

**Personnel Support and Education Commission**

**MINUTES OF MEETING held January 22, 2014**, 1:00 p.m.  
at Living Waters Presbytery office, Guthrie, ON.

Present: Donna Bowman-Woodall, Joy Crawford, Paul Dempsey, Nina Fulford, Elaine Lush, Rick McKinley, Bruce Roffey, (Secretary), Leslie Sedore, Bright Yun.

Staff: Todd McDonald (for his report only).

Regrets: David Black, Andy Comar, Edward Daghish, Linda Mather, Richard Moffat, Young Rhee, Terry Thom, Fran Watterworth.

Absent: Thelma Arnott, John Harries, Donna Hazlett, Donald Powell, Derek Shelly, Arlene Simms, Wanda Winfield, Susan Wood.

**Constituting the meeting:** Call to Order/ Declaration of Quorum / Opening Worship  
Nina Fulford chaired the meeting; Bruce Roffey was Secretary,  
Nina Fulford opened the meeting with a variety of readings related to the Week of Prayer for Christian Unity, concluding with prayer.  
Nina declared that a quorum was present and called the meeting to order.

**Opening Motions:**

1. Approval of Agenda  
The following additions were added: 4.6 Transferring of Barbara Creelman, 4.7 DLM process and 5.3 Evergreen. Todd McDonald's report will be added as 3 (a).

**MOTION** that the agenda of the Personnel Support and Education Commission be accepted as circulated and amended.

**Moved by:** Elaine Lush

**Seconded by:** Leslie Sedore

**CARRIED**

2. Approval of the roll of Personnel Support and Education Commission signified by signing the attendance list
3. Approval of Minutes of the meetings of December 11, 2013

**MOTION** that the Personnel Support and Education Commission of Living Waters Presbytery approves the minutes of the meeting held December 11, 2013 as circulated.

**Moved by:** Bruce Roffey

**Seconded by:** Rick McKinley

**CARRIED**

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3 (a) Report by Todd McDonald.

Todd reported various items about his job description and his relationship to the Commission, and the M&P assessment process.

Todd requested agenda time at the Commission's meeting in November 2014.

In July 2015, there will no longer be housing allowances and a comprehensive salary policy will be implemented.

The sabbatical funding from General Council has been discontinued. Some presbyteries will assist from their own funds.

M&P 101, an old DVD, will be edited and combined with a pdf resource on a Google log-in site. It will provide opportunities for support and dialogue.

4. EDUCATION AND STUDENTS:

4.1 Bursaries

4.1.1 Distribution

They were distributed to the four people indicated in the previous minutes.

4.1.2 Barbara Creelman

She wishes to become a student in Living Waters Presbytery and she has asked for some financial support.

4.2 Vic Burton – Supervisor

There are some concerns and so we will deal with Vic's situation after the interview on February 1<sup>st</sup>.

4.3 Annual Interviews, February 1 (with backup date of February 8)

Donna has set up a schedule. The interviews are at the Presbytery office. Motions from meeting will come to the Commission meeting in February.

4.4 Meg Jordan and Debbie Boukydis-Grant – Conference Interview Committee Interviews January 15<sup>th</sup>

Our understanding is that both candidates were approved, but no formal documentation is available.

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4.5 Steven Loweth – Report of Discernment Committee

**MOTION:** That the Personnel Support and Education Commission of Living Waters Presbytery receives the report of the Discernment Committee of Steven Loweth and requests the Interview Committee of Toronto Conference to interview Steven Loweth as a prospective Candidate for Ordained Ministry,  
And that the Personnel Support and Education Commission empower Education and Students Convenor, Donna Bowman-Woodall, to appoint an accompanier to his interview and a liaison for Steven Loweth.

**Moved by:** Donna Bowman-Woodall

**Seconded by:** Leslie Sedore

**CARRIED**

4.6 Barbara Creelman

**MOTION:** That the student records for Barbara Creelman be received from Ottawa Presbytery and that Living Waters Presbytery, through the Personnel Support and Education Commission, monitor her progress through the Designated Lay Ministry Program at the Lemonville Pastoral Charge (designated learning site).

**Moved by:** Donna Bowman-Woodall

**Seconded by:** Rick McKinley

**CARRIED**

**MOTION:** That, in response to the request of Barbara Creelman, the Personnel Support and Education Commission make a special request to the Presbytery Treasurer to disburse \$650 to Barbara Creelman as a bursary.

**Moved by:** Barbara Bowman-Woodall

**Seconded by:** Elaine Lush

**CARRIED**

4.7 DLM process

Jen Dennis has expressed some personal concerns about the DLM process and getting a placement. It was decided to wait until after her interview to discuss the situation with her.

5. PERSONNEL SUPPORT:

5.1 Voluntary Associate Minister (VAM) agreement (attached as Appendix A).

**MOTION:** That the Personnel Support and Education Commission approved the Voluntary Associate Minister Agreement as circulated and amended.

**Moved by:** Paul Dempsey

**Seconded by:** Leslie Sedore

**CARRIED**

5.2 Retirees' Association – no report

5.3 Pastoral charge Supervisors:

St. Paul's Orillia ~ No supervisor is necessary, since the supply minister beginning February 1, 2014 is the Rev. Ted Reeve.

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Bala-Port Carling ~ Don Powell will serve.

Collier Street ~ Paul Dempsey will continue serving as the supervisor.

Evergreen~

The Rev. Maggie Keates is the supervising minister. Paul Dempsey will contact her and report back to Nina Fulford.

6. NOMINATIONS for Commission Chair:  
Names were discussed, and Nina Fulford will provide the Commission's suggestion to the Nominating Committee.
7. PERSONNEL SUPPORT PLANNING GROUP:  
Donna Bowman-Woodall, Elaine Lush and Leslie Sedore will work on this.
8. CHAPLAIN REVIEWS:  
Survey sent out via Survey Monkey with request for response by January 21st.  
Interviews are to be scheduled in February.  
Nina Fulford will download the information shortly. A couple of comments have come to Nina, which she will include in the report.  
There was discussion about how to raise the profile of the program by identifying the chaplains, their experience and ministry.
9. NEXT MEETING:  
Wednesday, February 19, 2014, 1 to 3 p.m. at the Presbytery Office, Guthrie, Ontario
10. CLOSURE  
The agenda being completed, Nina Fulford closed the meeting at 3:15 p.m. with the Celtic benediction.

**A VOLUNTARY ASSOCIATE MINISTER AGREEMENT**

**Between:**

**The Pastoral Charge,  
Appointed or Settled Ministry Personnel (Incumbent)**

**and**

**Voluntary Associate Minister (VAM)  
and Living Waters Presbytery  
(Date)**

This agreement is between the Official Board of the \_\_\_\_\_ Pastoral Charge, Incumbent, VAM and Living Waters Presbytery.

The VAM named in this agreement are subject to the oversight and discipline of the presbytery.

Insofar as possible, the VAM, the Incumbent, the Official Board and the presbytery shall work together for the nurture and well-being of the Church, and establish appropriate policies and procedures.

The VAM shall exercise specific pastoral functions of ministry on an “as requested” basis on behalf of and with the approval of the Official Board of the \_\_\_\_\_ Pastoral Charge and in consultation with the Incumbent.

The specific pastoral functions performed on an “as requested” basis shall include weddings, funerals, pastoral care, sacraments, and coverage for the Incumbent.

The VAM is under no obligation to accept any wedding, funeral or any request for coverage for the Incumbent and may decline such requests at any time.

All requests for the performance of any specific pastoral functions by the VAM shall be referred first to the Incumbent. The Incumbent, in consultation with the VAM, shall determine who shall respond to the request.

All weddings and funerals performed by the VAM shall be recorded in the appropriate register kept by the \_\_\_\_\_ Pastoral Charge.

Weddings performed in the congregations of the Pastoral Charge shall have first priority for use of the church register.

The VAM may receive honoraria or stipend and travel from the parties to the wedding or funeral and shall be paid at a rate set by the Pastoral Charge for presiding at worship

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and for pastoral care, but no other honoraria, stipend or travel will be paid to the VAM by the Pastoral Charge.

This agreement shall take effect on the date made effective by the approval of Living Waters Presbytery and shall be reviewed by all parties annually as a part of the Effective Leadership project of Toronto Conference.

This agreement may be terminated at any time by the Official Board of the \_\_\_\_\_ Pastoral Charge, by written request to the Official Board of the \_\_\_\_\_ Pastoral Charge by the VAM, by written request to the Official Board by the Incumbent, or by action of Living Waters Presbytery.

Clarification of the terms of the agreement, once approved by the presbytery, shall be by mutual, four-way conversation between the Chair of the Official Board, the Incumbent, the VAM and a representative of the Personnel Support and Education Commission of Living Waters Presbytery.

This agreement, once signed by all parties, is to be attached to the Voluntary Associate Minister Appointment Form of Toronto Conference and supercedes any previous agreement.

\_\_\_\_\_  
Name, Ministry Personnel (Date)

\_\_\_\_\_  
Name, Incumbent Minister (Date)

\_\_\_\_\_, Chair of the Official Board (Date)

\_\_\_\_\_, on behalf of Living Waters Presbytery (Date)