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Holy Manners*

- Keep God at the center of everything we do
- Ensure that everyone has what they need in order to fully participate
- Speak for ourselves
- Speak for a purpose
- Separate people from problems
- Allow for full and equitable participation
- Listen carefully without interruption
- Welcome the conflict of ideas
- Take a future orientation
- Demonstrate appreciation
- Honour the decisions of the body
- Commit to holding one another to account when we do not keep our holy manners
- Keep the discussion at the table
- Watch our body language
- Check in about good use of time
- Provide a process for allowing the quiet people to speak, with an invitation to speak
- Sincerely say what we really feel

* The phrase “holy manners” comes from Behavioural Covenants in Congregations by Gil Rendle. United Church Moderator Marion Parry made extensive use of the term during her time as moderator. There are a number of versions of “holy manners”.

Accessibility Statements:

We want to ensure that accessibility needs are met and that everyone can hear, see and communicate effectively. Is there anything we need to know or do so everyone can participate fully? Tell us of any difficulties you may face participating today.

For participants who have difficulty with accessibility concerns as they relate to a conference call, please check with your phone service provider for options which they support.

Bell: http://www.bell.ca/Accessibility_services

Mission Statement

Called to serve all in the name of Jesus Christ, Northern Waters Presbytery in Toronto Conference will work in an inclusive way to build connection and community by encouraging and challenging the congregations and people of our area.

Statement of Commitment

In fulfilling our mission, Northern Waters Presbytery strives at all times to provide its programs and services in a way that respects the dignity and independence of people with disabilities. We are also committed to giving people with disabilities the same opportunity to access our programs and services and allowing them to benefit from the same services, in the same place, and in a similar way as other participants.

Quorum:

Quorum for all the Congregational Life Commission meetings shall be 50% of the voting membership. (160405 (Exec))

10:30 a.m., St. John's United Church, Alliston

Present: Marg Krauter, Carolyn Harding, Deborah McKellar, DM, Rev. Ross Leckie, Rev. Felicia Urbanski, Rev. Norm Munroe.

Regrets: Thom McDonough, Rev. Bruce Gregersen, Ann Harbridge, DLM, Keith Lockhart, DLM

Staff Support: Rev. John Neff, Conference Program Minister (CPrM)

Welcome:

Rev. John Neff welcomed everyone to the meeting. There is quorum.

MOTION by Rev. Felicia Urbanski / Rev. Norm Munroe that Marg Krauter be named as acting chair of the Congregational Life Commission for the March 21, 2017 meeting.

MOTION Carried

Constituting the Meeting:

Marg Krauter constituted the meeting in the name of Jesus Christ for all business properly brought before it.

Opening Worship:

Rev. Norm Munroe. Lenten journey. In "To Kill a Mockingbird" one character believes that at the dinner table all gathered are treated as family regardless of differences. Jesus with the Samaritan woman at the well. We learn to be open to people and be accepting of all. Prayer offered.

Opening Motions:

Approval of Agenda:

MOTION by Rev. Ross Leckie / Deborah McKellar, DM that the agenda be accepted as circulated.

MOTION Carried

Approval of the January 24, 2017 Congregational Life Commission Minutes

MOTION by Rev. Norm Munroe / Carolyn Harding that the Congregational Life Commission of Northern Waters Presbytery approves the minutes of January 24, 2017 as circulated.

MOTION Carried

Correspondence:

1. Letter from Doug Drinkill, Waverley United Church

Review of notes from February 28th, 2017 meeting that did not have quorum:

Action Items from Appendix A

1. Inglewood United Church

There was talk of sending a letter to indicate that the congregation will be disbanded.

Open to negotiating the transfer of ownership of the building for the continued use of the church for the community recognizing that this all has to be in keeping with the Charitable Act.

No action has been taken yet. There is also a manse, which is rented, to consider. John to discuss with David Allen and Toronto United Church Council.

2. Trinity United Church, Grand Valley
Provide a pastoral oversight visit and offer to undertake a Congregational Health Assessment. Rev. John Neff to arrange and ask for time at an upcoming council meeting.
3. HUB church:
Rev. John Neff to contact Thunder Bay to indicate Rev. Felicia Urbanski will be in the area and would like to meet with folks regarding their experience participating in the HUB (June 14-18) Felicia to arrange a focus group.
Does Thunder Bay have some evaluative information? What went well? What didn't?
Request John to explore the possibility of going to Thunder Bay and participating in a focus group and attend a participatory service. (Coordinate with Felicia and Randy Boyd, Thunder Bay). Including costs.
4. Pastoral Oversight visits
Rev. John Neff to put together a format of what the visits would entail. Questions, time commitment, need for one or two reps. Survey info filled out ahead of time?
i.e. Congregational health assessment.
5. Presbytery Chaplains
Chaplains to be asked to provide names. Nominations to ask for interested people.
6. Rev. Kathy Underwood's role on CLC
CLC appreciates very much the work that Kathy has done for the commission. They agree that she needs to concentrate her efforts on her current needs and accepts with regret her resignation. The CLC also looks forward to Kathy's involvement in task oriented work of the Commission.

MOTION by Carolyn Harding / Rev. Felicia Urbanski that the Congregational Life Commission of Northern Waters Presbytery accept with regret the resignation of Rev. Kathy Underwood from the Congregational Life Commission and gives thanks for her contributions.

MOTION

Carried

Reports:

1. Conference Minister for Ministry Planning & Governance Support – Rev. John Neff
None
2. Update from Settlement and Pastoral Relations Representative
None

New Business:

1. Wyevale / Waverley Pastoral Charge
 - a. Waverley letter. They do not wish to attend any more meetings about the fair distribution of capital. They have agreed to abide by the decision of presbytery.
 - b. Wyevale – Meeting to determine fair distribution of joint assets is scheduled for March 23, 2017. Email was sent to Wyevale indicating that Rev. Greidanus does not qualify for a Congregational Designated Minister position. She can be appointed if she is willing to enter into the candidacy process.
 - c. Wyevale and Waverley were to report to the Congregational Life Commission as per 161129 CLC motion. They have been contacted to provide an update.
2. Fees for Reviews (as per email dated 170209 from Kathy McDonald, General Council)
Fees for reviews which commence on or after February 1, 2017 the fees for reviews will be increased as follows:

- a. For one review whether of the ministry personnel or the pastoral charge the fee is \$5,000.00
 - b. For two reviews done arising out of the same situation in a pastoral charge, the fee is \$7,500.00
3. Kilsyth, Keady, North Derby – Amalgamation agreement.
- a. This is being worked on and presbytery will be approached with a formal request for approval of the amalgamation and the sale of the North Derby property and use of funds.
4. Document approvals
- a. Wyevale UC

MOTION by Rev. Norm Munroe / Rev. Ross Leckie that the Congregational Life Commission of Northern Waters Presbytery approve the Short Term Appointment form (TC 410 ST) and the Position Description (TC 425 PD) for 10 hrs per week from Wyevale United Church.

MOTION

Carried

- b. Centennial UC, Stayner

MOTION by Deborah McKellar, DM / Rev. Norm Munroe that the Congregational Life Commission of Northern Waters Presbytery receive for information the Demographic, Financial, & Community Profile (TC 425 DFC) and the Ministry Articulation Profile (TC 425 MAP) and approve the Ministry Position Description (TC 425 PD) for 32 hours and the Request to Declare a Vacancy (TC 425 V) and declare Centennial United Church, Stayner vacant with no conditions.

MOTION

Carried

- c. High Country UC, Camilla

MOTION by Carolyn Harding / Rev. Felicia Urbanski that the Congregational Life Commission of Northern Waters Presbytery receive for information the Demographic, Financial, & Community Profile (TC 425 DFC) and the Ministry Articulation Profile (TC 425 MAP) and approve the Ministry Position Description (TC 425 PD) for 32 hours and the Request to Declare a Vacancy (TC 425 V) and declare High Country United Church, Camilla vacant with no conditions.

MOTION

Carried

Closing Prayer and Benediction:

Rev. Norm Munroe offered grace and a blessing.

Next meeting:

April 25, 2017, 10:30am, NWP Office; Worship – Deborah McKellar, DM

Future Meeting Dates:

4th Tuesday of the month unless otherwise noted. 10:30 am at the Presbytery office.

May 23, 2017, Conflicts with TC Annual Meeting preparations – regrets: Marg

June 27, 2017, 10:30am, Bruce Gregersen's home; Worship - ??

Appendix A

These are notes from the Congregational Life Commission meeting of February 28, 2017 where there was no quorum. All actionable items were included in the agenda for the next meeting held March 21, 2017.

Present: Rev. Bruce Gregersen, Ann Harbridge, DLM, Keith Lockhart, DLM, Rev. Felicia Urbanski, Rev. Ross Leckie,

Regrets: Carolyn Harding, Marg Krauter, Thom McDonough, Deborah McKellar, DM, Norm Munroe, Rev. Kathy Underwood

Staff Support: Rev. John Neff, Conference Program Minister (CPrM), Rev. Todd McDonald (CPM)

Welcome: by Ann H.

Constituting the Meeting: We do not have quorum so this will be a discussion.

Opening Worship: Ann read from "Courage for Hallelujahs" edited by Keri K. Wehlander Ash Wednesday Worship. What can we do in the face of our fears to stand against discrimination? Prayer offered.

Opening Motions:

We welcomed Todd McDonald to the meeting.

Correspondence:

Letter from Rev. Judith Oliver re: resignation as a chaplain of NWP

Email from Laurie Moore, Grey Dufferin Pastoral Charge, Badjeros UC informing the CLC that they will be renewing the mortgage for the old Maxwell United Church.

Kathy Underwood re: her role in the future.

170215 letter from Toronto Conference Executive re: Actions of Toronto Conference's Executive relating to Honeywood United Church.

Letter dated 170130 from Countryside Pastoral Charge, Thornton (Received 170227)

Business arising from the **170124** Meeting Minutes:

Ann was to send response to Walter's Falls-Temple Hill correspondence. Not yet complete.

Ann was to send letter to Rev. Judith Oliver. Not yet complete.

Wyevale-Waverley Pastoral Charge

Waverley is establishing a cooperative ministry with St. Paul's, Midland. We will receive a final copy of the agreement to approve.

Wyevale has agreed to a ¼ - ¾ split of the joint funds that have been released by presbytery from the manse capital. They would like to have more discussion regarding the split of the remaining funds.

A meeting of the pastoral charge and the CLC appointed reps (John and Keith) need to meet to finalize the understanding and agreement.

Further discussion has to happen regarding the requirements for a Congregational Designated Minister from another denomination. Consideration has to be given to a police

records check and an interview determining suitability and willingness to work within United Church theology and policy.

Inglewood United Church

No response from them.

Send letter to indicate that the congregation will be disbanded as of the next CLC meeting. Open to negotiating the transfer of ownership of the building for the continued use of the church for the community recognizing that this all has to be in keeping with the Charitable Act.

Victoria Memorial United Church

Toronto Conference has passed motions relating to the requests of the Congregational Life Commission. The Conference appointed Trustees have been given direction.

Central Westside, Owen Sound

Nicholas Forrester should be arriving March 8, 2017 with a start date of March 12, 2017. A mentor for Nicholas has been confirmed.

All assessments from 2016 have now been received from Northern Waters pastoral charges.

Trinity United Church, Grand Valley

Clarification of the email correspondence has happened. They are now working on their Ministry Articulation Profile (TC 425 MAP)

Should Trinity be working toward a CALL rather than an appointment?

Are they intending to work toward a vacancy?

Provide a pastoral oversight visit and undertake a Congregational Health Assessment. John to arrange and ask for time at an upcoming council meeting.

Countryside Pastoral Charge, Thornton

The new owner of the former Cookstown United Church has been contacted and the UC signage should be down in March.

High Country UC, Camilla

They have been contacted to submit vacancy paperwork in anticipation of a call to Janet Jones. They are working on the necessary paperwork.

Westminster, Orangeville and St. Paul's, Midland are both interested in becoming a Hub church.

John to contact Thunder Bay to indicate Felicia Urbanski will be in the area and would like to meet with folks regarding their experience participating in the HUB (June 14-18) Felicia to arrange a focus group.

Does TB have some evaluative information? What went well? What didn't?

Request John to explore the possibility of going to TB and participating in a focus group and attend a participatory service. (Coordinate with Felicia and Randy Boyd, Thunder Bay). Including costs.

Reports:

Conference Minister for Ministry Planning & Governance Support – Rev. John Neff

Motion tracking document, CoF current status document, and NW CoF Compliance document have all been updated.

Items for which I was tasked by the CLC.

Use of Edge by Living Waters presbytery. How many congregations have taken advantage of the subsidies?

Some pastoral charges have made use of the subsidies. Some could not afford the consultant even with the subsidy. In some cases the presbytery paid the whole amount to assist pastoral charges.

Letter to CoFs that have not submitted a MAP to encourage completion.

All relevant pastoral charges have received a letter via email by 170208

Follow-up with Grand Valley re: Email from Elaine Bilton 170124

See item #8 above. They are working on their MAP

Countryside UC, Thornton – removal of old signage from former Cookstown UC building.

See item #9 above. Signage should be down in March 2017

High Country, Camilla - let High Country know that they will have to submit vacancy and MAP paperwork in anticipation of calling Janet.

See item 10 above. They have been contacted and are working on their vacancy paperwork.

Georgian Shores UC, Owen Sound – contact about possibility of becoming an HUB

Invitation was extended beyond Georgian Shores to Westminster, Orangeville and St. Paul's, Midland. No response so far from Georgian Shores but St. Paul's and Westminster have both indicated interest. Meeting has been set up with Westminster for 170302.

Invite Todd to CLC meeting to discuss CDM and ministers from other denominations.

Todd will be at the meeting today.

Contact Centennial UC, Stayner to talk about their Request for a Vacancy in anticipation of Wim Kreeft leaving 170630.

170126 email sent. They are working on their vacancy paperwork. They sent a draft copy of the TC 425 DFC, TC 425 PD and TC 425 MAP for review.

Wyevale UC – contact Rev. Kathleen Greidanus to indicate what needs to be done to become a CDM at Wyevale

See item #3 above. Contact made. Rev. Greidanus and Wyevale are awaiting further instruction. CLC has to discuss establishing requirements.

Update from Settlement and Pastoral Relations Representative

Bev Irwin appointed to St. Paul's Midland January 1 – December 31, 2017 ... 16 hrs per week

Kara McCluskie reappointed to Chatsworth-Massie Jan 1 – June 30, 2017 ... 24 hrs per week

Deborah McKellar appointed to Holland Centre Jan 1 – Dec 31, 2017 ... 10 hours per week.
Sacramental privileges granted

Carol Ann Rodgers appointed to Nobleton Schomberg, student supply Feb 1 – June 30, 2017 ... full time. Sacramental privileges granted

New Business:

Conference Personnel Minister report – Todd McDonald – 11:30am

Ministers from other denominations and sacramental privileges.

Way forward is to have their credentials cleared. They will not be granted licences but by virtue of the credentials cleared they have sacramental privileges. This includes Presbyterian, Lutheran, (United), Roman Catholic, and Anglican (PLURA). It may also, after credentials check, include other denominations who are part of the World Council of Churches.

Separate discussion arose around the blessing of the elements for use by a CoF that does not have a minister. They would be distributed by sacramental elders. This should be communicated to other CoFs. Sacramental Elder's Handbook is an excellent resource. Ross will frame the concern and send to Todd and John to move this forward (possibly with John Young) to bring awareness denomination wide.

Annual Assessments of ministry personnel by M&P committees. (see report Appendix A) note: there are now 20 responses from Northern Waters

Discussion about Congregational Designated Minister (CDM) who is an ordered minister from other denominations. What should be required?

UC Training on Sexual Abuse

UC Training on Racial Justice

GC Credentials Check

Police records check – vulnerable sector

May require interview that touches on theological positions that align with the UC.

Todd clarified that there must be a UC incumbent minister overseeing a CDM (onsite supervision). Cooperative Innovative ministry could allow for offsite as a satellite location under supervision of a UC minister. There would be regular meetings of the ministers.

Otherwise the process of supervision and accountability is found through the Admittand process.

Todd looking into whether or not the Anglican Church of North America would be a recognized body in a credentials check.

Cooperative ministries – supervision of ministers in a cooperative ministry being supervised by a minister. This would be a coordinating and support role not a disciplinary role.

Pastoral Oversight visits

We used to do this on a 3 year rotation.

Suggest:

If a CoF is reducing ministry time it will spark a pastoral oversight visit including a Congregational Health Assessment (as the CLC is able.)

CoFs who have not done MAP or Compliance may also have a visit to the governing body to talk about support.

John to put together a format of what the visits would entail. Questions, time commitment, need for one or two reps. Survey info filled out ahead of time? i.e Congregational health assessment. Report at next meeting.

Presbytery Chaplains

Chaplains to be asked to provide names. Nominations to ask for interested people. (John)

Disengaging from pastoral relationships: Toronto Conference policy.

We are asked for our input into the policy and whether or not it should be a presbytery policy or a Conference policy.

The CLC thinks it looks good as it is.

Review of NW Property Policy

The Governance Commission is asking the CLC to review and comment on the draft property policy. Some suggested changes were offered. John will take to the next Governance Commission meeting.

Teleconference call re: Review of ELHPR with GC rep. Refer to Todd's email of 170222

Vitality of Ministers and Congregations (by March 1)

2 reps from a congregations that did a good job of the MAP process; 1 minister that has participated in supportive program provided by Presbytery.

John to find participants

Oversight and Discipline (minister and Pastoral Charge) (by March 1)

2 Northern Waters Executive/Commission Members that order reviews with 2-3 years' experience ... CLC recommends Ann H and John N

2 Northern Waters Congregational leaders of congregations that were reviewed

John to find participants (Christian Island, St. John's, Elmvale, St. John's Alliston) Jane Baily - Alliston

Kathy Underwood's role on CLC

CLC appreciates very much the work that Kathy has done for the commission. They agree that she needs to concentrate her efforts on her current needs and accepts with regret her resignation. The CLC also looks forward to Kathy's involvement in task oriented work of the Commission.

Countryside Pastoral Charge, Thornton re: Request to use capital funds.

John sent an email asking: Can you provide a budget for 2017 and a list of the capital? For how much is the actual request?

What is the plan going forward since you have just requested a full time vacancy.

This is deferred until some questions are answered. A CLC visit is suggested.

Meeting dates and times

Closing Prayer and Benediction: Ross offered a closing prayer.

Appendix A

Presbytery report (from Todd McDonald, CPM)

Based on 2016 annual assessment of ministry personnel in Toronto Conference.

Preamble: There are 3 markers of congregational vitalityⁱ;

Maturation growth (Connection to God): growth of faith of individuals within a community of faith.

Organic growth (Connection to each other): growth of the congregation, either in their connection to each other; growth in numbers of those who are involved in the life of the congregations; stewardship; skills, gifts and passions connected to ministry within.

Incarnational growth (Connection to the world): faith actualized in the community

Overall, I was impressed with the level of performance of our ministers. I read of much more appreciation than any other expression in this year's round of annual assessments.

But if I was identify the marker of vitality that is of most concern to the M&P committees and I would assume the pastoral charge our ministers are serving, is organic growth. They are most concerned with organic growth.

I heard many times about stewardship. Congregations want to develop stronger stewardship profile and are asking their ministers for help. This isn't only about money, though that is there. I've heard more about volunteer hours and developing lay leadership. (Pleased that Living Waters is now developing a leadership cohort for lay leaders).

By the numbers: 40 assessments for Living Waters and Northern Waters

Northern Waters: 18 (37 ministers active, many in their first year ministry)

Living Waters: 22

ⁱ United Church of Christ, Center of Analysis, Research and Data.