

**Executive Secretary Report from David Allen
to Toronto Conference Executive
February 8, 2017**

This report provides highlights from the period from approximately November 15, 2016-February 1, 2017.

General preamble: From p. 1-6 of the Toronto Conference Executive policy *Handbook*:

The Executive monitors the Executive Secretary regularly and rigorously but only against established policies.

- Are the Ends being met?
- Are the Executive Secretary Limitations being followed?

This report describes how the Executive Secretary is ensuring that the Ends policies are being met and how the Executive Secretary Limitations policies are being followed. In some cases, the wording will include “In compliance” which the Executive Secretary interprets as “everything required by the policy is being done”. In other cases, the words “generally in compliance” are used, which the Executive Secretary interprets as “to the best of my knowledge, there are no gaps, though progress can always be made”.

The Executive is responsible for monitoring how it is adhering to all other policies, i.e. Executive/Staff Relations and Executive Governance policies.

Executive members will need to follow the *Handbook* policy by policy to understand the comments which follow, since the comments relate directly to whether the Executive Secretary is in compliance with the direction given by the Executive through its policies. The Executive Secretary will indicate whether he is in compliance with the policies, what actions have taken place, and what actions need to be taken. The Executive will assess whether items have been missed, or whether actions taken have been acceptable.

Items marked with an asterisk (*) contain a request for discussion and/or action.

Mission/Ends policies

p. 2-3 mission of Toronto Conference – generally in compliance

The Executive will want to review this policy in light of the vision statement and plan of action drafted by the Affirming Ministry Task Group.

- Strengthening... to be faithful followers of Jesus Christ – generally in compliance
 - a) annual meeting: Leadership for the annual meeting is in place, and the agenda is looking more firm. The next planning meeting will be February 9 in Midland when some further updates could be made. See p. 16/17-471.

- b) exchange visit: 16 people from the Presbyterian Church in the Republic of Korea will come to Toronto Conference in May. See the latest itinerary at p. 16/17-472. The Toronto Conference people who went to Korea had a further debrief/planning meeting on January 21. They discussed how to offer support for our partners in Korea. Lawrence Nyarko, Audrey Brown and I will make a brief presentation at this meeting.
- c) Affirming ministry planning: Members of the Affirming Ministry Task Group have prepared a draft vision statement and plan of action for consideration by the Executive. See p. 16/17-474.
- d) Explorer project: Carol Hancock reports that a matching meeting took place at the end of November. Seven matches were made, and an eighth match may be finalized by the time the Executive meets.
- e) Mid-Winter conversations: For the sixth year I am hosting mid-winter conversation about ministry with ministry personnel throughout the Conference. Sessions were held January 24, 26, 31 and February 1 with approximately 75-80 people who registered.
- Best use of human and financial resources – generally in compliance
- a) staffing: i) Jody Maltby returned from sabbatical on February 1. Ruth McDonald ably filled in on a half-time basis. ii) Kerrie Perry has returned from medical leave. I am grateful that Janet Jones filled in on an hourly basis during Kerrie's absence. iii) social justice staff position – Discussions continue amongst the presbyteries regarding a joint social justice position paid by the presbyteries. iv) Beth Baskin has left her social justice position funded by Toronto Southeast Presbytery; she has accepted a position in the General Council's Church in Mission unit.
- b) Grand River Spiritual and Education Resources. As requested by the Executive, a report from Grand River/AVEL is included in the packet of material for this meeting. See p. 16/17-476.
- c) property: There are a number of items to report.
- i) *I have been concerned about the workload on Rose Cambourne as it relates to property management. This concern increased when in December I learned about a number of other properties that may come to the Conference for management and/or sale in 2017. Rose and I met with Toronto United Church Council (TUCC) to explore a property management arrangement with TUCC. See p. 16/17-484. This agreement will be included in the Operational Policies section of the policy handbook.
 - ii) Dunkerron (Northern Waters Presbytery): Work will be completed as soon as the frost is out of the ground in early spring.

- iii) Living Waters office: The sign company will be installing the building and door signs in February. The company had a delay in producing the signs. The water line from the Township will wait until spring due to the early winter weather.
 - iv) Toronto Southeast office: The property manager has prepared a preliminary report outlining recommendations on future capital projects. These projects will be prioritized as to the greatest need.
 - v) Conference/South West offices: Work was completed in November to have the doors to the Conference/presbytery office accessible. The line painting in the parking lot will now be completed in early spring.
 - vi) Telephone and computer systems: We are still experiencing technical problems with the phone system. The staff is monitoring the situation and problems are being reported to the IT department. All of the computers have been upgraded to Office 365.
 - vii) Glen Ayr United Church (Toronto Southeast Presbytery): An offer has been accepted for the sale of the church and manse properties.
 - viii) Newton Robinson United Church (Northern Waters Presbytery): A meeting was not able to be held in November due to conflicts with dates with the trustees as most are snowbirds. A meeting will be scheduled as soon as possible to get all the paperwork in order to list property.
 - ix) Lakeside United Church (Living Waters Presbytery): The finance and property administrator is working with the trustees and the presbytery to get this matter resolved and the property sold as soon as possible.
- d) sabbatical funding: To date 30 grants to pastoral charges and 28 grants to ministry personnel have been provided for a total of \$110,000.
- e) mission support grants: I have asked the mission support convenor to provide thoughts on criteria for 2018 mission support grants. This should be on the Executive's April agenda.
- f) Moderator's visits: Moderator Jordan Cantwell was scheduled to attend the November 27 worship service at Christian Island, but had to cancel because of illness. That visit has been rescheduled for May 14. She will be at Georgina Island September 10. Visits to Northern Waters and South West Presbyteries are scheduled. Dates have been proposed for a visit to Toronto Southeast Presbytery.
- Oversight and compliance – generally in compliance
 - Providing resources – generally in compliance
- p. 2-4 compliance – generally in compliance
- p. 2-5 oversight: Presbyteries – in compliance

- Reports from presbyteries: Presbyteries were to be contacted in December or January to remind them to submit their annual reports to Conference. However, we realized that the Executive had not determined what questions it wanted to ask. That topic is on this agenda.
- Oversight visits – The presbyteries have been informed that oversight visits by Conference will be suspended until the results of the remit on a three-council model are known.
- Review of records – Mary Gooley has been asked to review the records of the four presbyteries for the 2016/2017 year.

Executive Governance Policies

One of the additions to the role of the Executive Secretary is to bring to your attention any areas where I believe you as an Executive are not in compliance with these policies. See p. 5-3, #7.

p. 3-3 – Duties of Executive members

- P. 3-4 re Presbytery representatives: Northern Waters Presbytery continues to be short two representatives to the Executive. I have been in touch with the presbytery about this.

p. 3-6 – Conflict of interest

- No non-compliance issues to mention

p. 3-9 – embracing diversity

- No non-compliance issues to mention. The Executive will want to review this policy in light of the vision statement and plan of action drafted by the Affirming Ministry Task Group.

p. 3-10 – Nominations

- Presbyteries have agreed to begin the process of nominating people to be commissioners to GC43. A search has begun for persons to serve as President-Elect; the election will take place at the 2017 annual meeting. The committee met by conference call on February 1 to review up-coming vacancies.

p. 3-37 – Policy review schedule

- No non-compliance issues to mention.

p. 3-39 – Principles of conduct

- No non-compliance issues to mention.

p. 3-41 – Property

- No non-compliance issues to mention.
- There have been no property transactions during this reporting period.

p. 3-44 – Public statements

- No non-compliance issues to mention.
- No public statements have been issued during this reporting period.

p. 3-45 – Signing officers

- In compliance.

p. 3-46 – Training and education

- No non-compliance issues to mention.

Executive/staff relations policies

p. 4-3 – Relationship to staff

- No non-compliance issues to mention.
- P. 4-3 #8. Performance reviews will take place in March and April. Surveys will be sent to people in February to get feedback on staff performance and goals.

p. 4-5 – Monitoring Executive Secretary performance

- No non-compliance issues to mention.
- The last General Council review of me took place in late 2014.

Executive Secretary Limitations Policies

p. 5-3 – general constraints

- in compliance
- Re #8; Anne Shirley Sutherland and Jody Maltby have filled in as acting Executive Secretary from time to time and are familiar enough with the role of Executive Secretary to be able to act in an emergency.

p. 5-4 – accessibility

- in compliance; the operational policy is found at p. 7-3

p. 5-5 – budget and financial

- generally in compliance
- Arrears for 2016 include:
 - Living Waters – 11 pastoral charges for a total of \$28,464.30
 - Northern Waters – Three pastoral charges for a total of \$6,517.50
 - South West – One pastoral charge for a total of \$537.00
 - Toronto Southeast – Two pastoral charges for a total of \$3,388.50

p. 5-10 – communication

- in compliance; the operational policy is found at p. 7-12

p. 5-11 – correspondence

- In compliance

p. 5-12 Incorporated Ministries

- generally in compliance
- Housing corporations have been contacted about the removal of oversight requirements as per a new General Council policy. Release Agreements have been signed with Brookbanks Non-Profit Homes Inc., Humbervale Christian Outreach Foundation Inc. and St. Matthew's (Richmond Hill) Non-Profit Homes. Two further agreements are in process and several more are being worked on by the Incorporated Ministry boards of directors.

p. 5-13 – investment

- \$450,000 has been invested with Oikocredit as per the Executive's decision in September to allow for impact investments.

p. 5-16 letters of good standing

- in compliance

p. 5-17 property

- in compliance

Operational policies

- I have made a change to the Marriage Officiant Registration policy to allow permanent marriage licences for ministers in denominations with which The United Church of Canada has a full communion agreement, a mutual recognition

of ministry agreement, or a memorandum of understanding if the ministry personnel is serving a community of faith within Ontario. This responds primarily to the needs of migrant church communities where the minister is not specifically called or appointed to a United Church ministry. See p. 16/17-491.

