

**Settlement and Pastoral Relations Committee  
Meeting Minutes, Wednesday, October 21, 2009  
at New Hope United Church**

The Toronto Conference Settlement and Pastoral Relations committee met on Wednesday, October 21, 2009 at 10:00 a.m. at New Hope United Church

**Members Present**

David Allen (Staff), Jan Aylward (Living Waters, Ordered), Keith Blackshaw (Northern Waters, Lay), John Hamilton (South West, Lay), Ann Howes (Toronto Southeast, Ordered), Jim Keenan (Chair), Rick McKinley (Living Waters, Lay), Helen Prior (Northern Waters, Ordered), David Shearman (Secretary).

**Guest**

Linda Gray (Staff)

**Regrets**

Andrew Cassidy (Toronto Southeast, Lay), Linda Pennock (Conference; diaconal), Kate Young (South West, Ordered)

**Welcome, introductions and worship**

Jim welcomed everyone and introductions were made around the table. Jim led the group in worship.

**Agenda**

MOTION by Helen Prior/John Hamilton to approve the agenda.

MOTION

CARRIED.

**Minutes**

MOTION by Jan Aylward/David Shearman to approve the minutes of May 1, 2009 as printed and May 14, 2009 as corrected, Diane Bennett-Jones and Christine Smaller were settled at  $\frac{3}{4}$  time.

MOTION

CARRIED.

**Correspondence**

David Shearman noted that the MEPs forms for signature he receives from the Presbyteries are considered correspondence. David noted that calls are not approved without all the appropriate paperwork. An example would be a call form that does not have the transfer included.

The Toronto Conference/Presbytery administrative assistants and Conference personnel ministers are ensuring paperwork is correct and complete before being sent to the signing officers.

MOTION by Helen Prior/Keith Blackshaw that the committee authorize Jim Keenan and David Shearman as signing officers on behalf of the committee to sign calls, transfers, and warrants to covenant, but if there are anomalies in the system, Jim and David have the option to consult the committee.

MOTION

CARRIED.

David Allen had received various pieces of correspondence as follows.

- 1) An item on clergy residence deductions was included in the latest Infopac – “New: Clergy Income Tax Filing Requirement – File Now”. All the churches should have received this through Infopac, but a reminder should be sent out from the Presbytery administrative assistants.
- 2) Letter from Abiel Khalema, Program Coordinator Ministry Personnel Programs and Resources regarding: admission and re-admission forms and time lines to Presbyteries.
- 3) Letter from Pat Lawson-Paul, General Council regarding a meeting January 15, 16, 17, 2010 to deal with policies. Two persons are invited from each Conference. One will be the chair of the Conference E&S committee, in our case the chair of the Interview Committee, Cindy Cooper. The second representative will come from the pastoral relations system.

Discussion followed and several names were suggested to invite: Catherine Hions, Ann Harbridge or Sue Wood. They would be required to give a written report to this committee and the Presbyteries. Linda Gray will be in touch with them to see who would be available.

- 4) Email response received from lawyer Cynthia Gunn regarding signatures on MEPS forms. David Allen had received several enquiries from the Presbyteries as to who could sign MEPS forms. Cynthia clarified that until the General Council makes a change, the Presbyteries must follow the form the way it is printed and that the named officer must sign each form. She advised that electronic signatures are still not allowed.

#### **Discussion about the new Conference/Presbytery structure**

Discussion and learning followed with the Presbytery representatives answering the following questions.

#### How are the Presbyteries handling pastoral relations matters?

Living Waters – they are struggling; there is not enough time for organizational matters during Commission meetings. They meet at the same time as the E&S people who are completed earlier than Pastoral Relations. Representatives from each of the previous Presbyteries are working together till December 31/09 to help transition the work from past Presbyteries so nothing is missed. The full Presbytery has not named any specific matters that must come to the plenary. A conflict of interest policy needs to be developed and made known to Presbytery. David Allen referred to the Conference *Policy Handbook* for template found at [www.torontoconference.ca](http://www.torontoconference.ca).

Northern Waters – The Pastoral Relations Committee is part of the Personnel and Congregational Support Commission. The committee meets monthly in Alliston for approximately four hours and have met by conference call. They then send three representatives from the committee to the Commission meeting. They are pretty strong in pastoral relations, with lots of ears to the ground.

The Presbytery has three Joint Needs Assessment Committees, six Joint Search Committees and two Interim Ministries taking place. Staff is present at the committee meeting.

Toronto Southeast – Ann Howes explained that she is on the Presbytery’s Admissions Team, but felt out of the loop at this meeting because there was little overlap with her areas of responsibility. Jim Keenan will speak with the Presbytery’s pastoral relations chair to see who should be representatives to be sent to this committee.

South West – Pastoral Relations is a Commission, and has almost the entire Pastoral Relations Committee of the former Toronto West Presbytery with a few others from the former Dufferin and Peel Presbytery. There is lots of pastoral relations experience. The main issue is meeting new Presbytery members and understanding their situations.

#### Staff roles at Presbytery and Conference

Living Waters – They are sorting out how staff person Todd McDonald works with them. They understand that the staff are supposed to be resource people; they are to enable the work to be done and not do the work themselves. David A. suggested that Todd could help the Commission to figure out what direction it wants to go; if there were workshops, Todd could assist in planning and perhaps lead a part.

Northern Waters – The group meets Tuesday’s and Thursday’s so Todd can be there. They are also trying to figure out his role as well. As an example, who does sexual abuse training?

South West – Ken MacDonald has attended meetings, and is the go-to person if needed. Motions once passed are complete, not requiring further Presbytery action. Two-thirds of the Commission have had previous pastoral relations experience.

#### How are Presbyteries dealing with recommendations from the Ministry Personnel support task group?

Northern Waters has two chaplains, Ralph Schmidt and Judith Oliver, who have volunteered to care for Ministry Personnel. They are working on a draft job description. With the situation following the sudden death of Rev. Cliff Pendlebury, the chaplains took care of presbyters who were supporting the congregation. The committee has had discussion regarding clustering for creativity report.

There was general discussion about the difficulty of getting volunteers for JNAC’s and JSC’s. Northern Waters is discussing having training at plenary. The staff person could be useful for that.

#### **Up-date on General Council actions**

Most of the actions affecting settlement and pastoral relations were referred to the General Council Executive for more work. However, a remit on transfer and settlement will be issued which, if approved, will have an implementation date of July 1, 2011. This is a very tight time line and will affect E&S. We don’t have the wording yet, or timeline for voting. General Council Executive meets in three weeks, so we expect clarity after that. The remit wording will be sent out to all the Presbyteries. Toronto Conference’s 38 Commissioners are resource people who could be invited to pastoral relations meetings to better understand what happened at General

Council. Linda Gray will provide the names of Commissioners from each of the Presbyteries; she'll get this list to the administrative staff in each Presbytery.

Designated Lay Ministry is still being sorted out at General Council level. "Sit tight in the midst of chaos".

### **Conference calls**

Jim Keenan shared that the Presbytery committee he is on is doing conference calls by Skype. A Skype subscription is only \$30.00 annually. This might be something for this committee to use.

### **Lunch**

David Shearman led grace and lunch was shared. The group reconvened at 12:45 p.m.

### **Settlement and pastoral relations process**

Discussion after lunch turned to the settlement and pastoral relations process, how it works, and what the committee could do to make the processes more helpful.

The committee reviewed the timeline for the up-coming year (Appendix A) with discussion regarding the March interviews with candidates going for transfer/settlement. It was suggested that a chaplain be present. David Allen would be there as staff person.

The suggestion was made to give a statement in writing about everyone having equal opportunity to all settlement positions to candidates.

Another suggestion was made to be totally up front as to all the Pastoral Charges that have applied for settlement. They will be listed on the website and the committee will ask the Conference for their prayers as the process takes place.

### **Questions/Suggestions from Presbyteries**

Multi-year appointments: Discussion took place regarding multi-year appointments. The committee agreed that the Presbyteries know their people best and that the Presbyteries should have the freedom to make appointments of a duration which seems appropriate to the situation.

MOTION by David Shearman/Helen Prior that the Toronto Conference Settlement and Pastoral Relations Committee recognizes the ability of Presbyteries to make multi-year appointments; and that this action be communicated to the General Council Human Resources Unit.

MOTION

CARRIED.

David Allen will write to Allan Hall, executive minister in the HR Unit, to inform him of this Decision.

Paper flow: David Shearman informed the committee that the Presbytery administrative staff has been sending paperwork to him for signature and he is returning it by Purolator the same day or next, including warrants to covenant. He said the system seems to be working well. He reminded

everyone that no warrant to covenant will be signed and issued and no covenanting service can happen until all paperwork has been received.

Template motions: Elaine Eve, South West Presbytery administrative assistant, has prepared a pastoral relations motion template. David Allen will review the motion template and send it out to this committee for review. These suggested motions could be used across the Conference in all Pastoral Relations Committees and Presbytery minutes to assist in consistency and preventing errors and/or corrections later on. Once the committee approves they will be offered for use to the Presbyteries.

### **Questions that have arisen from staff/information to be shared**

Settlement report: The committee reviewed the applicable *Manual* sections that related to the committee's annual report. a) Questions arose regarding Section 444 and the list of Pastoral Charges in arrears; David Allen will seek further information from General Council. b) The committee also discussed the requirement to do annual retained on roll forms; this seems like a lot of work for everyone. David Allen will send a letter about this requirement. c) Section 452 is the guideline and requirement for the settlement committee report; this makes for a much shorter report than the committee has produced in the past. Linda Gray will update the report from database based on the Manual section and will show it to the committee as a template.

Vacancy list: All the members of the Settlement and Pastoral Relations Committee will be given passwords for the vacancy list. Linda Gray will arrange this.

Availability list: Some of the names are significantly out of date. Can there be an automatic take off date? Linda Gray will check with the General Council office to ask for clarification.

Marriage licenses for admittands: *The Manual* requires a motion to request a marriage licence for admittands, and sometimes the request is not made. An additional motion will be added to the Pastoral Relations template so this matter does not get overlooked.

### **Policy issues**

Marriage policy and Voluntary Associate Minister form: The committee reviewed the VAM form and from the discussion it will be revised and sent out to the committee for approval. It was noted that there needs to be a common way to handle the whole topic of Ministry Personnel signing on the form. The committee felt that the VAM is a covenant relationship with the Pastoral Charge and not solely with the Ministry Personnel who is/are settled there.

Police record checks – forms and files: There is differing advice regarding police records checks and whether they can be retained by the church Courts. *Faithful Footsteps* says the person owns the police check and must give permission to give a copy of it to the Conference/Presbytery. *The Manual* says that the Ministry Personnel must “provide” the document to the church. David Allen will ask for an opinion from the general secretary as to what “provide” means in *The Manual* regarding police records checks. Once the answer is received, this must be communicated to the whole of Conference.

What does “consultation” mean in Section 365(d)? The committee will think about this question for a future agenda or conference call in late November or early December.

**Planning for the year ahead**

The committee set a date of March 11, 2010 for the “Meet ‘N’ Greet” at Emmanuel College. Jim Keenan will contact the college and confirm.

**End of meeting**

The meeting ended at 2:35 p.m. The closing benediction was offered by Jim Keenan.

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Jim Keenan, Chair

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David Shearman, Secretary

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**Settlement and Pastoral Relations Committee  
2009-2010 schedule**

Fall 2009	Presbytery Interviews of Candidates
Wednesday, October 21	Settlement Committee Meeting, New Hope United Church
Fall 2009/Winter 2010	Charges consider application for Settlement
December 2009	Applications for Candidates go out from MEPS
January, 27-28, 2010	Toronto Conference Interview Committee interviews for Candidates seeking commissioning, ordination, admission, recognition
February 29, 2010	Absolute Deadline for Applications by Candidates for Transfer
March 11, 2010	Committee Meeting with Candidates to Prepare for Transfer Committee
April 1, 2010	Absolute Deadline for Pastoral Charge Applications for Settlement
April 16-19, 2010	Transfer Committee Meeting (attended by Jim Keenan)
April 30-May 1, 2010	Settlement Committee meeting to propose settlements
May 13, 2010	Settlement Committee Conference Call to Effect Settlements
May 28-30, 2010	Annual Meeting - Toronto Conference Settlement Committee report submitted