

Regular Meeting of the Presbytery of Waterloo-Wellington  
 Knox Presbyterian Church, Waterloo, Ontario  
 January 8, 2019

The Presbytery of Waterloo-Wellington met for its regular meeting at Knox Presbyterian Church, Waterloo, on Tuesday, January 8<sup>th</sup>, 2019.

Worship was led by the Rev. Linda Ashfield with music provided by the Knox Waterloo Praise Band

Constitution of the Court: Mr. Gibson McIlwraith, Moderator, constituted the Presbytery with Prayer. The moderator extended thanks to the congregation of Knox, Waterloo for hosting the Presbytery. The moderator welcomed all guests in attendance asking for them to be introduced to the court.

#### **ATTENDANCE:**

**Ministers:** Rev. Brooke Ashfield, Rev. Linda Ashfield, Rev. John Borthwick, Rev. Darrell Clarke, Rev. Susan Clarke, Rev. Mark Gaskin, Rev. Alex. MacLeod, Rev. Scott McAndless, Rev. Kathy Morden, Rev. Johan Olivier, Rev. Nick Pavel, Rev. Mark Richardson, Rev. Scott, Sinclair, Rev. Jane Swatridge, Rev. Frank Szatmari, Rev. Karla Wubbenhorst, Rev. Michelle Yoon

**Representative Elders:** Lenore Arbuckle, Barb Bonner, Carolyn Boyne, Bill Cassels, Janet DeGroot, Les Ferrier, George Forsyth, Andrew Foster, Pauline Hall, Henry Heidinga, Marion Hunter, Margaret Johnston, Frank Kivell, Werner Kuemmling, Daewon Lee, Walter MacNeil, Janet MacDowell, Gibson McIlwraith, Ross Rowat, Vern Platt,

**Alternative Rep Elders:** Catherine Hertel, Erik Krabbes, Alistair McIlwraith, Bonnie Street (for Grant Scott, Calvin), Gaston St. Louis, Tanya Wright

**Appendix:** Rev. Dr. Herb Gale, Rev. George Robertson

**Treasurer:** Allan Stewart

**WMS:** Jean Godin

#### **REGRETS:**

**Ministers:** Rev. Greg Smith, Rev. Glen Soderholm, Rev. Aubrey Botha, Rev. Bill Bynum,

**Representative Elders:** Joanne Baxter, Les Ferrier, Lydia Maitland, Jim Zaryski, Peggy Lennox,

**Appendix:** Rev. Linda Bell, Rev Walter McLean,

#### **Guests:**

John Borthwick introduced several guests from Knox Waterloo who were in attendance.

Henry Heidinga introduced members of the Session of Knox Palmerston: Betty Lambier, Glen Cober, Lucille Seiler; Assessor elders: **Doug Dan, Liz Samis**

Karla Wubbenhorst introduced Barb Bonner, the new representative elder for Rockwood-Eden Mills

Alex MacLeod introduced Tanya Wright, alternate representative elder, Kortright, Ontario

**It was moved by Ed Charlton and duly seconded that all guests be invited to sit and correspond. Carried.**

**Moved by Ed Charlton/Brooke Ashfield that the Proposed Agenda be adopted as presented.**

**Moved by John Borthwick/Margaret Johnston that the agenda be amended to allow the first item of the Congregational Affairs report to be considered immediately after the stated hour. Carried**

**Amended Motion carried.**

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**Moved by Ed Charlton and duly seconded that the minutes of the regular meeting of the Presbytery of November 13, 2018 be approved. Carried**

**Notice of Motion:** Scott Sinclair - I will move or cause to be moved that Presbytery reconsider the motion at Nov. 13, 2018 page 5796, regarding the selection of a convenor for the reference group to act as point person to the FDF; that the words "and this be a position without remuneration" be removed.

**STATED HOUR:** At the Stated Hour of 7:45 PM the court received a presentation of the Rainbow Communion

**Moved by Ed Charlton/John Borthwick that Sue Senior be invited to address the court on behalf of the Rainbow Communion. Carried**

Sue Senior provided an overview of the important work of the rainbow communion and invited all congregations to participate. She shared with the Presbytery the sense of urgency as the deadline was June 15, 2019. Questions were received from the Presbytery. The moderator thanked Sue for the presentation and the work of the Rainbow Communion.

#### **Report of the Congregational Affairs Committee Recommendation 1:**

Knox Waterloo: At the November 13th meeting of Presbytery, Presbytery noted our committees' intimation of the Rev. Brooke and Linda Ashfield's intent to retire from the ministry at Knox Waterloo and approved the appointment of the Rev. John Borthwick as interim moderator. Our report contained no specific mention of a retirement date, and here is why: Knox Waterloo would like to proceed to a search for its next minister using a "staged, strategic overlap transition model." According to the thinking and research the congregation and session have done, Knox Waterloo perceives this way of "passing the mantle" of leadership to a mentored successor, as holding many advantages and affinities with who they are as a congregation with a definite sense of identity. Within our committee an interesting discussion ensued, with some members expressing a familiarity with this model from other ecclesial contexts they have known and a sense that it was appropriately organic and biblical, while others wondered about how it could preserve the values enshrined in our more typical practice of ministerial transition in the PCC, namely the virtue of "monogamy" in centring the congregation's affections upon one covenant partner/called minister at a time, and the virtue of a true and open search in which all parties relinquish control and hold themselves open to being "surprised by God," as opposed to a search result which is more "inbred."

The committee notes that there is nothing explicit in the Book of Forms or in the handbook, *Calling a Minister*, which would preclude the use of such a model, and in fact we are interested in seeing what Knox Waterloo's experience with it will be. Therefore, the committee recommends:

**Moved by Johan Olivier/ John Borthwick that the Presbytery endorse the intention of Knox Waterloo to seek a minister according to the transition model outlined in the report of the Interim Moderator contained in this report. Carried**

**STATED HOUR 8:00 PM** Congregational Affairs Report (Portion-In Camera) and adoption of minutes of November 26<sup>th</sup>, 2018 Emergent meeting.

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**Moved by Johan Olivier/Karla Wubbenhorst that the court move in camera to consider a portion of the C.A Committee Report. Carried**

The court moved in camera

**Moved by Nick Pavel/Henry Heidinga that the minutes of the emergent meeting of the Presbytery held on November 26, 2018 be adopted as presented. Carried**

**Moved by Janet DeGroot/Henry Heidinga that the elders of the Session of Knox, Palmerston, be invited to sit and correspond. Carried.**

**Moved by Johan Olivier/Karla Wubbenhorst that the report on Knox Palmerston be received and considered. Carried.**

Rev. Wubbenhorst read the report which included the various stages of the investigation including the recommendation from the emergent meeting November 26, 2018.

**Moved by Johan Olivier/Carla Wubbenhorst that the Presbytery receive the representation from the Knox Palmerston session concerning the removal of Helen Woods as an active elder, and grant its request, declaring that Helen Woods is no longer an active elder on the session of Knox Palmerston. Carried.**

#### **Declaration:**

**The moderator declared before the Presbytery that Helen Woods has been removed as an elder from the Session of Knox Presbyterian Church, Palmerston.**

**Moved by Johan Olivier/Karla Wubbenhorst that Presbytery move out of camera to receive the conclusion of the Congregational Affairs Committee report**

## **REPORTS**

### **BUSINESS COMMITTEE – APPENDIX A**

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

#### **Correspondence:**

Moved by Darrell Clarke/Scott McAndless that the actions of the Business Committee in assigning the correspondence be homologated. Carried

#### **Power to Issue:**

Moved by Darrell Clarke/Scott McAndless that the Presbytery provide the Business Committee with the power to issue, in regard to nominations for General Assembly Committees and funding applications outside of the Presbytery until the next regular meeting of the Presbytery. Carried

The Clerk provided an update on Future Directions Facilitation Reference Group.

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

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Moved by Darrell Clarke/Scott McAndless that the application of Central Presbyterian Church be approved and forwarded to the Trustees of the Cooke's Fund. Carried

Moved by Mark Gaskin/Frank Szatmari that as per Section 3.8 of the Standing Orders of Presbytery that the development fund provide "a matching loan to congregations who receive assistance from the experimental fund," that a loan of \$15,000 be provided to Doon Presbyterian Church. Carried

The clerk provided an update on the following items:

- i. Moderator election. Ballots are available.
- ii. Statistical Reports due March 1, 2019
- iii. Confirmation of Presbyterian Sharing Allocations required by March 1, 2019
- iv. Attestation of Minutes:
  - March 2019 Meeting – Cambridge Quadrant,
  - May 2019 Meeting – Guelph Quadrant,
  - June 2019 Meeting – Kitchener Quadrant,
  - September 2019 Meeting – Rural Wellington County Quadrant

Moved by Darrell Clarke/Scott Sinclair that the report as a whole of the Business Committee be approved.

## **TREASURERS REPORT – APPENDIX B**

Moved by John Borthwick/Scott McAndless that the report of the treasurer be received and considered. Carried

The treasurer provided a year end financial update showing the Presbytery is in a positive financial situation with a surplus of \$14,256. The largest under spent areas were Canada Youth, Travel and Mileage, and Students for Ministry. He also reminded the Presbyters of the mileage policy.

Moved by Ed Charlton/Scott McAndless that bridge financing be extended to Central Presbyterian Church in the amount of \$60,000, to enable payments on work in progress on a major stained-glass window project. The amount is repayable as grants and donations are received and in any event no later than one year from Central Presbyterian Church receiving the financing. Carried

The treasurer noted that he had been made aware of building repair projects required soon at both Knox's Galt and Central Cambridge. Preliminary estimates or quotes anticipate costs of \$275K and \$500K respectively.

The treasurer shared a summary of his visit, accompanied by the moderator, to Knox's Galt on December 28, 2019 to meet with the clerk of session and members of the property team. We looked at all elements of the proposal requiring work. The need for the work is obvious and the anticipated costs outlined are reasonable. A request for assistance was received.

An inquiry was made regarding Knox's recent lease agreement. He stated his concern regarding the answers received, especially regard to the signing of the lease, and noted that the November Congregational Affairs report did not make note mention of the pending lease. A copy of the lease was made available to the Congregational affairs committee at their December 2018 meeting. Members of the business committee received a copy of the lease on January 7, 2019. The treasurer noted that the lease binds presbytery to the terms of the lease agreement in his opinion and questioned the Congregational Affairs committee's understanding of the agreement and their comments as included in their January report, in light of the request to the Presbytery of considerable funds to meet the terms of the lease agreement, primary to the benefit of the Darrell Clarke, Clerk – [clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com)

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lessee. He recommended to the Presbytery that all matters pertaining to the Knox's, Galt lease agreement with Grace Bible Church agreement be deferred until the presbytery receives legal advice so that the Presbytery may fully understand all its obligations under this agreement.

Thus:

Moved by Brooke Ashfield/Scott Sinclair that all matters pertaining to the Knox's, Galt lease agreement with Grace Bible Church agreement be deferred until the presbytery receives legal advice so that the Presbytery may fully understand all its obligations under this agreement.

Discussion followed.

Knox's Representative Elder, Bill Cassels spoke to the Presbytery concerning the agreement. The treasurer responded to the questions and issues raised by Mr. Cassels.

Members of the Congregational Affairs committee also spoke to the motion.

Time: 9:30 PM - As per the standing orders of the Presbytery the following motion was made:

Moved by Brooke Ashfield/Ed Charlton that the meeting be extended to 10PM. Carried

Scott Sinclair rose on a point of clarification and shared section 20 of the lease agreement with the Presbytery.

A point of order was raised, and the moderator was asked to read section 17 of the lease agreement.

Brooke Ashfield rose on a point of order stating that the lease agreement was not first received by the clerk to be forwarded to the Congregational Affairs committee which is the correct procedure.

Alex MacLeod asked for clarification on the recommendation before the Presbytery. The moderator clarified that the recommendation is to just seek a legal opinion and to bring it back to the presbytery.

Other members of the court spoke in favour of the motion.

The question was called, and the original motion was carried. The business committee of the Presbytery was instructed to seek a legal opinion.

Moved by John Borthwick/Scott McAndless that the report be received as a whole. Carried.

### **Report of the Congregational Affairs Committee (continued) – Appendix C**

Moved by Johan Olivier/ Vern Platt that That Presbytery approve the appointment of the Rev. Dr. Herb Gale as Interim-Moderator-with-expanded-role at St. Andrew's Kitchener under the terms of the letter-of-agreement (see the full text appended to our report), subject to review by the Presbytery on a yearly basis through its Committee on Congregational Affairs.

Discussion followed.

The recommendation was carried.

Moved by Brooke Ashfield/Andrew Forster that the Rev. Herb Gale, be moved from the appendix to the constituent role of the presbytery for the term of his appointment. Carried.

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Moved by Johan Olivier/Bill Cassels that the Presbytery approve the re-appointment of the Rev. Angus Sutherland to Stated Supply at Knox's Galt for a 1-year contract. Carried

It was noted that this term would complete three years of stated supply thus making a further renewal subject to termination pay as per Ontario Labour regulations.

Moved by Johan Olivier/Scott McAndless that the congregation of Rockwood be granted permission to prepare a profile and begin advertising for a call at 50% time, as a single-point charge.

Points of clarification were raised by Jane Swatridge and Linda Ashfield seeking clarification on the intent of the motion and posting.

The motion was carried.

The committee notes that 4 further interim moderator reports, on Joonim, Mt. Forest and Conn, Livingston Baden and St. Andrew's Fergus, are appended to this report for information.

The time is 10pm. As per the standing orders of the Presbytery a motion was put forward asking that the meeting be extended. This motion required unanimous consent of the Presbytery. The motion was defeated.

**THE MEETING WAS ADJOURNED.**

#### **NEXT MEETING**

The next regular meeting of the Presbytery will be held on Tuesday, March 12th, 2019 at 7:00 PM (refreshments at 6:30) at Westside Presbyterian Church, Cambridge.

The Meeting was closed with Prayer.



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## Appendix A: Business Committee Report

### A. Correspondence – Nov. 17 – January 9

#	Received from	Topic	Referred to:
18	197 13 Maggie Leung	Revised Pres. Sharing Allocations 2019	Presbytery
18	198 15 Rev Stephen Kendall	Third Party Representation at Presbytery Meetings	Business Committee
18	199 18 Kerry Wier	Request for Funding - Kitchener East	Treasurer
18	200 26 Colleen McCue	Nominations for Assoc. Sec. Justice	Presbytery
18	201 27 Nancy Harvey	Letter of Standing - Rev. Christine Schulz	Clerk
18	202 28 Jim Zaryksi	Presbytery Assessment of Congregations	Treasurer
18	203 28 Betty Pries	Update on Reference Groups Meeting	Business Committee
18	204 28 Jennifer Astop	Notification of Avondbloem Fund Decisions	Business Committee
18	205 29 Rev. Mark Gaskin	Nomination of Y.A.R. Candidate	Ministry Committee
18	206 2 Henry Heidinga	Meeting of Members, Knox Palmerston	Business Committee
18	207 2 Liz Samis	Meeting of Members, Knox Palmerston	Business Committee
18	208 3 Paul Grespan	Advice re Lease of Knox's Galt/Other Churches	Business Committee
18	209 3 Rev. Don Muir	Advice re Knox Palmerston Meeting	Business Committee
18	210 4 Rev. Karla Wubbenhorst	Participation in FDF Referemce Group	Clerk
18	211 4 Marion Hunter	Continuing education Inquiry	Clerk
18	212 4 Nataha Krahn	Contract for FDF project - Credence and Co.	Clerk
18	213 5 Kathryn Muir	Changes to the Roll (November)	Presbytery
18	214 6 J.P. Smit	#ChurchToo Event registration	Presbytery
18	215 8 Rev. John Borthwick	Strategic Planning Fund Inquiry	Clerk. EIF Comm
18	216 9 Henry Heidinga	Request for Presbytery Visitation	CA Comm, Min. Comm
18	217 11 Rev. Scott Sinclair	Renewal Funding request - Gale Elmira	EIF Comm
18	218 11 Rev. Jim Biggs	Synod Loan request to Kingston Presbytery	Clerk. Treasurer
18	219 12 Jennifer Astop	Grant Application Deadlines	Presbytery
18	220 14 Rev. Scott Sinclair	Ministry Comm. Response to H. Heidinga Presbytery Visitation Request	C.A. Committee
18	221 18 Betty Pries	Availability of Conflict Mediation Resource	Business Committee
18	222 19 Lyn Pennington	Renewal Funding request - Central, Cambridge	EIF Comm
18	223 19 Betty Pries	Update on Reference Groups Meeting	Business Committee
18	224 21 Sue Senior	Request for Rainbow Communion Presentation to Presbytery	EIF Comm, Business Comm.
18	225 27 Revenue Canada	T3010 Filing-Presbytery	Treasurer
18	226 28 Lyn Pennington	Cookes Fund Application - Central, Cambridge Appointment of Rep and Alt Rep Elders Rockwood Eden	Business Committee
18	227 31 Rev. Karla Wubbenhorst	Mills	Clerk
19	1 2 Kathryn Muir	Revised List of Clerks	Clerk
19	2 3 Rev. Don Muir	Update on Assembly Office Staff	Clerk
19	3 3 Terri-Lee Hamilton	Reminder - Report Back on Remits Due Jan. 31	Clerk, Ad hoc committee
19	4 5 Robyn Hodgson	Thank You from the Session of St. Andrew's, Hespeler, re Presbytery Visitation Committee	Visitation Committee and CA Committee
19	5 5 Steve Marsh	Letter re the Presbytery Visitation Committee	CA Committee
19	6 7 Hannah Cho	Presbytery Statistical Update Notice	Clerk

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## **b. Presbytery to Provide Power to Issue to the Business Committee until the March Regular Presbytery Meeting**

### **Recommendation**

That the Presbytery provide the Business Committee with the power to issue, in regard to nominations for General Assembly Committees and funding applications outside of the Presbytery, until the next regular meeting of the Presbytery.

## **c. Update on Future Directions Facilitation Reference Group**

- We have one-person volunteer for the Future directions reference group
- The initial meeting of the group would have taken place tomorrow, but is postponed indefinitely
- Stream A – the presbytery wide meeting to set the work of the agreement in motion has been postponed.

## **d. Requests for Cooke's Fund**

### **i. Request from Central Presbyterian, Cambridge**

#### **Cooke's Church Trust Fund Application**

December 4, 2018

Cambridge is a growing and vibrant city center only 45 minutes from the GTA. Much of the growth that Cambridge has experienced in the most recent years comes from a growing number of families leaving the GTA for more affordable housing with a commute to Toronto that is still acceptable. With this growth, the landscape of Cambridge has changed and so have our churches needs and ministry opportunities.

Central Presbyterian Church resides in the heart of old Galt on the river with direct access to several elementary schools, a middle school and two large high schools. With the University of Waterloo School of Architecture directly across the street, Conestoga College five minutes up the road and Heritage College just a few short minutes away Central is central to great many college and career age students. Many of these educational organizations have been built and developed over the past few decades with very few churches trying to engage and support them.

We hope to continue building ministries that will advance the gospel in our urban context to support the ever-growing and changing population of Cambridge with the future of health and longevity for the church in mind.

These are two distinct opportunities that we believe that we are called to and would like to tackle in the upcoming year with the support of the Cooke's Trust Fund. We understand that funding can be limited and for this reason we have listed our Jr High as our priority above the children's ministry need. Any help is greatly appreciated!

#### **1. A Thriving Junior High (Grades 5-8) Ministry.**

This has begun in the past two months and has seen significant interest, but we need additional resources to reach our immediate community. Our purpose is to see young people come to a saving relationship with Jesus Christ and become active participants in the church. Many of our direct community neighbours have never been in a church or experienced the love of God. We would like to change this.

Our budget for this ministry is:



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Internship Leadership	\$2000	
Weekly Meetings	\$1500	
Bibles, study material	\$500	
Resources and Activities	\$1500	
Media and Publication		\$250
Total:	\$5750	

*Our need is: \$3000*

## 2. **Central Kids Ministries**

Last year we initiated a SummerBlast ministry for kids in Cambridge. SummerBlast @Central is designed to umbrella VBS and Camp-like ministries throughout July and August. Last year we began with one week of a VBS style ministry in August and would like to add a second week in July focused specifically on arts and woodworking.

Additionally, we would like to add a week of break out afternoons during the March Break for the children in our community.

Resources will be used to support internship and staff hires and basic requirements for building and developing these new urban ministries in Cambridge for our next generation.

Our Budget for this ministry is:

KidsMin Coordinator	\$7000
Orange Strategies	\$2000
KidZone Weekly Resources	\$1000
Nursery Resources	\$500
Nursery Communication System	\$1500
Break Out Afternoons (March Break)	\$1000
SummerBlast (2 Weeks)	\$3000
Media and Publication	\$1000
Total:	\$17000

*Our need is: \$5000*

An additional need that was not mentioned above is the determination to work with other congregations in our community to build and grow disciples of Christ Jesus. With the funding provided our present staff would have opportunity to develop key relationships with other leaders in our community and support the citywide health and development of the church in Cambridge. We have a desire to work and partner with our other congregations such as Westside, Knox Preston, St Andrews, Doon, and Knox Galt. Strengthening all our congregations and supporting their development should be on all our minds and hearts as Christ's heart and passion resides with all his people.

Our congregation is determined to meet the needs of our next generation and thrive in our urban Cambridge community. Our needs are significant with a request of \$12,500 but we believe that given the resources we can grow and begin to sustain this ministry without ongoing support from funds and grants.

It is important to iterate that we have seen growth and worked within the budgets given to us by Central Presbyterian Church. In the past year we have seen our Sunday morning Kids Ministry grow from an average of 5-10 children on an average week to 20-30. Our Youth ministry began again last September with 2 students

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and we are now averaging 20-25 between our Jr and Sr High not to mention the growth of C&C age group growing from 2 or 3 to upwards of 25 on a given Sunday morning. God has been blessing us as we seek to obediently follow him. Resources provided to Central will be used well and for the purposes reflected above.

**Recommendation**

That the application of Central Presbyterian Church be approved and forwarded to the Trustee's of the Cooke's Fund.

**e. Avondbloem foundation requests update and request for matching funds from the Development Fund:**

On November 15, 2018 the Grants Committee met to prayerfully review all applications to the Avondbloem Experimental Fund. This fund provides grants to support innovative and experimental projects within The Presbyterian Church in Canada that help to spread the message of Jesus Christ and further the Kingdom of God.

I am delighted to inform you that the committee approved a grant of \$15,000 in 2018 toward the Doon Family Fellowship project. This grant is made possible by the generous bequest provided by Evelyn and George J. Van Beek.

As part of our grant covenant, we ask that a final report including a summary of the project, key insights, outcomes and photographs will be submitted to Canadian Ministries within four weeks after the project has been completed. As well, we ask that you add to your program literature the following acknowledgement: "Supported in part by a bequest to The Presbyterian Church in Canada."

As we move forward in ministry together, we want to learn from your experience and draw upon your knowledge to strengthen our denomination. Every Friday, we feature a post and photos about one grant-receiving ministry on the Presbyterian Church in Canada's Facebook site. Our hope is that these stories will inspire and encourage other churches and ministries within our denomination, and give voice to how we see Christ at work in our midst.

On behalf of the Grants Committee, I pray God's blessings on Doon Presbyterian Church and the Family Fellowship project. Please do not hesitate to contact me if you have any questions.

Kind regards,  
 Jennifer

**Recommendation**

As per Section 3.8 of the Standing Orders of Presbytery that the development fund provide "a matching loan to congregations who receive assistance from the experimental fund," that a loan of \$15,000 be provided to Doon Presbyterian Church.

**b. Items for Information and Action**

- i. Moderator election. Ballots are available.
- ii. Statistical Reports due March 1, 2018
- iii. Confirmation of Presbyterian Sharing Allocations due March 1, 2018
- iv. Attestation of Minutes:  
 March 2019 Meeting – Cambridge Quadrant,  
 May 2019 Meeting – Guelph Quadrant,

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June 2019 Meeting – Kitchener Quadrant,  
September 2019 Meeting – Rural Wellington County Quadrant

**Recommendation**

That the report as a whole of the Business Committee be approved.

**APPENDIX B: Report of the Treasurer**

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## **APPENDIX 'B' - TREASURER'S REPORT TO PRESBYTERY AT JANUARY 8, 2019**

### **REPORT BE RECEIVED AND CONSIDERED**

#### **FINANCIAL REPORT TO DECEMBER 31, 2018**

You will see on a subsequent page the financial report for the general fund to the end of December 2018. When we last met as a presbytery in November 2018, I suggested we might finish the year with around a \$12K surplus. You will note we in fact ended the year with a surplus of \$14,256 against the balanced budget which had been suggested for 2018. The largest under spent areas were Canada Youth, Travel and Mileage, and Students for Ministry.

Following the financial report you will see the budget for 2019 which was approved at the November 2018 Presbytery meeting at Knox, Elora. At the recent business committee meeting we agreed to move \$500 from Students for Ministry to Post-Secondary Student Grants, having been given this authority at the close of the November presbytery meeting.

#### **Travel Expense clarification (repeated here for the benefit of clergy or lay persons new to presbytery)**

**Our standing orders are not clear on this matter. The business committee is in agreement on the following. Fulltime ordained ministers will consider travel to presbytery and committee meetings as "part of the job". They will recover this expense either through a travel allowance in their contract or via their annual CRA tax returns. The 2018 CRA rate is 0.54 cents on the first 5,000 kilometres and 0.48 cents on the remainder.**

**Representative elders and those on the appendix may submit a claim by marking one-way trip kms. on the sign in sheet only where the one-way trip is 15 kms. or more. Payment will be made twice per year, for the period from January to June and July to December, and as of late 2018 the current rate is 0.45 cents per kilometre.**

**Lay persons who fill the role of Moderator, Clerk or Treasurer may complete expense forms at various times during the year for office expenses and for travel with no minimum at the same 0.45 cent rate.**

#### **Central Cambridge**

Early in 2018 the presbytery provided Central Cambridge with a letter of support as they sought grants and donations for the restoration of their 18 stained glass windows. This is a large project, and very costly work. No financial support was requested from presbytery. November 21, 2018 we received from Central a request for bridge financing in the amount of \$60,000 to assist with invoice payments needing to be made prior to successful grants and donations being received.

This was discussed and agreed to by all at both the December 2018 and January 2019 business committee meetings.

The Treasurer will request, at the January 8, 2019 Presbytery meeting, that it be moved

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**“That bridge financing be extended to Central Presbyterian Church in the amount of \$60,000, to enable payments on work in progress on a major stained glass window project. The amount is repayable as grants and donations are received and in any event no later than one year from Central Presbyterian Church receiving the financing.”**

### **Pending and Future Funding Requests**

The treasurer has been made aware of building repair projects required soon at both Knox’s Galt and Central Cambridge. Preliminary estimates or quotes anticipate costs of \$275K and \$500K respectively.

The moderator and treasurer visited Knox’s Galt on December 28, 2019 to meet with the clerk of session and members of the property team. We looked at all elements of the proposal requiring work. The need for the work is obvious and the anticipated costs outlined are reasonable. A request for assistance was received.

In the case of Central Cambridge the treasurer was given notice that restoration work was needed which will cost in the area of \$500K and inside of that is a critical need for completion of a roof repair, where insurance options are impacted. We have not yet met with Central Cambridge.

Bearing in mind there is a need to preserve funding for other situations which may arise, it was agreed at the business committee meeting that more information and discussion is required and no recommendation be made at this time.

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**FINANCIAL REPORT TO WATERLOO-WELLINGTON PRESBYTERY AS AT December 31, 2018**

	<b>to Dec 2018</b>	<b>Budget 2018</b>	<b>Variance</b>
<b>INCOME</b>			
Assessment Income	138,581	138,581	-
Income from induction services	504	1,000	496
Other income - interest	3,621	5,312	1,691
<b>Total Income</b>	<b>142,706</b>	<b>144,893</b>	<b>2,187</b>
<b>EXPENSES</b>			
Synod Assessment	52,290	52,290	-
Special project - Gen. Assem. 2014		-	-
Special project - Two Rivers Church	12,000	12,000	-
Special project - Post Sec. student grants	16,400	16,400	-
Special project - Bunun Exchange	3,434	4,000	566
Special project - Canada Youth 2018	600	2,500	1,900
<b>Special projects - total</b>	<b>32,434</b>	<b>34,900</b>	<b>2,466</b>
Clerk's honorarium	13,130	13,130	-
Treasurer's honorarium	6,930	6,930	-
CPP/EI	943	943	-
Liability Insurance	2,713	3,000	287
General and office supplies	1,657	2,000	343
Telecommunications	537	1,500	963
Audit and legal fees	500	500	-
Bank interest and service charges	109	300	191
<b>Office expenses - total</b>	<b>26,520</b>	<b>28,303</b>	<b>1,783</b>
Travel and mileage	2,902	6,000	3,098
Meals and hospitality	51	500	449
<b>Travel - total</b>	<b>2,953</b>	<b>6,500</b>	<b>3,547</b>
Grants - U of G chaplaincy	9,000	9,000	-
Grants - Students for Ministry	-	3,000	3,000
Grants - New Life Counselling	1,500	1,500	-
<b>Grants - total</b>	<b>10,500</b>	<b>13,500</b>	<b>3,000</b>
Commissioner's Expenses GA 2018	1,537	2,500	963
Conference Funds	1,400	2,500	1,100
Student Psych. assessments/counselling	-	1,000	1,000
Pulpit supply for visitation	166	1,000	834
Visitors and Gifts	-	1,000	1,000
Christian education	100	500	400
Clerk's consultation April 2018	550	600	50
Student certification	-	300	300
<b>General expense - Total</b>	<b>3,753</b>	<b>9,400</b>	<b>5,647</b>
<b>Total All Expenses</b>	<b>128,450</b>	<b>144,893</b>	<b>16,443</b>
<b>Surplus/(Deficit)</b>	<b>14,256</b>	<b>0</b>	<b>(14,256)</b>



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**2019 FINAL BUDGET - WATERLOO-WELLINGTON PRESBYTERY**

	<b>Budget 2019</b>	<b>Budget 2018</b>	<b>\$ change</b>	<b>% change</b>
<b>INCOME</b>				
Assessment Income	127,326	138,581	(11,255)	-8.1%
Income from services	1,000	1,000	-	0.0%
Other income - interest	4,532	5,312	(780)	-14.7%
<b>Total Income</b>	<b>132,858</b>	<b>144,893</b>	<b>(12,035)</b>	<b>-8.3%</b>
<b>EXPENSES</b>				
Synod Assessment	51,970	52,290	(320)	-0.6%
Special project - Two Rivers Church	-	12,000	(12,000)	-100.0%
Special project - Post Sec. student grants	16,900	16,400	500	3.0%
Special project - Bunun Exchange	4,000	4,000	-	0.0%
Special project - Women Gathering (2019)	3,000	-	3,000	100.0%
Special project - Canada Youth (2018)	-	2,500	(2,500)	100.0%
<b>Special projects - total</b>	<b>23,900</b>	<b>34,900</b>	<b>(11,000)</b>	<b>-31.5%</b>
Clerk's honorarium	13,366	13,130	236	1.8%
Treasurer's honorarium	7,055	6,930	125	1.8%
CPP/EI	967	943	24	2.6%
Liability Insurance	3,000	3,000	-	0.0%
General and office supplies	2,000	2,000	-	0.0%
Telecommunications	1,500	1,500	-	0.0%
Audit and legal fees	500	500	-	0.0%
Bank interest and service charges	300	300	-	0.0%
<b>Office expenses - total</b>	<b>28,688</b>	<b>28,303</b>	<b>385</b>	<b>1.4%</b>
Travel and mileage	5,000	6,000	(1,000)	-16.7%
Meals and hospitality	500	500	-	0.0%
<b>Travel - total</b>	<b>5,500</b>	<b>6,500</b>	<b>(1,000)</b>	<b>-15.4%</b>
Grants - U of G chaplaincy	9,000	9,000	-	0.0%
Grants - Students for Ministry	2,500	3,000	(500)	-16.7%
Grants - New Life Counselling	1,500	1,500	-	0.0%
<b>Grants - total</b>	<b>13,000</b>	<b>13,500</b>	<b>(500)</b>	<b>-3.7%</b>
GA & Commissioner's Expenses	3,500	2,500	1,000	40.0%
Conference Funds	2,500	2,500	-	0.0%
Student Psych. Assessments	1,000	1,000	-	0.0%
Pulpit supply for visitation	1,000	1,000	-	0.0%
Visitors, Donations and Gifts	1,000	1,000	-	0.0%
Christian education (Lay Grants)	500	500	-	0.0%
Clerk's consultation (2018)	-	600	(600)	100.0%
Student certification	300	300	-	0.0%
<b>General expense - Total</b>	<b>9,800</b>	<b>9,400</b>	<b>400</b>	<b>4.3%</b>
<b>Total All Expenses</b>	<b>132,858</b>	<b>144,893</b>	<b>(12,035)</b>	<b>-8.3%</b>
<b>Surplus/(Deficit)</b>	<b>0</b>	<b>0</b>	<b>-0</b>	<b>0.0%</b>

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## **APPENDIX C: Report of the Congregational Affairs Committee**

### **REPORT OF THE CONGREGATIONAL AFFAIRS COMMITTEE TO THE January 8 2019 PRESBYTERY MEETING**

The Congregational Affairs committee held its regular meeting December 19, 2018 at 10am, at Knox Guelph, to deal with a lengthy agenda.

First, we present our interim moderators' reports (see the full text of the reports appended for information) with actions arising from the reports concerning St. Andrew's Kitchener, Knox Waterloo, Knox's Galt and Rockwood.

At the end of several months' work at **St. Andrew's Kitchener**, the session has sought the leadership of its interim moderator, the Rev. Dr. Herb Gale with respect to many matters that greatly exceed the normal job description of an IM: conflict mediation, stewardship matters, a review of membership and record keeping, a review of governance structures, and a review of the tier model of ministry currently in place, among other issues. Session is prepared to remunerate Dr. Gale commensurately with this expanded role (60% of the last minister's stipend, plus pro-rated housing allowance, benefits, expenses and payment for supply preaching), and has drawn up a letter-of-agreement which Dr. Gale and the session of St. Andrew's are both prepared to enter. The agreement is for the 2019 year, subject to yearly renewal and quarterly review by the session. Dr. Gale will still be referred to as "interim moderator" (though it is understood this is "with expanded role") as opposed to "stated supply" or "interim minister" but because the level of remuneration approaches that of a stated supply arrangement, we are proposing that Presbytery also have the opportunity to review and renew the agreement every year.

**RECOMMENDATION 1:** That Presbytery approve the appointment of the Rev. Dr. Herb Gale as Interim-Moderator-with-expanded-role at St. Andrew's Kitchener under the terms of the letter-of-agreement (see the full text appended to our report), subject to review by the Presbytery on a yearly basis through its Committee on Congregational Affairs.

**Knox Waterloo:** At the November 13th meeting of Presbytery, Presbytery noted our committees' intimation of the Rev. Brooke and Linda Ashfield's intent to retire from the ministry at Knox Waterloo, and approved the appointment of the Rev. John Borthwick as interim moderator. Our report contained no specific mention of a retirement date, and here is why: Knox Waterloo would like to proceed to a search for its next minister using a "staged, strategic overlap transition model." According to the thinking and research the congregation and session have done, Knox Waterloo perceives this way of "passing the mantle" of leadership to a mentored successor, as holding many advantages and affinities with who they are as a congregation with a definite sense of identity. Within our committee an interesting discussion ensued, with some members expressing a familiarity with this model from other ecclesial contexts they have known and a sense that it was appropriately organic and biblical, while others wondered about how it could preserve the values enshrined in our more typical practice of ministerial transition in the PCC, namely the virtue of "monogamy" in centring the congregation's affections upon one covenant partner/called minister at a time, and the virtue of a true and open search in which all parties relinquish control and hold themselves open to being "surprised by God," as opposed to a search result which is more "inbred."

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The committee notes that there is nothing explicit in the Book of Forms or in the handbook, *Calling a Minister*, which would preclude the use of such a model, and in fact we are interested in seeing what Knox Waterloo's experience with it will be. Therefore the committee recommends...

**RECOMMENDATION 2:** That Presbytery endorse the intention of Knox Waterloo to seek a minister according to the transition model outlined in the report of the Interim Moderator contained in this report.

**Knox's Galt:** Knox's wishes to renew its contract for stated supply with the Rev. Angus Sutherland. Since beginning this work, the ministry of Rev. Angus has given stability to the congregation and is much appreciated by them. Under the terms of the agreement, which is for the year 2019, Angus will provide 12.5 hours of ministry per week, while the congregation agrees to pay 18 000 (including housing) plus expenses and allowances. See the full terms in the contract document appended to this report. Knox's also informed us of a lease agreement they are entering into with another Christian congregation (Grace Bible Church), which will see a significant use of their space over three years (with exit clauses in place) in exchange for a significant monthly contribution to Knox's budget. The Congregational Affairs committee has reviewed this document (having been asked to do so by Knox's) and, while offering some notes for suggested alterations, is content that this agreement is in order and that Knox's is competent to arrange for such, as many other congregations in the Presbytery already have done, with their respective "tenants."

**RECOMMENDATION 3:** That Presbytery approve the re-appointment of the Rev. Angus Sutherland to Stated Supply at Knox's Galt for a 1 year contract (see attached).

**Rockwood:** At its November meeting Presbytery was advised through the interim moderator's report for Rockwood and Eden Mills, that the two points of the charge will likely have separate futures, owing to the inability of Eden Mills to continue meeting its 50% share of ministry costs if a new minister is called. The IM has led a process of discernment with both congregations as to their will for their respective futures. Eden Mills has been pursuing a will to amalgamate while Rockwood has been pursuing a local-area partner to take up Eden Mills' place in the two point charge arrangement. St. David's Campbellville seems like the most likely partner for Rockwood, but St. David's is currently not of one mind in terms of what it wishes to do (whether to amalgamate with Nassagaweya or to seek a call at 50% time as a single point charge). St. David's has taken exploratory steps toward both these futures, in that it has both begun to involve its people in events at Nassagaweya, and has also tested the applicant pool by advertising a single point vacancy for a half-time minister. Rockwood, at its congregational meeting December 17, felt that nothing would be lost in doing the same ie. checking out what applicants it may attract as a single point charge looking for a half-time minister, while remaining open to the possibility of pairing in a two-point charge with St. David's, and seeking a full-time minister together with them. A formal motion concerning the severing of the two point charge of Rockwood and Eden Mills will come to the Presbytery in due course, but it would be premature at this point as present ministry at both Rockwood and Eden Mills is each dependent upon the other staying in the two point charge until there is another partnership to move to. The committee supports Rockwood's desire to prepare and advertise a profile, "just to see" what may be available among ministry candidates willing to accept a call at half time. Therefore we recommend...:

**RECOMMENDATION 4:** That the congregation of Rockwood be granted permission to prepare a profile and begin advertising for a call at 50% time, as a single-point charge.

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The committee notes that 4 further interim moderator reports, on Joonim, Mt. Forest and Conn, Livingston Baden and St. Andrew's Fergus, are appended to this report for information.

### **St. Andrew's Hespeler (visitation report)**

The Committee sent a visitation team in to conduct a Presbytery visitation at St. Andrew's Hespeler, at the request of the session. The full text of the report is appended. We should note that NOT included in the report are those recommendations directed toward the minister, as those recommendations have been referred into the hands of the ministry committee to take further. However, the Visitation Team did prepare 11 recommendations, 9 of which are substantial and are directed toward the officers and bodies within the congregation. (10 is a recommendation concerning progress toward the foregoing 9 and 11 is a recommendation for the dismissal of the visitation team). The session and other parties concerned have reviewed the 9 recommendations and are prepared to receive them all. The Congregational Affairs committee also affirms that they look reasonable and helpful (please read the full text of the appended report for their context and rationale). Therefore we take the 10 of the 11 recommendations forward into our report as recommendations of the Congregational Affairs committee to the Presbytery, concerning St. Andrew's Hespeler. (The 11th recommendation of the appended report, concerning the dismissal of the visitation team, will be dealt with in-house by our committee).

**RECOMMENDATION 5:** That the congregation of St. Andrew's Hespeler be commended for their exceptional outreach and mission endeavours in the surrounding communities and beyond domestic borders.

**RECOMMENDATION 6:** That the Family Ministries Coordinator and the Music Director at ST. Andrew's Hespeler be commended for their ongoing dedication, their strength and their willingness to share so generously of their gifts for the ministries of the congregation.

**RECOMMENDATION 7:** That the Operations Committee at St. Andrew's Hespeler be commended for their resourcefulness, for their diligent maintenance of the facilities, and for their courage in making difficult & prudent decisions towards creating a balanced Budget.

**RECOMMENDATION 8:** That the Deacons at St. Andrew's Hespeler select a Coordinator from within their number, who is not a staff person, who will call & conduct meetings, liaise with Session, arrange for regular training, maintain records, etc.

**RECOMMENDATION 9:** That the leadership of St. Andrew's Hespeler, including the Session & Deacons, receive training in the PCC's policy of Leading with Care, and engage in facilitated discussion as to its practical yet gracious specific application at St. Andrew's Hespeler.

**RECOMMENDATION 10:** That active Elders and the Moderator of Session at St. Andrew's Hespeler participate in a retreat, with an outside facilitator, as soon as possible to address trust and communication issues.

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**RECOMMENDATION 11:** That the Elders at St. Andrew's Hespeler receive training in PCC Polity, including the expectations and responsibilities of Eldership, to address the need for accountability and recommitment within this Court.

**RECOMMENDATION 12:** That the leadership & congregation of St. Andrew's Hespeler attend workshop(s), with outside facilitator(s), on topics of non-violent communication and Workplace Safety Standards to address the inappropriate behavior and reported culture of harassment.

**RECOMMENDATION 13:** That the leadership & congregation of St. Andrew's Hespeler engage in a facilitated workshop to encourage shared, whole-community responsibility, and to equip St. Andrew's Hespeler to pursue church health & growth, spiritual and practical.

**RECOMMENDATION 14:** That the Congregational Affairs Committee conducts a follow-up visit to St. Andrew's Hespeler in support of their progress rather than completion of the above, no later than June 30th, 2019, with a different Visit Team for a fresh perspective.

### **Referred Overture to GA**

Arising from a conversation following last year's General Assembly at the June Business Committee, in which a number of those present expressed a feeling of our Presbytery having been "dissed," and fuelled by the further dissatisfying experience of another of our committee members who was invited onto the National GA Design Team as the token "Waterloo Wellington Presbytery rep" but who feels resisted when it comes to any form of meaningful participation, a member of our committee drafted an overture. There are more serious issues at stake here than merely wounded feelings: the dissing of the lower courts (a violation of the letter and the spirit of Presbyterian polity) and a decentering of General Assemblies from the commissioner debate/grass roots participation in denominational governance, which should lie at their heart has been a recent trend, and very troubling. The prayer of the overture is that Assembly Council and the National GA Design Team acknowledge before the Church what an epic fail the 144th GA was, violating at many points the values enshrined in our Presbyterian polity (the language used in the actual overture is not "epic fail" but it is pointedly critical)...and that Assembly abort its current plans to manage the next two General Assemblies ("manage" being the operative word!) by means of a National Design Team and revert to the former model by which GAs are arranged by the Presbytery within whose bounds they occur. The overture is referred to Assembly Council, and so must be transmitted by the Presbytery before February 1st, if it hopes to make the deadline for referred overtures. Our committee has examined the overture, feels it has merit, and so puts it forward in the hope that it will be transmitted as an overture of the Presbytery. (See the full text of the overture appended to our report).

**RECOMMENDATION 15:** That the Presbytery clerk transmit the overture re: "polity concerns with General Assembly" as an overture of the Presbytery of Waterloo Wellington.

For information, the committee reports that its convener responded to some correspondence referred to him from a minister in the Northern quadrant, expressing a desire to investigate multi-point charge creation up there. As the item of correspondence came from an individual and not a session, it cannot be officially entered into the business of the Congregational Affairs committee. The committee feels that since direct overtures from the minister in question have not met with great appetite in the sessions addressed thus far, if it is the will of the session to pursue becoming a multi-point charge, it should do as the sessions of Rockwood and Eden Mills are doing — cast around for likely partners (not being deterred necessarily by the Presbytery boundary, or

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even denominational boundaries, as our denomination does have precedents for ecumenical partnerships at the congregational level). The committee does not have the resources to engineer such a plan for congregations, and given the Presbytery processes already in play with some of the Northern congregations, would not deem it at all wise to complicate the situation at the moment. Summary: find a willing partner and come back to us formally.

This concludes all the business in our report that can be conducted publically. We recommend moving into camera for the one further item of business contained in our report.

**RECOMMENDATION 16:** That Presbytery move into camera to receive the Congregational Affairs Committee report re: Knox Palmerston.

CONGREGATIONAL AFFAIRS COMMITTEE REPORT CONTINUED... (OUT OF CAMERA)

Having passed a recommendation 18 while in camera that Presbytery come out of camera to receive the conclusion of the Congregational Affairs Committee report, and having disposed of a recommendation 17 which concerned the substantial matter for which the Presbytery met in camera, the committee moves the reception of its report as a whole. \_\_\_\_\_

Report as a whole

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APPENDIX B: Interim moderator's report for Knox Waterloo outlining the proposed transition model

APPENDIX C: Stated Supply agreement between the Rev. Angus Sutherland and Knox's Galt

APPENDIX D: Other IM reports: for Eden Mills/Rockwood (with one recommendation), for Mt. Forest/Conn, for Livingston Baden, for St. Andrew's Fergus and for Joonim (without recommendations)

APPENDIX E: Visitation Report for St. Andrew's Hespeler

APPENDIX F: Proposed Referred Overture from the Presbytery to GA 145 re: polity irregularities at GA.

Respectfully submitted

RevJohan Olivier

(Congregational Affairs Convener)

**APPENDIX A:** Letter of Agreement between the Session of St. Andrew's Presbyterian Church, Kitchener and Rev. Dr. Herb Gale Position Title: Interim Moderator (with an expanded role)

*Rev. Gale was appointed as Interim Moderator by the Presbytery of Waterloo Wellington at its September 2018 meeting, and at the request of St. Andrew's Session, began his work on October 1st, 2018. As per the*



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*Presbytery's current by-laws, he was remunerated at 5% of the previous lead minister's stipend in October 2018 while Rev. Dr. Mark Lewis was still serving St. Andrew's and 10% in November and December of 2018 after Dr. Lewis' retirement. The Interim Moderator was also remunerated for travel at a rate of \$.50/km.*

### **Goals During Interim Period**

At its emergent meeting on November 17th, 2018, the Session of St. Andrew's agreed that St. Andrew's was not ready to move immediately to searching for a called minister. At that meeting, the following goals were identified by the Session and Interim Moderator to be accomplished during the transition time:

1. Engage in a process of healing and reconciliation as a result of the conflicts and tensions that have arisen and/or escalated over the past year.
2. Resolve the financial stewardship issues that have arisen after years of current givings being insufficient to cover annual expenses and the practice of using trust funds to cover operating expenses. The goal of developing policies and practices will be to ensure St. Andrew's long-term financial sustainability to support St. Andrew's vision of ministry and mission.
3. Update the membership roll of St. Andrew's to reflect a more realistic picture of St. Andrew's current membership and to enable more effective pastoral care and more accurate statistical reporting.
4. Implement a new model of pastoral care utilizing a Deacon's Court as previously approved by Session (the Associate Minister of Pastoral Care will take the lead in this initiative).
5. Review the governance and decision-making structure of St. Andrew's to ensure that the work and ministry of St. Andrew's is carried out in the most effective and efficient way consistent with:
  - a) the polity\* and theology of The Presbyterian Church in Canada and
  - b) the values and mission objectives of St. Andrew's.

\*The term "polity" refers to the form of government and the accepted rules and procedures for governing an organization's life and work.

6. Determine the most appropriate model of ministry for St. Andrew's ministerial leadership – i.e. whether a "peer model," "tiered model" or some other model is best suited for St. Andrew's going forward.

It was further agreed that the above goals should be carried out in such a way that the vital ministries of the church will continue and a sense of Christian community will be nurtured during the transition time. It was emphasized as well that prayer and clear communication are essential parts of the process. The Session understands that the Interim Moderator will not be doing the above work on his own and is encouraged to work with the appropriate committees, councils and Session as well as organize temporary teams to help fulfill the various objectives articulated above.

If outside consultants are required to fulfill any of the above goals (e.g. conflict resolution specialist), such work will be done with the approval of the Session and paid for by St. Andrew's.

The Interim Moderator will be ineligible for a permanent called ministry position in the congregation.

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### **Dates of Agreement**

This agreement will run from January 1st, 2019 through December 31st, 2019. The agreement will be reviewed by the end of November 2019 with the possibility of renewal after an evaluation of the work that has been done and still needs to be done.

### **Remuneration for Services**

The Interim Moderator will work half-time and will be remunerated at 60% of the previous lead minister's stipend payable in monthly payments on the first of each month. The Interim Moderator will be reimbursed for mileage at a rate of \$.50/km and for printing, postage and other office expenses incurred from his home office. In addition, the Interim Moderator will be paid the usual supply rate of \$150 for the times when he preaches.

### **Additional Responsibilities**

In addition to the above goals during the transition time, the Interim Moderator will be responsible for:

- Moderating session meetings;
- Reporting regularly to Presbytery on the progress during the transition time;
- Ensuring that the pulpit is filled Sunday after Sunday and for special services (it is anticipated that the Associate Minister will preach two Sundays per month and the Interim Moderator at least one Sunday per month);
- Meeting at least bi-weekly with the Associate Minister of Pastoral Care to ensure the smooth running of the church, to clarify mutual roles and responsibilities in ministry and to provide updates on what is happening in each one's respective areas of responsibility;
- Attending Tuesday morning staff meetings and being available at the church office on Tuesday afternoons from 1-4 p.m. each week;
- Attending committee meetings, council meetings, etc. as the Interim Moderator's schedule permits;
- Providing regular updates and articles in the A-Spire newsletter;
- Attending two Sunday worship services a month (at least one of which to preach);
- Officiating at baptisms, weddings and funerals when specifically asked (it is expected that the Associate Minister will officiate at most of these);
- Overseeing the process of preparing a church profile and guiding the process of searching for a minister after the Session and Presbytery deem that the church is now ready to proceed with the call process.

The Interim Moderator will not be responsible for the pastoral care in the congregation (this will be overseen by the Associate Minister of Pastoral Care).

The Interim Moderator will have access to appropriate records (committee minutes, Session minutes, financial records, annual reports, etc.) to carry out his work.

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The church will provide the Interim Moderator with access to office space when needed, telephone and computer as needed to carry out his work as well as keys and pass card. Access to the services of the office coordinator and bookkeeper will be available when needed.

The Interim Moderator will be entitled to five weeks paid holiday time during the year.

### **Professional Development and Study Leave**

The Interim Moderator is encouraged to receive appropriate training in interim ministry with the approval of the Session and with the costs paid for by the church.

### **Changes to Agreement**

The agreement will be reviewed quarterly. Changes to the terms of this agreement may be made periodically as needed with the approval of the Session and Interim Moderator. Any major changes to the agreement will be reported to the Presbytery.

### **Signed:**

Rev. Dr. Herb Gale, Interim Moderator

Donna Hodgkinson, Clerk of Session

Date: \_\_\_\_\_

Approved by Waterloo-Wellington Presbytery on \_\_\_\_\_

Date \_\_\_\_\_ Rev. Darrell Clarke, Clerk of Waterloo-Wellington Presbytery

### **APPENDIX B: Interim Moderator Report for Presbytery: Knox Waterloo Transition to New Ministerial Leadership From: Rev. John Borthwick, Interim Moderator**

**Background:** The intention of Brooke and Linda Ashfield of Knox Waterloo Presbyterian Church to retire was presented to Presbytery on October 9, 2018 and accepted at a meeting of Presbytery on Tuesday November 13, 2018. At the same time, I was appointed and approved to serve as the Interim Moderator in representing Presbytery in helping guide the transition to New Ministerial Leadership at Knox Waterloo.

In my capacity as Interim Moderator I have met with a variety of leadership groups within Knox Waterloo as well as with Brooke and Linda. These meetings have included the Knox Waterloo Session, the Personnel/ Transition Committee, the Congregation and others, on multiple occasions. A Search Committee has been formed and we have plans to meet in mid-January. This has helped me become more familiar with the context of Knox Waterloo, understand church preferences and preparations and offer guidance to achieve a healthy and effective transition to New Ministerial Leadership.

There had been significant preparation undertaken by the lay leadership at Knox Waterloo in anticipation of the announcement of Brooke and Linda's intention to retire. To highlight, please consider the following information

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presented by the Knox Waterloo Transition Committee and affirmed by Knox Waterloo Session, in support of my work on behalf of Presbytery in guiding the transition. This includes:

- Significant changes to the staff leadership team at Knox Waterloo, with all retiring in the next five years, were anticipated, in addition to Brooke and Linda's retirement.
- There was a recognition that with this type of change there is often disruption, uncertainty, vulnerability and opportunity; as demonstrated in the literature (e.g., 2001 - Richard Danielson, 2016 - Robert Vester)
- In anticipation of these changes, exploration and planning has been underway for the past five years involving:
  - \* A 2013 Session report on anticipated staff needs, with recommendations about Knox Waterloo by Dr. Kennon Callahan with reference to literature on church size, church profile and staffing considerations.
  - \* A 2014 Session report with suggestions from Dan Hotchkiss to address specific staffing challenges and options for consideration at Knox Waterloo.
  - \* A 2015 personnel committee staffing report drawing on thinking by Rev. Susan Beaumont and others, highlighting the need for "Knox Waterloo to contemplate various options for succession including the use of a "gradual changeover to retirement through a transition time of part-time work while succession issues are dealt with."
  - \* A 2016 consultation with Dr. Kennon Callahan to more fully explore transition models and explore Callahan's rationale for the recommendation of an overlap model of transition based on the unique profile and circumstances at Knox Waterloo
  - \* A review of key metrics (households and members) of church health from 2009 – 2016 highlighted in a May 2016 report by Dr. Bob Smythe on church attendance changes. This data helped reinforce the importance of identifying and implementing a transition model that best fit and serve the unique circumstances, context and profile of Knox Waterloo whose benefits include:
    - minimizing vulnerability and providing stability during a time of change,
    - offering opportunities for support, learning and mentorship by utilizing established experience and expertise
    - encouraging rich programming and worship to flourish during a time of change
    - a progressive release of responsibility while encouraging new ideas/approaches
  - \* A 2017 Session Report with a transition model specific to Knox Waterloo, recommended by Dr. Callahan that identified several considerations and suggested a staged transition with overlap between the successor and predecessor minister(s).
    - Testimonials (e.g., Dr. Peter Coutts who described the experience of St. Andrews – Lakeshore in 2006 in Windsor who utilized an overlap model of Minister transition to build upon a culture of innovation and excellence while honouring Presbyterian tradition and practice), experiences of others (e.g., St. Andrews - Calgary in 2000, Grace – Calgary in 2018) and literature on leadership transition models from various sources (e.g., from non-profit, business government , high-tech sectors).

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Collectively these reinforced the appropriateness of an overlap model over other options such as the use of an interim Minister (e.g., conversation with Rev. Carolyn McAvoy)

The direction from Knox Waterloo Session involves the use of a staged, strategic overlap transition model in supporting the appointment and transition to new Ministerial Leadership at Knox Waterloo. In a nutshell, this involves utilizing the expertise and experience of the predecessor Ministers, Brooke and Linda, who serve in a part time role, while the successor Minister initiates their full-time role as the Minister until a designated time when an additional Minister or Minister(s) can be called, and the predecessor Ministers relinquish their positions and any formal leadership roles with the church. This model is similar to an option recommended by Callahan and described by Beaumont as a co-pastorate approach in an article titled *Passing the Mantle*. More specifically, once the new Minister has been established at Knox Waterloo, an overlap period is anticipated where the three ministers work together full time for orientation, support and mentorship. Following that, the plan is that Brooke and Linda will each go to ½ time as Associate Ministers (for a designated time) to provide stability, continuity and support while the new Minister serves full time and new staffing needs and other priorities are addressed. Of course, these steps are flexible depending on the needs of the congregation, the ministers and staff.

The staged, strategic overlap model is supported for several reasons. These include:

- It is adapted to best utilize the unique circumstances, context and profile at Knox Waterloo in meeting the goal of a healthy and effective transition to new ministerial leadership
- It provides stability, reduces anxiety among the congregation, minimizes disruption to programming and worship, and sustains access to expertise and experience while the new Minister learns, builds relationships and adapts to a new calling
- It utilizes a variety of strategies to maximize benefits and mitigate risks for the Ministers, congregation, community, Session and Presbytery
- It considers the preferences and readiness of the New Minister, Brooke and Linda
- It provides the best opportunity to prepare the Successor Minister, along with others, to familiarize themselves and prepare for additional leadership needs anticipated with imminent staff retirements and the need to hire another Minister
- It is feasible and affordable within current budget and resource allocations while providing the opportunity for high levels of learning for the New Minister relating to church finances, management and supervision.

The Personnel Committee have investigated a number of issues relating to the overlap model including identifying risks and benefits and implementing actions to mitigating these risks and maximize the potential benefits.

### **Current Actions**

#### *-Regular Updates to Congregation*

Regular updates to the congregation and others on the transition to New Ministerial Leadership, including the work facilitated through the Interim Moderator, are provided through church bulletins, announcements, email

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messaging, Across the Pews (a regularly distributed information magazine) congregational consultations (face to face and lived streamed information, question and consultation sessions: recently held on Dec. 2, 2018 and scheduled for Feb. 10, 2019) Session reports and Personnel Committee updates.

*-Transition Supports*

A Transition Literacy Support program and the recruitment and implementation of Personal Support. Contacts for use by Brooke, Linda and the new Minister, as part of the transition plan, are under development.

*-Search Committee Update*

Search Committee Chairpersons have been appointed by Session and Search Committee members have been selected through a process that saw 35 congregants and adherents apply with expressions of interest to serve on the Search Committee. In addition, to serving on the Search Committee, the Interim Moderator is actively working with the co-chairs to prepare and finalize the search process leading to a recommendation and appointment of a new Minister at Knox Waterloo. Like everything else about this transition at Knox Waterloo, the Search process will be unique as well. Instead of just creating a vacancy and awaiting applicants for an indeterminate period, we are proposing a more expedient process. It is our hope to have the Congregational Profile finalized by early February and then to open 'the posting' from early February with an official 'closing date' of early April. If all goes well, and the plans of Knox Waterloo match with the movement of the Holy Spirit, it is our hope to be in the process of calling the new lead minister to Knox Waterloo in June. We would value the prayers of the Presbytery as we execute these well thought out plans with the desire of a healthy and effective transition to new Ministerial Leadership at Knox Waterloo.

I've valued coming alongside the gifted and passionate lay leadership of Knox Waterloo as they continue this journey that started long before I was appointed. It is my pleasure and honour to be one piece of this unique process that seeks to provide a healthy and effective leadership transition. I feel that this model offers a tremendous gift to the future lead minister of Knox Waterloo – which will be a blessing to the congregation. We are aware that we are breaking new ground as this process evolves and I'm excited to see how it comes together with the Spirit's guidance. I believe that it could become a model that other congregations in our denomination will desire to use as an example for future transitions.

Respectfully submitted,

Rev. John Borthwick

Interim Moderator, Knox Waterloo Minister, St. Andrew's Guelph



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## APPENDIX C:

The Presbyterian Church in Canada Stated Supply Ministry Agreement Presbytery of Waterloo-Wellington

This agreement is dated the 1st day of January, 2019 Between:

The Congregation of Knox's Presbyterian Church, Galt located at 2 Grand Avenue, S., Cambridge, ON N1S 2L2 519-621-8120 ([admin@knoxgalt.org](mailto:admin@knoxgalt.org))

and:

The Rev. Angus Sutherland of 75 Grand Ave., North, Cambridge, ON N1S 2L1 Phone – 519-740-6435  
[ajmacbagpipe@yahoo.com](mailto:ajmacbagpipe@yahoo.com)

and:

The Presbytery of Waterloo-Wellington within The Presbyterian Church in Canada 153 Marksam Road, Guelph, ON N1H 7L1 519-265-9493 [clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com)

This Agreement outlines the terms for the Presbytery appointment of the Minister to the position of Stated Supply in the Congregation.

1.0 The goals and expectations for this ministry are found at Schedule A, attached.

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

3.0 This ministry is part time, agreed to be 12.5 hours per week.

4.0 This ministry will begin on Jan.1st, 2019 and end on Dec. 31st, 2019, and may be renewed with the mutual consent of all parties.

5.0 The stipend and allowances shall meet or exceed General Assembly and Presbytery requirements and may be prorated in the case of part time.

6.0 The Congregation shall pay the following monthly stipend and allowances, less payroll deductions, to the Minister at the beginning of each month:

Stipend	\$12 060 – annual;	\$1005 – monthly
Housing & utilities	\$6 336	\$528
Total	\$ 18 000 – annual;	\$ 1 533 – monthly

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

- \*Ministry related travel expenses or reimbursement at \$.41 per kilometer
- Cost of pulpit supply during the Minister's vacation and continuing education leave.

8.0 An Interim Moderator shall be named by the Presbytery to the Congregation for the term of the ministry

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9.0 The Minister shall be a member of and accountable to the Presbytery in accordance with Book of Forms 176.

10.0 The Minister shall not be eligible to be called to the Congregation during the term of this Agreement.

11.0 This Agreement can be terminated by the Presbytery on its own or at the request of either the Congregation or the Minister on 60 days written notice. During the first three years of ministry under the terms of this Agreement including subsequent consecutive renewals no further payments shall be required at the date of termination or expiry. After three years of consecutive service, the provisions of the Policy for the Dissolution of Pastoral Ties shall apply. (Policy attached if renewal is past three years)

12.0 This Agreement is in accordance with the policies for ministry within The Presbyterian Church in Canada and shall be subject to the laws of the province of Ontario.

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

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

For the CONGREGATION:

\_\_\_\_\_ Clerk of Session

For the PRESBYTERY

\_\_\_\_\_ Clerk of Presbytery

For the MINISTER:

\_\_\_\_\_ Minister

## **SCHEDULE A**

Stated Supply Ministry Goals and Expectations (Adjust for specific situation)

The goals for this Stated Supply Ministry shall include:

- provision of sustaining ministry for the Congregation

The expectations of the Stated Supply Minister shall include:

- lead worship and preach, subject to vacation and continuing education leave;
- celebrate the sacrament of Holy Communion as determined by the Session;
- celebrate the sacrament of baptism as approved by the Session;
- provide pastoral care for sick and shut-in; • officiate at weddings and funerals;
- if not serving as Interim Moderator, attend all meetings required and, at the request of the Interim Moderator, moderate meetings of the Session and Congregation;
- perform some other administrative duties as requested by the Session or Presbytery; (e.g., work with church secretary in preparing bulletins)
- at the request of the Interim Moderator, provide observations and advice about the state of the Congregation's readiness for calling a minister;
- attend Presbytery meetings and provide regular reports about the ministry separately or jointly with the Interim Moderator;

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- provide the Session, Interim Moderator and Presbytery a written report regarding the Congregation at the end of the Stated Supply Ministry.

#### **APPENDIX D: More Interim Moderators' Reports**

##### **Eden Mills and Rockwood**

In my last report on the vacancy at Eden Mills and Rockwood I outlined the early steps that had been taken following the realization that this longstanding two-point charge will have to split. Eden Mills, in a congregational meeting and through two congregational questionnaires, has determined that it would like to amalgamate, and has met with representatives from each of the 5 area churches it is considering. Session will meet again in early January to debrief these meet-and-greets and determine how Eden Mills wishes to proceed.

The Rockwood session received a mandate from the congregation in September to seek, among the other local area churches, a partner able to take up Eden Mills' place in the two-point charge. Rockwood investigated four local possibilities and sees the most likely prospect for partnership as St. David's Campbellville (a church in the Presbytery of Brampton, but within 17 minutes' drive of Rockwood). However, St. David's Campbellville is internally divided as to its own future. About 40% of its members would like to amalgamate with Nassagaweya and steps have been taken toward building that relationship ie. St. David's members integrating themselves in some of Nassagaweya's events. Another 40% would like to remain in Campbellville and call a minister at 50% time and steps have also been taken to look concretely at this option ie. the advertising of the position, and the receipt of 5 profiles to consider. Finally, since St. David's is a gathered congregation, another 20% would simply like to close/dissolve and allow members to find a congregation nearer their homes. For those who wish to remain at the Campbellville site, there may be advantages in considering a full-time call together with Rockwood, as opposed to considering a half-time call as a single point, however St. David's clearly needs to make up its own mind and resolve its three opinions into a unified direction before Rockwood can seriously assess the potential for partnership. I held a congregational meeting at Rockwood on December 17th at which the congregational will was tested around two issues: 1. did the congregation wish to wait upon St. David's or to go ahead and advertise Rockwood as a single point charge looking for a minister at 50% time (as St. David's has done) in order to see what is out there. And 2. did the congregation feel that rotational supply and the current level of pastoral care though the interim moderator was sufficient, or would they like to "level up" to stated supply. The clear result of that congregational meeting was to keep the conversation open with St. David's while at the same time taking steps to prepare a profile and advertise a half-time position, and to maintain the current practice of rotational supply vs. stated supply (indeed the congregation has not shown visible indicators of stress or diminishment due to the vacancy. Givings and attendance levels remain good).

Apart from this work on the vacancy, life at Rockwood and Eden Mills throughout the Fall has been happy and busy. In October Eden Mills held a very successful concert and silent auction, which has been a new activity for them these past few years, and a considerable boon to the precarious budget. A roofing issue has arisen and the Board has a plan for completing this work over this year and next. In November, Eden Mills hosted a workshop on ministry with Emerging Generations, which included invitees from Rockwood and Westminster-St. Paul's, and was led by the Presbytery's Emerging Generations Engagement Facilitator, Mike Wasyluk. Also Eden Mills hosted a service of prayers for peace in conjunction with the 100th anniversary of the end of WWI on November 11th, and the ringing of its steeple bell 100 times. There were 35 people in attendance at this

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service (a notable surge from the usual Sunday attendance of 16), including many young people (and a dog), and villagers' cars were interestingly lining the street OUTSIDE the church, in order to hear the bell rung. The Christmas Eve service and worship for December 30th will be led by the session and choir. Music has been capably handled by in-house musician Marg Blacklock, since the resignation of the organist (due to health reasons in the early summer).

At Rockwood, two members have been participating in the Presbytery's Missional Imagination Course, and in October planned a neighbourhood prayer walk and lectio divina experience for the congregation (as part of their homework in the course). Unfortunately on the weekend this had been scheduled, funeral services were held for TWO long-standing members of the congregation. These deaths brought the community together in an impromptu way that reminded one what is best about belonging to a faith community rooted in a small town. The rescheduled prayer walk and lectio divina event was held on November 10th, to a good attendance. The session clerk has been inactive for much of the Fall, owing to health issues, and this small, 4 member, life-service session decided it was time to augment its numbers. I led the session and congregation through the stately process of elder nomination and election as outlined by the Book of Forms, which saw a really good level of participation, and resulted in two new elders-elect, whom I shall ordain and admit on December 30th. I have also provided 4 hours of elder training, in two sessions, which the elders elect are attending together with the existing elders. I will be leading a Christmas Eve service at Rockwood at 8pm. Since the organist's resignation (effective September 1), in-house musician Betty Small has been supplying music leadership. Another music solution as well as a book-keeping solution (in light of the book-keeper's resignation at the end of the 2018 fiscal year) may need to be found for Rockwood, but session is mindful of this. There is also a move to pave the parking lot, in which the Board is providing leadership.

Recommendation: That the congregation of Rockwood be granted permission to prepare a profile and begin advertising for a call at 50% time, as a singlepoint charge.

Respectfully submitted, Karla Wubbenhorst (interim moderator)

### **Mt. Forest and Conn**

The congregations of Conn and Mt. Forest are holding their own. We have had three joint Session retreats with Presbytery's Mike W facilitated. I will be taking services till the end of January. During Advent services will focus on outreach. Our focus will be on four Christmas evening services focusing on seekers - One at each church on December 23rd and again on the 24th 500 personal invitations are being distributed by the congregations. There will be advertising in papers and also social media. I have personally written the program and everyone is excited. All services in January will be seeker services. This is a very important time as we look to the future. Your prayers would be appreciated.

Yours in Christian joy, Rev Kees Vandermeij

### **Livingston Church in Baden**

Livingston Presbyterian Church in Baden is now seriously considering its future. While they have had a small group (between 17-30) faithfully worshipping these last few years they have enjoyed fellowship and worship and singing as well as some community events. However, many are now moving into retirement homes/nursing homes and are unable to get to church. They do their best to visit each other and keep in touch. The loss of their faithful organist, Mary Eby was difficult, however many pianists/ organists from neighboring Presbyterian

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Churches have taken turns playing for Sunday worship. The Rev. Bob Duncanson presided over Communion at the end of November and Dr. Wilma Welsh is now leading worship throughout Advent. I will lead worship early in January and have scheduled a congregational meeting. At that time the congregation will consider the various decisions before them in terms of their future viability etc. Once some decisions have been made, I will let the Clerk of Presbytery know. Thank you.

Rev. Linda Ashfield

### **St. Andrew's Fergus**

Over the past two months, the search committee has been busy surveying the people of St. Andrew's and wrapping up a deliberate process of congregational self-analysis. The survey results were encouraging as a total of 186 persons completed a wide-ranging questionnaire. Then, on Nov.25th, the search committee made a formal presentation of those results to the congregation at meetings held after both the 9am and 11am services. Two days later, at its meeting on Nov.27th the search committee finalized the three documents which describe the church and incorporate what we've learned from our self-analysis – these now make up the St. Andrew's congregational profile and were approved by the Session on Dec.9th. After some final editing, the profile will be forwarded to Ministry and Church Vocations at Wynford Drive and the next stage of the search process will begin after the Christmas season. The ministry of St. Andrew's continues apace and is well supported by the teamwork of the Interim-Moderator, the staff, the Session, the Board of Managers, as well as other leaders and the congregation as a whole. Once again, we ask that the presbytery remember us in their prayers.

Respectfully submitted,  
 Rev. Alex MacLeod

### **Knox's Galt**

Knox's Galt is doing relatively well with respect to meeting their 2018 budgetary commitments. They have identified that the building itself has several significant maintenance and repair costs looming, and are appealing to Presbytery for a loan to help address these. They also felt it would be prudent to lease out their building space to another congregation in order to increase revenues for aiding the repairs, as well as being able to commit to other mission projects.

They have negotiated a lease with Grace Bible Church to allow them to use the building for their ministry. At a duly constituted congregational meeting, out of 71 members present, 67 voted in favour, and 4 against. The implications for Knox's include a change in the time of worship, moving from 10:30 AM start to a 9:00 AM start on Sunday mornings. Otherwise, the busier use of the building during the week by Grace will not have a significant impact on Knox's ministries, because they don't run any programs during the week. Any meetings of Knox's can be accommodated in the space designated for their activities.

The Rev. Angus Sutherland continues to be well thought of as he offers pastoral care and worship leadership week to week. The Session voted to renew his contract for 2019, with a 2.2% COLA, and he is satisfied with this arrangement.

**Recommendation:** The Presbytery approve the re-appointment of the Rev. Angus Sutherland to Stated Supply at Knox's Galt for a 1 year contract (see attached).

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Respectfully submitted,

Rev. Glen Soderholm

### Joonim

Joonim remains a vibrant and growing ministry. This year saw the baptism of adults and admission of many new members. Its team ministry approach is dynamic and effective, and all worship services were presided over by ordained ministry and all sacraments were rightly administered. Starting in September the Lord's Supper was shared at a joint Korean-English Ministry service under the leadership of English Ministry lead Philip Song. There have been two staff changes:

Reverend Somyong Lee joined the pastoral staff at Joonim this fall as the Young Adult and University Student pastor. Somyong has eleven years of ministry experience as a youth pastor in Korea until 2016. Graduated from Yonsei University with a B. Ed in 2004 and received an M.Div in 2008 from

Presbyterian University and Theological Seminary in Seoul. She received a Master of Theology in 2018 also from Presbyterian University and Theological Seminary and is currently a Ph. D Student in Christian Spirituality at St. Michael's College in Toronto, ON.

Nick Steinberg has joined the Joonim pastoral team as Youth Pastor replacing Pastor Junghoo Lee. Nick graduated with a B.A. from Wilfred Laurier in 2015 and since that time has been serving in various Lutheran denominations in the US, Australia and Canada. Nick is currently a M.Div student at Wilfred Laurier.

The Session feels that Joonim has grown spiritually during the vacancy and is financially stable, predicting a surplus for 2018. The Session also feels, and I concur that an additional period of stable interim ministry will strengthen the congregation's and small groups ministry. This will place Joonim in a stronger position to begin the search for a lead minister in the second half of 2019. I have enjoyed my first year as interim moderator with Joonim with its enthusiastic worship in both the English and Korean services and its fellowship. The deep faith and professionalism of the Session has been very effective in providing leadership to the congregation during this vacancy.

Joonim continues to explore the possibility of relocating its ministry in the Waterloo area as it also prepares to negotiate a new lease with Emmanuel United church, its current location. We seek the guidance of the Holy Spirit in this matter as we discern God's will on this matter.

In 2019 the Lord's Supper will be shared five times a year – in early January, Easter, the congregational anniversary, Thanksgiving and Easter. I ask the Presbytery's continued prayer for this congregation and its continuing good ministry in our Presbytery.

Respectfully submitted, Rev. Darrell Clarke

**APPENDIX E:** Visitation Report to the Presbytery of Waterloo-Wellington, Dec. 2, 2018 Congregation: St. Andrew's Hespeler, visited on Sunday October 28, 2018 Visit Team: Marion Hunter; Ross Rowat; Jane Swatridge [convener]

At the request of the congregation, the Congregational Affairs Committee formed a Team to conduct a regular visit, arranged through the Rev'd Scott McAndless. The surveys were distributed at least 4 weeks in advance



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of the visit and collected by the Team Convener approximately two weeks prior. In total, fifty surveys were completed by the Congregation [338 on the Roll], the Elders, the Operations Committee [responsible for finance & property matters], the Deacons [responsible for pastoral care] and two members of the staff: Family Ministry Coordinator, Joni Smith; Music Director, Corey Linforth.

The Visit Team attended worship, which included the Sacrament of Baptism, and immediately following the service, led discussion with the congregation for 30 to 35 minutes. Our meeting time in the sanctuary was limited by a children's music program that takes place in the sanctuary every Sunday after worship, and it's too wonderful to cancel! The Visit Team spent at least 45 minutes, often longer, with each of the Operations Committee, the Deacons, the Elders and the staff. As time ran out on the 28th, the Team met separately with the Rev'd McAndless on October 30th at Duff's PC.

The responses to the questionnaire were virtually unanimous in their praise for the very well received music programs and for Ms Linforth's energy & creative gifts. Equally appreciated is the obvious dedication & considerable capabilities of Ms Smith. Also mentioned was the work of the Operations Committee in maintaining the integrity of an aging building while endeavouring to update the facilities. As well, the surveys told the story of a congregation reaching out to serve the surrounding community with compassion, commitment and zeal through the Hope Clothing program, the food bank, bi-weekly community meals, etc.

Among their concerns, we heard from the majority of folks that pastoral care, communication, negativity and finances [related to attendance/membership] are the key issues. The average weekly Sunday attendance in 2017 was 89 people; throughout 2018, the average is 69.

Beyond these comments of consensus, the surveys seem to describe two separate churches. There was grateful praise for the minister's well-prepared and thoughtprovoking sermons, and there were complaints that the Sunday message was an impersonal historical lecture. There was support & commendation for the hard work of the Elders & "strong leadership" of the minister, and there was equal criticism about the lack of leadership & attentive care from Session. The Team read about the good energy

& involvement of the dedicated volunteers, and we were told there's a general lack of interest or motivation among the congregation. Several surveys and personal comments on October 28th told of an appreciation for the pastoral care received at a time of need, and the minister told us that he's daily involved in pastoral contacts/visits. Yet, we heard about a lack of warmth among the faith family and that pastoral needs are not being met.

And despite the uniform praise for Ms Smith & Ms Linforth, we were shocked and appalled to hear of the verbal abuse and harassment that is so commonplace as to become normalized. These staff members were surprised that the Team was surprised to hear of such unacceptable behavior directed at them, at the minister, at virtually anyone who steps up to assume a leadership role. Consequently, few are willing to accept the responsibility of Eldership, Deacon coordinator, committee chair, ETC.

From our conversations with each of the groups & individuals identified, the Visit Team realized that too much responsibility is being loaded onto the staff rather than being assumed by the appropriate group/committee, or a volunteer with leadership gifts – of whom, there are many! Every time we were told of a problematic situation or procedure or someone began scapegoating a staff person, we asked, 'why/why not?' and were met with shrugs or silence. Personal responsibility & accountability among the leadership is lacking and the assigning of blame for the issues facing St. Andrew's Hespeler feels routine. Several survey & personal comments reflect



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this attitude, as many feel it is the Presbytery's responsibility to encourage volunteers, to provide direction & to 'correct' the leadership.

There is much confusion about the PCC's Leading with Care Policy, contributing to the communication issues, lack of transparency and an aversion to sharing pastoral concerns. The congregation would certainly respond with care, compassion & support for one another if they knew the circumstances of neighbours in need. There were several survey comments about the ineffectiveness of the Deacon program, as well as complaints that people in the congregation know neither their Elder's nor their Deacon's name. This is not to criticize the work of the Deacons, who've volunteered to accept the call to pastoral care. The comments are critical of the organization, or lack thereof, of the deacon program, initiated approximately 12 years ago. There is also general confusion about the role of the Elder, the Deacon, and how these groups are meant to work alongside one another.

From our conversations with all of the groups & the staff, they are wonderfully honest about their gifts as well as their shortcomings, and passionate to see their church thrive. These folks shine at outreach and inclusive care for the community; their mission work is inspirational. Yet they falter at accepting & affirming one another and are hampered by a lack of trust. They talk candidly about their concerns for the health of St. Andrew's out of an obvious love for the church, its heritage and its caring Christian presence in Hespeler. But they have great difficulty moving from talk to action, ably identifying problems but unable to problem-solve and envision a new reality beyond the obstacles.

Some members are open to trying new approaches while it was reported that others cling to the past.

The good folks of St Andrew's Hespeler are to be commended for their almost instantaneous trust of & openness with the Visit Team. Their candour has been invaluable in crafting this report and the Recommendations that follow. Please note that the Team has included only the Commendations & Recommendations for the leadership groups, staff & congregation. Those for the Rev'd Scott McAndless will be presented to him separately, as he is under the direct oversight of the Presbytery and any comment or assessment of his ministry is not open to discussion by the Elders or congregation. However, any/all measures for the Rev'd McAndless are included in the recommended follow-up visit [see below, #10].

Humbly submitted in His service, on behalf of the Visit Team, Jane Swatridge Recommendations

1. That the congregation of St. Andrew's Hespeler be commended for their exceptional outreach and mission endeavours in the surrounding communities and beyond domestic borders;
2. That the Family Ministries Coordinator and the Music Director be commended for their ongoing dedication, their strength and their willingness to share so generously of their gifts for the ministries of the congregation;
3. That the Operations Committee be commended for their resourcefulness, for their diligent maintenance of the facilities, and for their courage in making difficult & prudent decisions towards creating a balanced Budget;
4. That the Deacons select a Coordinator from within their number, who is not a staff person, who will call & conduct meetings, liaise with Session, arrange for regular training, maintain records, etc.;
5. That the leadership of the church, including the Session & Deacons, receive training in the PCC's policy of Leading with Care, and engage in facilitated discussion as to its practical yet gracious specific application at St. Andrew's Hespeler;

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6. That active Elders and the Moderator of Session participate in a retreat, with an outside facilitator, as soon as possible to address trust and communication issues;
7. That the Elders receive training in PCC Polity, including the expectations and responsibilities of Eldership, to address the need for accountability and recommitment within this Court;
8. That the leadership & congregation attend workshop(s), with outside facilitator(s), on topics of non-violent communication and Workplace Safety Standards to address the inappropriate behavior and reported culture of harassment;
9. That the leadership & congregation engage in a facilitated workshop to encourage shared, whole-community responsibility, and to equip St. Andrew's Hespeler to pursue church health & growth, spiritual and practical;
10. That the Congregational Affairs Committee conduct a follow-up visit to St. Andrew's Hespeler in support of their progress rather than completion of the above, no later than June 30th, 2019, with a different Visit Team for a fresh perspective;
11. That the Visit Team be dismissed.

#### **APPENDIX F: Proposed Referred Overture to GA 145.**

##### **PRESBYTERY OF WATERLOO WELLINGTON Re: Polity concerns with General Assembly**

WHEREAS, a core value of Presbyterian polity is the respect and mutual dialogue between the courts, with their respective areas of oversight, and

WHEREAS, a core value of Presbyterian polity is participatory governance by the ruling and teaching elders of the church, and

WHEREAS, the lower courts of the church have repeatedly expressed to the highest court the value placed upon a yearly gathering of ruling and teaching elders in a General Assembly to do the business of the Church by participatory governance, and to draw a regionally disparate church together in meaningful worship and fellowship, and

WHEREAS, the 144th General Assembly featured a dynamic in which commissioners were largely "talked at" from the front, rather than being allowed to have the debates for which they had been called together (as verifiable from an analysis of the livestream record's ratio of minutes of speech from the front : speech from the floor), and

WHEREAS, moderators traditionally seek to ensure equal respect for all voices speaking from the floor by discouraging the practice of applause, and

WHEREAS, the Assembly Council arguably exceeded its competence when it caused the consensus model to replace Presbyterian practice and procedure for debate and decision-making at the 144th General Assembly, without recourse to the Barrier Act which must be invoked to ensure dialogue between lower courts and the highest court when any change in polity is contemplated, and

WHEREAS, the showing of orange cards and blue cards to "take the temperature of the room" effectively did what applause does in causing some speakers to feel the warmth of the court toward their words and

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perspective while other speakers felt the chill of its disapprobation, thus herding the court into one mind by tactics that might be compared to bullying, and

WHEREAS, the Assembly's national design committee arguably failed to extend to the Presbytery of Waterloo Wellington, in due deference to its standing as a host Presbytery, the opportunity to provide worship according to its regional particularity and gifts, and the sacrament of Holy Communion according to the permission of one of its sessions, and

WHEREAS, the Assembly's national design committee arguably failed to extend to the Presbytery of Waterloo Wellington, in due deference to its standing as a host Presbytery, the opportunity to provide fit hospitality following the opening worship, and

WHEREAS, the Assembly's national design committee, in its costly engagement of a PCUSA worship leader not only for the 144th General Assembly but also for the 145th and 146th, arguably not only missed an opportunity to utilize the gifts of local worship leaders in the Waterloo Wellington Presbytery but also introduced into worship elements that struck many commissioners as inadequately expressive of Christ-centred worship and the national hymnal of the PCC, and

WHEREAS, the decision to manage the 144th, 145th, and 146th General Assembly by the same design team, augmented to include a representative from the Presbytery of Waterloo Wellington, but not expressive of the theological and regional diversity of our denomination,

THEREFORE, the Waterloo-Wellington Presbytery, humbly overtures the Venerable, the 145th General Assembly through the Assembly Council to a) place on record an acknowledgment that the 144th General Assembly deviated significantly from the best practices for a General Assembly as would express the core values of our Presbyterian polity and contemporary denominational ethos, b) place on record an acknowledgment that Assembly Council erred in introducing the consensus model to replace our regular voting procedures without due process, c) abort the plans in progress to manage the 145th and 146th General Assembly through a national design committee, and d) return to the practice of asking the local Presbytery within whose bounds the Assembly is being held to host the Assembly; or to do otherwise as the General Assembly, in its wisdom, may deem best.

Regular Meeting of the Presbytery of Waterloo-Wellington  
 Knox Presbyterian Church, Waterloo, Ontario  
 January 8, 2019

## **APPENDIX D: Ministry Committee Report**

### **Committee on Ministry Report to the Presbytery of Waterloo-Wellington January 8<sup>th</sup>, 2018**

**The Committee on Ministry (CoM) has met once since the last meeting of the Presbytery.**

#### **Young Adult Representative to General Assembly 2019**

The Presbytery of Waterloo-Wellington is invited to send a Young Adult Representative (YAR) to the 2019 General Assembly to be held in Wilfrid Laurier University, Waterloo, Ontario, from Sunday, June 2 to Thursday, June 6, 2019. The YAR Selection Team is Mr. Mike Wasyluk, Mr. Gib McIlwrath and Rev. Linda Ashfield. Mr. Mike Wasyluk would like to address the court.

The Presbytery will make its final recommendation of YAR and alternate YAR at the March meeting of Presbytery.

#### **Subcommittee on Students**

There are no students in the care of the Presbytery at this time. The subcommittee continues to follow up with 3 individuals interested in Ministry.

#### **Pulpit Exchange**

The Presbytery wide pulpit exchange has been enjoyed by several congregations for many years.

**Recommendation 1:** That the Presbytery of Waterloo-Wellington designate May 5<sup>th</sup>, 2019 as Presbytery Pulpit Exchange Day.

Congregations wishing to participate in this exchange are to contact Rev. Johan Olivier no later than April 24<sup>th</sup>, 2019.

The expressed purpose of the Presbytery Pulpit Exchange is *“To promote fellowship and camaraderie amongst ministers and churches in the Presbytery.”* As another suggestion to this end we propose to the Presbytery, through the Business Committee, the idea of clergy and representative elders visiting neighbouring congregations to attend their Annual Congregational Meetings.

Submitted with élan

Rev. Scott Sinclair, convener.

Regular Meeting of the Presbytery of Waterloo-Wellington  
 Knox Presbyterian Church, Waterloo, Ontario  
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## **APPENDIX E: EIF Committee Report**

### **EIF Committee Report January 8<sup>th</sup> 2019**

The EIF Committee is continuing to be at work. We have two workshops that we are working on for the spring and looking at one for the fall. Along with planning workshops we are also processing requests for funding from two funds that the presbytery has set up.

Our first recommendation that we are bringing forward is from Gale Presbyterian Church. To follow up on their visioning process and acknowledging the growing area around them, they are continuing to make changes to help reach their community and support the ministry to the worshipping community but also to the wider community. The Session of Gale has submitted a plan to move forward along with an outline of the budget that they will need to make this plan happen, therefore the EIF Committee brings forward the following recommendation:

#### **Recommendation 1**

**That the Presbytery of Waterloo-Wellington approve \$12000 (the full allotment) from the Congregational Renewal Fund to help support their new ministry initiative.**

The EIF Committee is putting forward a workshop on Boundaries/and Sexual Harassment prevention workshop. We as the body of Christ need to be vigilant and make sure that we are safe guarding our parishioners and ourselves from possible dangers and harm. To this end, we are organizing one workshop that will be held at two separate times and places at the beginning of April. The workshops would be run by Susan Shaffer. Her cost is \$1500 for the two workshops. We will also need to have two snack breaks and a lunch break. The following recommendations are in regards to this workshop.

#### **Recommendation 2**

**That the Presbytery of Waterloo-Wellington hold two workshops to educate the Presbytery on appropriate boundaries and Sexual Harassment prevention. These workshops would be led by Susan Shaffer. The Presbytery would cover the food for both workshops. Funding for these workshops would come from the Conference Fund. (locations to be determined)**

#### **Recommendation 3**

**That the Presbytery of Waterloo-Wellington make these workshops mandatory for Teaching Elders, and all other Elders and church staff be encouraged to attend. Or that the Teaching Elders prove they have taken a similar course or workshop within the last year or plan on taking one in 2019.**

#### **Upcoming Workshop**

We are looking at holding at least one Elder Training session in the fall. It has been many years since we last had an Elder training workshop and we believe that it would be wise to hold one for the Elders in our Presbytery.

**Also, we have received a request from the Rainbow Communion to do a ten minute presentation at the Presbytery Meeting in Waterloo.**