010
- Tadashi Mitsui (OM ANW), reappointment to December 2010
- Greg White (OM Ham), reappointment to December 2010
- Douglas MacKay (OM M&O), reappointment to December 2010
- David Bruce McLeish (OM Lon), reappointment to June 2011
- Johanne Hills (OM Tor), reappointment to June 2011
- Desmond Hemingway (Lay Mtu), reappointment to December 2011

UW JGER – Delegates to World Alliance of Reformed Churches, Uniting General Council (June 2010)

- Catherine MacLean (OM ANW)
- Bill Thomas (OM Mar)
- Lori Crocker (Diaconal Mar)
- Allan Buckingham (formerly Seal) (Lay ANW), under 30
- Sarah Chapman (Lay Mar), under 30
- Vic Wiebe (Lay Sask)
- Moses Kanhai (Lay Sask), alternate
- David Zub (OM Tor), alternate

UW JGER – Representatives to Project Ploughshares (December 2011)

- Lawrence Cumming (Lay M&O)
- Jeanette Liberty-Duns (OM Sask)

ICIF – Ecumenical Partner to the Joint Anglican Lutheran Commission (December 2011)

- Gerald Hobbs (OM BC)

ICIF – World Methodist Council (World Methodist Council 2011)

- Maureen Scott Kabwe (DLM ANC), term extension

Carried

Other Appointments

Motion: Linsell Hurd/Heather Leffler

2008-11-15-331

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 – Executive of the General Council (GC40, August 2009)

- Bill Rogers (Lay Mtu), as named by Manitou Conference
- Joyce MacKinnon (Lay Tor), president of United Church Women
- Susie Ibutu, Global Partner

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

- Earl Gould (OM MNWO)

GCE – General Council Agenda and Planning Committee (GC40, August 2009), as named by host presbytery

- Kent Israel (OM BC), local arrangements
- Karen Medland (OM BC), local arrangements
- Cheryl Perry (DLM BC), children and young teens

RSSC – Living into Right Relations Task Group (December 2013)

- Chris Bolton (Lay BC), as named by British Columbia Native Ministries
- Dixie Shilling (Lay BQ), as named by Ontario and Quebec Native Ministries
- Sophia Jamieson (Lay ANC), Aboriginal Elder
- Bill Phipps (OM ANW), non-Aboriginal Elder
- Elaine Jacobs (Lay ANC), Residential Schools Steering Committee member

PC-PMM – Intercultural Ministries Unit-Wide Committee (June 2011)

- Moon Ja Park (Lay MNWO), as named by the Korean Association

PC-PMM – Justice Global and Ecumenical Relations Unit Wide Committee

All currently serving members of:

- Gender Justice Advisory Committee
- Global Mission Personnel Advisory Committee
- Global Partnership Advisory Committee
- Justice Peace and Creation Advisory Committee
- Interchurch and Interfaith Committee

are transferred to the Justice Global and Ecumenical Relations Unit Wide Committee for the remainder of their current term of appointment to coincide with the restructuring of JGER committees approved by the Permanent Committee on Programs for Mission and Ministry.

PC-MEPS – Interim Ministry Task Group (July 2009)

- The appointments of all currently serving members are extended from December 2008 to July 2009, to coincide with the mandate extension approved by the Permanent Committee on Ministry and Employment Policies and Services

Carried

Motion: Linsell Hurd/Heather Leffler

2008-11-15-332

That the Executive of the General Council receive the Nominations Committee report.

Carried

Reimbursement of Expenses

Motion: Sharon Willis-Whitwell/Lynn Boothroyd

2008-11-15-333

That the Executive of the General Council amend Reimbursement of Expenses Policy 6.08 (in Appendix B) with the following additional changes:

7. Travel by air will be reimbursed for economy airfare and taxes including the seat selection charge.

10. Persons attending meetings are encouraged to use public transportation at the meeting location whenever available.

Meals

16. Meals are reimbursed on the basis of
 - a) An unreceipted allowance set out in the schedule that includes tax and tip
20. Meals should not be charged to hotel room accounts.

Carried

Appointing Executive of the General Council Commission

Motion: Lynn Boothroyd/Stéphane Vermette **2008-11-15-334**

Given that the Toronto Conference received and defeated TOR 2009-03 Appointing of the General Council Commission, be it resolved

That the Executive of the General Council:

1. Receive TOR 2009-03
2. Take no action on TOR 2009-03

Carried

General Council Accountability

General Council Governance Task Group

Role and Authority of the General Council for Decision Making

Motion: Louise Rogers/Sharon Willis-Whitwell **2008-11-15-335**

Given that the Executive of Toronto Conference defeated TOR 2009-04 General Council Accountability, TOR 2009-05 General Council Governance Task Group, and TOR 2009-06 Role and Authority of the General Council for Decision Making, be it resolved

That the Executive of the General Council:

1. Receive TOR 2009-04, TOR 2009-05, TOR 2009-06
2. Take no action on TOR 2009-04, TOR 2009-05, TOR 2009-06

Carried

Church Music Licensing

Motion: Lynn Boothroyd/Linsell Hurd **2008-11-15-336**

Having received MAR 2009-05, Church Music Licensing (2008-05-02-303),

That the Executive of the General Council:

1. Determined that the proposal is not of an emergency nature, and therefore take no action.

Carried – Motion reconsidered (2008-11-15-352 and 2008-11-15-353)

Affirming the participation and ministry of transgender people

Motion: Paul Stott/Marion Carr **2008-11-15-337**

That the Executive of the General Council:

1. Receive MNWO 2009-02, Affirming the participation and ministry of transgender people.
2. Refer MNWO 2009-02 to the General Secretary, General Council for consideration within the existing work plans and budget, and as appropriate for proposal of policy on this matter and subsequent action.

Carried

Motion: Heather Leffler/Sharon Willis-Whitwell **2008-11-15-338**

That the Executive of the General Council ask the Permanent Committee on Governance, Planning, and Budgeting Processes to clarify the process and options for dealing with proposals submitted by Conferences to the Executive of the General Council between General Council meetings.

Carried

Pastoral Charge Payroll Service

Motion: Marion Carr/Linsell Hurd **2008-11-15-339**

Having received Proposal MAR 2009-06, Pastoral Charge Payroll Service (2008-05-02-303), that the Executive of the General Council:

1. Refer MAR 2009-06 to the General Secretary, General Council for further response.

Carried

General Council Process

Motion: Emmanuel Ofori/Bruce Hutchinson **2008-11-15-340**

That the Executive of the General Council take no further action on proposal MAR 2009-07 General Council Process and refer it to the General Secretary, General Council for response.

Carried

Ethical Standards and Standards of Practice

Motion: Paul Stott/Barbara White **2008-11-15-341**

That the Executive of the General Council:

1. Receive proposal MNWO 2009-01 Ethical Standards and Standards of Practice.
2. Refer proposal MNWO 2009-01 to the Permanent Committee on Ministry and Employment Policies and Services.

Carried

Delay Implementation of the Designated Lay Ministry Policy

Motion: Martha ter Kuile/Linsell Hurd **2008-11-15-342**

That the Executive of the General Council:

1. Receive proposal MNWO 2009-03, Delay Implementation of the Designated Lay Ministry Policy and take no action.
2. Refer MNWO 2009-03 to the General Secretary, General Council for further response.

Carried

Compliance with Pastoral Charge Payroll System

Motion: Paul Stott/Heather Leffler **2008-11-15-343**

That the Executive of the General Council:

1. Receive MNWO 2009-04 Compliance with Pastoral Charge Payroll System.
2. Take no action on MNWO 2009-04

Carried

Motion: Heather Leffler/Marion Carr **2008-11-15-344**

That the Executive of the General Council receive with appreciation, the Permanent Committee on Governance, Planning and Budgeting Process Report.

Carried

Blue Sessional Committee

Betty Kelly and Heather Burton thanked the Sessional Committee for their work.

Omnibus Motion

Motion: Betty Kelly/Carmen Lansdowne **2008-11-15-345**

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

- Moderator's Accountability Report
- General Secretary's Accountability Report
- Permanent Committee on Programs for Mission and Ministry Accountability Report

Carried

Guidelines for Presbytery/District Recognized Ministries

Motion: Betty Kelly/Anne-Marie Carmoy **2008-11-15-346**

That the Executive of the General Council defer Guidelines for Presbytery/District Recognized Ministries until the March 2009 meeting of the Executive of the General Council.

Carried

The United Church of Canada's Peace Policy

Motion: Heather Burton/Don Koots **2008-11-15-347**

That the Executive of the General Council receive the report, The United Church of Canada's Peace Policy and accept the following recommendations.

1. That the Executive of General Council endorse the United Nation's *Responsibility to Protect* framework and criteria namely:
 - a **Right authority:** United Nations Security Council authority must be sought prior to any military intervention action being carried out. Those calling for intervention must formally request such authorization. Should the Security Council fail to act, the Secretary-General can call a meeting of the Emergency Special Sessions of the General Assembly under the 1950 "Uniting for Peace" procedures to consider the request.
 - b **Just cause:** (i) large-scale loss of life, actual or apprehended, with genocidal intent or not, which is the product of either deliberate state action, or state neglect or inability to act, or a failed state situation, or
(ii) large-scale "ethnic cleansing" actual or apprehended whether carried out by killing, forced expulsion, acts of terror or rape.
 - c **Right intention:** The primary purpose of the intervention must be to halt or avert human suffering. Any use of military force that aims from the outset, for example, for the alteration of borders or the advancement of a particular combatant group's claim to self-determination, cannot be justified. Overthrow of regimes is not, as such, a legitimate objective, although disabling that regime's capacity to harm its own people may be essential to discharging the mandate of protection – and what is necessary to achieve that disabling will vary from case to case. Occupation of territory may not be able to be avoided, but it should not be an objective as such, and there should be a clear commitment from the outset to returning the territory to its sovereign owner at the

conclusion of hostilities or, if that is not possible, administering it on an interim basis under UN auspices.

- d **Last resort:** Every diplomatic and non-military avenue for the prevention or peaceful resolution of the humanitarian crisis must have been explored. The responsibility to react – with military coercion – can only be justified when the responsibility to prevent has been fully discharged.
 - e **Proportional means:** The scale, duration, and intensity of the planned military intervention should be the minimum necessary to secure the humanitarian objective in question. The means have to be commensurate with the ends, and in line with the magnitude of the original provocation.
 - f **Reasonable prospects:** Military action can only be justified if it stands a reasonable chance of success, that is, halting or averting the atrocities or suffering that triggered the intervention in the first place. Military intervention is not justified if actual protection cannot be achieved, or if the consequences of embarking upon the intervention are likely to be worse than if there is no action at all. In particular, a military action for limited human protection purposes cannot be justified if in the process it triggers a larger conflict. It will be the case that some human beings simply cannot be rescued except at unacceptable cost – perhaps of a larger regional conflagration, involving major military powers. In such cases, however painful the reality, coercive military action is no longer justified.
2. That, in circumstances when the Responsibility to Protect is being considered, The United Church of Canada's framework include:
 - a Consultation with affected partners and reliable independent sources provide verifiable evidence that the vulnerable communities affected are specifically requesting international military intervention authorized by the United Nations to halt the suffering;
 - b Extensive consultation be conducted with partners in the areas affected for advice and guidance on the appropriate action for the context **before** making a decision (this is already established United Church practice);
 - c Any call for international military intervention under the authority of the United Nations be determined on **a case-by-case basis**;
 - d Any international military intervention under the authority of the United Nations be in conformity with international law.
 3. That given the rapidly changing global context and the concerns regarding military intervention as identified by partners, The United Church of Canada continues to work with partners to study and discuss the implications of the Responsibility to Protect.
 4. That The United Church of Canada continues urging the Canadian Government to increase its level of official development assistance without the kinds of conditionalities that have exacerbated tensions between communities and weakened accountable, local governance.
 5. That the General Secretary, General Council develop and implement a comprehensive communication and education plan.

Carried

United for Peace

There was a request that this motion be considered seriatim.

Motion: Betty Kelly/Don Koots

2008-11-15-348

That the Executive of the General Council

1. Commit \$25,000 from the Executive of the General Council Project Fund to support the advocacy initiatives and fundraising efforts for year two of the United for Peace Campaign,

Carried

Motion: Betty Kelly/Don Koots

2008-11-15-349

2. Request that the General Secretary, General Council explore options for additional resources to further support the campaign.

Carried with 2 abstentions

Recognition

The Moderator honoured Deb Bowman for her work with the General Council and its Executive at this, her last meeting of the Executive. The Moderator gave Deb the thanks of all the members of the Executive of the General Council.

Giving Voice to a Vision – Aboriginal Ministries

Motion: Heather Burton/Lewis Coffman

2008-11-15-350

That the Executive of the General Council

1. Establish an **Aboriginal Ministries Council** initially as described in the report.
2. Direct Committee Member Services and the Nominations Committee to collaborate with the Aboriginal constituencies to recruit and discern members for the Aboriginal Ministries Council with a first meeting of the Council in the Spring of 2009.
3. Recommend to the 40th General Council 2009 that six members of the Aboriginal Ministries Council be voting members of the Executive of the General Council.
4. Establish a staff group called the **Aboriginal Ministries Circle** which includes the current Aboriginal Ministry staff (3 positions) and
5. Recommend to the 40th General Council 2009, the establishment and job description for a General Council Minister, Aboriginal Ministries.
6. Establish a National **Aboriginal Spiritual Gathering** to occur every three years beginning in June 2009 and every three years thereafter.
7. Allocate up to \$250,000 in 2009 from the “Provision for Emergent Work” for the purposes of:
 - Developing position descriptions and other start-up activities associated with the Aboriginal Ministries Circle
 - Providing for the 2009 National Aboriginal Spiritual Gathering
 - Developing the long term financial plan in view of the addition of four additional full-time staff positions to the Aboriginal Ministries Circle for April 2009:
 - One Program Assistant,
 - One Youth Leadership Coordinator,
 - Two Community Capacity Development Coordinators
 - And reporting back to the Executive of the General Council in March 2009

8. Direct the General Secretary to work with the Aboriginal Ministries Council and two members of Permanent Committee on Governance, Planning, Budget and Processes to propose to the 40th General Council 2009, after consultation with the Aboriginal Community at the June 2009 National Aboriginal Spiritual Gathering, recommendations regarding the status of the National Aboriginal Spiritual Gathering and ongoing relationship with The United Church of Canada. and
9. Recommend to the 40th General Council 2009 the revision of The United Church of Canada Basis of Union to include First Peoples as a significant component and signatory to the constitution of The United Church of Canada.
10. Recommend to the 40th General Council 2009 the revision of The United Church of Canada crest as envisioned by the Aboriginal Ministries Steering Committee to recognize that The United Church of Canada is built upon Aboriginal heritage and territory.
11. Establish an Implementation Task Group comprised of equal numbers from the Aboriginal and non-Aboriginal membership of The United Church of Canada as it seeks to “transform its historical legacy to that of an equal and joint partnership in healing the church and the world in the Spirit of Christ, with the active partnership of the Aboriginal Peoples of The United Church of Canada”.
12. That a significant block of time be intentionally set aside during the 40th General Council 2009 for mutual healing and right relations.

Carried

The Moderator offered prayer.

Extension of Emerging Spirit Program

Motion: Betty Kelly/Shirley Cleave

2008-11-15-351

That the Executive of the General Council request that the General Secretary, General Secretary explore options to maintain the Emerging Spirit campaign for an additional year beyond its formal ending in 2009 in order that:

1. the learnings of Emerging Spirit might be fully incorporated into the work of the General Council Office
2. there is opportunity to explore and integrate web2.0 practices within the church
3. strategies for support and utilizing the network of Emerging Spirit leaders might be further developed
4. congregations participating in the Emerging Spirit campaign might have an additional year to incorporate learnings from Living the Welcome and Living the Hope events.

And that the Executive of the General Council request the General Secretary, General Council to put in place appropriate means to ensure intentional conversations between the Emerging Spirit program and relevant working units of the General Council Office to work towards integration of the assets of Emerging Spirit within existing GCO structures.

Carried Anne-Marie Carmoy requested that her negative vote be recorded.

Green Sessional Committee

Church Music Licensing

Motion: Bruce Hutchinson/Lynn Boothroyd

2008-11-15-352

To reconsider motion MAR 2009-05 Church Music Licensing (2008-11-15-336)

Carried

Motion: Lynn Boothroyd/Linsell Hurd **2008-11-15-353**

Having received MAR 2009-05 Church Music Licensing (2008-05-02-303), that the Executive of the General Council:

Refer MAR 2009-05 to the General Secretary, General Council for consideration within the existing work plans and budget, and as appropriate for proposal of policy on this matter and subsequent action.

Carried

Youth Forum Participant Fees

There was a request that this motion be considered seriatim.

Motion: Louise Rogers/Martha ter Kuile **2008-11-15-354**

That the Executive of the General Council

Agree that Youth Forum and Children and Young Teens Program participants will not be charged a fee for their participation at General Council.

Carried

Motion: Louise Rogers/Martha ter Kuile **2008-11-15-355**

Direct the General Secretary, General Council to ensure appropriate funding for the Youth Forum and Children and Young Teens Program at General Council.

Carried

Working Group of the Executive: Work Flow and Priorities

Motion: Sharon Willis-Whitwell/Louise Rogers **2008-11-15-356**

That the Executive of the General Council establish a working group on Work Flow and Priorities, accountable to the Executive of the General Council. The working group is responsible to:

- Advise the General Secretary on the work flow from the General Council to the Executive for the next triennium.
- Develop a proposal for the priorities of the Executive of the General Council for the next triennium for November 2009

Membership:

General Secretary, Moderator, three voting members of the Executive of the General Council who will be commissioners to the 40th General Council 2009 and members of the Executive in the next triennium.

Meetings:

Will meet prior to the General Council on August 8th and following the General Council on August 16 and prior to the November 2009 meeting of the Executive of the General Council. Participate in conference call meetings

Carried

Vision and Action Working Group Review and Recommendations

Called to be Church Towards a Unifying Vision

Edits to the document “Called to be Church” were discussed including that in 1936 it was single women only who were ordained. Edits and corrections will be brought to the attention of the Vision and Action Working Group.

Motion: Heather Leffler/Stéphane Vermette

2008-11-15-357

That the Executive of the General Council

1. Direct the General Secretary, General Council, in consultation with the Vision and Action Working Group, to finalize the document “*Called to be Church*”, and circulate it throughout the church prior to the 40th General Council 2009, preferably early in 2009, and that this document be commended to the church for prayerful discernment.
2. Direct the General Secretary, General Council, to continue in the development of a communications strategy.

Carried

Outline for a “State of the Church” Report

Motion: Martha ter Kuile/Barbara White

2008-11-15-358

That the Executive of the General Council

1. Direct the General Secretary, General Council to prepare a “State of the Church” report for the consideration of the Executive at its March 2009 meeting, and that the “State of the Church” report be composed of the following sections, each to comprise 2-3 pages:
 - a. Theological Statements that capture the ethos and theology of The United Church of Canada, including the “Call to Purpose” discerned at 39th General Council 2006, and a summary of “A Song of Faith”;
 - b. The United Church in the Canadian context, demographically, sociologically, and politically;
 - c. The state of United Church congregations, including numerical statistics as well as assessments of health, challenges and needs for support and growth;
 - d. The state of the United Church’s paid accountable leadership, including numerical statistics as well as assessments of health, challenges and needs for support and growth;
 - e. The state of the United Church’s financial resources, including challenges and implications for the church’s mission and ministry;
 - f. A report on the process of priority setting and decision-making by the Executive of the General Council during the last triennium, including a summary of the “Plans Towards 2010” document, and consideration of the responses from across the church;
 - g. Questions arising for exploration from each section, and the report as a whole; and
2. Engage in discussion of the State of the Church Report at the March 2009 meeting of the Executive of the General Council, including discerning key implications and questions for the church, before adopting the report, and
3. Direct the State of the Church Report to the particular attention of Commissioners to the 40th General Council 2009 by May 1, 2009.

Carried

Redesign Evaluation Task Group Report - Next Steps

Motion: Sharon Willis-Whitwell/Louise Rogers

2008-11-15-359

That the Executive of the General Council

1. Refer the report of the Redesign Evaluation Task Group to the Permanent Committee on Governance, Planning and Budgeting Processes and ask the Permanent Committee to consult with constituencies within the governance structure with respect to the recommendations and considerations and report back to the Executive at its March 2009 meeting
2. Direct the General Secretary, General Council to review and respond to the recommendations in the report related to staffing and report back to the Executive at its March 2009 meeting.

Carried

Motion: Emmanuel Ofori/Bruce Hutchinson

2008-11-15-360

That the Executive of the General Council refer the remaining proposals from the Green Sessional Committee to the Sub-Executive of the General Council.

- Chief Archivist - Membership on the Executive of the General Council
- Review of the Governance, Planning and Agenda Functions of Committees of the Executive of the General Council
- General Council Proposals Task Group
- Correspondence of July 10, 2008 from Chignecto Presbytery
- Addition to Closing Motion

That the General Secretary, General Council convey decisions of the Executive of the General Council to the appropriate bodies with explanations where applicable.

Carried

Sheryl Johnson thanked the Green Sessional Committee for their work.

Blue Sessional Committee

Partnership Review Proposal

Motion: Betty Kelly/Deb Bowman

2008-11-15-361

That the Executive of the General Council

1. Approve the “Statement on Global Partnership” as affirmations to guide the global partnership work of The United Church of Canada for this time, and direct the General Secretary, General Council to develop and implement a comprehensive educational plan.
2. Direct the General Secretary, General Council to explore options for more effective consultation with global partners concerning programming and budgeting decisions that impact on global partnership.
3. Affirm the goal of increased participation of the whole church, and specifically congregations, in global partnership through the continued development of programs that strengthen this engagement.
4. Celebrate and affirm the many expressions of global partnership emerging in the church as expressions of the church’s commitment to engage in God’s Mission and call the church to live out the values and principles identified in the Statement on Global Partnership (2009).

Carried

Paul Reed thanked the Blue Sessional Committee for their work.

The Redesign Evaluation Task Group

The members of the Redesign Evaluation Task Group were thanked for their work. Joan Wyatt and Heather Leffler were in the court.

Theological Reflection

Susie Ibutu shared a DVD “The Path to Peace” showing the dispute and violence in Kenya which took place after the general election at the beginning of the year. She noted that the solidarity of the World Council of Churches and The United Church of Canada reminded the people of Kenya that they were not alone as they moved to a place of new beginnings and forgiveness. This support has gone towards building peace in the country and is not taken for granted.

Stéphane Vermette reflected on the meeting and the images of the broken chalice to remind us that we can’t control everything. Sometimes God is telling us that we need to let go in order to do God’s mission.

In Memoriam Gifts

The Moderator invited the Executive, in a moment of silence, to gratefully acknowledge the following members of our Church family who left bequest gifts, annuity residues and insurance proceeds to The United Church of Canada April 2008 – October 2008.

Mission and Service

Gordon S. J. Adams
Lulu Van Alstine
M. Aleen Weiss Bell
Helen M. Boa
Louise Stumberg Brown
Carl William Carlberg
Gretta Joyce Caswell
Marion D. Christie
Sybil Darnell
Bernice Caroline East
Bernard Ennals
Rossiter Carling Fuller
Vivian R. Gingrich
Helen Annabelle Gorrie
Evelyn Hammond
Margaret MacLean
Bernice Isabell McCabe
Wilfred McCutcheon
Norman Rae Reid
Doris Rumball
Madge Stevens
Jean Parker Torrance
Myrtle Walden
Kenneth Boothe Young

The United Church of Canada

Effie Constance Astbury
Carolyn Burkart
William George Bowen
Margaret Jean Carr
Irene Fyfe
Calder G. Gilfillan
Orval Nelson Harris
Phyllis Mary Lancelly
Nancy Lees
Irene Leslie
Merla Sutherland MacKay
Jean Morgan
Theodora Oake
Ruth Stillman

Division of Mission in Canada

Gladys Margaret Barclay
Robert Lawson
Jeanette M. Maze
Miriam E. Wylie

Division of World Outreach

Muriel Luca
Elizabeth Merriam
Mechliena Patel

The Moderator thanked Deb Bowman for her work.

Closing Procedural Motion

Authorizing the Sub-Executive of the General Council

Motion: Nora Sanders/Shirley Cleave

2008-11-15-362

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

Moderator, David Giuliano

General Secretary, Nora Sanders

List of Appendices:

- Appendix A 2009 General Council Operating Budget
- Appendix B Reimbursement of Expenses Policy 6.08
- Appendix C Policy 1.07 Committees
- Appendix D Revised Human Resources Policies

Appendix A

Schedule A

**The United Church of Canada
General Council Operating Budget, 2009
Analysis Against 2008 – 2010 Projections**

Source: Plans Towards 2010, p. 20, adopted GCE (2007-06-21)

	2008 Budget	2009 Projection	2009 Budget
Revenues			
Mission & Service Givings *	30,200,000	30,200,000	30,200,000
Mission & Service Bequests	2,002,000	2,068,000	2,068,000
Trusts & Endowments	1,438,000	1,381,000	1,381,000
Sales	1,509,000	1,509,000	1,374,000
Other	1,044,620	1,075,000	1,325,000
UCC Reserve Fund	1,900,000	1,000,000	1,000,000
Morrison Bequest	500,000	0	0
Sub-Total	38,593,620	37,233,000	37,348,000
Transfers for Residential Schools, Healing Fund, Emerging Spirit	4,548,000	3,929,000	4,329,000
GRAND TOTAL	43,141,620	41,162,000	41,677,000
Grants			
Global and Local Partners	5,881,000	5,100,000	5,100,000
Mission Support	5,924,000	5,000,000	5,000,000
Conferences	4,441,000	4,441,000	4,441,000
Theological Colleges	2,174,000	2,174,000	2,274,000
	18,420,000	16,715,000	16,815,000
Expenses			
Salaries and Benefits	11,027,000	11,318,000	11,466,903
Program	4,844,770	4,800,000	4,953,450
Meetings and Travel	1,301,850	1,300,000	1,580,150
Rent	1,850,000	1,900,000	1,850,184
Operating	1,150,000	1,200,000	1,032,314
Budget Adjustment (2008)			(350,000)
	20,173,620	20,518,000	20,533,000
Sub-Total	38,593,620	37,233,000	37,348,000
Residential Schools	1,387,000	1,413,000	1,413,000
Healing Fund	400,000	tbd	400,000
Emerging Spirit	2,761,000	2,516,000	2,516,000
	4,548,000	3,929,000	4,329,000
GRAND TOTAL BEFORE EMERGENT WORK PROVISION FOR EMERGENT WORK	43,141,620	41,162,000	41,677,000

*Approved as corrected
Motion 2009-03-28-387*

Transfer from UCC Reserve	1,000,000	1,000,000
Emergent Work – to be determined	(1,000,000)	(1,000,000)
GRAND TOTAL	<u>43,141,620</u>	<u>41,162,000</u>

- This is the amount placed in the **budget** for annual Mission and Service givings. Each year the Executive sets a Mission and Service **goal**, which can be different than the budget, to encourage congregational and individual gifts. The Executive in November 2007 increased the previously established 2008 goal by 3% (from \$30.5 to \$31.5 million) and set the 2009 goal a further 3% higher to \$32.5 million (Motion 2007-11-16-248).

Schedule E

**The United Church of Canada
General Council Operating Budget, 2009
Work Plans by Expense Category**

Work Plan Description	Grants	Salaries and Benefits	Program	Meetings and Travel	Committee Meetings	Operating	Budget Adjustment	Residential Schools	Healing Fund	Emerging Spirit	Grand Total
Aboriginal Ministries	0	123,032	22,000	15,000	12,000	0	0	0	0	0	172,032
Accounting & Financial Reporting	0	661,542	0	0	0	458,000	0	0	0	0	1,119,542
Archives	0	131,781	0	0	0	87,000	0	0	0	0	218,781
Discipleship Formation	0	325,620	1,053,700	71,200	70,000	0	0	0	0	0	1,547,520
Emerging Spirit	0	0	0	0	0	0	0	0	0	2,516,000	2,516,000
Gender Justice	0	82,021	0	0	0	0	0	0	0	0	82,021
GC Grants to Conferences	4,441,000	0	0	0	0	0	0	0	0	0	4,441,000
Global Ecumenical Relations	4,118,000	743,661	36,600	85,000	25,000	0	0	0	0	0	5,008,261
Governance – Guide Posts for Mission	0	410,107	0	0	741,000	0	0	0	0	0	1,151,107
Healing Fund	0	0	0	0	0	0	0	0	400,000	0	400,000
Healthy Congregational Ministries	5,000,000	482,771	576,000	30,000	67,500	0	0	0	0	0	6,156,271
Human Resources	0	259,052	62,200	3,000	8,000	165,320	0	0	0	0	497,572
Information Technology Services	0	502,002	0	6,000	0	217,600	0	0	0	0	725,602
Intercultural & Diverse Communities	0	418,026	256,700	34,000	20,000	0	0	0	0	0	728,726

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Ministries											
Leadership Development	2,274,000	526,660	0	0	0	0	0	0	0	0	2,800,660
Leadership, Management and Relationships	0	1,066,277	521,500	100,000	0	22,000	0	0	0	0	1,709,777
Ministries in French	0	419,093	121,000	18,000	5,000	0	0	0	0	0	563,093
Ministry Personnel Standards and Practice	0	325,665	10,000	5,000	35,000	0	0	0	0	0	375,665
Ministry Personnel Support	0	303,461	0	0	0	0	0	0	0	0	303,461
Mission & Service Fund	0	322,207	338,600	13,200	24,500	0	0	0	0	0	698,507
Office Services	0	461,235	0	0	0	1,851,578	0	0	0	0	2,312,812
Pension, Benefits & Compensation Services	0	0	251,000	10,000	0	0	0	0	0	0	261,000
People In Partnership	982,000	273,980	101,000	9,000	20,000	0	0	0	0	0	1,385,980
Planned Giving	0	693,447	287,000	63,000	14,000	0	0	0	0	0	1,057,447
Public Witness, Education & Action for Justice	0	508,821	168,000	29,000	23,000	0	0	0	0	0	728,821
Racial Justice	0	82,021	0	0	0	0	0	0	0	0	82,021
Residential Schools	0	0	0	0	0	0	0	1,413,000	0	0	1,413,000
Resource Development	0	362,158	57,700	0	0	0	0	0	0	0	419,858
Resource	0	779,560	732,200	7,250	0	0	0	0	0	0	1,519,010

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Distribution											
Resource Marketing	0	122,765	123,375	3,000	0	0	0	0	0	0	249,140
Resource Production	0	503,338	148,600	10,000	0	0	0	0	0	0	661,938
Resource Services	0	196,425	86,275	3,500	0	0	0	0	0	0	286,200
Services to Congregations & Others	0	353,174	0	0	0	81,000	0	0	0	0	434,174
Budget Adjustment	0	0	0	0	0	0	(350,000)	0	0	0	(350,000)
Grand Total	16,815,000	11,466,903	4,953,450	515,150	1,065,000	2,882,498	(350,000)	1,413,000	400,000	2,516,000	41,677,000

*Approved as corrected
Motion 2009-03-28-387*

Appendix B

Reimbursement of Expenses

Governance Policy 6.08

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.

General

- 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.
- 3) The schedule of expenses is set by the General Secretary.

Transportation

- 4) Persons should travel by the most economical means related to the schedule and purpose of the travel.
- 5) 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.
- 6) 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.
- 7) 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.
- 8) Travel by rail will be reimbursed at the lesser of the actual cost or the cost of an economy airfare for the same trip.
- 9) 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.
- 10) 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.
- 11) Underground parking at the General Council Office is available and the parking ticket is stamped at the reception desk.
- 12) Parking at hotels is available and may be charged to the hotel account at designated hotels.

Accommodation

- 13) 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.
- 14) 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.
- 15) 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

- 16) Meals are reimbursed on the basis of
 - a) An unreceipted allowance set out in the schedule that includes tax and tip
 - b) the actual cost (including tax and tip) as evidenced on a receipt
- 17) Breakfast should not be charged if a trip or activity begins after 7:30 am
- 18) Suppers should not be charged for a trip or activity that ends prior to 6:30 pm
- 19) Alcoholic beverages shall not be included in any meal claim.
- 20) Meals should not be charged to hotel room accounts. 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.~~
- 21) 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

- 22) The General Council provides a toll free phone number (1-800-268-3781) to provide communication with General Council staff.
- 23) 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.
- 24) When a person is travelling or at a meeting, the cost of long distance calls to the person's home or office (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

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

Pulpit Supply

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

Non-Reimbursable Personal Expenses

28) 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

29) 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.

30) 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.

31) 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

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

33) Anticipated expenses for international travel must be approved in advance of travel by Committee Member Services. Committee Member Services will consult with designated Resource Staff.

Schedule Policy 6.08

Use of Private vehicle (Item 9)

\$0.39 per kilometre

Maximum Hotel Rate (Item 14)

\$90.00 plus tax per day in the Toronto area

Hospitality Rate (Item 15)

\$25.00 per night to a maximum of \$100 per meeting

Standard Meal Allowance (Item 16)

Breakfast	\$15.00 \$10.00
Lunch	\$15.00
Dinner	\$25.00
Maximum Daily Claim	\$55.00 including tax and tip

Pulpit Supply (Item 29)

Worship leadership and preaching

\$111.00 ~~\$109.00~~ plus incidental expenses and mileage (maximum \$150.00)

Weekend Supply (Preaching and pastoral care)

\$223.00 ~~\$214.00~~ plus incidental expenses and mileage (maximum \$275.00)

Approved 2007-11-16-214

Amended

Appendix C**Policy 1.07 Committees****Policy Statement**

To assist the General Council in governing the Church, General Council establishes committees to oversee certain aspects of the Church's affairs, and other committees, sub-committees, and task groups may be established to assist the Executive of the General Council, by gathering and assessing information and providing advice.

General

1. The general purpose of each committee, sub-committee, or task group is to assist General Council and its Executive in governing the Church by providing recommendations to them on any matter within its terms of reference or carrying out any delegated decision-making.
2. In this policy
 - (a) "**Committee**" refers to a committee established by General Council or its Executive
 - (b) "**Sub-committee**" refers to a committee established by other than General Council or its Executive
 - (c) "**Task group**" refers to a group established, usually for a short term, to examine and report on a specific subject
 - (d) "**Mandating group**" refers to the body which establishes a committee, sub-committee or task group or which has subsequently been assigned responsibility for the group
 - (e) "**Terms of Reference**" refers to the documented duties & responsibilities, mandate, membership, and meetings
 - (f) "**Resource Staff**" refers to a staff member assigned by the General Secretary to work in partnership with the chair of a committee, sub-committee, or task group to facilitate the life of the group and to assist it to achieve its mandate. Resource Staff are responsible for organizing meetings, developing agendas, preparing minutes, and ensuring appropriate

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resources and administrative staff are available. Staff do not have voting status on committees

3. This policy applies to all committees, sub-committees, and task groups.

Establishing and Reviewing

4. Before General Council or its Executive establishes a committee or task group, it will consider
 - (a) the proposed terms of reference and life span duration
 - (b) the proposed membership structure, comprised of a chair, and the number of members
 - (c) the title of the Resource Staff proposed by the General Secretary, and
 - (d) the proposed human, financial, and other resources required to support the committee
 - (e) and the proposed source of funds and following that consideration General Council or its Executive may establish the committee or task group.
5. Before a committee or a Unit-Wide Committee establishes a sub-committee or task group, it will consider
 - (a) the proposed terms of reference and life span duration
 - (b) the proposed membership, comprised of a chair and the number of members
 - (c) the title of the Resource Staff proposed by the General Secretary, and the proposed human, financial and other resources required to support the committee and the proposed source of funds and following that consideration the committee may establish the sub-committee or task group
6. The mandate of any established committees sub-committees or task groups, will
 - (a) fall within the mandate of the mandating group
 - (b) not include any responsibilities that may not be delegated from the mandating group
7. The approved terms of reference for each committee, sub-committee, and task group will be included in the record of proceedings or minutes of the mandating group.
8. Each committee, sub-committee, and task group is accountable to its mandating group.
9. The mandating group will review the terms of reference of each committee, sub-committee, or task group accountable to it at least once every three years to assess whether the committee, sub-committee, or task group is
 - (a) carrying out its terms of reference
 - (b) contributing to achieving the priorities of General Council and its Executive
 - (c) and whether the life span duration of the committee, sub-committee, or task group should be extended.
10. The chair and all members of committees, sub-committees, and task groups are appointed pursuant to Governance Policy 1.08.

Permanent Committees

11. The mandate of each permanent committee is to “be a resource to the Executive and to make possible and effective the role of the Executive.” (The Manual 2007, 603)
12. In addition to their specific responsibilities set out in Governance Policies 3.03 to 3.06, each Permanent Committee has the following general responsibilities:
 - (a) “to review work coming before the Executive
 - (b) to be the means by which all the work of the working units is prioritized and comes to the Executive in a coherent, integrated, and manageable form
 - (c) to co-ordinate and present policy recommendations
 - (d) to make Decisions as delegated in the area assigned, and to delegate other functions to working units, sub-committees, or other Task Groups
 - (e) to ensure and to model the principle of collaboration between staff and elected members
 - (f) to advise and to guide the Executive on matters relevant to the mandate of the Permanent Committee, and
 - (g) to carry out other duties as requested” (The Manual 2007, 603)
13. “Permanent Committees shall not manage the work of the General Council working units”. (The Manual 2007, 603)
14. “For the purpose of carrying out its responsibilities, a Permanent Committee may establish and thereafter maintain such sub-committees as are deemed necessary, the members being chosen for their special qualifications; and may establish Task Groups for carrying out specific time-limited mandates.” (The Manual 2007, 604)

Unit-Wide Committees

15. The mandate of a Unit-Wide Committee is to work in partnership with working unit staff members to reflect the priorities of the Executive and the goals of the Permanent Committee in the programs of the Unit.
16. A Unit-Wide Committee may be established by the relevant Permanent Committee pursuant to item 5, in consultation with the appropriate Executive Minister or Officer.
17. The membership of a Unit-Wide committee will include a corresponding member of the relevant Permanent Committee
18. In addition to their specific responsibilities, each Unit-Wide Committee serves to
 - (a) broaden the context through including many voices
 - (b) gather expertise and wider wisdom
 - (c) connect with diverse parts of the church body
 - (d) build networks among people with shared interest and expertise who are engaged in work in similar areas
 - (e) keep the relevant Permanent Committee informed of their activities.
19. Unit-Wide Committees ~~are not established to~~ will not set policies. If policy issues arise, Unit-Wide Committees will identify the need for policy development to the appropriate Permanent Committee through the appropriate General Council Minister.

20. For the purpose of carrying out its responsibilities, a Unit-Wide Committee may establish and thereafter maintain such sub-committees as are deemed necessary, and may establish Task Groups for carrying out specific time-limited mandates. Committees and Task Groups will be established pursuant to item 5.

Meeting Proceedings

21. Meetings of a committee, sub-committee, or task group established under this policy are to be conducted using the most efficient means (conference calls, teleconferencing, in-person) commensurate with the meeting agenda.
22. The rules of Debate and Order set out in Appendix III of *The Manual* apply to meetings of a committee, sub-committee, or task group
23. A quorum is the lesser of
- (a) 20 or
 - (b) one-third of the persons who would be entitled to vote at the meeting if they were present
24. Minutes of committees and task groups established under item 4, once approved by the committee or task group, will be available for review by the Executive of the General Council.
25. Minutes of sub-committees and task groups established under item 5, once approved by the sub-committee or task group, will be available for review by the mandating group.

Ending a Committee or Task Group

26. A committee, sub-committee or task group shall be ended by its mandating group if:
- (a) The mandate of the committee or task group has been completed or its responsibilities are no longer needed.
 - (b) The responsibilities of the committee or task group may be more effectively carried out through other means.
27. Before a committee, sub-committee or task group is ended the mandating group will consult with the group to consider
- (a) whether the mandate of the committee or task group has been completed
 - (b) whether any responsibilities of the committee or task group will continue and need to be relocated to another body
 - (c) the proposed human, financial and other resources required to relocate any continuing responsibilities.
 - (d) the most appropriate time for the committee or task group to end

Following that consideration the mandating group shall decide whether to end a committee, sub-committee or task group.

28. Notice of the mandating group's decision shall be given to the members, and if applicable the date the group and the members' terms of appointment will end, will be indicated

29. Mandating groups will inform the General Council or its Executive of the decision to end a committee, sub-committee or task group and notify Committee Member Services.

Appendix D

Revised Human Resources Policies

Working Hours Policy 2.1
Page 1 of 1
Reviewed September 2008

Working Hours

Purpose

This policy relates to hours of work and alternative work arrangements to ensure that employees keep a regular working schedule that helps maintain a consistent and predictable workflow.

It makes provisions for the opportunity for alternative work schedules, when possible, through job sharing, flexible working hours, and under exceptional circumstances, a compressed work week.

Policy

The standard working hours for full-time staff are 7 hours per day, 35 hours per week. However, it is expected that staff in categories 8 and above may work more than a standard work week from time to time due to the nature of work being undertaken.

A compressed work week is normally defined as a 4 day work week of 35 hours. Under exceptional circumstances, the employing unit, in consultation with the MEPS unit, may permit employees to work a compressed work week. The needs of the employing unit are foremost and must be taken into account. All requests for a compressed work week must be approved by the Executive Minister of the employing unit in consultation with the Executive Minister, MEPS unit.

Job sharing is normally defined as a situation where 2 employees share the same full time position, and each employee is classified as permanent part-time. Requests to set up job sharing arrangements will be considered, in consultation with the MEPS unit, recognizing that this may involve added costs (e.g., benefits, office facilities, etc.) to the employing unit.

Flexible working hours are defined as an arrangement whereby an employee can vary the scheduling of her/his working hours within specified guidelines, to determine (or be involved in determining) the start and end times of her/his working day. Flexible working hours (“flectime”) may be arranged between employees and their units, as long as the proposed working hours are convenient for the unit and staffing coverage is provided. Flexible working hours must take into account that the core office hours are 9:30 a.m. to 3:00 p.m.

Lunch hours and rest periods must be consistent with each province’s Labour Standards Act.

Procedures

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- Normal working hours of the General Council Office are 8:30 a.m. to 4:30 p.m., including lunch and breaks, Monday through Friday. The Conference Offices may have different start and end times.
- It is not an option to skip lunch in order to have more time off.
- The MEPS unit must be consulted prior to approving any changes to an employee's work hours. This includes changes to regular hours, compressed work week, job sharing, and flexible hours.

Acting Pay Policy 3.5
Page 1 of 1
Reviewed April 2008

Acting Pay

Purpose

The United Church of Canada will provide for acting pay when an employee has been formally asked to take on an acting role related to a position in a higher category.

Policy

When a staff person is formally requested by the employing unit to take on an acting role for 25 consecutive days or more, additional remuneration will be paid if the acting position is remunerated at a higher level than that which the person assuming the acting position currently receives. No other additional benefits shall be received or accrued.

Procedure

Employing units must consult with the Executive Minister, MEPS Unit prior to discussing Acting Pay with employees.

Sick Leave Policy 4.2
Page 1 of 1
Reviewed April 2008

Sick Leave

Purpose

The United Church of Canada is committed to responding to its employees' needs when faced with sickness and/or injury.

Policy

Sick Leave with Pay

All permanent full-time and permanent part-time employees are provided with The United Church of Canada's "self-insured" short-term sick leave benefit. Employees are entitled to full salary continuance for up to six (6) months.

Procedure

- An employee must advise her/his immediate supervisor when she/he will be absent from work due to sickness and ensure that the immediate supervisor is apprised of the length of time she/he is expected to be absent.
- The "self-insured" short-term benefit plan provides coverage for a total of six (6) months.

- Absence from work for five consecutive working days or longer requires a doctor's certificate to permit qualification for sick leave and must be submitted to the Executive Minister, MEPS Unit.
- Additional medical assessment may be requested if the absence is an extended one or if frequency of absenteeism is a concern to the employing unit.
- A return to work following an extended medical leave of absence must be supported by a medical clearance from the attending physician indicating any accommodation requirements.
- Vacation continues to accrue during the time for which the employee is on paid sick leave.
- If it is anticipated that the employee will be applying for long-term disability, application should be made as far in advance as possible by notifying the United Church Pension and Benefits Centre with a copy to the Executive Minister, MEPS Unit.

Compassionate Leave Policy 4.7

Page 1 of 1

Reviewed September 2008

Compassionate Leave

Purpose

The United Church of Canada is committed to supporting its employees by providing reasonable time away with full pay for exceptional situations not covered under other leave policies. This is not an entitlement, and is granted on an "as needed" basis for unusual, unexpected circumstances.

Policy

Compassionate leave with pay may be provided to all staff for personal emergencies at the discretion of the employing unit, in consultation with the Executive Minister, MEPS unit. Factors for determining an emergency include:

1. the need for the employee to respond
2. a situation over which the employee has no control
3. a reflection of appropriate compassion as called for by the theology and traditions of The United Church of Canada

Situations that require urgent and immediate attention, and where the employee is the only person able to respond, are covered in this policy.

Procedures

An unexpected and immediate short-term crisis qualifies for this leave. Employees facing situations that go beyond the short term should refer to Policy 4.8, "Extended Compassionate Leave" or consult with the Executive Minister, MEPS unit.

Compassionate leave may be up to 5 days per year and is not cumulative. Any compassionate leave of up to 5 days may be approved by the immediate supervisor. For very exceptional circumstances, compassionate leave may be granted for up to 10 days. The Executive Minister, MEPS unit will have final approval for any leave granted over 5 days.

Extended Compassionate Leave Policy 4.8

Page 1 of 1

Reviewed September 2008

*Approved as corrected
Motion 2009-03-28-387*

Extended Compassionate Leave

Purpose

All employers have been legislated to ensure that employees are legally permitted compassionate or family medical leave time. This policy is in accordance with legislated family leave policies.

Policy

All employees are eligible to take a leave of absence without pay for compassionate care leave. Employees may be entitled to government Employment Insurance Benefits and should contact Human Resources and Skills Development Canada directly.

Employees may be entitled to 8 weeks of government employee benefits for compassionate or family medical leave where there is significant risk of death within 26 weeks of a family member.

Family members are defined as:

- Partner, spouse
- A parent, step-parent, or a foster parent of the employee, and
- A child, step-child, or foster child of the employee or the employee's spouse.

Procedures

1. An employee must give written notice that s/he will be taking extended compassionate care leave. If the employee must begin the leave before advising her/his supervisor, the employee will advise the supervisor as soon as possible after beginning the leave.
2. The extended compassionate leave procedures are outlined on government websites.
3. An employee returning from an approved leave will be reinstated to her/his former position or be provided with comparable alternative work.
4. Upon returning to work, an employee will be paid for the 2 week employment insurance waiting time at their regular salary, upon submission of employment insurance payment notifications to the MEPS unit.
5. Vacation will continue to accrue during the period of leave if the employee returns to work after the leave. If the employee does not return to work, vacation will not accrue. Vacation accrued during the period of leave can be added on to the end of the extended compassionate care leave if approved in advance.

Sabbatical Leave 4.10

Page 1 of 1

Reviewed April 2008

Sabbatical Leave

Purpose

The United Church of Canada is committed to supporting the ongoing professional and vocational development of its employees and provides the opportunity for a Sabbatical Leave for permanent staff in categories 8 and higher. The purpose of Sabbatical Leave is to provide time for an employee to enrich skill levels, further professional abilities, and become better equipped

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to serve on the cutting edge of their area of ministry. The result may be an individual who is revitalized to continue her or his work.

Policy

Permanent staff in categories 8 and higher may apply for Sabbatical Leave after five full years of employment, and again at successive five-year intervals. The Sabbatical Leave may be for a period of up to twelve (12) weeks long with full salary and benefits, not including travel costs, in a reasonably intense and disciplined program that is approved by the immediate supervisor, and the corresponding General Council Minister of the employing unit, on the advice of the Executive Minister, MEPS Unit at least six (6) months prior to the leave.

Sabbatical Leave may be combined with annual study leave, vacation, and/or unpaid leave of absence to extend the term. The appropriate length of a Sabbatical Leave depends on many factors and will be determined by the immediate supervisor, and the Executive Minister, MEPS Unit. A Sabbatical Leave must be completed within a one-year period.

Permanent staff in category 7 who were employed prior to December 2008 will continue to be eligible for this benefit.

Procedures

1. The program for study undertaken must be clearly job-related, either to one's current position or of a known change in position in The United Church of Canada.
2. Sabbatical Leave must be approved by the corresponding General Council Minister, on the advice of the Executive Minister, MEPS Unit. The final approval letter will be issued by the Executive Minister, MEPS Unit.
3. The employing unit and General Council Minister of the employing unit are responsible for determining the number of leaves to be requested per year for the unit, based on the needs of the unit, taking into consideration the unit's budgetary limitations and work requirements. Because of this, it may not be possible for a unit to grant a Sabbatical Leave at the time requested.
4. A Sabbatical Leave proposal must be discussed in the early stages of development with the applicant and the supervisor in the employing unit, with the General Council Minister of the employing unit, and with the Executive Minister, MEPS Unit. Once the application is approved in principle by the General Council Minister of the employing unit, it must be reviewed by the Executive Minister, MEPS Unit at least six months before the proposed start date. Specific details must be provided in writing no later than two months before the start of the leave.
5. Upon completion of the Sabbatical Leave, the employee shall provide written and oral reports to the General Council Minister of the employing unit, outlining what was done and how it will be beneficial to the employing unit.

Vacation Policy 4.11

Page 1 of 2

Reviewed April 2008

Vacation Purpose

The United Church of Canada provides each employee with a vacation entitlement to give employees time for rest and recreation, and in keeping with legislation.

Policies

The United Church calculates vacation entitlement based on the original date of hire. The original date of hire for Order of Ministry staff, for the purposes of vacation calculation, is the date of ordination or commissioning to diaconal ministry into The United Church of Canada; or admission from another denomination ~~they are ordained into the United Church~~, and there has been continuous employment within a recognized United Church ministry.

Employees will be given credit for the entire month of hire, regardless of the commencement date. Full credit for the month of leaving will be given if the termination date is the 15th or thereafter. Full vacation entitlement will be given on January 1st of each year, or pro-rated for the first year of service when less than one full year. Vacation is accrued on the following basis:

Categories 1-7

15 working days - 1-4 years of service

20 working days - 5-19 years of service

25 working days - 20+ years of service

Categories 8 and Up

23 working days - 1-19 years of service

25 working days - 20+ years of service

Where the accrual rate is affected by a change in category, the new anniversary date shall be used for calculating vacation entitlement.

Full credit for vacation will be based on continuous years of service, while the employee is receiving regular salary.

Permanent staff in category 7 who were employed prior to December 2008 will continue to be eligible for vacation accrual as outlined above for Categories 8 and up.

Procedures

1. Vacation may be taken at any time during the year as agreed to by the immediate supervisor. The unit reserves the right to designate times of the year when vacations may or may not be taken.
2. All vacation granted will be reported by the immediate supervisor to the MEPS Unit.
3. Employees may carry over up to five (5) days in any given year. All employees are encouraged to take their full vacation entitlement each year.

Continuing Education Policy 5.12

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Reviewed April 2008

Continuing Education Purpose

*Approved as corrected
Motion 2009-03-28-387*

The United Church of Canada is committed to supporting the ongoing professional development of its employees and provides the opportunity for continuing education for permanent employees. This policy outlines the continuing education opportunities for employees in the General Council System.

Policy

Continuing education opportunities such as training, skills development, education, or professional development may be available for employees if the continuing education is directly related to an employee's current work or known future work at the United Church.

Permanent employees in categories 8 and higher may be provided with up to three weeks (15 working days) of continuing education leave per year upon the approval of the immediate supervisor.

Continuing education programs are subject to the approval of the immediate supervisor, who shall determine whether the continuing education opportunity will facilitate the work of the church and will be of mutual advantage to the employee and the employing unit.

Funding of continuing education is subject to budget constraints. For continuing education programs which are taken as a graded course, reimbursement will be made upon submission of proof of successful completion from an accredited institute of learning. Other continuing education programs may be paid beforehand if appropriate (for example, a seminar where payment is required before attending). Final approval of the continuing education program rests with the Executive Minister, MEPS Unit. Approval of the continuing education leave shall be subject to the requirements (skill level, time etc.) of the workplace.

Permanent staff in category 7 who were employed prior to December 2008 will continue to be eligible for this benefit.

Procedure

The following guidelines may be followed when determining how reimbursement will be made:

- Directly Job/Skill Related: 100% (directly related to one's current work, and/or identified as an area for improvement) or approved as being directly related to known future work.
- Somewhat Job/Skill Related: 80% (not deemed essential, but which could have immediate value in fulfilling the current job requirements)
- Potentially Job Related: 50% (less value to current position, but more value in the future of the employing unit - eg staff in non-program roles taking a religious studies course)
- Unrelated: 0%

Requests for time off during normal working hours to participate in continuing education and professional development opportunities, and which are not categorized as continuing education leave, may be granted by the immediate supervisor in consultation with the Executive Minister, MEPS Unit.

Prior to the granting of continuing education leave, the Executive Minister, MEPS Unit, must be consulted by the person approving the leave.