

Presbytery of Waterloo-Wellington,  
 Regular Meeting, May 13, 2014  
 Gale Presbyterian Church, Elmira, Ontario,

**DATE AND PLACE:**

The Presbytery of Waterloo-Wellington met in regular session at Gale Presbyterian Church, Elmira, on Tuesday, May 13, 2014 at 5:30 for dinner.

Stephen Allen of Justice Ministries, the Life and Mission Agency, made a presentation on Palestinian suffering at 6:30 and the Presbytery was convened at 7:35 p.m. with the Rev. Karla Wübbenhorst leading in worship.

**ATTENDANCE:**

**Ministers:** Rev. Linda Ashfield (Acting Moderator), Rev. Brooke Ashfield, Rev. Dr. Aubrey Botha, Rev. Calvin Brown, Rev. Darrell Clarke, Rev. Ed Charlton, Rev. Chris Cho, Rev. Janice Hamalainen, Rev. Dr. Herb Gale, Rev. Scott McAndless, Rev. Alex MacLeod, Rev. Marty Molengraaf, Rev. Kathy Morden, Rev. Johan Olivier, Rev. John Paeng, Rev. Dr. Mark Richardson, Rev. Jeff L. Smith, Rev. Andrew Song, Rev. Karla Wübbenhorst.

**Representative Elders:** Junghee Ahn, Jim Akerstream, Lenore Arbuckle, Johan DeSchiffart, Jean Godin, Peter Graham, Pauline Hall, Isabel Howell, Marion Hunter, Frank Kivell, David Ogram, Bob Renton, Liz Samis, Grant Scott, Robert Seim, Gaston St. Louis, Neil Stewart, Earl Suggitt, Don Vickers, Jim Zaryski.

**Ministers on the Appendix to the Roll:** Rev. Dr. Linda Bell, Rev. Dr. Wayne Dawes, Rev. Dr. Brice Martin, Rev. Linda Paquette, Rev. Mary Whitson.

**Alternate Representative Elders:** Helen Cleghorn, Janet deGroot, George Forsyth, Peter Goudy

**Women's Missionary Society:** Donna Henry, Phyllis Stewart

**Others:** George Ingram, Allison Cann

**Treasurer:** Allan Stewart

**Clerk:** Dr. Wilma Welsh

**REGRETS:**

**Ministers:** Rev. Mark Lewis, Rev. John Borthwick, Rev. Michael Burns, Rev. William Bynum, Rev. Mark Gaskin, Rev. Glen Soderholm, Rev. David Whitecross.

**Representative Elders:** Andrew Foster, Judith Harrison, Maria Liston, Walter MacNeil, Lydia Maitland.

Alternate Representative Elders: Rachel Fishback, Doug Gilmour, Aileen Isaac, Bert Perriman

**Ministers on the Appendix to the Roll:** Rev. Robert Duncanson, Rev. Dr. Walter McLean, Rev. Dr. Robert Spencer

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### **WELCOME, INTRODUCTIONS AND CONSITUTION OF THE COURT:**

The Rev. Linda Ashfield, Acting Moderator, opened the meeting with prayer and constituted the court. She welcomed all in attendance and expressed appreciation to Gale Presbyterian Church, Elmira for their kind hospitality and the lovely dinner.

The Moderator welcomed the Rev. Ibu Kanbudan visiting for the Women's Gathering from Taiwan. She is supported by the Presbytery of Waterloo-Wellington twinning program.

### **APPROVAL OF THE AGENDA**

Moved by Marty Molengraaf/Ed Charlton that the Proposed Agenda be adopted. CARRIED.

### **MINUTES**

Moved by Marty Molengraaf/Calvin Brown that the minutes of March 11, 2014 regular meeting be approved as circulated. CARRIED

### **STATED HOUR – 8:00 p.m.**

### **CALL TO THE REV. SCOTT SINCLAIR**

**To Gale Presbyterian Church, Elmira**

The Moderator advised that the Clerk had examined the Call and ensured that it is in proper form.

### **Call**

We the professing members of Gale Presbyterian Church, being well satisfied with your faithfulness to the Gospel and your qualification for the ministry of Word and Sacraments and confident that the Holy Spirit has led us to you, earnestly and solemnly call you, the Rev. Scott Sinclair, to become minister of this congregation. In calling you we promise you all due respect, encouragement, and allegiance in the Lord as, together, we seek to use our gifts in the church and in the world to the glory of God.

### **Guarantee of Stipend**

Sin order that you, the Rev. Scott Sinclair, may be free to devote yourself to ministry of Word and Sacraments among us, we the congregation of Gale Presbyterian Church hereby guarantee to the Presbytery of Waterloo-Wellington, of The Presbyterian Church in Canada, that out of our estimated annual revenue of one hundred ninety four thousand four hundred and eleven dollars (\$194,411.00), we promise and obligate ourselves to provide you, as a first charge thereon, the following annually:

- Stipend, inclusive of travel allowance \$50,000.00
- Housing allowance, inclusive of the cost of utilities \$18,600.00

Total: \$68,600.00

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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

We further agree:

1. To provide two weeks for continuing education annually and at least the minimum allowance as set by the General Assembly (currently \$600 per annum), the which benefit shall be cumulative up to five years.
2. To provide a book allowance of \$600.00 annually
3. To provide five weeks holiday annually.
4. To pay supply during the periods of continuing education and holidays.
5. In case of disability or extended illness, to continue to provide stipend, accommodation and allowances for a period not less than that set by the General Assembly, and to pay the cost of pulpit supply.
6. To pay for Medical and Dental Insurance as provided through the Pension and Benefits Board of the General Assembly and to make contributions to the Pension Plan in compliance with the terms of the plan.
7. To pay necessary moving expenses.

Place: Elmira, Ontario

Date: May 4, 2014

Presiding Minister – The Rev. Karla Wübbenhorst

Meeting Secretary and Session Clerk – Barbara Martin

#### **Attestation of the Call by the Interim Moderator**

I hereby certify that in pursuance of appointment of the Presbytery of Waterloo-Wellington, this call has been moderator in, and that out of a total number of two hundred and twenty (228) processing members, 171 have themselves subscribed and 35 have requested an elder to subscribe to the same.

The Reverend Karla Wübbenhorst, Elmira, May 13, 2014

#### **Attestation of Concurrence by the Interim Moderator**

I hereby certify that 81 adherents of the congregation of Gale Presbyterian Church, Elmira have this day signed this concurrence to the call in favour of the Rev. Scott Sinclair

The Reverend Karla Wübbenhorst, Elmira, May 13, 2014

#### **Percentage Support**

Of the 228 professing members 206 have subscribed, which represents 90.35% support for this call in favour of the Rev. Scott Sinclair.

#### **Narration of Steps**

The Moderator of Presbytery invited the Interim Moderator, the Rev. Karla Wübbenhorst to narrate the steps leading to the Call being presented.

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### **NARRATION OF STEPS AND REASON FOR TRANSLATION**

- 1) The Rev. Dr. Linda Bell, minister of Gale, notified Presbytery at its meeting of January 8, 2013, of her impending retirement effective April 30, 2013.
- 2) Presbytery appointed the Rev. Karla Wübbenhorst Interim Moderator at its meeting of March 12, 2013.
- 3) The Rev. Karla Wübbenhorst conducted an exit interview with the Rev. Dr. Linda Bell March 15, 2013.
- 4) Following its regular session meeting moderated by The Rev. Dr. Linda Bell, the Gale Session met March 21st, under the moderatorship of The Rev. Karla Wübbenhorst to nominate members for the search committee.
- 5) The Rev. Karla Wübbenhorst met with the session again on March 24, 2013, and with the search committee and session together on April 1, 2013 to outline a division of the vacancy-related labour, the session agreeing to take on the work of the congregational self-assessment, the search committee agreeing to take on the work of developing the stipend package in consultation with the Board, and eventually of preparing the congregational profile.
- 6) The Rev. Dr. Linda Bell retired as minister of Gale Presbyterian Church on April 30, 2013.
- 7) The Rev. Karla Wübbenhorst preached the pulpit vacant on Sunday, May 12, 2013.
- 8) Upon agreement at the meeting of the Gale session on June 20, 2013, the Rev. Karla Wübbenhorst corresponded with the clerk of Presbytery requesting permission for Gale to proceed with the necessary steps to call a minister.
- 9) The business committee of Presbytery granted the requested permission July 5, 2013, and this action was homologated by the Presbytery at its meeting September 10, 2013.
- 10) The Session approved the congregational profile for distribution at its meeting July 18, 2013. The vacancy was advertised on the PCC website and the profile distributed July 25, 2013. Print advertising appeared in the September, October and November issues of the Presbyterian Record. The profile was also placed on file with Ministry and Church Vocations.
- 11) The search committee received 30 applications very quickly following the advertisement of the vacancy, 15 being sent from Ministry and Church Vocations and a further 15 being received from applicants directly. The search committee met a number of times to review these applications, and in August began going out to hear candidates of interest lead worship.
- 12) The search committee would eventually receive over 50 applications. In September the committee arrived at a short list of 3 candidates whom it wanted to interview (two of whom had applied and one of whom was head-hunted). Interviews were scheduled for November 3rd and 4th, after all members of the search committee had had the opportunity to hear the short-listed candidates conduct worship.
- 13) During the September to November period, 3 further profiles had come in which were of interest to the search committee (two from applicants who had sought Gale out, and one from a head-hunted applicant). The profile of the Rev. Scott Sinclair was received during this period and sparked immediate interest. Following the November 3rd and 4th interviews the search committee took the decision to allow time to investigate the further three candidates, rather than

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recommending any of the interviewed candidates as sole nominee to preach for the call. Two of the three interviewed candidates, however, remained strongly in contention.

14) Of the three candidates who had been short-listed in the September to November period, the decision was made not to pursue one, on the basis of a reference check. The search committee met November 30, 2013 to view videos of the remaining two candidates conducting worship (one of whom was the Rev. Scott Sinclair).

15) Of these two candidates the decision was made to invite only the Rev. Scott Sinclair to preach "live" in the Interim Moderator's congregation, and then be interviewed by the search committee on Sunday January 19, 2014.

16) As one of the two previously interviewed candidates who were still in contention had accepted a call elsewhere, it remained between the Rev. Scott Sinclair and one other candidate. During the next two months the search committee wrestled with what each of these strong candidates would bring to Gale. It decided to invite the Rev. Scott Sinclair to a second interview March 16th and to make a decision whether to invite him to preach for the call or not. Reference checks were completed which affirmed the search committee's opinion of the Rev. Scott Sinclair as an able minister and a good match for Gale.

17) Following the second interview on Sunday, March 16, 2014 the search committee voted unanimously to recommend to the session that an invitation to preach for the call be extended to the Rev. Scott Sinclair.

18) On Thursday March 20, 2014 the session of Gale at its regular meeting adopted a motion to invite the Rev. Scott Sinclair to preach for the call on Sunday, May 4, 2014. This decision was immediately communicated by the Interim Moderator to the clerk of Presbytery and the convener of the Congregational Affairs committee, as well as to the Rev. Scott Sinclair himself, and to the other candidate. Advertising was taken down and the Ministry and Church Vocations office notified.

19) On Saturday May 3, 2014 from 7-8.30pm, the congregation hosted a Meet and Greet event in order to allow the congregation to meet with the candidate and his family. The event was attended by approximately 75 people.

20) On Sunday May 4, 2014 the Rev. Scott Sinclair preached for the call at Gale. A goodly attendance of 128 professing members plus many adherents attended the worship. The congregation met in a duly called congregational meeting immediately following the worship and voted unanimously to extend a call to the candidate.

21) In sum, the advertised vacancy at Gale attracted over 50 applications, six candidates were heard to preach, four candidates were interviewed. After conducting a full search with all due diligence, and after much prayerful consideration the search committee felt that it was guided to the Rev. Scott Sinclair. The session affirmed its judgment, and the congregation, having met the candidate and experienced his ministry, is well convinced that the Rev. Scott Sinclair possesses all the classical competencies of Presbyterian ministry (especially preaching and the conduct of worship, congregational leadership and pastoral care) together with a deep spirituality and ability to build a rapport with youth and those outside the church, which are gifts that will bless and will serve Gale well in its vision for mission and ministry in Elmira.

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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The search committee, session and congregation of Gale believe this to be a call from God upon the life of the Rev. Scott Sinclair and would ask the Presbytery to sustain this call.

The Reverend Karla Wübbenhorst, Interim Moderator  
 Moved Marty Molengraaf/Aubry Botha that the actions of the Interim Moderator be approved.  
 CARRIED

Moved by Johan DeSchiffart/David Ogram that the Call to the Rev. Scott Sinclair, the Presbytery of Ottawa be received and considered, and that representatives of Gale, Elmira, the congregation to which the Rev. Scott Sinclair is being called, be heard. CARRIED

The representatives Vickey Hammell and Kim Denstedt from Gale Elmira spoke in support of the Call to the Rev. Scott Sinclair.

Moved Johan DeSchiffart/Ed Charlton that the guarantee of stipend be deemed acceptable.  
 CARRIED

Moved by David Ogram/Janice Hamalainen that the Call to the Rev. Scott Sinclair be sustained as a Gospel Call and transmitted to the Presbytery of Ottawa, the presbytery from which the minister is being Called. CARRIED

Moved by Calvin Brown/Johan DeSchiffart that the Clerk request the Clerk of the Presbytery of Ottawa to represent the Presbytery of Waterloo-Wellington when the Call is being considered by the Presbytery of Ottawa. CARRIED

Moved by Marty Molengraaf/Ed Charlton that if the Call is sustained by the Presbytery of Ottawa and accepted by the Rev. Scott Sinclair that the arrangements for the induction service be left in the hands of the Moderator, Clerk, and Interim Moderator.

The Edict of Induction will be prepared by the Clerk and forwarded to the Interim Moderator. It will be read on August 3 & 10<sup>th</sup> with the Induction taking place on August 10<sup>th</sup> at 3:30 with Presbytery meeting at 3:00 p.m. According to the standing orders the last person inducted will be invited to preach the sermon/charge (Rev. Michael Burns).

## **COMMITTEE REPORTS**

**BUSINESS COMMITTEE REPORT:** Clerk, Wilma Welsh reported.

Moved Calvin Brown/John Paeng that the Report of the Business Committee report be received and the recommendations considered. CARRIED



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### **CORRESPONDENCE – March 5, 2014 – May 6, 2014**

14-055	F. Hogg – Requesting academic degrees	sent to those affected
14-056	Knox, Waterloo – request for student ministry grant	to Mission & Outreach
14-057	St. Paul’s Cathedral, London – re workshop	to all presbyters
14-058	Doon, Kitchener – request for student ministry grant	to Mission & Outreach
14-059	PCC – Presbytery Presbyterians Sharing report @March31, 2014	to all presbyters
14-060	Knox, Waterloo – report on 2013 student ministry grant	to Mission & Outreach
14-061	PCC – Presbyterians Sharing newsletter	to all presbyters
14-062	Rev. N. St. Louis – request to transfer to Grey-Bruce-Maitland	to Business Committee
14-063	Rev. B. Ashfield – Minister in Association – Rev. M. Whitson	to Ministry Committee
14-064	M. Foxall – re Youth in Mission I Love Taiwan extension	to all presbyters
14-065	T. Hamilton – acknowledgement of Moderator’s ballots	to Clerk
14-066	R. Geddes – re Bird Day at Crieff Hills	to all presbyters
14-067	D. Whitecross – re new candidate for ministry	to Ministry Committee
14-068	C. Cho – application for student ministry grant (rec’d too late)	to Mission & Outreach
14-069	Knox, Guelph – Gen-On-Ministries Workshop – Oct. 25/14	to all presbyters
14-070	R. Song – re GA Banquet Poster	to all presbyters
14-071	St. Andrew’s, Kitchener – re fish fry May 26, 2014	to all presbyters
14-072	Pres. of PEI – David Peters – no longer minister of PCC	to all presbyters
14-073	J. Bell – re Stan Ott Events	to all presbyters
14-074	A. Sutherland – General Assembly events	to all presbyters
14-075	APCE – Inviting Presbytery to become a member of APCE	to EIF
14-076	Knox, Waterloo – requesting names of students at Waterloo U’s	to all presbyters

### **Correspondence**

#### **Recommendations**

1. Moved by Ed Charlton/Darrell Clarke that the actions of the Business Committee in assigning the correspondence be homologated. CARRIED
2. **Tri-Congregation Sports Camp Planning Group – Galt Cambridge** – see Appendix “A”.  
**Recommendation**  
 Darrell Clarke/Grant Scott that the funding request be approved. CARRIED
3. **Waterloo North – Proposal for retaining 70% of funds**  
 The Clerk learned at the Clerks’ Consultation that it has been approved and to take effect on April 1<sup>st</sup> that 25% is now taken off the top of funds received from the sale of church property for the Pension Fund. In light of this it was felt that the Business Committee needed more time to prepare the recommendation to Presbytery. Received for information

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Clerk's note – We have since learned that this decision does not affect the sale of Waterloo North as the sale was completed before this change was put in place.

4. Rev. Nan St. Louis – request to transfer her membership from the Appendix to the Roll of Waterloo-Wellington Presbytery to Grey-Bruce-Maitland Presbytery, effective immediately.

Moved Janice Hamalainen/Calvin Brown that as requested the Rev. Nan St. Louis be transferred to Grey-Bruce-Maitland Presbytery, effective immediately CARRIED

5. It was reported by the Clerk that the Rev. Mark Godin had notified the Clerk that The search committee of a local United Reformed Church congregation, St. Andrew's, Handbridge, which is presently vacant, would like to appoint/call the Rev. Mark Godin to a 25% post under the conditions of a Certificate of Limited Service. This Certificate is what the URC gives to ministers from other denominations for temporary ministry in a specific charge; it is for one year (renewable) and does not involve a transfer. Received for information.

#### 6. **Notice to Incorporated Congregations**

The Clerk alerted any congregations that are "Incorporated" to be in touch with the Rev. Don Muir before the end of June.

7. **Trust Deeds** – congregations are reminded to look into the matter of having a Trust Deed prepared. Information was sent to all congregations some time ago in the PC Pack. For further information contact the Clerk.

#### Presbytery Meeting Dates – 2013-14

June 17, 2014 – Calvin, Kitchener  
 September 9, 2014 – new Moderator's Church

#### Business Committee Meetings 9:30 a.m. at St. Andrew's, Kitchener

June 11, 2014 (changed to June 12<sup>th</sup>)  
 September 3, 2014

Moved Ed Charlton/John Paeng that the report as a whole of the Business Committee be accepted.  
 CARRIED

#### **COMMISSIONING OF GENERAL ASSEMBLY COMMISSIONERS**

The acting Moderator Commissioned the Commissioners from the Presbytery of Waterloo-

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))



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Wellington to the 140<sup>th</sup> General Assembly.

**TREASURER'S REPORT** - see Appendix "B" for statement

Moved by Calvin Brown/Janice Hamalainen that the Treasurer's Report be approved. CARRIED  
It was noted that there are no significant unexpected income or expense amounts to report at this time.

**Equitable Life Insurance Policy cancelled March 31, 2014**

The above policy was cancelled effective March 31, 2014 in line with the decision taken at the regular meeting of Presbytery at Doon Presbyterian Church on March, 11, 2014.

A notice of motion was approved at the March 11<sup>th</sup> meeting that the treasurer would cause to be moved that all references to the Equitable Life Insurance Policy be removed from any future calls to ministers within the Presbytery of Waterloo-Wellington

**Recommendation**

Subsequent to that meeting it is moved by Rev. Calvin Brown and seconded by Rev. Janice Hamalainen "that all references to this insurance be removed from any future calls to ministers within the Presbytery of Waterloo-Wellington." CARRIED

For information

**Congregational Assessments as of April 30, 2014**

There are 31 assessed congregations in the Presbytery.

For 2014:

3 have paid the full amount in one payment in accordance with the standing orders

15 have paid the full amount quarterly in accordance with the standing orders

6 have paid the full amount in one payment on their own timing

5 have paid the full amount quarterly on their own timing

2 have made no payment at this time and will be contacted by the clerk or treasurer

Treasurer's report as a whole was moved on motion David Ogram/Janice Hamalainen.

CARRIED

**CONGREGATIONAL AFFAIRS REPORT** – see Appendix "C"

Moved by Calvin Brown/Pauline Hall that the report of the Congregational Affairs Committee be received and considered. CARRIED

**ELORA/ALMA Interim Moderator**

Moved by Calvin Brown/Alex MacLeod that the Rev. Dr. Linda Bell be appointed interim-moderator for St. Andrew's, Alma and Knox Elora effective September 1, 2014 and that the Rev.

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Kathy Morden and elders Earl Suggitt from Arthur and Jim Zaryski from Harriston be the Advisory Committee. CARRIED

**Interim Moderator's Report Gale, Elmira** – Rev. Karla Wübbenhorst

Moved by Calvin Brown/Andrew Song that the report be received for information. CARRIED

Moved by Calvin Brown/Karla Wübbenhorst that the report as a whole be adopted. CARRIED

**MINISTRY COMMITTEE REPORT** – see Appendix “D”

Moved by John Paeng/Aubry Botha that the report of the Ministry Committee be received. CARRIED

**Recommendations**

1. That the session of Knox's Galt Presbyterian Church be granted permission to designate the Rev. Angus Sutherland as minister in association to the congregation as to the terms and conditions outlined in the agreement.

Moved by John Paeng/Peter Goudy. CARRIED

2. That the session of Knox Waterloo Presbyterian Church be granted permission to designate the Rev. Mary Whitson as minister in association to the congregation as to the terms and conditions outlined in the agreement.

Moved by John Paeng/David Ogram. CARRIED

The Clerk was granted permission to sign these agreements on behalf of the Presbytery.

The Clerk was requested to check on the status of a minister on the Appendix to the Roll in his/her worshipping congregation.

The Convener reminded congregations of the letter sent to all congregations re Pulpit Exchanges.

Moved by John Paeng/David Ogram that the Ministry Committee report be accepted as a whole. CARRIED

**EDUCATION ISSUES AND FELLOWSHIP REPORT (EIF)** – report given by Convener, Janice Hamalainen.

Moved by Janice Hamalainen/Grant Scott that the Report of the EIF Committee be received and considered. CARRIED.

Preamble,

Emmalena Huyer attends Kortright Presbyterian Church while at the University of Guelph. It was at Kortright that she heard about the Youth in Mission "I Love Taiwan" mission trip. She

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applied and was accepted to attend. She is currently raising funds for the trip and was advised by the Rev. Alex MacLeod that funds may be available through the Presbytery of Waterloo-Wellington. The total cost of the trip is \$2,500. Although Emmalena comes from a Reformed Christian Church, she has been attending Kortright. Since we want to encourage those who are interested in Presbyterian mission trips, it is recommended that we release \$625 to Emmalena to assist her with funding. This is a donation of 25% towards the total cost of the trip.

Moved by Janice Hamalainen/Grant Scott that the amount of \$625 be released to Emmalena Huyer for the purpose of attending the Youth in Mission "I Love Taiwan" mission trip from the funds of the Presbytery of Waterloo-Wellington. The line item for this amount to be left to the discretion of the Treasurer.

Clerk's note - Emmalena Huyer will now be unable to attend the I Love Taiwan program.

Moved by Janaice Hamalainen/Grant Scott that the report as a whole of the EIF Committee be adopted. CARRIED.

**MISSION AND OUTREACH COMMITTEE** – reported given by Alex MacLeod and Johan Olivier.

Moved by Alex MacLeod/Johan Olivier that the report of the Mission and Outreach Committee be received and considered. CARRIED

The following guidelines were noted by the Clerk for the post-secondary student ministry grants. The guidelines are not clear in item c).

That the Presbytery of Waterloo-Wellington, beginning in 2013, establish a Post-Secondary Students Ministry Grant under the following terms of reference:

- A) That the fund should consist of one amount of \$10,000 for all applicants.
- B) The application must come from the Session of a congregation within the Presbytery.
- C) That the application be directed to the Mission & Outreach committee **for a one time grant**.
- D) The application must be submitted prior to April 1 of the calendar year.
- E) The maximum that can be applied for is one half of the budget available, and that the grant limit will be based on the number of applicants.

The following motion will clarify the intent of item c)

Moved by Marty Molengraaf/Jeff L. Smith that from this time onward if funding is available, that it be understood that the Mission's grants for congregations involved in Post Secondary School Ministries be understood as one time per year. CARRIED

See Appendix "E" for applications for grants

Recommendation #1 - That a grant be given to Kortright Presbyterian Church in the amount of \$3,500 from the Post-Secondary Student Ministry Fund for 2014.

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Moved Johan Olivier/Jeff L. Smith that Recommendation #1 be approved. CARRIED

**EXTENTION OF TIME**

9:30, the time for adjournment having arrived it was moved by Jeff L. Smith/Darrell Clarke that the hour of adjournment be extended to 10:00 p.m. CARRIED

Recommendation #2 - That a grant be given to Knox Presbyterian Church, Waterloo in the amount of \$3,500 from the Post-Secondary Student Ministry Fund for 2014.

Moved Johan Olivier/Bob Seim that Recommendation #2 be approved. CARRIED

Recommendation #3 - That a grant be given to Doon Presbyterian Church in the amount of \$2,500 from the Post-Secondary Student Ministry Fund for 2014.

Moved Johan Olivier/Jeff L. Smith that Recommendation #3 be approved. CARRIED

Notice of Motion

Moved by Johan Olivier that at the next regular meeting of Presbytery he will move or cause to be moved that a grant of a further \$2,500 from the Presbytery Development Fund be made in order to meet the full requests of Knox, Waterloo and Kortright Presbyterian Churches.

Notice of Motion

It was suggested by Brooke Ashfield that consideration be given to the Joonim application by the Mission and Outreach Committee despite its late arrival. If approved this will require an additional notice of motion to release additional funds from the Development Fund. The amount suggested by Brooke was up to \$5,000.

Moved by Alex MacLeod/Jeff L. Smith that the report as a whole of the Mission and Outreach Committee be approved.

**NEXT MEETING**

The Presbytery of Waterloo-Wellington will meet in regular session on Tuesday, June 17<sup>th</sup>, 2014 at Calvin Presbyterian Church, Kitchener at 7:00 p.m. – refreshments to be served at 6:30.

**ADJOURNMENT**

The business being completed, the Presbytery adjourned on motion of Calvin Brown. The Acting Moderator, the Rev. Linda Ashfield pronounced the Benediction and announced that the Presbytery will meet again on Tuesday, June 17<sup>th</sup>, 2014 at Calvin Church, Kitchener. Refreshments will be served at 6:30 and the Presbytery to be constituted at 7:00 p.m.

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Acting Moderator

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Clerk

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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Appendix "A"

**Funding Request**

**Date: April 24, 2014**

**To: Presbytery Business Committee**

**From: Tri-Congregation Sports Camp Planning Group**

**Background**

As part of the 2012 Westside Amalgamation Plan, 15% of the proceeds from the sale of the St Giles building were to be forwarded to the Presbytery, with the intent of supporting outreach ministries in the area of East Galt. The Supervision of these monies rests in the hands of the Business Committee of Presbytery, which makes recommendations to the Presbytery for the use of this Fund.

The Building was sold in September of 2013 and the monies were later forwarded to the Presbytery of Waterloo-Wellington.

In 2013 the three ministers and some elders of Knox's, Central and Westside determined that a Sports Camp sponsored by the three churches, and run in conjunction with Scripture Union, would be a valuable outreach ministry in Galt.

The Cambridge Sports Camp will run this summer, from August 18 – 22, 2014.

**Request**

The Sports Camp Planning Group is requesting a total of **\$3,100** from the fund set aside for "supporting outreach ministries in the area of East Galt."

**Details**

1. Camperships We want to ensure that all families have the opportunity to send their children to the camp. A Campership Fund would allow for a Registration Fee subsidy for low-income families. **\$2,000**
2. Administration The Secretary of Westside has agreed to act as Registrar for the Sports Camp. We expect that that some of the cost of this will be absorbed in the regular compensation that Westside pays their Secretary – but this sum will allow the Registrar to work extra hours. **\$ 300**
3. Publicity / Advertizing Advertisements are being placed in the Summer Activities feature in the Cambridge Times, City of Cambridge Leisure Guide and a possible flyer drop targeting East Galt. **\$ 800**

Thank you for your consideration of this matter.

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 Gale Presbyterian Church, Elmira, Ontario,

Appendix "B"

**FINANCIAL REPORT TO WATERLOO-WELLINGTON PRESBYTERY AS AT APRIL 30, 2014**

	<u>to Apr. 2014</u>	<u>Budget 2014</u>	<u>Amount remaining</u>
<b>INCOME</b>			
Assessment Income	75,854	151,710	75,856
income from services	589	1,000	411
Other income - interest	1,138	2,000	862
<b>Total Income</b>	<b><u>77,581</u></b>	<b><u>154,710</u></b>	<b><u>77,129</u></b>
<b>EXPENSES</b>			
Synod Assessment	25,950	51,900	25,950
			-
Special project - Gen. Assem. 2014	5,167	25,000	19,833
Special project - Two Rivers Church	25,000	25,000	-
Special project - Post Sec. student grants	3,000	10,000	7,000
Special project - Bunun Exchange	-	6,000	6,000
Special project - Canada Youth 2014	1,070	5,000	3,930
Special project - Burst Forth 2014	2,100	4,000	1,900
<b>Special projects - total</b>	<b><u>36,337</u></b>	<b><u>75,000</u></b>	<b><u>38,663</u></b>
Clerk's honorarium	3,997	11,990	7,993
Treasurer's honorarium	2,180	6,540	4,360
CPP/EI	163	680	517
Liability Insurance	2,849	3,500	651
General and office supplies	284	2,500	2,216
Telecommunications	665	1,600	935
Audit and legal fees	-	1,000	1,000
Bank interest and service charges	20	200	180
<b>Office expenses - total</b>	<b><u>10,157</u></b>	<b><u>28,010</u></b>	<b><u>17,853</u></b>
Travel and mileage	301	7,000	6,699
Meals and hospitality	72	500	428
<b>Travel - total</b>	<b><u>373</u></b>	<b><u>7,500</u></b>	<b><u>7,127</u></b>
Grants - U of G chaplaincy	6,000	6,000	-
Grants - Students for Ministry	-	5,000	5,000
Grants - New Life Counselling	1,500	1,500	-
Grants - donations	-	500	500
<b>Grants - total</b>	<b><u>7,500</u></b>	<b><u>13,000</u></b>	<b><u>5,500</u></b>
Commissioner's Expenses	-	2,500	2,500

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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Conference Funds	-	2,500	2,500
Student Psych. Assessments	675	2,400	1,725
Pulpit supply for visitation	-	1,500	1,500
Visitors and Gifts	-	1,300	1,300
Christian education	-	1,000	1,000
Clerk's consultation April 2014	550	600	50
Student certification	-	500	500
<b>General expense - Total</b>	<b>1,225</b>	<b>12,300</b>	<b>11,075</b>
<b>Total All Expenses</b>	<b>81,542</b>	<b>187,710</b>	<b>106,168</b>
<b>Surplus/(Deficit)</b>	<b>(3,961)</b>	<b>(33,000)</b>	<b>(29,039)</b>



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Appendix "C"

**Congregational Affairs Report to Presbytery, May 13, 2014**

The CA Committee met at St Andrew's, Arthur on April 8.

**Nomination for Interim-Moderator for Elora and Alma.**

Among other items we discussed candidates to recommend to Presbytery to serve as Interim-Moderator for Elora and Alma. It was agreed that Linda Bell would be asked first. Linda was approached and has agreed to let her name be proposed to Presbytery.

**Recommendation 1:**

**That Linda Bell be appointed Interim-Moderator for St Andrew's PC, Alma and Knox PC Elora effective September 1,2014 and elders Earl Suggitt from Arthur and Jim Zaryski from Harriston be the Advisory Committee.**

**Letter Circulated to Congregations.**

A letter requesting congregations to examine their Stipend and Allowances given to ministers to ensure that it meets the minimum standard as laid out in the Acts and Proceedings was circulated to Presbytery. We would ask Congregations, ministers or Rep elders to ensure that this is done and that any discrepancies are reported to the CA Committee.

**Interim Moderator's Report      Gale Presbyterian Church**

At its meeting on March 16th the Gale search committee interviewed the Rev. Scott Sinclair of St. Stephen's church in Ottawa for the second time. Following that meeting the search committee voted unanimously to recommend the name of the Rev. Scott Sinclair to the session as the sole nominee to preach for the Call. At its meeting on March 20th the Gale Session received a presentation from the search committee in favour of the Rev. Scott Sinclair as sole nominee and session voted unanimously to adopt the search committee's recommendation that he be invited to preach for the call. The date of Sunday May 4th was set for this event. In worship on Sunday March 23rd and on numerous occasions since, the congregation was made aware of the date, and was also invited to a meet and greet event with Rev. Scott and his family on Saturday May 3rd. Initially the name was withheld at Scott's request, as he needed time to tell his session in Ottawa what was unfolding. The elders at Gale were diligent in letting their people know about the May 3rd/4th weekend with the result that the church was packed for Sunday May 4th, with 128 out of a possible 227 members there to vote, and many adherents. A goodly attendance of 75 people also turned out for the May 3rd meet and greet. At the meeting on May 4th the congregation voted unanimously to extend the call to the Rev. Scott Sinclair. Following the March 20th decision to have Scott preach for the Call I was in correspondence with MCV to remove the vacancy listing from the website and from their files, and with the Presbytery clerk and congregational affairs committee convener to advise them of the development. I feel in writing this paragraph that I am "narrating steps" which may be somewhat redundant with the steps I shall narrate to the May meeting of Presbytery when presenting the call. However, as I usually

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have included an update on the state of the search as a first item of business in my interim moderator's reports, I am happy to report here that the search has been concluded, and it remains only for the two Presbyteries to sustain the call, Reverend Scott to accept it (which I have every indication he means to do) and for the induction to occur. The call is being presented to tonight's (the May 13th) meeting of Presbytery (being hosted by Gale by a happy accident) and will be examined by the Presbytery of Ottawa at its meeting May 20th. If upheld there, the start date I have discussed with Rev. Scott is August 1st, meaning that Presbytery will be asked to come out of its summer somnolence to attend a service of induction on or around Sunday August 3rd.

In other news, the seasons of Lent and Easter were marked at Gale by participation in the Elmira ministerial's midweek Lenten services and a joyous set of Holy Week/Easter services conducted by the Rev. Kees Vandermeij. Regarding the staff transitions, the position of custodian has now been filled, and the closing date for applications for the director of music position that is currently being advertised is June 30th. Interviews will take place in July with a new director of music hopefully arriving the same time as the new minister, August 1st. The interim director of music who has been serving Gale on a one year contract between May 1, 2013 and April 30, 2014 has now concluded her term of service, and supply musicians have been engaged to fill the gap until August 1st. Communion Sunday June 1st will include the confirmation of up to 8 youth who have been taking part, since February, in a communicants' class which I and the Rev. Kees Vandermeij have been jointly leading. The communicants were offered an "advisory vote" in the Call, as is done at General Assembly now with the young adult representatives. On Sunday July 13th I shall be conducting the sacrament of baptism at Gale. Meanwhile the church's elders continue to care for the congregation and its committees function well in running the church's programme. For example, another camping season is gearing up under the direction of CEC, the Worship committee is making plans for an outdoor service of worship on June 22 which will mark the conclusion of the Sunday school year and segue into a picnic. And the newly minted Mission and Outreach committee is planning a special service June 8th, together with several new ministry initiatives with an outreach intent.

In short, as this vacancy draws to a close I feel very good about the work we have accomplished in this interim period. The spirits of the congregation, in anticipation of the new minister, are running high, and it will be with a certain sense of satisfaction, and with confidence that the congregation is in a good state of health, that I hand over to the Rev. Scott Sinclair (God and our respective Presbyteries willing), on August 1st.

Yours faithfully  
 Karla Wübbenhorst (Gale IM)

## **Recommendation 2**

**That the Interim-Moderator's Report be received for information.**

## **Recommendation 3:**

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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**That the report as a whole be adopted.  
Respectfully submitted**

**Rev. Calvin Brown  
CA Convener**

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Appendix "D"

Ministry Committee Report  
May 13, 2014

**Recommendations:**

1. That the session of Knox's Galt Presbyterian Church be granted permission to designate the Rev. Angus Sutherland as minister in association to the congregation as to the terms and conditions outlined in the agreement.
2. That the session of Knox Waterloo Presbyterian Church be granted permission to designate the Rev. Mary Whitson as minister in association to the congregation as to the terms and conditions outlined in the agreement.

**Motion:** That the Ministry Committee report be accepted as a whole.

Respectfully submitted by John Paeng

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**Agreement between  
The Session of Knox's Galt Presbyterian Church  
and  
The Rev. Angus Sutherland  
Regarding his designation as Minister in Association**

Upon the approval of the Presbytery of Waterloo Wellington, the Session of Knox's Galt Presbyterian Church is pleased to welcome the Rev. Angus Sutherland as Minister in Association with the congregation of Knox's Galt with the following terms of reference (as per the Book of Forms Appendix 1).

1. The session agrees to show the same pastoral concern for The Reverend and Mrs. Sutherland as it would show to any other member of the congregation;
2. It is understood that The Reverend and Mrs. Sutherland will have the rights and privileges accorded to regular professing members, including election as a ruling elder in the congregation;
3. The session agrees that if a matter arises which might eventually result in disciplining Rev. Sutherland, it will immediately refer the matter to the presbytery and not initiate action itself;
4. Rev. Sutherland may be requested by the minister to perform some aspects of pastoral care and/or provide assistance, as needed;
5. Rev. Sutherland may be invited to preach and will be given first opportunity to preach when Knox's Galt minister is away;
6. Rev. Sutherland will be considered a volunteer member of the pastoral staff and will be supported by the Pastoral Relations Committee of Session.
7. From time to time, Rev. Sutherland's work in the congregation may go beyond the normal expectations of a volunteer and it may seem appropriate to offer an honorarium for his endeavors. These occasions will be discussed in consultation with the session, the minister and Rev. Sutherland, in advance of any such work being initiated.

It is understood that should the session and the Minister in Association wish to change the terms of the above agreement, the changes are to be submitted to the presbytery for approval.

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### **Minister in Association**

An agreement between Rev. Mary Whitson  
and Knox Waterloo Presbyterian Church  
with the approval of the Presbytery of Waterloo-Wellington.

#### **Preamble**

The Rev. Mary Whitson has been a faithful worshipper at Knox Waterloo. She and her husband Frank, have participated in the full range of activities as well as Sunday worship. After several years of vital involvement, it is now time to acknowledge Mary as a Minister in Association to Knox Waterloo.

#### **The Agreement**

1. Rev. Mary Whitson shall be involved in Sunday worship at Knox 2-4 times per year. This may involve the offering of prayers, leading in liturgy, giving announcements and reading of scripture. If she is called upon to preach she shall receive the usual Sunday supply compensation.
2. Mary will continue to offer leadership in the Knox Retirement Home outreach ministry. This will involve conducting communion services at least twice per year, and writing and conducting worship in the retirement home setting.
3. Mary will continue involvement, as time permits, in the mid-week LOGOS children/youth ministry. She will lead bible time and be a table parent.
4. Mary will continue to be a vital part of our senior's ministry Wednesdays@Knox and provide devotions and leadership as appropriate.
5. Mary will represent the Knox congregation as informal chaplain to her building complex in Kitchener as part of her ministry.
6. Mary will assist the ministers in pastoral care as appropriate
7. Other ministry opportunities may result as a result of future opportunities.
8. The ministers at Knox will meet with Mary on an informal basis and support her in her ministry among us.
9. The congregation will acknowledge Mary Whitson as a Minister in Association by placing her name in the bulletin as such in each weekly bulletin.

This agreement may be reviewed by either party upon simple request.

The congregation of Knox Waterloo Presbyterian Church wishes to thank God for Mary's ministry among us and wish her and her family every support.

Respectfully submitted by the Session of Knox Church Waterloo March 25, 2014.

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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Appendix "E"

**Report of the Mission and Outreach Committee  
Presbytery of Waterloo-Wellington**

The Committee met on Wednesday April 16th at Kortright Presbyterian Church and moved the following recommendations:

**Post-Secondary Student Ministry Grant Applications**

Recommendation #1 - That a grant be given to Kortright Presbyterian Church in the amount of \$3,500 from the Post-Secondary Student Ministry Fund for 2014.

Recommendation #2 - That a grant be given to Knox Presbyterian Church, Waterloo in the amount of \$3,500 from the Post-Secondary Student Ministry Fund for 2014.

Recommendation #3 - That a grant be given to Doon Presbyterian Church in the amount of \$2,500 from the Post-Secondary Student Ministry Fund for 2014.

Recommendation #4 – That a grant of a further \$2,500 from the Presbytery Development Fund be made in order to meet the full requests of Knox, Waterloo and Kortright Presbyterian Churches.



4800

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**Doon Presbyterian Church**

35 Roos Street  
Doon, Kitchener, N2P 2B9

**March 29, 2014**

**Application for Funding from the Presbytery of Waterloo-Wellington's Post-Secondary Student Outreach Fund**

**Goal:**

To secure \$2,500 in support of Doon's continuing ministry focus on the Doon Campus of Conestoga College. The Goal of Doon is to integrate the congregation and facility into the campus life of Doon. While Doon will have a continuing presence within the Doon Campus community, Doon itself will position itself as the "Campus Church" and provide faith based and fellowship opportunities for Conestoga College Doon Campus students. Our ministry focuses on providing spiritual and material support for Conestoga students through partnerships with established ministries, student government (CSI) and our international and local student population.

**Background**

Doon Presbyterian Church is located within 1.5 kms of the main "Doon" campus of Conestoga college and within 900 metres of Doon's "non-residence" student rental neighborhood centered on Amherst drive in lower Doon.

International students from Korea, China, Nigeria and Ghana attend Doon Church on a regular basis and Doon has initiated informal outreach to many of these students including regular pastoral visits and special events. Students are encouraged to participate in the life of the church including worship in keeping with our "Peachy Church" philosophy of being open and accepting of all who come to our church. Last Summer, Doon was the site for the first marriage of two Conestoga students who remain in our fellowship. Also the pastor at Doon is participating in providing marital counselling for a student from Ghana who is schedule to marry this fall in Ghana, under the oversight of the student's home church in Accra, a member of the Ghanaian Presbyterian Church.

This fall a number of our own youth will be attending Conestoga college and along with other youth "in-residence" at Doon who attend our church we anticipate that our Conestoga students will be between 10 and 15% of our Sunday Morning service attendance.

**Partners:**

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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**Aboriginal Services Department:** One of our partners is the Aboriginal Services Department. This partnership includes cultural exchanges and information sharing sessions. This department participates with Doon in our annual aboriginal service in June. The Aboriginal Service Department supports a number of international students of our congregation due to funding restrictions with the International student services department on campus.

**CSI:** In the fall of 2013 Doon established a partnership with Conestoga Students Inc, the student's association at the college. We provided food hampers for their Food Bank as a supplement to the current supply of the KW Food Bank. We also participated in their program for providing gifts to children of enrolled students as part of their Christmas Wish campaign which last year saw over 170 gifts being collected. Doon also supplied a large quantity of children's and student clothing to the CSI for distribution to students. Total funding for these efforts was approximately \$1000 and this will continue in concert with the additional funds requested.

**Power2Change Ministries:** With the encouragement of the CSI, Doon is the process of partnering with the Power2Change ministry presence on the campus. This ministry of Bible study and Christian fellowship is in its second year and reaches approximately 50 "drive in" or local KW students who attend Conestoga. This ministry is in addition to Doon's own ministry to our international student population.

### **About Conestoga**

Conestoga College Institute of Technology and Advanced Learning, established in 1967, is a provincial leader in polytechnic education, providing career-focused education and training that prepares students for success in the new knowledge economy and supports growing industry needs for a highly skilled labour force. It offers more than 120 full-time certificate, diploma, degree and post-graduate programs.

It is Ontario's fastest growing college with a five year enrollment CAGR of 9%. This annual growth rate has led to space shortages for Conestoga organizations, thus the offering of Doon Church as an additional space for student life is attractive to our partners.

Full-time Students: 14,000 (approximately 11,000 at the Doon campus), and a Part-time Enrolment of over 30,000. With a total student enrollment approaching 45,000; Conestoga is the largest post-secondary institution in the Waterloo Wellington Presbytery.

Over 1000 international students (mostly resident in the Doon, Pioneer Park, Pinnacle Hill and Huron Heights neighborhoods.)

### **Key Activities and Budget:**

**Transportation Ministry:** Establish a transportation ministry for students requiring transportation into Kitchener to access medical and government services. As well a Sunday morning and event pick up service for students to attend Doon. Funding would help subsidize fuel costs for volunteers. **\$100**

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**CSI Food Bank:** Complete our partnership with the CSI to establish and operate the Doon-CSI Food Bank in cooperation with local churches. Funding would support purchasing fresh produce and other food stuffs, advertising, transportation, awareness and volunteer support: **\$400**

**Christian Sharing:** Funding support to expand the opportunity for existing Christian ministry on Doon Campus and the addition of an on campus/Doon Church study for international students. An extended goal of this investment is to integrate Doon's current college students into this program. **\$250**

**Christmas Wish Program:** Double Doon's current support of the CSI sponsored Christmas Wish program to provide gifts the children of 50 Doon students.' This would support activities to distribute collected materials and awareness development: **\$400**

**Winter Hats, Mitts, Coats and Sweaters program (HMCS Conestoga):** Develop the infrastructure to provide winter clothing for the children of full time student's and international students. This will formalize our ad hoc collection and purchase of clothing which began in the fall of 2013: **\$200**

**Fall and Winter Orientation: \$650**

Activities include:

Doon Fall Concert and Welcome BBQ (last week of August during orientation)

Doon Welcome Back Dinner and worship event – early January.

Participation in Fall 2014 and Winter 2015 orientation programs to provide students with materials they will need for their studies and life at Conestoga along with raising awareness of our various ministries.

**Fellowship Christmas Dinner and other meals for Resident Students: \$300**

**Free Food Fridays:** Pilot participation in a free food Friday event (part of the free Food program) where a small snack, water or hot beverage (donated) will be provided by volunteers from Doon. In addition with will continue to present Doon as the campus ministry church and highlight Doon's support of the Conestoga student community: **\$200**

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### Budget Summary:

Tactic	Activity	Key Partner	Secondary Partner	Date	Goal	Cost
<b>Student Support</b>	Transportation Ministry	CSI	ASC	August 2014 to May 2015 (as required)	Provide transportation for Conestoga students to access services in Kitchener	\$ 100
	CSI Food Bank	CSI	ASC	October 2014 to April 2015	Supplement and staff existing CSI food bank as a ministry of Doon	\$ 400
	Christmas Wish Program	CSI	P2C	Early Dec. 2014	Double Conestoga's current contribution and organizational support of the program	\$ 400
	HMCS Conestoga Program	CSI		Dec. 2014 to Feb. 2015	Provide clothing to international students and the children of economically challenged full-time students	\$ 200
<b>Fellowship</b>	Christmas Dinner for Resident Students	Doon		12/20/2014 and other dates	Fellowship with our Conestoga students who stay in the doon area during the holidays	\$ 300
					Sub Total	\$1,400
<b>Outreach</b>	Fall and Winter Orientation Program	P2C	ASC	Last Week of August 2014/First Week of January 2015	Awareness and Orientation to Life at Conestoga	\$ 500
	On Campus Orientation Participation	CSI	P2C, ASC	Last Week of August 2014/First Week of January 2015	Awareness and Orientation to Life at Conestoga	\$ 150
	On Campus Studies and Worship	P2C		Sept 2014 to April 2015 (weekly)	Expand existing Christian Ministry activities on campus	\$ 250
<b>Awareness</b>	Free Food Friday Pilot	CSI	ASC	TBD	Develop Awareness of Doon as the Campus church supporting Conestoga students	\$ 200
					<b>Total</b>	<b>\$2,500</b>

### Partner Contacts:

**Sheena Weitzel**, Operations Manager, Conestoga Students Incorporated,  
**Myeegun Henry**, *Chief of the Chippewa of the Thames*, Aboriginal Services Director,  
 Conestoga College  
**Ryan Kruezer**, Team Leader, Power2Change Ministries. Waterloo Region

Thank you for the opportunity to submit our proposal to the Presbytery of Waterloo Wellington and we look forward to your support of our ministry at Conestoga College.  
 Respectfully submitted,

Rohini Wittake  
 Clerk of Session

Darrell Clarke

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# KNOX

## Destination for Inspiration



### **Request for a Grant of \$5,000 from the Presbytery of Waterloo Wellington for Student Ministry Support, submitted March 31, 2014**

Presbyters,

The congregation of Knox Waterloo are excited about our increasing ministry to the Students in our city. We are walking distance to two of Canada's finest Universities with over 40,000 students, and a short bus ride, or a long walk from 2,500 students attending the Waterloo Campus of Conestoga College. As is fitting, careful research and planning is necessary in building a new area for ministry. We are already blessed with ministry to about 60 students on a regular basis, those from our congregation and those already involved in our LOGOS children/youth ministry, our Music Scholars program and our long standing "Food for Thought" weekly dinner and study. We want to do more. In anticipation of expanding this ministry, we have added a half time staff person to Knox with specific accountabilities in this area. This cost is \$21,400 per year with an additional \$3,200 in pension and benefits for a total of \$24,600.

In addition to the staff costs we are budgeting for up to **\$5,000** in advertising, **\$2,000** in program costs, and will continue to support our current student ministry programs in the amount of **\$750** per year. The total to be expended in 2014 will be approximately **\$32,350**.

In light of these increased costs we would respectfully apply for a grant of **\$5,000** this year to support this student outreach.

The student ministry to date is just a beginning. Knox's future depends on being a vital Christian community with new life injected through this group. Success in this is critical in achieving our vision.

Our research has indicated great need to maintain and grow relationships to vulnerable students at this crucial time of their lives. Many thousands of these students have a church background and are open to involvement in a worship context if the criteria of their needs are met. We are already developing a relationship with a Christian support group of international students which is in addition to the ministry outreach described above.

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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This proposal respectfully submitted, by the Session of Knox Waterloo Presbyterian Church, as passed at the March meeting of the Session.

Respectfully submitted at the direction of Session,

Deborah Schlichter  
 Clerk of Session Knox Waterloo Presbyterian Church

2 appendixes...

### **Appendix I: Communication**

Knox Presbyterian Church Waterloo  
 Student Awareness Pilot Campaign, 2014

#### **1. Overview**

Knox Waterloo has identified **three audience segments as priorities** for outreach and membership activities including: **Students, seniors and singles**. This student-focused initiative includes the development of a **comprehensive communications plan to engage post-secondary students** – specifically those attending University of Waterloo, Laurier University and Conestoga College – **in the 2014 Fall term**.

As a **preliminary phase**, however, Knox is currently creating a **pilot communications campaign** directed at University of Waterloo and Laurier University students in order to **test communications messaging and channels** as well as to help understand the **types of programs that are of interest to students**. This pilot campaign is tentatively planned to run in February and March in order to **provide data to help guide the fall plan** and to **include in a PCC proposal** seeking funds to support student-focused activities.

**Consultation with students within the Knox family**, as well as **research** into the **Millennial generation** overall, will also help build an understanding of **programs, messaging and communications channels that are relevant** to current post-secondary students.

Below are **proposed considerations, recommendations and budget** in order to launch this first phase of the Knox Waterloo **student awareness campaign in February 2014**.

#### **2. Communication Objectives – Pilot Campaign**

1. **Increase awareness of Knox Waterloo** and its programs among post-secondary students in Waterloo;

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))

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2. Position Knox as a “Destination for Inspiration” that’s **welcoming, inclusive and relevant to students/young adults**;
3. Invite students to join the Knox Waterloo community in ways that meet their needs for **fellowship, meditation, engagement and community connection**;
4. **Generate interest in and attendance** at Knox church services as well as student-focused programs and activities (e.g. Food for Thought); and
5. Build understanding of the **types of programs and engagement that students are seeking from the Church** (e.g. on-campus connection vs located at Knox).

### **3. Audience**

*Primary (Students):*

- Students at **University of Waterloo and Laurier University** (geographic proximity)
- Age (18 – 29)
- Local and out-of-town/international students
- Interested in:
  - o Finding their **home church away from home**
  - o “**Seekers**” exploring their spirituality
  - o An opportunity to **engage with others** outside of school
  - o **Nourishment** (meals as well as family/community connection)
  - o An **easy, convenient way to connect** with the Church amid busy schedules and studies

*Secondary (Influencers):*

- **Students already part of the Knox family** (e.g. members, music scholars)
- **Knox congregation**
- **On campus communities** (e.g. faculty, staff, advisors with Student Services, Graduate Studies Office, Health Services, Campus Ministry)
- Media (e.g. education, religion, family, health, community focus)
- K-W community

### **4. Key Messages**

- Knox Waterloo is an inspiring place to connect, reflect and engage in church services as well as a variety of student-focused programs such as Food for Thought;
- Students are invited to participate in multi-generational programs such as LOGOS, Upward Sports and Wednesdays @ Knox;



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- Community connection activities take place at Knox as well as beyond (e.g. Out of the Cold, mission trips);
- UW and Laurier participants, as well as the broader K-W community, come to Knox for public events and concerts all year round;
- Located in Uptown Waterloo, Knox is just a short walk away from your main campus;
- Sunday services start at 10:00 am and the Food for Thought student dinner and discussion take place in a home setting every Sunday evening;

### **5. Knox Waterloo Positioning**

*Mission:*

As members of the Church we grow in spirit, love, community, service and care for others. We are unapologetically Christian and open to include those with seeking questions.

*Attributes:*

Compassionate, Engaged, Inclusive, Joyful, Progressive, Spiritual

### **6. Design Approach**

*Look and Feel:*

- Use the design approach from the directory and anniversary campaign
- Contemporary, warm, welcoming, dynamic

*Photography:*

- Knox people and activities including young adults

### **7. Engaging with the “Millennial Generation”**

Current post-secondary students are often described as belonging to the Millennial Generation – defined as “**digital natives**” who are looking for **authentic, meaningful and immersive experiences**. In order to engage with students in ways that are current and relevant to them, it is important to **understand their motivations** as well as to **engage with them via their channels and devices of choice**.

**Content and messaging** should be based on a developing **understanding of the types of programs, activities and positioning** that supports the life stage, needs and values of students. For example, we know that many in this generation are strong proponents of **social justice, human rights and global connection**, all which are in alignment with the mandate of Knox.

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While students may not have a schedule that allows for direct involvement, they will likely be positively impacted knowing about Knox involvement in community outreach activities such as **Out in the Cold, Youth in Mission, Knox mission trips**, etc.

In addition to **student-focused programs** such as **Food for Thought** and the **Praise Band program**, they may also find participation in other activities of interest to them based on a connection to their fields of study – for example Recreation, Kinesiology or Sociology students volunteering to help out with **Upward Sports, LOGOS** or **Wednesdays @ Knox**. Such programs may also appeal as a way to **build relationships, have fun or enjoy a meal** beyond the confines of school.

A **key communications consideration** is the establishment of a **strong digital presence** that includes **multimedia content** and **positive user experiences**. It is recommended that the **Knox digital environment** include enhanced website content as well as engagement via **popular social media** including Twitter, YouTube, Instagram and Facebook (to a lesser degree for this age group). **Photos, video, blogs** and **infographics** are recommended as key content elements that can be viewed and shared.

For the **pilot**, on-campus communications being considered include a combination of **digital as well as print** formats of Imprint and The Cord – *see below for more details*. Additional vehicles under consideration for September’s campaign may include cross-campus digital screens and posters as well as other means of **connecting digitally and personally** (e.g. on-campus programming).

All advertising and social media would **link to the Knox website** – ideally directly to a **student-focused landing page**. This overview page would provide a **summary of relevant programs and activities** as well as **quick links to detail pages**. It is recommended that the **Knox website be updated** to enhance content on these detail pages in order to directly address this audience and improve the overall visitor experience.

Web content and social media should be in place **prior** to launching the pilot advertising campaign.

### **8. Proposed Timing 2014**

Digital content/channel development	January 27 – February 20
Knox student consultation session	February 24 (TBD)
On campus advertising	February 21 – March 31
Knox communications (e.g. bulletin, newsletter)	February 21 – March 31

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Media/campus relations	February 21 – March 31
Online engagement	February 21 – ongoing
PCC proposal deadline	March 31 (TBD)

### **9. Knox digital communications – Proposed approach**

#### ***Website*** (Knoxwaterloo.ca)

- Create a campaign/student-focused landing page that provides an overview of the program and content that's relevant to students. This page would link to detailed pages (e.g. Food for Thought) and it would be shared via all promotion (e.g. advertising, social media, media relations) to ensure the right information is just a click away.

#### Student-focused:

- o Food for Thought
- o Praise Band/Youth Music Program
- o Logos, Upward Sports (leadership opportunities)

#### Other programming of interest or in alignment with values:

- o Wednesdays at Knox, public events and concerts
- o Past and upcoming community outreach (e.g. mission trips, Out of the Cold, Potato Drive)

#### Potential (to be developed by Christian Education/Knox):

- o Study and meeting spaces with free coffee and/or soup
- o Drop-in suppers
- o On-Campus Exam Relief (care packages, hot chocolate)

#### ***Facebook*** (Knox Waterloo) - exists

- Post updates and relevant content – especially photos
- Engage in conversation
- Link to website

#### ***Twitter*** (@WaterlooKnox) - new

- Establish account with relevant positioning, followers/followed
- Post updates and relevant content – especially photos
- Engage in conversation
- Link to website

#### ***Instagram*** - new

- Establish a Knox account with relevant positioning, existing content, followers/followed

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- Post photos on Instagram + share on Facebook, Twitter, Website
- Engage in conversation
- Link to website

***YouTube - new***

- Establish a Knox channel with relevant positioning and existing content
- Post video on YouTube + share on Facebook, Twitter, Website
- Engage in conversation
- Link to website

**10. Preliminary on-campus campaign –approach and budget**

**A. University of Waterloo**

Student community 35,000 grads and undergrads

**Imprint (Print and Online)**

***Print:***

<i>Circulation</i>	8,000 copies, 85+ locations on campus and in community
<i>Distribution dates</i>	February 21, 28, March 7, 14
<i>Format</i>	Full colour tabloid
<i>Recommended size</i>	¼ page black and white
<i>Cost</i>	\$215 per insertion; CPM = \$27; 4@ \$215 = \$860

***Online:***

<i>Impressions</i>	Average of 70,000 per month
<i>Digital support</i>	Social media (Facebook, Twitter) and search
<i>Skyscraper</i>	Run February 24 – March 23
<i>Cost</i>	\$50 per week or \$150 per month 4 weeks = \$150

**Total Imprint      \$1,010**

**B. Laurier University**

Student community 17,000 grads and undergrads

**The Cord (Print and Online)**

***Print:***

<i>Circulation</i>	7,000 copies, 100+ locations on campus and in community
<i>Distribution dates</i>	February 26, March 5, 12, 19
<i>Format</i>	Full colour tabloid

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*Recommended size*    ¼ page black and white (6" X 6.25")  
*Cost*                      \$236 per insertion; CPM = \$34; 4 @ \$236 = \$944

***Online:***

*Impressions*

*Digital support*

*Format*                      Banner or skyscraper

*Cost*                         \$125/month rotating (with other ads)

**Total Cost**                **\$1,069**

**C. Design and production**

*Format*                      Print/online ads, website banner and digital slides (B&W, colour)

*Cost*                         \$1,000

**TOTAL COST**                **\$3,079** + taxes (\$3479.27 with HST)

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**Appendix II Staffing:**

After a discernment process, the personnel committee made a recommendation to the Session of Knox Church that Laura vanderVleuten be hired to offer staffing leadership in our student outreach program.

Laura was currently the CE Director of Knox on a half time basis with specific responsibility for children and youth. Her mandate did not include adult or post-secondary students. Laura indicated that with a university student of her own studying at Western in London, she both found more time available and an increased passion for ministry to post-secondary students. The session approved this at the June meeting of the Session and Laura began to work three quarter time (one quarter of which was to be devoted to post-secondary students) effective July 1, 2013

Laura began working full time on January 1, 2014 (with one-half of her time being devoted to post-secondary student ministry.)

This resulted in increased staff costs in the amount of about \$6,150 for calendar year 2013 and \$24,600. For the calendar year 2014, all of which is to provide resources for ministry to post-secondary students.

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April 1, 2014  
Kortright Presbyterian Church

## **Application for Funding from the Presbytery of Waterloo-Wellington's Post-Secondary Student Outreach Fund**

**Goal:** to again secure \$5,000 in funding to facilitate further ministry to post-secondary students in the city of Guelph through the work of a student intern position as well as an outreach program focused on fellowship meals as offered by the University Ministry leadership team at Kortright Presbyterian Church (KPC).

### **An Updated History of University Ministry through KPC**

Kortright Presbyterian Church (KPC) was founded in 1980 as a new congregational development in the southern part of Guelph. Outreach to students at the University of Guelph (U of G) quickly became a priority since KPC was close to the campus and, over its first decade, the church attracted young adults in significant numbers. Many of the young families active within KPC today trace their first involvement in the church back to their student days.

In 2005, when KPC moved into a new and larger facility at 55 Devere Dr., the ministry to post-secondary students began to wane. Fewer students attended worship services due to the new location being harder to reach via public transit. For some years in this period, KPC operated a bus service for students coming for worship services from the U of G campus. However, the bus ministry has not existed for over 15 years now.

In 2010, KPC called Rev. Alex MacLeod to be its new minister. In his former role at Knox Church in Toronto, MacLeod directed the University & Young Adult Ministry at Knox. KPC intentionally called a minister with experience in ministry post-secondary students in the hope of renewal in this area.

In the past few years, KPC has had relatively small numbers of students attending worship services. In addition, they have not been well integrated into the congregation. In June 2012, the Session of KPC assigned the task of developing a strategic plan to an outreach planning team headed up by an elder of the congregation. We subsequently established outreach to the University of Guelph as one of our three new major ministry objectives at KPC. We recruited a university ministries leadership team in the spring of 2013 and, with the encouragement of the presbytery through its grant, developed a new program which we initiated this past summer.

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## **Plan for Outreach to Post-Secondary Students through KPC**

For the 2014-15 academic year, KPC has again committed to a plan for outreach to post-secondary students. With the increase in both the number of students involved at KPC and the strength of their connection to the congregation (see report from 2013-14), we hope to see a continuation of the focus on fellowship events after worship services. In addition, we will again be funding an internship position which will allow us to build on the program foundation of the past year as well as permit leadership development in a student.

### **1. Intern for Outreach to Post-Secondary Students**

For 2014-15, the internship will not be in strict partnership with Guelph Campus Ministry (GCM), but rather open to any Christian student in any campus ministry group who will make a commitment to KPC. However, priority will be given to students who already call KPC their home church.

**Funding required:** 10 hr/wk at \$12/hr for 40 weeks = \$4,800.

### **2. Fellowship Meals Ministry to Post-Secondary Students**

The meals ministry was the biggest success of the 2013-14 year. We plan to continue holding regularly schedule meals throughout the year, particular in September and October as well as in December after students return from Christmas break.

**Funding required:** approx. 15 meals at \$200 each = \$3,000

### **3. Exam Care Packages**

This past year 100 exam care packages went out in December and March. We will continue this ministry in 2014-15.

**Funding required:** \$5/care package = \$500

#### **Total Funding Requirements:**

Intern	\$4,800
Fellowship meals	\$3,000
Care Packages	\$500
Total	\$8,300

We humbly request that the Presbytery consider again granting us \$5,000 towards the ministry costs outlined above.

Respectfully submitted,  
 David Rekker  
 Clerk of Session

Alex MacLeod  
 Minister

Wilma Welsh, Clerk ([clerkwatwell@gmail.com](mailto:clerkwatwell@gmail.com))



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Proposal from Joonim Church, Waterloo

## **“United We Stand” All Nations Praise & Worship Night Proposal**

### **Theme: “United We Stand”**

*My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge. Colossians 2:2-3*

### **Background Information**

Praise & Worship Night is a great opportunity for all the university students to gather together as one body of Christ at one place to worship the Almighty God (1 Corinthians 12). While the scripture signifies the importance of unity among the Christians, most of the campus-based Christian organizations are often separated due to language and cultural differences and barriers. By reinforcing the importance of praise and worship in the spiritual walks, and encouraging the unity among the Christian groups within the campus, the students will regain the powerful and joyful Christian life based on the abiding love of Jesus Christ.

### **Project Detail**

#### **Goals and Objectives**

1. To Praise and Worship

To import and cultivate the heart of Praise & Worship within the students by providing an avenue of campus-wide worship experience which will help members understand and be able to worship God freely and deeply in God’s presence.

2. To encourage unity among Christian organizations on campus

To encourage unity among various Christian groups within campus by providing a platform to serve together for the ministry-specific event.

#### **Methods**

- Invitation letters will be sent to the churches & campus clubs in Kitchener-Waterloo region
- Regular meetings will be scheduled for the leadership groups to prepare for the event
- Information and Newsletters regarding the event will be posted on a webpage.

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### Project Detail

- + Host: Joonim's Church (Kitchener-Waterloo)
- + When: November 7<sup>th</sup>, 2014 at 7 P.M.
- + Place: University of Waterloo Festival Hall  
 200 University Avenue W. Waterloo, ON. N2L 3G1
- + Who: All of Students
- + Guest Speaker: Ins Choi (Playwright/ Actor of Kim's Convenience)

### Financial Summary

Financial Summary		
Item	Detail	Cost (estimate)
Facility Rental	University of Waterloo Festival Hall	1,000.00
Equipment/Supplies	Music/Sound equipments and Stage supplies	500.00
Advertising	To churches and various campus-based organizations	300.00
Guest Speaker		300.00
Refreshments	Needed on the day of event	1000.00
	Needed for various leadership meetings	500.00
Reserve Fund		400.00
<b>Total</b>		<b>\$4,000.00</b>

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## GRANT REPORTS FROM 2013



April 1, 2014

Kortright Presbyterian Church

### **Report from Kortright Church regarding 2013-2014 Presbytery's Post-Secondary Student Ministry Funding**

In April 2013, Kortright Presbyterian Church (KPC) received a presbytery grant of \$5,000 to support its ministry to post-secondary students in the Guelph area. The grant was used to fund an intern position in partnership with Guelph Campus Ministry and to pay for a greatly accelerated program of outreach to students.

The most noticeable result of the KPC university ministry in 2013-14 has been the larger numbers of students around the church. Our student contact list has grown from around 20 names to 42 names. Since the summer, we have held 12 events for post-secondary students with an average attendance of 18 persons (35 students attended our fall kick-off BBQ). One key component in the success of these events has been the provision of high quality food at no cost to the students. The food for these meals has been paid for by the presbytery grant. In addition, we provided exam care packages for students this past December and March. We distributed 50 care packages each time, again paid for the grant.

However, the most significant impact of KPC's renewed ministry to students has been the community which has grown among students and between them and others in the congregation. Over the past few years, those students who worshipped at KPC showed up on Sundays and had little connection to one another or to the wider church. In the past eight months, students have gotten to know each other and have also been welcomed into the homes of families in our congregation. The plan to use some of the presbytery's funding to cover the cost of students coming to worship services by taxi on Sunday morning proved unnecessary as numerous members of the congregation stepped forward to offer rides.

This past Sunday, March 30<sup>th</sup>, we held our most recent student lunch. A university student who was in attendance at the event sent us this message a few hours later:

“My friends had a great time today at the lunch and are still talking about how welcomed they felt today! They've both had their fair share of uncomfortable church experiences...it took me this long to convince them to tag along, and I'm so glad they had a good time! they said they're going to try and come out next week as well! So thank you all for everything.”

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The presbytery's grant contributed to covering the following expenses in 2013-14:

Internship	\$5,000
Food for events	\$3,000
Miscellaneous	\$500

Thank you for your support of KPC's outreach to students in 2013-14.

David Rekker  
Clerk of Session

Alex MacLeod  
Minister

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# KNOX

## Destination for Inspiration



**Report to:** the Presbytery of Waterloo Wellington on the Student Grant of 2013

**From:** Knox Waterloo Presbyterian Church, March 25, 2014

In 2013, Knox requested a grant for expanding student ministry in Waterloo. The Presbytery granted \$3,500 in support for our student outreach. We are grateful for this assistance. Our original budget read as follows

<b>Total costs of Student ministry:</b>		
Advertising		\$4000
Ministry to students from Knox	\$750	
Contract staffing	\$3200	
<b>Total cost of student outreach ministry</b>		<b>\$7950</b>

<b>Funding:</b>		
Requested assistance from Presbytery	\$3500	
Amount provided by Knox Waterloo		\$4450

We at Knox felt a gospel call to do more in this ministry as we reflected and prayed about this vital outreach. For many reasons, the frightening statistics on Mental Health issues at post-secondary schools, and heightened awareness of the trauma of student suicide, and the dramatic lessening of the presence of church sponsored chaplains in the local universities, we felt a call to reach out to students with an invitation and a resourced ministry to make a safe place for all post-secondary students. We do not apologise for our Christian faith, as we might have to do in an "On-Campus" ministry. By focussing our attention to places outside of the strict secular constrictions of the campuses, we can better offer the life-affirming gospel of our Lord Jesus Christ. To this end we have spent a great deal more money than contemplated in March of 2013 when our application was submitted.

### **Total cost of Student Ministry Outreach April 1, 2013- March 31, 2014**

Advertising:	<b>\$3,079</b> + taxes (\$3479.27 with HST)
Staff costs for staff person hired specifically for Student Outreach;	\$5,750 plus \$400 benefits and costs, Total \$6,150.
Ministry to students from Knox	\$750
<b>Total expended</b>	<b>\$10,859.27</b>

Our research indicated that the months of September and March were most effective in contacting new students at the universities. At Knox we are not yet experiencing dramatic increases in

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student attendance, but we are maintaining the students that we have. We have prepared the ground for greater ministry in the future. The task of planning is huge, and we are indebted to chaplains at University of Waterloo, Wilfrid Laurier University and to Rev. Marty Molengraaf of the Guelph Ecumenical Chaplaincy for information and for supporting this initiative. The Presbytery Grant has been expended in the ministry described above.

Respectfully submitted, The Knox Session March 25, 2014.