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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 Parly 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: Rev. Bruce Gregersen, Ann Harbridge, DLM, Marg Krauter, Keith Lockhart, DLM, Carolyn Harding, Rev. Felicia Urbanski, Rev. Ross Leckie, Rev. Todd McDonald (invited for specific conversation).

Regrets: Deborah McKellar, DM, Thom McDonough, Rev. Norm Munroe

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

Welcome:

by Ann Harbridge, DLM

Constituting the Meeting:

Ann Harbridge, DLM, constituted the meeting in the name of Jesus Christ for all business properly brought before it.

Opening Worship:

Ann Harbridge, DLM, shared a picture of a cross covered in flowers used by Trinity Centennial United Church, Rosemont. On Good Friday it was bare and on Easter Sunday it got covered in flowers. Spoke about the symbols of new life that come with Easter. Other stories representing Easter were shared.

Opening Motions:

1. Approval of Agenda:

MOTION by Rev. Felicia Urbanski / Rev. Ross Leckie that the agenda be accepted as circulated.

MOTION

Carried

Approval of the March 21, 2017 Congregational Life Commission Minutes

MOTION by Marg Krauter / Carolyn Harding that the Congregational Life Commission of Northern Waters Presbytery approves the minutes of March 21, 2017 as circulated.

MOTION

Carried

Correspondence:

1. 170322 email from Kathy Bryan, Westminster UC re: Hub Church Proposal
2. 170424 email from Rev. David Shearman, Kilsyth, Keady, North Derby Pastoral Charge

Business Arising from the March 21, 2017 Meeting Minutes:

1. Inglewood United Church

Rev. John Neff was asked to speak to Tim Beard of TUCC and Rev. David Allen, CES regarding implications of disbanding the pastoral charge.

Further discussion is needed around Inglewood. What is the potential in the area for ongoing ministry in the geographical area?

2. Trinity United Church, Grand Valley

Trinity is open to a visit. Date needs to be arranged and who is going. Rev. Felicia Urbanski and Carolyn Harding will check in with them and find out how they are doing and what support they may require. They will meet separately with the minister and the board.

3. Visit with Trinity UC, Thunder Bay re: HUB church visit
Organizing is happening. Awaiting latest update from Randy Boyd as to the organization of how many days, focus groups, and accommodations.
4. Wyevale – Waverley Pastoral Charge

MOTION by Keith Lockhart, DLM / Marg Krauter that the Congregational Life Commission of Northern Waters Presbytery approve, and consider binding, the fair distribution of the joint assets of the Wyevale/Waverley Pastoral Charge as follows:

The money in the Central Charge account as of January 1, 2017 be divided between the two with 25% to Waverley and 75% to Wyevale.

The draws upon the \$20,000 to assist in the transition of ministry be divided between the two with 25% to Waverley and 75% to Wyevale at the time of the transfer from the capital account.

That the remaining approximately \$180,000 in the Manse Capital fund be regularly reinvested, with the exception of necessary draws for the “up to \$20,000” and the interest of the investment be divided between the two with 20% to Waverley and 80% to Wyevale.

MOTION

Carried

Reports:

1. Conference Minister for Ministry Planning & Governance Support – Rev. John Neff
Since our last meeting I have attended to 658 emails and 18 phone calls; had 4 meetings with pastoral charges, 13 presbytery related meetings, and 2 conference related meetings. Continue to work out details for visit to Thunder Bay.
2. Update from Settlement and Pastoral Relations Representative
February
 - Palgrave...Gregory Daly appointed student supply Jan 12/17 – Aug 31/17 20 hrs per week, granted sacramental privileges
 - Creemore Pastoral Charge ... Megan Jones appointed student supply March/17 – Feb 28/19 full time, granted sacramental privileges
 - Cheltenham ... Heather Stevenson appointed student supply March 1/17 – June 30/18 20 hrs per week
 - Ballinafad United ... Felicia Urbanski appointed ordained March 17 – Dec 31/17 15 hrs per week
 - Tony Rennett transfer from Northern Waters to Living Waters Presbytery (Orillia)
 - Linda Butler appointed Liaison to Countryside United to assist in filling their vacancy.
 March
 - Palgrave United ...Gregory Daly reappointed student supply Sept 1/17 – Oct 31/17 20 hrs. per week
 - Grey Dufferin, Badjeros ... Rebekah Duncan re appointed March 1/17 – June 30/19 20 hrs per week
 - Cheltenham ... Heather Stevenson granted sacramental privileges

- Fran Ota retained on the roll of Northern Waters Presbytery March 17 – June 18
The Committee were advised that the General Council office has clarified that an ordained minister from another denomination can have a credential check done, and then is authorized to perform sacraments.

April

- Mono Mills United ... Fran Ota appointed ordained July 1/17 – June 30/18 full time
- Kilsyth Keady North Derby ... David Shearman reappointed retired supply July 1/17 – Dec 31/17 24 hrs per week
- John Neff appointed Liaison to High Country United

New Business:

1. Rev. Jeff Werner – TC 410 ST

MOTION by Marg Krauter / Carolyn Harding that the Congregational Life Commission of Northern Waters Presbytery receive for information the Request for a Change in Pastoral Relationship (TC 410 ST) from Rev. Jeff Werner affective June 30, 2017.

MOTION

Carried

2. Countryside Pastoral Charge

MOTION by Carolyn Harding / Rev. Bruce Gregersen that the Congregational Life Commission of Northern Waters Presbytery approve the name change of Trinity United Church, Thornton to Countryside United Church, Thornton.

MOTION

Carried

This is to allow the name change to be recognized by General Council. We approved the name change of the pastoral charge on 150428 but never the name of the church specifically.

Break for Lunch – Ross Leckie offered grace.

3. Team Ministry Training and Orientation Proposal

- a. Is this an area you would identify as a priority?
Important but not a priority at the moment. This may change with cooperative ministry initiatives.
- b. What additional elements would you add to this proposal?
Does this include other staff?
What about helping the CoF to understand the ministry needs and the division of responsibilities. Helping them understand the value of diversity of gifts and personalities.
- c. Do you have any additional ideas for how we can strengthen team ministries and avoid conflict or other problems in team ministries?
Clear position descriptions and some supervision and accountability within the team. Including supervision and accountability of the one in the role of “supervising minister.”
Could offer a range of position descriptions that show the spectrum of options for a team ministry.
Need to be clear about the role of M&P in the team ministry. Additional training for M&P in how to function with a team ministry.

Importance of covenant at the beginning of the team ministry.
Some assessment of what actually works and what does not.

- d. Are you aware of any resource persons or materials that would be helpful in this initiative?

Might find something from the Alban Institute. May be some electronic documents.

Former TST - Bill Lord
British Methodist Church

4. Resignation of Deborah McKellar

MOTION by Rev. Ross Leckie / Carolyn Harding that the Congregational Life Commission of Northern Waters Presbytery accept the resignation of Deborah McKellar, DM, with regret from the Congregational Life Commission and give thanks for her service.

MOTION

Carried

5. Trinity United Church, Shelburne

- a. Request for approval of capital project.

MOTION by Marg Krauter / Keith Lockhart, DLM, that the Congregational Life Commission of Northern Waters Presbytery approve the request of Trinity United Church, Shelburne to replace the front exterior stairs of the church.

MOTION

Carried

6. Kilsyth, Keady, North Derby Pastoral Charge

- a. Request for presbytery to concur with the amalgamation agreement between Chalmers United Church, Keady and North Derby United Church

MOTION by Rev. Bruce Gregersen / Marg Krauter that the Congregational Life Commission of Northern Waters Presbytery concur with the Agreement for Amalgamation of Chalmers United Church, Keady with North Derby United Church to create the new congregation of Keady - North Derby United Church effective June 4, 2017.

MOTION

Carried

MOTION by Keith Lockhart, DLM / Rev. Ross Leckie that the Congregational Life Commission of Northern Waters Presbytery concur with the desire to sell the North Derby United Church known as Part of Lot 14, Half Mile Strip, Township of Derby, County of Grey, being Part 3, on Reference Plan 16R-6037, located at 201355 Highway #21; and that the proceeds from the sale after expenses be applied to the ministry of the newly amalgamated Keady - North Derby United Church congregation.

MOTION

Carried

Note: The trustees will submit for approval to the Congregational Life Commission the Certificate of Trustees Asking Presbytery Consent for the listing, followed by a

Certificate of Trustees Asking Presbytery Consent for the terms of the sale once an agreement is reached.

Request for a presbytery presence at the inaugural service of the amalgamated churches as indicated in the "Service Book for Use in Church Courts".

It is not our understanding that presbytery needs to preside at an inaugural service but we would be happy to appoint representation.

7. Caledon East United Church – Vacancy Request

MOTION by Rev. Bruce Gregersen / Carolyn Harding that the Congregational Life Commission of Northern Waters Presbytery receive for information the Demographic, Financial and Community Profile (TC 425 DFC) and the Ministry Articulation Profile (TC 425 MAP); approve the Ministry Position Description (TC 425 PD) and the Request to Declare a Vacancy by a Community of Faith (TC 425 V); and declare Caledon East United Church vacant with no conditions.

MOTION

Carried

Ross Leckie abstained.

8. Pastoral Relations

There is a national consultation (October 18) in London Ontario to work on a new way of doing pastoral relations work in the UCC. We are being asked to provide one name to the nominations committee of Conference. One will be picked from the North and one from the South.

We fill forward Ann Harbridge, DLM, as our rep.

Is there any representation from CPrMs? CLC is concerned about balanced representation.

9. NW Chaplains

- The chaplains in their commitment to their work have been using personal funds while performing their duties. It is important for the CLC to affirm the work and take care of the cost. Recommendation, after a discussion with the chaplains, that they have a discretionary fund in the amount of \$1,500 (\$500 per chaplain) to use for coffees, lunches, etc. to encourage relationship building and offer support to ministry personnel. Each chaplain supports approximately 16 ministry personnel. For this year it can be taken from the "Healthy Pastoral Relations" budget line.
- The CLC is in agreement.
- For a clergy day away the chaplains would like an increase in their budget to \$1,500. CLC is in agreement
- Appointment of new chaplain.

MOTION by Keith Lockhart, DLM / Carolyn Harding that the Congregational Life Commission of Northern Waters Presbytery appoint Rev. Heather McCarrel as the third Chaplain to Northern Waters Presbytery effective immediately.

MOTION

Carried

a. Revised NW Chaplain Position Description

MOTION by Rev. Ross Leckie / Keith Lockhart, DLM that the Congregational Life Commission of Northern Waters Presbytery recommend to the Governance

Commission to approve the revised position description for the Northern Waters presbytery chaplains. Appendix A

MOTION

Carried

10. Salem-Sand Hill Pastoral Charge.

Received an email (170419 – Francis Johnston) indicating that Salem will be making plans to close by the end of 2018.

Rev. John Neff to reach out and see what support the CLC can offer. Rev. Ross Leckie is willing to be a resource person.

11. Westminster United Church, Orangeville – Hub Church Proposal

Rev. John Neff to write letter encouraging them, offering tech guidance. We are looking at multiple options.

12. Waverley United Church Agreement with St. Paul's Midland

MOTION by Marg Krauter / Carolyn Harding that the Congregational Life Commission of Northern Waters Presbytery receives for information the agreement between St. Paul's United Church, Midland and Waverley United Church and appoints Bev Irwin as supervisor to the Waverley congregation.

MOTION

Carried

A letter of appreciation will be sent to Midland and Waverley for their willingness to engage in such a supportive cooperative ministry relationship.

Keith Lockhart, DLM, will continue in his supervision of Wyevale United Church and the Wyevale-Waverley Pastoral Charge.

13. Legal Advice Invoices

We have received three invoices. They will be forwarded to the pastoral charges for which counsel was requested.

14. Pastoral Oversight Handbook

We are not currently required to do pastoral oversight visits. It has been previously stated that the pastoral oversight process was not very helpful.

The handbook was prepared using the format and layout of an old handbook.

Recommend the CLC look to the United Fresh Start Program as a means of being proactive in Healthy Pastoral Relations / Oversight.

Pastoral oversight visits will not be started again. Visits with communities of faith will be done as needed and the CLC will look to the Fresh Start program in the future.

15. Flesherton/Eugenia

- Wondering how it is going as a result of the reduction in ministry time?
- Rev. Todd McDonald and Rev. John Neff will initiate a meeting with the minister and pastoral charge.

16. Coordinating conversations for possible cooperative ministries

Ann Harbridge, DLM, and Rev. Bruce Gregersen will prepare a draft proposal for the work we would ask a consultant to undertake. (Possible 1 year, up to ¼ time, based on time used. Data collection and working out cooperative type ministry. Write to CoFs saying what we are offering. What are the significant ministry needs in the area?)

Closing Prayer and Benediction:

Ann Harbridge, DLM, closed in prayer.

Next meeting:

June 27, 2017, 10:30am, Rev. Bruce Gregersen's home; Worship – Rev. Ross Leckie

Future Meeting Dates:

- July / August – Conference Call as needed.
- September 26, 2017, 10:30am, NWP Office; Worship - ??
- October 24, 2017, 10:30am, NWP Office; Worship - ??
- November 28, 2017, 10:30am, NWP Office; Worship - ??

Ann Harbridge, DLM, Chair

Rev. John Neff, Recording Secretary

Appendix A

Chaplains

b. Position: Chaplains	c. Approved: 120701 d. Revised: 130530; 150617
e. Document Type: Terms of Reference	f. Review Date: July 2016
g. Mandate: To provide confidential support to ministry personnel of Northern Waters Presbytery	

Accountable to: Congregational Life Commission.

Staff Role: Support and liaison through Conference Program Minister.
Consultation and support through Conference Personnel Minister.

Membership: Three appointees preferably with consideration given to geographical location.

Skills:

- Extensive experience in pastoral ministry
- Aptitude for conflict resolution
- Good communication and listening skills
- Openness to various points of view
- Knowledgeable of both traditional and contemporary church issues and processes
- Familiarity with the ethos and polity of The United Church of Canada

Tasks:

- Confer with the Conference Program Minister and the Conference Personnel Minister
- Develop trusting relationships with ministry personnel of Northern Waters Presbytery
- Attend Presbytery meetings, in order to facilitate relationship building
- Provide pastoral care, support and encouragement to ministry personnel in times of personal or professional stress
- Where appropriate, extend care to the families of ministry personnel or make referrals.
- Provide resources or referral for additional help as may be necessary
- Organize an annual retreat/educational event for ministry personnel
- Work within the policies of Northern Waters Presbytery and the polity of The United Church of Canada

Terms of Office: This is an ongoing appointment. Withdrawal from the position will be on ninety (90) days' notice given by either of the parties to the appointment.

Time Commitment: Upon request; depends on need.

Nominations Plan:

- Discernment in accordance with the presbytery nominations policy in consultation with the Conference Program Minister, and appointed by the Congregational Life Commission.

Funding Source:

- The expenses related to this position shall be included in the Congregational Life Commission budget, unless provided by some other designated Presbytery Funds.
- An annual honorarium, to be determined, will be paid to the appointee
- Travel costs will be paid at the Presbytery travel rate
- Telephone and other expenses associated with the position will be reimbursed.
- Office space will not be provided by the Presbytery

Reporting: The Presbytery Chaplain, for reasons of confidentiality and independence, will not be involved in formal reporting to Presbytery or Conference, nor in the making of any formal recommendations to Presbytery or Conference concerning specific members, except with the written consent of the member. Generalized reporting of the number of visits or telephone calls will help keep the Congregational Life Commission aware of the Presbytery Chaplain's work.

Review and Evaluation: The Congregational Life Commission shall review the effectiveness of the ministry annually. This review shall include an examination of all terms of the position with both parties.