
**Minutes of the
EXECUTIVE OF HAMILTON CONFERENCE**

February 16, 2017



"Holy Shift!"

Authority

The Executive of Hamilton Conference met at the call of the President on Thursday, February 16, 2017 at Hamilton Conference Office. A quorum was present.

Attendance

Laity:

Rosemary Addison, Margaret Blewett, Rod Coates, E. Ann Fleming, John Hurst, Nancy Risto, Joyce Ward, Sybil Wilson.

Ministry Personnel:

Gail Clarkson, Gord Dunbar (President), Nora Fueten, Deborah Laforet, Heather Leffler (President-elect), Peter Hartmans, Christina Paradela, Tim Reaburn, Bill Thomas.

Regrets: Ted Smith, Jane Wyllie, Judy Zarubick

Corresponding Members:

Diane Blanchard, Lillian Gohn, Diane Matheson, Bruce Sweet

Recording Secretary:

Barbara Hampson

Constitution

President Gord Dunbar welcomed everyone, introduced Diane Blanchard, the new Hamilton Conference Personnel Minister, and constituted the Court in the name of Jesus Christ, Head of the Church, to deal with the business that might rightfully come before it. He opened the meeting with prayer.

Executive Minutes

Motion: Rosemary Addison/Heather Leffler

*That the Hamilton Conference Executive approve the minutes of the **October 27, 2016** meeting of the Executive of Hamilton Conference as distributed and corrected:*

CARRIED

Motion: Ann Fleming/Bill Thomas

*That the minutes of the teleconference meetings of the Sub-Executive of Hamilton Conference on **December 1, 2016; February 2, 2017** be received for information:*

CARRIED

Agenda

Motion: Bill Thomas/Margaret Blewett

That the agenda be approved as circulated and amended:

CARRIED

Corresponding Members

Motion: Bill Thomas/Heather Leffler

That Bruce Sweet and those attending the service of covenant for Diane Blanchard be corresponding members for this meeting:

CARRIED

Annual Meeting Update

President Gord Dunbar gave an update on plans for the meeting of Hamilton Conference, May 26–28, 2017, on behalf of the Agenda and Business Committee.

Peter invited members of the executive to consider whether to extend the term of the President-elect in anticipation of Remits 1-4 passing.

Canada 150 Announcements about Historical Indigenous Leaders

President Gord Dunbar proposed slides for the Conference meeting in May celebrating Canada's 150th anniversary composed of historical quotes from First Nations leaders and asked for wisdom from executive members. Discussion followed.

Remit Update

Peter Hartmans provided an update on remits. Discussion followed.

Reports for Information

Staff Committee

Motion: Joyce Ward/Rod Coates

That the Staff Committee report (Appendix A - E 69) be received for information:

CARRIED

Division of Ministry Personnel & Education

President Gord Dunbar read the report on behalf of Judy Zarubick, Chair of MP&E

Motion: Christina Paradela/Sybil Wilson

That the Division of Ministry Personnel and Education report (Appendix A - E 69–70) be received for information:

CARRIED

Presbytery Reports

Presbytery chairs highlighted current activities and events in their presbyteries.

Service of Covenant

The Executive held a service of covenant for Diane Blanchard, Hamilton Conference Personnel Minister.

Presbytery Reports Continued

Presbytery updates continued.

Motion: Margaret Blewett/Rosemary Addison

That Hamilton Conference Executive receive the presbytery verbal reports be received for information:

CARRIED

Reports for Action

Nominations Committee

Motion: Ann Fleming/Gail Clarkson

That the Hamilton Conference Executive approve the recommendation of the Nominations Committee that the following people be appointed to the stated positions:

Barbara Fullerton (OM) Erie Presbytery to the Conference Interview Board

Charlie Hogg (OM) Halton Presbytery to the Archives Committee

CARRIED

Lunch

The Executive broke for lunch from 12:15 to 1:00 p.m.

Affirm Network Presentation and Conversation

Gord Dunbar introduced Bruce Sweet and Diane Matheson-Jimenez who addressed the Executive on the proposed and revised Conference Mission Statement and Policy from the Affirm Network (Appendix B - E 71). Discussion followed.

Motion: Christina Paradela/Bill Thomas

That the Hamilton Conference Executive recommend that the 92nd meeting of Hamilton Conference approve the proposed Hamilton Conference mission statement and policy brought forward by the Affirm Network: **CARRIED**

Social Media Guidelines

Diane Matheson-Jimenez provided background on the draft Social Media Guidelines for Hamilton Conference (Appendix C - E 72–73). Discussion followed.

Motion: Heather Leffler/Ann Fleming

That the Hamilton Conference Executive approve the Social Media Guidelines for Hamilton Conference: **CARRIED**

Worship

Gord Dunbar led the Executive in a closing worship.

Motion: Nora Fueten/Tim Reaburn

That the meeting of Hamilton Conference Executive be adjourned: **CARRIED**

Next Meeting:

The Executive of Hamilton Conference will meet on Thursday, April 27, 2017 at the Conference Office.

Gord Dunbar, President

Peter Hartmans, Executive Secretary

Appendix A – Reports

Report from Hamilton Conference Staff Committee

The Staff Committee met on November 22, 2017, and, will have its next meeting on February 21, 2017. At each meeting, members of the Staff Committee and the Hamilton Conference Staff gather for worship, followed by a time of fellowship. The November meeting was our Christmas gathering, with gift certificates being presented to each of the Staff.

Members of the Committee have spent much time in meetings discussing the Comprehensive Review and its possible ramifications for Hamilton Conference Staff. Our mandate at this point is to care for Staff individually, and, collectively, during the transition. At present, Staff is in a “holding pattern”, continuing to work together as a team to support each other. That being said, there are still a lot of “what if” conversations.

We have discussed the possibility of the Staff Committee becoming a support team for Conference Staff during the changeover when it occurs.

Kim Uyede-Kai, Conference Minister for Congregational Support, is on sabbatical until April 1, 2017. Her duties have been assimilated by Conference Staff internally, with a few things being placed on hold until her return.

Staff Committee members have stated repeatedly that it is an honour to work and connect with such a remarkable Staff Team. We are blessed with a wonderful group of people, dedicated to their work and to their faith.

Division of MP&E Report to Conference Executive February 16, 2017

The Division of Ministry Personnel & Education met on February 8, 2017 at 10:30 a.m. by Conference Call.

Candy Harvey, the Chair of CIES, informed the Division that AST has stated that their students are to follow the process for submitting evaluation reports as required by their denomination rather than the forms from the AST Handbook. The SME forms 208, to become a Learning Site, and 207, the application form for a Supervised Ministry Education Experience, have been updated and are now found on the United Church Website. A new updated SME Handbook is currently being updated and consolidated. Deadline for site and student applications for SME via the National Matching meeting need to be into the National Office by May 15, 2017.

The Interim Ministry Committee will be interviewing two Interim Ministers for continuing designation. The Spring Interim Retreat will take place from Wednesday March 22, 2 pm to March 23 at 2 pm at Loyola House—Dealing with the Congregational Skeletons and Using the Wisdom from your Enneagram number to help you better deal with conflict.

The E&S Committee's New Ministries Day on December 9, 2016, went very well with all 4 candidates being recommended for Ordination. In late March they will begin reviewing possible sites for the 2017 New Ministries Day.

The Settlement Committee has received one request for Settlement from an Ordained Minister. Transfer meets on April 8 by conference call. Date for candidates to declare whether they are seeking their own call changed from February 1 to March 1.

The Pensions and Benefits Committee agreed with the proposal from Niagara Presbytery that suggested that General Council explore ways to enhance the Pension Funds of the National Church, which may include a percentage of property sales going to pension fund, or requiring Pastoral Charges to pay into the Pension Fund if they employ Retired Supply.

The Interview Board held interviews on November 26 and January 14 and the next interview date is March 11.

The Called to Leadership Event, "Awakening to Contemporary Spiritual Voices," April 24, 2017 with Diana Butler Bass: \$50 Ministry Personnel, at the Conference Office @ 10am-2pm. Flyer on the Conference website, please register by March 29th for this event, after this date spots will be open for non-UCC ministry personnel (attendance is limited to 50).

Sacramental Privileges:

Our Division ratified the following email poll for sacraments:
Sent out October 18, 2016....."That having received the application for sacramental privileges and having found it consistent with The Manual 2016 I-2.4 (page 178) and the Hamilton Conference policy, the Hamilton Conference Division of Ministry, Personnel and Education approve the request of Knox United Church, of Waterloo Presbytery, that Gail Fricker (SS) be granted a license to administer the sacraments in that Pastoral Charge for the duration of the pastoral relationship."

An email request for Sacramental Privileges was deferred awaiting the proper forms and Presbytery approvals. Next Meeting will be on April 19, 2017 at 10:30 a.m.

Submitted by Judy Zarubick

Proposed Hamilton Conference Mission Statement

As an Affirming Ministry within the United Church of Canada, the Hamilton Conference provides leadership and resources so that the life and work of Jesus Christ may be known in the Church and the world, while seeking to recognize and celebrate the diversities of sexual orientations, gender identities, abilities, ethnicities, races, ages, geographical realities and the socioeconomic circumstances of all people; and **holding sacred all diversities in the life and work of the Conference.**

Proposed Hamilton Conference Mission Policy

The Hamilton Conference of The United Church of Canada is to be responsible for providing leadership and resources in order that the life and work of Jesus Christ may be known in the Church and the world. The 2003 Annual Meeting of Hamilton Conference established the following four priorities for the mission and ministry of Hamilton Conference:

- Healthy Congregations and Presbyteries
- Effective Leadership
- Faithful Public Witness
- Strengthening Partnerships

In order that The Hamilton Conference may work toward the above named priorities, and in light of its call to be an Affirming Ministry, the Hamilton Conference is committed to working towards justice by:

- Identifying and working to remove barriers for participation in the life and work of the Church
- Providing and promoting resources and educational opportunities
- Creating belonging spaces throughout the Hamilton Conference where all are valued and cared for**
- Encouraging our Presbyteries and Congregations to explore what being an Affirming ministry may mean in their own context.

We envision this work encompassing the whole of The Hamilton Conference and, as such, will include but not be limited to living out the Apologies and the work of reconciliation, the work of healing, and support for youth and young adult ministries.

Current Mission Statement

The purpose of The Hamilton Conference of the United Church of Canada is to be responsible for providing leadership and resources in order that the life and work of Jesus Christ may be known in the Church and in the world.

The 2003 annual Meeting of Hamilton Conference established the following four priorities for the mission and ministry of Hamilton Conference:

- Healthy Congregations and Presbyteries
- Effective Leadership
- Faithful Public Witness
- Strengthening Partnerships

Draft Social Media Guidelines for Hamilton Conference The United Church of Canada

April 11, 2016

Social media offer many opportunities for us to connect with others within and beyond our churches, throughout the country and internationally.

When participating in social media, be real. Participation in social media for United Church employees, volunteer leaders and participants involves the same values, biblical principles, ethics, and adherence to policies and legislation that we strive towards living in our day-to-day lives.

Whether you are a United Church paid accountable leader, volunteer or adherent, you represent and are perceived to represent The United Church of Canada in all your interactions.

1. Be respectful and act responsibly in all communications.
2. Protect yourself and others. Be careful about what personal information you share about yourself and others online.
3. Know the boundaries. In social media, the lines between a person's work or volunteer life and personal life are often blurred. Readers may not discern the difference between official comments made for your work in social media or personal comments made on personal pages and blogs.
4. If you post about church-related matters that are within your area of work or volunteer responsibility, it's important to disclose your affiliation with The United Church of Canada.
5. State that it's *your* opinion. When commenting on church-related items, unless you are authorized to speak on specific issues, state that the views expressed are your own.
6. Be diligent in respecting intellectual property (copyright and trademark protected), libel and slander laws, financial disclosure laws, false advertising, etc.
7. Ask permission of people *before* posting videos or photos of them or tagging them.
8. Your participation in social media should follow the following United Church policies: Ethical Standards and Standards of Practice for Ministry Personnel; Human Resources Policy Manual: Code of Conduct, Policy 3.1; Social Media Guidelines for People Involved in Youth Ministry in The United Church of Canada; violence and harassment.

The above policies can be found at the following links:

http://www.united-church.ca/sites/default/files/resources/handbook_ethical-standards-practice-ministry-personnel.pdf

http://www.united-church.ca/sites/default/files/resources/handbook_human-resources.pdf

Appendix C – Draft Social Media Guidelines

<http://www.united-church.ca/sites/default/files/resources/social-media-guidelines.pdf>

<http://hamconf.org/violence-and-harassment-in-the-workplace-bill-168/>

9. Social media posts and blogs are not the places to air personnel issues, work conflicts or personal grievances with your employer or colleagues. Please use appropriate channels.
10. Regularly monitor your privacy settings as these may change without notice and revert to a public setting without your knowledge.
11. If you spot a potential issue on social media and believe that a response is required from Hamilton Conference or other church bodies, please forward via appropriate channels.
12. Hamilton Conference social media are monitored for appropriate and respectful posts. Personal attacks or attacks on religious or political beliefs are never appropriate. Keep your comments related to the post you are commenting on. Please don't post links or cut-and-paste items not directly related to the post or they will be removed.
13. Contact the Conference office if you need assistance in responding to a situation on social media or on the internet.