

## **Minutes of the Presbytery of London**

**Knox Presbyterian Church, Fingal, Tuesday, January 13, 2015, 7:00 p.m.**

In Fingal, and within Knox Presbyterian Church, the Presbytery of London met in Regular Session on Tuesday, the thirteenth day of January, two thousand and fifteen, at the hour of seven o'clock in the evening.

**Constitution**        The Moderator, Mr. Robert Baron, welcomed everyone to the meeting and constituted the Court with prayer.

**Worship**             The Worship Service was led by the Reverend Ed Hoekstra.

**Welcome,  
Courtesies and  
Announcements**     The Moderator extended a welcome to all present. Margaret McCullough represented the WMS.

**Attendance**         John Bannerman, Charlotte Brown, Mavis Currie, Deb Dolbear-VanBilsen, Ed Hoekstra, William Khalil, Amanda MacMillan, Keith McKee, Heather Paton, Andrew Reid, Kevin Steeper, Michael Stol, Mark Turner, Ministers; Bob Baron, John Cameron, Janet Donkervoort, Ruth Ann Drozd, Ian Fleck, Tom Jeffery, Debbie Kemp, Michael Kernahan, David Laphorne, Patrick Laurin, Margaret McCullough, Linda McKenna, Bill McMurchy, Sheila McMurray, Nancy Newell, Barb Nyitray, Angela Osborne, Linda Riddell, Donna Jean Van Bilsen, Trudy Van Der Hoek, Peter Vanderkooy, Elders; Carrie Thornton, Clerk; John Van Eyk.

**Regrets**             Jacob Lee, Jon Van Den Berg, Ministers; Doug Hill, Elder; Lu Brule, Treasurer

**On Leave**            John Park, Minister.

**Absent**              Mark Turner, Minister; Jain Mahabir, Sandra VanDerVeen, Elders.

**Docket**             **MOTION:** (Drozd/Reid) THAT the Docket as circulated be adopted for the meeting. CARRIED.

**Minutes**             **MOTION:** (McKee/Drozd) THAT the Minutes of the Regular Meeting of the Presbytery of London, held on November 11, 2014, be adopted as circulated. CARRIED.

**MOTION:** (McKee/Drozd) THAT the Minutes of the Special Meeting of the Presbytery of London, held on December 3, 2014, be adopted as circulated. CARRIED.

**Report of the  
Administrative  
Team**                The Moderator invited the Clerk, C. Thornton, to present the Report of the Administrative Team.

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**CORRESPONDENCE**

**RECOMMENDATION #1** (McKee/Reid) THAT the following correspondence be received for information: CARRIED.

<b>Number</b>	<b>From</b>	<b>Regarding</b>
15-19	J. Bell, Canadian Ministries	Almanarah grant application
15-20	E. Bartlett, Assembly Office	changes to the Roll

**RECOMMENDATION #2** (McKee/Reid) THAT the following correspondence be referred as named: CARRIED.

<b>Number</b>	<b>From</b>	<b>Regarding</b>	<b>Refer To</b>
15-18	H. Chappell, Stewardship	2015 expected allocations	circ. elect.
15-21	A. Quin, Middlesex Health Unit	water system at South Nissouri	H. Paton
15-22	T. Hamilton, Assembly Office	nominations GA committees	denom work
15-23	R. Lockhart, St. Andrew's Hall	St. Andrew's Scholars	circ. elect.
15-24	B. Nawratil, Finance Office	statistical report-electronic version	clerk
15-25	J. Bell, Canadian Ministries	rural and remote summer student	circ. elect.
15-26	H. Chappell, Stewardship	November Presbyterians Sharing	circ. elect.
15-27	J. Henderson, Ewart Centre	2015 lay education courses	circ. elect.
15-28	Service Ontario	enhanced list of religious officials	clerk
15-29	I. Marnoch	M.Div. Student transfer to London	students & ed
15-30	J. Park	parental leave	admin team
15-31	K. Steeper	letter of resignation	admin team
15-32	K. Ballagh-Steeper	letter of resignation	admin team

**RECOMMENDATION #3** (Hoekstra/Jeffery) THAT the Reverend Jon Van Den Berg be named interim moderator pro-tem at St. Lawrence Presbyterian Church for the period from January 11, 2015 to February 21, 2015. CARRIED.

**RECOMMENDATION #4** (McKee/Laurin) THAT the resignation of the Reverend Kate Ballagh-Steeper as interim moderator of Knox Presbyterian Church, Komoka and North Caradoc-St. Andrew's Presbyterian Church be accepted. This resignation is effective immediately. CARRIED.

**RECOMMENDATION #5** (Jeffery/McMurchy) THAT the Reverend Robert Shaw be appointed interim moderator of Knox Presbyterian Church, Komoka and North Caradoc-St. Andrew's Presbyterian Church effective immediately. CARRIED.

**RECOMMENDATION #6** (Jeffery/McMurchy) THAT, at her request, a Letter of standing be issued to the Reverend Kate Ballagh-Steeper dated February 13, 2015. CARRIED.

**Records Examination** **MOTION:** (Van Bilsen/Van Der Hoek) THAT the Session Records of Knox Presbyterian Church, Fingal be attested as being neatly and

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correctly kept, with notes. CARRIED.

**MOTION:** (Van Bilsen/Van Der Hoek) THAT the Session Records of Trinity Community Presbyterian Church, London be attested as being neatly and correctly kept. CARRIED.

**MOTION:** (Van Bilsen/Van Der Hoek) THAT the Session Records of Almanarah Presbyterian Church, London be attested as being neatly and correctly kept. CARRIED.

**Change to Standing Orders** **MOTION:** (McKee/Reid) THAT changes to the Standing Orders of the Presbytery of London be approved.

A friendly amendment was made to add item (h) to the changes.

The motion as amended was CARRIED.

A copy of the changes is attached to the end of these minutes.

**“Conversations” Team Report** **RECOMMENDATION #1:** (Steeper/Reid) THAT the September meeting of Presbytery be preceded by a meal for presbyters, and include introductions of presbyters, training in Presbytery procedure, and the appointment of mentors for representative elders who wish one. CARRIED.

**RECOMMENDATION #2:** (Steeper/Reid) THAT the Presbytery adopt the consent agenda system for meetings. CARRIED.

**RECOMMENDATION #3:** (Steeper/Reid) THAT the Presbytery meet for regular business on the second Tuesday of September, November, January, March, and May, and on a date in June to be set at the March meeting.

**AMENDMENT:** (Hoekstra/Jeffery) THAT the teams meet every month during the Presbytery meeting for 20 minutes to 30 minutes.

AGREED that the Court will take five minutes to discuss this motion.

**AMENDMENT** is DEFEATED.

**ORIGINAL RECOMMENDATION #3** is CARRIED.

**RECOMMENDATION #4:** (Steeper/Reid) THAT Presbytery teams be reduced in number to four core teams: Administrative, Congregational Life, Ministry, Mission, and one special team: Sexual Abuse Response and that the

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purpose and terms of each team be clarified at initial meetings of the teams.

**MOTION:** (McKee/Hoekstra) THAT this recommendation be tabled.  
CARRIED.

**RECOMMENDATION #5:** (Steeper/Reid) THAT core teams be given permission to establish sub-groups to deal with specific areas of their responsibilities.

**RECOMMENDATION #6:** (Steeper/Reid) THAT each Presbytery core team has a membership of at least six each including at least three ruling elders and at least three teaching elders from the active Presbytery roll.

**MOTION:** (McKee/Hoekstra) THAT recommendations #5 and #6 be tabled.  
CARRIED.

**RECOMMENDATION #7:** (Steeper/Reid) THAT Presbyters be given the opportunity to volunteer to serve on one team of their choice in September. The Administrative team will thereafter allocate any Presbyter who has not volunteered to a core team that is under-staffed. CARRIED.

**POINT OF ORDER:** K. McKee reminded the Court that all ruling and teaching elders are expected to participate in the Courts of the church.

**RECOMMENDATION #8:** (Steeper/Reid) THAT the Administrative team name the membership of the Sexual Abuse Response team.

A friendly amendment was made to change recommendation #8 to read: the Administrative team will recommend to Presbytery the membership of the Sexual Abuse Response team. The amended recommendation CARRIED.

**RECOMMENDATION #9:** (Steeper/Reid) THAT Presbytery meet for a short (15 minute) worship service and then break into team meetings on the second Tuesday of October, December, February, and April, and on other dates as emergent matters require.

A friendly amendment was made to remove December from the recommendation and the recommendation was changed to: Presbytery meet for a short (15 minute) worship service and then break into team meetings on the second Tuesday of October, February, and April, and on other dates as emergent matters require. The teams are encouraged to meet before the January regular Presbytery meeting. The amended recommendation CARRIED.

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**RECOMMENDATION #9(b):** (Currie/Reid) THAT the Presbytery evaluate the new process of Presbytery meetings and team meetings at the January 2017 regular meeting of Presbytery. This process is effective September 2015. CARRIED.

**RECOMMENDATION #10:** (Steeper/Reid) THAT a series of workshops on alternative “models for ministry” take place for the purpose of education for all congregations regardless of size. CARRIED.

**RECOMMENDATION #11:** (Steeper/Reid) THAT a team be appointed by the moderator consisting of individuals who are not stakeholders financially in the work of the presbytery (ie. Not currently serving as lay missionaries, active clergy or retired clergy), and that these individuals be primarily from rural/part-time ministry congregations. The purpose of this team is to develop, coordinate and advertise the “models for ministry” series of workshops. CARRIED.

**RECOMMENDATION #12:** (Steeper/Reid) THAT the Administrative team support applications to the Experimental Fund and other funds within the national church and synod for financial support for presbytery workshops and for any congregation who wishes the services of a consultant as they move forward. CARRIED.

**RECOMMENDATION #13:** (Steeper/Reid) THAT the following additions/changes be made to the Standing Orders regarding the role and responsibilities of interim moderators. CARRIED.

The changes are attached at the end of these minutes.

**RECOMMENDATION #14:** (Steeper/Reid) THAT this portion of the Standing Orders regarding interim moderators and their remuneration be circulated when a pulpit is first declare vacant and every year following the declaration of vacancy until the services of an interim moderator are no longer required. CARRIED.

The Moderator thanked the Conversation team for their work.

**Almanarah**

W. Khalil circulated a written report.

**MOTION:** (Steeper/Bannerman) THAT the Mission and Evangelism team of Presbytery be asked to consider the questions at the bottom of the Almanarah report and report to a future meeting about the possibility of sponsoring a Christian Syrian family. CARRIED.

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The questions are: What can we do together to save some lives by giving a chance to live again in Canada? Can we work together to sponsor some Christian Syrian families and make a difference to their future and destiny?

**Bethel  
Dissolution Team** K. McKee presented the report which was circulated with the advance reports.

**Students and  
Education Team** No report.

**Denominational  
Work Team** No report.

**Vacancy and  
Visitation Team** R.A. Drozd reported that the Elmwood exit review has been scheduled. Knox St. Thomas, Dorchester and South Nissouri have visits scheduled.

K. Steeper presented the St. Lawrence exit review report.

**MOTION:** (Steeper/Drozd) THAT the Session and congregation of St. Lawrence Presbyterian Church work to incorporate a worship style that includes a balance of traditional and contemporary, appealing to all. A common goal should be also to encourage young people to participate. CARRIED.

**MOTION:** (Steeper/Drozd) THAT the Session and congregation consider a permanent name change including the name of Knollwood such as is listed currently on the web site as “St. Lawrence/Knollwood Presbyterian Church” and at present understood to be a temporary title. CARRIED.

**MOTION:** (Steeper/Drozd) THAT a new Anniversary Date be selected that will recognize the date of amalgamation, going forward. CARRIED.

**MOTION:** (Steeper/Drozd) THAT a workshop be organized for the Session. Board, and interested congregational members whereby a study of the procedures and polity of the PCC be applied to such processes as budget preparation by Board, and presentation to the Session, prior to presentation to the congregation at annual meeting. CARRIED.

**MOTION:** (Steeper/Drozd) THAT a review and update of procedures confirming compliance of the “Leading with Care” policy within the church be completed and reviewed annually. CARRIED.

**MOTION:** (Steeper/Drozd) THAT the Visitation team be dismissed with the thanks of the Court. CARRIED.

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**Leading with Care Team** T. Jeffery provided a verbal report. The committee will be meeting shortly.

**Mission and Evangelism Team** No report.

**Hospital Visitor Team** C. Brown presented a verbal report.

**Youth and Campus Ministries** H. Paton presented the report that was circulated with the advance reports.

**Website and Communications Team** No report.

**Small Church Ministries Team** No report.

**Reports of Interim Moderators** Knox, Fingal – E. Hoekstra reported that the pulpit is supplied and the search committee is meeting.

St. James, North Yarmouth – J. Bannerman reported that an elder election is expected in 2015 and that term eldership is being implemented.

St. John's, Port Stanley – C. Brown reported that ministry continues, the Session will be meeting this month.

Knox, Komoka/North Caradoc-St. Andrew's – K. Steeper reported on behalf of the interim moderator. Worship continues and the search committee is meeting.

Argyle, Crinan/Duff, Largie – No report.

Knox St. Andrew's, Dutton – M. Stol reports that ministry continues.

St. Lawrence, London – No report.

**Other Business** None.

**Adjournment** On a motion by M. Stol, the Court stood adjourned at forty-eight minutes after nine o'clock in the evening, to meet again in Special Session on Sunday, the

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twenty-fifth day of January, two thousand and fifteen, at two-thirty o'clock in the afternoon, in Ilderton, and within Bethel Presbyterian Church and in Regular Session on Tuesday, the tenth day of February, two thousand and fifteen, at seven o'clock in the evening, in Wardsville, and within St. John's Presbyterian Church.

The Moderator closed the meeting with prayer.

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Moderator

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Clerk



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### **PRESBYTERY OF LONDON – STANDING ORDERS**

#### **REVIEW PROCESS FOR CALLS AND APPOINTMENTS**

All documents relating to call or appointments are to be reviewed by the Administrative Team, acting on behalf of the Presbytery, at least one week before being presented to the floor of the Presbytery.

Particular attention will be given to the following:

- (a) Signatures shall be examined and counted, checking the number reported on the roll in the current edition of The Acts and Proceedings, and reviewing the calculation of the percentage of support stated in the attestation of the call. Support shall be broken down by the numbers who have signed themselves and those who have requested an elder to subscribe on their behalf. The number of adherents expressing concurrence shall also be reviewed and checked against the number reported in The Acts and Proceedings.
- (b) The guarantee of stipend, the figure and provision for housing, utilities and other allowances shall be reviewed and checked against the minimums set by the General Assembly, as published in the current edition of The Acts and Proceedings. The provision for moving costs shall also be noted. The presence of two signatures, one for the session and one for the board of managers (or finance committee) on the guarantee, and the minutes (or an extract) of the congregational meeting at which the call and guarantee were approved will also be examined. If a housing allowance is offered, it shall be sufficient for the area where the minister will be living.
- (c) If there are major discrepancies or items missing, the interim moderator shall be required to rectify these before reporting to Presbytery. Otherwise, a recommendation that the call not be sustained, or returned to the session for further review, shall be made.
- (d) If support is marginal (less than eighty percent) or there is evidence of division, then questions may be framed, to be asked on the floor of Presbytery of the commissioners for the congregations or the calling Presbytery.
- (e) The Team shall be satisfied that steps have been taken to make the candidate aware of the culture of the pastoral charge (ethnic, rural/urban, city/small town, traditional/pioneering, etc.) and of any significant challenges faced by the pastoral charge.
- (f) The Team shall seek to ensure that the pastoral charge is aware of possible challenges when the charge and the candidate do not share a common cultural identity.
- (g) If deemed necessary, the Team shall recommend the appointment of a support team for the minister when inducted. In all cases a mentor will be appointed for newly ordained ministers within the Presbytery.
- (h) That interim moderators, in cooperation with the congregation, assess the ability of the congregation to pay the stipend, allowances and benefits, now and in the future.

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### **RESPONSIBILITIES OF INTERIM MODERATORS AND THE CONGREGATIONS THEY SERVE:**

Interim moderators are ministers who are members of the Presbytery of London. Interim moderators can be active ministers with charges of their own or ministers on the appendix to the roll of Presbytery. If interim moderators are actively serving pastoral charges, they are being remunerated for their ministry. This ministry includes denominational service. If interim moderators are ministers on the appendix to the roll, they are not being remunerated for denominational service. Remuneration for their ministry would then have to be specially negotiated by the Admin Team of Presbytery, the Session of the vacant congregation, and the interim moderator.

Serving as an interim moderator is an important ministry. Furthermore, the position of interim moderator is determined by situation of the congregation in which she or he is serving. Recently, in the presbytery of London, it has been advantageous for two clergy to hold the position of interim moderator in some congregations. The interim moderator must review and share with the sessions and search committees the denomination's policies and procedures concerning the role of interim moderators and search committees. These are included in the denominational publication, Calling a Minister: Guidelines for Presbyteries, Interim Moderators, & Search Committees.

#### The Role of the Interim Moderator in a Congregation not Seeking a New Minister:

The interim moderator may be serving in a congregation which is NOT seeking a new minister. In this case, the interim moderator is working towards maintaining the ministry of the congregation. Duties include, but are not limited to:

- Moderating the session
- Arranging for appropriate pulpit supply or overseeing the work of a lay missionary, stated supply or student minister
- Arranging for leadership in the event of funerals, weddings and baptisms
- Conducting the Annual meeting
- Occasionally preaching
- Reporting regularly to the Presbytery concerning the life of the congregation.

When a congregation is not seeking a new minister, the interim moderator may also be giving the congregation direction towards amalgamation, cluster ministry, becoming associated with another charge, or closure.

The interim moderator in this situation would be committing for a one year term. This term would be reviewed annually by the presbytery and could be renewed. When the interim moderator preaches at the congregation, the congregation is responsible for the pulpit supply of his or her charge. When the congregation in which the interim moderator is serving does not

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have a lay missionary, stated supply or a student minister, the interim moderator is remunerated \$225 per month (approximately 7% of minimum stipend) plus expenses such as travel, long distance telephone calls, etc. When the congregation in which the interim moderator is serving has engaged a lay missionary, stated supply or a student minister, the interim moderator would be remunerated \$150 per month plus expenses.

### The Role of the Interim Moderator in a Congregation Seeking a New Minister

The interim moderator may be serving in a congregation which is seeking a new minister. In this case, the interim moderator is working towards transitioning the ministry of the congregation from one teaching elder to another. Duties include, but are not limited to:

- Moderating the session
- Arranging for appropriate pulpit supply
- Arranging for leadership in the event of funerals, weddings, and baptisms
- Conducting the Annual meeting
- Providing or making provisions for emergency pastoral care
- Attending or leading the search committee meetings
- Occasionally preaching
- Reporting regularly to the Presbytery concerning the life of the congregation

When the interim moderator preaches at the congregation, the congregation is responsible for the pulpit supply of his or her charge. The interim moderator would be remunerated at \$225 per month (approximately 7% of minimum stipend) plus expenses such as travel, long distance telephone calls, etc.

### Calling an Associate or Diaconal Minister:

Pursuant to Calling a Minister: Guidelines for Presbyteries, Interim Moderators, & Search Committees published by the Ministry and Church Vocations Office of the Presbyterian Church in Canada, special consideration should be given to situations when a congregation is calling an associate minister or diaconal minister. The Presbytery is required to appoint an interim moderator. It is not prudent to appoint the lead minister of the congregation. The congregation would negotiate remuneration with the interim moderator and the ministry team.

### Where there is An Interim Minister:

The interim moderator may be serving in a congregation which engages the services of an intentional interim minister. An intentional interim minister is appointed by the Presbytery for one year. The term may be reviewed and possibly extended. An interim minister is often appointed when there has been significant conflict in a congregation, where the previous ministry has been exceptionally lengthy and time is needed to disassociate from that ministry, or where the

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congregation is so large it would be unrealistic not to have ongoing ministry in place. The duties of the interim moderator in this case include, but are not limited to:

- Moderating the session
- Attending or leading the search committee meetings
- Conducting the Annual meeting
- Ensuring a qualified interim minister is in place (refer to A & P 2012 page 390-397)
- Meeting regularly with the interim minister and supervising that ministry
- Occasionally preaching
- Reporting regularly to the Presbytery concerning the life of the congregation

When the interim moderator preaches at the congregation, the congregation is responsible for the pulpit supply of his or her charge. The interim moderator would be remunerated at \$225 per month (approximately 7% of minimum stipend) plus expenses such as travel, long distance telephone calls, etc.