

Regular Meeting of the Presbytery of Waterloo-Wellington, Nov. 10, 2020  
Zoom Meeting, 7pm

### **Worship and Constitution of the Court**

The Presbytery of Waterloo Wellington met via Zoom meeting, on Tuesday. November 10 at 7pm. Rev. Peter Bush led the Presbytery in worship. After worship, the moderator, Rev. Peter Bush, constituted the Presbytery and opened in prayer.

### **Attendance**

Ministers: Rev. Ed Charlton, Rev. Peter Bush, Rev. John Borthwick, Rev. Susan Clarke, Rev. Aubrey Botha, Rev. Diane Boyd, Rev. Megan Penfield, Rev. Johan Olivier, Rev. Frank Szatmari, Rev. Glen Soderholm, Rev. Kristine O'Brien, Rev. Jane Swatridge, Rev. Courtney Crawford, Rev. Greg Smith, Rev. Scott Sinclair, Rev. Kathy Morden, Rev. Alex MacLeod, Rev. Hugh Donnelly, Rev. Bill Bynum

Rep. Elders: Janet MacDowell, Janet DeGroot, Vern Platt, Doug McCaig, Andrew Foster, Peggy Lennox, George Forsyth, Pauline Hall, Bonnie Street, John Baxter, Werner Kuemmling, Sue Senior, Daewon Lee, Alex McNabb, Louise Sharpe-Berges

Alt. Rep Elders: Darryl Norris, Nancy Nicol

Appendix: Rev. Darrell Clarke, Rev. Brooke Ashfield

Treasurer: George Myers

WMS: Jean Godin

Guests: Patricia Ganning and Brenda Law; Duff's Presbyterian Church, Puslinch, Warren McEachern and Christy White, Knox, Palmerston

### **Regrets**

Ministers: Rev. Herb Gale, Rev. Mark Richardson, Rev. Mark Gaskin

Rep. Elders: Dave Mallet, Peter DeVries, Gib McIlwrath, Lenore Arbuckle, Alan Israel

Appendix: Rev. Wendy Patterson, Rev. Linda Ashfield, Rev. George Robertson

### **Welcome and Introductions**

Guests from Duff's Presbyterian Church, including Patricia Ganning and Brenda Law, representing Duff's before the Presbytery, were introduced. Warren McEachern, Christy White, and Rep. Elder Betty Lambier from Knox Palmerston were also introduced. Moved by Ed Charlton/Jane Swatridge that guests be invited to sit and correspond. Carried

### **Adoption of Proposed Agenda**

Moved by Ed Charlton/Nick Pavel that the agenda be adopted as presented. Carried

### **Adoption of Minutes, Regular Meeting Sept. 8, 2020; emergent meetings of Oct. 25 & November 8, 2020**

Moved by George Forsyth/Glen Soderholm that the minutes of the Regular Meeting Sept. 8, 2020; Emergent meetings of Oct. 25 and November 8, 2020 be adopted. Carried

## **REPORTS**

### **Report of the Ministry Committee – "Appendix C" – Rev. Ed Charlton**

The clerk suggested and the moderator concurred that the report of the Ministry Committee be received first. The convenor of the ministry committee, Rev. Ed Charlton presented the report and its recommendations.

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Moved by Ed Charlton/Janet DeGroot that the Ministry Committee Report be received for consideration.  
Carried

**Re: Duff's PC, Puslinch**

Moved by Ed Charlton/Janet DeGroot that the Presbytery of Waterloo-Wellington approve the transition agreement between Duffs Presbyterian Church and Rev. Jane Swatridge.

Representative's of Duff's PC were asked to speak to the motion. Brenda Law and Patricia Ganning thanked Jane for her ministry and explained the financial situation of their congregation to the Presbytery.

The motion was carried

Moved by Ed Charlton/Janet DeGroot that the Presbytery of Waterloo-Wellington dissolve the Pastoral Tie between Duffs Presbyterian Church and Rev. Jane Swatridge, effective February 9<sup>th</sup> 2021. Carried

Moved by Ed Charlton/Janet DeGroot that the Presbytery of Waterloo-Wellington appoint an Interim Moderator for Duffs Presbyterian Church. Carried.

Moved by Ed Charlton/Janet DeGroot that the Presbytery of Waterloo-Wellington place Rev. Jane Swatridge on the Appendix to the Role effective February 9<sup>th</sup>, 2021. Carried.

Moved by Ed Charlton/Janet DeGroot that the Presbytery of Waterloo-Wellington empower the Ministry Committee to hold an Exit Interview and name a Pastoral Support Person. Carried.

Members of the Presbytery thanked Rev. Swatridge for her contribution to the life of the Presbytery and her ministry at Duff's.

The moderator, Rev. Peter Bush, led the Presbytery in a prayer of thanksgiving for Rev. Swatridge's ministry and Duff's PC transition in ministry.

**Re: Recertification of Mr. Clements:**

Moved by Ed Charlton/Janet DeGroot that the Presbytery of Waterloo-Wellington recertify Mr. Clements as a student for ministry. Carried.

**Report of the Business Committee – "Appendix "A", with document attached – Rev. Darrell Clarke**

Moved by Ed Charlton/Scott McAndless that the report of the Business committee be received and considered.

Moved by Ed Charlton/Scott McAndless that the actions of the business committee in the distribution of the correspondence be homologated. Carried

Moved by Ed Charlton/Scott McAndless that the amount of \$10,000 be provided to Crieff Retreat Centre from the Development fund of the Presbytery.  
Carried

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Moved by Ed Charlton/Scott McAndless that the amount of \$10,000 be provided to Cairn Camps Ministry from the Development fund of the Presbytery. Carried.

Moved by Ed Charlton/Scott McAndless that the Rev. Glen Soderholm, Rev. Susan Clarke and Janet MacDowell be the commissioners to Synod from the Presbytery of Waterloo Wellington, and that the clerk have the authority to identify one more commissioner.

Moved by Ed Charlton/Scott McAndless that the Rev. Greg Smith be placed on the appendix of the Presbytery of Waterloo – Wellington effective November 15, 2020. Carried

### **Nominations for Moderator of the 2021 General Assembly**

Moved by Greg Smith/Scott McAndless that the Rev. Mary Fontaine be nominated as the Moderator of the 2021 General Assembly of the Presbyterian Church in Canada. Carried

Two nominations have been received for this nomination:

Mover: Rev. Greg Smith/ Seconder: Rev. Scott McAndless

Moved: The Rev. Kristine O'Brien/ Seconded: The Rev. Hugh Donnelly

Moved by Sue Senior/John Borthwick that the Rev. Paulette M. Brown be nominated as the Moderator for the 2021 General Assembly of the Presbyterian Church in Canada.

Moved by Greg Smith/Scott McAndless that the Presbytery of Waterloo-Wellington endorses the establishment of a new Intentional Christian Community in Ruth House at the Crieff Hills Retreat Centre, which is within the bounds of the Presbytery. And the Presbytery prays for God's blessing on this new worshipping community. Carried

### **Re: The Special Committee on Motion for Funding the University of Guelph Chaplaincy.**

The report of the Special Committee was circulated to the Presbytery after the original agenda was circulated. The Presbytery agreed to receive and consider the report of the special committee at this time in the Business Committee report.

At the September 8, 2020 regular meeting of Presbytery the following motion was made:

*Moved by John Borthwick/Greg Smith that a minimum gift of 5% be directed to the Endowment Fund of the Ecumenical Campus Ministry at the University of Guelph from the proceeds of the sale of churches within the Presbytery be made whenever one of our church buildings is sold either as a result of dissolution or amalgamation.*

During discussion, the Presbytery received the following motion:

#### **Recommendation to refer to a special committee:**

Moved by Alex MacLeod/Diane Boyd that the motion be referred to a special committee and that the moderator in consultation with the business committee appoint interested parties the committee and report back to the Presbytery. Carried.

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The following were the Terms of Reference for the special committee:

1. Within the parameters of the motion reflect on the following questions
  - a. Clarify that the Chaplaincy at U of G is the only one in an institution of high education within the Presbytery.
  - b. Determine if 5% is the appropriate figure.
  - c. Draft an explanation for this use of building sale proceeds that could be communicated to congregations that are selling buildings.
2. To report to the Jan. 2021 meeting of the Presbytery.

Members appointed: Rev. Diane Boyd, Convenor; Rev. Alex MacLeod, Rev. John Borthwick, George Myers, Sue Senior.

Rev. Diane Boyd presented the report and its recommendations. The special committee

Moved by Diane Boyd/John Borthwick that the report of the Special Committee be received and considered. Carried

The noted that there are multiple campus ministries across our Presbytery, including student ministry in our churches.

We discussed our desire as congregations to continue to minister to future generations, with ministry to university and college students as a vital part of ministry. We also wanted to support various campus ministries as well as congregations who want to minister to students in their churches.

Based on this, it seemed best, to place these proceeds into a fund, from which, campus ministries *and* churches in our Presbytery could apply for funding. That way, ministry to students on and off campus would be supported by our Presbytery and not be limited to a single ministry. ECM and other campus ministries could apply for funding.

These funds would then be distributed by the Mission and Outreach Committee. Terms of reference for application to receive funds would be determined but the Mission and Outreach Committee.

The Mission and Outreach Committee would also need to draft an explanation for use of building sale proceeds that could be communicated to congregations that are selling their buildings.

Moved by Diane Boyd/Sue Senior that 5% of the distribution of asset proceeds to Presbytery from the sale of church buildings, be placed into a fund for ministry to students on and off campus.

Moved by Diane Boyd/Alex MacLeod that the Mission and Outreach Committee determine the terms of reference, receive applications for funding, and distribute funds. Carried.  
Diane Boyd/Alex MacLeod

Moved by Diane Boyd/Alex MacLeod that the Report as a Whole be adopted. Carried

**The clerk noted for the following for information:**

Response of Presbytery re GA in 2021 - The clerk forwarded a response from the moderator.

Police checks from ministers are required by the end of November 2020.

Moved by Ed Charlton/Scott McAndless that the report as a whole be adopted, Carried.

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**Report of the Treasurer, George Myers (Appendix “B”, with documents attached)**

The treasurer updated the Presbytery on the financial situation. He presented the 2021 budget and Presbytery assessments and answered questions from the Presbytery.

Moved by Ed Charlton/Scott McAndless that the Treasurer’s Report be received and considered. Carried.

Moved by Ed Charlton/Scott McAndless that the Presbytery accept the Financial Statements to October 30, 2020. Carried.

Moved by Ed Charlton/Scott McAndless that the Presbytery approve the proposed 2021 Budget at a combined rate of \$20.56 per Unit.

Moved by Ed Charlton/Scott McAndless that the Presbytery accept the method of calculating the Assessments, Rate per Unit, with no change. Carried.

Moved by Ed Charlton/Scott McAndless that Presbytery approve that 50% of Assessments be taken from the Reserve Fund. Carried.

Moved by Ed Charlton/Scott McAndless that the Presbytery accept the report as a whole. Carried.

**Report of the Congregational Health Committee, Rev. Scott McAndless, (Appendix “D”, with document attached)**

Rev. Scott McAndless presented the report and its recommendation to the Presbytery.

Moved by Scott McAndless/Andrew Foster that the report of the Congregational Health Team be received for consideration. Scott and Andrew Carried

**Re: Knox PC, Palmerston**

As requested by the Presbytery at the emergent meeting of July 21, 2020; the Congregational Health Committee report on the ministry of Rev. Nick Pavel and the congregation of Knox, Palmerston.

Christy White, and elder at Knox Palmerston, spoke to the report and thanked the Presbytery for support during their period of congregational renewal.

**Re: Interim moderator at Duff’s PC:**

Moved by Scott McAndless/Andrew Foster that Alex MacLeod be named the interim moderator for Duff’s Presbyterian Church effective December 1, 2020. Carried

Moved by Scott McAndless/Andrew Foster that Rev. Kees Vandermeij be thanked for his service and that the Congregational Health committee be given the power to issue a new interim moderator for St. Andrew’s, Mount Forest and Knox. Conn. Carried

Moved by Scott McAndless/Andrew Foster that the report as a whole be adopted. Carried.

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### **Report of the Mission and Outreach Committee – Rev. Greg Smith, (Appendix “E”)**

Rev. Greg Smith presented the report and its recommendations.

Moved by Greg Smith/Scott Sinclair that the report of the Mission and Outreach Committee be received and considered. Carried

Moved by Greg Smith/Scott Sinclair that the Presbytery of Waterloo-Wellington grant to Two Rivers Mission be \$18,000.00 for the year 2021. Carried.

Moved by Greg Smith/Scott Sinclair that the Presbytery of Waterloo-Wellington approve a grant of up to \$3,000.00 to Knox Presbyterian Church, Preston from the Strategic Planning Fund to engage consultants and begin a three step planning process over the next several months.

Moved by Greg Smith/Scott Sinclair that the report as a whole be adopted. Carried.

### **Report of the Finance and Property Committee – Gib McIlwrath, (Appendix “F”)**

George Myers presented the report and its recommendations, as Gib McIlwrath sent his regrets.

Moved by Vern Platt/Ed Charlton that the report be received and considered. Carried.

Moved by Vern Platt/Ed Charlton that the Guidelines and Criteria, as in the above report, be approved as part of the Finance and Property Committee Procedures. Carried.

Moved by Vern Platt/Ed Charlton that the presbytery approve extending the Knox Waterloo loan as per their proposed terms for six more years ending in 2026, pending receipt and satisfactory approval of their loan application and attachments. Carried

Moved by Vern Platt/Ed Charlton that the presbytery agree to loan funds to Westminster St. Paul’s to cover up to 100% of the required Transition Allowance and remuneration package for the dissolution of pastoral ties with Rev. Wubbenhorst from January 1, 2021 to November 30, 2021. Carried.

Moved by Vern Platt/Ed Charlton that the report as a whole be adopted. Carried

### **Other Business, Notices of Motion**

#### **Notice of Motions (New): Peter Bush**

At a future regular meeting of the Presbytery, I will move or cause to be moved that the following financial information accompany a to Minister within the Presbytery of Waterloo-Wellington:

Financial Information to accompany a call:

The Presbytery of Waterloo-Wellington in its on-going responsibility as the employer of all inducted or recognized professional church workers will add the following questions as part of the process leading to the sustaining of a call or presbytery appointment.

Allowing a call to a financially unstable context is potentially risky and one that the presbytery needs to consider carefully and ensure that the person being called knows of the risks.

Based on the experience of Presbyterian congregations across the country a general rule of thumb is:

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Congregations/pastoral charges can not afford the cost of a minister once the total cost of the minister surpasses 70% of the total income received by the congregation/pastoral charge.

Total cost of a minister includes stipend, housing, utilities, Health and Dental Premiums, EI, CPP, Congregational Pension contribution, Study Leave, other expenses directly related to the minister (additional travel allowance, book allowance, etc.).

Please answer the following questions:

In the call the congregation stated a figure as its annual income. What is that figure? Please explain how that figure was arrived at.

What is the average cost of buying a 3-bedroom house in the neighbourhood of the church? Using the figure of a 20% down payment, what would the annual cost (principle plus interest) be for a 30-year mortgage for such a house? What would the average utility bill be for a year on such a house? Does the amount being provided for House Allowance reflect these calculations? If not, why not?

What was the total income received by the congregation/pastoral charge in each of the last three calendar years?

In each of the last three calendar years, what payments, if any, did the congregation make to manage debt (that includes but not limited to mortgages, lines of credit, loans)?

In each of the last three calendar years, what funds, if any, were taken from savings/reserves to pay for operational costs or staff remuneration?

In each of the last three calendar years, what income was received from outside groups – rentals, donations in lieu of rent, payment by a third party to the congregation for minister's time, etc.?

What will be the total cost to the congregation of having the minister – please include stipend, housing, utilities, Health and Dental Premiums, EI, CPP, Congregational Pension contribution, Study Leave, other expenses directly related to the minister (additional travel allowance, book allowance, etc.).

**The following Notice of Motion has been withdrawn:**

**Rev. John Borthwick (emergent meeting, June 10)**

That Presbytery pay the full amount (100%) of the transition allowance and remuneration package for Rev. Wubbenhorst after the dissolution of the pastoral tie between the minister and congregation. The motion was tabled.

**2021 Regular Meeting of Presbytery Dates:**

- Jan. 12 – Zoom (Worship Leader: Rev. Peter Bush)
- Mar. 9 – TBD
- May 11 – TBD
- June 15 (with dinner) – TBD

**Business Committee Meeting Dates:**

- Dec. 1 (Zoom), Jan 5, Feb 2 (Zoom), March 2, April 6 (Zoom), May 4, June 8

**Adjournment**

**Moved by John Borthwick that the Presbytery adjourn. Carried.**

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

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

**a. Correspondence:**

#	Received/Sent	Topic	Referred to:
20	111 Rev. Mark Richardson	Request for funding for student. Request for return of donation to a Presbytery	Mission and Outreach
20	112 Mary Jane Marshall Rev. William Bynum	congregation Request to the Presbytery, via Business Committee	Clerk, Moderator Bus. Committee
20	113 Jennifer Astop	Deadlines for Fall and winter Grants	Presbytery
20	114 Maggie Leung	Presbyterian Sharing, August 2020 Report	Presbytery
20	115 Terrie-Lee Hamilton	Publication of 2020 Yearbook	Presbytery
20	116 Donna McIlveen	Letter of decertification of Guy Laberge	Clerk
20	117 Rev. Darrell Clarke	Response to M J Marshall (Correspondence # 112)	
20	118 Theresa MacDonald	Camp Kintail Newsletter	Presbytery
20	119 Rev. Kristine O'Brien	Request for Funding, Crieff Retreat Centre	Bus. Committee
20	120 Kathryn Muir	August 2020 Changes to the Roll	Presbytery
20	121 To: Louise Sharpe-Berges	Re Communication of July 27, Presbytery decorum	Bus. Committee
20	122 Michelle Roberts	Appeal for Cairn Camp	Bus. Committee
20	123 Maggie Leung	Presbytery Sharing report - Sept. 2020	Presbytery
20	124 Carrie Thornton	Certificate of Transfer request for the Rev. Megan Penfold	Clerk
20	125 Rev. Kristine O'Brien	Notice of New Intentional Community-Crieff Retreat Cen.	Presbytery
20	126 Rev Don Muir	Webinar for Clergy	Ministers/Presbytery
	127 Rev. Greg Smith	Nomination of Mary Fontaine for Moderator	Presbytery
20	127 Rev. Kees Vandermeij	Request to retire as IM for Mt. Forest/Conn	Congregational Health
20	128 Terrie-Lee Hamilton	Request for Nominations to GA Committees	Presbytery
20	129 Kathryn Muir	Sept 2020 Changes to the Roll	Presbytery
20	130 Emily Hill	Notice of APCE Virtual Event	Presbytery
20	131 Rev. Hugh Donnelly	Knox, Waterloo - Presbytery Loan Repayment Proposal	Finance and Property
20	132 Maggie Leung	2021 Recommended Allocations for Congregations	Presbytery
20	133 Rev. Kristine O'Brien	Nomination of Mary Fontaine for Moderator	Presbytery
20	134 Rev. Tim Purvis	Nature and Impact of Long Term Pulpit Vacancies Study	Congregational Health
20	135 Sue Senior	Nomination of Paulette Brown for Moderator	Presbytery
20	136 John Matheson	Cooke's Fund Application Process and Deadline	Presbytery

**Recommendation #2**

**That the actions of the business committee in the distribution of the correspondence be homologated.**

**b. Request for funding – Crieff Hills Retreat**

The Reverend Darrell Clark  
Clerk, Presbytery of Waterloo-Wellington  
presbyteryww@gmail.com

October 2020

Darrell Clarke, Clerk – [clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com)

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Dear Darrell,

Crieff Hills resides within the bounds of the Waterloo Wellington Presbytery and is already familiar with its history as a place of rest and renewal. Many of our clergy and church leaders have found opportunities for worship, learning and community here. Right now, guests are telling us what a relief it is to have time away in a beautiful place where God restores their soul. When they leave, they are better equipped to serve the church and the world.

The pandemic has affected every corner of the church, including Crieff Hills. When the COVID-19 crisis began, we were forced to temporarily close our entire facility and now face a long-term disruption with bookings down more than 80%. Still, in the midst of these struggles, God has been at work. We provided refuge for the Rev. Dr. Blair Bertrand and his family when they were evacuated from their missionary work in Malawi. Since Easter Sunday, we served take-out meals to more than a hundred people each week. We also built a chicken coop, expanded vegetable production and added new beehives. Although we are still not able to welcome large groups, individual suites are open for overnight guests and day visitors are enjoying new outdoor programs like picnics and bonfires.

We believe the world needs warm hospitality in the name of Jesus Christ, perhaps now more than ever. Unfortunately, the pandemic has caused losses of more than \$200 000; no funding is provided through the General Assembly. We hope that this presbytery will consider making a contribution to the Crieff Hills ministry as we seek to raise this same amount or more through gifts and donations. With your help we will be able to care for our staff and historic property through these challenging times and prepare for a vibrant future.

The Maclean Estate Committee and our staff are honoured that God has called us to this important mission and we seek to be wise stewards of the gifts God has given to the Presbyterian Church in Canada. As a member of this presbytery, I am happy to answer questions, address the court, or provide more information at any time. And if our facility can be of use at any time, we would be glad to help.

Thank you for your consideration and ongoing prayers.

Rev. Dr. Kristine O'Brien

Director

**Recommendation #3:**

That the amount of \$10,000 be provided to Crieff Retreat Centre from the Development fund of the Presbytery.  
Carried

**c. Request for funds from Cairn Camps (see attached pdf)**

**Recommendation #4:**

That the amount of \$10,000 be provided to Cairn Camps Ministry from the Development fund of the Presbytery. Carried.

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**d. Confirmation of Synod participants:**

Rev. Glen Soderholm, Rev. Susan Clarke and Janet MacDowell have agreed to be commissioners to the Synod Annual meeting, Wednesday November 18.

**Recommendation #5:**

That the Rev. Glen Soderholm, Rev. Susan Clarke and Janet MacDowell be the commissioners to Synod from the Presbytery of Waterloo Wellington, and that the clerk have the authority to identify one more commissioner.

**e. Place the Rev. Greg Smith on the appendix of the Presbytery.**

**Recommendation #6:**

That Rev. Greg Smith be placed on the appendix of the Presbytery of Waterloo – Wellington effective November 15, 2020. Carried

**f. Nominations for Moderator:**

**Recommendation #7:**

That the Rev. Mary Fontaine be nominated as the Moderator of the 2021 General Assembly of the Presbyterian Church in Canada.

Mary Fontaine was born and raised at the Mistawasis Nehiywak in Saskatchewan, and grew up in Mistawasis Presbyterian Church. She graduated from the University of Alberta in 1995 and from the Vancouver School of Theology (VST) in 2003. She served as student minister at Mistawasis Presbyterian Church while enrolled at VST.

Mary is the founding Director of Hummingbird Ministries (2005), an Indigenous-led healing and reconciliation ministry. Through healing circles and the performing arts, Hummingbird strives to educate the public and raise a positive Indigenous identity. Hummingbird's annual events provide opportunities for reconciliation, bringing many cultures, faiths and classes of people together with Indigenous people.

She preaches at Hummingbird Circles, local churches and other events (such as the 2019 General Assembly). She has travelled to many parts of the world as a member of the Executive Committee of the World Communion of Reformed Churches from 2010–2017. She has chaired several committees including VST's Indigenous Studies Program and the National Indigenous Ministries Council of The Presbyterian Church in Canada.

Mary prays for peace and harmony among nations and for good stewardship of the Earth and All Our Relations for future generations. She is encouraged by youth with a passion for a better future for humanity.

*Rev. Fontaine is willing to be nominated and to let her name stand for election.*

**Two nominations have been received for this nomination:**

**Mover: Rev. Greg Smith**

**Secunder: Rev. Scott McAndless**

**Moved: The Rev. Kristine O'Brien**

**Seconded: The Rev. Hugh Donnelly**

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**Recommendation #8:**

That the Rev. Paulette M. Brown be nominated as the Moderator for the 2021 General Assembly of the Presbyterian Church in Canada.

**The Rev Paulette M. Brown, B.A. (Soc. Sc. & Spanish), M.Div., PhD candidate in Biblical Studies**

Born, baptized and raised in Jamaica, Paulette's faith formation occurred within the context of the church's struggles to be relevant, as new generations questioned the church's commitment to justice. During those times of questioning, Paulette's faith was nourished by prayers and persistence of Christians working for justice.

Paulette, her 3 children and husband emigrated to Canada in 1983. University Presbyterian Church, Toronto, became their home church. Responding to a call to ministry, Paulette attended Knox College and graduated in 1991. Called as pastor to University Church in 1992, she served for 8 years. She led the congregation in developing the "Created For Life youth ministry," responding to violence and deaths among black youth in communities served by the church. She received a YWCA Woman of Distinction Award for this church-community engagement.

From 2008 to 2014, Paulette served Gateway Community Church, leading the board in developing and implementing its vision of a mission to newcomer families. Called to St Andrew's Humber Heights in 2014, Paulette supported the congregation in developing Vision United Summer camp, a mission responding to families' needs in Etobicoke. She brings gifts of prayer, discernment, fasting and study to support the congregation's revisioning.

Paulette has served the church locally and internationally, with gifts of writing and preaching; as keynote for Presbyterian Women's gathering, gender consultant for the World Communion of Reformed Churches and member of writing team for Council of World Mission.

Tasting firsthand, sufferings that result from the Church's failure to do justice, Paulette has learned a resilience that refuses to give up on God.

As our Church re-engages conversations on full inclusion of our LGBTQI and Two-Spirit siblings, COVID19 exposes vulnerability of seniors and unmask oppression of anti-black racism in our midst.

For such a time as this, Paulette brings passionate leadership to support the Church's response to God's call to just relationships and reconciliation within its diverse body, as it hammers out new ways of being the church in these times of change .

Moved: Sue Senior, Elder

Seconded: The Rev. John Borthwick

**g. Creation of an Intentional Christian Community at Crieff Retreat Centre:**

**Recommendation #9:**

That the Presbytery of Waterloo-Wellington endorses the establishment of a new Intentional Christian Community in Ruth House at the Crieff Hills Retreat Centre, which is within the bounds of the Presbytery. And the Presbytery prays for God's blessing on this new worshipping community.

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The Reverend Peter Bush, Moderator  
The Reverend Darrell Clarke, Clerk  
Waterloo-Wellington Presbytery  
October 16, 2020

Dear Friends,

Greetings from Crieff Hills Retreat Centre! I trust that you are well and coping as best you can with the pandemic, keeping everyone safe while continuing in ministry.

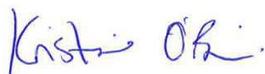
With the encouragement of Cyclical PCC we are establishing a new Intentional Christian Community in Ruth House. It is a unique worshiping community that will invite guests to live together for extended periods of 3, 6 and 12 months. Residents will meet regularly for worship, study, and service on site. Our hope is that they will then return to their home and community refreshed ready to serve with a healthy rhythm of work and rest. We expect to welcome clergy, church leaders, as well as those on sabbatical, intermission, or in a time of transition.

Because we are accountable only to the General Assembly through the Maclean Estate Committee, we do not require the permission of the presbytery to begin such a ministry. However, we value the wider community and are writing to be sure that you are aware of this work. We would be glad of your prayers and encouragement.

The clerks of General Assembly advised us that it would be wise to have a local church agree to help, and we have approached a nearby congregation. It is important that we have a session assist us with accountability as we celebrate the sacraments and keep an historic record of Communion, Baptism and marriage.

If there are ways that we can serve the presbytery or if you have any questions, please do not hesitate to contact me. We are grateful for your support.

With thanks,



Rev. Dr. Kristine O'Brien  
Director

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#### **h. Update on the Special committee on University of Guelph chaplaincy endowment. (Information only)**

##### **Recommendation of 5% to the Endowment fund:**

Moved by John Borthwick/Greg Smith that a minimum gift of 5% be directed to the Endowment Fund of the Ecumenical Campus Ministry at the University of Guelph from the proceeds of the sale of churches within the Presbytery be made whenever one of our church buildings is sold either as a result of dissolution or amalgamation.

##### **Recommendation to refer to a special committee:**

Moved by Alex MacLeod/Diane Boyd that the motion be referred to a special committee and that the moderator in consultation with the business committee appoint interested parties the committee and report back to the Presbytery. Carried.

Terms of Reference:

3. Within the parameters of the motion reflect on the following questions
  - d. Clarify that the Chaplaincy at U of G is the only one in an institution of high education within the Presbytery.
  - e. Determine if 5% is the appropriate figure.
  - f. Draft an explanation for this use of building sale proceeds that could be communicated to congregations that are selling buildings.
4. To report to the Jan. 2021 meeting of the Presbytery.

Members appointed: Rev. Diane Boyd, Convenor; Rev. Alex MacLeod, Rev. John Borthwick, George Myers, Sue Senior.

Prior to the Presbytery meeting and after the agenda was sent. The Special Committee Report was circulated.

#### **Special Committee on Motion for Funding University of Guelph Chaplaincy**

##### **Recommendation 1:**

**That the report of the Special Committee be received and considered.**

Diane Boyd/John Borthwick

##### **Motion:**

*Moved by John Borthwick/Greg Smith that a minimum gift of 5% be directed to the Endowment Fund of the Ecumenical Campus Ministry at the University of Guelph from the proceeds of the sale of churches within the Presbytery be made whenever one of our church buildings is sold either as a result of dissolution or amalgamation.*

**Terms of Reference for Committee:**

**Within the parameters of the motion reflect on the following questions**

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**1. a) Clarify that the Chaplaincy at U of G is the only one in an institution of high education within the Presbytery.**

The Ecumenical Campus Ministry (ECM) is the only official chaplaincy sponsored by The Presbyterian Church in Canada in partnership with the Anglican Church and the United Church. However, there are other Christian chaplains on the campuses within our bounds as well as many Christian groups and churches ministering to university students. These include outreach ministries by Knox Waterloo, Joonim, Doon, and Kortright.

The Presbytery of Waterloo Wellington supports ECM with \$9 000 per year.

**1. b) Determine if 5% is the appropriate figure.**

It was clarified that 5% would not be from the total sale of the building, but 5% of the distribution of asset proceeds received by Presbytery. Which would be 5% of the 40% of asset proceeds received by Presbytery.

Example:

If total sale was \$1 000 000.

Presbytery asset proceeds would be \$400 000.

5% of \$400 000 would be \$20 000.

Yes, 5% of asset proceeds is an appropriate amount.

**Conclusion:**

That there are multiple campus ministries across our Presbytery, including student ministry in our churches.

We discussed our desire as congregations to continue to minister to future generations, with ministry to university and college students as a vital part of ministry.

We also wanted to support various campus ministries as well as congregations who want to minister to students in their churches.

Based on this, it seemed best, to place these proceeds into a fund, from which, campus ministries *and* churches in our Presbytery could apply for funding. That way, ministry to students on and off campus would be supported by our Presbytery and not be limited to a single ministry. ECM and other campus ministries could apply for funding.

These funds would then be distributed by the Mission and Outreach Committee.

**1. c) Draft an explanation for this use of building sale proceeds that could be communicated to congregations that are selling buildings.**

Terms of reference for application to receive funds would be determined but the Mission and Outreach Committee.

The Mission and Outreach Committee would also also need to draft an explanation for use of building sale proceeds that could be communicated to congregations that are selling their buildings.

**Recommendation 2:**

That 5% of the distribution of asset proceeds to Presbytery from the sale of church buildings, be placed into a fund for ministry to students on and off campus.

Diane Boyd/Sue Senior

Darrell Clarke, Clerk – [clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com)

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**Recommendation 3:**

That the Mission and Outreach Committee determine the terms of reference, receive applications for funding, and distribute funds.

Diane Boyd/Alex MacLeod

**Recommendation 4:**

Report as a Whole.

Diane Boyd/George Myers

Committee: Sue Senior, Alex MacLeod, Diane Boyd, George Myers, and John Borthwick

Respectfully submitted,  
Rev. Diane Boyd, Convenor,  
Special Committee On Motion for Funding U of G Chaplaincy

i. **Response of Presbytery re GA in 2021** - The clerk forwarded a response from the moderator.

**j. Request police checks – for information only**

The Clerk has asked all church and Presbytery staff to provide a copy of their most recent police checks and to

**Recommendation #10**

That the report as a whole.

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## **Report of the Treasurer – Appendix “B” – with additional documents attached.**

### **TREASURER’S REPORT TO WATERLOO-WELLINGTON PRESBYTERY NOVEMBER 2020**

#### **Interim Financial Report to October 30, 2020**

The general fund monthly financial reports, to October 30, 2020 and Proposed 2021 Budget and Assessments are attached. The General Fund operations are very much in line with budget, except for the savings of some non-used expenses, and there are no issues of concern. This report also shows the operations of the other funds, especially the Development fund. The Budget for 2021 is optimistic that some return to normal will happen. There is also a comparative analysis of various ways of calculating the assessments.

Please note that the Development Fund, after transfers from the Prior Undistributed General Fund to the Development Fund, as per Standing Orders Appendix ‘A’ 3.1., has a balance of \$1,562,037 prior to market value adjustments. Of this \$656,164 is the balance of the remaining commitments as designated by the the Committee of the Whole Meeting held at Gale Elmira in March 2017. Most of these commitments support congregational planning for renewal, missional church planting or next generation ministry efforts. Also there is \$659,180 loaned out to congregations, leaving some \$246,693 available in the Development Fund, of which \$100,000 has already been committed by WW Presbytery, and needs to be available for pending needs of the Presbytery.

Note also the Trust Fund has been topped up to \$20,000 with a transfer of \$11,414 from the Prior Undistributed General Funds as per Standing Orders Appendix ‘B’ 6.0, as approved by Presbytery at March 10, 2020.

#### **PCC Consolidated Fund Investment**

After a very strong positive market revaluation at the end of 2019, there was a sharp drop in the 1<sup>st</sup> quarter of 2020, because the overall Covid-19 market scare, as reflected in the Q1-2020 report from the PCC Consolidated Fund. The Q2-2020 report reflected a rebound from the 1<sup>st</sup> quarter to close to Market revaluation at December 31, 2019. 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 October 30, 2020.

Recommendation #3 Approve the proposed 2021 Budget at a combined rate of \$20.56 per Unit.

Recommendation #4 Accept the method of calculating the Assessments, Rate per Unit, with no change.

Recommendation #5 Approve that 50% of Assessments be taken form the Reserve Fund.

Recommendation #6 Approve the report as a whole.

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## **Report of the Ministry Committee, - Appendix "C" - Rev. Ed Charlton**

### **Ministry Committee Report**

#### **November Presbytery Meeting**

**Motion 1:** That the Ministry Committee Report be received for consideration.

The Ministry Committee is continuing to be busy with a number of different tasks to serve the Presbytery. Within this report we will be looking at another Dissolution of Pastoral Ties, this time between Duffs Presbyterian Church and the Rev. Jane Swatridge. We will also be reporting on the task that the Presbytery gave us regarding Knox Palmerston. We are also bring forth a recommendation regarding our student for ministry, and following up with exit interviews.

#### **Duffs**

On August 26<sup>th</sup>, 2020 a letter was sent to the Presbytery of Waterloo-Wellington from Duffs Presbyterian Church regard financial problems and the prospect of having to dissolve the pastoral ties. Communication between the Convenor of the Ministry Committee, the Minister of Duffs, and representatives of Duffs began. A meeting between representatives of the Ministry Committee and the Minister happened followed by a joint meeting with representatives from the Session of Duffs, the Ministry Committee, Congregational Health. From these discussions, and further discussions with Rev. Swatridge, and representatives from Duffs, an examination of the financial statements provided, and discussion about possible options, it was decided to proceed with the Dissolution of the Pastoral Tie. After discussion with the Minister and the Session, the Transition Agreement that is in Appendix A was agreed upon.

Rev. Swatridge's last Sunday would be November 29<sup>th</sup>, 2020, she would then be using up the remainder of her holidays and study leave time starting on December 1 and going to February 8<sup>th</sup>, 2021. The transition period would begin February 9<sup>th</sup>, 2021 and end not earlier than June 8<sup>th</sup>, 2021 and not later than August 8<sup>th</sup>, 2021. The rest follows the standard layout of the transition agreements.

#### **Motion 2**

**That the Presbytery of Waterloo-Wellington approve the transition agreement between Duffs Presbyterian Church and Rev. Jane Swatridge.**

#### **Motion 3**

**That the Presbytery of Waterloo-Wellington dissolve the Pastoral Tie between Duffs Presbyterian Church and Rev. Jane Swatridge, effective February 9<sup>th</sup> 2021.**

#### **Motion 4**

**That the Presbytery of Waterloo-Wellington appoint an Interim Moderator for Duffs Presbyterian Church.**

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### **Motion 5**

**That the Presbytery of Waterloo-Wellington place Rev. Jane Swatridge on the Appendix to the Role effective February 9<sup>th</sup>, 2021.**

### **Motion 6**

**That the Presbytery of Waterloo-Wellington empower the Ministry Committee to hold an Exit Interview and name a Pastoral Support Person.**

### **Knox Palmerston**

The Presbytery of Waterloo-Wellington gave the Ministry Committee the task of following up with Rev. Nick Pavel on his ministry at Knox Palmerston and with a growing ministry to Romanian Canadians. On October 29<sup>th</sup> 2020 Rev. Susan Clarke and the Rev. Edward Charlton met with Rev. Nick Pavel and Mr. Henry Heidinga. The following is the report from this meeting.

#### Ministry Check in

Rev. Nick Pavel

Representatives of the Ministry Committee, Rev. Susan Clarke and Rev. Ed. Charlton met with Rev. Nick Pavel and Clerk of Session, Henry Heidinga on Thursday, October 29 at Knox Presbyterian Church in Palmerston. This meeting focused on the progress of Rev. Pavel's relationship with the congregation and its lay leadership and not on the health of the congregation in general. The Congregational Health Committee having already met with Rev. Pavel and others in that regard.

It is to be noted that a number of signification changes have happened to the congregation of Knox Palmerston in the first part of 2020. Not the least of which was the exodus of a large number of members who were unhappy with direction of Knox and who were also highly critical of Rev. Pavel's leadership and the Covid 19 Pandemic.

While not wishing to dwell on the two and half years of conflict, Rev. Pavel said that he had learned a great deal about himself and congregational leadership in a Canadian setting through that difficult period. He feels that he has modified his approach to leading Session meetings and has developed a more cooperative model of leadership. This has been aided by the Session having a unified vision for Knox Palmerston. He admits that the years of conflict had taken a toll on him and his family. The stress coming close to causing ministry burnout.

With the relative calm in the congregation and the addition of a new Romanian outreach initiative, Rev. Navel has been able to channel his energy into on-line and in-person ministries. The new positive atmosphere has allowed him to reach out to the community. This in turn has produced some growth.

It is our hope that Rev. Pavel will continue to take this time to take advantage of the mentoring that the Presbytery has provided and to continue to hone an inclusive leadership style.

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### **Student for Ministry**

On October 9<sup>th</sup> 2020, Mrs. Peggy Lennox and Rev. Edward Charlton met with Mr. Chris Clements who is our student for ministry. The meeting went quite well. It was good to get to know Mr. Clements a little bit better and to discuss some of his experiences so far and his growth. It is good to hear his strength of voice and to discuss some of his ideas and experiences with the process but also with the wider church.

### **Motion 6**

**That the Presbytery of Waterloo-Wellington recertify Mr. Clements as a student for ministry.**

### **Exit Interviews**

The Exit interviews are still a work in process. We have people assigned to do the interviews and we are still in the process of finalizing the necessary arrangements.

### **Motion 7**

**The report as a whole.**

Respectfully Submitted by

Rev. Edward Charlton

Convenor of the Ministry Committee.

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## **Congregational Health – “Appendix D” – Rev. Scott McAndless**

Congregational Health Team Report

### **Report of the Congregational Health Team**

November 10, 2020

**Recommendation #1:** That the report of the Congregational Health Team be received for consideration. Scott and Andrew Carried

**Disclaimer:** The Congregational Health Team feels it incumbent upon us to remind the Presbytery that the team is made up of members who have limited expertise on congregational life and health at this particular moment in time – limited mostly to our own experience within our own congregations. There are no knowledge or experience requirements for being on this team. The only requirements are geographic.

#### **Preventative Care (Convenor: Jane Swatridge):**

Any thoughts of a renewal of visitation practices in the presbytery have been put on the back burner, given the realities of the pandemic.

#### **Transitional Care (Convenor: Aubrey Botha)**

We are all in transitional times, it seems, but Aubrey continues to shepherd our interim moderators.

#### **Westminster St. Paul**

At our congregational health team meeting, we discussed WSP and the Interim Moderator’s reports which are very helpful. The committee agreed that the congregation is in good hands and that Peter is offering them excellent leadership at this time.

The committee is not inclined, at this time, to seek to interfere at all in the process they are in – especially to push the congregation towards some particular outcome. Rather than coming at them with some kind of visitation or agenda, we would like to be responsive to the congregation and offer the interim moderator whatever resources may be needed.

Regarding the agenda that some seem to have to see a ministry in Guelph based in the WSP facilities, our sense is that the existing congregation likely does not have the strength or vision to pull off something like that. Unless such a project comes from the congregation, we would not be inclined to support it.

Of course, if the Presbytery does decide that it is a priority to create such a ministry, that is Presbytery’s prerogative. Our feeling is that, if such a ministry were to be effective, it would be a new thing and not a project of an existing congregation. As such, it would likely fall to another committee of Presbytery.

#### **Knox Palmerston**

A committee of the congregational health team carried out a “check in” with the congregation as instructed by Presbytery on October 9. The meeting with the congregation was well attended (for a Friday afternoon) and we heard from members and adherents who are passionate in their support of the ministry of the congregation and minister. We recognized that this congregation has had a great deal of interaction with the Presbytery over the

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last several years and that a lot of that interaction has not been very pleasant, even if some of it was necessary. We took a listening approach.

It was good to see that the hostility that had previously been reported is gone now. The congregation is remarkably united around a vision for reaching the people of Palmerston and area.

They are, of course, dealing with the same challenges of the pandemic as all of our congregations are, but they are seeing some growth in numbers, their finances are holding and they foresee no financial crisis in this calendar year.

Of course, the congregation has seen one vision for their future fall through and they are still working on a full vision for what the future might look like. They asked the Presbytery to give them the time they need to more fully envision their future. The visiting team felt very much inclined to give them such time, and yet encouraged them to keep us informed about the progress they are able to make.

The congregational health team is not recommending further intervention with Knox Palmerston at this time and we eagerly await the opportunity to hear from them a deeper understanding of where God is calling them to go from here.

### **Supporting Congregational Health**

The committee discussed what resources we could make available to church in this unprecedented time. One resource is a tool called, "For Such a Time as This" (O'Reilly and Bush) that could easily be distributed to churches (attached). Another book that could be considered for use by all churches at this time is Peter Bush's book "In Dying we are born." The book is presently rather expensive through online booksellers, but the author has informed us that he could obtain for us a bulk rate of around \$20 a copy if congregations and/or ministers would like to take advantage of such an offer.

### **Interim Moderator Reports:**

Aubrey Botha has been in touch with interim moderators asking them to report specifically on three questions:

1. How viable (whatever definition we have of this) is the congregation now and in the future?
2. Where does the congregation see itself in the next 2-3 years?
3. Has there been any re-visioning in the light of the COVID19 pandemic?

Here are responses we have received:

### **Doon:**

The main thing to report on the vacancy at Doon Presbyterian Church is that they will be inducting the Rev. Megan Penfold on October 25<sup>th</sup>, 2020.

1. Doon is optimistic concerning its viability going into the future. There is the hope and expectation that a new minister will revitalize many of the programs and ministries and they plan on increasing their outreach to the nearby Conestoga College campus. They have been able to maintain financial health so far through the pandemic.
2. Doon believes they will be stable and sustainable in 2-3 years. If pandemic restrictions are lifted they are confident they can return to a healthy, vibrant ministry in the community.

Darrell Clarke, Clerk – [clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com)

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3. There has not been any discussion regarding their vision in light of the Covid19 pandemic. This will, however, be addressed by the new minister through the upcoming fall/winter.

### **Mt. Forest – Conn**

The Conn Congregation started worship on September 6th and hopefully Mt. Forest will begin on October 4th. During the closures I have printed a complete worship service each week and this has been distributed either by email or hand delivery. It has served to keep the congregations together and the elders have been very faithful in delivering them. When Conn reopened there was an excellent turnout. All safety measures were put in place and people have cooperated very well.

I will take the questions you asked to the Sessions and let you know what they say.

Personally I think Conn will be around for a long time, but they will need another congregation to support the ministry. Mt. Forest, has very faithful members but are older and tired. They have little vision. I see little change in the next two or three years other than my stepping down as interim moderator. As far as re-visioning during Covid 19 they have made a very sincere effort to keep in touch with each other and have kept up their financial support of the church.

It is a privilege for me to work with these congregations.

In Christian joy, Kees

*(A later addendum)* I met with the Session of Knox Conn Tuesday night and they agreed with the report I sent on their behalf for the Congregational Health Team. Mt. Forest has decided not to open yet and I will meet with their Session soon.

Financially both congregations are holding their own and I presently have two lay speakers sharing the worship services with me.

I am considering stepping down as Interim Moderator at the end of this year, but if the Presbytery wishes me to do so sooner please let me know, I will not be offended.

In Christian joy, Kees

### **Eden Mills:**

Eden Mills decided unanimously at their annual meeting to continue as they are for the foreseeable future. That is, I continue as Interim Moderator and we hold weekly worship services in their building with myself as the worship leader 3 of 4 Sundays each month. A supply is invited to lead once a month. The members faithfully attend and contribute, in service as members of session and the board of managers, as well as financially – giving to the upkeep of the church and ministry as well as to presbyterians sharing and PWSD. There is a sense that, as things stand now, they will be able to continue in this fashion for 5+ years.

With regard to COVID –19, all safety precautions and protocols have been put in place and everyone is following them, “religiously”. As for re-visioning ... I’m not sure what is possible in this tiny community, more than the congregation is already doing. In this strange time in our lives, ironically, it seems that a small, Darrell Clarke, Clerk – [clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com)

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struggling congregation has the advantage. We don't have to turn anyone away as our sanctuary accommodates everyone – physically distanced. They are a warm and caring community who genuinely care about ensuring the health and safety of each other, so protocols are not resented nor are they broken.

For my part, it is a somewhat new experience – ministering among a people who know they won't be a congregation forever, but who celebrate and treasure that they are for now. Their faith and caring, their joy in the Lord are truly inspiring.

Respectfully submitted, Rev. Dr. Linda J. Bell

### **Duff's Presbyterian Church**

The Congregational Health Team is closely following the work of the Ministry Committee. Assuming that their motions are approved by the Presbytery, there will likely be a need to name an interim moderator. In anticipation of this, we will plan to bring a name to the Presbytery meeting:

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**Mission and Outreach – “Appendix E” – Rev. Greg Smith**

**Report of the Mission and Outreach Committee  
to the Presbytery of Waterloo-Wellington  
November 10, 2020**

**Recommendation:**

**That the report of the Mission and Outreach Committee be received and considered.**

*Rev. Greg Smith / Rev. Scott Sinclair (throughout)*

The Mission and Outreach Committee met via the Zoom platform on October 27, 2020.

**1. Budget allocation for Two Rivers Mission**

The Committee reviewed the proposed budget for Two Rivers Mission and Rev. Glen Soderholm spoke to the current status of the mission. Two Rivers continues to move toward self-supporting ministry. They are projecting they will be on budget for this year, although there are some uncertainties as regards the impact of the pandemic.

**Recommendation:**

**That the Presbytery of Waterloo-Wellington grant to Two Rivers Mission be \$18,000.00 for the year 2021.**

**2. Request from Knox Preston for a grant from the Strategic Planning Fund**

The Committee considered a request for a \$3000 grant from the Strategic Planning Fund from Knox Preston. The plan will involve a mission assessment study and further steps toward implementing a strategic plan for renewal.

**Recommendation:**

**That the Presbytery of Waterloo-Wellington approve a grant of up to \$3,000.00 to Knox Presbyterian Church, Preston from the Strategic Planning Fund to engage consultants and begin a three step planning process over the next several months.**

**3. The Mission and Outreach Committee is seeking a Convener for 2021.**

**Recommendation: Report as a whole**

Respectfully submitted,  
Rev. Greg Smith, Convener  
Mission and Outreach Committee  
Presbytery of Waterloo-Wellington

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## **Finance and Property – “Appendix F” – Gib McIlwrath**

### **FINANCE AND PROPERTY REPORT NOVEMBER 10, 2020**

Finance and Property Committee met November 02, 2020. We discussed the Guidelines and Criteria, as set up in June 2020 and agreed to recommend them as part of the Finance and Property Committee Procedures as follows:

#### **F & P Loan Application and Review Criteria Guidelines**

##### **Loan Application Guideline:**

In Requesting a loan from Presbytery of Waterloo-Wellington, each congregation **\*must attach\*** the following documents:

- 1/ A loan request letter including total project costs and amount requested. This includes extract of Session minutes and (if appropriate) congregation meeting minutes approving the project.
- 2/ Financial Statements for the past two years: This includes an Income Statement and Statement of Financial Position, including all accounts identifying restricted or reserve funds.
- 3/ Current year's YTD to the month end before the application date, financial statements, including Income, Expenses and Current financial position (Assets and Liabilities)
- 4/ Projection of Current and Long-Range Financial needs at least through the payback period of the loan.
- 5/ A written report, outlining projected Goals and Vision of the congregation, and showing how the purpose of the request relates to the goal(s).
- 6/ Building related applications will include drawings or sketches with an explanation of changes.
- 7/ Have any other grant or loans been received or applied for or being planned to apply for?

##### **The Review Evaluation Criteria:**

- 1/ Does the current need seem realistic in terms of current givings
- 2/ Do the Long-range needs seem realistic in terms of the overall financial reality of past years
- 3/ Do the projected goals and vision of the congregation warrant an investment of any magnitude
- 4/ Do the current assets of the Presbytery allow for the requested amounts in the big picture and in view of requests from other congregations. Only those requests that the committee is aware of can be taken into account.
- 5/ Do amounts requested fall under specific budgets set by Presbytery. The Standing Orders for specific funds do not for the most part restrict application amounts but use of the fund will be restricted to the stated uses. Any loans not used for the specific use applied for, must be repaid within twelve months of being issued.
- 6/ Does the congregation have unused funds of its own. The Finance and Property Committee will only consider approving loans to congregations to cover Cash Flow issues when they have used their funds, or borrowed from them or against them if possible.

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**Definition from PCC:** Designated gifts must be accounted from gifts given to the congregation for its general purposes such as money dropped on the plate on Sunday morning. Restricted funds must be used for the purposes specified, or else the donor (or the executor or an heir of a deceased donor) can take you to court, and claim the condition under which the gift or bequest was given, was not complied with, even years later. An example of a restricted fund is a gift of \$15,000 that is to be used toward the purchase of an organ. Documentation for this restriction must be maintained in the congregation's records. Even if the target amount for the organ is not reached the funds cannot be used for other purposes.

### Waterloo wellington Presbyter Loan Application Check List

Congregation name \_\_\_\_\_ Application Date \_\_\_\_\_

- 1 \_\_\_\_\_ A loan request letter, including:
  - \_\_\_\_\_ Total project costs and amount requested.
  - \_\_\_\_\_ Extract of Session minutes and (if appropriate) congregation meeting minutes approving the project.
- 2 \_\_\_\_\_ Financial Statements for the past two years
  - \_\_\_\_\_ Income Statement
  - \_\_\_\_\_ Statement of Financial Position
  - \_\_\_\_\_ including all accounts identifying restricted or reserve funds. See definition
- 3 \_\_\_\_\_ Current year's YTD to the month end before the application date
  - \_\_\_\_\_ financial statements
  - including Income, Expenses and Current financial position (Assets and Liabilities)
- 4 \_\_\_\_\_ Projection of Current and Long-Range Financial needs at least through the payback period of the loan.
- 5 \_\_\_\_\_ A written report, outlining projected Goals and Vision of the congregation.
  - \_\_\_\_\_ Include how the purpose of the request relates to the goal(s).
- 6 \_\_\_\_\_ Do amounts requested fall under specific budgets set by Presbytery? Provide the fund name and standing order reference.
  - \_\_\_\_\_ If not under a specific fund explain why Presbytery should fund the request.
- 7 \_\_\_\_\_ Building related applications will include:
  - \_\_\_\_\_ drawing or sketches
  - \_\_\_\_\_ an explanation of proposed changes.
- 8 \_\_\_\_\_ A List all other all other loans / grants or funding applied for or proposed sources for other funds.

We discussed the letter from Knox Waterloo re extending their loan. No payment had been received in 10 years. Their letter proposed the following: "Proposed Repayment Schedule Annual payments to be made each December until the balance of \$25,901 is retired as follows: • 2020 - \$1,000 • 2021 - \$1,901 • 2022 - \$5,000 • 2023 - \$5,000 • 2024 - \$5,000 • 2025 - \$5,000 • 2026 - \$3,000." WE agreed to

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approve extending their loan as per their proposed terms for six more years ending in 2026, pending receipt and satisfactory approval of their loan application and attachments.

We discussed letters from Knox, Preston, requesting forgiveness of their loan or suspend it for two years. It was agreed to deny the request to forgive their loan. However it was agreed to allow Knox, Preston, to suspend further repayments on their outstanding loan of \$26,900 for two years on the condition that terms of repayment would be assessed in two years or sooner if the Renewal Plan does not move forward.

It was reported that Knox, Palmerston, and Westminster-St. Paul's were in various discussions and would need no further funds until the new year.

We discussed the Transition amount for Westminster-St. Paul's per Minutes of September 8, 2020, Page #6104. WE agreed to recommend to loan funds to Westminster-St. Paul's to cover up to 100% of the required Transition Allowance and remuneration package for the dissolution of pastoral ties with Rev. Wubbenhorst from January 1, 2021 to November 30, 2021.

approve extending their loan as per their proposed terms for six more years ending in 2026, pending receipt and satisfactory approval of their loan application and attachments.

We discussed an appointment to the Task Force on Environmental Footprint. We agreed that Vern Platt be the representative for Finance and Property to the Task Force on Environmental Footprint.

Submitted by George Myers, Treasurer

November 02, 2020

**RECOMMENDATIONS:**

1/That the report be accepted for consideration

2/ That the Guidelines and Criteria, as in the above report, be approved as part of the Finance and Property Committee Procedures.

3/ That presbytery approve extending the Knox Waterloo loan as per their proposed terms for six more years ending in 2026, pending receipt and satisfactory approval of their loan application and attachments.

4/ That presbytery agree to loan funds to Westminster St. Paul's to cover up to 100% of the required Transition Allowance and remuneration package for the dissolution of pastoral ties with Rev. Wubbenhorst from January 1, 2021 to November 30, 2021.

5/ That the report be approved in whole.

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**Other Business:**

**Notice of Motions (New): Peter Bush**

At a future regular meeting of the Presbytery, I will move or cause to be moved that the following financial information accompany a to Minister within the Presbytery of Waterloo-Wellington:

Financial Information to accompany a call:

The Presbytery of Waterloo-Wellington in its on-going responsibility as the employer of all inducted or recognized professional church workers will add the following questions as part of the process leading to the sustaining of a call or presbytery appointment.

Allowing a call to a financially unstable context is potentially risky and one that the presbytery needs to consider carefully and ensure that the person being called knows of the risks.

Based on the experience of Presbyterian congregations across the country a general rule of thumb is: Congregations/pastoral charges can not afford the cost of a minister once the total cost of the minister surpasses 70% of the total income received by the congregation/pastoral charge.

Total cost of a minister includes stipend, housing, utilities, Health and Dental Premiums, EI, CPP, Congregational Pension contribution, Study Leave, other expenses directly related to the minister (additional travel allowance, book allowance, etc.).

Please answer the following questions:

In the call the congregation stated a figure as its annual income. What is that figure? Please explain how that figure was arrived at.

What is the average cost of buying a 3-bedroom house in the neighbourhood of the church? Using the figure of a 20% down payment, what would the annual cost (principle plus interest) be for a 30-year mortgage for such a house? What would the average utility bill be for a year on such a house? Does the amount being provided for House Allowance reflect these calculations? If not, why not?

What was the total income received by the congregation/pastoral charge in each of the last three calendar years?

In each of the last three calendar years, what payments, if any, did the congregation make to manage debt (that includes but not limited to mortgages, lines of credit, loans)?

In each of the last three calendar years, what funds, if any, were taken from savings/reserves to pay for operational costs or staff remuneration?

In each of the last three calendar years, what income was received from outside groups – rentals, donations in lieu of rent, payment by a third party to the congregation for minister's time, etc.?

What will be the total cost to the congregation of having the minister – please include stipend, housing, utilities, Health and Dental Premiums, EI, CPP, Congregational Pension contribution, Study Leave, other expenses directly related to the minister (additional travel allowance, book allowance, etc.).

Regular Meeting of the Presbytery of Waterloo-Wellington, Nov. 10, 2020

Zoom Meeting, 7pm

**Other Business: Notices of Motion**

**The following notices remain on the table:**

1. Moved by Herb Gale/Linda Ashfield that the moderator of Presbytery in consultation with the Congregational Affairs Committee (aka, Congregational Health Team) appoint an Advisory Team (composed of the Interim Moderator of WSP, representatives from within the Presbytery and interested members and friends of WSP) to explore possible options for WSP's future as a congregation and/or to explore ways to use WSP's strategic site for ministry and mission initiatives in the growing community of northeast Guelph, and to report back to Presbytery, no later than November 2021 with any recommendations the Advisory Team may have.

Discussion followed. Moved by Brooke Ashfield/Sue Senior that current recommendation be tabled. Carried

**Notice of Motion – Rev. John Borthwick (emergent meeting, June 10)**

That Presbytery pay the full amount (100%) of the transition allowance and remuneration package for Rev. Wubbenhorst after the dissolution of the pastoral tie between the minister and congregation. The motion was tabled.

**Sale of Westminster-St. Paul's Presbyterian Church.**

That Westminster-St. Paul's Presbyterian Church, Guelph be permitted to ask for, receive, and review offers towards the purchase of the building. It being clearly understood that no sale would be completed until the Presbytery approves a sale. Moved by Peter Bush/Ed Charlton that this be tabled. Carried.