

**Toronto Southeast Presbytery
Joint Meeting of
Pastoral Relations and Ministry Support Team and Congregational Health Team
Minutes of the Meeting held on December 6, 2017 at 6:30 p.m.
following 6 p.m. pot luck supper**

Chair: Diane Bennett-Jones

Note taker: Beth Moore

Present - PRMS: Larry Beech, Diane Bennett-Jones, Anne Hepburn, Warren McDougall,
Beth Moore, Edith-Ann Shantz

Regrets: Beverley Bennett

Present – CH: Anne Hepburn, Joan McCalmont, Susanne VanderLugt

Regrets: Michael Cottrell, Margaret Walker

Staff: Anne Shirley Sutherland, Ian Manson

1. Call to Order

Diane Bennett-Jones called the meeting to order at 6:30 pm and opened the meeting with prayer. The agenda was reviewed and accepted.

2. Fresh Start

Ian Manson and Anne Shirley Sutherland advised that a program developed by The Episcopal Church in the USA to assist new pastoral relationships to get off to a good start was being promoted to United Churches by the General Council Office through its MEPS division. The program includes 22 modules, each consisting of a three hour session led by a trained facilitator that can be adapted and modified to suit a congregation's specific situation. A list of the module topics was distributed. Ian and Anne Shirley have attended a training program and the plan is to train Conference staff to act as facilitators so that the program can be offered to congregations in Toronto Conference. Staff are considering how best to use these resources. While they would ideally be used at the beginning of a pastoral relationship, they could also be used to address specific issues arising in an ongoing pastoral relationship. It was agreed that the Teams should have further discussions about whether we want to encourage congregations to use the modules and, if so, how the leadership by trained facilitators can best be offered.

3. Review of Grid

Ian Manson noted that the pastoral relations workload of Anne Shirley Sutherland has been very heavy recently due to problems in some pastoral relationships. Some concerns were discussed.

4. Exit Interviews

- a) Paul Hutchison – St. Mark's United Church – moving to Eglinton St. George's UC on February 1, 2018. Larry Beech agreed to conduct this interview with Marg Walker, assuming that she is willing to undertake this task.
- b) Hoon Kim – St. Luke's United Church – retiring June 30, 2018. Warren McDougall agreed to conduct this interview with a member of the Congregational Health Team. Anne Shirley Sutherland agreed to send out a template for exit interviews to members of both Teams.

- c) Robin Wardlaw – Glen Rhodes United Church – retiring Dec. 31, 2017 (high priority). Warren McDougall agreed to conduct this interview with a member of the Congregational Health Team. He expressed his willingness to undertake future exit interviews for the PRMS Team when required.
- d) Abigail Johnson – Eglinton St. George’s United Church – retiring January 31, 2018. Diane Bennett-Jones agreed to contact Abigail to ask if she would participate in an exit interview to assist the PRMST and CHT in our work since she had previously advised that she felt that an exit interview would be unnecessary since she is not expecting to take on another intentional interim ministry position.

5. **Connecting Congregations**

Ian Manson noted that he and the Congregational Health Team had begun discussing how the Presbytery can best help congregations to make connections with each other and prepare for the future. He advised that he would like to organize gatherings and conversations for groups of congregations. He circulated a list entitled “Initial Ideals for 2018 Workshops – Toronto Southeast Presbytery” and asked the Teams for feedback.

6. **Congregational Health Team Business**

It was agreed to defer approval of the minutes of the previous meeting to the next Team meeting when the other Team members could be present.

Anne Hepburn reported that she had visited Knob Hill United Church. She noted that the congregation is financially dependent on the daycare/nursery school that rents their building but that there seemed to be a lot of energy in the congregation.

The Teams were advised that reminders were being sent to congregations which have not yet submitted their votes on Remit #6 (One Order of Ministry). Responses are due by the end of February, 2018. It was noted that the Presbytery had voted No to this Remit by a wide margin at its September, 2017 meeting.

7. **Pastoral Relations and Ministry Support Team Business**

a) **Minutes of PRMST Meeting of November 1, 2017**

MOTION: Beth Moore/Larry Beech. Moved that the minutes of the November 1, 2017 meeting of the Pastoral Relations and Ministry Support Team be approved.

CARRIED.

b) **Business Arising from the Minutes**

Anne Shirley Sutherland reported that she was still working with Beach United Church to finalize the Lead Minister position description.

c) **Tamil United Church Mission Position Description**

The Position Description for a 30 hour per week position was reviewed. It was noted that while the Mission has not started work on its MAP Report, Ron Ewart was working with the congregation around financial sustainability issues and had developed a good relationship with the congregation. It was noted that financial support for the position may be available from the Presbytery New Ministry Fund.

MOTION: Beth Moore/Warren McDougall. Moved that the position description for the Tamil UC Mission be approved.

CARRIED.

d) **Eglinton St. George's United Church Position Description**

The position description for the Next Generation and Growth Minister Position was reviewed.

MOTION: Warren McDougall/Edith-Ann Shantz. Moved that the position description for Eglinton St. George's Next Generation and Growth Minister be approved.

CARRIED.

e) **PRMST Budget for 2018**

A narrative budget proposal for 2018 was reviewed. The budget proposal included funding in the amount of \$7,000.00 for a new program being developed by Dale Hildebrand and Rev. Christine Smaller called "Conversation Spaces for Ministry Personnel". The purpose of the initiative is to provide opportunities for ministry personnel to engage in conversations and attend a retreat with the aim of decreasing the isolation many Ministers feel by building trust, sharing and building skills and offering support to each other. It was noted that funding sources other than the Presbytery budget would likely be needed to fund the full cost of the proposal.

MOTION: Warren McDougall/Beth Moore. Moved that a budget of \$4,800.00 be requested by the PRMST for 2018, including \$1,000.00 for the chaplaincy program, \$1,800.00 for the retiree program and \$2,000.00 for the Conversation Spaces for Ministry Proposal and that the PRMST express its support for the Conversation Spaces for Ministry Proposal but suggest to the proponents of the proposal that the balance of the required funds be requested from PTCC or the new Presbytery Leadership Development Fund.

CARRIED.

A question was raised as to whether the retiree programs organized by Allan Baker and Nancy Hardy should be opened to include retirees other than ministry personnel. Concerns were expressed about the potential number of retirees this could entail. It was agreed that Allan and Nancy should be asked to define the parameters they are considering and gather feedback from current participants about their wishes.

f) **Tamil United Church Mission – Pastoral Charge Supervisor**

MOTION: Beth Moore/Warren McDougall. Moved that Ron Ewart be appointed as the Pastoral Charge Supervisor of the Tamil United Church Mission.

CARRIED.

g) **East End Ministry – Position Description (TC 425 PD)**

A position description for a three month supply appointment commencing January 1, 2018 was reviewed. It was noted that in addition to Robin Wardlaw retiring from Glen Rhodes UC at the end of the year, Sarah Miller would be on leave from Eastminster UC for a period of time so the appointment was necessary to provide ministry for Cosburn United Church and support for the other two churches during Sarah's absence.

MOTION: Larry Beech/Edith-Ann Shantz. Moved that the East End position description for a 3 month supply commencing January 1, 2018 be approved.

CARRIED.

h) **Next Meeting – PRMST**

It was agreed that the next PRMST meeting would be held by conference call at 6 pm on Wednesday, January 10, 2018.

8. Adjournment

There being no further business, at 8:10 pm the Chair declared the meeting adjourned.

Diane Bennett-Jones, Chair

Beth Moore, Secretary