

**Toronto Southeast Presbytery
Joint Meeting of
Pastoral Relations and Ministry Support Team and Congregational Health Team
Minutes - April 4, 2018 at 6:30 p.m.
following 6 p.m. supper**

Chairs: Diane Bennett-Jones and Margaret Walker **Note taker:** Beth Moore

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

Present – CHT: Anne Hepburn, Joan McCalmont, Susanne VanderLugt, Margaret Walker

1. Call to Order and Opening Reflection

Diane Bennett-Jones called the meeting to order at 6:45 p.m. Margaret Walker opened the meeting with prayer. The agenda was reviewed and accepted.

2. Approval of PRMST Minutes – March 7, 2018

MOTION: Edith-Ann Shantz/Anne Hepburn. Moved that the minutes of the March 7, 2018 meeting of the Pastoral Relations and Ministry Support Team be approved.

CARRIED.

Review of CHT Minutes – February 13, 2018 – The members of the Congregational Health Team confirmed that the minutes of their February 13, 2018 meeting were acceptable.

3. Retirement – Robert Selby – retiring Jan. 31, 2019 – TC 410 CHG

MOTION: Larry Beech/Anne Hepburn. Moved that the request from Robert Selby to retire effective as of January 31, 2019 be accepted.

CARRIED.

Margaret Walker confirmed that the congregation is updating its MAP and will be bringing the request for a vacancy to the PRMST in the near future.

4. Fairlawn UC – Interim Minister Appointment - TC 410 ST and TC 425 PD

The position description for the appointment of an interim minister was reviewed. It was noted that the time period (number of years) for the interim minister's appointment was not specified on the form submitted by the congregation.

MOTION: Beth Moore/Beverley Bennett. Moved that the request of Fairlawn United Church for an interim ministry appointment and the position description for the interim minister be approved, subject to confirming that the appointment will

be for at least two years, and that the Conference Settlement and Pastoral Relations Committee be asked to appoint a liaison to assist the congregation with its search.

CARRIED.

There were no volunteers to serve on the Transition Team so Anne Shirley Sutherland will be asked to try to find volunteers for this task.

5. Dewi Sant UC – Vacancy Paperwork – TC 425 PD, TC 425 DFC, TC 425 MAP and TC 425 V

The revised position description was reviewed and it was agreed that it was now acceptable.

MOTION: Anne Hepburn/Larry Beech. Moved that the position description be approved and that the Conference Settlement and Pastoral Relations Committee be asked to appoint a liaison to assist the congregation with its search.

CARRIED.

It was noted that the congregation wishes to have a Welsh Minister now working in Australia appointed to the position. It was suggested that a Minister from the Presbytery be appointed as a mentor for the Minister should the appointee be a Minister in the admission process.

6. Appointment of Presbytery Representatives

a) **Fairlawn United Church Transition Team (2 appointees needed)** – See #4 above.

b) **Manor Road United Church** – The Chair advised that Manor Road United Church had requested that John Ryerson be appointed as the Presbytery representative for a congregational meeting on Sunday, April 15, 2018 – 11:15 to 11:45 a.m.

MOTION: Beverley Bennett / Beth Moore. Moved that the appointment of John Ryerson as the Presbytery representative for a congregational meeting on Sunday, April 15, 2018 at Manor Road United Church be approved.

CARRIED.

7. Correspondence

Retirees' Event – Correspondence from Allan Baker was received. Susanne VanderLugt attended the last retirees meeting at St. Andrew's United Church and said that it was excellent. Margaret Walker asked that Allan Baker's correspondence be forwarded to the Executive so that the retirees program can be included in the discussions with the other Presbyteries as something to be carried forward into the new regional structure.

8. Exit Interviews

St. Mark's United Church – Paul Hutchison – Margaret Walker and Larry Beech will arrange to conduct an interview with Paul soon.

St. Luke's United Church – Hoon Kim – Warren McDougall and Joan McCalmont will arrange to conduct the interview.

Manor Road United Church – Debra Schneider – Beth Moore and Margaret Walker will conduct the interview in May.

Bathurst Street United Church – Ralph Wushke – Warren McDougall and Susanne VanderLugt will arrange to conduct the interview before Ralph's retirement in June.

Dewi Sant United Church – Don Bell – Margaret Walker and Diane Bennett-Jones have scheduled the interview.

It was agreed that the report from each exit interview should be sent to the Minister first for any comments or clarifications. It should then be sent to Anne Shirley Sutherland so that copies can be provided to Dale Hildebrand and distributed to the PRMST and the CHT, as well as being put in the Presbytery's files for the congregation and the Minister. It was confirmed that the report will not be provided to the congregation unless the Minister requests it.

9. Review of Grid

- The changes noted on the grid were reviewed.

10. VAM Activity

The VAM list was reviewed.

11. Congregational Health Team Update

Margaret Walker advised that plans are being made by the CHT for a congregational workshop in June focusing on best practices in MAP processes and reports and that a fall workshop is also being planned. Suggestions for topics for the fall workshop (late October or early November) were requested. Suggestions: how the new structure will work ("Who're you gonna call?"), available grants/resources, clustering possibilities. Margaret Walker also advised that the MAP steering team is preparing a handbook of resources under the new structure which could be made available at the fall workshop.

Susanne VanderLugt advised that she is arranging a visit by representatives from the CHT to Knob Hill United Church.

12. Next Meetings - PRMST

It was agreed that it is helpful for the two Teams to meet together. The CHT will join the PRMST conference call if there is overlapping business.

It was agreed that the next PRMST meeting would be held by conference call at 6 pm on Wednesday, May 2, 2018 and that the CHT may participate.

June 6, 2018 – joint meeting at Presbytery office with pot luck supper.

13. Adjournment

There being no further business, at 8:05 p.m. the Chair declared the meeting adjourned.

Diane Bennett-Jones, Chair

Beth Moore, Secretary