

**Executive Secretary Report from Jody Maltby  
to Toronto Conference Executive  
November 8, 2017**

**This report provides highlights from the period from approximately September 13 – November 2, 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) \*PROK: I had a conversation with Sarah Harrington of the General Council Office and she shared the information at p. 17/18-219 regarding the relationship between the General Council and PROK. I also had a conversation with Doug Goodwin, Executive Secretary of BC Conference, which is the only other Conference that did an exchange similar to ours. Doug indicated that ongoing

relationship would occur mostly at a local level, with individual congregations partnering in youth programs and exchanges.

I will be meeting with Richard Choe and Jessica McCrae following this meeting of the Executive to clarify our priorities in the partnership and how we will seek input from Seoul Presbytery.

- b) **Right Relations:** A successful workshop was held on October 14 regarding the Acknowledgement of the Land. 39 people were in attendance including many who are not regular participants in our right relations events. Plans are in the works for similar events in other parts of the Conference. Representatives of the Ontario Conferences met by conference call on September 26 to continue discussions around shared right relations work. Several of the Conferences, including Toronto, are naming this work as a priority moving into the new structure. We agreed to meet again in late March or early April, after the final decisions are known about the regions. The LIRR Circle met on October 3 at Midhurst United Church. Discussion continues about the role of the circle and the need for Indigenous Leadership. The next meeting is on November 21 at Midhurst United Church.
- c) **Explorer Project:** Toronto Conference is currently looking for two Explorers who would have the opportunity to explore ministry as a vocation by going to another part of the country to be mentored by a minister, and work in a pastoral charge for May–July 2018. The deadline to apply is November 24, 2017.

Information about the program, and the application form can be found here:

<https://torontoconference.ca/explorer-project/>

- d) **\*Boundaries Commission:** Lorraine Stewart will be joining us as a member of the Boundaries Commission. The process for our conversation can be found at p. 17/18-220.
  - Best use of human and financial resources – generally in compliance
- a) **staffing:** I am meeting with a few people from South West Presbytery to talk about the process and timeline for hiring a youth staff position. This will be another contract position that is funded into the new structure. I will be having conversations with the presbyteries about where contract staff will be housed and supervised when the Conference offices no longer exist. This will also be a conversation with the Executive Minister once appointed for the new region.
- b) **property:**
  - i) **Lakeside (Living Waters Presbytery):** This property has been listed for sale and there has been several showings to date. The realtor is confident that the property will sell at or near listing price.

- ii) Madill (Living Waters Presbytery): Huntsville community group has formed a Madill preservation initiative with cooperation from the Town of Huntsville. The group is working to incorporate as a registered charity to take title of this property by August 2018.
- iii) Glen Ayr United Church (Toronto Southeast Presbytery): The sale of the property closed on September 7, 2017. Once the final accounting is completed the funds will be dispersed according to the policy.
- iv) Church of the Master (Toronto Southeast Presbytery): This property is currently being held by Toronto Conference at the request of the presbytery. It was deemed that extensive repairs are needed for this building, especially the roof. In light of this, the presbytery is currently discussing future needs of this property and the feasibility to continue to hold on to this property.
- v) Victoria Memorial, Honeywood (Northern Waters Presbytery): It was agreed that the trustees would demolish the building on the site prior to the transfer to the township. Given the lateness of the year now this demolition will not be able to take place until the spring. Currently, there is a small claims court case involving the purchasers of the former manse and the trustees and the United Church with respect to the furnace. John Neff of the presbytery is working on this matter with the trustees.
- vi) Presbytery offices: Work to change the signage will be completed by the end of November.
- c) sabbatical funding: to date (from 2015), 32 grants have been given/approved to the communities of faith and 31 grants to ministry personnel for a total of \$148,486.
- d) mission support grants: The Mission Support consultation is meeting on November 7<sup>th</sup> to approve the 2018 mission support grants. The decisions will be available for the Executive at its meeting on November 8<sup>th</sup>.
- e) Conference Learning Fund: Only one application has been approved in the amount of \$1,300 to support the Luther's Legacies conference at Five Oaks that occurred on October 29-31, 2017.
- f) At the request of the Leadership Team for the youth program at the Annual Meeting, Conference will pay the \$200 for each of five youth participants in the General Council Youth Forum winter retreat February 16-19, 2018 at Five Oaks Centre in Paris, Ontario for a total amount of \$1,000. The funds will come from the Conference Fund.
- g) \*Training for Team Ministry: The Settlement and Pastoral Relations Committee passed a motion at its meeting on October 30<sup>th</sup> to recommend to the Toronto

Conference Executive that a fund be set up to cover the cost of the mandated Team Ministry Training where the total cost would be covered by Toronto Conference. I am recommending that we support the request as there have been a number of situations where upfront training might have prevented costly reviews and/or the disruption of pastoral relationships. The proposal is found as Appendix D.

- Oversight and compliance – generally in compliance
- Providing resources – generally in compliance.
- Implementing the Affirming Ministry vision statement – generally in compliance

Affirming ministry: I met with the Affirming Ministry Task Group on October 26, 2017 and we have several concrete tasks that we are pursuing including the gathering of resources for the website and ensuring we have a voice, if possible, in the planning of the Affirm Conference next summer.

In consulting with our neighbouring Conferences, Hamilton, Bay of Quinte, Manitou and Manitoba & Northwestern Ontario are all Affirming and London will be voting at their 2018 annual meeting. This means that the value of being Affirming will underscore whatever region we are in.

p. 2-4 compliance – generally in compliance

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

- \*We have received a request from Toronto Southeast Presbytery for Alpha Korean United Church to remain part of Toronto Southeast Presbytery as their physical location changes to within the boundaries of South West Presbytery. South West Presbytery supports the request. I have no concerns about this. It is included in the omnibus motion.

### **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.

p. 3-10 – Nominations

- In compliance
- GC43 Commissioners: The Nominations Committee will review the materials from 2015 with an eye to recruiting for the six remaining positions beginning in January 2018. Priority consideration will be given to nominees for Moderator, and perhaps to youth in the Youth Forum program and people who help expand the diversity of our commissioners.

p. 3-38 – Policy review schedule

- No non-compliance issues to mention.

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.

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.
- I met with most of the program staff and Rose met with the admin staff this fall to discuss their plans for the coming year with a focus on how they are feeling, their thoughts for continuing education and their hopes for post-December 2018.

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 filled in for a few days of vacation I took in October and his familiarity with the work and the role is expanding.

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 presbytery assessments. According to the operational policy found on page 7-8 in the handbook, Living Waters Presbytery has informed Conference that the \$6,280 in outstanding 2016 assessments will be transferred to their current operating budget.

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 for housing corporations: Hope Seniors Centre – Danforth release agreement is complete. Kingsway-Lambton Homes for Seniors Inc. has one more piece to come from the incorporated ministry, then should be approved. Parkdale United Church Foundation Incorporated is awaiting approval from General Council. We are still awaiting final release agreement and documentation from Oakwil Non Profit Homes Corp. Due to illness of one of the members progress has slowed, but they are back to it this fall.

- The remaining eight have been contacted in various capacities and staff continue to follow up on each incorporated ministry's status and to assist where possible. See p. 17/18-222 for the report on incorporated ministries.

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. Executive members received updated pages that corrected some page references.