

Minutes of the Presbytery of London
Online Meeting, Tuesday, May 11, 2021, 7:00 PM

The Presbytery of London met online in regular session on Tuesday, the eleventh day of May, two thousand and twenty-one, at the hour of seven o'clock in the evening.

Constitution The Moderator, Reverend Michelle Butterfield-Kocis, constituted the Court with prayer.

Worship The Worship Service was led by Mr. Gordon Brown.

Welcome, Courtesies and Announcements The Moderator welcomed everyone to the meeting. Margaret McCullough represented the WMS..

Attendance John Bannerman, Michael Burns, Michelle Butterfield-Kocis, David Clark, Mavis Currie, Deb Dolbear-Van Bilsen, Andrew Fullerton, Amanda MacMillan, Keith McKee, Lynn Nichol, James Patterson, Andrew Thompson, Jon Van Den Berg, Ministers; Wendy Lampman, Andrew Reid, Appendix; Norm Belyea, Em Cameron, Janet Carter, Linda Charlton, Richard Cote, Janet Donkervoort, Lynda Drummelsmith, Bill Fletcher, Lynda Ford, Richard Foster, Elizabeth Leitch, Janice Lockhart, Brian Lunn, Elizabeth MacLeod, Margaret McGugan, Sheila McMurray, Inge Stahl, Donna Jean Van Bilsen, Trudy van der Hoek, Elders; Lu Brule, Treasurer; Carrie Thornton, Clerk; Margaret McCullough, WMS; Gordon Brown, St. James Presbyterian Church, Wilma Boyce, Oakridge Presbyterian Church.

Regrets Theresa Glithero, Tom Jeffery, Elders.

Absent Doug Hill, Elder.

On Leave Julia Morden, Minister.

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

Minutes **MOTION:** (McMurray/Van Den Berg) THAT the minutes of the Regular Meeting of April 13, 2021 be adopted. CARRIED.

Correspondence and Motions The Moderator invited the Clerk, C. Thornton, to present the correspondence and motions report.

MOTION: (Fullerton/Lunn) that recommendations 1 through 3 be adopted by consent. CARRIED.

RECOMMENDATION # 1: THAT the following correspondence be received for information:

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Number	From	Regarding
21-36	T. Purvis, Ed & Reception	objections to applications
21-37	T. Purvis, Ed & Reception	objections to applications – additional
21-39	T. Hamilton, Assembly Office	GA commissioner
21-40	J. Astop, LMA	grant approval – St. James, North Yarmouth
21-41	K. Muir, Assembly Office	clerks of synods, presbyteries, assembly
21-42	K. Muir, Assembly Office	changes to the roll, March 2021

RECOMMENDATION #2: THAT the following correspondence be referred as named:

Number	From	Regarding	Refer To
21-38	T. Purvis, Ed & Reception	Sonia Brule	Co-mods; interview team
21-43	A. Thompson, IM Westmount	resignation as interim moderator	Co-mods

RECOMMENDATION #3: THAT the resignation of Rev. Andrew Thompson as interim moderator of Westmount Presbyterian Church, effective May 11, 2021, be accepted with the thanks of the Court.

Treasurer’s Report This report was circulated in advance and includes updated fund balances.

Clerk’s Report The Clerk advised the Court that the members of the general presbyter search committee are A. Fullerton, J. Bannerman, L. Drummelsmith and J. Lockhart. The job description for the general presbyter has been posted on the national church website and circulated to all presbytery clerks in the Synod.

Task Committee General Presbyter K. McKee summarized the report that was circulated in advance. The report is at the end of the minutes of this meeting.

RECOMMENDATION #1: (McKee/Drummelsmith) THAT the Presbytery of London remunerate the General Presbyter at half-time basic stipend as set by the General Assembly (half-time) with the allowances outlined in column two on page one. CARRIED.

RECOMMENDATION #2: (McKee/Drummelsmith) THAT the Presbytery of London thank Mr. Lu Brule for work related to the General Presbytery now and in the future. CARRIED.

At the April meeting of the Presbytery the following motion was tabled: “THAT the ad hoc committee to develop the job description be dismissed”.

RECOMMENDATION #3: (McKee/Drummelsmith) THAT the above motion be lifted from the table. CARRIED.

RECOMMENDATION #4: (McKee/Drummelsmith) THAT the ad hoc committee to develop the job description be dismissed. CARRIED

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**St. Lawrence
Visitation Team
Report**

A. Reid presented the report of the St. Lawrence visitation team.

RECOMMENDATION #1: (Clark/Stahl) THAT the action of the Co-Moderators in placing Rev. Julia Morden on leave be homologated. CARRIED.

RECOMMENDATION #2: (Clark/Stahl) THAT the action of the Co-Moderators in appointing Rev. Wendy Lampman as interim moderator to serve during Ms. Morden's leave be homologated. CARRIED.

RECOMMENDATION #3: (Currie/Stahl) THAT Presbytery assume responsibility for the interim moderator's honorarium to which Ms. Morden is entitled until it is clear whether she will be returning. Note: the congregation will be responsible for the honorarium paid to the interim moderator appointed by the Co-Moderators. CARRIED.

RECOMMENDATION #4: (Currie/Stahl) THAT Presbytery homologate the action of the Visitation Team in making recommendations of best practices for the Session and the Board of Managers as appended.

FRIENDLY AMMENDMENT: (Patterson/) that the word homologate in the above motion be changed to commend.

After discuss, J. Patterson withdrew the friendly amendment.

The ORIGINAL RECOMMENDATION CARRIED.

**Interim Ministry
Agreement
St. Lawrence
Presbyterian
Church**

MOTION: (Currie/Stahl) THAT the Reverend Jane Swatridge be appointed as Interim Minister to St. Lawrence Presbyterian Church, London, effective June 1, 2021 for a period of up to 12 months. CARRIED

MOTION: (Currie/Stahl) THAT the interim ministry agreement be approved. CARRIED.

D. Clark advised that the agreement has been reviewed by D. Clark and A. Fullerton and all is in order.

MOTION: (Currie/Stahl) THAT the Service of Recognition for the Reverend Jane Swatridge be held in the near future at St. Lawrence Presbyterian Church. CARRIED.

MOTION: (Currie/Stahl) THAT Rev. Jane Swatridge be added to the constituent roll of the Presbytery of London effective June 1, 2021. CARRIED

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Interim Ministry Agreement (cont.) A copy of the interim ministry agreement is at the end of the minutes of this meeting.

St. Lawrence Visitation Team **RECOMMENDATION #5:** (Currie/Stahl) THAT the visitation team be discharged. CARRIED.

Report on Small Groups M. Currie presented the report “Presbytery Visioning – Finding a Way Forward”.

Break Out Groups The Presbytery broke into small groups to discuss the report. Upon returning there was a brief discussion of the comments and questions raised by the groups.

Reports of Interim Moderators The Moderator thanked all the interim moderators who submitted reports in advance. There were no questions from the Court.

Other Business No other business.

Adjournment On a motion by J. Van Den Berg, the Court stood adjourned at two minutes after nine o’clock, to meet online in special session on Wednesday, the second day of June, two thousand and twenty-one at seven o’clock in the evening and in regular session on Tuesday, the fifteenth day of June, two thousand and twenty-one, at seven o’clock in the evening.

The Moderator closed the meeting with prayer.

Moderator

Clerk

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Report of the Team Considering the Position of the General Presbyter:

At the April meeting of the Presbytery of London, the court asked the team tasked with the developing the job description for the General Presbyter to consider the stipend and allowances for this position. It was suggested that perhaps the Presbytery could off a candidate more than minimum stipend and allowances. The treasurer of the Presbytery, Lu Brule, and the committee have outline three scenarios. All are based upon minimum stipend at the fifth increment.

The Presbytery needs to bear in mind that if a candidate has more than five years' experience, he or she would be remunerated at the sixth, seventh or eighth increment. The Presbytery also needs to remember that if the candidate is a retired minister, then neither the candidate nor the Presbytery needs to pay into the Pension Plan of Presbyterian Church in Canada.

Column one represents basic stipend and allowances at full time at the 5th increment (category 1). We are **not** hiring a General Presbyter full time, but this is the amount by which half time is determined.

Column two represents basic stipend and allowances at half-time at the 5th increment.

Column three represents basic stipend and allowances at half-time plus a **5%** increase to stipend.

Column four represents basic stipend and allowances at half-time plus a **10%** increase to stipend.

	Amount	½ Time	Plus 5%	Plus 10%
Stipend 5 th increment category #1	44,074	22,037	23,139	24,241
Housing Allowance	18,000	9,000	9,000	9,000
Health & Dental Insurance	4,900	4,900	4,900	4,900
Pension Assessment (approximate)	4,000	2,000	2,100	2,200
Canada Pension Plan	3,167	1,500	1,560	1,621
Employment Insurance	890	690	711	735
Travel	3,000	1,500	1,500	1,500
Total	78,031	41,627	42,910	44,197
Less probable congregational reimbursement*	11,700	11,700	11,700	11,700
Net Costs	66,331	29,927	31,210	32,497

*based upon current reimbursement

As noted above we are basing the stipend at the fifth increment for category one at the fifth increment. However, if the candidate has more experience, the stipend would have to be increased up to the eighth increment. This would not affect the housing allowance or the travel allowance, but would have slight increases to pension, CPP, and EI.

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	Amount	½ Time	Plus 5%	Plus 10%
Stipend at 5 th increment	44,074	22,037	23,139	24,241
Stipend at 6 th increment	44,978	22,489	23,613	24,737
Stipend at 7 th increment	45,882	22,941	24,088	25,235
Stipend at 8 th increment	46,786	23,393	24,562	25,732

The Venerable General Assembly may increase basic stipend in 2022. That also would affect the costs.

The team was tasked only to bring information to the Presbytery of London. However, a report without recommendations is difficult to consider and debate. Therefore, for the purpose of debate, the following recommendation is made. The team recognizes that it may be subject to amendment.

Recommendation # 1: (McKee/Drummelsmith) THAT the Presbytery of London remunerate the General Presbyter at half-time basic stipend as set by the General Assembly (half-time) with the allowances outlined in column two on page one.

Finally, the Presbytery's treasurer Lu Brule is not a member of this team, but has been very helpful to the team and also the Presbytery in navigating through the finances for this position. When we do have a General Presbyter, Mr. Brule will also be responsible for payroll for this position. This is added work. Therefore, the following recommendation is made.

Recommendation # 2: (McKee/Drummelsmith) THAT the Presbytery of London thank Mr. Lu Brule for work related to the General Presbyter now and in the future.

At the April meeting of the Presbytery the following motion was tabled.

“THAT the ad hoc committee to develop the job description be dismissed.”

Recommendation # 3: THAT the above motion be lifted from the table.

Recommendation # 4: THAT the ad hoc committee to develop the job description be dismissed.

The job description has been finalized and is in the hands of the co-moderators who are responsible to strike a search committee.

Lynda Drummelsmith
Keith McKee

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The Presbyterian Church in Canada
Interim Ministry Agreement
Presbytery of London

This agreement (“Agreement”) is dated the 11th day of May 2021 between:

The Congregation of St. Lawrence Presbyterian Church located at 280 Oxford Street, London, ON N6A 1V4 (“Congregation”) and:

The Rev. Jane Swatridge, 7458 Fielding Lane, Box 091, Puslinch ON N0B 2J0 (“Minister”) and:

The Presbytery of London, within The Presbyterian Church in Canada (“Presbytery of London”)

This Agreement outlines the terms for the Presbytery appointment of the Minister to the position of Interim Ministry in the Congregation.

- 1.0 The goals and expectations for this ministry are found at Schedule A, attached.
- 2.0 Qualifications of the Minister are found at Schedule B, attached.
- 3.0 This ministry is full time (based on 45 hours per week).
- 4.0 This ministry will begin on June 1, 2021 and will continue for up to 12 months.
- 5.0 The stipend and allowances shall meet or exceed General Assembly and Presbytery requirements and may be prorated in the case of part time.
- 6.0 The Congregation shall pay the following monthly stipend and allowances, less payroll deductions, to the Minister at the beginning of each month:

(Annual values Paid Monthly):

Stipend (inclusive of travel allowance)	\$46,786.00
Housing allowance (inclusive of utilities)	\$18,000.00
Total	\$64,786.00

- 7.0 In addition to the above, the Congregation shall provide:
 - Five weeks paid vacation per year.
 - Pension payments as required by the Pension Plan of The Presbyterian Church in Canada
 - Health and Dental benefits per The Presbyterian Church in Canada plan.
 - Continuing Education allowance according to General Assembly and Presbytery regulations, to be used on approval of the Presbytery.
 - Cost of pulpit supply during the Minister’s vacation and continuing education leave.
 - Any paid vacation time or study allowance not taken during the period of the Interim Ministry will be paid out at the termination of the Agreement.

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- 8.0 In the case of the Minister's total disability or extended illness, this Agreement will terminate as of the date the medical leave commences. The Congregation will then continue to provide stipend and all allowances for a period of three months. Housing allowance only will be continued for a further four months.
- 9.0 An Interim Moderator shall be named by the Presbytery to the Congregation for the term of the ministry.
- 10.0 The Minister shall be accountable to the Presbytery generally through the Interim Moderator.
- 11.0 The Minister shall not be eligible to be called to the Congregation during the term of this Agreement and for three years thereafter.
- 12.0 The Presbytery shall arrange for a service of recognition.
- 13.0 The Minister shall be given access to all documents and records relating to the Congregation, including but not limited to congregational roll and contact information, Session and Board records, annual reports, and reports made to the Presbytery.
- 14.0 This Agreement can be terminated by the Presbytery on its own or at the request of either the Congregation or the Minister on 60 days written notice. If this Agreement continues to its maximum term of 12 months, it will expire automatically with no further notice or pay in lieu of notice.
- 15.0 This Agreement is in accordance with Interim Ministry Policy and Procedures approved by the General Assembly (presbyterian.ca/resources-ministry) and shall be subject to the laws of the province of Ontario.
- 16.0 This Agreement may only be amended or modified in writing and with the consent of all parties.

This agreement is approved by the parties as of the date written above.

For the CONGREGATION:

Clerk of Session

For the PRESBYTERY OF LONDON:

Clerk of Presbytery

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For the MINISTER:

Minister

SCHEDULE A: Interim Ministry - Goals and Expectations

The goals for this Interim Ministry shall include:

- bringing St. Lawrence to the point of calling their next minister.

The expectations of the Interim Minister shall include:

- leading worship and preaching, subject to vacation and continuing education;
- leading the Session, Board and Congregation through a collaborative process to review the policy regarding the Knollwood St Lawrence fund;
- working with the Session to ensure that there is a complete and up to date congregational registry including email contact, and ensuring that this current list is made available to Session and office staff;
- arranging for training of the Board and Session regarding the appropriate reviews of financial statements by members of the Congregation;
- celebrating the sacrament of Holy Communion as determined by the Session;
- celebrating the sacrament of Baptism as approved by the Session;
- providing for a leader of worship on Sundays when the Minister is absent, subject to the Minister ensuring that the leader shall support the Congregation's vision and the polity and doctrine of The Presbyterian Church in Canada;
- providing pastoral care for sick and shut-in;
- officiating at weddings and funerals;
- working with boards and committees of the Congregation (other than the search committee) to assist them in carrying out their assigned tasks;
- attending meetings of the Session and of the Congregation's committees as required;
- at the request of the Interim Moderator, moderating meetings of the Session and of the Congregation;
- performing other administrative duties as requested by the Session or Presbytery; (e.g., working with church secretary in preparing bulletins, newsletters, etc., exercising general oversight of church facilities, and representing the church in dealing with outside organizations);
- cooperating with the Interim Moderator to provide to the Presbytery a review of the Interim Ministry every three months;
- at the request of the Interim Moderator providing observations and advice about the state of the Congregation's readiness for calling a minister;
- attending Presbytery meetings and providing regular reports about the ministry separately or jointly with the Interim Moderator;

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- reporting and serious differences or difficulties with any former minister(s) of the Congregation to the Interim Moderator and taking no further action with respect to such differences or difficulties without the explicit instruction of the Interim Moderator;
- providing the Session, Interim Moderator and Presbytery a written report regarding the Congregation at the end of the Interim Ministry.

SCHEDULE B: Interim Minister - Qualifications

The Minister shall have the following qualifications:

- an ordained minister in good standing of The Presbyterian Church in Canada or an ordained minister with demonstrated good standing in a denomination represented in the Ecumenical Shared Ministries Handbook, as outlined in the Book of Forms of The Presbyterian Church in Canada, section 213.3;
- identifiable skills in healing, conflict resolution, management of congregational change, organizational development, and setting short-term objectives;
- demonstrated ability to join and leave congregational systems quickly and with ease;
- demonstrated ability to diagnose a situation accurately and develop action plans quickly;
- demonstrated ability to provide honest and accurate feedback;
- demonstrated ability to prepare the way for another minister for the Congregation;
- demonstrated ability to honour the work of other people in the Congregation, past and present;
- demonstrated ability to be a non-anxious presence in the midst of transition, grief and conflict;
- demonstrated ability to facilitate cross generation meetings and arrive at consensus;
- demonstrated ability to communicate using Microsoft Office (Word, Excel and PowerPoint);
- congregational pastoral experience as an ordained minister;
- attended workshop on the Policy for Dealing with Sexual Abuse and Sexual Harassment of the Presbyterian Church in Canada within the past five years;
- provide a vulnerable sector police records check prepared within the previous two months and demonstrate familiarity with the Leading with Care Policy of The Presbyterian Church in Canada
- specialized training for Interim Ministry.