

**Executive Secretary Report from Jody Maltby
to Toronto Conference Executive
September 13, 2017**

This report provides highlights from the period from approximately July 1 – September 6, 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 she 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

- Strengthening... to be faithful followers of Jesus Christ – generally in compliance
 - a) *annual meeting: at the April Executive meeting the Executive discussed moving from a three-day to a two-day meeting for 2018 if the terms were extended for the President and Past-President. The required motion is in the Omnibus.
 - b) *exchange visit: The report from the evaluation of the exchange is found as Appendix B. Richard Choe and Jessica McCrae have volunteered to take this

- relationship forward. A proposal from them will be available at the Executive meeting. The Executive needs to consider if this is still important work for the Conference to engage in over the next 16 months, what will happen in January 2019, and whether we want to make financial provision so that the partnership continues in the new structure.
- c) Right Relations: We have a follow-up conference call with the Ontario Conferences scheduled for September 26th and a workshop on Acknowledging the Land scheduled for October 14th at St. Paul's in Orillia. We have allocated approximately \$24,000 of the Right Relations Fund which means there is still \$16,000 available.
 - d) Explorer Project: See Appendix C for the final report from Carol Hancock for the 2016-2017 year. Carol has agreed to continue in her role for the 2017-2018 year and Dale Hildebrand will continue as the main staff support. Planning is underway and we will know by the end of September which Conferences will be participating. There are also conversation at the General Council level about whether this could become a denomination-wide project.
 - e) *Boundaries Commission: Carol Hancock has been hired to do some preparatory work for the Boundaries Commission that will be appointed by the General Council at a special meeting on September 30th. She is currently developing a process for consultation. The timeline will be quite tight as the final report is to be made in March 2018. Carol has asked for time on the agenda of the November Executive meeting for a member of the commission. The Executive needs to consider how to ensure that the Conference and presbyteries have the opportunity to participate fully in this consultation.
 - f) * questions for evaluating Executive meetings: At recent meetings, the evaluative questions have been "What voices have been heard? What voices have we not heard?" Are these still the questions we want to consider? In light of the structural changes, we could ask ourselves "What have we done that's going to make a better church? What will be most useful to carry into the new structure?"
- Best use of human and financial resources – generally in compliance
- a) staffing: i) Karen Hilfman Millson has been hired three days/week as Minister for Vision and Mission in Living Waters Presbytery. ii) Ren Ito has been hired as the Social Justice Animator for Living Waters and Toronto Southeast Presbyteries. He will also work three days/week. The additional funding available for this position will be used to hire either an administrative assistant or someone to work on specific projects. Anne Shirley Sutherland is working with the presbyteries to determine the best use of this funding. iii) Jeffrey Dale has been hired as Youth Ministries Coordinator in Living Waters Presbytery. He is an employee of Grace United Church in Barrie, with 20 hours per week contracted to the presbytery.

- b) property: There are a number of items to report.
 - i) Lakeside (Living Waters Presbytery): Toronto United Church Council (TUCC) reports that there is considerable interest in the Lakeside church property, regardless that it will require substantial investment of capital and time to renovate to typical local standard. Living Waters Presbytery has appointed trustees and we expect offers soon.
 - ii) Madill (Living Waters Presbytery): TUCC reports that the Town of Huntsville convened a community meeting on Thursday, August 17 to discuss the future of Madill church with interested and concerned community members following the process of discovery and public input regarding the building. Tim Beard attended the meeting as agent for Conference and presented the following position:
 - a) Conference/Presbytery has no continuing need for Madill church as pastoral property.
 - b) Conference/Presbytery has declared the property surplus to need.
 - c) Conference is willing to transfer title and contribute \$10K in lieu of demolition and site clearing cost to local heritage initiative.
 - d) In absence of feasible ownership transfer after 12 months Conference/Presbytery will initiate steps to clear site.
 - iii) Glen Ayr United Church (Toronto Southeast Presbytery): Completion of the soil remediation that needed to occur after the removal of the underground oil tank was completed in time for the original closing date, however, the buyer has experienced delays in securing financing and the closing for this property is now scheduled for September 7, 2017. Funds received will be distributed according to Conference policy.
 - iv) Victoria Memorial, Honeywood: A letter was received from the Township of Mulmur agreeing to the transfer of the property and cemetery. We will work with presbytery and the trustees to facilitate the necessary legal transfers.
 - v) Presbytery offices: Signs will be changed to include the affirming logo. Also, the new mobility signs will be purchased to be affixed in the necessary locations at the offices.
- c) sabbatical funding: There have been no changes since the June Executive meeting. To date 30 grants to pastoral charges and 29 grants to ministry personnel have been provided for a total of \$139,000.
- d) *mission support grants: There is a request from the mission support consultation for a contribution from Conference in the amount of \$18,750 to be used for Indigenous ministries. The required motion is in the Omnibus. The four presbyteries have committed to contribute to the shortfall in funding.

- e) Conference Learning Fund: The application form is now on the website. One application has been approved for funds to support the Luther's Legacies conference at Five Oaks, October 29 – 31.
- f) Training for Team Ministry: At their October meeting, the Settlement and Pastoral Relations Committee will be considering a proposal for training for ministers going into team ministry. The committee will decide whether this training will be mandatory and will consider proposals received from possible facilitators. The intent of the training is to be preventative and help those in team to identify and address potential conflicts in a healthy and pro-active way. If the training is approved in October, I will bring a request for funding to the November meeting of the Executive.
- g) *Funding for Candidates: Conference Interview Committee made the following motion on June 15, 2017:

...that the Vocational Assessment process be mandatory for all inquirers subsequent to the Discernment Committee's recommendation and prior to the Conference Interview Committee interview. Further we request Toronto Conference to fund \$1,800 for each inquirer who is put forward for candidacy, \$1,400 of which would be for Vocational Assessments.

See Appendix D for background information. CIC feels that this is a good up-front investment that will help avoid some reviews down the road, which can be costly.

- h) Moderator's visits: I will accompany Moderator Jordan Cantwell to Georgina Island September 10. 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.
 - Implementing the Affirming Ministry vision statement – generally in compliance

*Affirming ministry: Anne Hepburn, Cynthia O'Connell and I met by phone in August to discuss the best use of resources around Affirming Ministry for the next 16 months. The report, with our suggestions, is found as Appendix E. Currently, the focus is on recruiting additional members for the task group. Suggestions should be forwarded to Susie Henderson.

Prior to David's departure, he spoke with Rose Cambourne about funds to support Affirming Ministry work. \$5,000 is available for 2017, most of which is being used to fund the Affirming Ministry survey. \$10,000 will be available in 2018.

p. 2-4 compliance – generally in compliance

p. 2-5 oversight: Presbyteries – generally in compliance

- *Oversight visits – Oversight visits by Conference were suspended pending the results of the remit on a three-council model. In light of the pending change in structure, my recommendation is that Conference not engage in oversight visits and remove item #2 from the Oversight – Presbyteries policy page 2-5.
- Review of records – Mary Gooley has completed the review of the records of the four presbyteries for the 2016/2017 year. The report is included as Appendix F.

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 suggestions of the Affirming Ministry Task Group found in Appendix E and the discussion paper on page 17/18-34.

p. 3-10 – Nominations

- In compliance
- The following people have been selected to participate in a consultation on Effective Leadership on October 18: Cindy Randall, Nina Fulford, Andy Comar. Andy is attending as the chair of Settlement and Pastoral Relations. It was agreed that we would send one additional representative from the northern presbyteries and one from the southern presbyteries. Each presbytery offered one name and through conversation with the candidates, it was agreed that Cindy and Nina would attend. Todd McDonald, Dale Hildebrand and I will also be part of the consultation. Our group will gather on October 5th along with a few others to prepare our report to the consultation. The nominations committee is meeting to make these one-time appointments on September 8, 2017.

p. 3-38 – Policy review schedule

- No non-compliance issues to mention.
- *Given that Toronto Conference will cease to exist in just over a year the Executive may want to consider suspending the review of policies, with the exception of Embracing Diversity, Principles of Conduct and Accessibility, which perhaps should be considered through the lens of being an Affirming Ministry.

p. 3-39 – Principles of conduct

- No non-compliance issues to mention.

p. 3-41 – Property

- No non-compliance issues to mention.

p. 3-44 – Public statements

- No non-compliance issues to mention.

p. 3-45 – Signing officers

- In compliance.
- The signing officers were updated in August 2017 to remove David Allen and add me as a signing officer.

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. 4-5 – Monitoring Executive Secretary performance

- No non-compliance issues to mention.

Executive Secretary Limitations Policies

p. 5-3 – general constraints

- Generally in compliance.

- Re #8; Anne Shirley Sutherland has filled in as acting Executive Secretary from time to time and is familiar enough with the role of Executive Secretary to be able to act in an emergency. John Neff has also been approved to fill in if needed.

p. 5-4 – accessibility

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

p. 5-5 – budget and financial

- generally in compliance.
- re 1(h) – See the financial statement to July 31, 2017, p. 17/18-35. There are no issues of concern.
- Arrears for 2016 presbytery assessments include: Living Waters Presbytery: \$14,128.75 which is represented by five pastoral charges.

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
- Update on release agreement status: Hope Seniors Centre - Danforth release agreement has been approved, awaiting final signatures. Kingsway-Lambton Homes for Seniors Inc., Oakwil Non Profit Homes Corp., Parkdale United Church Foundation Incorporated are close to being completed and are awaiting final release agreement and documentation to be provided by the corporations. Due to summer vacations we expect these should be completed early fall. Two more are being worked on by the corporation and the remaining six will be contacted in early fall to see what further information is required to complete.
- *there is a motion in the Omnibus giving Jody Maltby authority to sign the release agreements as previously the Executive had specifically named David Allen, not the Executive Secretary position.
- *legacy agreement – there is a motion in the Omnibus for the Thorncliffe Chapel Housing Corporation legacy agreement. This is awaiting final okay from General Council staff which we anticipate will be received before the Executive meeting.

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.

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