

**Toronto Southeast Presbytery
Joint Meeting of
Pastoral Relations and Ministry Support Team
& the Congregational Health Team
Minutes of March 7, 2017 – 6:00 p.m.**

Chair: Ian Manson

Note taker: Beth Moore

Present PRMST: Larry Beech, Beverley Bennett, Ian Manson, Beth Moore

CHT: Ann Hepburn, Susanne VanderLugt, Marg Walker

Staff: Anne Shirley Sutherland, Dale Hildebrand

Regrets: Diane Bennett-Jones and Edith-Ann Shantz (PRMST), Michael Cottrell (CHT).

1. **Call to Order and Prayer:** Ian Manson called the meeting to order at 6:15 pm. He invited team members to share memories of people in our congregations who had influenced us in special ways. He then opened the meeting with prayer.

2. **Approval of Minutes from Feb. 7, 2017**

MOTION: Beth Moore/Larry Beech.

Moved that the minutes of the February 7, 2017 PRMST conference call meeting be approved.

CARRIED.

3. **Business Arising**

- a) **Exit Interview Updates** – It was noted that the following interviews were pending:
 - a. Lawrence Nyarko (Beach UC) – Ian Manson and Susanne VanderLugt
 - b. Ann Howes (Scarborough Bluffs UC) – Marg Walker and Larry Beech – Ann Howes is not well enough at this time to participate in an interview.
 - c. Meriel Simpson (Cosburn UC) – Edith-Ann Shantz and Michael Cottrell

The Teams discussed what should happen with the information gleaned from the interview. It was noted that those who may potentially benefit from the information include the PRMST and CHT, incoming Ministers and the congregation. The interview also gives the departing Minister an opportunity to address issues and reflect on the ministry.

Dale Hildebrand advised that in South West Presbytery two members of the Pastoral Relations Committee conduct the interviews and share the information with the incoming Minister. It was agreed that we should continue to do the interviews but monitor their usefulness. Anne Shirley Sutherland suggested that if we find they are not useful we should stop doing them as we have a very limited number of people to do the Presbytery's work and want to ensure that their time is well spent.

4. **Sharing the Work of the Pastoral Relations and Ministry Support Team and the Congregational Health Team**

Marg Walker advised that the Congregational Health Team was concentrating on visits to congregations, with four being conducted last year and one conducted this

year to date. She said that their initial visits have been focusing on the bigger churches who have not completed their MAPs and that they have been able to draw on people outside the Team to assist with the visits. For the future they wish to focus on congregational revitalization.

It was noted that an application has been made to PTCC for funds to hire another staff person to focus on congregational revitalization and faith formation.

Ian Manson reported that the PRMST had not had to deal with many crises this year. He noted that Allan Baker and Nancy Hardy were doing really good work with the retirees.

Ian observed that a gap remains between the pastoral relations work done at the Conference level and the PRMST, with no clear lines of communication or continuity. Although we are expected to approve position descriptions and declare the vacancies, we have no involvement in developing the position descriptions and review them and make our decisions with minimal background information or context. The Conference liaison is not appointed until the vacancy has been declared and once that happens the PRMST is out of the loop, resulting in a very fragmented process.

5. Glebe Road United Church

Anne Shirley Sutherland advised that conversations were taking place between Lawrence Park Community Church and Glebe Road United Church that could result in a merger.

6. Review of Grid

Dale Hildebrand and Anne Shirley Sutherland reviewed the grid of congregations and provided comments regarding issues and changes in various congregations.

7. Providing Support to Ministry Personnel and Communities of Faith

It was noted that Interim Ministry is another area that has fallen between the cracks under the Effective Leadership program. The responsibilities that were formerly carried out by the Interim Ministry Committee have been assigned to the Conference Interview Committee but it has not been able to take up this work.

Ian Manson agreed to write a letter identifying the gaps in the pastoral relations process for consideration as part of the Conference evaluation of the Effective Leadership process that is taking place at the end of April.

Dale Hildebrand said that he hears quite regularly that Ministers want more opportunities to gather for collegial support. He noted that the Interim Ministry network met a couple of weeks ago and that those who participated found the meeting quite helpful. A suggestion from the network made by Christine Smaller was that lunch and learn meetings be held at the Presbytery office every two months. It was agreed that some financial support for such meetings could be provided from the PRMST budget.

Dale also observed that we are in an accelerated period of congregations closing or being on the verge of closing and that Ministers need special support in those situations. To date Ministers have not been using the chaplaincy service for this type of support.

The Teams were advised that a resource is being prepared by Toronto Conference to assist Ministers who are considering retirement, which should be helpful since several Ministers in the Presbytery are planning to retire during the next 18 months.

8. Change of Pastoral Relations

The notice by Leigh Olson, Minister at Church of the Master, of her request for a change of Pastoral Relations effective as of June 30, 2017 was received.

9. Position Descriptions

a) Timothy Eaton Memorial United Church

MOTION: Beth Moore/Larry Beech. Moved that the MAP reports be received and that the position description for a full-time Minister be approved.

CARRIED.

b) Bloor Street United Church (for Martha ter Kuile's sabbatical)

MOTION: Beverly Bennett/Beth Moore. Moved that the position description for a Minister to serve the congregation during Martha ter Kuile's sabbatical be approved, and that the Toronto Conference Settlement and Pastoral Relations Committee be requested to make the appointment.

CARRIED.

10. Vacancies

a) Timothy Eaton Memorial United Church

MOTION: Larry Beech/Beverly Bennett. Moved that a vacancy for the full-time position described in the position description approved in the previous motion be declared and that the Toronto Conference Settlement and Pastoral Relations Committee be requested to appoint a Conference Liaison.

CARRIED.

11. VAM Status

a) John Perigoe - Kingston Road United Church

MOTION: Beth Moore/Larry Beech. Moved that the request of Kingston Road United Church for the appointment of Rev. John Perigoe as a Voluntary Associate Minister be approved.

CARRIED.

12. Policies to Review/Update

a) Housing Allowance (last updated January 2013) -Anne Hepburn agreed to review the policy.

b) VAM Policy (approved October 2012) – Beth Moore agreed to review the policy.

13. Pastoral Charge Supervisor

Bloor Street United Church (Martha's sabbatical) - Don Nichol

MOTION: Larry Beech/Beverly Bennett. Moved that Rev. Don Nichol be appointed as the Pastoral Charge Supervisor of Bloor Street United Church during Martha ter Kuile's sabbatical.

CARRIED.

14. Correspondence

- a) Dale Hildebrand presented a draft policy on Disengaging from Pastoral Relationships for consideration by the Teams. Those present expressed strong support for the adoption of the policy.

15. Ongoing/Upcoming

- a) Yearly Review of VAMs

The list was reviewed and it was noted that with the addition of John Perigoe there are currently 25 VAMs serving in the Presbytery.

- b) **East End Ministry Project**

Ian Manson and Anne Shirley Sutherland advised that they are providing support to the East End Project. The Teams were advised that Cosburn's pastoral needs will be looked after by Robin Wardlaw for the next few months as the congregation is not requesting an appointment of a Minister to replace Meriel Simpson. Ian Manson and Marg Walker are working with the Chairs of Mission Strategy, Finance and the MAP Committee to develop the position description for the new staff position and the request to PTCC for funding.

16. Next Meeting of the PRMS Team

April 4, 2017 – Conference Call – 6 pm

There being no further business, at 7:40 pm the Chair declared the meeting adjourned.

Ian Manson
Chair

Beth Moore
Secretary