

**Joint Pastoral Relations and Ministry Support Team
and Congregational Health Team Meeting
Wednesday June 6, 2018 @ 6 p.m.
Minutes**

Present:

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

CHT: Marg Walker, Suzanne VanderLugt, Anne Hepburn

Staff: Anne Shirley Sutherland

Regrets:

PRMST: Edith-Ann Shantz

CHT: Joan McCalmont

- 1) **Opening Reflection** – Diane Bennett-Jones called the meeting to order at 6:50 p.m. Marg Walker opened the meeting with a prayer.

- 2) **Approval of Joint Team Meeting Minutes – May 2, 2018 and May 23, 2018**

MOTION: Beth Moore/Anne Hepburn – Moved that the minutes of the joint meeting of the Pastoral Relations and Ministry Support and Congregational Health Teams be accepted.

CARRIED.

Warren McDougall clarified that his appointment at College Street United Church is for 12 weeks, as weekend supply, ending October 14, 2018.

MOTION: Beth Moore/Beverley Bennett – Moved that the minutes of the joint meeting of the Pastoral Relations and Ministry Support and Congregational Health Teams held by conference call on May 23, 2018 be accepted.

CARRIED.

3) Exit Interviews Received

The report of the exit interview with Rev. Debra Schneider conducted by Marg Walker and Beth Moore on May 15, 2018 in anticipation of her retirement from Manor Road United Church as of June 30, 2018 was reviewed and accepted.

4) Exit Interviews To Be Planned

It was noted that an exit interview with Rev. Chris Levan with respect to his ministry at College Street United Church should be held if he is available.

It was also noted that an exit interview will be required with Rev. Rob Selby when he retires from Knox United Church at the end of January, 2019.

Warren McDougall advised that he had been unable to connect with Joan McCalmont to arrange the exit interview at St. Luke's (Rev. Hoon Kim). Susan VanderLugt agreed to conduct the interview with Warren.

5) Grid Review

Anne Shirley Sutherland reviewed the grid and made comments concerning changes at some pastoral charges.

Marg Walker advised that The Toronto United Church Council wishes to sell the Malvern Emmanuel United Church building and had held a meeting at the church on Friday, June 1, 2018 with Andrew Lee (a newly admitted minister who has been serving since May 1, 2018) to discuss the proposed sale and that a subsequent meeting had been held on June 5, 2018 attended by Ron Ewart, Marg Walker, Anne Shirley Sutherland and Andrew Lee, in preparation for a meeting between TUCC and the congregation next week. Ron Ewart has informed Andrew Lee and Presbytery that TUCC will provide some funds from the sale of the property to assist the congregation to relocate. The Teams were informed that Andrew Lee has been doing good work in the Malvern community including outreach to potential new members at Scarborough College.

Marg Walker advised that she is resigning from her position as Chair of the Congregational Health Team because she has agreed to serve on the Region #10 Transition Commission. It was agreed that the Teams would be merged and Suzanne VanderLugt would join the PRMST, effective immediately.

The Chair declared the joint meeting of the Teams adjourned and the meeting continued as a meeting of the Pastoral Relations and Ministry Support Team.

6) Knox Agincourt United Church – Vacancy Paperwork

The completed forms 425 PD, 425 DFC, 425 MAP and 425 V were received.

MOTION: Anne Hepburn/Larry Beech - Moved that the position description for a full-time, team ministry position at Knox Agincourt be approved.

CARRIED.

MOTION: Anne Hepburn/Suzanne VanderLugt - Moved that a vacancy for the team ministry position at Knox Agincourt be declared and that the Toronto Conference Settlement and Pastoral Relations Committee be asked to appoint a liaison.

CARRIED.

7) Metropolitan United Church – Request for Short Term Supply Minister Appointment

The completed form 410ST was received. It was noted that the position description for an Interim Minister for 18 months (Form 425 PD) had previously been approved. It was noted that the Rev. Malcolm Sinclair had served the Church for more than 20 years and that the neighbourhood had undergone a lot of change during that time so an Interim Ministry could be helpful prior to calling a new Minister.

- a) **MOTION:** Anne Hepburn/Warren McDougall - Moved that the request of Metropolitan United Church for the appointment of a short term Supply Minister (Form 410 ST) be approved.

CARRIED.

- b) **MOTION:** Beth Moore/Suzanne VanderLugt - Moved that the Pastoral Relations and Ministry Support Team authorize Anne Shirley Sutherland to name two appointees to the Metropolitan transition team if the appointments need to be made prior to our September meeting.

CARRIED.

8) Bathurst Street United Church – Request for One Year Supply Minister Appointment (3/4 time)

- a) **MOTION:** Beth Moore/Beverley Bennett - Moved that the request of Bathurst Street United Church for the approval of the position description for a part-time (75%) Supply Minister (Form 410 PD) be approved.

CARRIED.

- b) **MOTION:** Warren McDougall/Beth Moore - Moved that the request of Bathurst Street United Church for the appointment of a Supply Minister part-time (75%) for a period of one year (Form 410 ST) be approved.

CARRIED.

9) Appointment of Presbytery Representatives

- a) **Northlea United Church.** The Team was advised that Lee-Ann Ahlstrom was on sick leave and awaiting approval for acceptance under the restorative care plan.

MOTION: Anne Hepburn/Warren McDougall - Moved that Dale Hildebrand be appointed to represent Toronto Southeast Presbytery at Northlea United Church for a board meeting on Wednesday June 13, 2018.

CARRIED.

- b) **St Matthew's United Church.**

MOTION: Anne Hepburn/Warren McDougall - Moved that the Pastoral Relations and Ministry Support Team ratify the appointment of Marg Walker to represent Toronto Southeast Presbytery at the congregational meeting at St. Matthew's United held on June 3, 2018.

CARRIED.

- c) **Dewi Sant United Church.**

MOTION: Anne Hepburn/Warren McDougall - Moved that either Anne Shirley Sutherland or Rob Metcalfe be appointed to represent Toronto Southeast Presbytery at a congregational meeting at Dewi Sant to be held on June 17, 2018.

CARRIED.

d) Hope United Church.

MOTION: Anne Hepburn /Warren McDougall - Moved that Karen Dale be appointed as the Pastoral Charge Supervisor of Hope United Church starting July 1, 2018.

CARRIED.

10) VAM List

The list of Voluntary Associate Ministry positions was reviewed.

11) Next Meeting – Wednesday, September 5, 2018 – 6 p.m. for dinner, meeting at 6:30 p.m.
Anne Shirley Sutherland will order food.

Meeting Schedule for fall:

September 5, 2018 at Presbytery office – dinner at 6 p.m., meeting at 6:30 p.m.

October 3, 2018 – Conference Call Meeting at 6 p.m.

November 7, 2018 – Conference Call Meeting at 6 p.m.

December 6, 2018 at Presbytery office – dinner at 6 pm, meeting at 6:30 p.m.

Other summer meetings to be called by the Chair as required.

Anne Shirley Sutherland advised that she and Wendy Miller would be retiring at the end of December. It was suggested that we invite Wendy Miller to join us for our meal at the December meeting.

There being no further business, at 8:00 p.m. the Chair declared the meeting adjourned.

Diane Bennett-Jones, Chair

Beth Moore, Secretary

