

**ASSEMBLY COUNCIL****March 21-23, 2010**

The Assembly Council met within Crieff Hills Community, Puslinch, Ontario, from March 21-23, 2010. J. Clapp led the Council in opening worship on the theme of "Running the Race of Life – the Olympic Journey". B. Vancook constituted the meeting with prayer.

**ATTENDANCE**

125/10C

Present were:

Assembly Appointees: Ms. Janet Clapp, Ms. Heather Crisp, The Rev. J. Wesley Denyer, The Rev. R. Stewart Folster, Mr. Gordon Walford, The Rev. Bert Vancook (convener).

Presbytery Representatives: The Rev. Dr. Aubrey Botha, Mr. Barry Flude, Mr. George Fraser, Ms. Carol Glenn, Mr. Gerald Head, The Rev. Geoffrey B. Jay, Mr. Richard Kirk, Mr. Soo-Chul Lee, The Rev. Dr. A.R. Neal Mathers, The Rev. Lloyd A. Murdock, The Rev. Paul Sakasov, Ms. Joan Stellmach, Mr. Paul Tysdal, Mr. Jake van Kooten, The Rev. John R. Wilson.

Synod Representatives: The Rev. J. Ross Davidson, The Rev. Ina Golaiy, Mr. Charles Greaves, The Rev. Keith A. McKee, Ms. Betty Trevenen, The Rev. Fiona Wilkinson.

Ex-Officio - Voting: Ms. Druse Bryan, The Rev. Daniel Cho, The Rev. Ian A.R. McDonald, The Rev. A. Harvey Self, Ms. Ann Taylor.

Ex-Officio - Non-Voting: Mr. Stephen Roche, The Rev. Stephen Kendall (secretary), The Rev. Dr. Dorcas Gordon (principal).

Others: Ms. Terrie-Lee Hamilton (recording secretary), The Rev. Don Muir.

**Others**

126/10C

Mr. Colin Carmichael (Communications), Ms. Amy MacLachlan (Record).

**REGRETS**

127/10C

Mr. Ken Dahl, Ms. Elaine Heath, The Rev. Sung Deuk Hong, Ms. Peggy Liptrott, The Rev. Dr. Rick Fee, The Rev. Cheol Soon Park, The Rev. Dr. Aubrey Botha (Monday afternoon)

**WELCOME**

128/10C

The convener welcomed the members to this meeting, acknowledging that this is L. Murdock's first meeting and D. Gordon was representing the heads of colleges in J. Vissers' absence.

**AGENDA**

129/10C

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

AGREED, that the agenda and order of business as printed be adopted.

**MINUTES****Council**

130/10C

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

AGREED, that the Council minutes of November 22-24, 2009 be adopted with the following correction:

- 91/09C: correct spelling of Carol Glenn.

**Executive**

131/10C

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

AGREED, that the Executive Committee minutes of February 24, 2010 be received for information.

**CORRESPONDENCE****S. Folster**

132/10C

A letter was received from Stewart Folster resigning from the Assembly Council at the end of this meeting.

It was moved by F. Wilkinson, duly seconded, and

AGREED, that the resignation of Stewart Folster as of the end of this Assembly Council meeting be accepted with regret.

**CTE re College Grants**  
133/10C

A letter was received from the Committee on Theological Education requesting that the grants to the theological colleges be reconsidered.

It was moved by N. Mathers, duly seconded, and

AGREED, that the above letter be received.

134/10C

**Notice of Motion**

K. McKee presented the following notice of motion:

that, at a future session of the March meeting of the Assembly Council, I will move or cause to be moved that the proposed allocation for grants in 2010 and 2011 for college funding be reconsidered.

(see p. 931)

**REPORTS WITHOUT  
RECOMENDATIONS**  
135/10C

It was moved by R. Davidson, duly seconded, and

AGREED, that the following reports be received for information:

- Benevolence Committee
- Church Architecture Committee
- Commission on Assets of Dissolved and Amalgamated Congregations
- Experimental Fund

**EXECUTIVE  
Report**  
136/10C

C. Greaves took the chair while B. Vancook presented the Executive Committee report.

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

AGREED, that the report be received and considered.

**General Secretaries  
Position Descriptions**  
Life and Mission Agency  
137/10C

**General Secretary – Life and Mission Agency  
Position Description**

**The Position**

The position of General Secretary of the Life and Mission Agency is open to non-ordained and ordained members of The Presbyterian Church in Canada. The General Secretary is appointed by the General Assembly on nomination of the Life and Mission Agency (see Book of Forms Appendix B-1). The Life and Mission Agency is responsible for presenting a position description to the Assembly Council for approval. The General Secretary also serves as a member of the Management Team for the national office.

**Accountability**

The incumbent is accountable to the General Assembly through the Life and Mission Agency for the right discharge of his/her duties. While ultimate accountability is always to the General Assembly, interim direction will be given by and accountability will be to the Life and Mission Agency Committee, the Assembly Council and its Executive. As an Assembly appointee, the incumbent retains the right of direct recourse to the Assembly.

**Nature and Scope**

The General Secretary, Life and Mission Agency is responsible for:

- directing and co-ordinating the work of all portfolios within the Life and Mission Agency;
- serving as a member of the national office Management Team and sharing overall management responsibility of the church offices equally and co-operatively with members of the Management Team;
- ensuring the effective implementation of policies and programs approved by the General Assembly and/or its Council, or the Life and Mission Agency;

- serving on various national church boards, committees or ecumenical bodies as position or assignment warrants;
- performing such other tasks as may be assigned by the General Assembly, the Assembly Council or the Life and Mission Agency.

The portfolios within the Life and Mission Agency currently include: Canada Ministries; Communications; Education for Mission, Stewardship/*Presbyterians Sharing*; International Ministries; Justice Ministries; Ministry and Church Vocations; Planned Giving; Presbyterian World Service and Development; and The Vine.

### **Tasks**

As General Secretary of the Life and Mission Agency, the responsibilities are:

- engaging in theological reflection as it relates to a broader vision for the church, the work of the Life and Mission Agency, and personal growth;
- ensuring the smooth overall functioning of the Life and Mission Agency;
- giving creative leadership and guidance to the overall work of the Life and Mission Agency;
- co-ordinating and giving oversight to Life and Mission Agency staff, including effective stewardship of human and financial resources;
- ensuring that the mandate of the Life and Mission Agency is fulfilled in the management and budget process;
- with the Life and Mission Agency Committee, ensuring effective program implementation that is in keeping with the church's overall vision;
- with the Life and Mission Agency Committee, establishing priorities in how the Life and Mission Agency will deploy its resources and personnel, including development of new programs and the evolution and/or elimination of existing programs;
- interpreting to the church at large the work of the Life and Mission Agency and providing opportunities and initiatives throughout the church to reflect theologically about its life and mission;
- maintaining a good working relationship with the WMS and AMS that enhances the relationship and common understanding of the promotion of the mission of the church;
- with the Assembly Office, ensuring the appropriate participation of the church in various ecumenical and inter-church coalitions and agencies;
- serving as a signing officer for The Presbyterian Church in Canada, Pension and Benefits Board, Presbyterian World Service and Development and tax receipts;
- serving as a member of boards, committees or agencies as the General Assembly or its Council or the Life and Mission Agency shall determine:
  - a non-voting member of the Life and Mission Agency Committee,
  - a non-voting member of the Committee on Education and Reception,
  - a non-voting member of the PWS&D Committee,
  - a non-voting member of the Assembly Council and its Executive,
  - a non-voting member of the Finance Committee of the Assembly Council,
  - a non-voting member of the Ecumenical and Inter-Faith Relations Committee,
  - a non-voting member of the Long Range Planning Committee;
- performing other tasks as assigned by the General Assembly, the Assembly Council or the Life and Mission Agency.

As a member of the Management Team, the responsibilities are:

- engaging in long-term strategic planning and annual operating planning for the church offices;
- working co-operatively with the Management Team to ensure the smooth overall running of the church offices;

- working co-operatively with the Management Team in preparation of draft budgets for the national operating budget;
- serving as a member of boards, committees or agencies as the General Assembly or its Council shall determine:
  - a non-voting member of the Personnel Policy Committee;
- performing other tasks as requested by the Assembly Council.

### **Qualifications and Personal Characteristics**

The incumbent shall possess:

- evidence of a mature Christian faith and a commitment to The Presbyterian Church in Canada, including its goals and vision;
- a sensitivity for the dignity and worth of each individual person regardless of gender, race, age or economic status;
- a vision of both pastoral and prophetic ministries in the church of the 21st century;
- a demonstrated understanding of the history, ethos, traditions, governance and polity of The Presbyterian Church in Canada;
- a working knowledge of the Book of Forms and experience within the courts of the church;
- a demonstrated ability for ecumenical co-operation;
- a strong commitment to work effectively and co-operatively within the national office of the church;
- a demonstrated ability to work within a collegial model of administration, consensus building and decision making;
- a demonstrated ability to work in a team style of leadership;
- a creative style that shows initiative and active commitment to seek solutions and improvements;
- a demonstrated concern for mission and outreach through the integration of evangelism, social action and justice ministries of Presbyterians locally, regionally, nationally and internationally;
- an understanding of and commitment to congregational ministry through the work of the Life and Mission Agency Committee;
- an ability to be a decisive, involved leader who is organized and efficient;
- a demonstrated ability to manage/oversee several portfolios and multiple tasks simultaneously;
- strong inter-personal skills with a demonstrated knowledge and awareness of human relations issues, including conflict management/resolution skills;
- excellent communication skills - oral, written and electronic;
- a member in good standing of The Presbyterian Church in Canada, either ordained or lay.

Principal Clerk/Secretary  
of Council  
138/10C

**General Secretary of the General Assembly Office  
Principal Clerk and Secretary, Assembly Council  
Position Description**

### **The Position**

The position of General Secretary of the General Assembly Office is open to non-ordained and ordained members of The Presbyterian Church in Canada. The General Secretary is appointed by the General Assembly on nomination of the Assembly Council (see Book of Forms Appendix B-1). The Assembly Council is responsible for the position description. The General Secretary serves as the Principal Clerk of the General Assembly, Secretary of the Assembly Council, the Ecumenical Officer for The Presbyterian Church in Canada and a member of the Management Team for the national office.

### **Accountability**

The incumbent is, in matters relating directly to the work of Assembly, the servant of the General Assembly and responsible to the Assembly for the right discharge of his/her duties. In respect to the work of the Assembly Council, the incumbent is responsible to the Council and through it to the Assembly, for all matters relating to the Council. As an Assembly appointee, the incumbent retains the right of direct recourse to the Assembly.

### **Nature and Scope**

The General Secretary, General Assembly Office is responsible for:

- serving as the Principal Clerk of the General Assembly and Secretary to the Assembly Council;
- facilitating the smooth operation of the General Assembly and the Assembly Council;
- assisting the courts of the church in fulfilling their roles;
- serving as the Ecumenical Officer for The Presbyterian Church in Canada and co-ordinating the church's ecumenical activities;
- serving as a member of the national office Management Team and sharing overall management responsibility of the church offices equally and co-operatively with members of the Management Team;
- representing the church in all legal matters related to the Trustee Board of The Presbyterian Church in Canada;
- serving on various national boards, committees and ecumenical bodies as the position or assignment warrants;
- performing such other tasks as may be assigned by the General Assembly and the Assembly Council.

### **Tasks**

As General Secretary of the General Assembly Office, the responsibilities are:

- ensuring the smooth overall functioning of the General Assembly Office;
- co-ordinating and giving oversight to General Assembly Office staff, including effective stewardship of human and financial resources;
- supervising the smooth overall functioning of the Archives;
- co-ordinating and giving oversight to Archives staff, including effective stewardship of human and financial resources;
- serving as a member of boards, committees or agencies as the General Assembly or its Council shall determine:
  - a non-voting member of the Assembly Council and its Executive,
  - a non-voting member of the Finance Committee of the Assembly Council,
  - a non-voting member of the Ecumenical and Inter-Faith Relations,
  - a non-voting member of the Education and Reception Committee,
  - a non-voting member of the Long Range Planning Committee.

As the Principal Clerk, the responsibilities are (see also Book of Forms section 286):

- recording and finalizing of minutes of General Assembly;
- advising the Moderator on proper procedure for debate;
- dealing with all matters relating to the agenda and its preparation;
- communicating General Assembly decisions appropriately to the church's constituency, so that the courts and Assembly agencies and committees can study and make appropriate responses;
- preserving the records of General Assembly;
- ensuring the arrangements for and follow-up from meetings of the General Assembly;
- ensuring the smooth operation of the Assembly Office, including the provision of limited administrative support services for Committees of Assembly;
- administering the Benevolence Fund of the church;

- advising the General Assembly Committee on Business;
- advising the Committee to Advise with the Moderator;
- overseeing legal matters relating to the courts of the church;
- interpreting questions regarding the law and procedure of the church and advising the courts of the church and individual members on matters relating thereto;
- representing, in person or by appointee, The Presbyterian Church in Canada on ecumenical bodies related to Residential Schools and Healing and Reconciliation;
- representing the church in meetings and negotiations with the government regarding Residential Schools and the Truth and Reconciliation Commission;
- serving as an ex-officio voting member of the Trustee Board;
- serving as, or co-ordinating support to, the various committees of the General Assembly and its agencies;
- facilitating commissions established by the General Assembly;
- participating in, or consulting with, crisis management teams dealing with situations involving courts of the church and/or church workers;
- performing other duties as assigned by the General Assembly or the Assembly Council;
- serving as a signing officer for The Presbyterian Church in Canada, Presbyterian World Service and Development and Trustee Board related matters.

As Secretary of the Assembly Council and its Executive, the incumbent is responsible for:

- ensuring the smooth functioning of meetings of the Assembly and its Council in respect to physical arrangements, agenda documentation, recording of minutes, and advising on procedural matters;
- ensuring the effective implementation of decisions taken by the Assembly and its Council;
- bringing to the attention of Assembly Council any matters she/he feels appropriate for consideration by the Council in fulfilling its role and objectives;
- cultivating a good relationship with the clerks of presbyteries and synods and between the courts of the church and the agencies and committees of the General Assembly;
- ensuring the effective and efficient use of the human and financial resources provided;
- advising the convener on proper procedure for debate;
- dealing with all matters relating to the agenda and its preparation;
- preserving the records of Assembly Council and its Executive;
- ensuring the arrangements for and follow-up from meetings of the Assembly Council and its Executive;
- overseeing the preparation and monitoring of the expenditure budget of the Assembly, the Assembly Council and the Assembly Office.

As Ecumenical Officer of the church, the responsibilities are:

- in consultation with others, inviting visitors from other churches and civic leaders to be present at the General Assembly;
- participating in and/or designating participation to ecumenical councils and events.

As a member of the Management Team, the responsibilities are:

- engaging in long-term strategic planning and annual operating planning for the national church offices;
- working co-operatively with the Management Team to ensure the smooth overall running of the church offices;

- working co-operatively with the Management Team in preparation of draft budgets for the national operating budget;
- serving as a member of boards, committees or agencies as the General Assembly or its Council shall determine:
  - a non-voting member of the Personnel Policy Committee;
- performing other tasks as requested by the Assembly Council.

### **Qualifications and Personal Characteristics**

The incumbent shall possess:

- evidence of a mature Christian faith and a commitment to The Presbyterian Church in Canada including its goals and vision;
- a sensitivity for the dignity and worth of each individual person regardless of gender, race, age or economic status;
- a vision of both pastoral and prophetic ministries in the church of the 21st century;
- a demonstrated understanding of the history, ethos, governance, traditions and polity of The Presbyterian Church in Canada;
- a working knowledge of the Book of Forms and experience within the courts of the church;
- a demonstrated ability for ecumenical co-operation;
- a strong commitment to work effectively and co-operatively within the national office of the church;
- a demonstrated ability to work within a collegial model of administration, consensus building and decision making;
- a disposition for and a demonstrated ability to work in a team style of leadership;
- a creative style that shows initiative and active commitment to seek solutions and improvements;
- an ability to be a decisive, involved leader who is organized and efficient;
- a demonstrated ability to manage/oversee multiple tasks simultaneously;
- strong inter-personal skills with a demonstrated knowledge and awareness of human relations issues, including conflict management/resolution skills;
- excellent communication skills – oral, written and electronic;
- a member in good standing of The Presbyterian Church in Canada, either ordained or lay.

Support Services,  
CFO/Treasurer  
139/10C

**General Secretary – Support Services  
Chief Financial Officer and Treasurer  
Position Description**

### **The Position**

The position of General Secretary, Support Services is open to non-ordained and ordained members of The Presbyterian Church in Canada. The General Secretary is appointed by the General Assembly on nomination of the Assembly Council (see Book of Forms Appendix B-1). The Assembly Council is responsible for the position description. The General Secretary serves as a member of the Management Team for the national office and as Chief Financial Officer and Treasurer of The Presbyterian Church in Canada.

### **Accountability**

The incumbent is accountable to the General Assembly through the Assembly Council for the right discharge of his/her duties. Accountability will be to the Assembly Council and its Executive through the Finance Committee for the management of financial affairs. As an Assembly appointee, the incumbent retains the right of direct recourse to the Assembly.

### **Nature and Scope**

The General Secretary, Support Services is responsible for:

- managing the financial affairs of the church in accordance with the duties listed below;
- serving as a member of the national office Management Team and sharing overall management responsibility of the church offices equally and co-operatively with members of the Management Team;
- acting as secretary and treasurer of The Trustee Board of The Presbyterian Church in Canada;
- serving on the Investment Advisory Committee of the Trustee Board;
- serving on various national church boards, committees and ecumenical bodies as position or assignment warrants;
- performing such other tasks as may be assigned by the General Assembly or the Assembly Council through its Finance Committee.

### **Tasks**

As the General Secretary, Support Services, the responsibilities are:

- giving oversight to the:
  - personnel and administration of the Pension and Benefits Office;
  - Pension Lending Funds,
  - computer systems office,
  - personnel and work of the resource centre,
  - personnel and work of the mailing room,
  - personnel and work of the printing department,
  - maintenance and upkeep of the national office building;
- serving as a member of boards, committees or agencies as the General Assembly or its Council shall determine:
  - a non-voting member of the Assembly Council and its Executive,
  - a non-voting member of the Long Range Planning Committee,
  - a non-voting member of Commission on Proxies,
  - a full Board member of the Pension and Benefits Board.

As Chief Financial Officer and Treasurer, the responsibilities are:

- engaging in long-term strategic planning and annual operating planning for the financial affairs of the national church;
- overseeing accounting systems and personnel;
- co-ordinating the development of detailed annual operating budgets;
- reviewing monthly financial statements and reporting thereon;
- overseeing the annual audit;
- overseeing cash management (treasury and investments);
- serving as the chief contact for banks, lawyers, actuaries, etc;
- conducting risk management (control and security i.e. insurances);
- acting serving as a signing officer for The Presbyterian Church in Canada, Presbyterian World Service and Development, Trustee Board related matters, The Record and the Women's Missionary Society (WMS);
- ensuring Regulatory Compliance;
- serving as a member of boards, committees or agencies as the General Assembly or its Council shall determine:
  - a non-voting member of the Finance Committee of Assembly Council,
  - a non-voting member of the Audit Committee,
  - a non-voting member of the Lending Fund,
  - a non-voting member of the Commission on Assets of Dissolved and Amalgamated Congregations,
  - the treasurer and voting member of The Presbyterian Record Corporation,

- a voting member of the Canadian Council of Churches' Finance Committee,
- a voting member of the Trustee Board,
- a voting member of the Trustee Board Investment Advisory Committee.

As a member of the Management Team, the responsibilities are:

- engaging in long-term strategic planning and annual operating planning for the national church offices;
- working co-operatively with the Management Team to ensure the smooth overall running of the church offices;
- working co-operatively with the Management Team in preparation of draft budgets for the national operating budget;
- serving as a member of boards, committees or agencies as the General Assembly or its Council shall determine:
  - a non-voting member of the Personnel Policy Committee;
- performing other tasks as requested by the Assembly Council.

### **Qualifications and Personal Characteristics**

The incumbent shall possess:

- evidence of a mature Christian faith and a commitment to The Presbyterian Church in Canada including its goals and vision;
- an experienced financial executive with a degree in accounting (CA, CGA or CMA) and with considerable working knowledge of a not-for-profit organization;
- a sensitivity for the dignity and worth of each individual person regardless of gender, race, age or economic status;
- a vision of both pastoral and prophetic ministries in the church of the 21st century;
- a demonstrated understanding of the history, ethos, governance, traditions, and polity of The Presbyterian Church in Canada;
- a working knowledge of the Book of Forms and experience within the courts of the church;
- a demonstrated ability for ecumenical co-operation;
- a strong commitment to work effectively and co-operatively within the national office of the church:
- a demonstrated ability to work within a collegial model of administration, consensus building and decision making;
- a disposition for and a demonstrated ability to work in a team style of leadership;
- a creative style that shows initiative and active commitment to seek solutions and improvements;
- an ability to be a decisive, involved leader who is organized and efficient;
- a demonstrated ability to manage/oversee several portfolios and multiple tasks simultaneously;
- strong inter-personal skills with a demonstrated knowledge and awareness of human relations issues, including conflict management/resolution skills;
- excellent communications skills - oral, written and electronic;
- a member, ordained or lay, in good standing of The Presbyterian Church in Canada.

140/10C

### **Recommendation No. 1**

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

AGREED, that the job descriptions for the general secretaries be approved.

**General Secretaries  
Evaluation  
Guidelines**  
141/10C

**Performance Evaluation Guidelines for General Secretaries**

**Process**

1. The responsibility for conducting performance evaluations of the general secretaries rests with the Executive of Assembly Council.
2. The Assembly Council will be responsible to nominate the persons on the Evaluation Teams and that they will be named at the fall meeting of Assembly Council. The performance evaluations will be conducted annually prior to the spring meeting of Assembly Council.
3. The Evaluation Teams for the general secretaries are as follows:
  - 3.1 in the case of the General Secretary of the General Assembly Office the members of the Evaluation Team are: convener of Assembly Council (or designate); a member of the Assembly Council Executive (other than the convener and the General Secretaries); and a member of the Assembly Council who is not a member of the Executive of Assembly Council;
  - 3.2 in the case of the General Secretary, Support Services, the members of the Evaluation Team are: the convener of the Finance Committee (or designate); the convener of the Assembly Council; and a member of the Assembly Council who is not a member of the Executive of Assembly Council;
  - 3.3 in the case of the General Secretary, Life and Mission Agency, the members of the Evaluation Team are: the Convenor of the Life and Mission Agency (or designate); the Convenor of the Assembly Council; and a member of the Assembly Council who is not a member of the Executive of Assembly Council.
4. This evaluation will review and evaluate the previous year's work and discuss short and long-range goals and plans for the upcoming year and beyond.
5. The respective position descriptions will be used as the basis for the evaluations.
6. Every three years, the above evaluation will be preceded by self evaluation and peer reviews (a gathering and examination of self evaluations and selected peer review notes.) These peer reviews may come from national staff, ecumenical colleagues, members of Assembly Council, members and leaders of The Presbyterian Church in Canada. The scope and extent of peer reviews will be determined by the joint Evaluation Team composed of those named above.
7. The Evaluation Team will gather individually and jointly with the general secretaries.
8. The Evaluation Team will prepare a report for presentation to the Executive of the Assembly Council prior to the spring meeting of Assembly Council.
9. The Executive of Assembly Council will prepare three evaluation reports of the general secretaries for the Assembly Council which will be distributed prior to the spring meeting of Assembly Council.
10. The peer review notes shall be shredded following the completion of the report. The reports themselves and the self-evaluations shall be sealed and held within the Assembly Office (by the Principal Clerk.) Evaluation reports are to be made available to future evaluation teams.
11. Templates for self-evaluation, team evaluation, and peer/staff reviews (to be completed) are below.

Self Evaluation Template  
 142/10C

**Performance Evaluation for General Secretaries  
 Self Evaluation - Template**

Name of General Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

- Identify a specific accomplishment this year?
- What were you most passionate about?
- What specific challenge stands out for you? What did you learn from it?
- What did you not accomplish that was a priority?
- In your position, do you feel that your skills and gifts are being utilized effectively? If not, how might that be accomplished?
- What do you consider to be your two greatest strengths in serving The Presbyterian Church in Canada?
- In what areas of your work do you feel an element of frustration?
- What areas of your work do you feel could be improved? (e.g., knowledge, ability, problem solving, planning and organization, taking initiative, communication, co-operation, flexibility, supervision of staff, other).
- What continuing education or professional development have you taken in the past year and /or are you planning in the next year?
- How do you nurture your spiritual life when your position is always about the church?
- In what particular area do you feel more direction or exposure or transparency is needed?
- What personal/team goals have you set for yourself with regard to your work?
- Are there ways in which the Assembly Council could give intentional on-going support?
- Tell us about how effective the Management Team is.
- Are there any things you want to comment on which are not covered above?

Evaluation of Goals and Objectives

Last Year's Work Program Area	Goals and Objectives	<i>Review and Comments</i>

Next Year's Work Program Area	Goals and Objectives

Evaluation Team Comments:

Signatures:

\_\_\_\_\_

General Secretary

\_\_\_\_\_

Evaluation Team Member 1

\_\_\_\_\_

Evaluation Team Member 2

\_\_\_\_\_

Evaluation Team Member 3

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluation Team Report  
143/10C

**PERFORMANCE EVALUATION FOR GENERAL SECRETARIES  
EVALUATION TEAM REPORT - TEMPLATE  
(Based on Position Description)**

Name of General Secretary: \_\_\_\_\_

Agency: \_\_\_\_\_

Date of Last Evaluation: \_\_\_\_\_

Appraisal Period: \_\_\_\_\_

1. Key Functions evaluated:
2. Peer Evaluation
3. Staff Evaluation
4. Related Questions (see attachment)
5. Overall Assessment of Employee's Performance including all Objectives
6. Professional Development

Signatures:

\_\_\_\_\_

General Secretary

\_\_\_\_\_

Team Member 1

\_\_\_\_\_

Team Member 2

\_\_\_\_\_

Team Member 3

Date: \_\_\_\_\_

Date: \_\_\_\_\_

144/10C

**Recommendation No. 2**

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

AGREED, that the performance evaluation system for General Secretaries be approved.

**Overture No. 12, 2009  
GA Days  
145/10C**

Since Overture No. 12, 2009 re the days of General Assembly has not been addressed fully, the Council will seek permission to report to the next General Assembly.

**Recommendation No. 3**

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

AGREED, to recommend to the General Assembly:  
that permission be given to respond to the 2011 General Assembly regarding Overture No. 12, 2009.

**Overture No. 10, 2010  
Dollar Base  
146/10C**

S. Roche and K. Plater, of the national office, have been working on the issue addressed in Overture No. 10, 2010 re determining the dollar base for congregations which the Council noted as it gave direction for the preparation of the response to this overture.

**Recommendation No. 4**

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

AGREED, that Overture No. 10, 2010 be referred to a task group, including representatives of the Life and Mission Agency, to consult with Financial Services and that the membership be named by Assembly Council, and to report back to Assembly Council.

(see p. 940)

**Permission to Report**  
147/10C

**Recommendation No. 5**

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

AGREED, to recommend to the General Assembly:  
that permission be granted to report on Overture No. 10, 2010 to the 2011  
General Assembly.

**Overture No. 11, 2010**  
**GAO/**  
**Financial Services**  
**Amalgamating**  
148/10C

The framers of Overture No. 11, 2010 ask that the Assembly Council explore the idea of amalgamating the General Assembly Office and Financial Services in the context of good stewardship and the current need to find permanent savings in the operating budget for the national church.

The Assembly Council has reviewed the staffing complements and work distribution in the two offices and, while there have and will be some reductions in staff as a result of the savings that have been considered as part of the overall budget, there is very little overlap in the work of the two departments, and so an amalgamation would not be prudent.

The General Assembly Office currently has a total of five full time staff (plus the archives) and is fully engaged in the support of the General Assembly and its committees, the ecumenical commitments of the denomination, legal and polity advice and various other responsibilities that arise in the support of the above.

Financial Services has particular responsibilities for the management of the funds of the church (close to \$260,000,000 including the Pension Fund) accounting, accounts receivable, accounts payable and payroll. These functions have over the years become increasingly complicated giving the high standards of accountability that must be adhered to. In addition, it is not possible to separate the function of Financial Services from the various support services that are undertaken by that department. Computer and technical support for the office, the staffing of resource production, and the supervision of the office facilities, printing services, the Pension and Benefits office and the Bookroom also fall under the purview of the General Secretary (Chief Financial Officer) of that department.

Given the fact that the two departments have very little overlap in responsibility the Assembly Council, while continuing its work in finding appropriate efficiencies regarding all aspects of the operation of the national office, believes that an amalgamation of these two departments is not feasible.

**Recommendation No. 6**

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

AGREED, to recommend to the General Assembly:  
that the prayer of Overture No 11, 2010 be answered in the terms above and  
be not granted.

**Overture No. 12, 2010**  
**Minister's Stipend**  
149/10C

The Assembly Council reviewed Overture No. 12, 2010 re cessation of reporting the stipend of a minister on the statistical form.

While the Assembly Council agrees that a minister's stipend is one part of compensation, and that reporting may not reflect all ministers in a multi-ministry team, it noted that the salaries of all congregational ministers are publicly available in the report of their congregation's annual general meeting. In addition, it noted that the compensation of other servants of the church is openly reported and discussed at the General Assembly. Specifically, the General Assembly receives the report and recommendations of the Council for the compensation levels for general and associate secretaries and for professorial staff (A&P 2007, p. 209-213; recent compensation report for general/associate secretaries is in A&P 2009, p. 210-211, 25). The band levels for support staff are reported when there are revisions (A&P 2009, p. 210).

It is the view of the Assembly Council that openness and transparency in all aspects of church life are to be encouraged. There does not appear to be a significant difference in the church's treatment of ministerial compensation in terms of transparency at this time.

**Recommendation No. 7**

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

AGREED, to recommend to the General Assembly:  
that the prayer of Overture No 12, 2010 be not granted.

**Korean Translation  
Living Faith  
150/10C**

The Korean translation of Living Faith has been completed by the task group and it is ready to be presented to the General Assembly for use within the church.

**Recommendation No. 8**

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

AGREED, to recommend to the General Assembly:  
that the Korean translation of Living Faith be approved and commended  
for use within the church.

**Appreciation  
151/10C**

The Council noted its appreciation to members of the task group for their work on this special project.

**Report  
152/10C**

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

AGREED, that the report as a whole be adopted.

**EVENING  
ADJOURNMENT**

The hour for the end of the day having arrived, the Council adjourned. B. Vancook closed with prayer.

**MONDAY MORNING**

**PRAYER**

B. Vancook opened the morning session with prayer.

**OVERTURE NO. 3, 2007  
BIENNIAL  
ASSEMBLIES  
Report  
153/10C**

C. Greaves took the chair while B. Vancook presented the report on Biennial Assemblies.

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

AGREED, that the report be received and considered

**Biennial Assemblies  
154/10C**

**Recommendation No. 1**

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

DEFEATED, to recommend to the General Assembly:  
that the principle of biennial General Assemblies be approved.

**Motions Withdrawn  
155/10C**

With the defeat of Recommendation No. 1, the Council withdrew Recommendations Nos. 2-10.

**Annual Assemblies  
156/10C**

**Additional Motion**

It was moved by G. Walford, duly seconded, and

AGREED, to recommend to the General Assembly:  
that the practice of annual General Assemblies be reaffirmed.

**Standing Judicial  
Commission  
157/10C**

**Additional Motion**

It was moved by J. Wilson, duly seconded, and

AGREED, to recommend to the General Assembly:  
that the Clerks of Assembly be asked to consider the establishment of a  
standing judicial commission and to report to a future General Assembly.

**Design of General  
Assembly**  
158/10C

**Additional Motion**

It was moved by A. Taylor, duly seconded, and

AGREED, that a committee be struck to examine the time design of General Assembly with a view to encompassing both the business portion and a conference element.

**Report**  
159/10C

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

AGREED, that the report as a whole, as amended, be adopted.

**FINANCE  
COMMITTEE  
Report**  
160/10C

G. Walford presented the report of the Finance Committee and S. Roche presented the financial statements for the church and the pension fund.

It was moved by G. Walford, duly seconded, and

AGREED, that the report be received and considered.

**2009 Financial  
Statements**  
161/10C

**Recommendation No. 1**

It was moved by G. Walford, duly seconded, and

AGREED, that the audited financial statements for The Presbyterian Church in Canada at December 31, 2009 be approved.

**Audited 2009 Financial  
Statements**  
162/10C

**Recommendation No. 2**

It was moved by G. Walford, duly seconded, and

AGREED, to recommend to the General Assembly:  
that the audited financial statements for The Presbyterian Church in Canada ending December 31, 2009 be received for information.

**2009 Pension Fund**  
163/10C

**Recommendation No. 3**

It was moved by G. Walford, duly seconded, and

AGREED, that the financial statements of The Presbyterian Church in Canada Pension Fund at December 31, 2009 be approved.

**Audited 2009 Pension  
Fund**  
164/10C

**Recommendation No. 4**

It was moved by G. Walford, duly seconded, and

AGREED, to recommend to the General Assembly:  
that the audited financial statements for The Presbyterian Church in Canada – Pension Fund ending December 31, 2009 be received for information.

**Signing Statements**  
165/10C

**Recommendation No. 5**

It was moved by G. Walford, duly seconded, and

AGREED, that the convener of the Assembly Council and the convener of the Finance Committee be authorized to sign the financial statements ending December 31, 2009 for The Presbyterian Church in Canada.

**Signing Pension  
Statements**  
166/10C

**Recommendation No. 6**

It was moved by G. Walford, duly seconded, and

AGREED, that the convener of the Assembly Council and the convener of the Finance Committee and the convener of the Pension and Benefits Board be authorized to sign The Presbyterian Church in Canada – Pension Fund Statements of Net Assets.

(cont'd p. 931)

**AUDIT COMMITTEE**  
**Report**  
167/10C

G. Walford presented the Audit Committee report.  
It was moved by G. Walford, duly seconded, and  
AGREED, that the report be received and considered.

**Auditors for 2010**  
168/10C

**Recommendation No. 1**  
It was moved by G. Walford, duly seconded, and  
AGREED, that PricewaterhouseCoopers be appointed as auditors for 2010 and that  
their remuneration be fixed by the Audit Committee.

**Report**  
169/10C

It was moved by G. Walford, duly seconded, and  
AGREED, that the report as a whole be adopted.

**FINANCE**  
**COMMITTEE**  
(cont'd from p. 930)  
**2011 Budget**  
College Grants  
170/10C

The Council resumed the consideration of the Finance Committee report.

**Motion to Reconsider** (from p. 917)  
Pursuant to the Notice of Motion given earlier in the meeting,  
It was moved by K. McKee, duly seconded, and

AGREED, that the proposed allocation for grants in 2010 and 2011 for college funding  
be reconsidered.

171/10C

**Additional Motion**  
It was moved by K. McKee, duly seconded, and

DEFEATED, that the proposed allocation for college funding for 2011 be calculated at  
10.13% of total operating revenue.

Approved Budget  
172/10C

**Recommendation No. 7**  
It was moved by G. Walford, duly seconded, and  
AGREED, to recommend to the General Assembly:  
that the 2011 budget be approved.

**2012-2013 Forecast**  
173/10C

**Recommendation No. 8**  
It was moved by G. Walford, duly seconded, and  
that the 2012 to 2014 forecast be received as information and be sent to  
General Assembly for information.

(cont'd below)

**LUNCH RECESS**

The hour having arrived for lunch, B. Vancook offered grace.

**MONDAY AFTERNOON**

**FINANCE**  
**COMMITTEE**  
(cont'd from above)  
**Missionary Residence**  
174/10C

The Council continued with the Finance Committee report.

**Additional Motion**  
It was moved by J. Wilson, duly seconded, and

AGREED, that the question of the usage and need of the missionary residence be  
referred to the Management Team for consideration and report back to  
Assembly Council.

**2012-2013 Forecast**  
175/10C  
(see above)

Recommendation No. 8 having been put to a vote was carried.

<b>2009 Deferred Bequests</b>	<b>Impact</b>	<b>Project</b>	<b>Total</b>
176/10C	College Grants	Colleges grants for 2011	51,878
	Operating Fund	Bequest Stabilization Fund as per policy	200,000
	LMA	Mission Priority Funds as per policy	38,215
	Finance	Replace Lending Fund Loan Tracking System	5,000
	LMA	Camping Ministries: grants to be given for program	47,988
		<b>Total</b>	<b><u>343,081</u></b>

**Recommendation No. 9**

It was moved by G. Walford, duly seconded, and

AGREED, that the deferred bequests as outlined above for 2009 be approved.

**Report**  
177/10C

It was moved by G. Walford, duly seconded, and

AGREED, that the report as a whole, as amended, be adopted.

**LENDING FUND**  
**Report**  
178/10C

G. Walford presented the report on the Lending Fund Committee

It was moved by G. Walford, duly seconded, and

AGREED, that the report be received and considered.

**Loan Amounts**  
179/10C

**Recommendation No. 1**

It was moved by G. Walford, duly seconded, and

AGREED, that the amounts for new church development/extension church be increased from \$100,000 to \$150,000 and loans made to existing congregations be increased from \$60,000 to \$100,000.

**Promissory Note**  
180/10C

**Recommendation No. 2**

It was moved by G. Walford, duly seconded, and

AGREED, that in cases where the amount of the loan requested by the congregation is less than or equal to \$20,000 that the Chief Financial Officer be allowed to accept a promissory note signed by the local trustees of the congregation instead of taking out a first mortgage.

**Report**  
181/10C

It was moved by G. Walford, duly seconded, and

AGREED, that the report as a whole be adopted.

**ARCHIVES/RECORD**  
**MANAGEMENT**  
**Report**  
182/10C

S. Kendall presented the report on the Archives and Records Management Committee.

It was moved by J. Wilson, duly seconded, and

AGREED, that the report be received and considered.

**Appendix G**  
183/10C

**Appendix G**  
**Archives and Records Management**

[Note: the following sections, G-1 and G-2, were originally together as G-5.]

**G-1 Purpose of the Archives**

1. The Presbyterian Church in Canada Archives and Records Office (“Archives”) collects and preserves the historically significant records of the denomination including: General Assembly, the ~~Church Office~~ national office, synods, presbyteries, sessions, congregations, colleges, organizations, its officials,

ministers, missionaries and diaconal ministers. The Presbyterian Church in Canada is also committed to a formal program of records management for the ~~Church Office~~ national office. The policies of the Archives ~~and Records Office~~ are determined by the ~~General Assembly~~ Assembly Council on recommendation of the ~~Committee on History~~ Archives and Records Committee, and the day to day operations of the Archives ~~and Records Office~~ are the responsibility of the General Secretary of the Assembly Office.

1. To establish policies and operation of the Archives ~~and Records Office~~ for the management of current records of the church, its officers, committees and congregations in order to provide for the archival retention of those vital records possessing enduring legal, financial ~~research~~ and historical value.
2. To unify and develop the archival activities of The Presbyterian Church in Canada.
3. To oversee the archival needs, both physical and operational, of the church and to recommend such measures as may be deemed advisable to advance the preservation and use of records of enduring value.
4. To provide liaison with other ecclesiastical and secular archives.

## **G-2 Archives Collection Mandate**

~~2.~~ 1. The Archives ~~and Records Office~~ will consider for deposit and retention:

1. Administrative records of The Presbyterian Church in Canada ~~Church Office~~ national office, including all ~~agencies~~ departments, boards and committees of General Assembly, other church courts and colleges. [Note: this was originally point 2, but it was felt it was more appropriate to be the first point].
2. The official records of ~~all church courts~~ congregations, such as including vital records (baptisms, marriages, and deaths) registers, historic and communion rolls, and minutes and reports of session, committees, boards and organizations related to the church courts congregation (as outlined in G-4-1 and G-4-2).
3. Graphic materials including photographs, documentary art, glass negatives, lantern slides, 35mm slides and illustrations.
4. Cartographic materials including maps, plans and architectural drawings.
5. Sound recordings and moving images including oral histories, music, films, videos and tapes.
6. ~~Machine readable~~ Computer records.
7. Private manuscripts and personal papers of persons of significance to the history of The Presbyterian Church in Canada.
8. Records of inter-denominational bodies in which The Presbyterian Church in Canada participated and which are not collected elsewhere.

~~3.~~ 2. The ~~Presbyterian Church in Canada~~ Archives ~~and Records Office~~ reserves the

right to accept or decline collections or parts of collections transferred to it. Material that is not considered suitable for the Archives and Records Office will be returned or destroyed at the option of the donor.

- 4.3. The Archives and Records Office agrees to provide proper storage and preservation facilities for materials added to the existing collection: to acquire receive, arrange and describe material according to archival principles and to make material available to researchers according to the policy laid down by the Committee on History and the Principal Clerk of Assembly.
- 5.4. Receipts for income tax purposes may be issued by The Presbyterian Church in Canada for appraised items donated and for money received as donations to The Presbyterian Church in Canada Archives and Records Office. Tax receipts may be granted on archival donations of personal/private papers that have been monetarily appraised. The Archivist/Records Administrator would make arrangements for the appraisal. Donors will pay the cost of this appraisal.

### G-3 Ownership of Records [Note: this section was originally G-1]

1. Records of sessions, presbyteries, synods and General Assemblies are the property in perpetuity of the said courts, or their legal successors. Records are not the property of individual church officials. Neither can records become the property of any archives, museum, or similar institution in which they may happen to be deposited.
2. When congregations, presbyteries and synods are amalgamated, the records of such bodies become the property of the amalgamated body.
3. When a congregation is dissolved, presbytery shall assume its responsibility for collection of the records, and decide how such records shall be preserved. The presbytery, without delay, shall forward the original records, or a microfilmed copy of them, to the Archives and Records Office.
  1. Presbytery is entitled to access records from a closed congregation within its bounds at any time, should such access be required.
  2. If the presbytery is retaining the original records in their possession or depositing them with an archives, museum, or similar institution other than the Archives and Records Office of The Presbyterian Church in Canada, the presbytery shall ensure that the materials are in a safe and secure environment which ensures the preservation of the documents, in accordance with established archival standards. The presbytery shall also ensure that the access rules for the materials are those outlined in G-5.1.1 and G-5.1.2. Notice in writing of the intention to designate a congregation's records for deposit in another archives, museum, or similar institution should be given to the Archives and Records Office sixty days prior to that deposit. A microfilm copy of these records must also be made for the Archives by the respective court.
4. ~~Congregations, sessions, presbyteries and synods should deposit their records in The Presbyterian Church Archives and Records Office. These records should be deposited in microfilm format, or alternately in original format upon consultation with the Archivist/Records Administrator. [Note: This section has been moved to what is G-4-1 in this document]~~
- 5.4. It is the responsibility of the clerk of the court to make recommendation to the proper court for the safekeeping of the records of that court. This includes ongoing diligence with computer records, including regular back-ups to ensure

their safety and security. [Note: this last statement essentially replaces sections 7, 8 and 9 below]

- 6.5. In the event that documents are required from any agency of the General Assembly by police, or other governmental agencies, the general secretary or secretary of the so consulted agency shall request the permission from the Principal Clerk, who shall ~~require a valid subpoena, and~~ consult the church counsel before granting the individual concerned authority to release the required information.
- ~~7. To ensure that information on computer disks belongs to and is controlled by Presbyterian churches, all congregational officers who handle such information should upon their appointment be clearly informed and required to acknowledge that the material in which the congregation or court wishes to claim copyright is prepared in the course of duties on behalf of the congregation, presbytery or synod of The Presbyterian Church in Canada. This would ensure that copyright belongs to the Presbyterian congregation or church court.~~
- ~~8. To ensure that information on computer disks is always available to Presbyterian churches, normal precautionary measures need to be followed to ensure that there is back up material available. Either written materials or duplicate sets of computer disks should remain in the church building permanently. Those who keep church records on home computers should provide back up disks to the church and update those disks on a regular basis, such as every week.~~
- ~~9. To ensure that information on computer disks is not used by unauthorized persons, or for purposes not authorized by Presbyterian congregations or church courts, members or officers of the congregation or church courts should be enjoined from using material they collect for anything other than normal and authorized church purposes.~~

#### **G-4 Deposit of Records** [Note: this section was originally G-2]

1. ~~Congregations, sessions, presbyteries and synods should are encouraged to deposit their official records in The Presbyterian Church Archives and Records Office the Archives. These records should be deposited in microfilm format. ~~or alternately in original format upon consultation with the Archivist/Records Administrator. Presbyteries and synods are encouraged to deposit their minutes, reports, and commission records, in their original format. Please consult the Archivist/Records Administrator for guidance.~~ [Note: this section was originally in what was section G-1-4]~~
- 4.2. When a church court becomes inactive, its official records should be forwarded by the presbytery to the Archives. ~~should be deposited in The Presbyterian Church in Canada Archives and Records Office. All records of the General Assembly agencies, boards and committees shall be deposited in the Archives and Records Office according to established records management practices.~~ [Note: This last sentence has been moved to become what is now G-4-3]
  1. If church records are deposited elsewhere in an alternative institution, a microfilm copy of the same must be deposited with the Archives The Presbyterian Church in Canada Archives and Records Office at no cost to it. The respective court shall pay for the microfilming. The Archives can provide a Deposit Agreement Form to guide in this process.
  2. Upon presentation of written authority, church courts may withdraw their

records from ~~The Presbyterian Church Archives and Records Office~~ the Archives at any time (e.g. to write their church history) as they continue to retain ownership of them.

3. ~~All records of the General Assembly agencies, boards and committees shall be deposited in the Archives according to established records management practices.~~ [Note: This sentence was originally part of G-4-2 above]
2. 4. ~~The Presbyterian Church in Canada Archives and Records Office~~ will accept material that complies with its Collection Mandate (~~see below~~) (as noted above). ~~The Archives and Records Office~~ retains the right to cull material, in consultation with the donor, to eliminate unwanted ephemera or records having no long-term historical value.

#### **G-5 Access and Restrictions** [Note: this section was originally G-3]

1. Records deposited in ~~The Presbyterian Church Archives and Records Office~~ the Archives are normally on open access to the public. Courts of the church may request restrictions on access. Reasons for restrictions may be the nature of the records, i.e. the sensitivity or privacy of the contents. Such restrictions would normally involve refusing public access for a specified period consistent with the specific type of record. Where restrictions on access are requested by the generating agency court, the Archivist/Records Administrator and ~~repetitive representative~~ representative of that agency court shall record in writing the particular terms of the restriction, and the relevant documents boxes and finding aids (~~automated and hard copy~~) shall be clearly marked as restricted.
  1. ~~Session minutes shall remain closed for a period of fifty years from the current year. (e.g. This year being the year 2001, session minutes up to 1951 would be open. Each year it would move up one year: 2002 for 1952, etc.)~~ Session minutes less than 50 years old are restricted and cannot be viewed without a letter of permission from the session. After such time these minutes will be on open access unless otherwise requested by the session.
  2. All other records of the congregation (e.g. board of managers, vital statistics, etc.) are on open access in ~~The Presbyterian Church Archives and Records Office~~ the Archives unless otherwise indicated by the session.
  3. Records of General Assembly agencies, boards, commissions and committees shall ~~agree to normally be on~~ open access ~~for their records once in The Presbyterian Church Archives and Records Office~~ unless otherwise restricted, indicated in their respective letters of agreement ~~between the same and Archivist/Records Administrator.~~ Personnel records are, however, restricted for 75 years after the last date in the file.
  4. The Archivist/Records Administrator retains the right to refuse access to specific material in consultation with the Principal Clerk ~~of Assembly.~~
2. ~~The Presbyterian Church in Canada Archives and Records Office~~ adheres to all applicable sections of the Federal Copyright Act as it applies to both official and unofficial records.

#### **G-6 Deposit of Private Records** [Note: this section was originally G-4]

1. Normally donations of materials from private sources are only accepted by the Archives ~~and Records Office~~ without restrictions, and become the property of

~~The Presbyterian Church Archives and Records Office~~ the Archives upon their deposit and signing of the Deed of Gift Form. Where restrictions are requested and such restrictions meet with the approval of the Archivist/Records Administrator, the terms of such restrictions shall be recorded in writing by the two parties, and the document boxes and ~~automated and electronic~~ finding aids shall indicate their restricted status.

2. No materials deposited in ~~The Presbyterian Church Archives and Records Office~~ the Archives from whatever source may be loaned or removed from the premises for any reason without the express permission of the Archivist/Records Administrator.

**Recommendation No. 1**

It was moved by J. Wilson, duly seconded, and

AGREED, to recommend to the General Assembly:  
that the revised Book of Forms Appendix G, as above, be approved.

**Report**  
184/10C

It was moved by J. Wilson, duly seconded, and

AGREED, that the report as a whole be adopted.

**OVERTURE NO. 1, 2009  
RECOUPING MOVING  
EXPENSES**

**Report**  
185/10C

F. Wilkinson presented the report from the working group dealing with Overture No. 1, 2009 re recouping moving expenses.

It was moved by F. Wilkinson, duly seconded, and

AGREED, that the report be received and considered.

**Response**  
186/10C

As per the response of the of the ad hoc committee reported in the Acts and Proceedings of the 135th General Assembly (A&P 2009, p. 218-20, 40), the ad hoc committee has continued to study the possibility of adding an inclusion clause to call documents which would stipulate the recovery of moving costs from ministry personnel in the event the minister serves three years or less, except in cases of illness or death. In this report we noted that the United Church in Canada includes in the call document a stipulation that if the minister remains in the congregation less than three years, they return a portion of the moving costs to the congregations.

As part of this investigation the committee contacted the Anglican Church in Canada, the Evangelical Lutheran Church in Canada, the Baptist Federation of Churches, the Salvation Army, the Church of the Nazarene, the United Methodists and the Presbyterian Church (USA). In the responses we received we noted that none of these denominations tie moving costs to the duration of a minister's service within a congregation/charge. In most cases the cost of moving a minister to a congregation is covered by the congregation, regardless of how long the minister remains with the congregation. The exceptions include the Salvation Army and the Presbyterian Church (USA). Ministers serving in the Salvation Army are appointed by the National Church for their tenure. The national church decides when their clergy move, where they move to and covers the entire cost of moving. The Presbyterian Church (USA) has no national policy for covering moving costs. Moving costs are not included in the Guarantee of Stipend as they are in The Presbyterian Church in Canada (see Book of Forms Appendix A-32). Each presbytery sets its own policy for the congregations within its bounds. Some presbyteries have a fund to assist congregations with moving expenses, some presbyteries do not. However, the congregations are free to cover the cost of the moving expenses if they wish. The Evangelical Lutheran Church has a formula to assist congregations with moving expenses at the synod level. However, the congregations are responsible for the moving costs and then must apply to the synod for some reimbursement. Reimbursement for moving costs is not tied to the length of stay

of the minister, nor is the minister responsible for reimbursing the congregation if their ministry is short.

Therefore, the only denomination to tie reimbursement of moving costs in the event of a short-term ministry is the United Church in Canada.

In conclusion, we feel tying moving costs to the duration of a ministry would not benefit congregations. This stipulation has the potential of further damaging relations between a congregation and a minister if both the minister and the congregation recognize early in the ministry that they are a bad fit. For this reason we believe the prayer of Overture No. 1, 2009 should be not granted.

**Recommendation No. 1**

It was moved by J. Wilson, duly seconded, and

AGREED, to recommend to the General Assembly:  
that the prayer of Overture No. 1, 2009 be not granted.

**LONG RANGE  
PLANNING  
187/10C**

W. Denyer presented the report of the Long Range Planning Committee focusing on the Emmaus Project.

It was moved by W. Denyer, duly seconded, and

AGREED, that the report be received for information.

**LIFE AND MISSION  
AGENCY  
Report  
188/10C**

The Life and Mission Agency Committee report was presented by D. Cho.

It was moved by D. Cho, duly seconded, and

AGREED, that the report be received for information.

**Appreciation, D. Cho  
189/10C**

The Council expressed thanks to D. Cho for his work as the convenor of the Life and Mission Agency Committee and for his active participation on the Council. This was his final meeting.

**SUPPORT SERVICES  
190/10C**

There was no report from Support Services.

**MODERATOR,  
GENERAL ASSEMBLY  
191/10C**

H. Self spoke about recent activities relating to his itinerary as Moderator highlighting the work surrounding the KAIROS cuts from CIDA; Healing and Reconciliation plans, especially making contact with Gordon Williams, a Presbyterian minister who is the convenor of the Survivors Committee for the Truth and Reconciliation Commission; visiting in the Presbytery of Halifax-Lunenburg; and connections with the Canadian Forces Chaplains in support of their ministry.

**MANAGEMENT TEAM  
192/10C**

The report of the Management Team was presented by S. Kendall.

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

AGREED, that the report be received for information.

**RESIDENTIAL  
SCHOOLS  
193/10C**

A verbal report updating items relating to Residential Schools was presented by S. Kendall. He noted the progress of the hearings relating to the Settlement Agreement; the Truth and Reconciliation Commission's plans such as the first national event to be held in Winnipeg in June, 2010; General Assembly arrangements relating to the presence of one of the commissioners from the Commission and Gordon Williams, along with Terry Le Blanc who is the E.H. Johnston award recipient.

**PERSONNEL POLICY**

G. Jay presented the report on the Personnel Policy Committee.

**Report**  
194/10C

It was moved by G. Jay, duly seconded, and  
AGREED, that the report be received and considered.

**Professorial Stipend  
Review**  
195/10C

**Recommendation No. 1**

It was moved by G. Jay, duly seconded, and  
AGREED, that the review of the professorial stipends be deferred until 2011-2012, at  
the request of the governing board conveners.

**Pastoral Team**  
196/10C

**Recommendation No. 2**

It was moved by G. Jay, duly seconded, and  
AGREED, that the following item be removed from the terms of reference for the  
Personnel Policy Committee:  
“4. To ensure on behalf of the Assembly Council that a pastoral  
support team with membership drawn from outside the metro  
Toronto area is appointed and available to staff at the church  
office.”

**Report**  
197/10C

It was moved by G. Jay, duly seconded, and  
AGREED, that the report as a whole be adopted.

**NOMINATING  
COMMITTEE  
Report**  
198/10C

The Nominating Committee report was presented by F. Wilkinson.  
It was moved by F. Wilkinson, duly seconded, and  
AGREED, that the report of the Nominating Committee be received and considered.

**General Assembly  
Vacancies**  
199/10C

The Council will report its action in appointing L. Murdock to fill the vacancy left by  
M. Henderson as the presbytery representative from Cape Breton to the Committee to  
Nominate Standing Committees. There will also be the request that he be appointed to  
complete the final year of this appointment category.

Since the Council accepted the resignation of Stewart Folster, it will ask the Committee  
to Nominate Standing Committees to consider appointing an Aboriginal person to the  
member-at-large category to fill this vacancy.

**Convener**  
200/10C

The Council will also request that Bert Vancook continue to be the convener.

201/10C

It was moved by F. Wilkinson, duly seconded, and  
AGREED, that the above information and requests be reported to the Committee to  
Nominate Standing Committees.

**Committee Appointments**  
202/10C

It was moved by F. Wilkinson, duly seconded, and  
AGREED, that the following be appointed to the Council committees:

- Archives and Records Management Gordon Timbers, and Maureen Walters named as convener
- Audit George Smith named as convener
- Long Range Planning Wes Denyer as a member at large
- Nominating Joan Stellmach (convener), Ross Davidson

Fall Appointments  
203/10C

It was moved by F. Wilkinson, duly seconded, and

AGREED, that the Executive be given power to appoint members from the third year category to the Executive, Nominating and Life and Mission Agency Committees.

**Overture No. 10, 2010**  
**Dollar base**  
(see p. 927)  
204/10C

It was moved by F. Wilkinson, duly seconded, and

AGREED, that Neal Mathers and Barry Flude, Karen Plater and Steve Roche be appointed to the Working Group re Overture No. 10, 2010 re determining the dollar base for congregations.

**Appreciation**  
205/10C

The Council expressed its appreciation to the following members who terms are completed this year: Aubrey Botha, Druse Bryan, Daniel Cho, Janet Clapp, Ken Dahl, Wes Denyer, Barry Flude, George Fraser, Elaine Heath, Geof Jay, Ian McDonald, Cheol Soon Park, Ann Taylor, Jake van Kooten and Fiona Wilkinson.

**Report**  
206/10C

It was moved by F. Wilkinson, duly seconded, and

AGREED, that the report as a whole be adopted.

**GENERAL ASSEMBLY**  
**Meeting**  
207/10C

It was moved by N. Mathers, duly seconded, and

AGREED, that the Council be authorised to meet, if need be, at the General Assembly.

**Report**  
208/10C

It was moved by N. Mathers, duly seconded, and

AGREED, that the convener and secretary be authorised to prepare the report to the General Assembly.

**MEETINGS**  
**Council**  
209/10C  
**Executive**  
210/10C

The future meetings of the Council will be November 21-23, 2010. The March 2011 meeting dates will be established at a later date.

The Executive will meet on May 11, 2010.

**ADJOURNMENT**

There being no further business the council adjourned with worship.

**WORSHIP**

K. McKee led the Council in closing worship.

The Rev. B. Vancook  
Convener

The Rev. S. Kendall  
Secretary