

ASSEMBLY COUNCIL EXECUTIVE**January 14, 2009**

The Assembly Council Executive met on Tuesday, January 14, 2009, within 50 Wynford Drive, Toronto, Ontario, and by telephone conference call. L. Duncan opened the meeting with prayer.

- PRESENT**
81/09E
- Ms. L. Duncan (convener), The Rev. K. Barlow, The Rev. B. Vancook, Mr. S.C. Lee, Mr. C. Greaves, The Rev. R. Fee, Mr. S. Roche The Rev. S. Kendall (secretary), Ms. T. Hamilton (recording secretary).
- AGENDA**
82/09E
- It was moved by K. Barlow, duly seconded, and
- AGREED, that the agenda as printed be adopted.
- MINUTES**
Executive
83/09E
- It was moved by B. Vancook, duly seconded, and
- AGREED, that the Executive minutes of October 1, 2008 be adopted.
- Council**
84/09E
- AGREED, that the Council minutes of November 23-25, 2008 be received for information.
- CORRESPONDENCE**
85/09E
- There was no correspondence for this meeting.
- APPOINTMENTS**
Member at Large
86/09E
- AGREED, that the vacancy in the member at large category not be filled, noting that it will be referred to the Nominating Committee to report to the General Assembly's Committee to Nominate.
- LONG RANGE**
PLANNING
87/09E
- S. Kendall reported on behalf of the working group preparing for the planning summit noting that: all presbyteries will be involved over three phases with the first event involving about one third of the presbyteries; this number of participants will meet the concerns for finding a suitable venue; sufficient funding is available for this level of participation; this format will enable future budgeting to be considered within the cycle of undesignated bequests; and H. Klassen will be finalizing the proposal. This will be going to the Long Range Planning Committee next week.
- WORKING GROUPS**
Biennial General
Assemblies
88/09E
- K. Barlow reported that the working group dealing with Biennial General Assemblies will have a report and recommendations for the Council's March meeting.
- Korean Translation**
89/09E
- The Korean Translation working group has meet and the following actions have or will occur:
- Living Faith: is nearing completion and the translated text is with a professional reader, the format will have Korean and English on facing pages, checking with presbyteries regarding number to be printed, and the expectation is that this will be completed for the Assembly in June.
 - Book of Forms: will be an electronic format, volunteers from the Han-Ca Presbyteries will translate and honoraria will be provided for them; and there is a commitment for annual updates to be translated.
 - General Assembly: translation will be offered by Eastern Han-Ca on a as needed basis with individuals doing the translation.
- Third Party Contracts**
90/09E
- The working group re the Third Party Contracts (Overture No.10, 2007) will be meeting January 27, 2009.
- Moving Expenses**
91/09E
- There was no report on the working group dealing with Overture No. 1, 2009 re recouping moving expenses after a short term ministry.

Educational Opportunities 92/09E	The working group dealing with educational opportunities at the General Assembly will be meeting January 16, 2009.
PASTORAL CARE FOR EXECUTIVE STAFF 93/09E	The Executive noted that there is a contract with the Family Living Institute as well as a team of ministers and elders willing to offer pastoral support for staff. Later in the meeting, when staff had left, the Executive had a further conversation. (cont'd on page 864)
PERSONNEL POLICY COMMITTEE Terms of Reference 94/09E	A discussion on the terms of reference was deferred until the end of the meeting when the staff had left. (cont'd on page 864)
RESIDENTIAL SCHOOLS 95/09E	There was a brief update noting the Truth and Reconciliation Commission appointment progress; Remembering the Children Event in Edmonton, and final preparations for the study guide for Frontrunners.
MANGEMENT TEAM 96/09E	S. Roche reported on items that are before the Management Team such as 2009 budget preparation, informing staff re compensation, privacy policy and revision of computer policy for web use.
LIFE AND MISSION AGENCY The Vine – Job Description 97/09E	<p>The position description for the Associate Secretary for The Vine was presented as follows:</p> <p><u>Nature and Scope</u></p> <p>The nature and scope of this position, and of the entire department, is that it will actively assist congregations – either individually or collectively – to find and use people resources, print resources, on-line resources or conferences that are helpful to their ministry, looking at and producing new resources in renewal and revitalization. The Vine and its staff will be both responsive and proactive in</p> <ol style="list-style-type: none">1. Providing easy, accessible, prompt information, help and links in the areas of Christian education, congregational development, change and transition, eldership resources, evangelism, leadership development, ministry with children and youth and worship;2. Overseeing the establishment of Leadership Links;3. Overseeing and responding to requests from congregations, individuals, synods and presbyteries;4. Listening to congregations and analyzing the need for new resources and ensuring their timely production;5. Ensuring the on-going production of yearly resources. <p><u>Accountability/Responsibility</u></p> <p>Direction and coordination will be given by, and accountability will be to, the General Secretary of the Life and Mission Agency and the Agency Committee. An annual performance review will be conducted by the General Secretary.</p> <p>The incumbent is accountable for the policies and directions of the Vine.</p> <p>The incumbent is responsible for:</p> <ol style="list-style-type: none">1. The evolving vision for an innovative, multi-faceted strategy to assist congregations in finding and using resources that are helpful in their ministries;2. Recommending enhancements to the vision to the Life and Mission Agency for approval and implementing such revisions;3. Producing resources, both new and ongoing, required for the denomination;

4. The carrying out of all aspects of the position and the fulfillment of all obligations as an officer and agent of the Church, so as to uphold and preserve the image and reputation of the church and to protect its assets and resources;
5. Working with openness and trust in a collegial fashion with all other officers of the church, as befits a disciple of Christ.

The Tasks

Manageable yearly goals and objectives will be formulated jointly by the incumbent, the General Secretary of the Life and Mission Agency and the Agency Committee from the tasks listed below.

Manage the Vine department of the Life and Mission Agency of The Presbyterian Church in Canada

1. Oversee the activities and functions of the department within budget limits;
2. Set budgets and priorities;
3. Provide active and engaged supervision for salaried staff and additional volunteer staff.

Service within The Presbyterian Church in Canada

4. Work within the Life and Mission Agency in the research, coordination and production of resources to assist congregations to carry out their ministry;
5. Respond to questions from other departments, agencies, congregations, presbyteries and synods to assist them in locating resources;
6. Equip congregations, presbyteries and synods, in their renewing, visioning and the carrying out of their programs;
7. Provide oversight for contracts issued for specific tasks or resource development, i.e. Children and Worship, Evangelism Connections, etc;
8. Be available to attend departmental and inter-departmental meetings;
9. Collaborate with national office colleagues in areas of mutual responsibility and concern, e.g. Canada Ministries re programming for church growth and support for congregational transitions;
10. Collaborate with regional staff colleagues in areas of mutual responsibility and concern;
11. Undertake such other tasks as are, from time to time, assigned by General Assembly or the Assembly Council, acting in its name, through the Life and Mission Agency or the General Secretary.

Promotion of the Vine

12. Ensure the Vine portion of the website is continually updated and evolving to ensure the highest quality and accessibility;
13. Ensure regular promotion of the Vine through ads in PCC print resources, production of DVD's, promotion of Leadership Links; etc.;
14. Work cooperatively with both the Advisory Committee and the Life and Mission Agency Committee in its promotion and evaluation of this pilot program;
15. Review the volunteer component of the Vine and create on-going work lists for volunteers, if applicable;
16. Ensure the library located within the national office is a pleasant, organized and workable space for visitors wishing to use it.

Production of New and On-going Resources

17. Provide oversight for new resources needed by the denomination, i.e. congregational development chart, transition ministries resources, Partners' resource on refugees, Evangelism that Works, new profession of faith resource;

18. Act as Project Manager for Opening Doors to Discipleship;
19. Assess the value of, and provide oversight for new print resource For Elders, reprint of four piece Children and Communion;
20. Assess the value of, and oversee the production of on-going resources such as "Partners", "Prayer Partnership", worship bulletins, "Equip", review new resources for PCPak and Pconnect and For Elders, co-written with the Deputy Clerk of the General Assembly ;
21. Pursue the concept of the "scholar in residence" program;
22. Monitor and oversee the implementation of the camping recommendations from the 2008 General Assembly.

Representation in Ecumenical and National Endeavours

23. Work ecumenically wherever appropriate and represent our denomination, as assigned, at meetings of inter church communication bodies, i.e. represent the PCC at Association of Presbyterian Church Educators (APCE), attend Children and Worship meetings;
24. Assign and supervise the work of others assigned by the Vine to represent the PCC in ecumenical events;
25. Act as dean to the Youth Ministry Training Branch of Canada Youth;
26. Attend meetings of the General Assembly;
27. Attend meetings of the Ewart Centre.

Personal development

28. Engage in personal study and reflection in the area of expertise as well as participate in scholarly research and discussion taking place ecumenically (annual study leave)

General Qualifications and Personal Characteristics

The Associate Secretary will possess the following characteristics.

Faith:

1. Evidence of a lively and mature Christian faith and a commitment to The Presbyterian Church in Canada including its goals and vision.

Vision:

2. A vision of both pastoral and prophetic ministries in the church in the 21st century;
3. A vision for innovative, multi-faceted resourcing strategies for the 21st century.

Understanding:

4. An understanding of The Presbyterian Church in Canada, its ethos, governance, distinctives, diversity and polity;
5. An understanding of the importance of maintaining appropriate confidentiality.

Creativity:

6. A creative style that shows initiative and active commitment to seek solutions.

Experience and Skills:

7. A minimum of an undergraduate degree from a recognized university;
8. Training, experience and demonstrated ability as an educator in the Reformed tradition;
9. Experience and understanding of preparing and leading worship in the Reformed tradition;

10. An ability to communicate with knowledge and passion about the mission and ministry of The Presbyterian Church in Canada;
11. Excellent communication skills, oral, written and electronic.

Management skills:

12. A demonstrated ability in managing staff and volunteers;
13. Demonstrated ability to work within a collegial model of administration, consensus building and decision making, including a strong commitment to work effectively, openly and cooperatively with other staff of the national office and ecumenically;
14. Skill in setting goals and objectives and managing time according to established priorities;
15. Demonstrated ability in financial management skills (oversight of budget planning & monitoring);
16. Demonstrated ability in organization, in meeting deadlines and in working at several projects simultaneously;
17. An ability to facilitate group interactions and to work well with committees;
18. An ability to assist with the formulation of recommendations to the Life and Mission Agency for new policies or revision of policies.

Interpersonal skills:

19. Strong interpersonal skills including the ability to establish rapport with both clergy and the constituency;
20. Sensitivity for the dignity and worth of each individual person regardless of gender, race, age economic status, religion or sexual orientation.

Personal characteristics:

21. An ability and willingness to undertake some travel;
22. Energy and enthusiasm with the flexibility to change.

It was moved by K. Barlow, duly seconded, and

AGREED, that permission be granted to the Life and Mission Agency to circulate the above position description to presbyteries to seek applications for the position of Associate Secretary, The Vine: Connecting People, Places and Programs.

SUPPORT SERVICES
98/09E

There was no report relating to Support Services.

MARCH MEETING
99/09E

The General Assembly Office will identify any special plans for the March meeting once the agenda is determined.

**EXPERIMENTAL
FUND**

P. Ma
100/09E

It was moved by C. Greaves, duly seconded, and

AGREED, that Peter Ma be appointed as a director to the Experimental Fund.

**EXECUTIVE STAFF
MORTGAGE**

101/09E

R. Fee left the meeting for the discussion relating to his mortgage.

It was moved by B. Vancook, duly seconded, and

AGREED, that, on a without precedent setting basis, a bridge loan of up to \$240,000 at the Scotia Bank one year closed mortgage rate (currently 6%) be extended to Rick Fee.

**EXECUTIVE STAFF
ISSUES**

(cont'd from p. 860)
102/09E

All staff left the meeting so the Executive could discuss pastoral care/support and evaluations for general secretaries.

NEXT MEETINGS
103/09E

The next meetings will be:

- Council: March 22-24, 2009 and November 22-24, 2009;
- Executive: May 7, 2009 at 10:30 (EST).

ADJOURNMENT

There being no further business, the executive adjourned. The meeting was closed with prayer.

Ms. L. Duncan
Convener

The Rev. S. Kendall
Secretary