

EXECUTIVE SECRETARY ACCOUNTABILITY REPORT

Focus: The Conference Executive sets direction, establishes policy, and holds the executive secretary to account for carrying out the directions established by the Executive. My role as executive secretary is to focus on how the Executive's directions and policies can be implemented.

Committee work: In the new structure, I provide staff support to the two Conference committees – Settlement and Pastoral Relations, and the Interview Committee. The Interview Committee met four times during the year for training and interviewing purposes. Chair Cindy Cooper will present to the annual meeting the names of nine people to be ordained, admitted or recognized for ministry positions. The Settlement and Pastoral Relations committee met twice to review policies and practices and to meet prospective candidates for transfer and settlement. This year, the Conference had no settlement sites. Chair Jim Keenan worked with five settlement candidates and other Conferences through the General Council Transfer Committee, with the result that all five have been transferred to other Conferences for settlement.

Supervision of staff: I supervise all of the staff in the Conference office and those deployed to the Presbyteries. Rose Cambourne provides day-to-day supervision for the administrative staff. I work with the staff to clarify their roles, and I meet with Presbyteries to discuss how they can make the best use of the staff available to them.

Regular accountability: Each time the Executive meets, I provide a full account of whether the Conference and I are in compliance with established policies, and I describe how the Conference's mission is being implemented. Those reports are published on the Conferences website www.torontoconference.ca. Direct supervision of this position is done by the General Council Officer for Regional Relations.

Reflections near the end of the first year of restructuring: a) My opinion is that the staffing and structures are working quite well, given the amount of time they've been in place. b) Policy governance at the Conference Executive level is working very well. c) Staff and volunteers are learning how to make the best use of the staff to lift the administrative burden from the volunteers. More work will be done on this relationship. d) A motion passed by the Executive on April 14 will require Presbyteries to name a mission strategy (see the digest of actions in the resource book). The development of Presbytery mission strategies should have a positive effect on the Presbyteries and will likely have an impact in the future on the work done by staff.

Gratitude: The Conference is blessed by the leadership of President Carol Gierak and President-elect Marg Walker. I work extensively with both of them, and am deeply appreciative of the time and care they show for the work of this Conference and the church as a whole. The Conference Executive and our two committees have done a wonderful job of learning their new roles. All of us are blessed by the staff who, like everyone else, have learned and struggled this year, trying to figure out how to be faithful

and effective in this new structure. They have become a good, collegial group, supportive to each other and to me. I am grateful to all of them.

David Allen (Rev.), executive secretary