

Presbytery of Waterloo-Wellington Emergent Meeting  
Friday, September 4, 10AM, Zoom Meeting

The Presbytery of Waterloo-Wellington met in emergent session via Zoom meeting link, on Friday, Sept. 4 at 10 AM.

The meeting opened with prayer and the Moderator elect, Rev. Peter Bush, constituted the Presbytery

**Regrets:**

**Ministers:** Rev. Mark Richardson, Rev. Aubrey Botha, Rev. Johan Olivier, Rev. Kathy Morden, Rev. Linda Ashfield, , Rev. Glen Soderholm Reg Greg Smith,

**Rep. Elders:** Pauline Hall, Bonnie Street, David Mallet, Ross Rowat

**Appendix:** Rev. Linda Bell, Rev. Wendy Paterson

**Attendance:**

**Ministers:** Rev. Mark Gaskin, Rev. John Borthwick, Rev. Frank Szatmari, Rev. Hugh Donnelly, Rev. Herb Gale, Rev. Scott Sinclair, Rev. Kristine O'Brien, Rev. Peter Bush, Rev. Diane Boyd, Rev. Susan Clarke, Rev. Alex MacLeod, Rev. Scott McAndless

**Representative Elders:** Andrew Foster, Janet DeGroot, Gib McIlwraith, Janet MacDowell, George Forsyth, Sue Senior, Vern Platt

**Alt. Representative Elders:** Peter DeVries

**Appendix:** Rev. Darrell Clarke, Rev. Wendy Paterson,

**WMS:** Jean Godin

**Treasurer:** George Myers

**Guests from Knox, Waterloo:** Deb Schlichter, Lawrie Carter

**Guests from Doon, Kitchener:** Todd Cowan, Catherine MacDonald, Louise Stevenson, Kingsley Daniel

The moderator extended a welcome to the presbytery and asked if there were any introductions. Rev. John Borthwick introduced the guests from Knox, Waterloo and Rev. Scott Sinclair introduced the guests from Doon, Kitchener.

Moved by Scott Sinclair/John Borthwick that the guests of the Presbytery invited to Sit and Correspond.  
Carried.

The moderator stated that the Call to Rev. Courtney Crawford, of the Presbytery of London, to the pastoral of charge of Associate Minister, Knox Presbyterian Church, Waterloo, and the Call to Rev. Megan Penfold, of the Presbytery of Grey-Bruce, to the pastoral of charge of Minister, Doon Presbyterian Church, Kitchener; were the reasons for the calling of this emergent agenda.

**The Rev. Darrell Clarke presented the report of the Business Committee 'Appendix A'**

Moved by Peter Bush/Susan Clarke that the report of the Business Committee be received and considered.  
Carried

**Call to Knox Presbyterian Church, Waterloo**

Moved by Sue Senior/Janet MacDowell that the call to the Rev. Courtney Crawford be received and considered.

**The Clerk of Presbytery, Rev Darrell Clarke, presented the Call and Guarantee of Stipend to the Rev. Courtney Crawford, shown below, to the Presbytery and found it to be in order.**

We, the professing members of Knox Presbyterian Church, Waterloo, 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  
Darrell Clarke, Clerk – [clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com)

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has led us to you, earnestly and solemnly call you, The Rev. Courtney Crawford, to become the associate 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. Courtney Crawford, may be free to devote yourself to ministry of Word and Sacraments among us, we the congregation of Knox Presbyterian Church, Waterloo hereby guarantee to the Presbytery of Waterloo-Wellington, of The Presbyterian Church in Canada, that out of our estimated annual revenue of nine hundred and thirteen thousand six hundred and forty eight dollars we promise and obligate ourselves to provide you, as a first charge thereon, the following annually:

Annual Salary inclusive of housing allowance and utilities and travel                      \$ 80,164.00

We agree to make payments of the above salary bi-monthly, 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 two weeks for continuing education annually and \$1,600 per year for continuing education expenses.
2. That the benefits of number 1 above shall be cumulative up to five years.
3. To provide six (6) 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.
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 the costs related to providing our minister a mobile phone.
9. All professional church workers are encouraged that after five (5) years of service in the denomination, to take an inter-mission (as detailed in the A&P 1992, pp. 383-384) and to expect the same after every five (5) years of service are completed. All inter-mission proposals are to be approved by the Presbytery.

**The Rev. John Borthwick, Interim Moderator, present the Reasons for Translation and Narration of the Call to Rev. Crawford, the Presbytery.**

The Presbytery will recall my previous involvement with Knox Waterloo in their search for their Lead Minister. It gives me great pleasure to stand before you again as we bring to conclusion yet another piece of their Transition Plan. Upon being advised that the Congregational Health Team had approved my appointment effective February 1st, 2020, I once again hit the ground running – actually attempting to catch up to these keen congregational leaders.

The Court is reminded that in November 2018 the Presbytery received and accepted the intention of The Revs. Brooke and Linda Ashfield to retire as well as approving the Transition Plan of Knox Waterloo as presented at that time. The agreed upon model of a staged, strategic overlap transition would see a new Lead Minister called to Knox who would then serve alongside the Ashfields for a period of up to one year. This model has proceeded well, and the congregation and its leadership report a very healthy and effective leadership transition has and continues to take place. The Ashfields have now officially retired leaving The Rev. Hugh

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Donnelly to serve solo for a brief season (although well supported by Knox Waterloo's various Ministers in Association).

Today, we come to one of the final pieces in the Transition Plan, the calling of an Associate Minister who will complement Rev. Donnelly's gifts and passions as well as bring energy and vitality to Knox's various ministries and missions. In January of this year, a search committee was selected from the pool of individuals who had applied to serve for the search for the Lead Minister previously. A team of six dedicated Knox members representing diverse ages and experiences was selected and very skillfully chaired by one of the co-chairs from the previous search team, Lawrie Carter.

The opportunity for an Associate Minister was posted on The Presbyterian Church in Canada website on March 2nd. Our first ministerial profiles were received within that first week of March. Then COVID-19 happened. Our original closing date was early April. This was extended to May 8. Over the span of the Search, we received twelve (12) expressions of interest.

As we adapted to COVID, the Search Team decided to have initial conversations with two candidates whom we had short listed prior to the revised deadline. On two occasions in April, the Search Team met with two different candidates via ZOOM for an initial interview. Further applications were received until May 8. A subsequent Search Team meeting determined that we were happy with our original short-listed candidates and that we would invite them to a second interview.

Our Second-Round COVID Adapted process included checking references and inviting candidates to an in-person interview at the home of one of our Search Team. All protocols were followed including providing an online option for one of our Team. We also made sure that our candidates were comfortable with meeting in-person. The Rev. Hugh Donnelly was a part of our regular meetings and our interviews.

On July 1st, the Search Team met to make their final decision on the shortlisted candidates. Through a process of discernment, it became clear that The Rev. Courtney Crawford would be the Search Team's unanimous recommendation to the Session.

At a Special Meeting of the Session held on July 14, the Session received the report of the Search Team and their recommendation that The Rev. Courtney Crawford be invited to Preach for the Call as the New Associate Minister of Knox Waterloo. The Session unanimously approved this recommendation.

Over the week of August 10th, The Rev. Courtney Crawford was invited to participate in the Preaching for the Call Week both virtually and in-person. She had a virtual meeting with the Staff Team. On the Friday, Courtney met informally with the Session via ZOOM. Saturday was a kind of VIRTUAL Open House where members of the congregation could meet Courtney and hear her respond to questions. The feedback from those who met Courtney throughout the week albeit virtually was very positive. On Sunday August 16th, The Rev. Courtney Crawford led worship and preached at Knox Waterloo in-person and virtually through their livestream and radio broadcast. Members of the Session and Search Team were present to give Courtney an audience of supporters. Later that week (due to a technical difficulty on Sunday afternoon), a duly called Congregational meeting was called to order and moderated by myself via ZOOM on Wednesday August 19, 2020 at 7PM. Questions and comments were received as participants unmuted themselves and wrote messages in ZOOM's chat feature. There were 116 "rectangles" on the ZOOM call including three who called in. This translated to 177 persons in attendance. When it came time to vote for the call, we did so in a three fold way: First, we used ZOOM's Polling feature to allow all "rectangles" one vote resulting in 97% support for the call; Secondly, we invited all those in attendance (except those who joined by phone) to write the full names of all in their household (present for this meeting) and indicate their vote in the chat addressed exclusively to the HOST to

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maintain some anonymity. The result of this vote was 98.3% in favour of the call. And finally, we invited those who had joined by phone to unmute themselves, if they wished, stating their name, and indicating their vote. All three phone participants voted in support of the Call.

Due to COVID, members and adherents of Knox Waterloo were encouraged to contact their elder as soon as possible to subscribe their name to the Call Documents. Out of 459 professing members, 310 subscribed their names to the Call representing a percentage of 68%. 105 adherents also had their names subscribed to the Call. We are assuming due to COVID and Summer holidays that a significant number of members were unable to be reached despite elders' attempts to contact them. Of those who were able to be contacted, the elders were asked to get feedback from those who did not wish to sign the Call. The elders received feedback from 23 members who chose not to have their names subscribed to the Call, only four indicated that they would not be supporting it. The remainder felt that they didn't have enough information or were not comfortable participating in the process due to the challenges that COVID presented such as in-person worship and face to face meeting of the candidate.

It gives me great pleasure to now present the Call to The Rev. Courtney Crawford to the Presbytery of Waterloo Wellington. The future is secure at Knox Waterloo as their Staff Team takes shape and begins their ministry together. May God continue to give strength and vitality to this congregation and their leadership.

Moved by Peter DeVries/Frank Szatmari that the action of the Interim Moderator be approved.

**The Rev. Darrell Clarke, Clerk of Presbytery reviewed the Attestation of Support for the Call to Rev. Courtney Crawford, and found it to be in order.**

Out of 459 professing members, 310 subscribed their names to the Call representing a percentage of 68%. 105 adherents also had their names subscribed to the Call.

Representatives from Knox Presbyterian Church, Waterloo, the congregation to which Rev. Courtney Crawford is being called, were invited to speak in support of the call. Lawrie Carter, chair of the search committee, spoke to the Presbytery.

It was moved by Sue Senior/Herb Gale that the call to the Rev. Courtney Crawford be sustained as a gospel call and forwarded to the Presbytery of London and that the Rev. John Borthwick with members of the Session of Knox, Waterloo travel and present this call to the Presbytery at the September 8<sup>th</sup>, meeting established to receive this matter. Carried.

It was moved by Herb Gale/Andrew Foster that the Rev. John Borthwick, Interim Moderator, serve as a mentor to the Rev. Courtney Crawford, for a period of one year from her induction. Carried

Moved by Scott Sinclair/Janet MacDowell that the Interim Moderator, Rev. John Borthwick, be dismissed as interim moderator, with the thanks of the Presbytery. Carried

Moved by Vern Platt/Scott Sinclair that the setting of a date for the induction of the Rev. Courtney Crawford, and planning for that service, be left in the hands of the Moderator of Presbytery, the Clerk of Presbytery and the Interim Moderator of Knox, Waterloo; and that the Rev. Diane Boyd be invited to preach at that induction.

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**Call to Doon Presbyterian Church, Kitchener**

Moved by Scott Sinclair/Susan Clarke that the Call to the Rev. Megan Penfold be received and considered.  
Carried

**The Clerk of Presbytery, Rev Darrell Clarke, presented the Call and Guarantee of Stipend to the Rev. Megan Penfold, shown below, to the Presbytery and found it to be in order.**

We, the professing members of Doon Presbyterian Church, Kitchener, 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. Megan Penfold, to become the minister of this Doon Presbyterian Church 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. Megan Penfold, may be free to devote yourself to ministry of Word and Sacraments among us, we the congregation of Doon Presbyterian Church, Kitchener hereby guarantee to the Presbytery of Waterloo-Wellington, of The Presbyterian Church in Canada, that out of our estimated annual revenue of \$118,900.00 {One Hundred and Eighteen Thousand, Nine Hundred Dollars} we promise and obligate ourselves to provide you, as a first charge thereon, the following annually:

Annual Stipend (inclusive of travel allowance)	\$ 46,786.00
Housing/Rental allowance (inclusive of utilities)	\$ 23,047.00
Total	\$ 69,833.00

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

We agree further

1. To provide two weeks for continuing education annually and at least the minimum allowance as set by the General Assembly (currently \$600 annually).
2. That the benefits of number 1 above shall be cumulative up to five years.
3. To provide five weeks holiday annually, which shall be used in the year they are given.
4. To provide a book allowance of \$300.00 annually
5. To pay supply during the periods of continuing education and holidays.
6. To promote the practice of inter-mission, a self-funded 10-week furlough to be taken every five years for the purposes of spiritual renewal, engagement in mission, or other salutary endeavour, subject to approval by the Presbytery.
7. 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.
8. 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.
9. To enroll in the denomination's Group Insurance Plan and to offset the mandatory deduction of this premium from the minister's stipend by topping up the stipend to cover what the plan member must pay.
10. To pay any necessary moving expenses.

**The Rev. Scott Sinclair, Interim Moderator, present the Reasons for Translation and Narration of the Call, to the Rev. Penfold, to the Presbytery.**

1) In May, 2019 The Rev. Darrell Clarke announced his decision to resign from the pastoral charge of Doon Presbyterian Church, Kitchener. The Presbytery of Waterloo-Wellington appointed the Rev. Scott Sinclair as interim moderator to commence June 1st, 2019. Rev. Sinclair attended worship at Doon Presbyterian on May 12th and moderated a meeting of the Session on May 21st, 2019 with the permission of Rev. Clarke. On Sunday, June 2nd, 2019 the Rev. Bill Vanderstelt officiated the sacrament of holy communion and read the

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 intimation declaring the charge vacant.

2) On May 30th, 2019 Revs. Susan Clarke and Scott Sinclair met with Rev. Darrell Clarke at Gale Presbyterian Church, Elmira, for the purposes of an exit interview.

3) The Session of Doon Presbyterian Church, Kitchener has met monthly with Rev. Sinclair as interim moderator through all of 2019 and up to the present. Sunday morning worship services were conducted by a variety of supply ministers until the pandemic closures. During the pandemic closures Rev. Sinclair recorded occasional services in the Doon sanctuary. They were broadcast on YouTube. Music leadership was coordinated by Ms. Jojo Worthington until her resignation in October 2019. Ms. Bev Wiens assumed music leadership from that time up until June 2020.

4) Over the summer of 2019 the clerk of session, Ms. Catherine MacDonald supervised the revision of the roll of members and adherents. The roll was distributed amongst the active elders for pastoral support and communications.

5) In December 2019 the Board of Managers was reinstated and voted into their position at the Annual Congregational Meeting of February 2nd, 2020.

6) In December 2019 a search committee with Mr. Todd Cowan, convener, was approved by the Session. Through the winter of 2020 the search committee conducted a survey to get a sense of the hopes and vision of the congregation for their future. From this information a congregational profile was drafted and approved by the session in March, 2020.

7) The global pandemic put much of the process on hold. The congregational profile was sent to Ministry and Church Vocations of the Presbyterian Church in Canada and the vacancy was posted on the national website in early April, 2020. From this posting the interim moderator received over 20 applications. Ministry and Church Vocations forwarded 13 profiles of potential candidates for consideration.

8) The list of submissions was condensed to 5 likely candidates. Online videos and websites were considered. Three candidates were invited for an interview in July. The interviews included preaching a sermon to the search committee. References on all three candidates were contacted. At a meeting of the search committee on July 21st it was unanimously decided to recommend to session that the call be offered to Rev. Megan Penfold.

9) At an emergent meeting of Session on August 4th, 2020 the report and recommendation of the search committee was considered and it was unanimously agreed to present Megan Penfold to the congregation as the sole candidate for the call to minister of word and sacraments.

10) On August 22nd a meet-and-greet event was held on the church lawn. Approximately 35 people attended and visited with Rev. Penfold. Rev. Penfold led worship in the sanctuary on August 23rd. Approximately 40 attended this worship in the sanctuary and fellowship hall. Another 10 people attended remotely using Zoom software. This service was recorded and broadcast on YouTube to be available to congregational members unable to attend. Arrangements included procedures to ensure physical distancing between participants.

11) Following worship Rev. Sinclair conducted a congregational meeting with those present in the building and others joining online. Approximately 50 people were in attendance. In order to minimize movement and touching of common surfaces all people participating were asked to visually express their concurrence or non-concurrence. Elders recorded the concurrences and signed on their behalf. Over the next two days elders continued to contact members and adherents and recorded their concurrence.

12) What follows are some comments of members of the search committee:  
 Based on the priorities, needs and aspirations identified by the congregation of Doon Presbyterian Church in

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our Congregational Profile, I am confident that Megan Penfold will be the candidate most suited to guide us in the coming years. I fully endorse her as our preferred choice.

An incredibly warm, approachable, inviting personality. And a strong interest in music, to boot.

I felt that Megan was a very warm and sincere person who has a deep faith. I sensed that she would easily connect with the members of our church family! Our unanimous endorsement of her brought confirmation of her calling to Doon.

Megan's sincere and loving personality was evident in her entire interview time with us. She will help Doon grow to our next exciting chapter.

11) The call has subsequently been subscribed by 107 out of a possible 129 professing members of Doon Presbyterian Church, Kitchener. This represents 83% support. A further 51 adherents of the congregation have signed their concurrence to the call. By their own persuasion and by the movement of the Lord through the due processes of the Church, the search committee, session and congregation of Doon Presbyterian Church, Kitchener believe this to be a call from God upon the life of the Rev. Megan Penfold. They ask the Presbytery of Waterloo-Wellington to duly examine it and to sustain it as a regular gospel call, and forward it to the Presbytery of Grey-Bruce-Maitland for their consideration.

Sue Senior/George Forsyth moved that the action of the Interim Moderator be approved. Carried.

**The Rev. Darrell Clarke, Clerk of Presbytery reviewed the Attestation of Support for the Call to Rev. Megan Penfold, and found it to be in order.**

I hereby certify that in pursuance of appointment of the Presbytery of Waterloo-Wellington, this call has been moderated in, and that out of a total number of 129 professing members, 107 have subscribed to same. Rev. Scott Sinclair. I hereby certify that 51 adherents of the Doon Presbyterian, Kitchener, have requested that an elder sign on their behalf the concurrence to the call in favour of The Rev. Megan Penfold. Rev. Scott Sinclair

Representatives from Doon Presbyterian Church, Kitchener, the congregation to which Rev. Megan Penfold is being called, were invited to speak in support of the call. Todd Cowan, convenor of the search committee, spoke on behalf of the congregation.

Moved by Scott Sinclair/Hugh Donnelly that the call to the Rev. Megan Penfold be sustained as a gospel call and forwarded to the Presbytery of Grey-Bruce-Maitland and that the Rev. Scott Sinclair with members of the Session of Doon travel and represent this call to the Presbytery at the meeting established to receive this matter. Carried

Moved by Sue Senior/Susan Clarke that the Rev. Scott Sinclair serve as mentor for a period of one year from the date of induction, to the Rev. Megan Penfold. Carried

Moved by Peter Bush/Susan Clarke that the Interim Moderator, Rev. Scott Sinclair, be dismissed as interim moderator, with the thanks of the Presbytery. Carried

It was moved and duly seconded that the setting of a date for the induction of the Rev. Megan Penfold, and planning for that service, be left in the hands of the Moderator of Presbytery, the Clerk of Presbytery and the Interim Moderator of Doon, and that the Rev. Courtney Crawford be invited to preach at that induction.

As the business of the Presbytery was completed, John Borthwick/Susan Clarke moved that the meeting adjourn. Carried

Next Regular Meeting of Presbytery will be held on September 8 at 7pm, via Zoom Meeting.

The acting moderator, Rev. Peter Bush, closed the meeting with prayer.

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