

**Executive Secretary Report from Jody Maltby  
to Toronto Conference Executive  
September 12, 2018**

**This report provides highlights from the period from approximately April 5, 2018 to September 5, 2018.**

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) \*Seoul Presbytery of The Presbyterian Church in the Republic of Korea (PROK): In April, the Executive approved the Memorandum of Agreement with PROK and directed the Executive Secretary to ensure that discernment occurs about funds to be set aside and where each of these four commitments needs to be housed to ensure follow through. After conversation with Peter Hartmans, Executive Minister for Region 10, the Executive Secretary is recommending that we not set aside funds at

this time but rather leave this for the Region to determine in conversation with PROK.

- b) \*Explorer Project: Please see the report from Carol Hancock regarding the 2018 Explorer Project found as Appendix B. Plans are underway for 2019.

Bronwyn Corlett, Program Coordinator for Ministry Recruitment, has offered to contact some of the Explorers to find out how their experiences have influenced their ongoing discernment and faith development. She has invited the Executive to offer suggestions and feedback on the following draft questions:

- Were you considering ministry before you participated?
- Have you considered ministry since you participated?
- Reflecting on your experience, how did being an Explorer change your understanding of faith? church? ministry? leadership?
- What advice would you give to someone considering being an Explorer?
- Would you suggest others participate?
- What has been your biggest learning from being an Explorer, especially now that you've been able to reflect for a couple of years?

- c) \*Remit Implementation:

**Legacy Funding:** The Executive Secretary is recommending that any further legacy funding (funding for programs beyond December 31, 2018) be done only in consultation with the Transitional Commissions for Regions 8 and 10, and encourage the presbyteries to do the same. Now that the Regional Transition Commissions have begun to meet, responsibility for planning beyond December 31, 2018 should shift to these bodies and they need to understand what funds will be available to support work in the new structure.

**Transfer of Funds to the New Regions:** the Executive Secretary is recommending that the Executive adopt the following method of distributing the funds remaining in the Conference Fund as of December 31, 2018:

- that the total number of pastoral charges in Toronto Conference be determined as at November 1, 2018, along with the percentage of these pastoral charges that will be transitioning into each of the following regions: Region 8, Region 9, Region 10, Region 11; and
- that each of these regions receive a comparable percentage of the funds remaining in the Conference Fund as of December 31, 2018.

**New Ministries Development and Leadership Fund:** Representatives from The Presbyteries of Toronto Conference Corporation (PTCC) will join the Executive to develop a recommendation to the presbyteries for how this fund should transition to the new regions.

After consultation with the Executive Secretary and the Executive Ministers of Regions 8 and 10, PTCC has sent a letter to the four presbyteries recommending that Region 8 be the successor for Northern Waters Presbytery and Region 10 be

the successor for Living Waters Presbytery, South West Presbytery and Toronto Southeast Presbytery. If all four presbyteries agree with this recommendation and with the recommendation for the NMD&LF Fund, we will not need to have another financial consultation this fall.

- d) **Racism and Marginalization in Church Structures:** In response to the call to the church that came at the end of the GC43 meeting, the Executive Secretary invited commissioners from Toronto Conference to gather for conversation to see if there is any action needed before the end of the Conference and if there are recommendations to the regions. It was a good initial conversation. Ren Ito is organizing a gathering of racialized leaders at the end of August. There is training planned for all regional staff in the early fall. The Toronto Conference commissioners will continue their conversation in the fall.
- Best use of human and financial resources – generally in compliance
- a) **staffing:** Initial staffing decisions have been made for Regions 7, 8 & 9 and for Region 10. The Executive Secretary will provide an update during the meeting. All staff who do not currently have positions received information about next steps.
- b) **property:**
- i) 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. There is ongoing discussion between the housing corporation and the Conference to clarify the financial obligations of each party.
  - ii) Victoria Memorial, Honeywood (Northern Waters Presbytery): It is the intention that the demolition to this property will be completed this fall.
  - iii) Victoria Park United Church (Toronto Southeast Presbytery): This church is disbanded as of June 30, 2018. This property has been turned over to Conference and TUCC is receiving proposals from potential real estate agents to have this property listed as soon as possible.
  - iv) Regent Park United Church (Living Waters Presbytery): This church disbanded on June 30, 2018 and the presbytery has asked that this property be held to look at alternative ministry opportunities in this area of the City of Orillia.
  - v) West Ellesmere United Church (Toronto Southeast Presbytery): This church will be turned over to Conference on or before October 19. TUCC will be prepared to have this property on the market as soon as possible.

- vi) Waverley United Church (Northern Waters Presbytery): This church disbanded as of June 30, 2018. This property also has a cemetery so TUCC is managing this property as well.
- c) sabbatical funding: to date (from 2015), 39 grants have been given/approved to the communities of faith and 38 grants to ministry personnel for a total of \$183,486.
- d) Mission Support Grants: Applications were sent out to the previous applicants in July. The finance administrator will receive these applications as in previous years. The current presbyteries are being asked for recommendations or comments on the applications before being forwarded to the new region for the final decisions.
- e) Conference Learning Fund: Three applications have been approved. i) \$1,300 that supported the Luther's Legacies conference at Five Oaks in October. Five Oaks returned unspent funds of \$500 in December. ii) \$2,000 was approved for Bracebridge United Church for a seminar they are planning in May 2018 that will connect the church with the local ecological summit. iii) \$700 in support of the Touchstone Editorial Board Annual Meeting (being held in Toronto).
- Oversight and compliance – generally in compliance
  - Providing resources – generally in compliance.
  - Implementing the Affirming Ministry vision statement – generally in compliance  
A number of people from Toronto Conference participated in the Affirm General Meeting and Annual Conference held at Royal York United Church, including the Executive Secretary. Susie Henderson, Warren McDougall, Anne Hepburn and Cynthia O'Connell were all involved in planning the program, which was excellent.

There was a significant conversation during the annual meeting with respect to Regions retaining the Affirming Status of Conferences and presbyteries. There were compelling arguments both for and against the request. The Council will consider this issue further.

p. 2-4 compliance – generally in compliance

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

- Review of records – Mary Gooley has completed the review of the records of the four presbyteries for the 2017/2018 year.

### **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.

p. 3-10 – Nominations

- In compliance
- The Nominations Committee met in August to consider applications for the Board of Vocation. Sixteen applications were received and we were able to submit five names.

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.
- The staff gathered at the Nottawasaga Inn from August 27 –August 29. It was a time of both laughter and tears. The timing was not ideal in relation to staffing decisions, but most people agreed that it was good to have that time together.

#### 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 and John Neff have filled in as acting Executive Secretary from time to time and are familiar enough with the role of Executive Secretary to be able to act in an emergency.

#### p. 5-4 – accessibility

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

#### p. 5-5 – budget and financial

- generally in compliance.
- At August 28, 2018 the following 2017 assessments were still outstanding:
  - Living Waters Presbytery – six pastoral charges; totaling: \$23,319.75
  - Northern Waters Presbytery – one pastoral charge, totaling: \$1,748
  - South West Presbytery – one pastoral charge, totaling: \$3,673.75
  - Toronto Southeast Presbytery – no outstanding assessments.

#### 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: Parkdale United Church Foundation Incorporated and Oakwil Non Profit Homes Corp. have been completed. Mount Albert United Church Senior Citizens Foundation has a few minor edits to be approved, then it will be complete. Hillcrest Lodge and Residences at St. Andrew's Georgetown Corporation continue work on the first draft of their release agreements.
- Staff continue to follow up on each incorporated ministry's status and to assist where possible.
- Bloor West Nursery School Corporation draft legacy agreement has been sent to General Council for their review.

p. 5-13 – investment

- In compliance

p. 5-16 property

- in compliance

Operational policies

- in compliance