

Presbytery of Waterloo-Wellington Emergent Meeting  
Thursday, May 27, 7 PM, via Zoom online meeting.

The Rev. Peter Bush, Moderator constituted the Presbytery with prayer.

### **Attendance**

**Ministers:** Rev. John Borthwick, Rev. Peter Bush, Rev. Ed Charlton. Rev. Susan Clarke, Rev. Courtney Crawford, Rev. Hugh Donnelly, Rev. Mark Gaskin, Rev. Scott McAndless, Rev. Dr. Mark Richardson, Rev. Kristine O'Brien, Rev. Megan Penfold, Rev. Scott Sinclair, Rev. Glen Soderholm, Rev. Dr. Frank Szatmari,

**Representative Elders:** Peter deVries, George Forsyth, Andrew Foster, Pauline Hall, Frank Kivell, Werner Kuemmling, Peggy Lennox, Doug McCaig, Gib McIlwrath, Vern Platt, Sue Senior, Louise Sharpe-Berges, Bonnie Street, Dr. Wilma Welsh.

**Alt. Rep Elder:** Irene Brown (Gale),) **WMS:** Jean Godin

**Appendix:** Rev. Linda Ashfield, rev. Jane Swatridge

Guests: Rev. Wendy Lampman, Presbytery of London.

### **Regrets:**

Ministers; Rev. Diane Boyd, Rev. Nick Pavel, Rev. Johan Olivier, Rev. Scott Sinclair, Rev. Bill Bynum, Rev. Michelle Yoon, Rev. Aubrey Botha,

Rep. Elders: Jeanette Bomhoff, Janet DeGroot, Fraternal Obs: Terri Whiffen, App: Rev. Calvin Brown

The Clerk identified and welcomed Rev. Lampman.

### **Reason for Emergent Meeting**

This meeting has been convened to receive and consider an appointment to the Rev. Jane Swatridge, of the Presbytery of Waterloo-Wellington to St. Lawrence Presbyterian Church, in the Presbytery of London; and to transfer Rev. Swatridge to care of said Presbytery.

### **Adoption of Proposed Agenda**

Moved by Ed Charlton/Sue Senior that the agenda as presented be approved as presented. Carried.

### **Business Committee 'Appendix A' – Rev. Darrell Clarke**

The Presbytery of Waterloo-Wellington received notice that the Rev. Jane Swatridge, formerly of Duff's Presbyterian Church, Puslinch and on the appendix of the Presbytery roll, had been appointed Interim minister of St Lawrence PC, presbytery of London, effective June 1, 2021. On the 25<sup>th</sup> of 2021, the Clerk of the Presbytery of Waterloo-Wellington received a copy of the appointment and the extract of minutes below:

This extract is from the Minutes of the May 11, 2021 regular meeting of the Presbytery of London:

The Rev. Andrew Reid summarized the report previously circulated to the Court.

**MOTION: (Currie/Stahl) THAT the Reverend Jane Swatridge be appointed as Interim Minister to St. Lawrence Presbyterian Church, London, effective June 1, 2021 for a period of up to 12 months. CARRIED.**

The Moderator reminded the Court that the Interim Ministry Agreement had been circulated to the Court in advance of the meeting tonight. D. Clark advised the Court that the agreement has been reviewed and all is in order.

**MOTION: (Currie/Stahl) THAT the Interim Ministry Agreement be approved. CARRIED.**

**MOTION: (Currie/Stahl) THAT the service of recognition for the Reverend Jane Swatridge be held in the near future, pending receipt of her certificate from the Presbytery of Waterloo-Wellington. CARRIED.**

**MOTION: (Currie/Stahl) THAT the Reverend Jane Swatridge be added to the constituent roll of the Presbytery of London effective June 1, 2021. CARRIED.**

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Moved by Ed Charlton/Sue Senior that the report of the business Committee be received and considered. Carried

Moved by Ed Charlton/Sue Senior that the appointment of the Rev. Jane Swatridge, to the position of Interim Minister of word and Sacrament at St. Lawrence Presbyterian Church, in the Presbytery of London, be received and considered. Carried

### **Narration of the Steps – Rev. Wendy Lampman, Interim Mod. St. Lawrence Pres. Church**

Moved by Ed Charlton/Sue Senior that the Rev. Wendy Lampman, interim moderator of St. Lawrence Presbyterian Church be invited to sit and correspond and narrate the steps leading to the appointment of Rev. Jane Swatridge as interim minister. Carried

The pulpit of St. Lawrence Presbyterian Church, London was declared vacant on December 6, 2020. Rev. Julia Morden was appointed interim moderator. A presbytery exit visit was conducted on December 7, 2020.

The exit team noted the many strengths of the congregation of St. Lawrence Church and recognized the potential for this congregation in a growing part of the city of London, with an accessible building and a large parking lot. It further noted that the congregation would benefit from interim ministry in order to continue to work through issues related to a recent amalgamation, as well as the sudden departure of their minister during the pandemic.

The session met with Rev. Julia Morden and discussed the possibilities of interim ministry vs. hiring a consultant to do this work. The Session believed that a consistent presence in the pulpit would be beneficial for the congregation. Rev. Morden contacted numerous individuals searching for a trained interim ministry. Rev. Jane Swatridge was available and willing to apply for this ministry appointment.

An additional presbytery visit was requested in late January. Rev. Mavis Currie and Rev. Andrew Reid conducted this visit, meeting with the Board of Managers and the Session. Again, the Session expressed its desire to pursue interim ministry. Due to unforeseen personal reasons, Rev. Julia Morden was relieved of her duties as interim moderator in March. Rev. Andrew Reid and Rev. Mavis Currie arranged for an interview with the Session of St. Lawrence and Rev. Swatridge.

Rev. Wendy Lampman was appointed as interim moderator on May 1, 2021. The Session met on May 10, 2021 and unanimously voted to extend an interim ministry contract to Rev. Swatridge.

### **The Terms of the Appointment**

#### **The Presbyterian Church in Canada - Interim Ministry Agreement, Presbytery of London**

**This agreement (“Agreement”) is dated the 11h day of May, 2021, between:**

**The Congregation of St. Lawrence Presbyterian Church** located at 910 Huron Street, London, Ontario N5Y 4K4 [st.lawrencepcwebsite@gmail.ca, <https://www.stlawrencepc.ca/>] (**“Congregation”**)

**And**

**The Rev. Jane Swatridge** of 7458 Fielding Lane, Box 091, Puslinch, Ontario N0B 2J0 [swatudy@gmail.com] (**“Minister”**)

**And**

**The Presbytery of London** within The Presbyterian Church in Canada [lonpresby@bell.net, <https://www.presbylondon.ca/>] (**“Presbytery of London”**)

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**This Agreement outlines the terms for the Presbytery appointment of the Minister to the position of Interim Ministry in the Congregation.**

1. The goals and expectations for this ministry are found at Schedule A, attached.
2. Qualifications of the Minister are found at Schedule B, attached.
3. This ministry is full time (based on 45 hours per week).
4. This ministry will begin on June 1<sup>st</sup>, 2021 and will continue for up to 12 months.
5. The stipend and allowances shall meet or exceed General Assembly and Presbytery requirements and may be prorated in the case of part time.
6. The Congregation shall pay the following stipend and allowances, less payroll deductions, to the Minister at the beginning of each month (Annual values Paid Monthly):

Stipend (inclusive of travel allowance) \$46,786.00  
Housing allowance (inclusive of utilities) \$18,000.00  
Total \$64,786.00

7. In addition to the above, the Congregation shall provide:
  - Five weeks' paid vacation per year.
  - Pension payments as required by the Pension Plan of The PCC
  - Health and Dental benefits per The Presbyterian Church in Canada plan.
  - Continuing Education allowance according to General Assembly and Presbytery regulations, to be used on approval of the Presbytery.
  - Cost of pulpit supply during the Minister's vacation and continuing education leave.
  - Any paid vacation time or study allowance not taken during the period of the Interim Ministry will be paid out at the termination of the Agreement.
8. In the case of the Minister's total disability or extended illness, this Agreement will terminate as of the date the medical leave commences. The Congregation will then continue to provide stipend and all allowances for a period of three months. Housing allowance and cost of utilities only will be continued for a further four months.
9. An Interim Moderator shall be named by the Presbytery to the Congregation for the term of the ministry.
10. The Minister shall be accountable to the Presbytery through the Interim Moderator.
11. The Minister shall not be eligible to be called to the Congregation during the term of this Agreement and for three years thereafter.
12. The Presbytery shall arrange for a service of recognition.
13. The Minister shall be given access to all documents and records relating to the Congregation, including but not limited to congregational roll and contact information, Session and Board records, annual reports, and reports made to Presbytery.
14. 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. If this Agreement continues to its maximum term of 12 months, it will expire automatically with no further notice or pay in lieu of notice.
15. This Agreement is in accordance with Interim Ministry Policy and Procedures approved by the General Assembly (<https://presbyterian.ca/resources-ministry> ) and shall be subject to the laws of the province of Ontario.
16. This Agreement may only be amended or modified in writing and with the consent of all parties.

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## **SCHEDULE A: Interim Ministry - Goals and Expectations**

The goals for this Interim Ministry shall include:

- bringing St. Lawrence to the point of calling their next minister.

The expectations of the Interim Minister shall include:

- leading worship and preaching, subject to vacation and continuing education;
- leading the Session, Board and Congregation through a collaborative process to review the policy regarding the Knollwood St. Lawrence fund and to ensure all are aware of the policy;
- working with the Session to ensure that there is a complete and up to date congregational registry including email contact, and ensuring that this current list is made available to Session and office staff;
- arranging for training of the Board and Session regarding appropriate reviews of financial statements by members of the Congregation;
- celebrating the sacrament of Holy Communion as determined by the Session;
- celebrating the sacrament of Baptism as approved by the Session;
- providing for a leader of worship on Sundays when the Minister is absent, subject to the Minister ensuring that the leader shall support the Congregation's vision and the polity and doctrine of The PCC;
- providing pastoral care for sick and shut-in;
- officiating at weddings and funerals;
- working with boards and committees of the Congregation (other than the search committee) to assist them in carrying out their assigned tasks;
- attending meetings of the Session and of the Congregation's committees as required;
- at the request of the Interim Moderator, moderating meetings of the Session and of the Congregation;
- performing other administrative duties as requested by the Session or Presbytery; (e.g. working with church secretary in preparing bulletins, newsletters, etc., exercising general oversight of church facilities, and representing the church in dealing with outside organizations);
- cooperating with the Interim Moderator to provide to the Presbytery a review of the Interim Ministry every three months;
- at the request of the Interim Moderator providing observations and advice about the state of the Congregation's readiness for calling a minister;
- attending Presbytery meetings and providing regular reports about the ministry separately or jointly with the Interim Moderator;
- reporting any serious differences or difficulties with any former minister(s) of the Congregation to the Interim Moderator and taking no further action with respect to such differences or difficulties without the explicit instruction of the Interim Moderator;
- providing the Session, Interim Moderator and Presbytery a written report regarding the Congregation at the end of the Interim Ministry.

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### **SCHEDULE B: Interim Minister – Qualifications**

The Minister shall have the following qualifications:

- an ordained minister in good standing of The Presbyterian Church in Canada or an ordained minister with demonstrated good standing in a denomination represented in the Ecumenical Shared Ministries Handbook, as outlined in the Book of Forms of The PCC, section 213.3.
- identifiable skills in healing, conflict resolution, management of congregational change, organizational development, and setting short-term objectives;
- demonstrated ability to join and leave congregational systems quickly and with ease;
- demonstrated ability to diagnose a situation accurately and develop action plans quickly;
- demonstrated ability to provide honest and accurate feedback;
- demonstrated ability to prepare the way for another minister for the Congregation;
- demonstrated ability to honour the work of other people in the Congregation, past and present;
- demonstrated ability to be a non-anxious presence in the midst of transition, grief and conflict;
- demonstrated ability to facilitate cross generation meetings and arrive at consensus;
- demonstrated ability to communicate using Microsoft Office (Word, Excel and PowerPoint)
- congregational pastoral experience as an ordained minister;
- attended workshop on the Policy for Dealing with Sexual Abuse and Sexual Harassment of The Presbyterian Church in Canada within the past five years;
- provide a vulnerable sector police records check prepared within the previous two months and demonstrate familiarity with the Leading with Care Policy of The PCC;
- specialized training for Interim Ministry.

Rev. Darrell Clarke, Clerk, Waterloo-Wellington, reviewed the terms of the appointment and was found to be in order.

Moved by Ed Charlton/Sue Senior that the appointment of the Rev. Jane Swatridge is approved by the Presbytery of Waterloo-Wellington and that the Clerk of the Presbytery communicates the Presbytery's approval to the Presbytery of London.

### **Transfer of the Rev. Jane Swatridge to the Presbytery of London**

Moved by Ed Charlton/Sue Senior that the Rev. Jane Swatridge be transferred to the care of the Presbytery of London, and with regret, her name be removed the appendix of the Presbytery of Waterloo-Wellington, with a certificate of Transfer from the clerk of this Presbytery.

Moved by Ed Charlton/Sue Senior that the report as a whole be accepted.

### **Next Meetings (Information Only)**

**Next Business Committee Meeting:** June 8, 2021 via Zoom 10am

**Next Regular Meeting:** June 15, 2021 (via Zoom) 7pm

**General Assembly:** June 6-9, 2021

Moved by Peter deVries/Megan Penfold that as the business of the Presbytery was completed, that the meeting adjourn. Carried

The moderator closed with prayer.