

Draft Minutes of the EXECUTIVE OF HAMILTON CONFERENCE

April 26, 2018



"Changing Seasons"

Authority

The Executive of Hamilton Conference met at the call of the President on Thursday, April 26, 2018 at Hamilton Conference Office. A quorum was present.

Attendance

Laity:

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

Ministry Personnel:

Cathy Dilts, Gord Dunbar (Past-President), Peter Hartmans, Deborah Laforet (President-Elect), Heather Leffler (President), Debra McGill, Christina Paradela, Tim Reaburn, Kim Shantz, Bill Wheeler, Judy Zarubick.

Regrets: Gail Clarkson, Bill Thomas.

Corresponding Members:

Diane Blanchard, Lillian Gohn, Ross Hibberd, Kim Uyede-Kai.

Recording Secretary:

Barbara Hampson

Constitution

President Heather Leffler welcomed everyone. The President constituted the Court in the name of Jesus Christ, Head of the Church, to deal with the business that might rightfully come before it.

Worship

President Heather Leffler led the Executive in an opening service of worship.

Agenda

Motion: Gord Dunbar/Sarah Leffler

That the agenda be approved as circulated and amended:

CARRIED

Executive Minutes

Motion: Gord Dunbar/Margaret Blewett

*That the Hamilton Conference Executive approve the minutes of the **February 15, 2018** meeting of the Executive of Hamilton Conference as distributed and amended:*

CARRIED

Motion: Gord Dunbar/Ann Fleming

*That the minutes of the teleconference meeting of the Sub-Executive of Hamilton Conference on **April 10, 2018**, be received for information:*

CARRIED

Sessional Committees

The Executive broke into sessional committees at 10:25 a.m. as follows:

#1	#2	#3
Rod Coates	Tim Reaburn	Christina Paradela
Deborah Laforet	Heather Leffler	Margaret Blewett
Nancy Risto	John Hurst	Kim Shantz
Judy Zarubick	Sybil Wilson	Debra McGill
Rosemary Addison	Gord Dunbar	Ann Fleming
Cathy Dilts	Sarah Leffler	Lillian Gohn
Bill Wheeler	Ross Hibberd	

The sessional committees reviewed Conference annual reports as follows:

Sessional Committee #1: Standing Committees
 Sessional Committee #2: Education Institutions, Miscellaneous, Networks
 Sessional Committee #3: Presbyteries, Staff

The Executive reconvened at 11:50 a.m.

Reports for Information

Staff Committee

Rosemary Addison gave a report on the work of the Staff Committee and Peter Hartmans gave additional information about the current situation for Hamilton Conference staff.

Motion: Gord Dunbar/Rosemary Addison

That Hamilton Conference Executive fully support the care for the well-being of the staff in the adjustment of the core operating hours of the Conference Office.

CARRIED
(Unanimous)

Rosemary Addison left the meeting.

Lunch

The Executive broke for lunch from 12:10 to 12:40 p.m.

Reports for Information Continued

Sessional Committee #1: Standing Committees

Rod Coates highlighted work in the reports and made suggestions and comments:

Archives Committee

- Still need to impress to congregations the importance of sending in material to archives.
- Regular correspondence with communities of faith that would help remind people to send materials into archives

Division of Ministry Personnel and Education

- Called to Leadership Event for ministry personnel - has been very helpful.

Interim Ministry Committee

- To connect interim ministers every six weeks to connect, education, share stories

Internship and Education Supervision

- Diaconal students are not represented in the internship and educational supervision report. The process is as such that the conference is not involved in these field placements. How do we connect with this process?
- Support network for students

Conference Interview Board

- Helpful to have the last paragraph where it connects the works to our faith. How do we include this in other reports?

Pension

- Support by the regions for those on pension/retirees.
- Great to have the names representing each presbytery.

Mission Strategy and Support

- Each region will still have an allocation of money for mission, so we will still need a process on where these funds are distributed.
- Could we still keep current team to work with the three regions under the executive minister to share history and processes?

Pastoral Care Teams

- Would be helpful to have this carry on into regions.

Sessional Committee #2: Educational Institutions, Miscellaneous, Networks

Tim Reaburn highlighted aspect of the reports and made comments and suggestions:

Ecumenical Chaplaincies:

- Appreciate the support these ministries offer to students which is essential for the United Church of Canada
- How do we move these ministries into Regions when money is tight or not there?
- How do we define this ministry within an increasingly secular space and how do we make it more multi-faith? After all, ecumenical is collaboration across Christian denominations and this is becoming more multi-faith.
- Worry that funding from presbyteries that fund these ministries might be lost.
- Some felt we should invest in hospital chaplaincies as well since our population is ageing.

Five Oaks

- Grateful for the creative manner by which this ministry has moved forward; a lot of hard work.
- The Skylight Festival is now located at Five Oaks and that seems a good move.
- Might the process Five Oaks utilized to seek partnerships be a model for living into the wider church's transition?
- Since much of the well-being of Five Oaks depends upon successful partnerships with other organizations, Regions need to pay close attention to their ongoing health.
- To which Region will Five Oaks be accountable?
- As we move into Regions, what accountability will move forward for corporations?

General Council Executive

- Enormous amount of work, planning, effective and regular communication, forethought and resourcing for the wider church is very helpful during our transition.
- Keep that communication approach into the change.
- Need to retain *experienced and skilled* volunteers and staff for the new Denominational Council.
- The online Commons needs to be far more user friendly so that access for information needed in the wider church can be quickly and easily accessed i.e. a virtual "button" link on the national website to take searchers to the Commons.

UCW

- We are mindful of the challenges they are facing at this time and appreciate the work of the UCW. Noted that lots of exciting work is not reflected in the report.
- Love the use of tactile dolls to engage the wider community.
- Like the development of UCW Alumnae groups.
- The importance of the UCW's educational, missional and study foci needs to find a place within the Regions

Wesley Urban Ministries

- Great narrative report.
- Wesley is the point agency for Refugee orientation for the region – amazing!
- Like the ecumenical approach to Sunday dinners. Keep and awareness of this ministry for all Regions 7, 8, 9, 10, 6 and 11.
- The provisional Executive Ministers for the above regions should keep connection through their Regions.
- Utilize this model for sharing their story with other corporations.

Affirm Network

- So very pleased this work and initiative has happened in Hamilton Conference.
- Ensure the Regions become Affirming Ministries through re-starting the process in a collaborative manner.

Children and Youth Network

- Grateful to Diane Matheson-Jimenez and Linda Clark for keeping the flame flourishing.
- Ensure Networks continue within Regions.
- The Niagara Youth Festival looking to work with London Conference to grow even stronger.
- Networks need to consider thriving beyond Regional boundaries.

Week of Guided Prayer Network

- Note that there is a sharing of resources from this Network with the United Kingdom and the United States.
- This ministry grew from small beginning at Lowville Prayer Centre.
- How can we share this kind of Network more widely?
- Where would this ministry be lodged in Regions?

Sessional Committee #3: Presbyteries, Staff Team

Christina Paradela highlighted work in the reports from the presbyteries and Conference Program staff and made suggestions and comments:

Hamilton Presbytery

- Use of headings makes it easy to read the report and find information.
- Collaborative theme and intentional theme runs through the report. Carry forward the ideas of intention and collaboration into the transition.

Bruce Presbytery

- Carry forward the Learning Days (workshops) open to communities of faith invited to take part in. The workshops were concurrent.

Erie Presbytery

- Erie has cut back on oversight visits.
- Financially support ecumenical and international endeavours – would like to see this carried forward.
- Faith Formation – how will programming get carried into the future.
- Language needs to be standardized in order to find the common thread in each Presbytery – Extension Council is the name in one Presbytery but Mission Council in another.
- How will the funds from Extension Councils be brought into the new structure?

Kim Uyede-Kai, Minister for Congregational Support:

- Everything she does needs to carry on!

Peter Hartmans, Executive Secretary

- Sense sadness but understandable.
- Very grateful for staff, the presbyteries, the communities of faith, enjoyed being here with us and looking forward to moving forward with trepidation – new challenges.

Diane Blanchard, Personnel Minister

- We appreciate her positivity and looking to the future!

Diane Matheson-Jimenez

- Amazed at all that she is involved in both in the Conference and the wider church. A very large portfolio. She has given leadership to clergy, ministerial personnel in guiding congregations.
- Also looked at critical component of effective leadership is practicing self care . . . she helped others practice spiritual care. She looks after all ages for Christian education.
- Any work that is about social justice needs to be carried on.

Dave Jagger

- Appreciated the gracious tone throughout – he held up that he does much of his work in teams, acknowledged others.
- Celebrations, challenges and looking ahead. He identified what needs to be carried forward. He names Hope within the challenges.

MOTION: Sarah Leffler/Debra McGill

That Hamilton Conference Executive recommend that the annual reports, as posted on the Hamilton Conference website, be presented to the ninety-third Meeting of Hamilton Conference for information in an omnibus motion.

CARRIED

Transition conversation

Appointment of Executive Minister

Peter Hartmans offered comments on the appointment of Cheryl-Ann Stadelbauer-Sampa as the Executive Minister for Regions 7, 8, & 9.

Discussion Regarding Windup of Presbyteries on or after December 31, 2018 and Check List

Peter Hartmans provided background information about some of the details involved in the ending of presbyteries, including completing presbytery paperwork in the first quarter of 2019, and integrating congregations into the new Regions. Discussion followed.

Appointment of Commission Members for Regions 8 and 9

Heather Leffler provided background information.

Motion: Judy Zarubick/Debra McGill

That Hamilton Conference Executive recommend for appointment to the Transition Commission for the Regional Councils Gord Dunbar, Heather Leffler, and Tim Reaburn as representatives for Region 8 and Deborah Laforet and Sybil Wilson as representatives for Region 9:

CARRIED

(Five Abstentions: Gord Dunbar, Heather Leffler, Tim Reaburn, Deborah Laforet, Sybil Wilson)

Reports for Action

Financial Statements to Date

John Hurst provided background information.

Motion: John Hurst/Sarah Leffler

That the Balance Sheets and Income Statements (Appendix A – E 58–62) be received for information:

CARRIED

Reports for Information

Division of Ministry Personnel and Education

Judy Zarubick drew attention to the report (Appendix B—E 63–64). Judy noted that the Ontario Registrar General has been refusing to issue licences to marry to anyone who is not ordained. Hamilton Conference has retained a lawyer to argue this issue. Discussion followed.

Motion: Judy Zarubick/Debra McGill

That the Hamilton Conference Executive receive the report for information.

CARRIED

Motions for Conference and Presbytery Regarding Transition

Peter Hartmans drew attention to the motions. Heather Leffler suggested that a section on Transition be added to the Hamilton Conference website.

General Council Executive Update

Tim Reaburn and Sybil Wilson gave a verbal report on the work of General Council, some information about the new Denominational Council Executive, and the new *Manual*. Discussion followed.

Agenda and Business Update

Judy Zarubick, Heather Leffler, and Tim Reaburn provided information about the upcoming Conference meeting. Peter Hartmans noted that UNIFOR has been tentatively booked for 2019 because there was no fee involved in doing so.

Worship

Heather Leffler led the Executive in a closing worship.

The meeting was adjourned at 2:40 p.m.

Next Meeting:

The Executive of Hamilton Conference will meet on Thursday, October 25, 2018 at the Conference Office.

Heather Leffler, President

Peter Hartmans, Executive Secretary

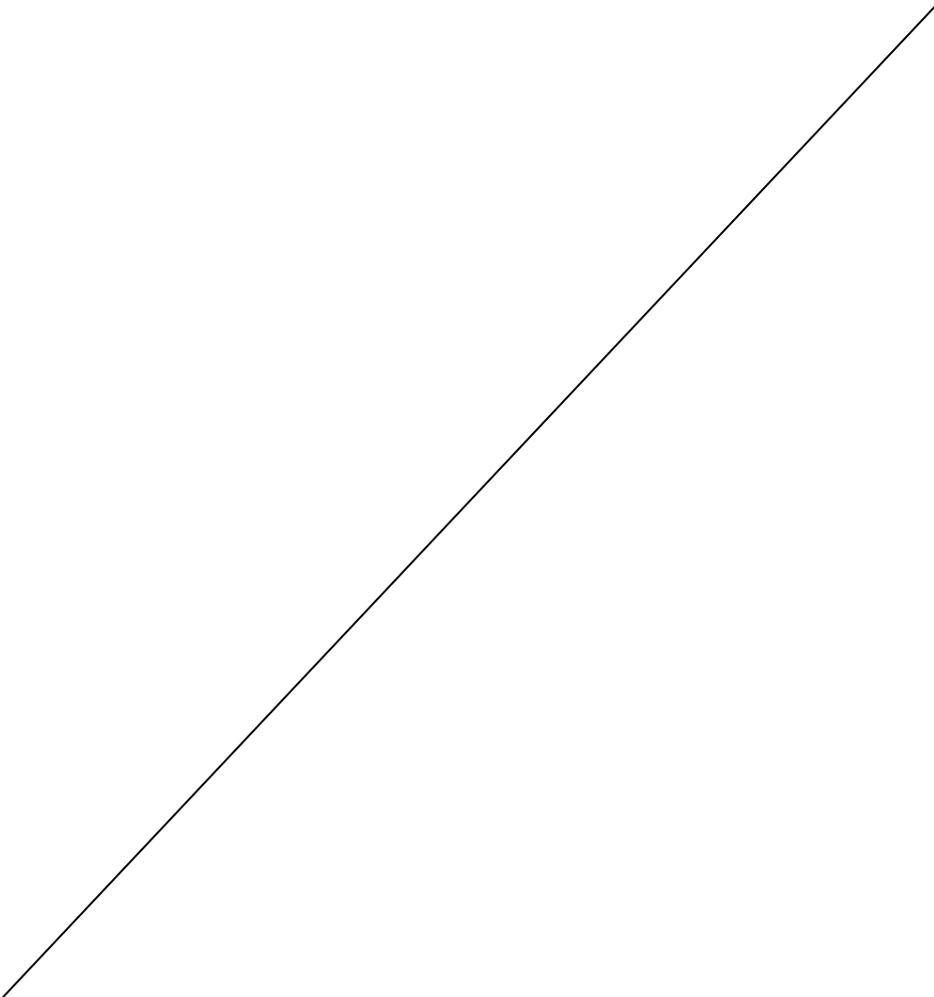
7:26 PM
2018-04-17
Accrual BasisHamilton Conference
Balance Sheet
As of 31 December 2017

	31 Dec 17
ASSETS	
Current Assets	
Chequing/Savings	
BMO- Brokerage Account	693,681.28
BMO - chequing	326,672.43
BMO Nesbitt Burns Niagara	609,632.19
BMO Nesbitt Burns - Investment	265,918.78
Cash on Hand	24,913.51
Total Chequing/Savings	1,920,818.19
Other Current Assets	
Assessments Receivable	52,910.13
Halton Presbytery Staff Rec.	1,289.75
Interest Receivable	771.92
Newfoundland Recoverable	2,316.50
Other Receivables	2,005.38
Prepaid Expenses	17,308.60
Rebates Receivable	7,234.93
Vocational Assessments	2,825.00
Waterloo Presbytery Staff Rec.	13,926.02
Total Other Current Assets	100,588.23
Total Current Assets	2,021,406.42
Fixed Assets	
Building	138,508.04
Computer equipment	950.48
Furniture, fixtures & equipment	13,305.74
Land	10,000.00
Total Fixed Assets	162,764.26
TOTAL ASSETS	2,184,170.68
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	38,228.24
Total Accounts Payable	38,228.24
Other Current Liabilities	
Accrued Liabilities	3,614.48
Accrued Professional Fees	12,000.00
Deferred Revenue	125,800.00
Mission Council of Ham. Pres.	25,000.00
Total Other Current Liabilities	166,414.48
Total Current Liabilities	204,642.72
Long Term Liabilities	
Monies Held in Trust	1,162,311.42
Total Long Term Liabilities	1,162,311.42
Total Liabilities	1,366,954.14

7:26 PM
2018-04-17
Accrual Basis

Hamilton Conference
Balance Sheet
As of 31 Dec 2017

	<u>31 Dec 17</u>
Equity	
Retained Earnings	686,556.01
Net Income	130,660.53
	<hr/>
Total Equity	817,216.54
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TOTAL LIABILITIES & EQUITY	<u>2,184,170.68</u>



7:23 PM
2018-04-17
Accrual Basis

Hamilton Conference
Profit & Loss
January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Annual Meeting Income	36,566.50
Assessment Income	654,603.51
Fees Collected	0.00
Government Rebates	12,510.40
MP&E Income	15,394.90
Network Income	3,696.80
Other Income	30,223.10
Salary Grant	191,052.00
Total Income	<u>944,047.21</u>
Expense	
Agenda and Business Annual Meeting	688.88 80,369.84
Archives Committee	590.50
Avel/Bookstore Support	16,300.00
Capital Expenses	265.54
Conference Oversight	8,478.46
Contingency	17,411.23
Corporations Overview	2,334.49
Executive and Subexecutive	4,967.95
Finance Committee	22,645.83
Ministry Personnel & Education	11,891.70
Mission Strategy and Support	467.74
Networks	23,815.35
Office Operating	64,506.60
Pastoral Care Team	1,840.61
President's Expense	3,943.96
Program Partnership Expenses	1,000.00
Property Committee	23.40
Sex. Abuse Prevention/Response	2,999.66
Staff	535,292.65
Staff Committee	1,021.41
Stewardship Education	707.88
Uncategorized Expenses	-0.07
Total Expense	<u>801,563.61</u>
Net Ordinary Income	142,483.60
Other Income/Expense	
Other Expense	
Depreciation	11,823.07
Total Other Expense	<u>11,823.07</u>
Net Other Income	-11,823.07
Net Income	<u><u>130,660.53</u></u>

7:24 PM
 2018-04-17
 Accrual Basis

Hamilton Conference
Balance Sheet
 As of 17 April 2018

	<u>17 Apr 18</u>
ASSETS	
Current Assets	
Chequing/Savings	
BMO- Brokerage Account	677,741.51
BMO - chequing	492,105.24
BMO Nesbitt Burns Niagara	615,750.25
BMO Nesbitt Burns - Investment	266,095.70
Total Chequing/Savings	<u>2,051,692.70</u>
Other Current Assets	
Halton Presbytery Staff Rec.	-91.31
Interest Receivable	771.92
Newfoundland Recoverable	2,753.35
Other Receivables	589.51
Vocational Assessments	5,763.00
Waterloo Presbytery Staff Rec.	421.80
Total Other Current Assets	<u>10,208.27</u>
Total Current Assets	<u>2,061,900.97</u>
Fixed Assets	
Building	138,508.04
Computer equipment	950.48
Furniture, fixtures & equipment	13,305.74
Land	10,000.00
Total Fixed Assets	<u>162,764.26</u>
TOTAL ASSETS	<u>2,224,665.23</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,383.27
Total Accounts Payable	<u>2,383.27</u>
Other Current Liabilities	
Accrued Liabilities	-2,093.62
Accrued Professional Fees	12,000.00
Deferred Revenue	195,800.00
Mission Council of Ham. Pres.	25,000.00
Total Other Current Liabilities	<u>230,706.38</u>
Total Current Liabilities	<u>233,089.65</u>
Long Term Liabilities	
Monies Held in Trust	1,137,959.21
Total Long Term Liabilities	<u>1,137,959.21</u>
Total Liabilities	<u>1,371,048.86</u>
Equity	
Retained Earnings	817,216.54
Net Income	36,399.83
Total Equity	<u>853,616.37</u>
TOTAL LIABILITIES & EQUITY	<u>2,224,665.23</u>

7:20 PM
2018-04-17
Accrual Basis

Hamilton Conference
Profit & Loss
1 January through 17 April 2018

	1 Jan - 17 Apr 18
Ordinary Income/Expense	
Income	
Annual Meeting Income	38,808.36
Assessment Income	162,589.29
MP&E Income	2,373.52
Network Income	1,737.40
Other Income	-15,762.85
Salary Grant	5,000.00
Total Income	194,745.72
Expense	
Annual Meeting	14,380.29
Avel/Bookstore Support	8,150.00
Contingency	116.96
Corporations Overview	1,350.00
Executive and Subexecutive	1,247.26
Finance Committee	2,973.03
Ministry Personnel & Education	2,605.70
Networks	7,874.23
Nominations	21.45
Office Operating	23,458.58
President's Expense	860.00
Program Partnership Expenses	1,000.00
Sex. Abuse Prevention/Response	126.36
Staff	92,127.61
Staff Committee	55.43
Uncategorized Expenses	1,998.99
Total Expense	158,345.89
Net Ordinary Income	36,399.83
Net Income	36,399.83

Division of MP&E Report to Conference Executive April 26, 2018

The Division of Ministry Personnel & Education met on Apr. 19, 2018 by conference call. Requests for sacrament privileges were received from Halton, Niagara and Waterloo Presbyteries and for Licenses to Solemnize Marriages from Halton and Niagara. The following motions were approved:

1. that having received the application for license to solemnize marriages and found it consistent with the Hamilton Conference Policy section 'G', the Hamilton Conference Division of Ministry, Personnel and Education recommends to Conference Executive Secretary approval of the request of Bethel-Cooks Mills Pastoral Charge, Niagara Presbytery, that Karen Orlandi, student supply, be considered eligible to solemnize marriages in Ontario for the duration of the pastoral relationship.
2. 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 Carlisle/Kilbride Pastoral Charge, Halton Presbytery, that Gavin Williams (SS) be granted a license to administer the sacraments in that Pastoral Charge for the duration of the pastoral relationship.
3. that having received the application for license to solemnize marriages and found it consistent with the Hamilton Conference Policy section 'G', the Hamilton Conference Division of Ministry, Personnel and Education recommends to Conference Executive Secretary approval of the request of Carlisle/Kilbride Pastoral Charge, Halton Presbytery, that Gavin Williams, student supply, be considered eligible to solemnize marriages in Ontario for the duration of this pastoral relationship. (Gavin already has a license from the Ontario Government so it just requires Peter Hartman's approval since Gavin Williams moved Pastoral Charges)
4. At the request of Waterloo Presbytery and Deborah Deavu, that having received the application for sacramental privileges and having found it consistent with The Manual 2016 I-2.4.1 (page 177) and the Hamilton Conference policy, the Hamilton Conference Division of Ministry, Personnel and Education approve the request for Deborah Deavu, Diaconal Minister, to conduct the sacraments within the bounds of Waterloo Presbytery while she remains a member in good standing. Effective until June 30, 2019.

CIES has one intern for the National Matching Meeting on June 13, 14 2018 and two sites available. There are 6 AST Students and 1 DLM Student.

Education and Students Committee have recommended for Ordination on Saturday, May 26, 2018 at the Conference AGM: Andrew Macpherson (the ‘P’ is lower case), Hamilton Presbytery and Robert Lawson, Erie Presbytery. Present Candidates: Niagara has 3; Hamilton has 1; Halton has 2; Erie has 4; and Bruce has 3 plus 1 on long term disability just now.

At the April 18, 2018 E&S Committee meeting a conversation was held with Emmanuel College representatives: Wanda Chin (Registrar), Professor Tom Reynolds (Vice Principal) and Professor Phyllis Airhart (Acting Principal).

The **Interim Ministry Committee** will meet on May 8, 2018.

The **Pensions and Benefits Committee** was to meet with the Retirees Association but it was cancelled due to the weather and has not yet been rescheduled.

Transfer & Settlement - As of April 6 meeting of Transfer, identified 43 candidates for order of ministry, ready for commissioning/ordination, most of whom will be looking to find their own ministry positions. Of the 43, three are diaconal candidates. One of the 43 was interested in obtaining a position through action of transfer and settlement. Also at time of Transfer one ministry setting (in Manitou Conference) was requesting a minister. And, as it turns out, the interests of the candidate and pastoral charge seemed a suitable match.

Post GC (likely early October), there will be a Transfer conference call looking at structures and policies arising in light of decisions made at GC.

Possible pastoral relations network meeting for our region to be scheduled in the fall. Purpose: learn and sort through changes in procedures.

Already scheduled: an April 30 webinar at 1 pm ET on our new pastoral relations system. Check United-in-Learning website info to sign up. Hosted by Deb Kigar (Hamilton) and Wendy Cranston (GC staff).

The Called to Leadership Event Many positive responses on the evaluation forms! Resource people were great – Richard Choe & Betty Pries. It is good to keep the cost down for people to attend. Attendees only had to pay for their meal. 30 in attendance.

An Interim Ministry Retreat “In the Midst of Change.....take a deep breath” took place at Five Oaks on April 11 from 2 p.m. to April 12 at 2 p.m. Jenny Stephens, from the Office of Vocation came to discuss Interim Ministry in the new structure. Next retreat is scheduled for October 30-31, 2018 at Five Oaks.

Submitted by Judy Zarubick