

**Executive Secretary Report from David Allen
to Toronto Conference Executive
June 19, 2017**

This report provides highlights from the period from approximately April 20-June 7, 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 Affirming Ministry vote at the annual meeting.

- Strengthening... to be faithful followers of Jesus Christ – generally in compliance
- a) annual meeting: The 2017 annual meeting was held in Midland on May 26-27. Though there is lots of work to do on the decision to become an Affirming

- Ministry, there was no unfinished business for the Executive to complete. A summary of the evaluations will be available at the Executive meeting.
- b) exchange visit: The visit by representatives of Seoul Presbytery of The Presbyterian Church in the Republic of Korea (PROK) concluded May 31 when the visitors returned to Korea. In September the Executive will discuss the future of partnership with the PROK. A full financial report will be available for that meeting.
 - c) *Affirming ministry planning: This meeting will include a lot of discussion about implementing the decision to become an Affirming Ministry. See p. 16/17-802 for the feedback that was received on the plan of action, and p. 16/17-807 for some initial plans, thinking, and questions.
 - d) Explorer project: The third year of the Explorer project is underway. Seven Explorers are spending three months in British Columbia, Saskatchewan, Manitoba & Northwestern Ontario, Toronto, and Newfoundland & Labrador Conferences. Toronto Conference has budgeted \$75,000 for this project, but with contributions from other participating Conferences, the final cost to this Conference will be somewhere around \$45,000.
- Best use of human and financial resources – generally in compliance
- a) staffing: i) I assisted Toronto Southeast Presbytery in the hiring of a mission animator for a three-year contract. ii) social justice staff position – Jody Maltby has taken the lead in the hiring of a multiple-presbytery social justice position.
 - b) *Grand River Spiritual and Education Resources: Following the April Executive meeting, I presented ideas to the Grand River Board of Directors (see p. 16/17-535.) No answer has been received. I am recommending that no further action be taken.
 - c) property: There are a number of items to report.
 - i) Property management: The property management agreement with Toronto United Church is now in effect. Tim Beard is looking after the following properties: Newton-Robinson and Dunkerron (Northern Waters), Lakeside and Madill (Living Waters), and Church of the Master (Toronto Southeast). Discussions are underway with the township about it taking over responsibility for the Madill property. There will be a cost to the Conference.
 - ii) Victoria Memorial, Honeywood: The Executive had passed motions regarding the disbanding and property matters related to Victoria Memorial United Church in Honeywood. Discussions are continuing with the municipality about a transfer of the property. A well has been dug. Other winding up activities are underway.

- iii) Living Waters office: New signage will be completed by the end of July. The water line from the Township will be completed in the summer as Conference asked to have a few minor changes to the wording of the agreement to protect the easement to the successor of Conference (if remit passes).
 - 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. The signs will be changed to include the affirming logo.
 - v) Conference/South West offices: Line painting in the parking lot will be completed soon since most of the construction vehicles have completed their work on the manse next door. Accessible parking spaces will be clearly marked. Changes to the sign will be completed to reflect our affirming status as well as the change in personnel with the Ghana Calvary Methodist United Church.
 - vi) Northern Waters office: The existing signs on the building will be changed to reflect our affirming status.
 - vii) Glen Ayr United Church (Toronto Southeast Presbytery): The closing date for this property has been moved to no later than August 3, 2017 due to the soil remediation that needs to occur after the removal of the underground oil tank. Funds received will be distributed according to Conference policy.
- d) sabbatical funding: To date 30 grants to pastoral charges and 29 grants to ministry personnel have been provided for a total of \$139,000.
- e) *mission support grants: the proposed criteria for 2018 mission support grants are on this meeting's agenda.
- f) Moderator's visits: I accompanied Moderator Jordan Cantwell to Christian Island on May 14. She will be at Georgina Island September 10. She visited South West Presbytery on May 13 and was in Toronto Southeast Presbytery May 2. She attended the TUCC Heart and Vision event May 15. The final part of her visit to Toronto Conference will take place in November in Northern Waters Presbytery.
- Oversight and compliance – generally in compliance
 - *Providing resources – generally in compliance. See p. 16/17-808 for potential criteria for educational purposes.
- p. 2-4 compliance – generally in compliance
- p. 2-5 oversight: Presbyteries – in compliance
- *Reports from presbyteries: Presbytery reports are included for discussion at this meeting. See Appendix D.

- 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 agreed 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

- In compliance

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 review this policy in light of the Affirming Ministry vote at the annual meeting.

p. 3-10 – Nominations

- In compliance

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. 3-42 – Property

- No non-compliance issues to mention.

p. 3-45 – Public statements

- No non-compliance issues to mention.

p. 3-46 – Signing officers

- In compliance.

p. 3-47 – 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. 4-5 – 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

- Generally in compliance; I have not engaged in much continuing education in this Conference year
- 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. I have received affirmation from the Chair and Secretary of Northern Waters Presbytery to add John Neff as an occasional acting Executive Secretary.

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 – Six pastoral charges for a total of \$15,374.30

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

- In compliance

p. 5-16 property

- in compliance

Operational policies

- There have been no changes in operational policies since the last meeting of the Executive.