

Regular Meeting, Presbytery of Waterloo-Wellington  
 May 11, 2021, Zoom online meeting, 7PM

The Presbytery of Waterloo Wellington met via Zoom meeting, on Tuesday, May 11th, 2021; at 7pm. The Moderator, Rev. Peter Bush led the Presbytery in worship. After worship, the moderator constituted the Presbytery and opened in prayer.

### **Attendance and Regrets**

#### **Ministers**

Rev. John Borthwick, Rev. Dr. Aubrey Botha, Rev. Diane Boyd, Rev. Peter Bush (Moderator), Rev. Bill Bynum, Rev. Ed Charlton, Rev. Susan Clarke, Rev. Courtney Crawford, Rev. Hugh Donnelly, Rev. Dr. Herb Gale, Rev. Mark Gaskin, Rev. Scott McAndless, Rev. Dr. Mark Richardson, Rev. Alex Macleod, Rev. Kathy Morden, Rev. Dr. Kristine O'Brien, Rev. Johan Olivier, Rev. Megan Penfold, Rev. Scott Sinclair, Rev. Glen Soderholm, Rev. Dr. Frank Szatmari, Rev. Nick Pavel, Rev. Michelle Yoon

#### **Representative Elders**

Jeanette Bomhoff, Peter DeVries, George Forsyth, Andrew Foster, Janet de Groot, Pauline Hall, Frank Kivell, Werner Kuemmling, Peggy Lennox, Dave Mallet, Doug McCaig, Gib McIlwrath, Nancy Nicol, Vern Platt, Sue Senior, Louise Sharpe-Berge, Daewon Lee, Bonnie Street, Doris Tubman, Dr. Wilma Welsh,

**Alt. Rep Elders:** Catherine Hertel, Alistair McIlwraith **WMS:** Jean Godin

**Appendix:** Rev. Brooke Ashfield, Rev. Linda Ashfield, Rev. Linda Bell, Rev. Arnold Bethune Rev. Darrell Clarke (Clerk), Rev. Greg Smith,

**Treasurer:** George Myers; **Fraternal Observers:** Terri Whiffin, Barb Ferrier

#### **Guests:**

Livingston, Baden: Jean Sivyer (elder), Pam Hallman

Gale, Elmira: Diane Coulman, Darlene Vandermeij

Calgary-MacLeod: Rev. Dr. Jean Morris, Rev. Hugh Tremblay

Knox, Conn: Penny Renken, Clerk of Session, Larry Kavelman, and Bruce McNeish

#### **Regrets:**

**Ministers:** Rev. Scott McAndless

**Rep. Elders:** Todd Cowan, Alan Israel, Walter MacNeil, Lydia Maitland,

The Moderator welcomed the Presbytery and guests and informed the Presbytery of changes to the roll:

- Jeanette Bomhoff, appointed Representative Elder, Gale, Elmira
- Irene Brown, appointed Alt. Rep. Elder, Gale Elmira
- Dr. Wilma Welsh, appointed Representative Elder, St. Andrew's, Kitchener

### **Adoption of Proposed Agenda**

Moved by Ed Charlton/Peter deVries that the agenda as presented be approved. Carried.

### **Approval of the Minutes – March 9, 2021 regular meeting of Presbytery**

Moved by Ed Charlton/Glen Soderholm that the minutes of the March 9, 2021 regular meeting of Presbytery be approved as approved as edited.

The moderator noted that the decision to include a statement from Rev. Herb Gale, upon reflection and consultation, was out of order and asked the clerk to remove it from the minutes and received as correspondence. The Rev. Gale challenged the moderators ruling. The moderator stepped aside and the clerk took the chair. A vote on the ruling was held and the Moderator's ruling was sustained.

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**Stated Hour 7:30PM: Dissolution of Livingston Presbyterian Church, Baden**

Moved by Ed Charlton/Megan Penfold that the report of the Session of Livingston Presbyterian Church, Baden be received. Carried.

Linda Ashfield, interim-moderator, presented the report.

From: The Rev. Linda Ashfield; Interim Moderator Livingston Presbyterian Church, Baden.

Recommendation: That the Presbytery of Waterloo Wellington dissolve the congregation of Livingston Church, Baden, Ontario as soon as possible.

The congregation at Baden is getting older and smaller. There are currently 12 members and 3 adherents. Recently many members have moved away from Baden or moved into Nursing Homes, while others are dealing with mobility and/or health issues. Most of the members are now in their 80's and 90's – while a couple are in their late 60's, early 70's.

Regular Sunday worship ceased on Sunday, March 8th, 2020, and the congregation was only able to schedule one worship service (on Sunday November 1st) in the past thirteen months.

The finances are also dwindling - since worship stopped, there has been no offering or financial support received to sustain any expenses. There is some concern that very soon the congregation may not be able to cover bills such as insurance.

Some years ago, with the financial support of the Presbytery, the congregation purchased the house that was adjacent. Currently it is being rented and a separate bank account looks after expenses, improvements, insurance payments and reimbursing the Presbytery loan.

There have been two congregational meetings this past year - Sunday November 1st, 2020 and Saturday November 7th, 2020. At both meetings, the congregation met to discuss and discern its future. (Meetings were moderated by the Interim Moderator, minutes taken by Pam Hallman).

The Session (consisting of two elders) had called for another congregational meeting for Sunday, April 18th at 10 am. However, on the Friday (April 16th), the Premier of Ontario called for stricter covid shut down regulations and the Sunday meeting was cancelled.

Since that time, the Session met (over phone on Friday, April 23) to make the motion that the Presbytery of Waterloo Wellington dissolve the Livingston Congregation as soon as possible. This motion was made by Jean Sivyer and Lydia Maitland (Clerk of Session) concurred.

The Clerk of Session and the Interim Moderator then called each member and adherent to inform them of the motion going to Presbytery and to get their "vote". While some expressed regret and sadness, everyone concurred with this motion. (Most members of the congregation do not have computers, so a zoom meeting was not possible, and they were not interested in having a conference call).

While this process may not be regular, both the Clerk of Presbytery and the Clerks of Assembly have been consulted as to the process taken and we are confident that this is indeed the will of the congregation.

I was appointed Interim Moderator by the Presbytery 25 years ago. At the time, it was clear the congregation could not afford full time or even part time ministry. With some financial support from Presbytery, an arrangement was made to have Lynn Harris appointed as Sunday supply and pastoral care. Lynn was moving from full time to part time on staff at Calvin Church, Kitchener at the time and began her work in Baden in 1997. Sadly, Lynn became ill soon after and passed away. The Rev. Bob Duncanson began in 1998 and gave wonderful leadership. When he left to take care of his ailing wife, we were able to have the Rev. Robb Congram serve at Baden. After a couple of years, the Rev. John Deyarmond served for 10 years.

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After John left, I was able to arrange for various Sunday preachers and the congregation continued to enjoy singing and worshipping together. During these 25 years there were times that the congregation had over 30 in worship and enjoyed fellowship as well as community outreach events.

Respectfully submitted on behalf of the Session and Congregation.

Moved by Ed Charlton/Scott Sinclair that the recommendation of the Session of Livingston Presbyterian Church, as voted on by the membership; be accepted as an official application to the Presbytery of Waterloo-Wellington requesting dissolution of the congregation. Carried

Moved by Hugh Donnelly/Megan Penfold that representatives of the Livingston Presbyterian Church be permitted to sit and correspond and speak to the motion. Carried

Jean Sivyer (elder) noted the declining congregation and cannot fund the operation of the church and the resources to undertake maintenance and holding of services. Pam Hallman affirmed Jean's comments and stated that this the right for the congregation to close. Lydia Maitland (Clerk and Rep. Elder) provided a letter to the Presbytery.

Moved by Sue Senior and Peter deVries that the congregation of Livingston Presbyterian Church be dissolved effective June 30th, 2021. Carried.

**Establishment of a committee to assist Livingston Pres. Church in its Dissolution.**

As per section 200 of the Book of Forms, the moderator appointed a committee comprising: George Myers, Gib McIlwraith, Vern Platt, Rev. Linda Ashfield, a member from the Congregational Health Committee to be named, with the moderator and clerk as ex-officio.

Moved by Hugh Donnelly/Susan Clarke that the Committee appointed by the moderator to provide assistance to the congregation of Livingston PC, Baden, during this time of transition and dissolution; be homologated. Carried.

Moved by Megan Penfold/Kathy Morden that the PCC Board of Trustees be informed, by the clerk, of the dissolution of Livingston Presbyterian Church. Carried.

Moved by Hugh Donnelly/Nick Pavel that the Moderator and Clerk of the Presbytery of Waterloo-Wellington, with the Interim Moderator and Clerk of Session of Livingston Presbyterian Church, be commissioned to plan the final and de-commissioning service on a date to be determined. Carried.

Moderator shared his reflections and spoke to the impact Livingston PC has had throughout the Presbytery and how many members of congregations in our presbytery who have connections, through marriage and family. He concluded with a prayer for the congregation in this time of transition.

**Stated Hour 8:00 PM: Retirement of the Rev. Scott Sinclair**

On Thursday, September 3, 2020, the Rev. Scott Sinclair informed the Session of Gale, Elmira of his intention to retire on June 30, 2021. The congregation was informed September 13, 2020 and Scott's last Sunday at Gale is June 27, 2021.

Moved by Susan Clarke/Courtney Crawford that representatives from Gale Presbyterian Church be invited to speak regarding the retirement of their minister. Carried

Jeanette Bomhof and Diane Coulman spoke to the retirement of Rev. Scott Sinclair, his contribution to Gale and how he will be missed.

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Moved by Susan Clarke/Glen Soderholm that the request from the Rev. Scott Sinclair, to retire from the Ministry of Word and Sacrament effective, June 30, 2021, be approved. Carried.

Johan Olivier, Meghan Penfold, Doug McCaig, Greg Smith, Mark Gaskin, Courtney Crawford, Hugh Donnelly, John Borthwick, all shared best wishes to Scott on his retirement.

Scott stated that he enjoyed his time in the Presbytery and has made many lasting friendships and wished everyone well.

*Note: Correspondence informing the Session of the appointment of the Rev. Diane Boyd as the Interim Moderator of Gale PC, Elmira, was sent on April 8, 2021.*

Moved by Nick Pavel/Susan Clarke that the appointed Interim Moderator, Rev. Diane Boyd, with a second Presbyter of her choosing, conduct exit interviews with the minister and the session. Carried.

Moved by Susan Clarke/Kathy Morden that the Clerk of the Presbytery, inform the Session of Gale Elmira that the Rev. Diane Boyd, appointed as interim Moderator of Gale Elmira shall preach the pulpit vacant on Sunday, July 4th. Carried

Moved by Kathy Morden/Susan Clarke that the name of the Rev. Scott Sinclair be placed on the appendix of the roll of the Presbytery, effective June 30, 2021. Carried

The moderator gave his best wishes to Scott and shared memoires of their time together at Knox. The moderator led in prayer.

#### **Stated Hour 8:30PM: Call to Rev. Greg Smith**

The Rev. Dr. Jean Morris, IM of Varsity Acres PC, Calgary and the Rev. Hugh Tremblay clerk of the Presbytery of Calgary Macleod joined the meeting and were welcomed by the moderator.

The clerk of the Presbytery has examined the call documents to the Rev. Greg Smith are in order.

Moved by Hugh Donnelly/Kathy Morden that the call to the Rev. Greg Smith, as Minister of Word and Sacrament at Varsity Acres, Presbyterian Church, in the Presbytery of Calgary-MacLeod, be received and considered. Carried.

The Rev. Dr. Jean Morris, Interim Moderator of Varsity Acres, Mark Tremblay, moderator, be invited to sit and correspond, and to present the Reasons for Translation and Narration of the Call to Rev. Greg Smith.

Varsity Acres Presbyterian Church (VAPC) has been without a settled minister since January 13, 2021 at which time the Rev. Dr. Peter Coutts retired from ministry within the Presbyterian Church in Canada. VAPC has been seeking a minister who will engage with the church family to nurture the relationships and faith that strengthen, equip and encourage them to continue to grow and reach out to people beyond the congregation with the compassionate love of Jesus.

Over the last year, the congregation has been intentional in designing and articulating a new Vision for ministry. Core to VAPC's sense of Christian community is the value of caring for others. Care is in the DNA of VAPC. Within the overall vision of care, the congregation has committed to becoming a more intentional missional church expressing their love of Christ through how they act in the world.

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This Vision led to the identification of specific competencies for the Minister of VAPC. The Search Process was deliberate in seeking these competencies and is convinced that the Rev. Greg Smith has gifts in ministry to address these specific areas. The Rev. Smith has gifts and experience in preaching and worship leadership; ability in leading others in setting strategy and vision; is compassionate; communicates well through a variety of types of media and in relationships with various 'ages and stages' of the congregation and community; can create partnerships of trust and respect within and beyond the congregation; supports mission programs and is a voice for social justice in the community, and will support the direction of VAPC as a missional church; promotes understanding of the programs and partnerships of the Presbyterian Church in Canada.

VAPC is blessed with strong and gifted leadership and feels the need for a minister to work with us, the people of the church, to help in equipping us to meet the challenges in ministry that lie before us. From our information of and acquaintance with Greg Smith, we perceive in him one very well prepared and uniquely competent to work with us in addressing the challenges and opportunities in our congregation's life and witness, and in guiding us in our own ministries and personal spiritual lives.

For these reasons – and because we sense God's Holy Spirit at work in this matter – we seek the prayers, counsel and support of all parties concerned in the settlement of our vacancy.

The Congregation of Varsity Acres Presbyterian Church

**The terms of the Call and Attestation of the Call were presented by Rev. Darrell Clarke, Clerk, and Presbytery of W-W.**

**Terms of the Call:**

We, the professing members of Varsity Presbyterian Church, Calgary, AB, being well satisfied with your faithfulness to the Gospel and your qualifications for the ministry of Word and Sacraments and confident that the Holy Spirit has led us to you, earnestly and solemnly call you, The Rev. Greg Smith, to become the Minister of this congregation. In calling you we promise you all due respect, encouragement, and allegiance in the Lord as, together, we seek to use our gifts in the church and in the world to the glory of God.

In order that you, The Rev. Greg Smith, may be free to devote yourself to ministry of Word and Sacraments among us, we the congregation of Varsity Acres Presbyterian Church, Calgary hereby guarantee to the Presbytery of Calgary-Macleod, of The Presbyterian Church in Canada, that out of our estimated annual revenue of four hundred and fifty-eight thousand six hundred and forty-five dollars we promise and obligate ourselves to provide you, as a first charge thereon, the following annually:

Annual Stipend:	
Stipend inclusive of travel allowance	\$ 65,000
Housing Allowance	\$ 21,000
Cost of Utilities	\$ 4,000

We agree to make payments of the above amounts on the first day of each month and agree to adjust the compensation annually in view of any changes in the cost of living or the needs of our minister.

We agree further

1. To provide three weeks for continuing education annually and at least the minimum allowance set by general assembly.
2. That the benefits of number 1 above shall be cumulative up to five years.
3. To provide five weeks vacation annually, which shall be used in the year they are given.
4. To pay supply during the periods of continuing education and holidays.

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5. In case of disability or extended illness, to continue to provide stipend, accommodation, and allowances for a period not less than that set by the General Assembly, and to pay the cost of pulpit supply.
6. To pay for Medical and Dental Insurance as provided through the Pension and Benefits Board of the General Assembly and to make contributions to the Pension Plan in compliance with the terms of the plan.
7. To pay any necessary moving expenses.
8. To pay for the monthly phone plan charge.

### **Attestation**

The Clerk of Presbytery attested to the call: Total number of members: 188 of 210 members subscribed to the call. A further 79 adherents subscribed to the call.

Moved by Sue Senior/Susan Clarke that, as the terms of the call and the guarantee of stipend is in order, that the guarantee of stipend to the Rev. Greg Smith be deemed acceptable. Carried.

Moved by Hugh Donnelly/Kathy Morden that the call to the Rev. Greg Smith be sustained as a gospel call and approved by the Presbytery of Waterloo-Wellington. Carried

The moderator will virtually present the call to the Rev. Greg Smith who has 7 days to decide on whether to accept the call.

Rev. Greg Smith accepted the call and thanked the Presbytery for their support during his time within the Presbytery and updated the Presbytery on the weeks ahead.

*The moderator led in prayer for God's blessing on Greg as he begins a new ministry out west and thanks Greg for his contribution to the Presbytery of Waterloo-Wellington.*

*Rev. J Borthwick reminder the representatives of the Presbytery of Calgary Macleod that it is strongly suggested and included in all calls to this Presbytery that a period of Intermission every 5 years be made available to Rev. Smith.*

*The representatives of the Presbytery of Calgary-Macleod left the meeting.*

### **Reports of Committees of the Presbytery**

#### **Business Committee – Darrell Clarke (Appendix “A”), p.6**

Moved by Ed Charlton/Nick Pavel that the report of the Business Committee be received and considered. Carried

Moved by Ed Charlton/Nick Pavel that the decision of the Business Committee in the distribution of correspondence be homologated.

#### **Congregation Covid 19 Grants**

Moved by Ed Charlton/Nick Pavel that the applications for a grant from the Congregational Covid Fund, received from the Sessions of Knox PC, Waterloo; Gale PC, Elmira; Calvin PC, Kitchener; Duff's PC, Puslinch; Westside PC, Cambridge; St. Andrew's PC, Arthur, St. Andrew's PC, Kitchener, Knox-Calvin PC, Harriston, St. Andrew's PC, Fergus, and Two Rivers, Guelph; be approved. Carried

#### **Joint Covid and Renewal Grant to Central Presbyterian, Cambridge**

Moved by Ed Charlton/nick Pavel that the application for a joint grant from the Congregational Covid Fund and the Congregational Renewal Fund, received from the Session of Central PC, Cambridge in the amount of \$22,000; be approved. Carried.

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### **Congregational Renewal Fund Application from Knox PC, Palmerston**

That the application for 40% or \$5000 ("Phase One") of a Congregational Renewal Fund Grant, received from the Session of Knox PC, Palmerston in the amount of \$5,000; be approved.

The motion was not moved.

Moved by Alex Macleod/Mark Richardson that this recommendation be deferred. Carried

### **Overture from the Session of Knox PC, Conn**

Overture to the 146th General Assembly

Re: Two or Three-Stream Structure Within The PCC

WHEREAS, there are some national functions that are common to all, regardless of theological considerations (e.g. pensions and benefits, Leading with Care policy, archives, PWS&D relief efforts among them); and

WHEREAS, there are some congregations and presbyteries which are internally divided theologically, seriously impeding effective advances in ministry to fulfill Christ's mission; and

WHEREAS, Knox Conn is of one mind on the issue of the definition of human sexuality and how it pertains to church law; and

WHEREAS, the issues pertaining to human sexuality are symptomatic of deeper theological issues; and

WHEREAS, the effects of the remits on marriage and ordination adopted by the 145th General Assembly and submitted to presbyteries under the Barrier Act are to enshrine in church law and culture two very different understandings of marriage which if ultimately adopted require that space be found for those holding these different understandings to live and practice the same with integrity in Christian community, in both congregations and presbyteries; and

WHEREAS, we seek congregations and presbyteries to exist with theological and pastoral integrity:

THEREFORE, the Session of Knox, Conn humbly overtures the Venerable, the 146TH General Assembly of the Presbyterian Church in Canada to restructure the denomination along at least two theological lines. Each would be national in scope, with autonomy in doctrinal issues. This would create a safeguarded, guaranteed and permanent place with theological separation where congregations can continue to be fully participating members in covenant with the Presbyterian Church in Canada. General Assembly and national offices would oversee human resource matters such as pension, health plans, mission, and relief activities; allowing each Session to choose which stream their congregation would affiliate with; or to do otherwise as the General Assembly, in its wisdom, deems best.

Signed by: the Session of Knox Conn

Moved that the Presbytery of Waterloo-Wellington, refer the overture from the Session of Knox, Conn, with no comment to the Assembly Council.

Moved by Hugh Donnelly/seconded that the motion be amended as follows:

That the Presbytery of of Waterloo-Wellington, refer the overture from the Session of Knox's, Conn, with disapproval, to the Assembly Council.

Discussion followed with several speaking in favor and opposed to the amendment . The amended recommendation carried.

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**Homologation of an endorsement in support of a grant from the Creative Fund of the PCC**

On April 6, 2021, the Presbytery of Waterloo-Wellington received a request, from Joni Smith, Family Ministries Coordinator; on behalf of the Christian Education Committee at St. Andrew's Hespeler Presbyterian Church. The Committee is seeking the endorsement of the Presbytery for its application for a grant in the amount of \$1275, from the Creative Ministry with Children and Youth Fund of the Presbyterian Church in Canada.

Moved by Alex MacLeod/Ed Charlton that, upon review it was agreed that the Presbytery of Waterloo-Wellington endorse the application and supporting documents from St. Andrew's, Hespeler, ON, to the Creative Ministry with Children and Youth Fund, of the Presbyterian Church in Canada, in support of its Faith Formation at Home Program in 2021-2022 .Carried

Moved by Susan Clarke/Diane Boyd that the report of the Business Committee as a whole, be accepted. Carried

**Report of the Treasurer – see Appendix “B”**

Moved by Susan Clarke/Ed Charlton that the Treasurer's Reports be received. Carried

The treasurer, Mr. George Myers, presented an interim financial report of the Presbytery's financial situation. He noted that the PCC Consolidated Fund Investment had a strong positive market revaluation at the end of 2020, for an annual gain of 16.6% for the 2020 year.

Moved by Susan Clarke/Ed Charlton that the Financial Statements to April 30, 2021 be accepted. Carried.

Moved by Doug McCaig/Diane Boyd that the Covid Congregational Fund be funded from the Proceeds of the Knox's Galt property in the amount of \$300,000. Carried.

Moved by Peter deVries/Ed Charlton that the Treasurer's report as a whole be accepted. Carried.

**Ministry Committee (Appendix “C”), Rev. Ed Charlton**

Moved by Ed Charlton/Peggy Lennox that the report of the Ministry Committee be received for consideration. Carried.

Rev. Ed Charlton presented the report noting that the first item is a request for intermission from Rev. John Borthwick. The items of the intermission are outline in Appendix A. The second item is in regard to a study leave request submitted by Rev. Greg Smith back in October. This was a plan to deal we the study leave during the transition period. The specifics are found in Appendix B. Also an item to note is that our student Dr. Chris Clements has received favourable reports from the Education and Reception Committee and from the guidance conference.

Moved by Ed Charlton/Peggy Lennox that the Presbytery of Waterloo-Wellington approve Rev. John Borthwick's intermission request from starting Monday April 25th, 2022 until Tuesday August 2nd, 2022. (This date also includes Holiday time agreed upon by Rev. Borthwick and the Session of St. Andrew's Guelph).Carried

Moved by Ed Charlton/Peggy Lennox that the Presbytery of Waterloo-Wellington approve the Study Leave Plan of Rev. Greg Smith. Carried.

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Moved by Ed Charlton/Peggy Lennox that the Presbytery of Waterloo-Wellington approve the transfer of the Rev. Smith's remaining Study Leave funds to the new congregation, as per the portability regulations for Study Leave funds. The amount being \$1214.09 Carried

Moved by Ed Charlton/Peggy Lennox that the Report as a whole be accepted. Carried

### **Other Business: Standing Committees Restructuring Task Force – Appendix “D”**

The moderator presented the report of the committee and invited feedback on the report.

Moved by Ed Charlton/Kristine O'Brien that the Presbytery move into committee of the whole, Carried.

The general opinion was that the work was well done and the committee is to be congratulated. Key Topics expressed during Committee of the Whole:

- Diversity of membership on all committees. There was concern raised regarding the phrase non-euro congregations and groups and also.
- Workload: There was general recognition that there are fewer resources to undertake an increasing workload and requirements of the Presbytery. Covid 19 had also tired many and many will equally be tired as we move from the current lockdown to normalcy. We have to focus on removing what is not necessary for the daily life of the Presbytery and not creating additional work, double checking, etc. for the committees or the Presbytery. At the same time it is important that we do not lower our standards in regard to the role of the committees in regard to expediency or workload
- Northern congregations: There was opinion the work is great and that perhaps the northern congregations would be more effective and better service if it was moved to Huron Perth.
- Term Limits: There was opinion expressed that term limits be set for committee membership to prevent one person from remaining on a committee forever or their full time as presbyter.
- Focus on missions and renewal for our congregations, a focus on youth – rejuvenation and to be ahead of the times.
- Travel and inconvenience: It was also noted that non quadrant based meetings would mean more travel and more carbon emissions.
- Executive Presbyter: There was one suggestion that the Presbytery again examine the idea of appointing an executive Presbyter as people's capacity is limited. We can learn from Calgary MacLeod.

At the end of the committee of the whole, it was moved by George Forsyth and Ed Charlton that the committee of the whole end and the Presbytery meeting resume. Carried.

### **Next Meetings**

**Presbytery:** 2021 Dates: Emergent Meeting – May 18<sup>th</sup> at 7PM and the regular meeting June 15 (all Zoom)

2021-22 Meeting Dates: Sept. 14, (induction of Moderator for 2021-22), November 9, 2021, January 11, March 8, May 9, and June 7, 2022.

Business Committee June 8 (and as necessary in July and August), Sept. 7 and Nov. 2 2021, Jan 4, March 1, May 2, and June 7, 2022

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**History Moment**

The Moderator shared the story of Sarah Nicol and her involvement in social causes and the Presbyterian Church in Toronto. She was also active in the preservation of Canada's past.

As the business of the Presbytery was completed, Peter deVries moved adjournment.

The moderator adjourned the Presbytery with prayer.

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Appendix

**Business Committee “Appendix A” – Rev. Darrell Clarke, on behalf of the moderator**

**Recommendation #1:** That the report of the Business Committee be received and considered.

**a. Correspondence:**

#	Received/Sent	Topic	Referred to:
21	39 Janet de Groot	Overture from the Session of Knox, Conn	Clerk
21	40 Rev. Herb Gale	Addendum/Cong. Health Comm. Report (minutes Mar. 9 meeting)	Bus. Comm/CH Comm.
21	41 Theresa MacDonald	Kintails, March Newsletter	Presbytery
21	42 Rev. John Borthwick	Covid19 Vaccination Registration Available for Clergy WDPH	Wellington Cty. Clergy
21	43 Terrie-Lee Hamilton	Moderators Letter	Presbytery
21	44 Marjorie Copeland	Receipt of 2020 Presbytery Statistics Report	Clerk
21	45 Rev. Peter Bush (OB)	Reminder: Pres. Standing Comm/Fund Task Forces participation	Presbytery
21	46 Marilyn Repchuk	Introduction of the PCC Church History Centre	Presbytery
21	47 Rev. John Borthwick	Application for Intermission	Ministry Committee
21	48 Rev. Diane Boyd	Participation on Standing Committee Task Force	Moderator
21	49 Rev. Scott Sinclair	Participation on Standing Committee and Fund Task Force	Moderator
21	50 Rev. Megan Penfold	Participation on Standing Committee Task Force	Moderator
21	51 Rev. Peter Bush (OB)	PCC Church History Centre	Presbytery
21	52 Terrie-Lee Hamilton	Receipt of Moderator Ballots	Clerk
<del>21</del>	<del>53 Rev. Aubrey Botha</del>	<del>Application for Covid Fund Grant (Central Cam)</del>	<del>Clerk</del>
21	54 Darlene Vandermey	Application for Covid Fund Grant (Gale-Elmira)	Bus. Committee
21	55 Darlene Vandermey	Jeanette Bomhof, Rep. Elder, Irene Brown. Alt Rep Elder, Gale	Clerk
21	56 Rev. Darrell Clarke (OB)	Application for Pension, Rev Scott Sinclair,	Pension and Benefits
21	57 Liane Maki	Receipt of application for Pension	Clerk
21	58 Margie Warren	Wilma Welsh, St. Andrew's, Kitchener, Rep Elder app't	Bus. Committee
21	59 Rev. Darrell Clarke (OB)	Reminder: Stat Reports due April 15	18 Congs/Presbytery
21	60 Rev. Darrell Clarke (OB)	Covid19 Vaccination Registration Available for Clergy WRHS	Waterloo Reg. Clergy
21	61 Joni Smith	Application to the Creative Ministry Fund of the PCC	Bus. Committee
21	62 Terrie-Lee Hamilton	Request to update clergy degree information	Presbytery
21	63 Rev. Darrell Clarke (OB)	Citation to Appear at Presbytery, retirement of Rev. S. Sinclair	Gale PC Session
21	64 Rev. Darrell Clarke (OB)	Appointment of Interim Moderator	Gale PC Session
21	65 Margie Warren	Application for Covid Fund Grant (St. Andrew's PC, Kit)	Bus. Committee
21	62 Joni Smith	Request for Endorsement, Creative Ministry Fund Grant	Bus. Committee
21	63 Bonnie Street	Application for Covid Fund Grant (Calvin, Kit)	Bus. Committee
21	64 Bonnie Street	Session response, re: restructure Pres. standing comms, Calvin	Standing Comm. Task
21	65 Doug McCaig	Application for Covid Fund Grant (Duff's-Puslinch)	Bus. Committee
21	66 Margie Warren	Response re: CH Committee Report (inc. in Minutes of Mar. 9)	Bus.Comm./CH Comm.
21	67 Kathryn Muir	March 2021 Update to the PCC Roll	Presbytery
21	68 Linda McEachern	Application for Covid Fund Grant (Knox, Palmerston)	Bus. Committee
21	69 Linda McEachern	Session response, re: Pres. Funds Report, Knox, Palmerston	Pres. Funds Task Force
21	70 Rev. Aubrey Botha	Joint Application for Covid/Renewal Fund Grant (Central PC)	Bus. Committee
21	71 Sandy Grimwood	Application for Covid Fund Grant (Westside-Cambridge)	Bus. Committee
21	72 Rev. Ed Charlton	Application for Covid Fund Grant (St. Andrew's-Arthur)	Bus. Committee
21	73 Rev. Darrell Clarke (OB)	Request for Presbytery Moderator nominations	Presbytery
21	74 Rev. Dr. Jean Morris	Notification of a Call to Rev. Greg Smith	Bus. Committee
21	75 Rev. Kathy Morden	Application for Covid Fund Grant (Knox-Calvin, Palmerston)	Bus. Committee
21	76 Rev. Peter Bush	Application for Covid Fund Grant (St. Andrew's, Fergus)	Bus. Committee
21	77 Janet de Groot	Revised Overture from the Session of Knox, Conn	Clerk
21	78 Dr. Chris Clements	Appointment as Assoc. Professor at Columbia Bible College	Min. Comm, Bus.
21	79 Marjorie Copeland	Approval to examine Chris Clements for ordination in the PCC	Min. Comm, Bus.
21	80 Marjorie Copeland	Memo: Competent Objections re E and R candidates	Clerk
21	81 Rev. Linda Ashfield	Request for Dissolution: Livingston PC, Baden	Bus. Committee
21	82 Rev. Mark Tremblay	Documents re call of Rev. Greg Smith to Varisty Acres	Clerk
21	83 Rev. Glen Soderholm	Application for Covid Fund Grant (Two Rivers, Guelph)	Bus. Committee
21	84 Darlene Vandermey	Letter of Appreciation to the Moderator, Rev. Peter Bush	Moderator
21	85 Rev. Nick Pavel	Application for Congregational Renewal Fund	Bus. Committee
21	86 Rev. Mark Tremblay	Call to the Rev. Greg Smith from the Pres. of Calgary-Macleod	Bus. Committee

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**Recommendation #2**

That the decision of the Business Committee in the distribution of correspondence be homologated.

**c. Covid19 Congregational Fund Applications:**

**#C21-07, Knox, Waterloo**

March 4, 2021 To the Rev. Darrell Clarke, Clerk of the Presbytery of Waterloo-Wellington  
 Re: The COVID Congregational Fund of the Presbytery of Waterloo-Wellington

At the January meeting of the Presbytery of Waterloo-Wellington, the COVID Congregational Fund was approved. Knox Waterloo would like to apply for the full amount of \$10,000. The Knox plan has been—and will continue to be—to explore ways in which worship, music and community building can be encouraged and experienced through online media. Knox has been intentional about developing its online worship and livestreaming ministry, and the pandemic has accelerated the need for Knox to make improvements in this area.

Expenses related to this ministry include:

- The purchase of a wireless, Hi-Def Camera for enhancing the livestreaming experience of worship, and for the purpose of recording video submissions for worship and church programs: \$6000
- Video editing technology and software to be used in crafting choir and praise band musical presentations, as well as editing music and drama submissions from families and individuals to be used in worship: \$2300
- The purchase of PPE, an online seating reservation system for use when we are able to open for limited capacity in-person worship, and plexiglass barriers to be used to enable safe, live musical presentations to be shared in worship: \$6000.

Knox is grateful for this initiative of the Presbytery to assist congregations to develop their ministries during the pandemic. With over 300 individuals connecting with Knox for worship each week online, we believe this request to be in line with the goals of this fund “to assist in responding to ministry opportunities in the midst of COVID and post-COVID.”

With gratitude, The Rev. Hugh Donnelly, Minister Deb Schlichter, Clerk of Session

**#C21-08: Gale PC, Elmira**

March 10, 2021; Re: Congregational COVID fund applications for Gale Presbyterian, Elmira

Dear Clerk:

Gale Presbyterian Church in Elmira has been providing online church services since the beginning of the pandemic, initially using Zoom software and a member’s laptop computer, and eventually transitioning to a two-camera live-stream onto our church YouTube channel. We have also employed the use of a donated i-pad to pre-record some services.

The move to provide online services has been a successful outreach as we regularly anticipate about 20 to 30 views on Sundays with numbers increasing through the week to 70 or 80. A recent survey of our congregation shows that of 81 respondents, 84% said they watch the online services and of 78 respondents, 73% indicated they would combine online with attendance on Sundays after the pandemic.

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The online effort has been the result of several dedicated volunteers, some donated equipment, as well as financial support from the Board of Managers. The a/v booth was renovated in order to accommodate the two-camera approach, which allows us to have a constant wide-angle view of the chancel while another camera is used for close-ups of the minister, readers, and music director. We now have the technology in cameras and a new computer to allow for Easy Worship, Power-point slides, or videos to be used during a service and a seamless transfer of these elements for the viewers when live-streamed.

The cost to facilitate all of the changes to this new way of taking our message into the community will be in excess of \$10,000, including approximately \$9,000 for booth renovations; \$1,500 for a new computer; and \$3,500 for a new camera, livestream equipment, tripod, and consultant fees to enhance both audio and lighting issues. We respectfully request consideration of the \$10,000 grant from The COVID Congregational Fund of the Development Fund to cover the costs of upgrading our a/v booth to set up this live-streaming system.

**A recommendation to request a grant from the Covid19 Congregational Fund was approved at the Session meeting of March 23, 2021 and that this letter be forwarded to Presbytery.**

Sincerely yours, Darlene Vandermey, Clerk of Session

#### **#C21-09: Calvin PC, Kitchener**

April 2021, Clerk of the Presbytery of Waterloo-Wellington, Rev. Darrell Clarke

PROPOSAL FOR COVID19 CONGREGATIONAL FUND 2021; Calvin Presbyterian Church, Kitchener

Thank you to the Presbytery for this generous offer during these difficult times. Like many others, Calvin had to adapt to changing times when COVID19 hit in March 2020. Previous to this time, our only online presence was through our website. We had no means to connect directly with our members/adherents. We set up a church zoom account and started to conduct services. Many of our members are seniors and there was a learning curve to ensure that they were able to logon. Since March 2020 we have had continuous opportunities for our people to connect. In addition to our Sunday worship service, we have a weekly alpha program, bible study, Christian movies, hymn sings and an opportunity every Friday morning to discuss the previous week's sermon. All of these are via zoom.

Although zoom provides an opportunity for us to meet together, it is not without its challenges. Session therefore agreed that we would implement live streaming. In June 2020 we applied for and received a \$2,500.00 grant from the Presbytery Congregational Strategic Planning Fund. After many months Live Streaming was installed in March 2021 at a cost of \$7,213.30. (\$4,713.30 net considering the \$2,500.00 grant received).

Session also felt that there was a need to increase our visibility in the community. We wanted people to know that although the church was closed, there was still an opportunity to connect and to worship. Session decided to purchase 8' x 12' banners that would hang on the outside of our building. The banners would highlight Special Occasions (Christmas, Easter, Vacation Bible School, as well as a general banner that could be used at any time). The banners are good quality and can withstand all kinds of weather. The cost of the banners is \$3,660.00. (\$915.00 each).

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Another area that we would like to improve upon is our website. We would like to hire a Web Master to help us use our website to reach more people including youth. To reach this demographic we will need to use the technology available. We estimate \$2,500.00 for this purpose.

As per our Session meeting on April 7, 2021, Session was presented with this information and a motion was presented and carried.

***Motion: The Session approved a request to presbytery for a \$10,000.00 Grant. \$4,713.00 will be used to cover the cost for implementing Livestreaming. \$3,660.00 for the purchase of 4 banners to be hung on the exterior of the church and \$2,500.00 to improve our website. Carried.***

Thank you for your consideration. The Session of Calvin Kitchener

### **#C21-10: Duff's PC, Puslinch**

To The Reverend Darrell Clarke Clerk of the Prebytery of Waterloo-Wellington April 8, 2021

The following motion was duly approved by the Session of Duff's Presbyterian Church at its meeting of April 7, 2021 convened by Interim Moderator, The Reverend Alex MacLeod:

***"That the Session of Duff's Presbyterian Church approve the submission of a request to the Business Committee of Waterloo-Wellington Presbytery of the Presbyterian Church in Canada to receive a grant of \$ 4930. from the Covid Congregational Fund of the Development Fund for the purpose of assisting in the upgrades to Duff's ministry requiring technology and digital equipment."***

Duff's Presbyterian Church is historically a rural congregation based in Puslinch Township which is mainly a farming community south of the City of Guelph. It has been considered important to maintain links among congregants during this time of increased isolation during the Covid-19 pandemic. We know this to be true from personal responses from our own people as well as from people from great distances away including Sarnia, Ontario, Vancouver Island, New Brunswick, and Florida.

Approximately 50 computers link in to our weekly church services "on-line." In March 2020 when the pandemic began our congregation suspended the holding of in person worship services as recommended by the governmental and health authorities. Under the guidance of our minister at that time, The Reverend Jane Swatridge, "on-line" worship services were made available as well as devotional talks by the minister during the week. Since that time, worship services have been presented each Sunday along with mid-week announcement information that people can access via computer.

Since early December, Duff's has been under the guidance and support of Interim Moderator, The Rev. Alex MacLeod and worship services have continued to be prepared and sent out electronically each week. Health and safety protocols have been observed in cooperation and under the advice of the Wellington/Dufferin/Guelph Health Unit.

Our technical facilities have been put to the test in order to facilitate the provision of worship services for the congregation during the past twelve months. The church purchased a special "Zoom" conference licence that has enabled meetings of Session, Board of Managers and a General Annual Meeting of the congregation to take place. However, cameras, projection equipment, recording devices and microphones have been used with a considerable amount of borrowed equipment mainly resulting from the goodwill of our technical manager Paul McDonald. This process has worked to a considerable degree in providing on-line programming but we recognize that a number of things can be improved. We wish to purchase auxilliary equipment that would belong to the church rather than a private individual.

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Also, we consider that improvements in production can be done with equipment that can enable improved sound and video quality and editing facility through the use of better and appropriate technology. This auxiliary equipment will also be of continuing use by the church in preparation of recorded services for shut-ins and for special services such as funerals, anniversaries and weddings. Accordingly, we propose to purchase the following for our technological and electronic use in worship and meetings of committees, church groups and the congregation:

1. Zoom licence for for large groups within the congregation. Approximate cost: \$ 225. ( This has been purchased in Fall 2020)
2. Digital high definition camera with audio input. Approximate cost = \$ 1700.
3. High quality stable tripod for camera Approximate cost = \$ 200.
4. Laptop computer suitable for production and editing purposes Approximate cost = \$ 1700.
5. Miscellaneous cables for input of audio Approximate cost = \$ 500.
6. Portable microphone compatible with camera Approximate cost = \$ 225.
7. Two projector bulbs for existing digital projectors (hymn and scripture projections) Approximate cost 2 x \$ 280. = \$ 560

**Total approximate expense: \$ 4930.**

Duff's church will submit accurate invoices as appropriate for the above equipment and materials after they are acquired by the congregation. The assistance of Presbytery is requested and will be greatly appreciated in order to continue our ministry in the community with the altered approach of technological outreach, particularly during the time when we do not have the advantage of the services of a permanent professional minister. Thank you for your consideration of our request.

Sincerely, Doug McCaig Interim Clerk of the Church Session Duff's Presbyterian Church

### **#C21-11: Westside PC, Cambridge**

April 14, 2021, Atten: Business Committee, Presbytery of Waterloo-Wellington

Re: Application to the COVID Congregational Fund of the Development Fund

Below is proposal explaining what we are going to be doing:

Prior to March of 2020 Westside Church had made limited improvements to the technology of its in-sanctuary worship services; and, it had no online worship presence at all. Like many churches this past year we adapted and provided worship, fellowship and faith-building experiences online. Most of the equipment we used, and the internet access has been borrowed – and naturally this has limitations.

Digital technology has been crucial in keeping the Westside community connected; and, in providing excellent worship services while reach beyond our geographical area. With the Presbytery grant we will upgrade the audio, video and computer equipment and enhance the church's connectivity to the internet. Below is the extract of the Session minutes containing the recommendation to apply to this fund:

Moved by Edward Post and Seconded by Frank Kivell that the following extract constitute the Westside Application to the Presbytery

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**“That the Westside Session apply to the Presbytery's Covid Congregational Fund (of the Development Fund) for a \$10,000 grant for technology upgrades to our in-sanctuary and online worship ministry.”**

If we receive the grant, the Session is aware that six months from now the Westside Session will submit a one paragraph update.

Respectfully submitted, Sandy Grimwood, Co-Clerk of Session, Westside Church, Cambridge ON

### **#C21-12: St. Andrew's PC, Arthur**

To: Presbytery of Waterloo-Wellington Covid Fund or Congregational Renewal Fund

The Session of St. Andrew's Presbyterian Church in Arthur is applying for money from the Covid relief fund. During the pandemic we have had to update our technology to be able to do online services, recordings, productions, on line Bible studies and meetings. We have updated our computer and video camera and sound board with all the necessary connections to make this work. From the upgrades that we have made, we have been able to help other churches in the area and the local funeral home.

The Total cost of these upgrades has been \$5630.99.

We are also looking at hosting a post Covid party and trying to connect with the new young families in our area, meeting them where they are at. We are also looking into the possibility of assisting with the local skate park construction. These plans are still in the process of being fleshed out. These are what we would be looking at doing to use the remaining \$4 369.01.

**This proposal was passed at the Session meeting held on March 10th , 2021.**

Rev. Edward Charlton on behalf of the Session of St. Andrew's Arthur.

### **#C21-13: St. Andrew's PC, Kitchener**

April 8, 2021, Application to the Business Committee of the Waterloo-Wellington Presbytery

From St. Andrew's Presbyterian Church, Kitchener

Dear Committee Members,

Our congregation is submitting this application for consideration in hope of obtaining the \$10,000 available from the COVID Congregational Fund of the Development Fund to assist us in responding to ministry opportunities in the midst of COVID and post-COVID times. We have been working on expanding our outreach to people locally, regionally, nationally and internationally through our biweekly television broadcasts on CTV (currently reaching approximately 6,000 homes) and our weekly live streaming broadcasts (currently receiving from 400 - 1,000 views.)

We have already spent approximately \$10,000 on HD cameras, a digital audio device, microphones, a video switching device and related computer equipment to improve the quality of our broadcasts and Christian Education videos. (Itemized receipts can be submitted if requested). We have plans to use any additional money we receive through this fund to make further improvements to these broadcasts and videos, to increase our efforts to reach out and deliver the Gospel message through them and to provide support for our growing virtual faith community.

Minutes of the regular meeting of the Session of St. Andrew's Presbyterian Church, Kitchener, held virtually via Zoom technology at 7:00 p.m. on March 29, 2021

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**Moved by Dave Mitchell, seconded by Wilma Welsh that the Ad Hoc Committee dealing with the COVID Congregational Fund sponsored by our Presbytery complete and submit an application from St. Andrew's requesting the \$10,000 amount offered, based on the \$10,000 we have spent recently to enhance our live streaming broadcasts, Christian Education videos, and noon hour concert videos. The members of the task force will complete and submit the application and, six months after receiving the funds, will submit a brief report to Presbytery on our use of these funds. Carried.**

Yours in Christ, Members of the COVID Congregational Fund Task Force; St. Andrew's Presbyterian Church, Kitchener

### **#C21-14: Knox-Calvin Presbyterian Church, Harriston**

April 20, 2021

To the Business committee of Presbytery

Re: Application for Covid Relief Fund of the Development Fund

The session at Knox-Calvin was grateful to hear of the provisions made by the Presbytery of Waterloo Wellington to enable the mission and ministry of our congregations during this time of pandemic.

Knox-Calvin would like to apply for the \$10,000 grant. The grant will be used for:

- Technology upgrading to accommodate zoom and online worship services
- Plexiglass and other necessities to make in-person worship safe
- Throwing a big party for the Harriston community in the fall, hoping by then we can eat and celebrate together our 160<sup>th</sup> anniversary.
- A bench outside of the church as a resting place for community walkers
- Ministry to the residents in area long-term care and residential homes - Royal Terrace and Caressant Care

Minute Extract from Session Meeting:

**Moved by Kevin Crispin and seconded by Carrie Favez to apply for \$10,000. grant from Covid relief fund from Presbytery for computer improvements to enhance church service transmission and community projects promoting the ministry of Knox-Calvin. Carried**

Respectfully submitted,

The Session of Knox-Calvin Presbyterian Church, Harriston

### **#C21-15: St. Andrew's, Fergus**

Covid Congregation Fund Request from St. Andrew's Presbyterian Church, Fergus

The \$10,000 will be used in four distinct ways.

- a. Providing the Centre Wellington Food Bank with a \$2,500 grant. The \$2,500 will be used as funds to match the first \$2,500 of giving to the Food Bank by the people of St. Andrew's, Fergus. This campaign will hopefully create an awareness of the Food Bank and build a longer-term connection for down the road. COST: \$2,500
- b. Through Right Now Media we will provide members of the congregation and others wishing to enroll access to a wide variety of Christian videos and streaming products. The cost of 6 months of streaming service COST: \$750
- c. We are planning a Post-COVID Street party using the school parking lot next door to the church. Free food, bouncy castles, face painting, etc. Obviously, this will have to wait until those things can happen in some way. In our best-case models, we hope for between 600 and 800 people to attend. COST: \$4,000

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- d. On the basis of the big party we hope to throw some neighbourhood parties to build connections with people who are flooding into Fergus. We anticipate 3 such parties. The total cost will be about \$1,000 per party with a hoped for 150 people per party.

COST: \$2,750

TOTAL GRANT REQUEST: \$10,000

This proposal was approved by motion at the St. Andrew's Presbyterian Church, Fergus, Session meeting held by ZOOM on April 21, 2021.

**MOTION BY Sue Kennedy, seconded by Barbara Hodgson that the \$10,000 COVID grant money from the Presbytery be used as follows:**

**The cost of the Right Now Media program - \$750.00**

**Donation to the Food Bank - \$2,500. The Congregation be told: "The Presbytery is matching what the people of St. Andrews give to the Food Bank to a total of \$2,500." In this way St. Andrews has a commitment in the project and a chance to build connections with the Food Bank.**

**Post-COVID celebrations - \$4,000 as a way to find connections with the community.**

**Balance to be used for neighbourhood parties/engagement - \$2,750. CARRIED**

## **#C21-16 Two Rivers, Guelph**

The Two Rivers Church Web Ministry Proposal

*Two Rivers Church has been adapting to the Covid challenges by meeting on-line and developing creative resources for two purposes: the gathering of the current active TRC community in various on-line applications, and secondly, planning and beginning the development of new ways to connect missionally with seekers and sojourners through the internet. Our current strategy includes using the Presbytery grant to help fund three initiatives:*

### **Web-Site Optimization**

To develop our website from a place of information to a place of ministry with future potential for expansion

#### **Goals:**

- Maximize the functioning and interaction of Google tools (Adwords, Analytics and Tag Manager) so people with spiritual hunger can find what they are looking for.

#### **Budget and Timeline:**

- Begin a process of monthly optimizations of Google tools by employing a specialized consultant to aid in web-optimization: Cost 6 months x \$500 / mo = \$3000

### **A Podcast**

#### **Goals:**

Create an initial Podcast offering of Five episodes that introduces Two Rivers Church in a winsome way by telling our story, and explaining our basic identity, mission, and strategy for being church in the neighbourhood.

Along with creating a first-rate podcast, the vision is to offer the episodes in conjunction with an on-line course that would explore the ideas and issues raised in the podcast episodes. This will lead to further podcasting ideas and episodes.

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### **Web-site Content Development**

The goal is to curate and offer high-quality video content aimed at seekers and sojourners, drawn to our site through the google ad words project (see above). These would be conceived, scripted, filmed, and edited by our staff and appropriately gifted people in our church.

Two Rivers Church intends to use the grant money for web-site optimization consulting, to purchase and update the necessary audio-video and digital equipment, as well as recoup costs from funds already invested in digital and online ministries.

At the Two Rivers Church Leadership Team Meeting on April 14<sup>th</sup>, 2021 it was moved and carried that: Two Rivers Church apply to the COVID Congregational Fund of the Development Fund for a \$10,000 grant for technology upgrades and IT resourcing, to further our digital and on-line ministries.

Respectfully submitted,  
Two Rivers Church Leadership Team

### **Recommendation #3**

That the applications for a grant from the Congregational Covid Fund, received from the Sessions of Knox PC, Waterloo; Gale PC, Elmira; Calvin PC, Kitchener; Duff's PC, Puslinch; Westside PC, Cambridge; St. Andrew's PC, Arthur, St. Andrew's PC, Kitchener, Knox-Calvin PC, Harriston, St. Andrew's PC, Fergus, and Two Rivers, Guelph; be approved.

### **d. #C21-17/#R21-03 Central Presbyterian, Cambridge**

March 2021 Application to the Presbytery of Waterloo-Wellington  
The Congregational Covid Fund of the Development Fund and Congregational Renewal Fund

#### Request to access the Congregational Covid Fund

The Business committee of the Presbytery of Waterloo-Wellington,

At its meeting held on February 03, 2021 the Session of Central Presbyterian Church Cambridge passed the following motion:

***Moved by Garry Bell, seconded by Bruce Jones, that we apply for a ten thousand dollar (\$10,000) grant to purchase equipment for live-streaming. CARRIED."***

Since the beginning of the pandemic, we have been streaming our worship services online to different platforms (Facebook, YouTube, Instagram etc.). These services are pre-recorded and then set to Premiere on Sunday. We have had great success with this and would like to continue this service after re-opening for in-person-services. To make this possible the Session decided we should move to live-streaming the Sunday worship services. This will eliminate the need to pre-record the services during the week; everything can be done live during the Sunday worship service.

We explored a few possibilities and would like to move forward with purchasing and installing the necessary components and equipment from Horizon Solutions at the cost of \$12,606.75. The congregation passed a motion at the Annual meeting on February 21, 2021 to provide the outstanding \$2600.

We hereby request the Presbytery to access the \$10 000 grant that was made available to each congregation.

#### Request to access the Congregational Renewal Fund

We are most grateful for the opportunity to apply for Presbytery funding during this time of COVID. As we are all aware, the pandemic has proven extremely difficult for local churches and we are looking for

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ways to reach out to our community as well as to our members. We are, therefore, suggesting a project which will enable us to engage more effectively with our wider community through enhanced up-to-date messaging.

#### Goal of Project – Digital Sign:

As you know, Central Presbyterian Church has just begun a restoration project that will replace our slate roof and repair the masonry on the upper parts of the building. We are currently negotiating for major loans to help us preserve this beautiful historic building. While restoring the outside of the church is a major financial focus, our primary goal is looking at outreach and new ways to inform our community about activities and services within our building. Communication is essential, and currently, we have a sign that must be manually adjusted for each service, event and activity and is static. This makes it difficult for us to advertise the many events, activities, etc. that are taking place. With a digital sign, we would be able to attract attention to our message with scrolling banners, changing the sign daily, and highlighting upcoming events and services.

#### People Served:

The goal of this project is to increase our presence in the downtown core of Galt. New condominiums, apartments, and other buildings are being constructed within walking distance of the church and we want to appeal to these new inhabitants as a church which is outward- looking and invitational. The location of our church within the downtown area and on a busy traffic route, means that signage can be a powerful tool for informing the public. We want to reach out to the community so that they are aware of this vibrant church community within easy access. With an electronic sign we will be able to advertise different church programs such as ALPHA, Vacation Bible School, Bible Study Groups, etc. and community activities such as the K-W Symphony.

#### Leaders:

The Communication Team at Central is taking the lead in this initiative. The team includes Mike Jennings, who has a marketing business, Greg Gowing, a retired IT professional who has expertise in software, John Carson, a retired IT professional with expertise in hardware, Alistair McIlwraith, who has extensive computer knowledge, Cheryl Fayle, a visual artist, and Sharon Wohlgemut, chair of the committee.

#### Expected Outcomes:

Currently, Central Church has applied for funding from the COVID Congregational Fund, to improve and extend our live-streaming and social media presence. We would like to turn our focus now to communication with the local community and a digital sign would be an important element in “getting the message out” regarding the programs and activities at Central. We would hope to attract new members who notice repeated, invitational messages.

#### Action Plan:

We have been in touch with several companies which install digital signs and would pursue a formal contract to undertake the digital remake upon receipt of funding.

#### Costs:

The cost for the digital sign is estimated to be around \$18,000.

The congregation would be responsible for paying for that part of the installation not covered by the Renewal Fund.

Approval: At the Session meeting on April 7, 2021 the following motion was passed.

**“The Communication Team moves that Central Church apply for a Congregational Renewal Fund grant of \$12,000 to help purchase an outdoor digital sign for the church.”  
(CARRIED)**

Kind Regards,

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 Aubrey J. Botha, Minister Central Presbyterian Church

#### **Recommendation #4**

That the application for a joint grant from the Congregational Covid Fund and the Congregational Renewal Fund, received from the Session of Central PC, Cambridge in the amount of \$22,000; be approved.

#### **e. Congregational Renewal Fund Application from Knox PC, Palmerston**

##### **#R21-04A: Knox PC, Palmerston**

Dear Members of the Business Committee,  
 We would like you to consider the following:

##### Updated Application to the Business Committee of W-W P

The session of KPC proposes a new design for the front of the Sanctuary space, improvements including a sound and IT platform.

The goal of this project is to create a more relevant, open, and connected worship environment inside the Church building showing acceptance, love towards everyone, and for all generations.

We are looking to create: a physical and spiritual space where worship is accessible to people of all abilities, creating opportunities for individuals to respond to God in a variety of multi-sensory ways, including sights and sounds. In accessible worship, we engage with God and with one another. In our days, audio and video systems, and physical settings are becoming more and more prevalent in the worship environment as a way of engaging the worshipers more than just the auditory system.

A new design of the front part of the sanctuary and the support of the technologies will eliminate the invisible line that exists between the front edge of the stage and the rest of the room by engaging everyone in the whole experience of worship and fellowship.

We request **40% of the \$12,000** Renewal Grant at this time (Phase 1) and that Knox Palmerston will request as well, the balance of the grant once the Session has had time to see how the new worship space works out and determines additional needs.(Phase 2)

We anticipate that Phase 1 will cost \$5,000 and will consist of the following: removing the existing structure and redesigning the stage, carpeting, paint and build the sound desk, the IT platform. We estimated the cost for this to be \$3,000, and for stage lights, LED strip lighting, connection cables and camera slider will cost \$2,000. The renovation work and the updating design in the front part of the Sanctuary will be done by a couple of professionals as well as members of KPC.

We will begin in the second part of May 2021 and to finish in the first part of June 2021. By that time, we hope to have our new cross finished and installed on the church building and to have a special service for the cross' dedication and the front part of the Sanctuary's renovation.

The estimate expected costs is about \$ 6,500.

Knox church Palmerston will contribute \$1,500 towards the Sanctuary space, and the IT and sound platform.

**Extraction from the Session meeting May 4, 2021.**

**Motion made by Betty Lambier and seconded by Christy White that the Session of Knox Palmerston requests 40% of the \$12,000 Renewal Fund grant at this time (Phase 1) and**

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**that Knox Palmerston will request as well, the balance of the grant once the Session has had time to see how the new worship space works out and determines additional needs.(Phase 2)**

**All in favor – carried.**

Trusting God, we count on your understanding and financial support praying for God's guidance in all your and our decisions and steps to improve and to facilitate the ministry at Knox Palmerston.

Together in Christ' service,

Rev. Nick Pavel and the Session members of Knox Church - Palmerston

Update on Avondbloem Experiential Fund

The funding received in 2019 from the Avondbloem fund or Creative Ministry Fund are part of the three years Cornerstone Project which is on standby due to COVID. The Educational Coordinator along with session and her team is working to adapt and update the Cornerstone Project to actual circumstances planning to reignite the second year of Cornerstone beginning with January 2022. Meanwhile, Knox decided to continue to be involved within our community through The Lord's Pantry Project and with a Let's Cool Down Summer Together' Project. For running these two projects, Knox Palmerston hopes and prays not to be a burden to Presbytery at this time but to use its own financial resources along with community donation.

#### **Recommendation #5**

That the application for 40% or \$5000 ("Phase One") of a Congregational Renewal Fund Grant, received from the Session of Knox PC, Palmerston in the amount of \$5,000; be approved.

#### **a. Unreferred overture from the Session of Knox PC, Conn**

Overture to the 146th General Assembly

Re: Two or Three-Stream Structure Within The PCC

WHEREAS, there are some national functions that are common to all, regardless of theological considerations (e.g. pensions and benefits, Leading with Care policy, archives, PWS&D relief efforts among them); and

WHEREAS, there are some congregations and presbyteries which are internally divided theologically, seriously impeding effective advances in ministry to fulfill Christ's mission; and

WHEREAS, Knox Conn is of one mind on the issue of the definition of human sexuality and how it pertains to church law; and

WHEREAS, the issues pertaining to human sexuality are symptomatic of deeper theological issues; and

WHEREAS, the effects of the remits on marriage and ordination adopted by the 145th General Assembly and submitted to presbyteries under the Barrier Act are to enshrine in church law and culture two very different understandings of marriage which if ultimately adopted require that space be found for those holding these different understandings to live and practice the same with integrity in Christian community, in both congregations and presbyteries; and

WHEREAS, we seek congregations and presbyteries to exist with theological and pastoral integrity:

THEREFORE, the Session of Knox, Conn humbly overtures the Venerable, the 146TH General Assembly of the Presbyterian Church in Canada to restructure the denomination along at least two theological lines. Each would be national in scope, with autonomy in doctrinal issues. This would create a safeguarded, guaranteed and permanent place with theological separation where congregations can continue to be fully participating members in covenant with the Presbyterian Church

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in Canada. General Assembly and national offices would oversee human resource matters such as pension, health plans, mission, and relief activities; allowing each Session to choose which stream their congregation would affiliate with; or to do otherwise as the General Assembly, in its wisdom, deems best .Signed by: the Session of Knox Conn

#### **Recommendation #6**

That the Presbytery of Waterloo-Wellington, refer the overture from the Session of Knox's, Conn , with no comment to the Assembly Council.

#### **g. Homologation of an endorsement in support of a grant from the Creative Fund of the PCC**

On April 6, 2021, the Presbytery of Waterloo-Wellington received a request, from Joni Smith, Family Ministries Coordinator; on behalf of the Christian Education Committee at St. Andrew's Hespeler Presbyterian Church. The Committee is seeking the endorsement of the Presbytery for its application for a grant in the amount of \$1275, from the Creative Ministry with Children and Youth Fund of the Presbyterian Church in Canada.

The Business Committee issued a conditional endorsement of this application, subject to the homologation of the following recommendation:

#### **Recommendation #7**

Moved by Alex MacLeod/Ed Charlton that, upon review it was agreed that the Presbytery of Waterloo-Wellington endorse the application and supporting documents from St. Andrew's, Hespeler, ON, to the Creative Ministry with Children and Youth Fund, of the Presbyterian Church in Canada, in support of its Faith Formation at Home Program in 2021-2022 .

#### **h. Exploring options for Moderator**

1. Establish a rotation for Moderator of Presbytery based on the induction of a minister into the Presbytery.

Rev. John Borthwick	2002-01-12	Rev. Dr. Frank Szatmari	2013-09-08
<b>Rev. Dr. Aubrey Botha</b>	<b>2002-05-23</b>	Rev. Scott Sinclair	2014-08-14
<b>Rev. William Bynum</b>	<b>2002-06-23</b>	Rev. Susan Clarke	2015-11-01
<b>Rev. Dr. Mark Richardson</b>	<b>2004-02-01</b>	Rev. Nick Pavel	2016-11-20
<b>Rev. Mark Gaskin</b>	<b>2009-05-19</b>	Rev. Mi Hoa Yoon	2017-09-01
<b>Rev. Johan Olivier</b>	<b>2009-09-13</b>	Rev. Hugh Donnelly	2019-10-06
<b>Rev. Alex MacLeod</b>	<b>2010-11-07</b>	Rev. Peter Bush	2019-10-20
Rev. Edward Charlton	2011-06-26	Rev. Diane Boyd	2020-02-02
Rev. Scott McAndless	2011-11-27	Rev. Megan Penfold	2020-10-25
Rev. Kathy Morden	2012-01-08	Rev. Courtney Crawford	2020-11-08
Rev. Glen Soderholm	2013-03-12		

#### **Recommendation #8**

That [name] be nominated as Moderator elect of the Presbytery of Waterloo-Wellington for the term 2021-2022.

#### **For Information only:**

**Congregational Statistical Reports:** 1 has yet to report and 2 have yet to report financial statements.

**Update on Police Checks (May 1, 2021)** 21 have been received and confirmed and 2 in process/ 2 delayed

#### **Recommendation #9**

That the report of the Business Committee as a whole, be accepted.

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**Report of the Treasurer – (Appendix “B”) – with additional document attached.**

**TREASURER’S REPORT TO WATERLOO-WELLINGTON PRESBYTERY MAY 2021**

**Interim Financial Report to April 30, 2021**

The monthly financial reports, to April 30, 2021, are attached. The General Fund operations are very much in line with budget. This report also shows the operations of the other funds, especially the Development Fund. The Budget for 2021 is being covered in part by the Reserve Fund. Congregations will pay only 50% of their Assessments.

**PCC Consolidated Fund Investment**

There was a strong positive market revaluation at the end of 2020, despite the overall Covid-19 market scare, as reflected in the Q4-2020 report from the PCC Consolidated Fund. After a gain of 8.1% for the three quarters, there was a further 4<sup>th</sup> quarter gain of 8.5% for a total of **16.6%** for the 2020 year. These market losses and gains may prevent the presbytery from using these gains until the market again settles into a steady growth pattern.

Respectfully submitted,  
 George L Myers, Treasurer

Recommendation #1 Receive the Treasurer’s Reports.

Recommendation #2 Accept the Financial Statements to April 30, 2021

Recommendation #3 Set Up the Covid Congregational Fund from the Proceeds of the Knox’s Galt property in the amount of \$300,000.

Recommendation #3 Approve the report as a whole.

**Ministry Committee (Appendix “C”), Rev. Ed Charlton**

**Ministry Committee Report May 11<sup>th</sup>, 2021**

**Motion 1: To receive the Ministry Report for consideration.**

The Ministry Committee brings to you two items for consideration. The first is a request for intermission from Rev. John Borthwick. The items of the intermission are outline in Appendix A. The second is a bit of housekeeping matter. It is in regards to a study leave request submitted by Rev. Greg Smith back in October. This was a plan to deal we the study leave during the transition period. The specifics are found in Appendix B. Some of the courses have already been taken and reimbursed by St. Andrew’s Presbyterian Church in Kitchener. The remainder of the study leave allowance that is due to Rev. Smith, is being recommended to be transferred to Rev. Greg Smith’s new congregation.

An item to note is that our student Dr. Chris Clements has received favourable reports from the Education and Reception Committee and from the guidance conference.

**Motion 2: That the Presbytery of Waterloo-Wellington approve Rev. John Borthwick’s intermission request from starting *Monday April 25th, 2022 until Tuesday August 2nd, 2022. (This date also includes Holiday time agreed upon by Rev. Borthwick and the Session of St. Andrew’s Guelph).***

**Motion 3: That the Presbytery of Waterloo-Wellington approve the Study Leave Plan of Rev. Greg Smith.**

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**Motion 4: That the Presbytery of Waterloo-Wellington approve the transfer of the Rev. Smith's remaining Study Leave funds to the new congregation, as per the portability regulations for Study Leave funds. The amount being \$1214.09**

**Motion 5: Report as a whole.**

Respectfully submitted by:  
 Rev. Edward Charlton, Chairperson of the Ministry Committee

#### **Appendix A:**

#### **INTERMISSION 2022**

**Proposal to Presbytery**, The Rev. John Borthwick

An Intermission as defined by The Presbyterian Church in Canada is quite different from a sabbatical in that it is a “time to be for the sake of self, not for congregation, the Church or for acquiring academic credentials.” Intermission is offered by our denomination to any minister who has completed more than five years of service and can be taken every five years subsequently. It is a self-funded leave. A plan for Rev. John’s proposed intermission follows below.

#### **Goals & Plans for the Intermission:**

Rev. John took his first intermission in April 2011, after eight and a half years (8 ½) of service at St. Andrew’s. In 2017, Rev. John completed his second intermission. In June 2016, the Presbytery established that all calls to our Presbytery will include the encouragement for ministers to take a regular intermission every five (5) years as per the 1992 PCC policy document. Intentional breaks are key to a long pastorate. Rev. John has greatly appreciated the Intermission as a way of sustaining himself for the call to pastoral ministry. Rev. John’s personal goals/plans for his 2022 intermission will be the following:

1. Spend focused time in prayer, scripture reading, and personal reflection;
2. Engage the services of a spiritual director for the purpose of weekly reflection meetings;
3. Go on a week-long residential spiritual retreat in Canada;
4. Spend significant time without the mantle of leadership or pastoral responsibility;
5. Be present with my family.

I would hope that my time away from the congregation would be meaningful for them as well. I trust that they will find ways of engaging in leadership and pastoral care that will draw them closer together during my absence. The adage, ‘Absence makes the heart grow stronger’ applies too in that a break in the routine of our relationship will likely increase our appreciation for each others’ gifts and abilities.

Prior to the beginning of the Intermission, determinations will be made regarding pulpit supply and pastoral care coverage. This will likely be covered by our Pastoral Visitor, a student minister, or a collection of available ministers. Members of Session and our connectors will also play a significant role during this time.

Since my first intermission, I established annual contributions to an Intermission savings account. In 2022, my Intermission will be completely financed through this account and my cumulated continuing education allowance.

**The Session of St. Andrew’s Guelph approved the following recommendation at its regular meeting on March 16<sup>th</sup>, 2021: That The Rev. John Borthwick take a ten-week Intermission (as outlined in Appendix A) followed by four weeks vacation starting on Monday April 25<sup>th</sup>, 2022 until Tuesday August 2<sup>nd</sup>, 2022.**

Respectfully submitted, The Rev. John Borthwick

#### **Appendix B**

Study Leave Plan Nov 16 2020 - June 15 2021 Rev. Greg Smith  
 Fall 2020 (Prior to Commencement of Transition Agreement)

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Prior to the commencement of the Transition Agreement, I had \$4050 available for study leave under the regular terms of my employment. I have used my study leave while regularly employed to take the following courses:

Presbyterian Church – USA; Transitional Ministry Education Consortium

TMW 1  
 TMW 2

Oct 11 - Oct 14, Oct 18 - Oct 19  
 Oct 25 - Nov 15

Learning Outcome: qualification in transitional and interim ministry

Cost: \$985.82 CAD (\$725 USD)

University of Guelph, Couple and Family Therapy Studies

Post-Modern Models for Couples and Family Therapy

Oct 23 - Oct 31

Learning Outcome: pastoral care and family counselling specialized qualifications, completing competencies for Clinical Fellowship with the American Association of Marriage and Family Therapists and RMFT designation with Canadian Association of Marriage and Family Therapists

Cost: \$636 CAD (\$795-\$159 discount)

My total study leave expenses before the commencement of the transition period were therefore, \$1621.82 CAD.

This leaves \$2428.18 as available study leave funds for the period of the transition.

My plan is to complete two further courses in Relational and Family Therapy, required to complete the competencies cited above and to augment my specialized qualifications in pastoral support of families and individuals. I am currently assessing online options to be taken during the transition period Nov 16, 2020 - June 15, 2021.

At this point, it looks like these courses will only be available in the U.S. and will range between \$700 and \$900 USD, or approximately \$900 to \$1200 CAD. I am therefore requesting \$1214.09, which represents 50% of my remaining funds for study leave as per the terms of the settlement. ( $\$2428.18 - 50\% = \$1214.09$ )

### **Other Business**

- Final report of the PWW Funds Task Force – with Notices of Motion (Separate PDF)
- Standing Committees Restructuring Task Force – with Notices of Motion

### **Report on New Committee System**

#### **The Presbytery of Waterloo-Wellington**

#### **BACKGROUND**

The present Committee structure is: Business Comm.; Education, Issues, and Fellowship; Mission; Ministry; Congregational Affairs; and Property and Finance. The Business Comm. which is made up of Moderator, Past Moderator, Clerk, Treasurer, and the convenors of the other 5 committees. Property and Finance is named by the Presbytery. The other four rotate every three years among the four quadrants of the Presbytery.

A Task Group was drawn together of those who volunteered to be on the group: Diane Boyd, Johan Olivier, Megan Penfold, Scott Sinclair, Glen Soderholm, and Peter Bush (Convenor). We also received input from presbyters and one Session who responded to the study document that was circulated.

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We wish to make the following disclaimer: It is not the task of this group, nor do we have the ability, to fix the Presbytery of Waterloo-Wellington, whatever that might mean. We have sought to remain focussed on the Committee system.

If the changes are adopted to become effective Sept. 2021, the Task Group will remain in place until the Nov. 2021 meeting of Presbytery to facilitate the transition.

The process with this document will be:

- a. Introduced to the May meeting with discussion around questions of clarity and understanding. There will also be an opportunity after those questions have been responded to, to debate the document. Including amendments to its shape and scope.
- b. Notice of motion will be given at the May meeting for a vote at the June meeting.
- c. The detailed motion changing the standing orders will be introduced at the June meeting for debate. It will be introduced as one motion, not in pieces.
- d. If the motion passes it will be implemented in Sept. 2021.

#### PREAMBLE

Ephesians 4 states that Christ has given distinct roles to the church “to prepare God’s people for works of service, so that the body of Christ may be built up” (Eph. 4:12). Those roles are: Apostles, Prophets, Evangelists, Shepherds (Pastors), and Teachers. If those five roles are needed so God’s people are enabled to do the work of ministry, then it is worth Presbyterians reflecting on how Presbytery’s involvement with congregations fits within those roles.

A second way of thinking about the Presbytery’s calling to assist congregations in the building up the body of Christ, is to ask how do congregations grow. The Alban Institute has suggested that growth can be measured in four ways: Metrics (numbers of members, financial resources); Spiritual growth as people deepen their spiritual life; Systemic growth which identifies the health of an organization's self-understanding and communication of said understanding; Incarnational as people live into their communities more deeply with the love of Jesus.

In addition to those understandings two values have informed our work:

- a. No system will work if there is no collegiality within Presbytery. The heart of the Presbyterian system is a commitment to being in community. Therefore the Presbytery as a whole must be committed to living into patterns of relationship building and collegiality.
- b. The Presbytery needs to build as lean and as simple scaffolding as possible in its task of supporting congregations in their work.

#### TEAM/COMMITTEE STRUCTURE

There will be four standing teams and one committee:

##### **Congregational Response Team (Shepherding and Prophetic Role)**

- Seeks to deepen the resilience and improve the health of congregational systems
- Supports congregations in ministry transitions
  - Interim Moderators nominated and supported
  - Exit Interviews
- Supports congregations in conflict
- Manages questions of Boundaries

- Supports congregations exploring closure/amalgamation/dissolution
  - Does this work in liaison with the Property and Finance Team
- Working group on Pastoral Care:
  - each September the Team shall nominate a sub-committee (at least 3 ministers and 2 elders) to give pastoral support and/or counselling to professional Church Workers and Presbyters within the bounds. This sub-committee is responsible to the Presbytery as a whole, through the Congregational Response Team.
- Sub-Committee on Sexual Abuse and/or Harassment

### **Renewal Team (Apostolic and Evangelist Roles)**

- Seeks to deepen the incarnational lives of congregations
- Nurtures an atmosphere of hopeful renewal with the Presbytery
  - Facilitating events, contexts and appropriate mentoring/coaching for congregations desiring renewal
- Development of New Worshipping Communities
  - Including keeping track of areas of residential development within the Presbytery
  - Nurturing leaders for New Worshipping Communities
  - Building relationships with non-Euro-Canadian Christian communities within the geography of the Presbytery
- Specialized ministries including institutional ministries
- Chaplaincies

### **Equipping Leadership Team (Teaching and Prophetic Roles)**

- Seeks to deepen the spiritual resources of leaders in the presbytery
- Supporting the development of leaders (lay and clergy) within the Presbytery
- Organizing training for clergy and lay leaders
- Orienting new Representative Elders and Ministers of Word and Sacrament to the Presbytery system and ethos
- Recruitment and Certification of students to the Colleges of the Presbyterian Church in Canada.
  - Including the support of students
  - Process for Certification – **see Appendix J.**
- Continuing Education, approval for professional Church Workers to be in attendance at continuing education events.
  - Ensuring that those who have taken study leave provide a brief report of their leave.

### **Property and Finance Team (Shepherding Role)**

- Reflects on the metrics at play in the life of the Presbytery
- Acts as resource to congregational Treasurers and Finance Teams/Boards of Managers within the Presbytery
- The Property and Finance Committee provides oversight over the finances and property of the Presbytery (held in trust by the congregations), and make recommendations to Presbytery, as per the Terms of Reference:
  - Establish the annual budget of Presbytery in consultation with the Treasurer
  - Provide Financial Updates in consultation with the Treasurer
  - Grants and Loans from the Development and Other Funds
  - Requests for funding (in consultation with the specific committees of Presbytery)
  - Recommend approval of Congregation loans (third party, including lines of Credit)
  - Will liaise with Congregational Response Team regarding supports to congregations in financial difficulty
  - Will liaise with Congregational Response Team on the Disposition of Property
  - Improvement to Property (greater than \$100,000 or 33% of a congregation's annual revenue)
  - Use of Property (All Leases, and any rental greater than 1 year)

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- Review of existing loans to Mission and Extension Charges

### **Business Committee**

- The Business Committee is responsible for developing the docket/agenda for each meeting of Presbytery. To that end, it co-ordinates committees' reports to reduce overlap and potential conflict.
- The Business Committee does not manage what the other Committees bring to the Presbytery other than co-ordination and to ensure that Committees with overlapping interests have communicated with each other.
- The Business Committee manages all correspondence from Assembly Council, Life and Mission Agency, and Financial Services. Included in this is:
  - Letters of acceptance of ministers trained outside of Canada.
  - Presbyterians Sharing
- The Business Committee assists the Moderator of Presbytery as a Committee to Advise regarding Ecumenical presence, the writing of pastoral letters and the like.

### **MEMBERSHIP OF TEAMS AND COMMITTEES**

Presbyters will sign up for teams on a rotating two-year basis.

In Sept. of each year one half of the presbyters (those whose 2-year terms are ending) will order their top three choices of Teams. The Presbytery will do its best to honour the ordering of choices presbyters make.

Presbyters can choose to remain on the same Team if they wish. There is no limit to how many years a presbyter can be on a Team.

At the June meeting of any given team, the team will select its Convenor for the next year.

The Business Committee will be made up of: Moderator, Past Moderator, Clerk, Treasurer, the convenors of each of the 4 teams, and at least 2 and no more than 5 other presbyters, as at-large members.

Presbyters may sign up for more than 1 team or committee.

All presbyters are expected to serve on a team or committee. Clergy presbyters are to fulfill their obligations in presbytery and the wider denomination by serving as an active member of a team or committee; or being an Interim Moderator; or serving on a Synod or National Committee; or doing work for a higher court of the church. It is reasonable for presbyters to spend 100 hours a year on the work of presbytery – that is an average of two hours a week. That time is not equally distributed through the year. If presbyters are balancing a number of denominational responsibilities, they may ask permission to not serve on a presbytery team or committee.