

## **OTTAWA PRESBYTERY MEETING, SEPTEMBER 12, 2017**

The Ottawa Presbytery was called by the Chair, Phyllis MacRae, to meet on Tuesday, September 12, 2017 at Rideau Park United Church, Ottawa.

### **THE FOLLOWING REGISTERED THEIR ATTENDANCE:**

**Order of Ministry:** Anthony Bailey, Elaine Beattie, Nancy Best, Karen Boivin, Teresa Burnett-Cole, Erin Burns, Dianne Cardin, Steve Clifton, Nancy Colton, Ted Colwell, Brian Copeland, Grant Dillenbeck, Trish Elliott, Georgina Fitzgerald, Michael Gibbons, Daniel Gilroy, Ed Gratton, Louise Graves, Stewart Hewlett, Richard Hollingsworth, Andrew Jensen, Alcris Limongi, Camille Lipsett, Jack Lovering, Melodee Lovering, Eric Lukacs, Laurie McKnight, Anne Montgomery, Steve Moore, James Murray, Janet Nield, Stan Parkhouse, Kathryn Peate, Caroline Penhale, Jamie Scott, David Sherwin, Glen Stoudt, Whit Strong, Ruth Sword, Kim Vidal, Bob Williams (41)

**Lay:** Margaret Armstrong, Nicole Beaudry, John Benson, Reg Best, Alice Black, Cam Bowes, Janice Burroughs, Derek Carlisle, Carolyn Clark, Molly Colwell, John Douglas, Alyce Dunnewold, Marg Eddy, Elise Farrell, Phil Fay, Jodi Fisher, Dietlind Gardell, Bill Giggie, Trish Hassard, Joan Heyland, Brian Irvine, Marilyn Joseph, Jackie Kearns, Peggy Kinsley, Gail Kirkconnell, Charles Knight, Mary Laidlaw, Kimberly Lavoie, Norma McCord, Carol McMurdo-Paton, Jeff Milan, Sue Morrison, George Neville, David Patterson, Evelyn Perkins, Kay Porteous, Al Quirt, Christine Rhodes, Doug Robinson, Joy Ruttan, Ron Scharfe, David Stafford, Maureen Stark, Desna Sulway, Sara Surjadinata, Beth Sweetnam, Keith Vodden, Jim Watchorn, Joyce Williams, Joan Wyatt (50)

**Candidates:** Jessica Hetherington, Natalie Istead, Patricia Power, Claire Savage

**Guests:** Anthony Garoufalis-Auger, Sheldon Leong

**Regrets:** Rev. Angela Bailey, Rev. Isabel Black, Rev. Susan Butler-Jones, Rev. Boyd Drake, Cindy Duncan-MacMillan, Rev. Tracey Fairfield, Bryan Giffin, Rev. Christine Gross, Rev. Catherine Gutjahr, Beth Gutsell, Rev. Christine Johnson, Rev. Grant McNeil, Rev. Hilary Merritt, Rev. Robert Merritt, Rev. Stanley Ralph, Rev. Debbie Roi, Rev. Arlyce Schiebout, Heather Smith, Wendy Snelgrove, Catherine Stewart, Rev. Peter Woods

**Corresponding:** Wendy Mather

### **CALL TO ORDER**

Phyllis MacRae, Past Chair of the Ottawa Presbytery, called the meeting to order at 6:35 pm. Rev. Grant Dillenbeck was parliamentarian and quorum was met.

### **APPROVAL OF AGENDA**

**Motion:** (Charles Knight/Andrew Jensen) that the agenda be adopted as circulated.

**Carried**

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**WELCOME TO MEMBERS OF THE COURT & GUESTS**

Chair Phyllis MacRae welcomed the court and guests to the Presbytery meeting.

The following guests and new presbyters were introduced:

- Sheldon Leong, Multifaith Housing Initiative, by Phyllis MacRae;
- Anthony Garoufalis-Auger, Ecology Ottawa, by Rev. David Sherwin;
- Padre Mike Gibbons, recently transferred from B.C. Conference, by Barbara Reynolds;
- Rev. Alcris Limongi, new minister at Parkdale United Church, by Rev. Anthony Bailey.

**Motion:** (Norma McCord/David Lee) that Sheldon Leong and Anthony Garoufalis-Auger be made corresponding members for this meeting. **Carried**

**INTRODUCTION OF REV. DR. STEVEN MOORE, ACTING PRESBYTERY MINISTER**

Rev. David Sherwin thanked everyone for their greetings following his return to work; he stated that his next and final joint replacement surgery is scheduled for September 21<sup>st</sup>. He invited Rev. Dr. Steve Moore to come forward; Steve will be Acting Presbytery Minister on a half-time basis until the end of November 2017. Steve, who was a chaplain with the Canadian Forces prior to retirement, was most recently Interim Minister at Bethel St-Andrew's United Church. Rev. Steve Moore said how much he was looking forward to being Acting Presbytery Minister for Ottawa Presbytery.

**WORDS OF WELCOME FROM RIDEAU PARK UNITED CHURCH**

Marcia Gosse, Chair of Council, welcomed presbyters to the peace and serenity of Rideau Park United Church. She described Thursday evenings at Rideau Park when families meet for dinner and the children and youth participate in several different activities, including choir and handchime choir practices. It is not as peaceful at Rideau Park on Thursday evenings!

**WORSHIP**

Georgina Fitzgerald opened worship with the call to worship and the Lord's Prayer. Patricia Whitridge read Deuteronomy 6: 1-9 *en français*. Members of the Rideau Park handbell choir, directed by Marcia Gosse, played three pieces, *A Joyous Ring*, *Spirit Song* and *You Raise Me Up*. Rev. Steve Clifton thanked the choir for the beautiful music, noting that they usually practice in the sanctuary at this time.

Rev. Steve Clifton introduced Ottawa Presbytery's theme for 2017-2018, *Threshold*, by noting the number of doors at Rideau Park United Church. For example, there are 65 interior doors, not including closet doors, and therefore 65 thresholds. Rev. Steve noted that Presbytery is currently in a place of transition, a threshold and urged presbyters to think of the possibilities. The month of September itself is also full of thresholds and beginnings

**COVENANTING WITH THE NEW CHAIR OF PRESBYTERY, THE PRESBYTERY MINISTER, THE EXECUTIVE, AND THE PRESBYTERY STAFF**

There was a Covenanting Service with (i) the Chair of Ottawa Presbytery for 2017-2018, Rev. Steve Clifton; (ii) the Executive of Ottawa Presbytery; (iii) the Staff Team, Rev. David Sherwin, Wendy Mather, Rev. Steve Moore and Rev. Hilary Merritt (in absentia); and (iv) the presbyters.

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## **APPROVAL OF MINUTES**

**Motion:** (Glen Stoudt/Andrew Jensen) that the minutes of the May 9, 2017 meeting of Ottawa Presbytery be approved as circulated and the minutes of the April 27, 2017, May 9, 2017, May 15, 2017, May, 25, 2017, June 5-6, 2017, and August 10, 2017 meetings of the Executive be received for information. **Carried**

## **CORRESPONDENCE**

The report from the Mission Support Ministry Team was received for information. There were no questions for Rev. Glen Stoudt, Chair of Mission Support.

## **PASTORAL RELATIONS MINISTRY TEAM REPORT**

The Pastoral Relations Ministry Team, acting as a commission, adopted the following motions:

### **June 7, 2017**

#### ***Kanata Pastoral Charge: Appointment of Beverly Buckingham DLM (Recognized)***

**Motion:** (Beth Sweetnam/Dianne Cardin) that the Ottawa Presbytery transmits with approval the request of the Kanata Pastoral Charge to appoint Beverly Buckingham DLM (Recognized) as Supply Minister of Word Sacrament and Pastoral Care with the following terms, effective August 1, 2017; basic annual salary of \$61,501, plus 15% (total salary \$69,594); basic telephone of \$600 per annum; continuing education financial support, including book allowance to be reimbursed to a maximum of \$1,374; vacation of one month (5 Sundays) in each pastoral year, minimum of three weeks study leave in each pastoral year; administrative assistance defined as Office Administrator; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; travel expense reimbursement as logged based on minimum General Council rate (currently \$0.39/km). (Category F, COL 4). **Carried**

#### ***Kanata Pastoral Charge: Request for a License to Perform Sacraments***

**Motion:** (Beth Sweetnam/Dianne Cardin) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference the request of the Kanata Pastoral Charge to grant Beverly Buckingham DLM (Recognized) a license to perform Sacraments at the Kanata Pastoral Charge for the duration of her appointment. **Carried**

#### ***Schiebout, The Rev. Arlyce: Transfer into Ottawa Presbytery***

**Motion:** (Dianne Cardin/Bryan Giffin) that Ottawa Presbytery transmits with approval the request of the Rev. Arlyce Schiebout to transfer into Ottawa Presbytery, Montreal and Ottawa Conference from Four Rivers Presbytery, Bay of Quinte Conference, effective July 1, 2017 and be retained by Ottawa Presbytery as retired and available for appointment. **Carried**

#### ***Bethel-St. Andrews Pastoral Charge: Request for Appointee for Quorum***

**Motion:** (Beth Sweetnam/David Bell) that the Ottawa Presbytery appoint Bryan Giffin as Appointee for Quorum to the June 14 and June 18 meetings of the Bethel-St. Andrews Official Board, the serving minister being unavailable. **Carried**

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***Cumberland Pastoral Charge: Request to Initiate Joint Needs Assessment***

**Motion:** (Dianne Cardin/Beth Sweetnam) that in view of the pending retirement of the serving minister, and at the request of the Cumberland Pastoral Charge, the Ottawa Presbytery initiates a Joint Needs Assessment Process at the Cumberland Pastoral Charge and appoints Bryan Giffin and Dave Bell as Pastoral Relations representatives. **Carried**

***Moore, Rev. Steve: Request to be Retained***

**Motion:** (David Bell/Grant McNeil) that the Ottawa Presbytery transmits with approval the request of the Rev. Steve Moore to be retained by Ottawa Presbytery effective July 1, 2017 as available for Call or Appointment. **Carried**

***Graves, Rev. Louise: Restorative Care***

**Motion:** (Dianne Cardin/Beth Sweetnam) that the Ottawa Presbytery take note that Rev. Louise Graves is on Restorative Care effective May 17, 2017. **Carried**

***Buckingham Pastoral Charge: Appointee for Quorum***

**Motion:** (Dianne Cardin/Bryan Giffin) that the Ottawa Presbytery appoints Barbara Reynolds as Appointee for Quorum to the June 7, 2017 meeting of the Official Board, the serving minister being unavailable. **Carried**

***Queenswood Pastoral Charge: Locum Appointment of the Rev. Tracy Fairfield***

**Motion:** (Bryan Giffin/David Bell) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference the request of the Queenswood Pastoral Charge to appoint the Rev. Tracy Fairfield as a Locum Diaconal Minister, effective June 12, 2017 for a period of 12 weeks until September 10, 2017 with the following prorated terms: part time 30 hrs. per week, basic salary of \$18,450; telephone allowance of \$50 per month; continuing education of \$320; minimum three weeks study leave, including Sundays in each pastoral year; a minimum one month (five Sundays) annual vacation in each pastoral year; administrative assistance described as 13.5 hours per week; and participation in the Centralized Payroll Service with pension and group insurance payments as assessed; reimbursement of travel as logged at the General Council rate (currently 39 cents per kilometer). Category E, Col 4. **Carried**

***Queenswood Pastoral Charge: Request for License to Administer Sacraments***

**Motion:** (Bryan Giffin/David Bell) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference the Application of the Queenswood Pastoral Charge requesting the Licensing of the Rev. Tracy Fairfield, Diaconal Minister, for the Administration of the Sacraments based on the rationale provided. **Carried**

***Fairfield, the Rev. Tracy: Request to Transfer and Retain***

**Motion:** (Bryan Giffin/David Bell) that the Ottawa Presbytery transmits with approval the request of the Rev. Tracy Fairfield to transfer from Westminster Presbytery, British Columbia Conference to the Ottawa Presbytery, Montreal and Ottawa Conference, and that she be retained as available for Call or appointment effective June 12, 2017 to June 30, 2018. **Carried**

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***Habinomana, the Rev. Manasse: Request to Transfer and Retain***

***Motion:*** (Dianne Cardin/Grant McNeil) that the Ottawa Presbytery transmits with approval the request of the Rev. Manasse Habinomana to be retained on the roll by Ottawa Presbytery effective July 1, 2017 as available for Call or Appointment. ***Carried***

***Montgomery, the Rev. Anne: Notice of Retirement***

***Motion:*** (Grant McNeil/Bryan Giffin) that the Ottawa Presbytery take note of intention of the Rev. Anne Montgomery to retire effective November 1, 2017.

***Volunteer Associate Ministers (Recognition)***

***Motion:*** (Grant McNeil/Beth Sweetnam) that the Ottawa Presbytery transmits with approve the following requests to be recognized as Voluntary Associate Ministers:

<b><i>Name</i></b>	<b><i>Pastoral Charge</i></b>
Rev. Howard Clark	First United
Rev. Sharon Moon	First United

***Carried***

***Trinity Pastoral Charge: Congregational Designated Ministry Position***

***Motion:*** (Dianne Cardin/Bryan Giffin) that the Ottawa Presbytery recommend a Congregation Designated Ministry position at Trinity Pastoral Charge for a CDM level 2 (upon acceptance of the recommended changes offered by Pastoral Relations). ***Carried***

***Barrhaven Pastoral Charge: Congregational Designated Ministry Position***

***Motion:*** (Bryan Giffin/Beth Sweetnam) that the Ottawa Presbytery recommend a Congregation Designated Ministry position at the Barrhaven Pastoral Charge for a CDM level 2. ***Carried***  
(Dianne Cardin abstained)

***Pastoral Charge Supervisors (2017-2018)***

***Motion:*** (Beth Sweetnam/David Bell) that the Ottawa Presbytery appoint/reappoint the following Pastoral Charge Supervisors for the 2017-2018 church year as indicated:

Barbara Reynolds and Rev. Dianne Cardin	Ashton-Munster
Rev. Laurie McKnight	Buckingham
Rev. Dr. Richard Hollingsworth	Bristol
Barbara Reynolds	Campbell's Bay
Rev. Boyd Drake	Grace
Rev. Neil Wallace	Namur
Barbara Reynolds	Ottawa Chinese
Rev. Ed Gratton (June to September 2017)	Osgoode-Kars
Rev. Susan Butler Jones	Quyong
Barbara Reynolds	Templeton
Rev. Ed Gratton	Vernon

***Carried***

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**June 19, 2017*****Parkdale Pastoral Charge: Call to The Rev. Alcris Limongi***

**Motion:** (Beth Sweetnam/Robert Merritt) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference the request of the Parkdale Pastoral Charge to call the Rev. Alcris Limongi as Ordained Minister effective July 1, 2017 with the following terms: full-time (40 hrs/week) with an annual salary of \$55,076.00 plus 5% (total salary \$57,829.80), telephone allowance of \$500.00 per annum; continuing education expenses reimbursed at a minimum \$1374 per pastoral year; minimum three weeks study leave, including Sundays in each pastoral year; minimum one month (five Sundays) annual vacation in each pastoral year; application of the sabbatical policy; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; shared office assistance described as 30 hours per week; travel expense reimbursement as logged based on the minimum General Council rate (currently \$0.39/km). Category A COL 4. **Carried**

***Bethel St. Andrews Pastoral Charge: Call to the Rev. Dr. Christine Johnson***

**Motion:** (Bryan Giffin/Robert Merritt) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference the request of the Bethel-St Andrews Pastoral Charge to call the Rev. Dr. Christine Johnson as a Minister of Word, Sacrament and Pastoral Care, effective July 1, 2017 with the following terms, prorated as appropriate: part time 20 hrs. per week, basic annual salary \$59,291 plus 10% (\$5,929) for a total annual salary of \$65,220, prorated to \$32,610; telephone allowance of \$600 (\$50 per month); continuing education of \$1,000; minimum three weeks study leave, including Sundays in each pastoral year; a minimum 6 weeks including (six Sundays) annual vacation in each pastoral year; application of the sabbatical policy; administrative assistance described as 10 hours per week; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; reimbursement for travel as logged at the General Council rate (currently 39 cents per kilometer). The Minister and their immediate family are entitled to free admission to Bethel-St Andrews United Church sponsored events (e.g. tickets to suppers, registration fees for retreats, etc.) Category F, COL3. **Carried**

*Note: Addendum to the call indicates Christine will be preaching 3 out of 4 Sundays each month and that pastoral charge will arrange coverage for the 4th Sunday*

***Bristol Pastoral Charge: Appointment of Jessica Hetherington***

**Motion:** (Barbara Reynolds/Beth Sweetnam) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference the request of the Bristol Pastoral Charge to appoint Jessica Hetherington Candidate, as a Supervised Ministry Placement effective July 1, 2017 until June 30, 2018, with the following terms, prorated as applicable: part-time (28 hrs/week) with an annual salary of \$26,645 plus 0% (total salary \$26,645); a Manse; telephone allowance of \$600.00 per annum; continuing education expenses reimbursed at a minimum \$961.80 per pastoral year; minimum three weeks study leave, including Sundays in each pastoral year; minimum one month (five Sundays) annual vacation in each pastoral year; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; office assistance described as 2 hours per week for bulletins; travel expense reimbursement as logged based on the minimum General Council rate (currently \$0.39/km). Student Category 1, COL 2. In addition, the Pastoral Charge will provide a Laptop and internet in the Manse. This

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*appointment is subject to the Candidate producing a Valid Police Record Check, Vulnerable Sector, and Certificates for the workshops on Boundaries and Racial Justice Training within 6 months of the appointment.* **Carried**

### **July 17, 2017**

#### **Glen Cairn Pastoral Charge: Volunteer Associate Minister (Recognition)**

**Motion:** *(Jodi Fisher / Robert Merritt) that the Ottawa Presbytery transmit with approval to the Montreal and Ottawa Conference the application of the Rev. Marilyn Richardson to be recognized as a Voluntary Associate Minister at Glen Cairn United Church.* **Carried**  
*(Barbara Reynolds abstained)*

#### **Glen Cairn Pastoral Charge: Volunteer Associate Minister (Recognition)**

**Motion:** *(Jodi Fisher / Bryan Giffin) that the Ottawa Presbytery transmit with approval to the Montreal and Ottawa Conference the application of the Rev. Arlyce Schiebout to be recognized as a Voluntary Associate Minister at Glen Cairn United Church.* **Carried**  
*(Barbara Reynolds abstained)*

### **September 6, 2017**

#### **Queenswood Pastoral Charge – The Rev. Nancy Best**

*That the Ottawa Presbytery takes note that the Rev. Nancy Best is on restorative care effective June 16, 2017 with return to work full time on September 18, 2017.*

#### **Buckingham Pastoral Charge – The Rev. Louise Graves**

*That the Ottawa Presbytery takes note that the Rev. Louise Graves is on restorative care effective May 17, 2017 and returning to work on September 11, 2017.*

#### **Aylwin Pastoral Charge – Appointee for Quorum**

*That the Ottawa Presbytery takes note that Barbara Reynolds was appointed as the presbytery representative for quorum for a meeting of the Official Board of Aylwin Pastoral Charge on July 9, 2017.*

#### **Shawville Pastoral Charge – The Rev. Dr. Richard Hollingsworth – Change to the terms of the Appointment**

**Motion:** *(Sweetnam/Cardin) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference Settlement Committee the request of the Shawville Pastoral Charge for a change to the terms of the appointment of the Rev. Dr. Richard Hollingsworth as Interim Minister, effective June 1, 2017 to June 30, 2018 with the option for a one year extension, with the following terms: full time (40 hours per week); base salary of \$56,094 plus 10% [total salary \$61,703]; telephone of \$100 per month; continuing education of \$1374; administrative assistance at 12 hours per week; minimum one month vacation (5 Sundays) in the pastoral year; three weeks study leave in each pastoral year; participation in the Centralized Payroll Service; pension and group insurance payments as assessed; sabbatical policy provision; travel as logged at the General Council rate, currently \$0.39 per kilometer.* **Carried**

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**Rideau Park Pastoral Charge: Reappointment of the Rev. Georgina Fitzgerald**

**Motion:** (Giffin/Fisher) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference Settlement Committee the request of the Rideau Park Pastoral Charge to renew the appointment of the Rev. Georgina Fitzgerald as Ordained Supply, effective July 1, 2017 to June 30, 2018 with the following prorated terms: part time 14 hrs. per week, basic salary of \$22,087.45, plus 26.235% (total salary \$27,882); telephone supplied; continuing education financial support of \$1,374; three weeks study leave, including Sundays in each pastoral year; a minimum one month (five Sundays) annual vacation in each pastoral year; full-time administrative assistance; and participation in the Centralized Payroll Service; reimbursement of travel as logged at the General Council rate (currently 39 cents per kilometer). Category F, Col 4. **Carried**

**Glebe St. James Pastoral Charge: Reappointment of the Rev. George Clifford**

**Motion:** (Cardin/Giffin) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference Settlement Committee the request of the Glebe St. James Pastoral Charge to renew the appointment of the Rev. George Clifford as Ordained Supply, effective July 1, 2017 to June 30, 2018 with the following prorated terms: part time 14 hrs. per month, annual salary of \$5,805.85, plus 4.66% (total salary \$6,076.80); telephone and continuing education waived; office support as required; participation in the Centralized Payroll Service; reimbursement of travel as logged at the General Council rate (currently 39 cents per kilometer). Category F, Col 4. **Carried**

**Emmanuel Pastoral Charge: Licensing of Sacraments for the Rev. Catherine Gutjahr**

**Motion:** (Fisher/Sweetnam) that the Ottawa Presbytery transmits with approval to the Montreal and Ottawa Conference the Application of the Emmanuel Pastoral Charge requesting the licensing of the Rev. Catherine Gutjahr, Diaconal Minister, for the Administration of the Sacraments based on the rationale provided. **Carried**

**Bristol Pastoral Charge: Declaration of vacancy**

**Motion:** (Fisher/Sweetnam) that the Ottawa Presbytery approves the Joint Needs Assessment Report of the Bristol Pastoral Charge, including the manse information summary sheet, and authorizes a Vacancy for a part-time position (20 hours per week) up to Category C. Open to Ordained, Diaconal or Designated Lay Ministers, effective July 1, 2018. **Carried**

**Bristol Pastoral Charge: Joint Search Committee**

**Motion:** (Sweetnam/Cardin) that Ottawa Presbytery authorizes a Joint Search Committee with the Bristol Pastoral Charge and appoints Barbara Reynolds as the Pastoral Relations representative. **Carried**

**Metcalfe Pastoral Charge – Request to initiate Joint Needs Assessment Process**

**Motion:** (Giffin/Cardin) that in view of the pending retirement of the serving minister, and at the request of the Metcalfe Pastoral Charge, the Ottawa Presbytery initiates a Joint Needs Assessment Process at the Metcalfe Pastoral Charge and appoints Jodi Fisher and Barbara Reynolds as the Pastoral Relations representatives. **Carried**



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***St. Paul's Richmond Pastoral Charge – Request to initiate Joint Needs Assessment Process***

***Motion:*** (Fisher/Giffin) that in view of the change in pastoral relations and at the request of the St. Paul's Richmond Pastoral Charge, the Ottawa Presbytery initiates a Joint Needs Assessment Process at the St. Paul's Richmond Pastoral Charge and appoints David Stafford as the Pastoral Relations representative. ***Carried***

***St. Paul's Richmond Pastoral Charge – Pastoral Charge Supervisor***

***Motion:*** (Giffin/Sweetnam) that Ottawa Presbytery appoints the Rev. Brian Copeland as the pastoral charge supervisor for the St. Paul's Richmond Pastoral Charge. ***Carried***

***City View Pastoral Charge – Designation of a CDM Position***

***Motion:*** (Giffin/Cardin) that Ottawa Presbytery recommends a Congregational Designated position at City View Pastoral Charge for a Sunday School and Youth Program Coordinator as a CDM Level 2 position. ***Carried***

***Quyon Pastoral Charge –Approval of Joint Needs Assessment***

That the Ottawa Presbytery take note of the Joint Needs Assessment report of Quyon Pastoral Charge as approved by the congregation.

***Gilroy, Major the Rev. Daniel***

***Motion:*** (Cardin/Fisher) that the Ottawa Presbytery transmits with approval the request of Major the Rev. Daniel Gilroy to be retained on the roll of the Ottawa Presbytery as a Canadian Forces Chaplain effective October 3, 2016 for the balance of the 2016 / 2017 church year.

***Carried***

***Gibbons, Padre (Maj) Michael***

***Motion:*** (Sweetnam/Giffin) that the Ottawa Presbytery transmits with approval the request of Padre (Maj) Michael Gibbons to transfer into Ottawa Presbytery, Montreal and Ottawa Conference, from Victoria Presbytery, British Columbia Conference, effective July 10, 2017 and to be retained on the roll as Canadian Forces Chaplain.

***Carried***

***Colton, the Rev. Nancy Colton – Retained on the Roll***

***Motion:*** (Giffin/Fisher) that the Rev. Nancy Colton be retained on the Roll of the Ottawa Presbytery available for a call or appointment effective November 1, 2017.

***Carried***

***Aylwin Pastoral Charge - Pastoral Charge Supervisor***

***Motion:*** (Giffin/Cardin) that Ottawa Presbytery appoints Barbara Reynolds as the pastoral charge supervisor for the Aylwin Pastoral Charge.

***Carried***

***Poltimore Pastoral Charge - Pastoral Charge Supervisor***

***Motion:*** (Sweetnam/Giffin) that Ottawa Presbytery appoints Barbara Reynolds as the pastoral charge supervisor for the Poltimore Pastoral Charge.

***Carried***

***Thurso Pastoral Charge – Pastoral Charge Supervisor***

***Motion:*** (Giffin/Fisher) that Ottawa Presbytery appoints the Rev. Stéphane Vermette as the pastoral charge supervisor for the Thurso Pastoral Charge.

***Carried***

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**Motion:** (Jodi Fisher/Barbara Reynolds) that Ottawa Presbytery receive the report of the Pastoral Relations Ministry Team working as a Commission from May 10 – September 12, 2017.

**Carried**

### **NOMINATIONS REPORT**

**Motion:** (Barbara Reynolds/Jodi Fisher) that Ottawa Presbytery receive the report of the Nominations Ministry Team working as a Commission from May 10 – September 12, 2017.

**Carried**

### **ENVIRONMENT AND CLIMATE CHANGE REPORT**

Rev. David Sherwin introduced Anthony Garoufalis-Auger, Renewable City Lead Organizer at Ecology Ottawa. Anthony reported on the City of Ottawa's progress toward a Climate Action Plan for the City. In May 2014, the City of Ottawa promised to prepare and adopt a strategy to "advance energy conservation, energy efficiency and renewable energy generation" in Ottawa. This strategy is a critical component of residents' ability to fight climate change, since more than half of Ottawa's greenhouse gas pollution is associated with the heating, cooling and electrification of homes, offices and other buildings. He noted that three years later, the strategy is still focused on studies and planning, with almost no concrete action in sight. He stressed the importance of City of Ottawa adopting a real clean energy strategy by the end of 2017 – one that includes meaningful policy change recommendations and significant new investments. In October, city staff will be presenting a Renewable Energy Strategy to City Councillors. A progress report from city staff earlier this year suggested this strategy will focus on study and planning, with no concrete action in sight.

Anthony Garoufalis-Auger suggested that presbyters help make the Climate Action Plan a reality by obtaining more information at the Ecology Ottawa website, [www.ecologyottawa.ca](http://www.ecologyottawa.ca), signing a petition on the Ecology Ottawa website, and writing to the Mayor and City Councillors. Anthony can be contacted at [anthony.garoufalis-auger@ecologyottawa.ca](mailto:anthony.garoufalis-auger@ecologyottawa.ca).

### **REPORT ON THE HAVEN CAMPAIGN**

Phyllis MacRae thanked Rev. David Sherwin for his work in planning The Haven Campaign to raise \$100,000 and increase membership in the Multifaith Housing Initiative (MHI). By the end of the campaign \$103,234 was raised. She thanked the Church Extension Ministry Team for their significant donation to assist meeting the goal and thanked all the congregations and individuals who made donations. She stated that 25 congregations are now members of MHI. She noted that an additional \$20,000 was received following the official closing of the campaign.

Sheldon Leong from MHI showed slides of The Haven, stating that all 98 units are now occupied. Some of the families have been on waiting lists for 10 years; others are refugees. He thanked Ottawa Presbytery and its congregations for believing in the Haven, exceeding the campaign goal and ongoing support of MHI. He gave particular thanks to Phyllis MacRae for her leadership. There was a round of applause for Phyllis.

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## **PRESBYTERY COMMUNITY UPDATE**

Rev. David Sherwin thanked:

- Past Chair, Phyllis MacRae for all the work she did on MHI's The Haven Campaign; \$103,234.63 was raised from Ottawa Presbytery and its congregations.
- Rev. Glen Stoudt for his work as Acting Presbytery Minister for approximately six months. Glen shared his gifts of ministry, energy and good humour with the Presbytery.
- Rev. Paul Dillman for organizing and actually doing so much work on the office transformation; this was an enormous job to take on. Paul who is unable to attend this meeting due to the recent death of his father in Nova Scotia gave David the names of those who assisted in the office move: presbyters Charles Barrett, Melodee Lovering, Norma McCord, Rev. Robert Merritt, Rev. Neil Wallace, and Rev. Bob Williams; Camp Awesome staff – Ruth Bryce, Nick Langner, Julien Quesnel, and Sara Wray; and staff - Wendy Mather, Rev. Hilary Merritt, Larry Richardson, and Rev. Whit Strong.

The Presbytery Minister noted that there were several cards for presbyters to sign:

- Sympathy card for the family of Rev. Douglas Heard, who died on August 20, 2017;
- Sympathy card for the family of Rev. Chuck Spicer, who died on September 3, 2017;
- Sympathy card for Rev. Paul Dillman, Rev. Elizabeth Bryce and family following the death of Paul's father on September 8, 2017;
- A card for Rev. Donald Boyd following his recent stroke; and
- A card for and Rick Balson, former Lay President of Conference, who is currently struggling with cancer.

Rev. Andrew Jensen updated the Presbytery, as he had with Knox United Church, with information that Rick had invited him to share. He noted that cards are welcome and stressed that anyone who wanted to visit with Rick should check first. Andrew thanked Larry Richardson for the daily help and support he is providing to Rick.

Presbyters prayed in silence for all these people and their families.

Rev. David Sherwin reminded presbyters of the Presbytery Prayer Circle. Details are included in the Presbytery agenda package and further information can be obtained from Rev. Caroline Insley.

## **UPDATE ON WORK OF CHAPLAINCY MINISTRY TEAM**

Sandra Copeland, Chair of the Chaplaincy Ministry Team gave an update on the team's work. She noted that Ottawa Presbytery is the only presbytery in the United Church of Canada that has a chaplaincy committee. The hospital coordinators for the United Church are: Sandra Copeland, Queensway-Carleton Hospital; Peter Graham, Civic Campus, The Ottawa Hospital; and Helen Smith, General Campus, The Ottawa Hospital.

Sandra noted that the United Church has invisible congregations; these are seniors who are no longer active in congregations although they may have been for many years. Many have moved to Ottawa to be near the adult children, who are often not involved with any church. United Church congregations visit their own members but these others are not on any list. More

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pastoral care visitors are needed for hospitals and retirement residences. She invited anyone interested in this ministry to contact her. There are just not enough United Church hospital visitors at this time.

Sandra concluded by thanking Ottawa Presbytery for its ongoing support of the Chaplaincy Ministry Team.

### **IMPLICATIONS OF REMITS 1 AND 2: Presbytery's plans for the coming changes**

Rev. Steve Clifton reminded the court that Remits 1 - 5 and 7 - 8 all passed. In preparation for boundary changes a Regional Boundaries Working Group was created. This group has met with representatives of the Bay of Quinte Conference; representatives have attended a meeting of all Conferences with Presbyteries in Ontario, and the group will be meeting again on September 14<sup>th</sup>.

A new group, the Congregational Assistance Working Group (CAWG), has met twice. This group meets to receive requests for assistance from congregations and try its best to respond. It consists of Chairs of the Pastoral Relations, Pastoral Care and Oversight and Finance Ministry Teams, the Presbytery Minister and representatives from Executive. In order to respond to these requests, the assistance of others may be required. If a decision is needed, this will be forwarded to Executive.

The November Presbytery meeting will be a program meeting during which the implications of the remits and planning for the future will be addressed. It will be facilitated by Michael Presley, a member of Rideau Park United Church, who facilitated a conversation about Organizational Change at the June Executive Retreat.

### **NEW POLICIES UPDATE AND MINISTRY & PERSONNEL (M & P) WORKSHOP**

Rev. Whit Strong, Conference Personnel Minister (West), stated that there would be an M & P workshop the morning of Saturday, September 30<sup>th</sup> at City View United Church. Topics to be covered include: role and responsibilities; keeping proper files; creating position descriptions; confidentiality and ethics; performing annual reviews of staff; vacations; and study leave & sabbaticals. There will also be an overview of new UCC policies and time for questions. This is for all members of all congregational M&P Committees. Ministry Personnel and other congregational leaders are also welcome.

He also noted the following revisions to policies and procedures:

- *Sexual Misconduct Prevention and Response Policy*: Ministry Personnel are now required to renew boundaries training every five years. This is a new requirement and is in addition to the requirement to take the basic boundaries training. Congregational Designated Ministers and Licensed Lay Worship leaders must also take the boundaries training and refresher training. Both the basic and refresher training courses are available online through United-in-Learning with the refresher courses training being available in October 2017.
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- The Police Records Check Policy has also been changed. An online form is now required to be filed every year by June 30. The implementation of the new online filing system requires that as of June 30, 2017 you were in compliance with the previous police records check policy.
- The Fund for Visiting Ministry Personnel during a Sabbatical has been reinstated. The purpose of the fund is to provide funding to assist pastoral charges that would be subject to undue financial difficulty in funding supply ministry during a sabbatical leave of ministry personnel, and to encourage the vitality of ministry personnel who refrain from taking a sabbatical leave because of the financial difficulty of the pastoral charge.

### **NEW PROCESS FOR REVIEWING PASTORAL CHARGE RECORDS**

The Presbytery Minister reminded the court of the long and faithful work of Rev. Angus MacDonald in reviewing the pastoral charge records. It has been a challenge to get this done since Angus' death.

The Presbytery Archives Ministry Team has developed a new, easier process for reviewing Pastoral Charge records. These reviews are an essential part of the Presbytery's oversight of Pastoral Charges. The review of church records will take place on a Saturday in late February 2018. This will be similar to the day organized by the Finance Ministry Team to review financial records. The Nominations Ministry Team is looking for a project coordinator for the review of church records. The coordinator will oversee the activities on the review day but the Nominations Ministry Team will find the persons who will conduct the review of the various documents. This position is open to presbyters or anyone in a pastoral charge. For more information please contact Barbara Reynolds at [barbara\\_reynolds@sympatico.ca](mailto:barbara_reynolds@sympatico.ca).

The following pastoral charges are scheduled to bring in records for review in February 2018.

Ashton-Munster  
Carp-Dunrobin  
Glebe St. James  
Namur  
Stittsville  
Richmond

Aylmer  
Cumberland  
Kitchissippi  
Rothwell  
Metcalf  
North Gower

Barrhaven  
Dominion Chalmers  
Knox-Edwards  
Southminster  
Kenmore

### **REMIT #6**

Chair Steve Clifton again thanked Barbara Reynolds and Rev. Jamie Scott for all their work assisting pastoral charges in voting on Remits 1, 2, 3 and 4. They have agreed to do this for the final remit. Remit 6, *One Order of Ministry* is also a Category 3 Remit - all pastoral charges and presbyteries are to vote on it and submit the results by February 28, 2018. Ottawa Presbytery will be voting on Remit 6 at its December meeting. Workshops will be organized in November so that presbyters can learn more and ask questions. These workshops are also open to members of congregations. Presbyters were asked to let the Presbytery office know if they have already voted on Remit 6 and submitted the ballot to General Council office.

**NEW BUSINESS**

Rev. Eric Lukas gave a brief update on the work of the Carleton University Interfaith Chaplaincy Council. He invited anyone interested in being a volunteer chaplain at Carleton to contact him at [serve\\_one\\_another@hotmail.com](mailto:serve_one_another@hotmail.com).

**MOTION TO GIVE FULL POWERS**

**Motion:** (Andrew Jensen/Ken Robinson) that the Presbytery Executive be given the full powers of the Presbytery in all matters including property between the end of this meeting and the next meeting of Presbytery. **Carried**

**CLOSING WORSHIP**

Rev. Steve Clifton suggested that presbyters do their own theological reflection on the evening's agenda items, looking at the challenges ahead and where God is calling them. He then closed the meeting with prayer.

**CONCLUSION BY THE CHAIR**

Rev. Steve Clifton, Chair, closed the meeting at 8:40 pm.

*The next regular meeting of Ottawa Presbytery is called for Tuesday, October 10, 2017; the Executive next meets on Thursday, September 28, 2017.*

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Rev. Steve Clifton  
Chair

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Rev. David Sherwin  
Presbytery Minister

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Wendy Mather  
Recording Secretary

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