

The Presbytery of Waterloo-Wellington met in emergent session on Tuesday, October 10, 2023, over Zoom. The moderator, Rev. Barb Molengraaf opened the meeting with prayer and constituted the court.

Attendance

Ministers

Rev. Barb Molengraaf, Moderator, Rev. Scott McAndless, Clerk, Rev. Dr. Aubrey Botha, Rev. Susan Clarke, Rev. Dr. Kristine O'Brien, Rev. Nick Pavel, Rev. Dr. Mark Richardson, Rev. Reuben St. Louis, Rev. Glen Soderholm

Representative Elders

Arnold Bethune, Pauline Hall, Jo-Anne Hall, Alan Israel, Peggy Lennox, Dave Mallet, Doug McCaig, Gib McIlwrath, Vern Platt, Rick Thomas, Rhonda Wright

Appendix: Rev. Darrell Clarke, Rev. Jennifer Sokolowsky

Others: David Church, Treasurer

Regrets: Rev. Hugh Donnelly, Rev. John Borthwick, Terri Whiffin, Rev. Courtney Crawford, Rev. Donald McCallum, Rev. Dr. Linda Bell, Jocelyne Donaldson, Lenora Arbuckle, Jeanette Bomhof, Rev. Dr. Peter Bush, Sue Senior, Rev. Marty Molingraaf, Werner Kuemmling

It was **moved** by Scott McAndless/Mark Richardson that the proposed agenda as presented/amended be adopted. **Carried.**

Interim minister for Knox, Guelph (Appendix A)

It was **moved** by Glen Soderholm/Reuben St. Louis that the contract for interim ministry between Knox, Guelph and the Rev. Cathy Stewart be approved. **Carried**

It was **moved** by Glen Soderholm/Doug McCaig that the Rev. Cathy Stewart be transferred to the care of the Presbytery of Waterloo-Wellington and placed on the constituent roll, effective October 15, 2023. **Carried.**

It was **moved** by Glen Soderholm/Nick Pavel that the Presbytery hold a service of celebration for this ministry on November 5, 2023 at 10:30 am within Knox Presbyterian Church, Guelph. **Carried.**

General Presbyter for the Presbytery of Waterloo-Wellington (Appendix B)

It was **moved** by Mark Richardson/Kristine O'Brien that the contract for General Presbyter between the Presbytery of Waterloo-Wellington and Rev. Dr. Jeffrey R. Crawford be approved and that his work for the Presbytery begin on December 1, 2023

It was **moved** by Mark Richardson/Kristine O'Brien that the Rev. Dr. Jeffrey R. Crawford be moved from the appendix to the constituent roll of the Presbytery of Waterloo-Wellington, under "other ministries" effective December 1, 2023.

It was **moved** by Mark Richardson/Kristine O'Brien that the Property and Finance Team review any employer costs that will make the cost of this position to exceed the money already allocated for this contract and come up with a plan cover those costs from Presbytery Funds to present to the next regular Presbytery meeting.

It was **moved** by Mark Richardson/Kristine O'Brien that the Presbytery hold a service of celebration for the establishment of this new ministry and that the details of such a service be left in the hands of the moderator, the clerk and the candidate.

Application by Doon Presbyterian Church (Appendix C)

It was **moved** by Mark Richardson/Gib McIlrath that, having reviewed them, the Presbytery of Waterloo Wellington endorse the application and supporting documents from Doon Presbyterian Church, Kitchener to the New and Renewed Ministry Fund for application to The New Beginnings Program. **Carried.**

Adjournment

It was **moved** by Scott McAndless/Reuben St. Louis that the court adjourn.

The Moderator closed in Prayer.

Appendix A: The Presbyterian Church in Canada Presbytery of Waterloo Wellington Interim Ministry Agreement

This agreement is dated October 15, 2023, between:

The Congregation of Knox Presbyterian Church, 20 Quebec St, Guelph ON (office@knoxguelph.ca)
"Congregation"

and the Rev. Catherine Stewart, 96 Second St. N., Stoney Creek ON, cathystewart57@gmail.com
"Minister",

and

The Presbytery of Waterloo Wellington within The Presbyterian Church in Canada, 73 Queen St. E.,
Cambridge ON, (presbyteryww@gmail.com) "Presbytery"

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 Appendix A, attached.

2.0 Qualifications of the Minister are found at Appendix B, attached.

3.0 This ministry is part time at 30 hours based on 66.7% of full time 45 hours per week. The expectation is that the Minister will be present at Knox for two full days during the week, (excluding Sunday) on average. And will have one Sunday service a month off.

4.0 This ministry will begin on October 15, 2023, and end on June 30, 2025, and may be renewed or truncated with the consent of all parties but not beyond a total of 24 months.

5.0 The stipend and allowances shall meet or exceed General Assembly and Presbytery requirements and will 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. As per policy, COLA will be applied to the Minister's Stipend and Housing Allowance on January 1 st of each year.

Annual Monthly

Stipend (inclusive of travel allowance) \$ 48,000.00 \$ 4,000.00

Housing Allowance (inclusive of utilities) \$ 21,000.00 \$ 1,750.00

Health & Dental Allowance \$ 1,968.00 \$ 164.00

Study/Resource Allowance \$ 667.00 \$ 55.58

Cell Phone Allowance \$ 600.00 \$ 50.00

Total \$ 72,235.00 \$ 6,019.58

7.0 In addition to the above, the Congregation shall provide:

- Five weeks' vacation per year (based on 30 hours/week).
- The use of a laptop computer, to be returned upon termination of the agreement.

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 and cost of utilities only will be continued for a further four months. All other human resources related policies set forth by the Presbyterian Church in Canada, or the Presbytery will apply.

9.0 The Rev. Glen Soderholm continues in his role as Interim Moderator.

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.

12.0 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. At the date of termination, no further payments shall be required. If this Agreement continues to its maximum term of 24 months, it will expire automatically with no further notice or pay in lieu of notice.

13.0 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.

14.0 This Agreement may only be amended or modified in writing and with the consent of all parties.

15.0 A service of recognition will be conducted according to the practice of the Waterloo-Wellington Presbytery.

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

APPENDIX A

Interim Ministry Goals and Expectations

The goals for this Interim Ministry shall include (see Policy and Procedures for Interim Ministry, p. 8 – 9):

- coming to terms with history;
- discovering a new identity;
- allowing and empowering new leaders;
- renewing denominational linkages;
- committing to new leadership and a new future;

The expectations of the Interim Minister shall include:

- work with the Session to develop and implement plans to lead the Congregation in accomplishing the goals of the Interim Ministry;
- lead worship and preach, subject to vacation and continuing education;
- celebrate the sacrament of Holy Communion as determined by the Session;
- celebrate the sacrament of baptism as approved by the Session;
- provide pastoral care for sick and shut-in (in coordination with Pastoral Care minister);
- officiate at weddings and funerals (in coordination with Pastoral Care minister);

- work with boards and committees of the Congregation (other than the search committee) to assist them in carrying out their assigned tasks;
- attend meetings of the Session and of the Congregation's committees as required;
- at the request of the Interim Moderator, moderate meetings of the Session and of the Congregation;
- perform other administrative duties as requested by the Session or Presbytery;
- work with the Interim Moderator in discerning the state of the Congregation's readiness for calling a minister;
- attend Presbytery meetings and provide regular reports about the ministry separately or jointly with the Interim Moderator;
- provide the Session, Interim Moderator and Presbytery a written report regarding the Congregation at the end of the Interim Ministry.

Interim Minister Qualifications

The Interim Ministry Candidate:

- is an ordained minister in good standing within The Presbyterian Church in Canada
- has congregational pastoral experience as an ordained minister and as a change consultant
- has identifiable skills in healing, conflict resolution, management of congregational change, organizational development, and setting appropriate objectives;
- has demonstrated ability to join and leave congregational systems appropriately;
- has demonstrated ability to gain trust with congregational members and leaders;
- has demonstrated ability to prepare the way for another minister for the Congregation;
- Will attend workshop before Oct. 15th to refresh training on the Policy for Dealing with Sexual Abuse and Sexual Harassment of The Presbyterian Church in Canada.
- 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;
- has specialized training for Interim Ministry.

Appendix B: The Congregational Response Team: General Presbyter Summary

Preamble

We interviewed 5 candidates: 3 men/2 women and 3 ordained/2 lay people. 3 church traditions were represented, all were white and there was an age range of about 30 years. There were no applicants who explicitly identified as disabled, SSLGBTQI+, Indigenous or people of colour.

After meeting each one virtually via Zoom meetings, we discerned that one candidate was gifted, experienced and well suited to this work. Unsuccessful candidates were contacted promptly. A second in-person interview was conducted with the sole candidate. That candidate left us feeling hopeful in a way that was also grounded in reality.

Remuneration

Because of their qualifications and as a minister in the Presbyterian Church in Canada, and after meeting to negotiate the terms of employment, the following remuneration is proposed:

\$58,600 Salary (based on \$46/hr for 40 hrs/week)*

\$37,000 Housing

\$720 phone allowance

\$1000 study allowance

Total: \$97 320

Additional presbytery costs:

Travel at the rate set by the General Assembly, currently \$0.45/km (suggested budget \$4000)

PCC Pension and Benefits (\$8,600)

Mandatory Employment Related Costs including CPP, EI (roughly \$8,500)

No computer/laptop purchase is required

General Presbyter Job Description

October 2023

Job Summary

The primary responsibility of the General Presbyter is to lead discernment processes in congregations who are vacant, exploring missional possibilities and/or are facing serious challenges. With the recognition that the General Presbyter will not solve, rescue or save any congregation or pastor the General Presbyter will coach and encourage leaders within Waterloo-Wellington as the Spirit leads.

Accountability

- Report to and coordinate work with the Congregational Response Team
- Engage in regular direct communication with a team of 3 designated members of the CRT
- Review and report on measurable goals every 4-6 months (fall, winter, spring)
- Maintain and submit a log of time spent on all activities and tasks at least once every 3 months
- Report to Presbytery at each regular meeting and give a full annual report

General Duties

- Act as a 'first responder' to make initial assessments of critical congregational situations
- Lead discernment processes in select congregations
- Explore and support missional opportunities within the presbytery
- Encourage relationships of mutual trust, respect and cooperation within and between congregations
- Offer coaching and support to Interim Moderators, Interim Ministers and presbyters as needed
- Provide pastoral support for pastors and elders if urgent needs arise and refer when needed
- Communicate regularly with the presbytery to teach and share relevant resources
- Attend and participate in presbytery meetings
- Occasionally be available for pulpit supply at normal General Assembly rates
- Serve as an Interim Moderator if absolutely necessary

**Appendix C: Doon Presbyterian Church Application for
The New Beginnings Program
Of The Presbyterian Church in Canada
Application Deadline: October 15th**

Date submitted to Presbytery: Monday September 25th, 2023

Doon is seeking approval from Presbytery to submit the application to The PCC. A preliminary decision will take place at Presbytery's Business committee Meeting on October 4th, 2023, to be homologated at the next regular meeting of Presbytery.

Application Questions

Provide a Description of your Congregation

Doon is 170 years old this year. We are small but mighty. In fact, we have always been a small congregation with a strong faith. We are loving, caring and welcoming, but we have had a bit of trouble with change in our recent past. We care deeply about our church. Most of the congregants are long time members who are very committed to their church, most of whom are 70+ years old. At the same time, we do have a couple of younger families and Conestoga College students who have been attending. The congregation is a music-loving group. We have a very active Ladies Aid and the Mission and Outreach Committee has been incredible over the past year at helping the church reach out and serve our community. Doon is at a critical crossroad. We are no longer able to support a full-time minister and we are unsure of what is next for us.

Where are you experiencing signs of life and hope in the congregation?

Doon is situated less than 2km from Conestoga College. It is a 9 minute bus ride, 3 minute car ride, 4 minute bike ride, and 15 minute walk away. Doon has had some students attend worship, all of whom are International Students. Doon has engaged with these students in meaningful ways including Intentional English Conversation time with a student learning the english language, and assisting another student with tuition. Doon has also recently welcomed a congregation to share the church building on Sunday Afternoons. It is a non-denominational church in the Tamil language. Doon organizes an annual VBS which is attended by approximately 20 children, mostly from beyond the congregation itself. Recently we have been very intentional in our outreach to the Food Bank, Marillac Place, and The Working Center. This has been very important to the congregation and has brought life and hope to the people. Doon has so much possibility and opportunity to serve and share beyond their front doors. Because we are not connected with our local community, we are unsure where or how to begin other than what we have been doing. We have solid hope because we are seeking assistance and guidance before we are in a crisis situation. A number of Elders expressed the belief Doon's intern moderator, Rev Jen Sokolowsky has been the brightest light we have experienced in a long time. Her enthusiasm and positive outlook has brought great hope.

What are the main challenges you are facing?

We have declining attendance and increasing financial strain. Very few people do the majority of the work (the ol' 80/20 rule). Because many in the congregation are over 70 years old, most congregation members are on a fixed income and energy levels for active outreach participation are declining. There is some burnout taking place, as we can't keep up with what we have always done. Doon has had a couple of short term ministers who have left abruptly, not to mention the Covid-19 pandemic which threw everything into turmoil. The past 3-5 years therefore have been a season of instability and uncertainty. Furthermore, several Elders have expressed a sense of weariness and have thought about stepping away. Most likely in part because of all of these factors and more, the congregation has found safety and security in returning to do things they way they have always done them. We have a hard time filling our pews with young and old alike and so some wonder if we need to choose a demographic and run with it, or if we can truly be an intergenerational family.

What draws your congregation to the New Beginnings Process?

We love our church and many of us have a meaningful history at Doon. We feel that we are being called to begin anew, and want to discover what God has planned for us as we serve as Christ's hands and feet in the world. We don't know what this looks like, but we strongly believe that God is not finished with Doon yet. We feel strongly that we need to take a step back and prayerfully discern our way forward. We need help to do this. By having someone come alongside us to help us analyze our operation and assess potential opportunities (pathways) for our future, we feel we can boldly step into whatever it is God is already preparing us for. We want to be a part of a journey where we can take an



honest look at who we are, where we are, and what is possible. We need assistance in focussing our limited resources and energy where it makes the most sense for God's mission in this time and place.

How do you hope this program will impact your ministry?

Our hope and prayer is that New Beginnings will help us to focus on opportunities for intentionally connecting to our community in a meaningful way; that it will help us to clearly see our strengths and how they can be used for God. We do lots of 'things', but sometimes it feels like we are running on a hamster wheel, trying so hard to 'get it right' without going nowhere or seeing any tangible results. Helping us to refocus in faith by truly establishing who we are and how we are called to be in this time and place is what we are seeking. Learning what we are capable of being and doing, and also learning how to say no to the hamster wheel is a hope we have in doing this program. As we learn to become clear about who we are, we will be able to be clear with our community about what we can offer. It will also help those seeking a community of faith to know what we are really about. It will give us a specific, tangible direction to move into in faith.

Please provide a detailed description of your ministry's plans for growth and sustainability

We are intentionally pausing the process of calling a new minister at this time so that we can figure out who we are and where we are going. We feel this is an important first step as we take stock of our reality. We understand we need to stop trying to be all things to all people, and learn how to access our gifts and use them wisely. We have always enjoyed meaningful worship with excellent music. We would love to fill our pews again, but realize in these changing times this can not be the goal of our New Beginning. We may continue to be a small strong church with a life giving outreach ministry that helps transform our community in some small way. To be faithful is more than enough. A natural connection near by is the college. We don't know what or how or when or where, but we feel a sense of God leading us to connect more deeply with the students attending there. God has already connected us with a number of students and we feel very strongly that these connections are spirit led. Since we are a small congregation of older members, perhaps we are being called to target this demographic and be a small strong congregation who ministers to seniors. We don't know at this point. We want to put God at the center of all of our decisions and be led by the Spirit into wherever it is we go. We truly want to be a people of deep faith as we seek the way forward. Perhaps there is something beautiful in the idea of Seniors alongside young adults and a fruitful mysterious ministry that could develop from there? We don't know.

Please provide a strategy for making this new ministry known in your community

We don't know what it is we are being called to at this point in time. We are seeking assistance in discerning how it is we are being led forward. Therefore this questions is very difficult to answer. If we are to be a small strong senior focussed congregation our strategy would be very different than if we are to intentionally reach out to the college in meaningful and helpful ways. Some general ideas we have are getting to know our neighbourhood including Conestoga College, a quarterly newsletter for our neighbourhood. If it is decided that we will focus on seniors, we could then hold events that will attract seniors such as card parties, sing alongs, pot luck dinners or movie nights that could interest seniors. We could blanket the area with posters of events (grocery stores, doctors offices, pharmacies). Social media can also help target a specific demographic and is free.